



Minibus policy

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MINIBUS POLICY

Westbrook Primary has leased 2 minibuses from Wessex Fleet which help to provide pupils with access to school visits, sports activities and residentials, as well as to numerous other extra-curricular activities. It is important that everyone involved in the organisation, maintenance and driving of these minibuses is aware of all legal and procedural responsibilities pertaining to their use.

The aim of this policy is to:

- a) Provide clear procedures relating to the use of the school minibuses
- b) Ensure that all users of the school minibuses are aware of their legal responsibilities.

This policy refers to the use of school minibuses within the UK.

1. RESPONSIBILITIES

1.1 The Headteacher is responsible for this policy and its implementation.

1.2 The Site Manager is responsible for ensuring that all vehicles are kept roadworthy and safe, and that the Maintenance Schedule that is in place with the lease company Wessex Fleet is met.

1.3 The School will:

- Ensure that the minibuses are maintained in a roadworthy condition, are regularly serviced and full records kept up-to-date.
- ensure that the minibuses are not used until defects which have safety implications are rectified
- ensure that the proper insurance, licenses, registration and permits are held and kept up to date
- ensure that all new minibuses are equipped with seat belts and conform to the relevant legislation
- ensure that the appropriate fire extinguisher and first aid kit are supplied for each minibus
- arrange for minibus training where required.

1.4 The School will **not**:

- pay fines for parking, speeding or other motoring offences.
- provide legal support for staff charged with the above.

2. MAINTENANCE AND SERVICING

2.1 The Site Manager is responsible for ensuring that there is proper and adequate maintenance of the minibuses and that the Maintenance Schedule that is in place with the lease company Wessex Fleet is met.

2.2 The Site Manager conducts a weekly inspection of all vehicles (see Appendix C).

- 2.3 On receipt of a defect report from a driver, the Site Manager examines the vehicle to determine, as far as is possible, the nature of the defect and decides whether to effect a repair or to refer the matter to the lease company Wessex Fleet.
- 2.4 If the defect renders the vehicle unroadworthy the keys are withdrawn, and the Driver Checklist and Minibus Key Log marked accordingly.
- 2.5 Following repair and return to service, the appropriate entry is made on the Driver Checklist.
- 2.6 The fire extinguisher for each minibus is serviced annually by an approved contractor.

3. MOT CERTIFICATE

- 3.1 The Business Manager is responsible for ensuring that, the current MOT Certificate is held for each minibus.

4. PERMISSION TO DRIVE A MINIBUS

- 4.1 Any member of staff or appropriate adult, aged between 21 and 65, may ask/be invited to become a recognised minibus driver. (S)he needs to have held an appropriate car licence for at least 12 months. Any colleague wishing to become a minibus driver should inform the Headteacher.
- 4.2 Drivers must be medically fit to drive. All drivers are legally required to inform the DVLA of any medical condition that affects their ability to drive.
- 4.3 All drivers are required to complete school organized minibus training.
- 4.4 No driver may drive a minibus, if they have any of the following against their name:
 - more than 6 penalty points on their licence
 - any drink/drive endorsements
 - a driving ban within the last 5 years
 - more than one current speeding endorsement.
- 4.5 Drivers are required to inform the Headteacher and School office immediately if they are subject to any of the above, either when they apply to drive a minibus or when the unfortunate event occurs. All drivers are required, to present a copy of their driving licence to the school office.
- 4.6 All drivers must undertake further training as required by the school. This will be arranged by the school office.
- 4.7 A driver needs to re-take a test, if they wish to continue to drive beyond their 70th birthday.

5. AUTHORISATION TO DRIVE

- 5.1 Appropriate level of insurance must be maintained and renewed, this will be completed by the Business Manager.
- 5.2 Drivers are obliged to advise the School office of any change in circumstances which may have a bearing on their insurability. This will include notification of any motoring offences and the production of a driving licence, if requested.
- 5.3 Use of the school minibus's must be approved by the Headteacher.

