# Harrowbarrow School Minibus Policy

|  |  |
| --- | --- |
| ContentsResponsibilitiesLegal RequirementsMinibus Drivers Passenger AssistantManagement of the MinibusPassenger CareUse of Seat Belts | AppendicesPre-drive Safety CheckAdvice for Minibus DriversThe Duties of a Passenger AssistantAdvice to Parents and GuardiansAdvice for ChildrenFirst Aid & Other Equipment for MinibusesBreakdown ProceduresRoad Traffic Collisions & Other Emergency Procedures |

**Responsibilities**

The Headteacher and Business Manager of Harrowbarrow School are responsible for ensuring that the school minibuses operating on behalf of the school fully comply in every respect, with all legal transport and health and safety requirements.

The Harrowbarrow School minbuses are owned and operated by the school.

# Legal Requirements

The law requires that a minibus must:

* Be correctly licensed (Section 19 permit).
* The permit disc must be displayed on the nearside of the windscreen, visible from the outside of the vehicle.
* Only be used by the organisation to whom the permit has been granted,
* Is correctly registered and taxed.
* Be adequately insured
* Be well maintained
* Have a valid MOT certificate (if more than one year old)

**School Bus Signs –** Under the Road Vehicles Lighting (Amendment) Regulations 1994, minibuses carrying children to or from school must display a prescribed ‘school bus’ sign to the front and rear of the vehicle. The driver may use hazard warning lights when the vehicle is stationary and the children are boarding or leaving the vehicle.

The Headteacher and Business Manager will ensure that the school has appropriate risk assessments and safety procedures in place for the minibus in line with the RoSPA Advice for Minibus Safety and their code of practice.

**Minibus Drivers**

The Headteacher and Business Manager will ensure that only those staff with the appropriate licence are authorised to drive a minibus.

At the present time, staff will be required to hold a driving licence that was issued before 1 January 1997 – Holders will be able to drive a minibus if they passed a category B (car test) before 1 January 1997 and hold licence category D1 (101).

Anyone wishing to drive the minibuses who passed their test after 1st January 1997 will need to obtain the Category D1 licence which is a lengthy process. This includes a medical, theory test, assessment, training and a practical test (current total cost £510). This will be considered should the need arise.

In accordance with RoSPA recommendations, all minibus drivers will receive specific minibus training with an approved provider. Reassessment will take place at least once every 4 years.

The Business Manager will keep a record showing:

* That the licences of all drivers have been checked to ensure that they are permitted to drive a minibus. A copy of which will be retained on file and the check repeated every 12 months.
* The names of those who have been authorised to drive the minibus
* The date on which they were authorised
* The date on which they are due for re-assessment.

**Driver’s Responsibilities (Appendix 2)**

The driver is personally responsible for ensuring that the minibus is roadworthy before they take it out onto the road and must complete a Pre-drive Safety Check (Apppendix 1). It is the driver’s licence that will suffer if the vehicle is found to be defective.

It is also the driver’s responsibility to ensure the safety, including the use of seat belts, and welfare of all passengers.

Before any journey, and every time a minibus is used, the driver must:

* Plan the journey so that it can be completed safely and comfortably in accordance with the passengers’ needs
* Ensure the minibus is suitable for the passengers being carried
* Conduct a pre-drive vehicle safety check (Appendix 1)
* Be fit and able to drive
* Conduct a moving brake test (Appendix 1)

After the journey the driver must:-

* Conduct a post trip vehicle check, inside and out

Record in the Defects Book:

* any visible damage or faults
* any emergency equipment that has been used
* any incidents that have occurred during the journey

**Medical Fitness to Drive**

In addition to being appropriately trained and licensed, every driver should be medically fit to drive. All drivers are legally required to inform the DVLA of any medical condition that affects their ability to drive. Drivers must notify the Headteacher and Business Manager of any declarations they have made to the DVLA.

**Eyesight** -Rule 92 of the Highway Code states that drivers “MUST be able to read a vehicle number plate, in good daylight, from a distance of 20 metres. Drivers who need glasses or contact lenses to drive must wear them at all times when driving. Opticians recommend eyesight tests every two years.

# Driver Impairment

Drivers can be impaired by a number of factors, each of which can reduce their ability to drive safely and increase the risk of an accident. The main forms of driver impairment are:

## Alcohol

Alcohol reduces the ability to concentrate and increases the risk of being involved in an accident. Drivers should refrain from drinking any alcohol before driving. 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 should never drive if under the influence of alchohol.

## Medicines

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.

## Illicit Drugs

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 should never drive if under the influence of drugs.

## Distractions

Anything which distracts a driver could easily cause an accident. (eg. eating or drinking, tuning a radio or changing a CD, reading a map, writing, using a mobile phone or other electronic equipment, holding conversations with an escort or passenger unrelated to the task of driving).

## Mobile Phones

It is very useful to have a mobile telephone on the minibus. However, it is essential that drivers do not make or receive calls while they are driving, as the distraction this causes (even if it is a hands-free phone) significantly increases the risk of an accident. The mobile phone should be kept by the passenger assistant, or the driver should only use it when stopped in a safe place.

Schools should not expect to contact a driver while she or he is driving but should contact the passenger assistant.

## Tiredness

Sleepiness reduces reaction time, alertness, concentration and decision making, all crucial driving skills. 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. The Highway Code recommends a minimum break of at least 15 minutes after every two hours of driving.

**Speed Limits**

Minibuses are subject to lower speed limits than cars on some roads. All drivers must adhere to the limits below.

|  |  |
| --- | --- |
| Built-up roads | 30mph (unless signed otherwise) |
| Single carriageway | 50mph (unless signed lower) |
| Dual carriageway | 60mph (unless signed lower) |
| Motorway | 70mph (unless signed lower) |
| Motorway | 60mph (if minbus is longer than 12 metres) |

**Passenger Assistant (Appendix 3)**

A Passenger Assistant will be provided for each journey taken. Their role includes:-

* Preventing the driver being distracted by the children
* Supervising the children and in particular preventing any behaviour that could create a hazard
* Helping children whom the driver may not be qualified to help

# Assisting in the event of a breakdown or other emergency

# Management of the Minibus

###### **Records**

The law requires operators to keep records of how they ensure the service they provide is safe. In line with RoSPA recommendations, the school will ensure that records are kept for at least 15 months or longer if felt appropriate, this will be particularly important if there is a risk of litigation following an incident. The keeping of records will enable the school to show that the service is being managed and operated with all reasonable care and efficiency, that drivers and passenger assistants are properly trained, adequately monitored and perform their duties effectively.

When a fault that affects the safe operation of the vehicle or the safety of the occupants is recorded, the vehicle must not be used until the fault is rectified. A nil-reporting procedure, which requires the driver to record the results of the check even if there are no faults is in place, and nil-reports will be recorded.

The following records will be kept:

* All documents relating to the vehicle
* Operating log, including booking the vehicle in and out
* Accident/Incident book, including faults reported and rectified
* List of authorised drivers
* Training and re-training forms
* Medical check details
* Emergency equipment form
* Details of any vetting conducted
* Contact names and details (including out-of hours details). The individuals concerned should consent to their personal details being recorded for this purpose and the data should be stored in accordance with data protection law.
* Maintenance/safety checks.

These records are an essential part of the safety management system. They will be kept accurate and up-to-date and any changes recommended following reviews will be implemented.

Mrs E Moyle (Business Manager) has responsibility for the management of the minibus and she will ensure that the minibus is maintained and inspected regularly, ie: in accordance with the maintenance contract entered into with M Harvey & Son.

Defect reports must be completed by any member of staff using the minibus to advise on any mechanical fault or default or any other problem with the minibus and returned to Mrs Moyle to action.

All drivers are made aware that no journey must take place if any faults that might affect the vehicle’s or passengers’ safety are found.

The Business Manager will ensure that the minibus carries, at all times, a fire extinguisher in accordance with current regulations, a suitably equipped first aid box which will be checked after each journey and replenished by Mrs Heather Thomson as necessary and other equipment (Appendix 6).

**Breakdown Procedures** - Telephone numbers for breakdown recovery are supplied for members of staff using the minibus. Breakdown procedures must be followed (Appendix 7), a copy of which is kept inside the vehicle.

