



THE PARK
COMMUNITY
SCHOOL

Community Use of the School Minibus Policy

Policy Update

Policy Lead Person: School Business Manager

Reviewed/approved by: Governors' Resources Committee: 7th March 2019

Next Review Date due: March 2020



The Park Community School, Barnstaple

Community Use of the School Minibus Policy

The School minibus is primarily available to hire to eligible groups, subject to availability, in the evenings, at weekends and in the school holidays. Hirers will be required to pay a £15 booking fee for each occasion of hire plus £0.60p usage charge per mile travelled.

Drivers must have undertaken the DCC minibus test or re-test within the last four years.

Each user must obtain a "Section 19 Minibus Permit" if it is intended to charge passengers to cover costs (e.g. match fees).

The school has responsibility to safeguard the vehicle's condition and the Headteacher will decide upon requests for its use in accordance with the following conditions:

- [1] The procedures contained within the Devon Transport Co-ordination Centre Document 'Community Use of County Vehicles' October 1990 will be followed and is available in the School Office.
- [2] Users who form part of Devon County Education Service (e.g. other schools) are covered by County Insurance for **educational use only** but must fulfil all conditions included in [1] above.
- [3] It is the responsibility of the user to show in advance that the necessary conditions have been met [by providing documentary confirmation].
- [4] Users must agree to the School's Code of Conduct for Minibus Drivers (see Appendix A on next page).
- [5] All cases of accident or incident involving the vehicle must be notified to the School and a Devon County Council form must be completed, within 24 hours, to report an accident.
- [6] Vehicles must be returned in at least the same condition as when they were collected.
- [7] The School reserves the right to cancel any booking within 14 days of the hire date.

Private use by staff:

In order to support the governors' aim of supporting staff, the minibus may be used privately by staff, subject to satisfactory driver eligibility and insurance for non-school based activities. This must not take precedence over any school or community booking and if such a booking occurs after a private booking by staff, the use of the minibus may be refused.



The authority to decide on appropriate staff use and the conditions thereof is d the Headteacher. Any fuel use must be covered by the member of staff and a school may be suggested. If the value of the service in kind is considered to be £25 in value this must be recorded on the TLP Register of Gifts and Hospitality and may be liable for National Insurance contributions.

Recommended for approval by Resources Committee 07/03/2019

Review March 2020



APPENDIX A

The Park Community School, Barnstaple

Community Use of the School Minibus Policy

Code of Conduct for Minibus Drivers

General

All mini-bus drivers must have undertaken the D.C.C. mini-bus test or re-test within the last 4 years. Details and applications can be obtained from the Facilities Manager.

BEFORE commencing journey, check the following:-

- 1. You have completed the log book with the journey details**
- 2. You have completed the minibus check sheet and seating plan**
- 3. Brief your passengers with Code of Conduct and emergency procedures**
- 4. Satisfied yourself that you are fit and able* to undertake the journey**
- 5. Satisfied yourself that the minibus is in a roadworthy condition to be taken out and that there is sufficient diesel in the minibus**

ON RETURN TO SCHOOL:-

- 1. Ensure you have completed the log book with mileage details and recorded any mechanical faults detected during the trip**
- 2. Make sure that passengers remove any litter or belongings from the bus on departure.**
- 3. All doors and windows are properly closed and locked. Remember to check interior lights are not left on as this can flatten the battery if left**



overnight.

- 4. Check for damage to the interior of the minibus**
- 5. The keys, minibus check sheet and bus are returned to the appropriate place. The minibus must be returned to the Garage.**
- 6. A Devon County Council form must be completed to report an accident.**

*A driver should consider:

- a) Their alcohol consumption *the day before* they drive the mini-bus.
- b) Their general level of fatigue prior to onset of the journey – wherever possible, drivers should avoid undertaking a long journey at the end of a school day without shared drivers.
- c) That the driver, and not the school, is responsible for any driving offences incurred whilst driving a school vehicle.