



1 INTRODUCTION

- 1.1 The Trust Board of Heart of England School (the Trust) is responsible for ensuring any Trust minibuses operated on behalf of the Trust fully comply with all legal and health and safety requirements. This policy is intended to outline how this responsibility is adhered to and to promote the safe use of the Trust's minibuses by both internal and external parties.
- 1.2 For legal purposes a minibus is a vehicle constructed or adapted to carry between nine and sixteen passengers.
- 1.3 This policy is intended to outline how this responsibility is adhered to and to promote the safe use of the Trust's minibuses by both internal and external parties.

2 ROLE OF TRUST BOARD & COMMITTEES

- 2.1 The Trust Board is responsible for ensuring any Trust minibuses operated on behalf of the Trust comply with all legal health and safety requirements.

3 ROLE OF PRINCIPAL & SENIOR LEADERSHIP TEAM

- 3.1 The Principal is responsible for ensuring that this policy is followed by all who use, or authorise the use, of Trust minibuses.
- 3.2 The Chief Financial Officer is responsible for the day-to-day management of the minibuses.

4 LICENCES/PERMITS

- 4.1 The Trust operated minibus(es) under a Section 19 permit. This allows their use for 'hire or reward' without the need for a full public service vehicle license.
- 4.2 This permit explicitly prohibits travel outside the UK or use by the general public. These activities must not be undertaken in any circumstances.
- 4.3 The minibus(es) are not to be operated for hire or reward. The Trust may, at the discretion of the Principal or Chief Financial Officer, lend them to external organisations at no charge.
- 4.4 All drivers must hold a full UK driving licence.
 - Drivers who passed their driving test before 1 January 1997 will automatically have category D1 on their license. This allows them to drive any minibus and also permits them to receive payment for doing so.
 - Drivers who do not hold a category D1 license may still drive the Trust's minibus under the Section 19 permit subject to the following conditions:
 - The driver must be at least 21 and under 70 years of age,
 - The driver must have held a category B driving license for at least 2 years,
 - They must receive no payment, other than out of pocket expenses,
 - The minibus must not exceed 3.5 tonnes,
 - No trailer must be towed.
- 4.5 All drivers must be approved in advance by the school and copies of licenses kept on file. DVLA check codes will be required for first use and may be required at any subsequent use.
 - Any changes to the license on file must be notified to the school immediately, including any penalty points or endorsements.
 - This approval may be refused or withdrawn at any time in the interests of safety.
- 4.6 Any medical conditions that might affect the driver's ability to drive the buses must be declared to the Chief Financial Officer before driving the buses.

- It is expected that drivers will have had an eye test within the last 2 years to confirm their suitability to drive. Staff having their eyes tested after November 2023 must provide the completed form HSaWE-A08-3-Minibus - Eyesight confirmation before they will be allowed to use the Minibus.

5 DRIVING HOURS

5.1 Domestic driving hour's limits apply to use of the school's minibus which specify that:

- No more than 10 hours driving should be undertaken in any one day,
- A break of at least 30 minutes should be taken after at most 5.5 hours of driving,
- A full working day that involves driving should last no more than 16 hours (include all non-driving elements of the day),
- There must be a minimum of 10 hours rest period between two working days where one or both of these days involve driving.

6 DRIVER RESPONSIBILITIES

- 6.1 The driver of a minibus takes on a number of legal responsibilities and as such this should not be agreed to lightly.
- 6.2 Anyone who drives or operates a minibus to carry passengers has a legal duty to take all reasonable precautions to ensure that it is operated safely.
- 6.3 It is an offence to cause or permit a vehicle to be driven on the road when its condition, or the way in which it is driven, could cause danger to anyone in the minibus, other road users or pedestrians.
- 6.4 Any person who wishes to drive a school minibus should first discuss with the Finance Team who will be able to arrange with someone for an induction and test drive.
- 6.5 To assist in fulfilling this responsibility the pre and post use checklist must be completed before and after use. This checklist must be returned with the keys.

7 CONDITIONS OF USE

7.1 We require that the bus(es) be returned:

- Between 8am and 5pm Monday to Friday during term time.
- Between 9am and 4pm Monday to Friday during school holidays.
- The Trust premises are closed during the Christmas period and at Bank Holidays.
- Other arrangements may be possible, by prior agreement only.

