



Robert Bloomfield Academy

School Mini Bus Policy

Current Version	November 2025
Minor changes made	
Significant changes made	
Ratified	Local Governing Body / Principal
Validity	2 Yearly
Next Review	November 2027
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1. Rationale and Aim

This policy relates to Robert Bloomfield Academy (RBA) minibus transport, which is used to transport students. RBA has 2 minibuses on a lease deal.

2. Policy

AUTHORISATION TO DRIVE THE MINIBUS

Currently our minibus does not require drivers to hold a D1 licence due to our vehicle weighing less than 3.5 tons, and therefore referred to as a LITE minibus, only requiring a valid UK driving licence. All drivers must have held their licence for more than 2 years, must be over the age of 21, and have passed either;

- MIDAS training
- Central Bedfordshire Drivers Assessment
- hold a D1 licence.

The driver is authorised to drive until any of the conditions below are met (all drivers have a duty of care to inform the School Manager if any condition below is met during the school year):

1. Accumulating more than 6 live points on their licence.
2. Have a collision in the minibus unless it was clearly the fault of a third party.
3. Have complaints about their driving confirmed
4. Acquire a medical condition that would affect their ability to drive.
5. They reach 70 years of age & cannot provide a medical certificate to satisfy the insurance.
6. Not driven a minibus for more than 2 academic years (this is a local condition)
7. There is a change in DBS clearance

1 to 4 - A MIDAS refresher would need to be taken and passed before the member of staff would be permitted to drive the minibuses again.

4,5 & 6 - We may at our discretion request a local re-familiarisation assessment (or in the case of health concerns, a health check) before the member of staff drives the minibuses again.

All drivers take full responsibility for any convictions accredited whilst in a school vehicle and MUST inform the police within 24 hours of any accident.

A central record is held of copies of driving licences for those members of staff who are authorised to drive the minibuses and this is updated annually by the School Manager or nominated person.

On a long-distance journey when a member of staff is driving a minibus, it is not acceptable to expect them to exercise general supervisory responsibilities during the journey. The governors, therefore, require that there is an adequate number of adults to drive and supervise the pupils.

When a driver undertakes a single planned journey of up to two hours, a 15-minute rest break is required. There must be a second driver for any minibus undertaking a planned single journey of more than three hours. Neither driver may drive for more than three hours in any four.

At the academy's discretion, with advanced notification to the EVC and with Principal's approval, in emergencies, a teacher or other member of staff without MIDAS training or the Central Bedfordshire Drivers Assessment the mini buses may be driven as long as the following criteria is met:

- The minibus has 9-16 passenger seats plus the driver (for school sporting fixtures and local school trips)
- They have held their driving licence for two years or longer
- They are aged between 21 and 70
- The Maximum Authorised Mass (MAM) is 3,500kgs if a conventional minibus or 4,250kgs if an accessible bus with passengers lift or ramp

3. Procedure

Driving the Minibus

All drivers must follow the Minibus Protocol - see appendix 1

If the minibus is unavailable then the insurance allows drivers to use any available BEST minibus with the academy's permission.

Accidents/incidents

Minor - The minibus is still drivable and legal

If an accident occurs, the minibus driver or additional member of staff should ensure that the students are safe and uninjured.

The Driver should ensure that the details of other vehicles at the scene are taken and recorded, e.g. type of vehicle, number plate, insurance details and name and address of other drivers(s). Where possible photographs should be taken of the accident/incident to assist with any insurance claim.

A report must be completed on return to the academy and given to the School Manager or nominated person.

Major - The minibus is not drivable or injuries sustained to staff or students.

The driver must telephone the emergency services.

Then telephone the senior member of staff on call to advise them of the incident. The senior staff member will assess the situation and advise accordingly.

The staff and students must go to an area of safety away from traffic and staff must stay with the students at all times.

The drivers or additional staff member should keep the senior member up to date on events at all times.

Breakdown

The designated senior member of staff will have contact details of the recovery service and these are also held in the minibuses.