**Road Traffic Collisions or Other Emergencies –** Drivers and Passenger Assistants must follow the written procedure for dealing with road traffic collisions and other emergencies (Appendix 8), a copy of which is kept inside the vehicle.

A fuel card will be issued before the start of each journey and must be returned to the Business Manager at the end of each journey.

The Business Manager will ensure:

* + that the minibus is securely parked and the keys held securely.
	+ that insurance cover, MOT and tax is kept up to date.
	+ that the vehicle registration documents are held securely.
	+ that access to the minibus keys are restricted to authorised users.

**Passenger Care**

The behaviour of passengers can increase the likelihood of an accident occurring. The school, drivers and passenger assistants have a duty of care to their passengers.

Main points in ensuring passenger care:

* The minibus is suitable for the needs of the passengers, including any passengers with disabilities
* The minibus is roadworthy
* All drivers are properly trained and regularly re-assessed
* A second driver is provided when appropriate
* A suitable transport assistant is provided
* All passengers must have a seat and seat belt
* Journeys are planned with adequate rest stops
* Drivers and passenger assistants know the emergency procedures
* All luggage and equipment is safely stored
* The doors are closed, but not locked, before moving off
* The journey details are left with the Business Manager
* The aisles and exits are clear.

**Pick-up and Drop-off**

Pick-up and drop-off points must be pre-arranged. Consideration must be given to the safety of passengers when boarding and leaving the minibus. The driver to ensure that all passengers have left the minibus and are clear of the doors before moving off. They need to be aware of the danger of passenger’s clothes becoming trapped in a door.

**Comfort**

The minibus should not be too hot, cold or stuffy, and appropriate rest stops should be planned if necessary.

# Luggage

Any bags, games equipment, musical instruments etc must be safely stored within the vehicle. It is vital that the emergency exit/s are not blocked or restricted in any way.

**Passenger Briefing**

Parents must be aware of the behaviour expected of their children when travelling in the minibus and sign the Advice to Parents and Guardians Form (Appendix 4). Children must be briefed before the journey begins so that they understand that thy must wear a seatbelt and why boisterous behaviour is inappropriate (Appendix 5). Bad behaviour will result in children not being able to travel on the minibus.

# Use of Seat Belts

Drivers must wear a seat belt.

The driver is responsible for ensuring that:

* + Children aged from 3 years up to their 12th birthday, and under 1.35m tall use an appropriate child restraint if available, or if not available, wear the seat belt.
	+ children aged 12 and 13 years (and younger children who are 1.35 metres or taller) use the seat belt.

It is important that seat belts and child restraints are correctly adjusted for the wearer to maximise their effectiveness. The basic points to note are:

* + the belt should be worn as tight as possible
	+ the lap belt should go over the pelvic region, not the stomach
	+ child restraints should be securely fitted and the child should be securely held in the restraint.

Policy Approved Date: 16.3.17

Policy Review Date: 19.3.17

**Appendix 1: Pre-drive Safety Check**

Every day the minibus is used, the driver must conduct a pre-drive safety check. Walk around the vehicle to check visible defects, and the items listed below:

**Exterior Check**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Oil level (once only at start of day) |  |  |  |  |
| Coolant level (once only at start of day) |  |  |  |  |
| Windscreen washer fluid level (once only at start of day) |  |  |  |  |
| Brake fluid level (once only at start of day) |  |  |  |  |
| Windscreen and windows are clean and undamaged |  |  |  |  |
| Wiper blades are clean and undamaged |  |  |  |  |
| Exterior mirrors are correctly adjusted, clean and unobstructed |  |  |  |  |
| Lights, including brake lights and indicators, are clean and working |  |  |  |  |
| Tyre pressures, including the spare |  |  |  |  |
| Tyre tread, including the spare. At least 0.3mm across centre ¾ is recommended |  |  |  |  |
| Any cuts or bulges to tyres |  |  |  |  |
| Doors open and close properly |  |  |  |  |
| Damage to bodywork or sharp edges |  |  |  |  |
| Fluid leaks |  |  |  |  |
|  |  |  |  |  |
| **Interior Check**  |  |  |  |  |
| Mirrors are correctly adjusted, clean and unobstructed |  |  |  |  |
| Position of driving seat so that all controls can be operated comfortably |  |  |  |  |
| Pressure on brake pedal |  |  |  |  |
| Wipers and washers are working properly |  |  |  |  |
| Fuel level |  |  |  |  |
| Heating and ventilation system working |  |  |  |  |
| Luggage is securely stowed and aisles and exits are clear |  |  |  |  |
| Damage or sharp edges |  |  |  |  |
| All doors are unlocked |  |  |  |  |
| Horn is in working order |  |  |  |  |
| No warning lights lit on the dashboard |  |  |  |  |
| Emergency equipment (e.g. high vis jacket, torch, warning triangle, webbing cutter |  |  |  |  |
| Location of wheel brace and jack |  |  |  |  |
| Location and contents of first aid kit and fire extinguisher |  |  |  |  |
| Relevant paperwork (permit disc, insurance, MOT, emergency numbers, driving licence |  |  |  |  |
| Change for parking, mobile phone |  |  |  |  |

