



Use of School Vehicles

Date	Review Date	Coordinators	Nominated Governors
February 2021	February 2022	Principal, Business Manager, Site Agents	Estates Committee

1. Aims

Ivel Valley School aims to ensure that:

- The School complies with relevant legislation
- School vehicles are well maintained and safe to use
- All staff are aware of their responsibilities when maintaining or using a school vehicle
- All staff adhere to the procedures for safely using a vehicle

2. Legislation and statutory guidance

The relevant legislation includes Part III of the Road Traffic Act 1988 and the Motor Vehicles (Driving Licences) Regulations 1999 (SI 1999/2864), Transport Act 1985: Section 19

3. Definitions & scope of policy

A minibus is defined under the Road Vehicles (Construction and Use) Regulations 1986 as 'a Motor vehicle which is constructed or adapted to carry more than 8 but no more than 16 seated passengers, in addition to the driver'.

This policy also covers other vehicles owned or operated by the School.

4. Roles and responsibilities

Governor Responsibilities

- The Governing Body is responsible for ensuring any school vehicles operated on behalf of the school comply with all legal transport and health and safety requirements. The responsibility is delegated to the Principal to ensure its appropriate implementation.

School Responsibilities

- Ensure all drivers are 21+ and the driver has held a car (category B) licence for at least 2 years. If the driver is aged 70 or over they must be able to meet the health standards for driving a D1 vehicle
- Ensure a copy of all drivers' licences, details of any claims within the previous 3 years and MIDAS training records are on file and reviewed annually
- Ensure drivers without a D1 licence (or other appropriate licence type) do not drive the vehicles exceeding 3.5 tonnes maximum weight (non-disabled passenger vehicles) or 4.25 tonnes (buses equipped to transport wheelchair users).
- Ensure that all vehicles are taxed
- Ensure that all vehicles have an appropriate licence (e.g. Section 19 Standard Bus Permit)
- Ensure that all vehicles have appropriate insurance cover
- Ensure that all vehicles have a valid MOT

- Ensure that all vehicles are serviced annually and tail-lifts are inspected every six months and any maintenance issues are addressed
- Ensure that all vehicles have recovery service
- Ensure that all vehicles have a fire extinguisher and first aid box on board at all times
- Ensure drivers are only driving on a voluntary basis

Drivers' Responsibilities

- Adheres to the 'Procedures for Driving a School Vehicle' and is at all times responsible for the condition of the vehicle he/she is driving and the passengers
- To only drive a vehicle for which they have a licence
- To have successfully completed MIDAS training
- To have a full UK driving licence and report all offences to the school office
- To complete a vehicle check prior to each use
- Not be taking any medication which may affect their fitness to drive
- Ensure there is an escort with the children at all times
- To not carry more than the maximum number of passengers for each vehicle respectively
- To report all faults with the vehicle
- To only use a vehicle with a Standard Bus Permit for:
 - Disabled person or persons who are seriously ill and persons assisting them
 - Pupils or students of any school or other educational establishment and staff or other helpers accompanying them
- Take responsibility for all driving offences, such as speeding fines

Both the driver and the School may commit an offence if an unsuitable vehicle is used to transport pupils of the School.