7.2 The bus must be returned with a full fuel tank. All fuel used when the bus is used for Trust business must be purchased on the Trust's Shell fuel card, kept by the Finance Team, which will be given to drivers upon departure.

7.3 As a general rule, departments will not be charged for using the minibuses, however for longer journeys/trips the Trust does expect to recover the cost of the fuel used from the department/trip. The following costings are a guide to budget planning for educational trips/visits:

- For local journeys see [Local Area](#),
 - £25/half day,
 - £50/full day.
- For national journeys: £75 per day.

7.4 A complete First Aid kit must be in each minibus.

If any extra equipment is needed or if the kit has been used during the trip, Reception must be contacted to resolve the issues.



- 7.5 In the event of a breakdown the Trust's AA breakdown cover must be contacted. The details are in a pouch affixed to the windscreen.
- 7.6 In the event of an accident taking place the Trust's motor insurance policy will be kept in the driver's door pocket of the minibus.
All accidents/dents, however minor, must be reported to the Finance Team/Emergency Contact number as soon as communication is safe and practical.
- 7.7 Any fines incurred while driving the minibus are the responsibility of the driver to pay. This includes but is not limited to speeding and parking fines.
- 7.8 Drivers are expected to return the minibuses in the same state of cleanliness they received them; departments will be charged if cleaning or repairs are required. The driver's department is responsible for any damage caused to the bus by students.

