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| Angela Mollan  31 JAN 2019 |

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| Transport Policy |
| 1.3 |

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| **Policy Title** | |
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# Principle

* To provide guidance on how best to use the minibus.
* To detail safe operating procedures for the use of the mini bus which details the checks that should be carried out before and after use by drivers.
* Provides information about who can drive minibuses and the times that they may do so.
* Includes details about what actions to take in case of a breakdown or an accident.

### Purpose

The purpose of this document is to catalogue the various procedures that must be followed to ensure the safe use of the minibus. This document will be given to all minibus drivers as part of the overall induction.

### Driver Training

It is essential that Peregrinate Ltd are satisfied that all persons authorised to drive are competent to drive a company vehicle containing students safely. The absolute minimum requirements to comply with our insurance are that the drivers;-

• are over the age of 26,

• have at least two years experience as a qualified driver

• hold a current full driving licence with no more than 6 penalty points. If a driver has less than 6 points, the driver may still be precluded if the points are for dangerous driving

To comply with the above, Peregrinate Ltd has gone further in its quest to ensure that students are driven in safety.

Prior to transporting students for the first time, all drivers will be given the opportunity of either a vehicle familiarisation session, these sessions will include: -

• Daily vehicle checks

• Pre-journey checks

• General driving safety

• Road testing

• Emergency stop

• Use of mirrors and indicators

• Reversing using mirrors only

• Passenger safety

• Passenger comfort

All new drivers will be added to the list of authorised minibus drivers which is held in the Managing Director’s office.

### Drivers Hours

It is the policy of Peregrinate Ltd that if there is an academic trip which involves a driver being in charge on an extended day, then a second adult should accompany the party and that person should be competent to share the driving to reduce the possibility of driver fatigue. An extended day is anything beyond 7.00 pm when the teacher started work at 8.45 am. **This requirement is non-negotiable.**

### Driver’s Responsibilities

Whilst Peregrinate Ltd will ensure a weekly check of the condition of the minibus, drivers are responsible for the following checks before embarking on their trips:

• Do a visual inspection of the minibuses which includes tyre pressure checks and that the windscreen and glass is clean and can be seen through

• Check brakes to see that they are functioning correctly

• Ensure that mirrors and seat are in the correct driving position

• Check that all lights are functioning correctly

• Ensure that all seat belts are being worn. This includes all passengers, who must wear a seat belt

• Ensure that the windscreen washer system works and that the wipers are functioning correctly

• Ensure that the vehicle is correctly loaded and that no more than sixteen passengers are being carried

• Emergency exits must not be blocked

• A member of staff is sitting in the emergency exit seat

• Ensure that all doors are correctly closed

• Check that you have enough fuel for your journey

• As soon as possible after moving off, the driver should carry out a running brake test and at the same time, check the operation of the seat belts

• At intervals throughout the journey, all instruments and warning lights should be checked and necessary action taken if a fault is indicated

• Ensure that food and drink are not consumed on the vehicle

• Make sure that no rubbish is left on the vehicle and ensure that no malicious damage has occurred to the interior of the vehicle

At the end of the journey the driver must lock and make the vehicle secure. Keys should only be taken from the administration office just prior to making use of the minibus. The keys should be returned to the office immediately after use.

### Passenger Responsibilities

• Should wear seat belts and always remain in their seats until instructed otherwise

• Should never distract the driver by shouting, throwing etc.

• Students should not eat or drink on the vehicle

• Must make sure that escape routes are not blocked by bags, etc.

• Students are ambassadors of Peregrinate Ltd and must never bring its name into disrepute by gesturing, shouting abuse, etc.

• Passengers found to have vandalised the minibuses may face a ban from using it again and be required to pay for damages

### Accident Procedures

If an accident occurs and any personal injury or damage to third party property is involved, then the driver must stop. He/she must be prepared to give his name and address and details of the owner of the vehicle to a Police Officer or any other person having reasonable grounds to ask. If for any reason the driver is not able to give these details then he/she must report in person to a Police Station as soon as practically possible, otherwise an offence is committed, and in any event not later than twenty-four hours afterwards.

Report your accident immediately to the Managing Director who will supply you with the appropriate forms to complete for onward transmission to our insurers.

### First Aid

All minibuses contain first aid boxes which are checked at the end of each term by the Health and Safety nominated staff and a member of the Administration team. The contents of these boxes include:-

Antiseptic wipes

Bandages

Assorted adhesive dressings

Plasters

Eye pads

Scissors

Any use of the first aid kit must be reported to the Administration team as soon as possible thereby maintaining a full kit at all times.

### Purchase of Fuel

Should you need fuel for your journey, please ask the Manager for the fuel card. The card must be returned with the fuel receipt.

Please remember the fact that **the minibus operates on diesel (black hose).** When filling with fuel ensure that the ignition is turned off and that there are no naked lights in the vicinity.

### Care and the Cleaning of Minibuses

Minibuses involve a great expense when purchasing. Please help to ensure that their working lives are extended for the maximum possible period. One of the main problems with minibuses is that the inside wears out before the body and mechanics. You must check on the condition of the interior at the end of each journey.

Students should not be allowed to wear muddy boots in the minibus and should be encouraged to get changed at the end of messy activities in order to stop them sitting on the seats with damp and dirty clothing.

# Booking of the Minibus

If you need to book a minibus, please e-mail Administration with your request. Administration staff will update the minibus calendar booking system and confirm your requirement has been booked.

Should the minibus already be booked, you will be advised to contact Administration, who will organise an external taxi/minibus service.

If you require a driver, Administration will request a driver from the list of authorised drivers.

Drivers are not covered by our insurance if their journey is for private use. Minibuses must not be used for private use.

# Weekly Checks

The Administration team has responsibility for conducting weekly checks of the minibuses and passing on findings to the Manager.

Any defects in the minibuses noted by staff should be notified immediately to the Manager who will then determine whether or not the vehicle should be taken off the road and repairs carried out.

The minibus is inspected every ten weeks and serviced in line with the manufacturers recommendations. The service schedule is monitored by the Health and Safety nominated staff and supported by the Administration team.

# Incorrect Use of the Minibus

A driver who breaks the speed limit will be responsible for paying his/her own fines. Similarly fines imposed for incorrect car parking or negligent driving will be the responsibility of the driver. Any damage caused to the minibus through incorrect use, may result in the driver being asked to contribute fully or partially to any excess payable by Peregrinate Ltd.

# Speed Limits

The minibus is restricted to 62MPH

The speed limit for minibuses is as follows:

• 30 mph not 40 mph on urban carriageways

• 50 mph not 60 mph on single carriageways

• 60 mph not 70 mph on dual carriageways

• 70 mph on motorways

# Keys

Keys are kept in the Managing Director’s office. They can be picked up at any time between 9.20 am and 14.00 pm. When you have finished using the minibus, please return the keys immediately. Do not collect the keys too far in advance of using the vehicle, as this prevents use in the intervening period.

# Picking up/ dropping off learners

**Only learners with formal written parental consent are to be transported on the minibus under ANY circumstances.**

Peregrinate Ltd. believes that use of the minibus and picking up learners and dropping them off is a good way of building and maintaining relationships and keeping open communication with parents/carers.

When practicable learners are to be collected and dropped off at the same point every day, if this is to change, parents and Management are to be made aware and if manager and/or parent/carer refuse then their decision is final.

If a learner is not at the agreed pick up point a 5 minute wait has been agreed. Learners should make Peregrinate Ltd aware of lateness or absence so the journey can be re-planned accordingly to avoid leaving other learners waiting.

Under no circumstances can students be dropped off at other student’s home addresses.

# Final Comment

Driving a minibus safely and in a professional manner is not difficult, but it does demand greater responsibility. Preparation is essential and you must always present the highest standards to your passengers and other road users.

# List of Authorised Drivers

The Administration team will keep a list of drivers who have been authorised to drive the minibus.

Authorisation may be withdrawn at any time by the Manager. Any member of staff who has been advised not to drive their own vehicle for medical reasons must advise the Manager immediately.

# Review

This policy was updated in JAN 2019 and will be reviewed every two years or as and when required.