



# Belvedere Infant and Junior Schools

## Minibus Policy

Written: October 2025

To be reviewed: October 2028

### Statement of intent

Belvedere Infant and Junior Schools understand that minibuses are a useful form of transport, and are often required for outings such as educational visits or trips.

The school also understands that safety on the minibus, and of the minibus itself, is paramount when travelling. As a result, this policy has been created to provide guidance on the responsibilities and procedures associated with the use of minibuses.

### Legal framework

This policy has due regard to all relevant legislation and statutory and non-statutory guidance including, but not limited to, the following:

- Road Traffic Act 1988 (As amended)
- The Motor Vehicles (Driving Licenses) Regulations 1999 (As amended 2015)
- Health and Safety at Work etc. Act 1974
- DfE and Department for Transport (2013) 'Driving school minibuses: advice for schools and local authorities'
- RoSPA (2015) 'Minibus Safety: A Code of Practice'
- GOV.UK (2016) 'Child car seats: the law'
- GOV.UK (2014) 'Seat belts: the law'
- NASUWT (2024) 'Use of Minibuses – Joint guidance issued by NASUWT, GMB, UNISON and Unite to Members in Great Britain'.

This policy operates in conjunction with the following school policies:

- Educational Visits Policy
- Administering Medication Policy
- Behaviour and Anti-Bullying Policy
- Health and Safety Policy
- First Aid Policy

### **Roles and responsibilities**

The SBM is responsible for:

- Ensuring that a full MOT on the school minibus is carried out by the required date.
- Providing appropriate tax and licensing for the minibus.
- Ensuring that the minibus is appropriately insured, and roadside assistance is organised.

The headteacher is responsible for:

- Ensuring that a second driver is available when appropriate.
- Setting minimum criteria for the minibus driver and ensuring they conform to it.
- Undertaking generic and specific risk assessments.
- Handling any maintenance reports.
- Establishing an emergency procedure in the event of accidents or breakdowns.
- Ensuring that a checklist is available for inspection in the minibus, detailing the checks that should be made.
- Ensuring minibus drivers are aware and have a copy of the procedures to follow in the event of an emergency or breakdown.
- Reviewing this policy.

The driver is responsible for:

- Ensuring that they are eligible to drive as per the eligibility requirements outlined in this policy.
- Adhering to all relevant road rules and laws, including any driving hours regulations.
- Ensuring that all passengers are wearing a seatbelt.
- Ensuring that the minibus is roadworthy in accordance with the Road Vehicles (Construction and Use) Regulations (England, Scotland, Wales) 1986.
- Undertaking checks and entering data into the vehicle log book.
- Ensuring that the minibus is used for the purposes outlined in the insurance policy.

Accompanying adults are responsible for:

- Taking headcounts when boarding and exiting the minibus to ensure everyone is accounted for.
- Keeping a record of the names and contact numbers for any pupils travelling in the minibus.
- Ensuring that passengers continue to wear their seatbelts throughout the journey.
- Ensuring that passengers model good levels of behaviour, and responding to any disruption appropriately.
- Ensuring that passengers do not consume food or drink on the minibus.
- Ensuring that there is at least one first aider on the minibus.

Passengers are responsible for:

- Following all instructions issued by the driver and accompanying adults.
- Wearing their seatbelt at all times during the journey.
- Conducting good levels of behaviour, and not distracting the driver.
- Conducting good levels of behaviour towards drivers in other vehicles.

- Keeping all exits clear for the duration of the journey.
- Maintaining the exterior and interior of the vehicle, and ensuring no damage is caused.

### **Eligibility**

A minibus is defined as a motor vehicle with between 9 and 16 passenger seats. It is described as a category D1 vehicle by the Driving Vehicle Licencing Authority (DVLA).

To be eligible to drive a minibus for hire or reward, drivers will hold a full D1 (or D) passenger carrying vehicle (PCV) entitlement. All drivers of the minibus will be between the ages of 21 and 70. Before any individual is permitted to drive the minibus, they are required to provide their driver's licence to the headteacher, who will record confirmation of this and make a photocopy for school records.