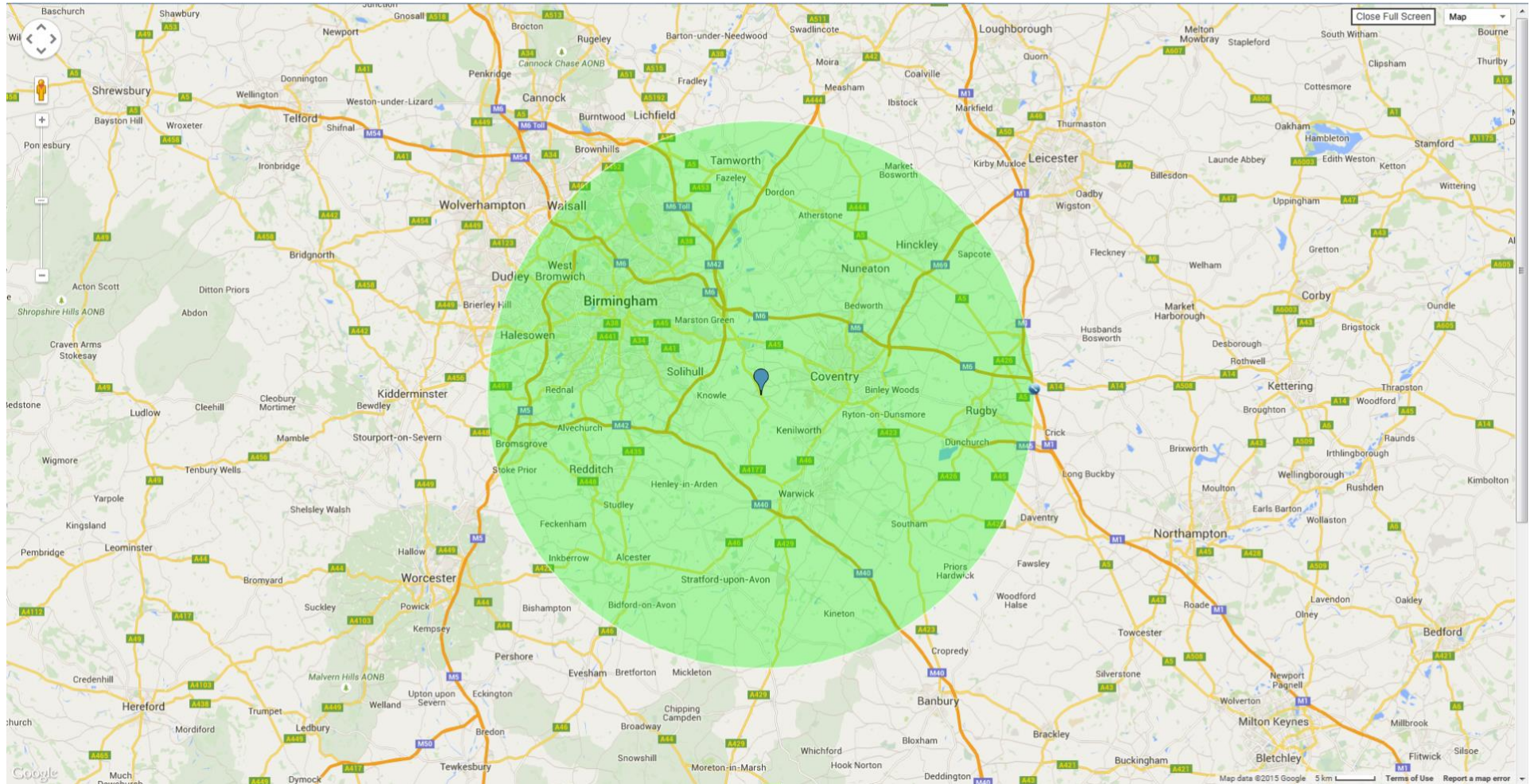
8 EXTERNAL HIRE

- 8.1 Any external charity or voluntary group who wishes to use the Trust's minibuses may do so with prior approval and subject to the following checks:
 - All drivers will be required to sign a Conditions of External Use agreement (HSaWE-A08-1-Minibus-Conditions of External Use) prior to their first booking. This will be kept on file and will apply to all further bookings.
 - This agreement may be amended, and new agreement sought at any time as the Trust wishes.
 - Copies of the driving licences and DVLA check codes of all proposed drivers must be provided to the Trust. These may be required at any future date. These will be kept confidential however may be shared with appropriate law enforcement agencies if required.

9 HOW TO BOOK A MINIBUS

- 9.1 All requests for use of a minibus should be made through the Finance Office (Finance@heart-england.co.uk) detailing name of requestor and driver (if different), date and time of required use and which minibus is required.
- 9.2 Requests should be made as early as possible as bookings will be made on a 'first come first served' basis. Where there is any conflict between bookings Trust related activities will take precedence over external hires.
- 9.3 Finance staff will confirm if the booking can be fulfilled and will reserve the bus accordingly.
- 9.4 At the time of use (subject to timings as explained in the [conditions of use](#)) the driver must collect the keys and a checklist (HSaWE-A08-2-Minibus-checklist) from the Finance Office/Site Maintenance, as agreed during the booking process.
- 9.5 The completed checklist and keys should be returned to the Finance Office as soon as possible following the booking to avoid any issues with subsequent bookings.

10 LOCAL BOOKING AREA



11 AUTHOR

11.1 The author of this policy is the Chief Financial Officer. They should be contacted for any points of clarification or suggested future amendments.

12 VERSION CONTROL

Policy Number	HSaWE-08
Policy Name	Minibus
Version Number	02
Publication Method	External A copy must be made available in U:\Staff Information\Policies\
Approved by	Finance and Environment Committee
Date of Approval	October 2023
Key changes since previous version	1. Use of form HSaWE-A08-3-Minibus - Eyesight confirmation to ensure compliance with eyesight requirements.
Next Review Date	October 2025

APPENDIX

HSAWE-A08-1-MINIBUS-CONDITIONS OF EXTERNAL USE

1 INTRODUCTION

- 1.1 This must be given to any proposed users of the Trust's minibus before the booking is made.
- 1.2 Agreement with these conditions is required before a booking can be confirmed.

2 CONDITIONS OF USE OF THE TRUST'S MINIBUS FOR AN EXTERNAL ORGANISATION

See details on the next page.

3 APPENDIX AUTHOR

- 3.1 The author of this appendix is the Compliance Officer. They should be contacted for any points of clarification or suggested future amendments.

4 VERSION CONTROL

Appendix Number	HSaWE-A08-1
Appendix Name	Minibus-Conditions of External Use
Version Number	00
Publication Method	Internal
Approved by	Finance and Environment
Date of Approval	October 2023
Key changes since previous version	<ol style="list-style-type: none"> 1. Reformatting to current standards 2. Splitting appendix from policy
Next Review Date	October 2025



