

<b>FINBOROUGH SCHOOL</b>		DR1-01
<b>COMPANY POLICY RULES AND PROCEDURES</b>	<b>Page: Issue Date:</b>	<b>1 of 5 Sept 2023</b>

## **VEHICLE USERS' PROCEDURE**

### **1) PURPOSE**

This procedure sets out the precise conditions under which employees may use the minibuses, mainly for work purposes.

### **1) SCOPE**

This policy applies to all employees of Finborough School who use the companies' vehicles.

This policy should be read in conjunction with the schools Staff Handbook.

### **3) POLICY**

- The aim of this policy is to ensure that Finborough School complies with current legislation and guidance in relation to the use and maintenance of minibuses.
- To ensure that the safety of all parties involved is always of priority.
- To ensure Finborough School is meeting all obligations set out by HSE.

### **4) Policy Statements**

- The school follows guidance contained within Driving School Minibuses Advice for Schools and LA`s (September 2013) which was published jointly by the Department for Education, Department for Transport and Association of Chief Police Officers.
- This policy and the procedures contained within it have been written to provide any members of staff who may need to drive vehicles, on behalf of the school, with the necessary knowledge and information in the light of growing legislation regarding the qualifications, insurance, operating, servicing, and inspection requirements to safely operate our minibuses and carry passengers.
- The behavior and competence of the minibus drivers will be assessed to ensure the safe operation of the minibuses and to keep employees and others free of harm.

<b>FINBOROUGH SCHOOL</b>		DR1-01
<b>COMPANY POLICY RULES AND PROCEDURES</b>	<b>Page: Issue Date:</b>	<b>2 of 5 Sept 2023</b>

- This policy extends to the use of hired vehicles that are used by the school.
- A copy of this policy will be provided to all minibus drivers and will be kept in the Staff Handbook and retained by the Facilities Manager.
- This policy and the procedures contained within it will be reviewed regularly as part of the school's Health and Safety review.
- The members of SLT have the right to refuse approval for a driver to drive a minibus if they deem it unsafe or not in the school's best interest for the individual to drive.

### **Minibus Drivers**

- Each driver must have read and fully acknowledged this policy.
- Any defects found with a vehicle must be reported to the Facilities Manager immediately.
- Pre-driving checks must be carried out before the start of a journey, the driver should understand and accept that they accept full responsibility for driving a vehicle with defects and should ensure the safety of their passengers is top priority, this includes the use of seatbelts.
- Comply fully with all road traffic laws, respecting speed limits and always ensuring use of seatbelts.
- Take breaks when longer journeys are taking place.
- No use of a mobile phone while driving, the vehicle must be parked up.
- Appropriate clothing must be worn while driving, this includes footwear. Sandals or flipflops are not permitted.
- Vehicles are not to be driven under the influence of alcohol or drugs.
- Drivers will meet at least once a term to discuss any issues or concerns they have with the Facilities Manager

<b>FINBOROUGH SCHOOL</b>		DR1-01
<b>COMPANY POLICY RULES AND PROCEDURES</b>	<b>Page: Issue Date:</b>	<b>3 of 5 Sept 2023</b>

### **Driver Eligibility**

- To drive the 9-seater vehicles drivers must be over 21.
- To drive the 17-seater vehicles drivers must meet the driver license requirements set out in Driving School Minibuses – Advice for Schools and Local Authorities (November 2014).
- Before being able to drive on of the minibuses each driver must complete an observation conducted by the Facilities Manager.
- Drivers must be medically fit and legally qualified to drive a minibus and are required to complete and sign a driver declaration form to that effect before driving the minibus.
- Staff with a medical condition that needs to be declared to the insurers should advise the Facilities Manager accordingly.
- The driver is responsible for notifying the school of any license changes, points or convictions they receive straight away.

### **CARE/RISK MANAGEMENT**

- The vehicle is to be driven in a safe, courteous, and economical manner at all times. Any employee who is considered to be acting recklessly in their use of the vehicle will be subject to disciplinary action.
- Employees in general must ensure that the vehicle is kept in good condition. This includes keeping it clean both inside and out and ensuring that the tyre pressures, lights, oil, water etc. are kept up to the required standard.
- Spot checks of vehicles may be carried out from time to time to ensure the vehicle is being kept clean and always maintained. These checks will be conducted, without prior notice, by the Facilities Manager.
- No vehicle should be driven in an un-roadworthy condition. Any defects must be reported immediately.
- All drivers should be thoroughly conversant with the Highway Code and relevant sections of the Road Traffic Act. All road signs and regulations are to be complied with.

<b>FINBOROUGH SCHOOL</b>		DR1-01
<b>COMPANY POLICY RULES AND PROCEDURES</b>	<b>Page: Issue Date:</b>	<b>4 of 5 Sept 2023</b>

- When a Company vehicle is parked at night, it is the driver's responsibility to ensure that any goods/equipment are left in a secure place overnight. A vehicle parked outside (i.e., not garaged) is unlikely to be classed as secure. Therefore, all goods/equipment, whether Company or personal, are to be removed from the vehicle.
- In the event of theft from a vehicle or a vehicle being stolen, this should be reported immediately. The Company cannot be held responsible for the loss of or theft of personal belongings from a Company vehicle.
- The School Minibuses have a fuel card that enables fuel to be purchased and charged to the school's account, these are stored in the glove box of each vehicle, receipts must be kept and handed in to accounts
- A member of the Facilities team will regularly check the school minibuses to ensure that the vehicles have adequate fuel (at least half a tank), screen wash and AdBlue. Sometimes it may be necessary for the driver to top the fuel up.
- The diesel level should not go below a quarter, this enables the vehicle to be used at short notice

## **SERVICING/BREAKDOWNS**

- All vehicles are serviced in line with requirements set out by the lease company. They hold all records of any work carried out.
- The schools' minibuses are covered by the lease companies' breakdown service (Alphabet Leasing) details on how to contact can be found in the minibuses.

## **ACCIDENTS/REPAIRS**

- In the event of an accident do not, under any circumstances, admit liability. Exchange particulars with any other parties involved and obtain particulars of any Police Officer or witness present.
- Any and every accident or incident in which a minibus is involved, regardless of fault and whatever persons or property are affected, must be reported immediately to the Company.

<b>FINBOROUGH SCHOOL</b>		DR1-01
<b>COMPANY POLICY RULES AND PROCEDURES</b>	<b>Page: Issue Date:</b>	<b>5 of 5 Sept 2023</b>

- Where any person suffers personal injury, the accident must be reported to the police as soon as is practicable and in any case within 24 hours. You must also obtain the particulars of the injured person(s) and the hospital to which they are taken.