

THE PARK COMMUNITY SCHOOL

CODE OF CONDUCT **FOR MINI-BUS 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 application forms available from the School Office.

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. Familiarised 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.**
- 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.