APPENDIX

HEART OF ENGLAND MINIBUS USE BY EXTERNAL ORGANISATION

CONDITIONS OF USE

- In the event of an accident the user will pay any excess insurance claim incurred.
- Any damage not covered or claimed via the insurance will be paid for by the user causing the damage.
- The interior of the vehicle must be left clean after use.
- Food and drink must not be consumed in the vehicle
- Seats must not be removed, unless with prior authorisation
- Users must present a valid driving licence and DVLA check code at the time of booking
- Drivers must complete the minibus pre- and post- use checklist and report any issues to the Trust as soon as possible
- Drivers and organisations must look after the vehicle and safely store the keys for the vehicle.
- Drivers must always lock the vehicle when it is not being used.
- Drivers must make sure that the correct type of fuel (diesel) is used when refuelling.
- Travel within the UK is permitted; nowhere else.
- All fuel used must be replaced to at least the level prior to the booking. Payment will be required to cover this cost if that has not happened on return of the minibus.
- It is the user's responsibility to ensure all relevant permits or licenses are in place although hire may be permitted under the Trust's Section 19 permit
- Use is subject to a suggested donation of £50 to cover the costs of maintaining the minibus.
- Any fines or other penalties incurred whilst under hire remain the responsibility of the hirer.
- The Trust reserves the right to refuse any booking without explanation.

The minibus carries the Heart of England livery. All occupants are expected to behave in a manner conducive to promoting a positive reputation.

I have read and agree to comply with the conditions of hire detailed above and the School's minibus policy in respect of minibus hire from Heart of England School

Signed: _____

Date: _____

Name: _____

Organisation: _____

Contact Number: _____

APPENDIX

HSAWE-A08-2-MINIBUS-CHECKLIST

1 INTRODUCTION

1.1 This holds the form that should be completed before and after the use of the Trust’s Minibus.

2 DETAILS

See details on the next page.

3 APPENDIX AUTHOR

3.1 The author of this appendix is the Compliance Officer. They should be contacted for any points of clarification or suggested future amendments.

4 VERSION CONTROL

Appendix Number	HSaWE-A08-2
Appendix Name	Minibus-Checklist
Version Number	00
Publication Method	Internal
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Date of Approval	October 2023
Key changes since previous version	1. Reformatting to current standards 2. Splitting appendix from policy
Next Review Date	October 2025



APPENDIX

HEART OF ENGLAND MINIBUS USE CHECKLIST

Driver Name	
Date	
Time	
Destination	

Pre-Journey checks

			Notes/description
Mileage at start			
Can you see any external damage?	No	Yes	
Are the tyres in sound condition?	Yes	No	
Are the oil & brake fluid levels correct?	Yes	No	
Are the seat belts in working order	Yes	No	
Are there any dashboard warning lights showing on?	No	Yes	
Are the fire extinguisher(s) present and in an untampered state?	Yes	No	
Are the windscreen wipers in good condition?	Yes	No	
Does the washer fluid need topping up?	No	Yes	
Do all lights work?	Yes	No	
Are all the lights clean?	Yes	No	
Is the vehicle clean and tidy on the inside?	Yes	No	
Is the vehicle clean on the outside?	Yes	No	
Is a First Aid kit present?	Yes	No	
Is the First Aid kit well stocked?	Yes	No	



APPENDIX

Post Journey Checks

The location of any damage should be clearly identified

			Notes/description
Can you see any external damage?	No	Yes	
Are the tyres in sound condition?	Yes	No	
Are the oil & brake fluid levels correct?	Yes	No	
Are the seat belts in working order	Yes	No	
Are there any dashboard warning lights showing on?	No	Yes	
Are the fire extinguisher(s) present and in an untampered state?	Yes	No	
Are the windscreen wipers in good condition?	Yes	No	
Does the washer fluid need topping up?	No	Yes	
Do all lights work?	Yes	No	
Are all the lights clean?	Yes	No	
Is the vehicle clean and tidy on the inside?	Yes	No	
Is the vehicle clean on the outside?	Yes	No	
Is a First Aid kit present?	Yes	No	
Is the First Aid kit well stocked?	Yes	No	

Key signed out		Key signed in	
School rep		School rep	
Driver		Driver	



HEART OF ENGLAND

Creating Futures

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Principal:
Jacqueline Hughes-Williams

Name, Address and stamp of Ophthalmologist:

Date:

I confirm that _____

Has had an eye test and (please delete the irrelevant option):

- a) Does not need prescription lenses to drive.
- b) Owns the correct prescription lenses to drive.

Signed: