



***HILBRE HIGH SCHOOL  
HUMANITIES COLLEGE***

**SCHOOL MINIBUS POLICY**

*April 2018*

## Responsibilities of the School Operating a Minibus

The school must have a system in place which ensures that the minibus vehicles used by the staff are well maintained and in safe condition, with all legal, insurance and permit matters properly implemented and monitored.

This system will be managed by the school's Business Manager (named vehicle holder) who will have day to day responsibility for the vehicle as outlined below. The BM will report back to the Head Teacher in respect of vehicle documentation, vehicle use and condition.

**The named vehicle holder will keep and maintain the correct documentation particularly:**

- **Vehicle log book and tax records**
- **Insurance Certificate**
- **MOT Certificate**
- **Minibus Section 19 permit (if appropriate)**
- **Service and Maintenance records**
- **Register of authorised drivers**

In respect of servicing, there are two factors to consider:

1. The servicing schedule laid down by the vehicle manufacturer in terms of mileage intervals and timing of the servicing, linked to the type and extent of use of the vehicles.
2. The need to ensure that the highest possible safety standards are maintained in respect of vehicle condition by means of regular checks.

The Department of Transport Traffic Commissioners offer guidance on the safety checking of minibuses operating under a Section 19 permit (Using the bus for Hire or Reward) and the 3 levels are as follows:

- Daily running checks
- Vehicle safety inspections
- Routine maintenance checks / servicing

**Daily running checks** will be carried out each time a member of staff takes the minibus out on a trip and these will be done before the driver sets off:

**Check levels of**

- Screen wash
- Fuel
- Fuel Tank cap
- Glass and mirrors
- Lights
- Wheels and tyres
- Seat belts
- Body and doors
- Tail lifts, ramps, secure fittings for wheelchairs

- Roof rack / ladder
- Steering, footbrake, handbrake
- Seat position and mirror position

**Vehicle Safety Inspections will be carried out more frequently than the manufacturer's servicing cycle and are in addition to those cycles. The named vehicle holder will ensure that these inspections are carried out by a nominated member of staff ( SPIE Caretaker) on a weekly basis and will include:**

- General mechanical check for loose, leaking or damaged components
- General bodywork check
- Engine Oil Check
- Radiator check
- Brake fluid check
- Clutch Fluid check
- Electrical check
- Seats- conditions and safety
- Seat belts-condition and operation
- Roof rack-condition and security
- Tow Bar- condition and security
- First Aid kit- check and refill
- Fire extinguisher- check seal
- Vehicle tools, torch and spare wheel
- Documents kept with the vehicle- breakdown procedure, contact numbers, insurance details.

**Routine maintenance / servicing checks** will be carried out in line with manufacturer's guidelines and will be not less than every 6 months.

The "named vehicle holder" will have a deputy appointed in case of absence or sickness (The school deputy NVH will be the Finance Manager).

The "named vehicle holder" will ensure that a "defect reporting" system is in place to allow drivers to report defects (see example form attached) and they will have the authority to take the vehicle out of use if they concerns over the safety of the vehicle.

### **RESPONSIBILITIES OF THE DRIVER OF THE MINIBUS**

The driver of the bus has ultimate responsibility for traffic related matters whilst the vehicle is on the road and this will cover personal driving standards, road worthiness of the vehicle and the behaviour of the persons being carried as passengers.

**To be legally able to drive a minibus with 16 passenger seats, the driver must either:**

- Have gained their driving licence **before 1 January 1997**, the bus is not being used for Hire or Reward (You will have the code D on your licence).

Or

- You are aged over 21 years of age.
- You have been driving for 2 years or more
- You are driving on a voluntary basis
- The vehicle is being used by a non-commercial body for social purposes.
- The vehicle is not being driven for hire or reward ( except for the recovery of out of pocket expenses i.e. parking or fuel)
- You are not driving the minibus with a trailer.
- The vehicle does not weigh more than 3.5 tonnes (or 4.5 tonnes if it included carrying specialist equipment to carry disabled passengers.

*Driving for Hire or Reward- A vehicle which is operated for hire or reward is one where payment is made, in cash or kind, for the carrying of passengers, or matters which include the carrying of passengers, irrespective of the person to whom the payment is made. This includes direct payment such as a fare or an indirect payment which gives a person an opportunity to travel. It does not matter whether or not the operator is a profit making entity. A Minibus is used for Hire or Reward if there is a clear and logical link between payment and the transport provided and that link is not too remote.*

Your licence must be checked by the BM and a copy kept on file. Your name will be added onto the list of School “Authorised Drivers”, any changes to your licence or points must be immediately passed onto the BM No member of staff will be permitted to drive the school minibuses without their licence being checked prior to being added to the list and then again periodically throughout the period of employment.

Only the original licence will be accepted and if a photo card version, then the paper copy must be seen also.

The school has a Motor Insurance Policy with QBE -which is renewed annually -it will be the responsibility of the driver and the BM to ensure that they are covered under the terms of the policy.

When the vehicle is changed, or a different vehicle is used or a new driver joins the list of authorised drivers, then the driver must ensure that they have undergone a basic vehicle familiarisation check including practice in the driving techniques and handling characteristics required by the vehicle, before passengers are carried.

The school has a nominated person who will carry out these checks with the new driver before they will be permitted to take out pupils from school.

There will be a form placed in the minibuses that should be completed by the driver every time they get onto the bus and before they take the bus out onto the road. This record will be maintained by the drivers and checked on a regular basis by the Named Vehicle Holder.

## **RULES AND REGULATIONS CONCERNING THE MINIBUS**

**Tyres-**

- Must be inflated to the correct pressure as given in the manufacturer’s handbook.
- Must to of a load and speed rating (marked on the tyre) which exceeds those of the vehicle.