If the headteacher is not satisfied that the driver's licence is sufficient, they will inform the driver that they are not eligible to drive the minibus.

**Drivers of the minibus are required to have at least two years' experience as a qualified driver. Drivers with more than three points on their license will not be eligible to drive the minibus.**

Drivers will also be eligible to drive a minibus if they passed their category B (car) **driving test before 1 January 1997**, provided the minibus is not being used for hire or reward. In these circumstances, there will be a **passenger limit of 16** and no maximum weight restriction on the vehicle. Drivers with a D1 + E entitlement may also tow a trailer weighing up to 750kg.

Drivers will also be eligible to drive a minibus if they passed their category B (car) **driving test on or after 1 January 1997**, provided the minibus is not being used for hire or reward, and the following conditions are met:

- The driver is over 21 years old and has held a category B (car) driving licence for at least two years
- The minibus is used by a non-commercial body for non-commercial purposes, e.g. school sports team travelling to a fixture
- The driver receives no payment other than the recovery of their out-of-pocket expenses, e.g. fuel and parking costs
- The driver provides the service on a voluntary basis
- The gross vehicle weight of the minibus does not exceed 3.5 tonnes (or 4.25 tonnes if including any specialist equipment to carry disabled passengers)
- **For Minibuses that exceed 3.5 tonnes when empty, any drivers who passed their category B (car) driving test on or after 1 January 1997, MUST have completed a MiDAS (Minibus Driver Awareness Scheme) Course**
- The driver does not tow a trailer

Drivers holding a category B (car) licence, obtained on or after 1 January 1997, are eligible to drive any vehicle weighing a maximum of 3.5 tonnes, with a maximum of eight passengers, and with a trailer weighing a maximum of 750kg, e.g. 'Lightweight Minibuses'. Drivers may also apply for a minibus permit, also known as a section 19 permit scheme, via the LA if there is a need to charge passengers.

Drivers holding either a category B (car) licence or a category D1 (101) licence are entitled to drive a minibus operated for hire or reward if they also hold a section 19 permit.

To be eligible for a minibus permit, the following criteria will be satisfied:

- The vehicle carries between 9 and 16 passengers
- The vehicle is being driven for a voluntary organisation that benefits the community
- The minibus service is only available for members of that organisation, and not the general public
- Any charges are requested to cover running costs and not for personal profit
- The driver is 21 or older

### **Risk assessment**

The headteacher will conduct a risk assessment of the minibus; this will be reviewed annually and in response to any services, or following a breakdown/accident.

The headteacher will also conduct a generic risk assessment of the minibus service, covering factors such as supervising drivers, parental consent, journey planning, accident procedures, etc.

Additional risk assessments may also be completed for specific journeys, if necessary.

### **Procedures**

The keys for the minibus are held in the Belvedere Junior School office.

The keys will be signed in and out of the Belvedere Junior School office by the driver of the minibus – they will be signed back in as soon as the minibus returns to the premises.

The driver of the minibus will ensure that:

- They are legally entitled, and properly insured, to drive the minibus.
- The minibus is well-maintained and legally allowed on the road.
- The minibus has a valid MOT certificate and insurance.
- The minibus has a valid permit disc, if operating under a section 19 permit scheme.

A designated member of staff will carry out and record a weekly maintenance check on the minibus using the '[Maintenance checklist](#)'. The checklist will be updated following every service, with details of each of the checks.

The minibus will be cleaned on a monthly basis by the premises manager.

If the appointed person has any concerns regarding the safety or roadworthiness of the minibus, they will inform the headteacher, who will organise appropriate action.

If the driver has any serious concerns regarding the safety or roadworthiness of the minibus during the journey, e.g. a flat tyre, a call will be made to the school office, and the breakdown procedure will be followed.

If the driver notices any minor defects during the journey which do not compromise the safety of the driver or passengers, e.g. one broken windscreen wiper, these can be reported to the headteacher after the journey.

The minibus will not be used in any situations where a cause for concern has been identified by a qualified mechanic.

In addition to the weekly checks, and before beginning the journey, the driver will:

- Plan the journey so that it can be completed safely and comfortably in line with the passengers' needs.
- Conduct a visual inspection of the minibus and the pre-journey minibus safety checklist.
- Ensure that they are fit and able to drive.
- Conduct a moving brake test.
- Ensure that all rubbish is removed and there is no damage to the inside or outside of the vehicle.
- Ensure that passengers are aware that they must not consume food or drink on the vehicle.
- Ensure that no passengers embark on the minibus with muddy shoes or damp, dirty clothing.

The driver of the vehicle will plan all routes accordingly, ensuring that the route is suitable and safe for use by minibuses.

Mobile phones are not permitted for use by the driver whilst they are driving the minibus. If the driver must make a call, they will pull over to a safe stopping place to do so. A mobile phone will be carried by at least one member of staff in case of an emergency. The member of staff will have emergency contacts for the school where access to pupils' emergency contacts.

A nominated person at the school, who is not on the journey, will be aware of the destination of the minibus, its route and its expected time of arrival and return. Parents will be informed of the trip and will be able to contact the school in case of an emergency.

Smoking, drinking alcohol and taking drugs is strictly prohibited by pupils, staff members and the driver at all times whilst on the vehicle.

The driver will ensure that the legal speed limits for minibuses are followed at all times during the journey.

Pupils will be required to maintain good levels of behaviour at all times whilst on the minibus, in line with the school's Behaviour Policy, and will avoid any behaviour that may distract the driver.

Any disruption on the minibus will be dealt with appropriately by supervisors, in accordance with the school's Behaviour Policy and Educational Visits Policy.

The driver will take frequent breaks if they are travelling for long distances and will not drive continuously for more than two hours without a break away from the vehicle of a minimum of 30 minutes.

Drivers who are to travel for 50 miles or more each way will be allowed adequate time off from any other work to ensure that they are properly rested before commencing the journey.

### **Health and safety**

If a driver is taking any prescribed drugs or medicine that may affect their ability to drive, they are not permitted to drive the minibus, in accordance with the Health and Safety Policy.

In light of the above, if the driver feels unwell before or during the journey and that this may affect their ability to drive, they are not permitted to drive the bus. Another member of staff who holds a relevant license will be available to drive the minibus in such cases. If there is no suitable alternative driver, the trip will be postponed.

Drivers will not drive for longer than two hours without taking a break for at least 15 minutes.

A first aid kit will always be available on the minibus and will be fully stocked, and at least one member of staff on the minibus will be a qualified first aider. This will align with the First Aid Policy. Additional medication may be taken for pupils with medical conditions, though only staff trained to administer medication will do so, in accordance with the school's Administering Medication Policy.

Seatbelts and seats will be fitted and worn in accordance with relevant seat belt laws.

The driver will instruct all pupils to wear their seatbelts throughout the journey; supervisors will ensure that they continue to do this whilst on the minibus. All members of staff aboard the vehicle will wear their seatbelts at all times.

Passengers will ensure that all emergency exits are clear at all times.

The school will ensure that another adult who is eligible to drive a minibus is available to supervise passengers, provide cover in emergencies and to minimise the risk of driver fatigue.

### **Breakdowns**

In the event of a breakdown, the driver will move the vehicle off the road and switch on the hazard warning lights. Passengers will be moved out of the nearside of the vehicle, and as far away from it and other traffic as possible. If it is safer for passengers to remain in the vehicle, e.g. if there is not a safe place outside, the driver and supervisors will assess the situation and decide whether to stay on the minibus.

The driver or a supervisor will contact the relevant breakdown cover company immediately. The driver or a supervisor will contact the school office after arranging a breakdown call out. Contact details for the relevant breakdown cover and insurance provider will always be kept in the glove compartment of the minibus.

If the breakdown occurs on a motorway, the driver or a supervisor will use the roadside emergency telephone, and will provide the police with the breakdown service, the vehicle's location, and if any pupils on board have SEND.