**Brake Checks**

Check the brakes before passengers board.

With the engine running, check the handbrake is working properly, and that the brake pedal is firm when pressed.

Conduct a moving brake test. Reach a speed of not more than 15mph, check mirrors and if it is safe, apply the brakes firmly. The brakes should work effectively, the vehicle should not pull to one side.

**If faults that might affect the vehicle’s or passengers’ safety are found, the vehicle must not be used until they are all remedied and the Business Manager informed immediately.**

|  |  |
| --- | --- |
| Pre-drive Safety Check carried out by |  |
| Signature |  |
| Date |  |

**Appendix 2: Advice for Minibus Drivers**

On journeys where a passenger assistant is present, the items below should be divided between the driver and passenger assistant, with the driver concentrating on those tasks which directly relate to driving the vehicle.

###### **Before Setting Off**

* If the minibus is being operated under a permit scheme, make sure the permit disc is displayed in the windscreen.
* Make sure you have the relevant phone numbers, and a mobile phone, in case of a delay or emergency.
* Allow sufficient time for the journey. If using a SatNav, set it before you start. Check for any problems on your route (e.g. road closures, road works or severe weather warnings)
* Avoid long spells of driving, and plan breaks to ensure you are fresh to continue and that children do not get restless. Consider whether a second driver is required.
* Conduct a pre drive safety check before every drive.
* Never allow passengers to board until the minibus is at a complete standstill, and safely parked by a pavement or traffic free area. If you leave the vehicle, switch off the engine.
* Try to make sure the passengers enter the minibus from the pavement, not the road. If the nearside door opens onto the road, take extra care.
* Ensure that children are supervised when boarding the vehicle, especially if they are using a rear door. Plan which passengers will sit in the front seats and by the doors.
* Do not exceed the carrying capacity of the minibus. Make sure everyone is sitting, one to a seat, and that passengers are using seat belts.
* When school bus signs are used, make sure they are in position only while children are being transported, and that they do not obstruct your vision.
* Make sure there is a complete list of the passengers being carried with a note of any special medical or other needs, such as travel sickness. Keep the list with other relevant documents in a place where it can be readily found in the event of an accident. Check that passengers have any necessary medication with them.
* Check that no bags or clothing are caught in the doors, and check all mirrors every time before moving away in case latecomers are approaching the vehicle.
* Check that all luggage is secured, and that gangways and exits are clear.
* Know the height, width, length and weight of the vehicle, and the position of the fuel cap.

###### **During the Journey**

* Do not allow noisy or boisterous behaviour, or passengers to trail flags or any other article from the vehicle
* Do not allow child passengers to operate the doors, and supervise any operation of the doors by responsible persons.
* Approach each stop slowly and with care.
* Use hazard Warning Lights on school trips when children are boarding or leaving the vehicle.
* If there is a serious delay during the journey inform the school so that information may be passed to parents. A mobile telephone is very useful for this purpose, but must not be used by the driver while driving.
* Children must not be left unaccompanied in the minibus (this is another reason for having a passenger assistant).
* If the vehicle breaks down, or if there is a collision, give clear instructions to the passengers and see that children remain together and supervised: their safety is paramount. If there is a risk of fire, however small, evacuate the vehicle and move the occupants to a safe place.
* If you have to stop for an emergency or breakdown whilst on a motorway, only stop on the hard shoulder, and as far away from the carriageway and passing traffic as possible. Again ensure that passengers, especially children, remain together and are supervised.
* If requested by the police, or any other person having reasonable cause, give particulars of the driver’s name and driving licence, and the name and address of the minibus operator or owner.

###### **At the End of the Journey**

* Ensure that passengers are supervised when leaving the vehicle, especially if they are using a rear exit.
* Never allow passengers to leave until the vehicle is at a complete standstill, and safely parked by an adjacent pavement or other traffic free area, and the hand brake is engaged
* Always park so that passengers step onto the footway and not onto the road.
* Take particular care when reversing the vehicle. Avoid unnecessary reversing, but if it is unavoidable, seek adult assistance for direction, and but ensure the assistant does not stand directly behind the vehicle.
* Children alighting from the vehicle should be closely supervised.
* Do not leave children or vulnerable passengers alone if no one has arrived to collect them. Ensure you know what to do if a passenger is not ollected.
* Report any problems or incidents that occurred during the trip to the Business Manager or Headteacher.

**Appendix 3: Duties of Passenger Assistants**

###### **Before Setting Off**

* Reserve the most appropriate seat for yourself to allow you to supervise the passengers. This is likely to be near the side door.
* Never allow passengers to board until the vehicle is at a complete standstill, and safely parked by an adjacent pavement or other traffic free area.
* See that passengers are supervised when boarding the vehicle, especially if they are using a rear door.
* Make sure there is a complete list of the passengers being carried with a note of any special medical or other needs. Keep the list with other relevant documents in a place where it can be readily found in the event of an accident.
* Check that no bags or clothing are caught in the doors, and no latecomers are approaching the vehicle before it moves off.
* Check that all luggage is secured, and that all gangways and exits are clear.
* Check that all doors are securely shut.
* Ensure the driver does not move off until everyone is safely seated, facing the front and wearing a properly positioned and adjusted seat belt.
* Help to direct the vehicle if the driver needs to reverse, but do not stand directly behind the vehicle out of the driver’s sight. Children must **never** direct a reversing vehicle.

###### **During the Journey**

* Do not allow noisy or boisterous behaviour.
* Try to keep the children occupied the journey will seem much quicker.
* Do not allow passengers to operate the doors, unless supervised.
* Make sure that all passengers have returned to the vehicle after any rest stops.
* If there is any serious delay during the journey inform the school so that information may be passed to parents. A mobile telephone is very useful for this purpose.
* Children and vulnerable passengers must not be left unaccompanied in the minibus.
* If the vehicle breaks down, or if there is a collision, give clear instructions to the passengers and see that children remain supervised: their safety is paramount.
* If there is a risk of fire, however small, evacuate the vehicle and move the occupants to a safe place.
* Ensure that litter is disposed of carefully (in a litter bag or bin) as cans rolling around the floor can be distracting.

###### **At the End of the Journey**

* Never allow passengers to leave until the vehicle is at a complete standstill, and safely parked by an adjacent pavement or other traffic free area. If travelling in a country that drives on the right, be aware that some doors may open onto the roadside.
* Ensure that passengers are supervised when leaving the vehicle, especially if they are using a rear exit, and that no parts of their clothing are caught in the vehicle’s doors.
* Do not leave children or vulnerable passengers alone if no one has arrived to collect them.
* If necessary, assist the driver to reverse the vehicle. Never allow a child to do this. Do not stand directly behind the vehicle while it is reversing.
* Ensure that passengers take all their personal belongings with them.

**Appendix 4: Advice to Parents and Guardians and Consent**

Teaching road safety is one of the most important duties of a parent. It must include teaching children to behave properly when they use minibuses . Minibuses are not places for play.

Please read and make sure you understand and agree to these guidelines before allowing your child to make a minibus journey. Please sign the consent and agreement on the reverse of this form allowing your child to travel by minibus.

Please also see the Advice for Children on Minibuses information attached to this form.

###### **Be Punctual**

Make sure your child is at school in plenty of time if going on a school trip.

###### **Safe Walking and Crossing**

Make sure your child knows and understands the Green Cross Code. Young children cannot judge speed or distance of traffic very well and will not be allowed to cross the road unaccompanied.