6. DRIVER IMPAIRMENT

- 6.1 Drivers can be impaired by a number of factors, each of which can reduce their ability to drive safely and increase the risk of accident.
- 6.2 Alcohol reduces the ability to concentrate and increases the risk of being involved in an accident. Alcohol remains in the body for up to 24 hours after it has been consumed and may still affect a driver the morning afterwards. Drivers must not drive having consumed alcohol.
- 6. Drivers should never drive if they feel tired or unwell, or if they are taking prescription or over-the counter medicine or undergoing any medical treatment which advises against driving. Where appropriate, they should consult their doctor or pharmacist for an alternative that does not cause drowsiness.
- 6.4 As well as being illegal, taking illicit drugs can seriously affect a driver's judgement and abilities. Many drugs remain in the body for much longer periods than alcohol. Drivers must not drive if under the influence of drugs or medication that may inhibit the ability to drive.
- 6.5 Drivers should avoid staying up late or reducing their normal sleep before a long journey.
- 6.6 Tired drivers are much more likely to have an accident, and the crash is likely to be severe because a drowsy or sleeping driver does not usually brake or swerve before the impact. Drivers who drive for more than two hours after a day's work are significantly more likely to be involved in an accident.

7. BOOKING PROCEDURE

- 7.1 A Minibus Booking Log will be maintained. Booked use will take priority over unbooked use.
- 7.2 Enter the details of the journey proposed, including the intended driver and start and finish times.
- 7.3 There may be another booking following on from the booked journey so drivers should return the minibus on time.
- 7.4 Keys are to be collected from the school office immediately before use and returned immediately after use and signed for in and out. Keys are to be kept in the school office when minibuses are not in use.

7.5 Fuel must be purchased using either of the 2 Allstar fuel cards which can be obtained from the school office. These are to be kept in the school safe by office staff when not in use. Fuel cards are to be collected from the school office immediately before use and returned immediately after use.

7.6 Minibuses should always be returned clean internally and at least quarter-full of fuel and in the designated areas of the school car-park.

8. FUEL

8.1 Fuel must be purchased using either of the 2 Allstar fuel cards which can be obtained from the school office. These are to be kept in the school safe by office staff when not in use. Fuel cards are to be collected from the school office immediately before use and returned immediately after use.

8.2 Fuel cards may be used to refuel vehicles belonging to the School in connection with official and properly authorised activities.

8.3 The use of a fuel card to refuel a private vehicle is forbidden and doing so may lead to disciplinary action.

8.4 If the driver is not in possession of a fuel card, for whatever reason, and refuelling is required (s)he must complete the purchase from their own resources. This should be approved by the Headteacher or Deputy Headteacher prior to purchase. Reimbursement can then be made using school Reimbursement form. This will only be reimbursed if approval was gained prior to purchase.

9. SAFETY

9.1 When taking charge of a minibus, drivers must satisfy themselves that the vehicle is in a fit condition for use (see Appendix B).

9.2 Before the driver starts each journey (s)he must make sure that these checks have been completed, as it is the driver's responsibility to ensure that the vehicle is in a roadworthy condition.

9.3 If the minibus is away overnight, these tests should be carried out each day.

9.4 If faults that might affect the vehicle's or passengers' safety are found, the vehicle **must not** be used and the Site Manager should be informed immediately.

10. DOCUMENTS

10.1 Photocopies of the following documents are to be kept in the minibus:

- Insurance certificate
- Current MOT certificate (where appropriate)
- Emergency contact information sheet

11. DRIVER CHECKLIST

- 11.1 A Drivers Checklist is kept in each vehicle and must be filled in by every driver.
- 11.2 Driver Vehicle checklist is to be completed before any journey. Copy to be taken by school office and original kept in Driver Checklist folder (kept in vehicle at all times).
- 11.3 It is not acceptable to ignore the Driver Checklist just because the journey is very short.
- 11.4 On a trip of several days' duration, the Driver Checklist should be completed at the start of each day the vehicle is used.

WHEELCHAIR USERS

Further Midas training is required by all drivers to carry wheelchair users. ALL DRIVERS MUST NOT TRANSPORT WHEELCHAIR USERS UNLESS THIS TRAINING HAS BEEN UNDERTAKEN.

- 11.5 The organising teacher will notify the Headteacher and Site Manager that a wheelchair user will be on a school trip. The Site Manager will arrange for the minibus to be suitably modified.

12. CODE OF CONDUCT FOR STUDENTS – TO BE USED BY TEACHERS/SCHOOL STAFF ESCORTING PUPILS

- 12.1 Arrive on time, and wait for the minibus away from the road.
- 12.2 Do not rush or push when entering or leaving the vehicle.
- 12.3 Find a seat quickly and quietly.
- 12.4 Stow any luggage where it will not block access to the doors at the rear and sides of the vehicle or cause danger to others
- 12.5 Wear seat belts.
- 12.6 Stay seated when the minibus is moving.
- 12.7 Only speak to the driver when (s)he is not driving, or in an emergency. Distracting the driver can be very dangerous.
- 12.8 Never throw things or play about in the minibus; never ever throw things out of the minibus window as you could cause other drivers to have an accident.
- 12.9 Wait until the vehicle has stopped before getting up to leave.
- 12.10 Make sure that you have all your belongings when you leave the bus and ensure that the minibus is left tidy for the next user
- 12.11 Do not drop litter.
- 12.12 No food or drink may be consumed in the minibus.

12.13 If the vehicle breaks down, or is involved in an accident, follow the instructions given to you by the driver.

12.14 Behave sensibly and safely at all times.

13. INDIVIDUAL DRIVERS' RESPONSIBILITIES

13.1 Understand that they are legally responsible for the condition and safe use of the vehicle, and the safety of the passengers.

13.2 Ensure that they meet the licensing requirements for driving the vehicle.

13.3 Follow the Minibus Policy for each journey.

13.4 Plan all journeys for the conditions, for example distance and weather, so as to ensure everyone's safety and comfort.

13.5 Drivers should check information on roadworks and weather conditions that may affect their route, before they set out. If possible, plan an alternative route to avoid any major delays.

13.6 Be clear about the route to be followed. A suitable route should include places for rest, refreshment, comfort breaks and re-fuelling, if necessary.

13.7 Confirm the number of pupils who are travelling in the minibus before setting off, and check the same on any stops and the return journey.

13.8 Ensure that the maximum permitted number of passengers and the overall weight limit are not exceeded.

13.9 Ensure that seat belts are worn correctly at all times. This is a legal requirement. It is the driver's responsibility to check this.

13.10 A pupil under 135 cm tall sitting on the front seat of the minibus should use a booster seat if one is available. If one is not available the pupil should use the ordinary adult seat belt.

13.11 Ensure that all luggage or other material is loaded securely in a safe manner and that it presents no danger to occupants of the minibus or to other road users.

13.12 Ensure that all current road traffic legislation is observed.

13.13 Ensure that they are properly rested before starting a journey, plan appropriate rest stops and, where required, carry a relief driver.

13.14 Ensure that they always park so that pupils alight on the footway and not on the carriageway.

13.15 Ensure that they know how to use a fire extinguisher.

13.16 Ensure that adequate supervision is provided for pupils with Special Educational Needs.

13.17 Be aware of any disability a student has, and any difficulty (s)he might have as a result.

- 13.18 If there is a risk of fire, however small, evacuate the vehicle and move occupants to a safe place.
- 13.19 Supervise all pupils when leaving the vehicle, especially when using the rear exit. No pupil may operate minibus doors.
- 13.20 Never leave children alone in a minibus or at school after a trip, if no one has come to collect them.
- 13.21 Ensure that the minibus is kept clean and tidy and that all litter is cleaned up after each trip.
- 13.22 Report any conviction for traffic offences within 24 hours to the Headteacher/Site Manager.
- 13.23 Report any accident or incident directly to the Headteacher/Site Manager, **IMMEDIATELY**.
- 13.24 Report any vehicle deficiencies on the Driver Checklist, kept in the minibus and let Site Manager and office team know.
- 13.25 Be familiar with breakdown, fire and accident procedures, and with the petrol/diesel fuel arrangements.
- 13.26 Ensure that doors are always shut in transit.
- 13.27 DO NOT leave the vehicle unattended, with the engine running or with keys in the ignition.
- 13.28 Keep to speed limits at all times, including 5mph on school premises.
- 13.29 Always carry a mobile phone.
- 13.30 Drivers **must not**

- Use a mobile phone while driving. If the driver has to use the mobile phone, (s)he must stop the minibus first in a safe place.
- Be distracted whilst driving, for example eating or drinking, tuning a radio/CD, reading a map, writing, holding conversations with the pupils unrelated to the task of driving.
- Allow any smoking, alcohol, eating or drinking, standing or moving around in the bus. If at any time the pupils distract the driver, (s)he should stop the minibus, when it is appropriate to do so, until the pupils are settled.
- Carry spare fuel cans inside the minibus
- Break the regulations on drivers' hours:
 - a break of 45 mins must be taken after 2.5 hours' continuous driving
 - no longer than 7.5 hrs driving before a prolonged rest (prolonged = 10hrs +)
 - no more than 48 hrs driving in any consecutive 7 days
 - no more than 90 hrs driving in any consecutive 14 days
 - at least 24 hrs driving-free per week.

Without providing hard and fast rules regarding driving times, it is strongly recommended that:

- For journeys which take place at the end of the school day and which are anticipated to return late at night, and for long journeys of 50 miles or more, careful consideration should be given to the provision of two drivers who can share the journey.
- Staff who have experienced a heavy teaching load during the course of the day should not be expected to start a journey at the end of the school day without first having taken some refreshment.
- All drivers should take regular short breaks during the course of long journeys.
- Teachers proposing to drive at the end of a full working day must check with the Premises Manager in advance that their plan meets the demands of sensible practice. A 'rule of thumb' is that a theatre trip to Cambridge is probably all right, but a similar trip to London is certainly not.
- Unless these drivers' hours' regulations can be met, an alternative to the minibus should be used.

14. ACCIDENT PROCEDURE

In the case of an accident, the driver should:

- 1) stop
- 2) call emergency services for injured passengers
- 3) make accident scene safe for uninjured passengers – use hazard lights
- 4) seek independent witnesses
- 5) exchange drivers' and owners' name, addresses and insurance details
- 6) report to the Site Manager, the member of SLT overseeing the trip, the Headteacher or, if unavailable, another member of the Senior Leadership Team (SLT).
- 7) report any injury to the Police within 24 hours
- 8) complete a report form and give it to the Premises

15. FIRE PROCEDURE

In the case of a fire, the driver should:

- 1) park the vehicle as safely as possible, turn off the ignition, apply the handbrake.
- 2) escort passengers to safety, away from the vehicle and the highway
- 3) call the Fire Brigade
- 4) take no personal risk, but use fire-extinguisher if (s)he can
- 5) **not** wander onto the highway.

16. BREAKDOWN PROCEDURE

In the case of a breakdown, the driver should:

- 1) ensure the safety of passengers and vehicle
- 2) call the Breakdown Service, using the card provided
- 3) call the Headteacher or, if unavailable, a member of SLT.

17. Charging parents for school costs relating to use of minibuses

- The school reserves the right to charge parents for school costs incurred relating to the use of the minibuses. eg fuel costs and lease costs. This will be in line with the school Charging and Remissions policy, as the school is able to charge for activities known as 'optional extras'. The following is an optional extra:
Transport (other than transport that is required to take the pupil to school or to other premises where the local authority or governing board has arranged for the pupil to be provided with education)
- Any charge will not be greater than school costs incurred in providing school minibuses

APPENDIX A - REPORTABLE DEFECTS

- Defects to steering, brakes, clutch, tyres.
- Damage to swept portion of windscreen.
- Damage to doors which prevents their secure closure or which prevents them from being opened easily, as intended by the manufacturer.
- Damage to the bodywork which results in loose panels or jagged projections.
- Damage to bodywork which results in restriction to steering lock or which otherwise results in contact with a tyre.
- Insecure seat(s).
- Engine oil light failing to extinguish within five seconds.
- Abnormal noise from engine, gearbox or rear axle.
- Difficulty in changing gear or clutch slip.
- Failure of lights or indicators.
- Defect to windscreen wipers which impairs their inability to clear the windscreen.
- Inoperable seat belts.
- Any other defect which the driver believes requires attention.

APPENDIX B – DRIVER'S PRE-JOURNEY

Any serious defect which affects the roadworthiness of the minibus should be reported to the Site Manager as soon as possible. The keys should be withdrawn and the vehicle must not be used to transport staff or pupils until the defect has been rectified.

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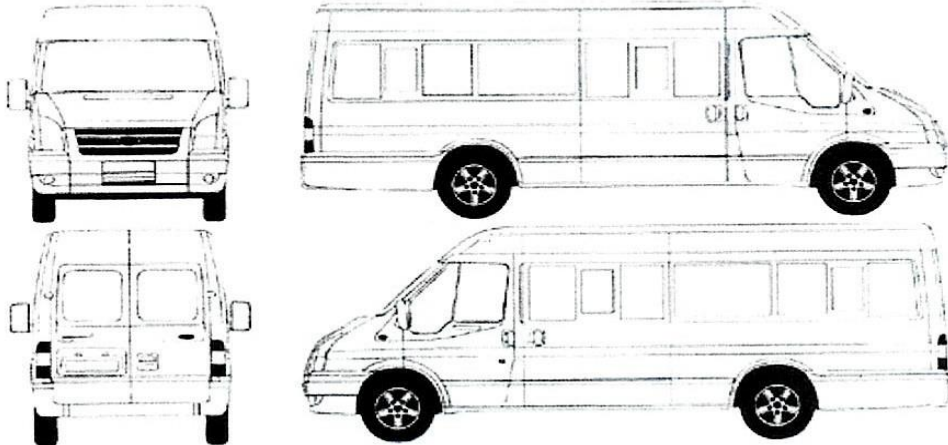
MINIBUS CHECK LIST

Checklist is to be completed before any journey. Copy to be taken by school office and original kept in Driver Checklist folder (kept in vehicle at all times).

VEHICLE AND DRIVER DETAILS:

Date: _____ Driver 1: _____
 Mileage: _____ Driver 2: _____

MARK DAMAGE



ARE THE FOLLOWING IN GOOD CONDITION?:

	Yes	No
Dipped beam		
Full beam		
Parking lights		
Front indicator (O/S)		
Front indicator (N/S)		
Rear indicator (O/S)		
Rear indicator (N/S)		
Brake lights		
Reversing light		
Reversing beeper		
Rear fog light		
Doors operate correctly		

	Yes	No
Horn		
Wipers		
Washer		
Mirrors		
Windscreen / windows		
Wiper blades		
Tyres - tread depth (2mm across 3/4 of tyre)		
All seat belts		
First aid box		
Fire extinguisher / emergency hammer		
Warning triangle		
Aisles and exits clear		

Fuel Level E _____ F

Name: _____

Sign: _____

All litter and personal items must be removed after use.

Van Walkaround Checklist

You should check the condition of your van every day and get any problems checked out or repaired as soon as you can

LIGHTS

Check that

- all lights and indicators work correctly
- all lenses are present, clean and are the correct colour
- stop lamps come on when the service brake is applied and go out when released
- marker lights are present and work
- all rearward warning lamps work correctly including:
 - ABS
 - airbags (SRS)
 - EPS
 - low oil pressure warning lamp
 - parking brake warning lamp

BRAKES

Check that

- foot/ service brake works correctly and does not have any excessive travel
- hand/ parking brake works correctly and does not have any excessive travel

BODYWORK AND DOORS

Check that

- all doors shut properly and are secure when closed
- there are no sharp edges or damage
- no door panels are loose or in danger of falling off

LOAD

Check that

- any load is adequately secured
- van doors have an effective locking device

HORN AND STEERING

Check that

- horn correct and easily accessible from driver's seat
- horn works when its control is operated
- steering has no excessive play

WASHERS AND WIPERS

Check that

- wipers move continuously when switched on
- wiper blades are not so deteriorated that they don't clear the windscreen effectively when used with washers
- washers pump at the windscreen and are operational
- washer fluid is topped up

MIRRORS AND GLASS

Check that

- all mirrors that should be there are properly aligned and secure
- you can see through all windows and observations such as at stops

SEATS AND SEATBELTS

Check that

- seats are secure
- seats operate correctly and are free from cuts and damage

CHECK FROM DRIVER'S SEAT

CHECK UNDER BONNET

TOW BARS AND TAIL LIFTS

Check that

- tow bar, hitch and any trailer is correctly and working correctly
- tail lights secure and free from damage, function correctly and the electrics are working correctly

ERHAUST

Check that

- exhaust doesn't leak excessive amounts of smoke

FLUIDS, FUEL AND OIL

Check that

- brake fluid, engine coolant, engine oil, power steering fluid, windscreen washer fluid and water levels are correct
- fuel filler cap is securely closed
- there are no leaks that power steering fluid and windscreen washer fluid are leaking from the ground
- if fluids are checked have the correct

With the engine on, check

- an emphasis that for any fuel and oil leaks looking for puddles on the ground

TYRES AND WHEELS

Check as much of your tyres and wheels as you can see from inside the van

- a minimum tread depth of 1.6mm
- sufficient edges of each tyre
- no deep cuts in the sidewall
- no metal visible anywhere on the tyre
- no missing or missing wheel nuts

Especially check for a hole that might cause fuel or oil leakage from the tyre



CHECKS EXTERIOR CHECK

Walk around the vehicle to check for

visible defects. **TYRE CHECK**

Tyres should be correctly inflated and

not damaged. **BRAKE CHECK**

Brakes should be checked before

loading passengers. **INTERIOR CHECK**

- Make sure that the driver's seat is correct so that all pedals and controls can be operated comfortably.
- Check mirrors are adjusted correctly and are clean and unobstructed.
- Check that the wipers and washers are working properly.
- Check lights and indicators work.
- Seat belts must be worn by all passengers (staff and students).
- Check that the First Aid kit and fire extinguisher are present and are easily accessible in the event of an emergency.
- Check the fuel level to ensure that there is sufficient for the journey.

APPENDIX C – MAINTENANCE AND SITE MANAGER’S WEEKLY CHECKS



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MINIBUS WEEKLY CHECK LIST

Driver Name								Date			
Vehicle Type								Vehicle Registration			
ANY FAILS MUST BE REPORTED TO VEHICLE MANAGER IMMEDIATELY											
Exterior checks		Pass	Fail	Comments	Interior checks		Pass	Fail	Comments		
Lights	Indicators	<input type="checkbox"/>	<input type="checkbox"/>		Brakes	Main	<input type="checkbox"/>	<input type="checkbox"/>			
	Brakes	<input type="checkbox"/>	<input type="checkbox"/>			Parking	<input type="checkbox"/>	<input type="checkbox"/>			
	Headlights	<input type="checkbox"/>	<input type="checkbox"/>		Steering		<input type="checkbox"/>	<input type="checkbox"/>			
	Reversing	<input type="checkbox"/>	<input type="checkbox"/>		Horn		<input checked="" type="checkbox"/>	<input type="checkbox"/>			
	Hazard	<input type="checkbox"/>	<input type="checkbox"/>		Mirror	Rear	<input type="checkbox"/>	<input type="checkbox"/>			
Mirrors	Driver side	<input type="checkbox"/>	<input type="checkbox"/>		CCVT	N/A	<input type="checkbox"/>	<input type="checkbox"/>			
	Near side	<input type="checkbox"/>	<input type="checkbox"/>		Acoustic Vehicle Alarming system	Electric vehicles	<input type="checkbox"/>	<input type="checkbox"/>			
Windscreen	Glass cracks	<input type="checkbox"/>	<input type="checkbox"/>		Seatbelt	Driver	<input type="checkbox"/>	<input type="checkbox"/>			
	Glass obscured	<input type="checkbox"/>	<input type="checkbox"/>			Front Passengers	<input type="checkbox"/>	<input type="checkbox"/>			
	Wipers	<input type="checkbox"/>	<input type="checkbox"/>			Rear Passengers	<input type="checkbox"/>	<input type="checkbox"/>			
	Washers	<input type="checkbox"/>	<input type="checkbox"/>		Cleanliness		<input type="checkbox"/>	<input type="checkbox"/>			
Tyres • Sidewall • Pressure • Tread	DS Front	<input type="checkbox"/>	<input type="checkbox"/>		Documentation	Insurance	<input type="checkbox"/>	<input type="checkbox"/>			
	NS Front	<input type="checkbox"/>	<input type="checkbox"/>			Accident forms	<input type="checkbox"/>	<input type="checkbox"/>			
	DS Rear	<input type="checkbox"/>	<input type="checkbox"/>			Tax & MOT	<input type="checkbox"/>	<input type="checkbox"/>			
	NS Rear	<input type="checkbox"/>	<input type="checkbox"/>			University contact no's	<input type="checkbox"/>	<input type="checkbox"/>			
	Spare	<input type="checkbox"/>	<input type="checkbox"/>			Section 19 disc	<input type="checkbox"/>	<input type="checkbox"/>			
Wheels	Wheel nuts	<input type="checkbox"/>	<input type="checkbox"/>		Record all damage/marks to bodywork on diagram below						
Exhaust		<input type="checkbox"/>	<input type="checkbox"/>								
Battery		<input type="checkbox"/>	<input type="checkbox"/>								
Tow bar	N/A	<input type="checkbox"/>	<input type="checkbox"/>								
Tail lift / Ramp	N/A	<input type="checkbox"/>	<input type="checkbox"/>								
Roof rack	N/A	<input type="checkbox"/>	<input type="checkbox"/>								
Fluids	Brake	<input type="checkbox"/>	<input type="checkbox"/>								
	Oil	<input type="checkbox"/>	<input type="checkbox"/>								
	Fuel	<input type="checkbox"/>	<input type="checkbox"/>								
	Windscreen	<input type="checkbox"/>	<input type="checkbox"/>								
Emergency arrangements	Fire extinguishers	<input type="checkbox"/>	<input type="checkbox"/>								
	First Aid kit	<input type="checkbox"/>	<input type="checkbox"/>								
	Wheel brace & Jack	<input type="checkbox"/>	<input type="checkbox"/>								



Van Walkaround Checklist

You should check the condition of your van every day and get any problems checked out or repaired as soon as you can

LIGHTS

Check that

- ▶ all lights and indicators work correctly
- ▶ all lenses are present, clean and are the correct colour
- ▶ any lamps come on when the service brake is applied and go out when released
- ▶ marker lights are present and work
- ▶ all surround warning lamps work correctly including
 - ▶ ABS
 - ▶ airbag (SRS)
 - ▶ EBS
 - ▶ full beam headlight warning lamp
 - ▶ parking brake warning lamp

HORN AND STEERING

Check that

- ▶ horn control is easily accessible from driver's seat
- ▶ horn works when its control is operated
- ▶ steering has no excessive play

WASHERS AND WIPERS

Check that

- ▶ wipers move continuously when switched on
- ▶ wiper blades are not too old and do not drag
- ▶ the washer reservoir is filled with washer fluid
- ▶ washer fluid is topped up

MIRRORS AND GLASS

Check that

- ▶ all mirrors should be free and properly adjusted
- ▶ all glass and screens are clean
- ▶ you view of the road in all directions will be clear
- ▶ all windows are free from any glass or other obstructions that will obscure vision

SEATS AND SEATBELTS

Check that

- ▶ seats are secure
- ▶ seatbelts operate correctly and are in their term of use and condition

BRAKES

Check that

- ▶ four wheel brake work correctly and adjust set free
- ▶ any excessive pedal
- ▶ hand / parking brake works correctly and does not have any excessive travel

BATTERY

Check that

- ▶ battery is held securely in place by the correct means
- ▶ terminals operate correctly and are free from corrosion and damage
- ▶ battery is not leaking

VEHICLE NOISE SYSTEM (ELECTRIC VEHICLES ONLY)

Check that

- ▶ vehicle makes noise when in forward motion up to 12 mph

TYRES AND WHEELS

Check at each of your tyres and axles in your van are

Three main things

- ▶ a minimum tread depth of 1.6mm
- ▶ sufficient width of tread
- ▶ no deep cuts in the sidewall
- ▶ correct valve arrangement on the tyre
- ▶ no missing or incorrect wheel nuts

▶ It is important to have a safety sign on your van to advise you of the correct tyre pressure for your van

TOW BARS AND TAIL LIFTS

Check that

- ▶ tow bar is secure and any paint is correctly and adequately protecting it from corrosion
- ▶ tail lift is secure and has been damaged
- ▶ correctly and the correct way being used

EXHAUST

Check that

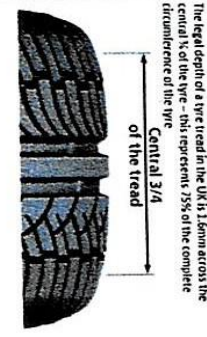
- ▶ exhaust doesn't leak excessive amounts of smoke

FLUIDS, FUEL AND OIL

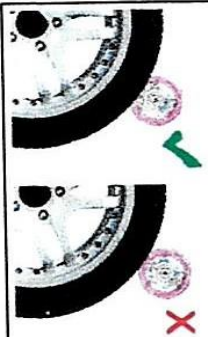
Check that

- ▶ have had regular engine service of power steering fluid, brake fluid, washer fluid and other fluids are correct
- ▶ fuel has cap a security fitted
- ▶ have oil to check fuel, power steering fluid and other fluids by using a dipstick in the correct position
- ▶ a fresh one should be used for the same
- ▶ Wash the engine oil, check
- ▶ determine the oil level for the fuel and oil
- ▶ having to check the oil on the ground

How to check your tyres



Start by turning the steering wheel so you can see across the entire width of the tread. You are looking for any signs of irregular wear that could be affecting an area of the tread more than another. If the tyres are wearing evenly, you should then determine if you have enough tread on your tyre.



APPENDIX D - CHECKLIST

A) Driver Checklist folder is to be kept in each minibus

- Emergency contact details
- Insurance details, copy of MOT certificate when appropriate
- Breakdown & copy of the Minibus Policy.
- High visibility coat BS EN 471.
- Warning triangle.
- Torch in working order with batteries.
- Fire extinguisher.
- First Aid Kit in vehicle only to be used in emergencies and left in vehicles at all times
 - Driver Vehicle checklist is to be completed before any journey. Copy to be taken by school office and original kept in Driver Checklist folder (kept in vehicle at all times).

B) Each minibus should DISPLAY internally or externally:

- Maximum passenger numbers
- Tyre pressures over each wheel-arch