All passengers will be kept together in one group and pupils will be constantly supervised.

If necessary, the driver will seek help, leaving the pupils with the supervisors. If the driver is the only adult present, pupils will not be left alone.

The driver, supervisors and pupils will all wait in the safe place until it is safe to return on the minibus. If passengers are unable to return on the minibus, appropriate transport will be agreed by the Head teacher/Head of School and arranged by staff in the school office to collect pupils, supervisors and the driver.

### **Accidents**

An emergency procedure will be established by the headteacher prior to beginning the journey, and a copy will be kept inside the glove compartment in the minibus. The emergency procedure will be communicated to the driver and all supervisors on the journey, to ensure they are fully aware of the process to be followed.

In the event of an accident, emergency services will be contacted immediately and supervisors will remain with pupils at all times. The driver or a supervisor will contact the school office and speak to the head teacher/head of school as soon as possible after calling the emergency services.

All passengers will remain at the scene of the accident in a safe place until the emergency services and any additional transport has arrived.

If injuries are sustained, the names of those involved will be reported to the school office and an accident log will be completed upon return to the premises. If no injuries are sustained and the vehicle is not damaged, the driver will ensure that the vehicle is roadworthy and safe before continuing the journey. An accident log will be completed upon return to the school.

### **Monitoring and review**

This policy will be reviewed every three years by the headteacher; the next scheduled review date for this policy is 31st October 2028.

This policy will also be reviewed in response to any incidents or accidents that occur.

Any changes made to this policy will be communicated to all members of staff.

All drivers and supervisors are required to familiarise themselves with the procedures in this policy when planning a journey.

**Appendix 1 – Maintenance checklist**

Check	Checked? (Y/N)	Details of defect	Reported (date)
Tyre pressure			
Tyre condition and tread depth			
Lights – operation/cleanliness			
Engine oil level			
Coolant level			
Brakes, including fluid level			
Battery			
Windscreen wipers/jets/reservoir			
Seat belts/buckles/fixings			
Operation of steering/gears/clutch			
Fire extinguisher			
Jack/handle/wheel brace			
First aid kit			
Operation of horn			
Doors, latches, locks			
Condition of wheel rims and trims			
Road fund licence/transport permit			
Condition of mirrors			
Operation of dash controls			

<b>Excessive exhaust smoke</b>			
<b>Condition of body work/number plates</b>			
<b>Silhouette signs</b>			
<b>Rear scope</b>			
<b>Cleanliness of exterior</b>			
<b>Cleanliness of interior</b>			

All checks have been made, and all defects have been reported to:

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Appendix 2 - Pre-journey minibus safety checklist

<b>Name of trip leader:</b>	
<b>Signature:</b>	
<b>Name of minibus driver:</b>	
<b>Signature:</b>	
<b>Date checks were carried out:</b>	
<b>Date of trip:</b>	

Trip leader		
Check	Checked? Y/N	Comments
<b>Pupil preparation</b>		
Have pupils been made aware of their expected behaviour on the minibus and on the school trip?		
Have emergency contacts been obtained for all pupils?		
Have parents been given an emergency contact number and an itinerary?		
Has an attendance register been completed?		
Do pupils have all the necessary items in order to attend the trip (e.g. permission slips, packed lunches)?		

Journey planning		
Has appropriate time been given to planning the trip?		
Has the route been planned in advance?		
Has traffic been checked prior to departure?		
Following from traffic being checked before departure, has an alternative route been planned as a contingency?		
Have rest breaks been scheduled?		
Is the minibus's MOT full and up-to-date?		
Is the driver eligible to be driving the minibus?		
Are defined emergency procedures in place in the event of an accident or breakdown?		
In the event of an accident or breakdown, are procedures in place to ensure the necessary people are informed?		
Interior		
Have all seatbelts been checked to ensure they are working and undamaged?		
Has the <a href="#">first aid kit</a> been checked? Is it well-stocked of everything required, including anything to meet the specific medical needs of individual pupils on board?		
Is the first aid kit located in an easy-to-access location?		
Is a fire extinguisher available?		
Has the general cleanliness of the minibus been checked?		
Have all bags been stored safely away before departure?		

<b>Driver</b>		
<b>Check</b>	<b>Checked? Y/N</b>	<b>Comments</b>
<b>Interior</b>		
Has the driver's seat been adjusted?		
Have mirrors been adjusted to provide a clear view of the road behind?		
Are all dashboard instruments working?		
Is the air conditioning/heating working?		
Is the fire extinguisher located in an easy-to-access location?		
Has relevant paperwork, such as the MOT certificate, been checked?		
<b>Exterior</b>		
Has the minibus got a full tank of fuel?		
Has the oil level been checked?		
Has the windscreen wash been checked?		
Has tyre tread depth been examined?		
Have the tyres been checked for damage or punctures?		
Have the tyre pressures been checked?		
Are the minibus's headlights working?		
Are the minibus's indicators working?		

Are the minibus's brake lights working?		
Are the minibus's hazard lights working?		
Are the windows and windscreen free from damage?		
Is the bodywork in good condition?		
Do all doors, including the disabled access door, work properly?		
Are break glass hammers, or equivalent, fitted?		
<b>Brakes</b>		
Has the handbrake been checked with the engine running?		
Has the brake pedal been checked to ensure it is firm?		
If safe, has an off-road brake test been conducted? (This should be done, with no passengers on-board, at a slow speed of around 10mph and then apply the brakes firmly)?		

### Appendix 3 – Minibus Risk Assessment

Title		Reference	Assessment Date	Completed By	Review Due		
		RA00					
Work Locations		Risk Rating					
		Likelihood	Impact				
			1. Minor	2. Moderate	3. Significant	4. Serious	5. Major
		5. Almost Certain	5	10	15	20	25
		4. More Likely than Not	4	8	12	16	20
		3. Fairly Likely	3	6	9	12	15
		2. Unlikely	2	4	6	8	10
		1. Extremely Unlikely	1	2	3	4	5
Work Activities							

<b>Equipment and Substances</b>			
<b>Persons Affected</b>			
<b>Reviewed by</b>	<b>Date</b>	<b>Reviewed by</b>	<b>Date</b>
<b>Reviewed by</b>	<b>Date</b>	<b>Reviewed by</b>	<b>Date</b>

Hazard	Who may be harmed	Risk rating L/M/H	Existing controls	Further action required	Assigned to	Completed
Insufficient awareness of school procedures	Staff and pupils		<ul style="list-style-type: none"> <li>• The school has due regard to all relevant legislation and statutory guidance, including:               <ul style="list-style-type: none"> <li>- DfE (2023) 'Keeping children safe in education'</li> <li>- Health and Safety at Work etc. Act 1974</li> <li>- Road Traffic Act 1988</li> </ul> </li> <li>• The school has clear procedures in its <a href="#">Child Protection and Safeguarding Policy</a>, which all staff adhere to when transporting pupils.</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>		
Driver error	Staff and pupils		<ul style="list-style-type: none"> <li>• All drivers are suitably qualified and known to the school.</li> <li>• All drivers are properly insured before driving the minibus.</li> <li>• The <a href="#">headteacher</a> reviews all drivers' licences before they are allowed to drive the minibus.</li> <li>• Drivers with more than <a href="#">three</a> points on their licence are not eligible to drive the minibus.</li> <li>• Drivers have held a full driving licence for at least <a href="#">three years</a> before they can drive the school's minibus.</li> <li>• Under no circumstances is an individual allowed to drive the minibus if they are under</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>		

Hazard	Who may be harmed	Risk rating L/M/H	Existing controls	Further action required	Assigned to	Completed
			<p>the influence of alcohol, drugs or high-strength prescription medication.</p> <ul style="list-style-type: none"> <li>• Smoking is not tolerated on the minibus.</li> <li>• A zero-tolerance approach is taken to substance misuse and any drivers found to be under the influence of drugs and/or alcohol will be reported to the police, and dealt with in accordance with the school's <a href="#">Disciplinary Policy and Procedure</a>.</li> <li>• Drivers are not permitted to drive if they are feeling too tired or unwell to drive safely.</li> <li>• Drivers take a break every <a href="#">two hours</a> while on a journey of over <a href="#">three hours</a>.</li> <li>• A second driver attends the trip and takes over driving responsibilities where necessary, e.g. if the original driver is taken ill.</li> <li>• Drivers report any changes to their licence, e.g. the accumulation of points or its removal, to the <a href="#">headteacher</a> immediately.</li> <li>• Drivers report all medical conditions to the <a href="#">headteacher</a> immediately and in accordance with DVLA guidelines.</li> <li>• Drivers familiarise themselves with the school's <a href="#">Minibus Policy</a>.</li> </ul>			

Hazard	Who may be harmed	Risk rating L/M/H	Existing controls	Further action required	Assigned to	Completed
			<ul style="list-style-type: none"> <li>• Drivers follow the Highway Code.</li> <li>• All drivers have completed an enhanced DBS check.</li> <li>• Drivers over the age of 70 are responsible for renewing their own driving licence every three years.</li> </ul>			
First aid and injuries	Staff and pupils		<ul style="list-style-type: none"> <li>• A trained first aider is always present on minibus journeys.</li> <li>• The minibus is fitted with a first aid kit which the <b>first aider</b> checks and, where necessary, re-stocks on a <b>weekly</b> basis.</li> <li>• In the event of an accident, the emergency services are called immediately.</li> <li>• Incident reporting forms are completed by the accompanying adult and reported via <b>Meditracker</b>.</li> <li>• If a pupil is injured or is taken ill while the minibus is being driven, the driver pulls over in the nearest safe place.</li> <li>• Any medical needs pupils have are noted and additional medicines or treatments are stocked in the first aid kit to ensure their needs are met.</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>		

Hazard	Who may be harmed	Risk rating L/M/H	Existing controls	Further action required	Assigned to	Completed
			<ul style="list-style-type: none"> <li>School trip registration forms include emergency contact details for parents.</li> </ul>			
Unsuitable route	Staff and pupils		<ul style="list-style-type: none"> <li>The driver plans their route in advance of departing to ensure they have knowledge of where they are going.</li> <li>The driver tries to travel along familiar roads.</li> <li>The minibus is fitted with a sat-nav to assist the driver if they are lost.</li> <li>Relevant parties, e.g. staff members, parents or hosts, are called and informed of any delays if necessary.</li> </ul>	•		
Pupil misbehaviour	Staff and pupils		<ul style="list-style-type: none"> <li>The ratio of accompanying (excluding the driver) to pupils is <b>1:3</b>.</li> <li>Supervisors are spaced out across the minibus to ensure pupils remain seated and wear their seatbelts at all times.</li> <li>All pupils are briefed on how they should behave during the journey.</li> <li>Challenging behaviour is dealt with in accordance with the school's <b>Behaviour Policy</b>.</li> </ul>	•		

Hazard	Who may be harmed	Risk rating L/M/H	Existing controls	Further action required	Assigned to	Completed
			<ul style="list-style-type: none"> <li>Pupils wear their seatbelts until they are told to take them off.</li> <li>Pupils only disembark the minibus when it is safe to do so.</li> </ul>			
Lack of servicing	Staff and pupils		<ul style="list-style-type: none"> <li>The minibus is well-maintained and road legal.</li> <li>The <b>SBM</b> takes responsibility for organising the vehicles servicing and MOT, insurance and tax every year.</li> <li>The <b>SBM</b> purchases relevant permits, e.g. those issued under section 19 of the Transport Act 1985.</li> <li>All insurance cover purchased is fully comprehensive.</li> <li>Under no circumstance is the minibus used if it does not have the appropriate MOT, insurance or tax in place.</li> <li>All receipts for previous services, MOTs and other relevant transactions, e.g. for parts, are kept in the vehicles handbook.</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>		
Travel sickness	Staff and pupils		<ul style="list-style-type: none"> <li>The driver and supervisors are made aware of any pupils who suffer from travel sickness before departing.</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>		

Hazard	Who may be harmed	Risk rating L/M/H	Existing controls	Further action required	Assigned to	Completed
			<ul style="list-style-type: none"> <li>• Pupils who suffer from travel sickness sit near open windows to ensure they have access to fresh air.</li> <li>• Where necessary, pupils take medication to mitigate the risk of sickness.</li> <li>• Sick bags are readily available on the minibus.</li> <li>• Staff members are not permitted to supervise journeys if they suffer from severe travel sickness.</li> <li>• Cleaning products are kept on the minibus to ensure any vomit can be cleaned immediately.</li> </ul>			
Adverse weather	Staff and pupils		<ul style="list-style-type: none"> <li>• The driver checks the weather forecast before setting off and makes adjustments to the route, where necessary.</li> <li>• ETAs are amended in light of adverse weather to ensure the driver does not have to rush.</li> <li>• The driver changes their driving style in the event of adverse weather, e.g. driving slower and allowing more time to brake.</li> <li>• The <b>headteacher</b> and driver may make the decision to cancel any journeys in the event of dangerous weather..</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>		

Hazard	Who may be harmed	Risk rating L/M/H	Existing controls	Further action required	Assigned to	Completed
Breakdowns and accidents	Staff and pupils		<ul style="list-style-type: none"> <li>• The driver checks the levels of oil, fuel and windscreen wash before setting off.</li> <li>• The driver checks the vehicles tyres before setting off, including tyre pressure and for any damage.</li> <li>• The driver checks the interior and exterior lights before setting off.</li> <li>• Any vehicle defects are reported immediately to the <b>SBM</b>, who arranges for the minibus to be fixed.</li> <li>• The <b>SBM</b> ensures sufficient breakdown cover is purchased for the minibus, which includes the provision of a courtesy minibus to ensure pupils can get home safely in the event of an accident or breakdown.</li> <li>• All repairs are undertaken by a suitably trained and qualified professional at a reputable garage.</li> <li>• If the minibus breaks down, the driver switches off the engine immediately and all passengers disembark safely and wait by the side of the road for assistance to arrive.</li> <li>• A red warning triangle is always kept in the minibus. In the event of a breakdown, the</li> </ul>			

Hazard	Who may be harmed	Risk rating L/M/H	Existing controls	Further action required	Assigned to	Completed
			<p>driver displays this to warn other motorists of potential dangers.</p> <ul style="list-style-type: none"> <li>• Drivers and all passengers wear fluorescent vests to ensure they are visible to other road users.</li> <li>• When out of use, the minibus is started at least <b>once</b> per <b>week</b> to ensure it still runs smoothly and to identify any faults.</li> <li>• All passengers understand the emergency procedures to be followed in the event of an emergency.</li> <li>• Where possible, details of other drivers involved in the incident are taken immediately, e.g. their registration plate, name, phone number, and insurance company.</li> <li>• If necessary, the driver calls the emergency services immediately.</li> <li>• The <b>headteacher</b> is informed of the incident as soon as possible, and passes this information on to the parents of all pupils involved.</li> <li>• A fire extinguisher is carried onboard the minibus at all times.</li> </ul>			

Hazard	Who may be harmed	Risk rating L/M/H	Existing controls	Further action required	Assigned to	Completed
Accessibility issues	Staff and pupils		<ul style="list-style-type: none"> <li>• The minibus is accessible to all passengers.</li> <li>• Wheelchairs are securely fixed using the appropriate fixings during journeys.</li> <li>• Electric wheelchairs are switched off during journeys.</li> <li>• Brakes are applied to manual wheelchairs before setting off.</li> <li>• If the wheelchair user remains in their wheelchair, the appropriate seatbelts and wheel restraints are used.</li> <li>• Reasonable adjustments are made to ensure all pupils and staff members can travel safely and comfortably.</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>		