

Welburn Hall School



Use of School Vehicles
Instructions to Drivers

Policy Dated 1999
(Last Reviewed November 2012)

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1.0 DRIVERS' BRIEF

- 1.1 Only staff authorised by the headteacher may drive school vehicles. Authorisation will only be given following completion of the LA approved course for minibuss drivers (currently MIDAS). A list of the authorised drivers is kept in each minibus. Before every journey, you must be entirely confident that you are able to undertake all the responsibilities necessary for the safe operation of the vehicle and safety of passengers.
- 1.2 There must be a second member of staff to act as escort for all journeys. The escort will be responsible for the supervision of passengers. IEU students may, with the agreement of the headteacher, be transported on some occasions without an escort.
- 1.3 Drivers will undertake the following checks before starting any journey:
 - Emergency/breakdown contact telephone numbers available in vehicle
 - First aid kit in vehicle
 - Complete and sign vehicle checklist sheet
 - Check brakes by operating within first 50m of journey
- 1.4 Drivers will carry out the following on completion of journey:
 - Complete fuel/log sheet
 - Defect/damage report, if necessary, to site manager
 - Lock vehicle and remove keys
 - Check vehicle for any damage
 - Remove any litter, or arrange for its removal
 - Replace any seats which were removed prior to the journey asap
- 1.5 Passengers must wear seat belts and remain in seats at all times.
- 1.6 Wheelchair passengers must be secured using system fitted to vehicle.
- 1.7 Inflammable substances must not be carried in vehicles.
- 1.8 The driving arrangements for journeys that may last more than 2.5 hours must be discussed and agreed with the headteacher in advance.
- 1.9 All equipment and luggage must be securely and safely stored. Access/exit of vehicles must not be restricted.
- 1.10 Vehicles must, at all times, be driven and parked legally.
- 1.11 Smoking in vehicles is not permitted.
- 1.12 Vehicle lifts must only be operated by staff
- 1.13 In the event of accident/breakdown follow the contact procedures provided in the vehicle. If necessary phone emergency contact back at school.
- 1.14 Drivers must be aware that, once a vehicle is driven away from school, the driver is legally responsible for all aspects of its operation.

- 1.15 These instructions should be read in conjunction with the NYCC Guidelines for Educational off-site Visits and Activities for the Children and Young People's Service (available on SchoolCentre).
- 1.16 A mobile telephone should be taken on all journeys.
- 1.17 Misuse, or inappropriate use, of a school vehicle by any member of staff may result in action being taken in accordance with the disciplinary procedure.