If the minibus breaks down the driver must call the recovery services who will attempt to repair the vehicle and if unable to, will arrange for the bus to be towed back to the academy.

The staff and students must go to an area of safety away from the traffic and stay with the students at all times. All parties should wear a hi-vis jacket. These are provided in each vehicle.

If the minibus cannot be repaired on the roadside then the driver must call the senior member of SLT on call who will arrange transport to return the staff and students to the Academy.

Maintenance

The minibuses will be serviced annually and have a valid MOT certificate and insurance in place.

Maintenance of the minibuses will be routinely checked by the site team, which should include tyre pressure, washer bottles, coolant, etc.

Before the minibus is driven a Pre Drive Safety Check will be done by the driver and any defects will be reported to the school manager to arrange repair.

4. Monitoring and Evaluation

The effectiveness of this policy will be regularly monitored by the School Manager

5. Implementation

This policy will be circulated to all academy staff and be available on the staff google drive. The policy will be reviewed two yearly or as required.

6. Appendices

Appendix 1 - Minibus Protocol

Appendix 2 - Pre Drive Safety check Form

Appendix 3 - Minibus Defect Notification

Appendix 1 - Minibus Protocol

1. Only an authorised driver can drive the minibus - See RBA Minibus Policy
2. The driver must check vehicle before departure and complete a Pre Drive Safety check form - See Appendix 2
3. Drivers are required to have a zero intake of alcohol
4. The driver is fully responsible for vehicle.
5. Ensure reception, or if out of hours, the SLT member on call are given a register of students and staff on board and an itinerary for the journey.
6. Where possible, diesel should be purchased from a designated garage on account - JET Garage Shefford, using the fuel card.
7. The drivers must ensure that all the doors are unlocked before the journey starts.
8. The driver must have the school's emergency contract number and the breakdown service number and membership number.
9. When parking at school please reverse into parking space.
10. On your return, the driver must ensure all doors locked, windows closed and lights off.
11. The driver to ensure that all rubbish is removed from vehicle.
12. The driver must report any faults to the School Manager, this can be done by email - See Appendix 3
13. After the journey please can the driver return the keys to the main reception

Please note:

The dimension of the vehicle is shown inside the Minibus Log along with the Insurance & Breakdown details.

Appendix 2 – Pre-Drive Safety Check Form

NAME OF VISIT/FIXTURE:	NAME OF MINIBUS DRIVER:
DATE:	NAME OF ACADEMY:

Every time the minibus is used, the driver should conduct a pre-drive safety check. This should be repeated each time the driver takes over the vehicle. He / She should walk around the vehicle to check for visible defects, and check the items listed below.

Mileage at start of journey		Total miles
Mileage at end of journey		
		Check
Lights	All vehicle lights checked and working?	
Glass and Mirrors	Are the windows and mirrors free from chips and cracks?	
Doors	Are your back doors unlocked?	
Tyres	Are all tyre treads free of wear and tear, bulges or abrasions?	
Bodywork	Is the vehicle free of dents, scratches or defects?	
Brakes	Brakes in good working order?	
Dash	Is your dashboard free of any warning lights?	
Fuel	Do you have enough fuel for your journey?	
Screenwash	Do you have enough screenwash for your journey?	
Extinguisher	Is the fire extinguisher present and in date?	
First Aid Kit	Is your first aid kit present and stocked?	
Vehicle safe	Are you happy this vehicle is safe and ready to be driven?	
Driver safe	Are you happy that you are in a fit condition to drive?	
Hi-Vis jackets	Are there a full set of Hi-Vis jackets on the bus?	

Daily/Journey Inspection Completed by:		
Signed:		
Date:		

Appendix 3 - Minibus Defect Notification

This form MUST be given to the School Manager as soon as possible when a defect(s) is found so that the appropriate action can be taken

Nature of defect(s):
Date:
Reported by:

Action Taken:

Date defect rectified:

Signed off by: