



Minibus Policy

Date:	September 2021
Date of Review:	August 2022
Approved by:	A Pincher

General Statement

The Regis Academy is responsible for ensuring that the minibus that operates on behalf of The Albion Foundation fully complies in every respect, with all legal transport and health and safety requirements. This responsibility is ultimately the Head of Centre.

Legal Requirements

The law requires that the minibus must:

Be correctly licensed

Have a valid tax disc

Be adequately insured

Be well maintained

Have a valid MOT certificate (if more than one year old)

Drivers

Drivers must be 25 years or over

Hold a full UK licence with at least 2 years driving experience

Drivers must be approved by Senior Managers to drive the minibus

Responsibilities

Driver:

The minibus as an expensive and valuable resource for all at The Regis Academy and it is the driver's responsibility to take care of it.

In order to drive the minibus, you must be 25 or over and hold a full UK driving licence and covered by our insurance.

As minibus driver you will be responsible for:

- Providing The Regis Academy with a copy of your driving licence (both parts) and keeping them up to date with any charges which may invalidate your licence.
- The checking of the vehicle and completing the daily checklist before driving the vehicle.
- Securing all passengers, purchasing fuel and keeping the vehicle in a clean state.
- You will be expected to drive in accordance with the Highway Code, any speeding points will be put on your licence and fines your responsibility.
- You will be expected to adhere to the UK drink and drug driving laws. Breach of this will result in disciplinary action and possibly criminal charges.
- Any defects must be reported in the defect book located in the minibus and reported to the Operations Team in order for repair work to be arranged.
- The minibus is a company vehicle and should not be used for personal travel, hiring, racing, pace making, speed testing, competitions, rallies, trials or track days or any use in connection with the motor trade.
- You may be required to attend additional MIDAS training in order to drive the minibus. This will be discussed with you prior to booking the training session.

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 seatbelts) and welfare of all passengers.

Management:

It is Management's responsibility to ensure:

- All drivers hold a valid driving licence and a copy is kept on file and reviewed every 12 months
- That the daily checklist are checked every half term
- That the insurance, MOT and tax are kept up to date
- Vehicle registration documents are kept in a secure place
- Access to the minibus is restricted to those authorised to use it
- Fuel usage is checked regularly to ensure fuel purchases are for legitimate company use and agree with the mileage log
- The minibus is booked in for any maintenance work as soon as made aware and the defect book is up to date

Other staff:

Staff are not permitted to drive the minibus unless prior authorisation has been given, they have signed the rules for the use of pool vehicles document and a driving licence is submitted for file.

Staff wishing to transport pupils in own vehicles MUST ensure that they have adequate business cover on their vehicle. Travelling with pupils in your vehicle without the relevant business insurance will result in your policy being voided and you will not be covered by The Regis Academy's policy.