###### **Meet Your Child**

If collecting from a location other than the school, make sure that you, or another carer, are at the pre-arranged meeting point when your child returns, and have the telephone number, the school or other relevant contact person to pass on messages if required.

**On the Minibus**

###### **Behaviour**

Teach your child to act sensibly on or around minibuses. Make sure your child knows that bad behaviour on the minibus is dangerous and to listen to the driver’s and passenger assistant’s instructions. Children should understand that misbehaviour may result in the minibus returning to its base, the child being taken to a place of safety and/or the minibus remaining stationary until the parents have collected the child. Bad behaviour may result in your child not being allowed to travel on the school minibuses.

###### **Contact Details**

Make sure that the school has up to date information about your child, including contact details for emergencies.

###### **Medical Details**

Make sure that the school has up to date information about any special requirements the child may have and relevant medical information in writing.

###### **Medication**

Giving medicine to passengers is not the responsibility of a passenger assistant, driver or teacher. If your child needs to take medication during the trip, discuss this in advance with the school. Provided a consent form has been signed, it may be possible for the passenger assistant to give medication. If a child is going out on a school trip, provision must be made to ensure the child’s health and safety.

###### **Other Details**

Advise the driver and passenger assistant if there is a particular difficulty with your child on a particular day. But it is your duty to decide whether your child should go on the journey in such circumstances. It is the parent’s responsibility for assessing whether a child is fit to undertake the journey.

###### **Damage**

Vandalism caused by your child whilst on a journey, is your responsibility. Unreasonable behaviour may endanger your own, or someone else’s, child. Parents will be expected to reimburse the operator for any damage caused by their child.

###### **Concerns**

Discuss and resolve any concerns you may have with the responsible person, eg: the Headteacher or group leader.

**✂----------------------------------------------------------------------------------------------------------------------------------**

Child’s Name:……………………………………………………………………. D.O.B…………………………..

I give consent for my child to travel on a school minibus during their time at Harrowbarrow School. I understand that some local journeys may be made at short notice.

I have read, understood and discussed with my child the behaviour that is expected of them whilst travelling on the school minibus.

I understand that unacceptable behaviour may result in my child not being allowed to travel on the school minibus.

Signed……………………………………………. PRINT NAME………………………………………. Date………………………….

**Appendix 5: Advice for Children on Minbuses**

Go to the toilet before you get on the minibus. Arrive on time, and wait for the minibus away from the road.

Don’t push or rush towards the minibus when it arrives.

Find a seat quickly and quietly without pushing and put on your seatbelt.

Make sure your bags are correctly stored so they do not block the gangways or take up seats.

Stay seated when the minibus is moving and keep your seat belt on at all times.

It’s dangerous to kneel on your seat.

Only speak to the driver when he or she is not driving. Speak to the passenger assistant rather than the driver.

If you need to use the toilet or you feel unwell during the journey, tell the passenger assistant.

Don’t throw things or play about in the minibus.

Wait until the minibus has stopped and the driver has told you to undo your seatbelt before getting up to leave.

Take your belongings with you when you leave the minibus, except in an emergency when you should leave them behind.

Be careful, if you have forgotten something and you return to the minibus the driver may be pulling away. Tell the passenger assistant.

**Appendix 6: First Aid and Other Equipment for Minibuses**

### *First Aid Kit*

10 antiseptic wipes, foil packed

1 conforming disposable bandage (not less than 7.5 cm wide)

2 triangular bandages

1 packet of 24 assorted adhesive dressings

3 large sterile unmedicated ambulance dressings (not less than 15 x 20 cm)

2 sterile eye pads with attachments

12 assorted safety pins

1 pair of rustproof blunt-ended scissors

Disposable gloves

Mouth mask for resuscitation.

Make sure that even minor uses of a first aid kit are recorded in an accident book, and that stock is replaced after use. Check that all items are ‘in date’ and replace any that have passed their expiry date.

### *Fire Extinguisher*

At least one fire extinguisher (two are recommended for accessible minibuses) which:

complies with BS 5432 (or an equivalent, e.g. BSEN 3), and

has a minimum test rating of 8A or 21B, and

contains foam (please note they must not contain Halon)

### *Other Equipment*

It is recommended that the following should also be carried:

Pen and paper

The organisation’s internal instructions and contact details

Insurance details

Motoring breakdown policy details

Mobile phone, phonecard or change for the phone

Webbing cutter

A high-visibility coat complying with BS EN 471 or BS EN ISO 20471

An emergency warning triangle or a flashing beacon (not fitted to the vehicle)

A working torch

Sterile gloves and mouth masks.

**Appendix 7: Breakdown Procedures**

The following procedure must be followed in the event of a breakdown

In the event of a vehicle breakdown:

The driver should move the vehicle off the carriageway (onto the hard shoulder on a motorway) and switch on the hazard warning lights. If this is not possible, it should be moved as far away from moving traffic as possible. If a warning triangle is used, it should be placed on the same side of the road, at least 45 metres from the minibus. Always take great care when placing and retrieving a warning triangle and never use them on the motorway.

The passengers should be moved out of the nearside of the vehicle and as far away from it and other

traffic as possible. No one should stand between the vehicle and oncoming traffic.

On motorways or other busy roads passengers should be taken onto the embankment or grass margin and as far from the traffic as is practicable. The hard shoulder on a motorway is very dangerous. On Smart Motorways, where the hard shoulder is used as a running lane, drivers should try to stop in one of the emergency refuges that are placed periodically along the hard shoulder.

Passengers should be kept together in one group. Children should be kept calm and under constant supervision.

In some circumstances, it is safer to leave the passengers in the vehicle. For example, if it seems too dangerous to unload passengers or if there is not a safe waiting area. The driver and passenger will need to assess the situation and decide whether or not to unload passengers.

If necessary, the driver should go for help, leaving the passengers with the passenger assistant. The driver will need to give the police, or breakdown service, accurate details of the vehicle’s location, and inform them if children or passengers with mobility problems are being carried.

The driver should also telephone the school or nominated contact person, preferably with a mobile telephone kept on board for this purpose, to tell them what has happened and ask them to relay messages to parents and others. They should have out-of-hours contact details for this purpose.

If the breakdown occurs on a motorway, it is better to use the roadside emergency telephone as this will enable the Police to pinpoint the vehicle’s location. The nearest emergency telephone is indicated by arrows and numbers on small marker posts at the edge of the hard shoulder.

**Appendix 8: Road Traffic Collisions & Other Emergency Procedures**

In the event of a collision or other emergency (such as passenger illness) the following procedures must be follows.

In the event of a collision, the driver and/or the passenger assistant must make the collision scene as safe as possible:

Use hazard warning lights and any other safety devices supplied

Do not move injured passengers unless they are in immediate danger of further injury

Call the emergency services immediately, with information about the situation, any special circumstances (e.g., passengers have special needs)

Ensure one person (driver or passenger assistant) remains with the children if child passengers are involved.

Do not allow child passengers to assist with repairing or re-starting the vehicle and never allow them to push the vehicle.

If the emergency services are called, the driver must stay at the scene until the emergency services (and anyone else with reasonable cause) have taken all the details. If possible, the names and addresses of all independent witnesses should be obtained at the scene.

If the collision is ‘damage only’ and no one is injured, the driver should ensure that the vehicle is roadworthy before continuing the journey. The incident must be reported to the operator on their return. A report book or form must be kept for this purpose. The operator should ensure that all repairs and insurance details are completed.

If there is any injury or the names of people involved are not exchanged or there is damage to property other than the driver’s vehicle (including street furniture), the driver must report the collision to the Police as soon as possible or in any case within 24 hours. Any other incident, including traffic offences, must also be reported to the operator.

###### **Emergency Evacuations**

If an emergency evacuation is necessary (for example, in the event of a fire), the best way to evacuate the vehicle will depend upon the nature of the incident, the passenger group and the type of minibus. The driver and passenger assistant(s) will need to exercise their judgment at the scene. Drivers and passenger assistants who have been trained will be far better equipped to make appropriate decisions and cope with such difficult circumstances.

Passengers should exit the vehicle as they would normally, if possible, and move as far away as possible. If passengers need assistance to exit the vehicle, the passenger assistants should provide the necessary help. If it is necessary to use the rear exit, care must be taken against approaching traffic.

Drivers and passenger assistants should not attempt to tackle a vehicle fire, unless they have been trained to do so.