- Must have a minimum of 1.6mm tread depth throughout a continuous band situated in the central 75% of the breadth of tread and round the entire outer circumference of the tyre.
- Must have a ply or cord exposed or have a cut in the ply or cord exceeding 25mm or 10% of the tyre width.

## **Compliance**

Use of the minibus in compliance with the Road vehicle Regulation 1986 (SI 1986 no 1078) (for vehicles registered after 1 April 1988) and Regulation 29-34 of the Minibus (Conditions of Fitness, Equipment and Use) Regulations 1977 (SI 1977/2103) is initially the responsibility of the manufacturer or supplier of the vehicle. (This also applies to hired vehicles). Once the school operates the vehicle, then it and the driver become responsible for continued compliance with the regulation.

**The driver must pay particular attention to in order to ensure compliance whilst the vehicle is in use:**

**Trailers-** Trailers must not be drawn by a minibus unless there is a nearside exit accessible to every passenger. Trailers must conform to the same technical specifications given by the minibus manufacturer. The driver must be fully familiar with the driving characteristics and handling of the bus and trailer combination.

**Rear Doors-** Rear doors must never be locked whilst carrying passengers.

**Roof racks-** Careful attention must be given to the loading of roof racks in terms of weight distribution and security so as not to make the bus unsafe.

**No alterations-**no changes should be made to the steps, step height, tail lifts, seats, internal lighting, mirrors and signing on the vehicle.

**Fire Extinguisher-** Minibuses must be equipped with a fire extinguisher conforming to BS5423 1977, BS5423 1980, or BS5423 1987.

**First Aid Box-** Minibuses must be equipped with a first aid box which contains:

- Antiseptic wipes
- 1 conforming disposable bandage
- 2 triangular bandages
- 1 pack of assorted dressings
- 3 large sterile in-medicated dressings
- 2 sterile eye pads
- 1 pair blunt ended scissors, safety pins
- Disposable gloves

**The driver should ensure that the following practices are not permitted:**

- Obstruction of any entrance, exit or gateway, or of the driver e.g. by badly stowed gear or articles dislodged by the movement of the vehicle.
- The fuel cap should not be removed or the vehicle should not be filled with fuel whilst the engine is running.

- Flammable or dangerous substances must not be carried in such a way that in the event of an accident they are likely to cause damage.

## **SEAT BELTS**

The school minibuses are fitted with a seatbelt for each of the 16 passenger seats and the driver’s seat. The driver must ensure that all passengers are wearing a seat belt before the bus moves off.

Checks should be made on the seatbelts before each journey to ensure they are safe and fit for purpose.

The driver will not be permitted to drive the bus if any passenger is not safely secured by a seatbelt and if the driver has any H&S concerns, then they must report these immediately to the BM Manager.

Consideration should be given if carrying children within certain height and weight restrictions, as special child seat restraints may be needed- refer to BM for guidance on this matter.

## **SPEED LIMITS**

Drivers must obey specific local speed restrictions which apply on most urban roads and also the mandatory restrictions on motorways:

|                                 |   |
|---------------------------------|---|
| Motorway                        | 70mph   |
| Unrestricted dual carriageway   | 70mph   |
| Unrestricted single carriageway | 60mph   |
| Restricted roads                | 30mph -unless signs signal a higher limit allowed |

## **BREAKDOWN PROCEDURES**

The primary responsibility of the driver is for the safety and well-being of the passengers and action should be taken to reflect this as first priority. The vehicle will always contain details of the breakdown cover with emergency numbers to ring QBE- Breakdown services (0800 389 1708) and the “Named Vehicle Owner” and other school contact numbers for appropriate staff.

Drivers must ensure that they are fit to drive and should not drive if they are feeling tired or unwell. Fatigue has been proven to be the cause of most serious accidents and also drivers should check with their GP if they are fit to drive whilst taking prescribed medicines.

**No alcohol should be consumed whilst driving or prior to driving the minibuses.**

## **SECTION 19 OF THE TRANSPORT ACT- “SMALL BUS PERMIT”**

A school which owns or hires a minibus which has between 9-16 Passenger seats will have to consider whether it is using the bus for “Hire or Reward”, which can be defined as follows:

- Any payment or contribution for travelling means that the vehicle is being used for “hire and reward”.
- Any payment made for other matters such as hotel accommodation or meals for passengers associated with being carried, will be treated as a “fare” and will therefore be classed as “hire and reward”
- Any payment for anything which gives a right to be carried on a vehicle means that “hire and reward” applies.

It will be that any contributions from pupils or parents will come within the scope of “Hire and reward” outlines above and therefore the school must apply for a Section 19 permit before use. If a permit is **NOT** obtained, then **NO CHARGE** of any kind can be made to parents or pupils.

**Hilbre High School Humanities College has decided to adopt a policy of NOT charging Parents or Pupils for any costs related to the operation of the minibus running costs and will therefore not be required under Section 19 of the Transport Act, to apply for a “Small Bus Licence”**

If the school decided to use the minibus for a trips out of school time, i.e. during school holidays and a charge will be made to the Parents / pupils for this journey, then further advice should be sought from the Business Manager by the organising staff.

### **ACCIDENT REPORTING**

The Named Vehicle Owner will ensure that the school minibuses are sufficiently insured through the Academy’s Motor Insurance Policy for all school trips, visits and activities.

A copy of the policy can be obtained from the school website.

The school will ensure that sufficient information is stored on the bus prior to departure to allow for parents to be contacted (i.e. list of pupils names, contact numbers).

The emergency contact details for the Insurance breakdown service will be available on the minibus and via the BM and details on the staff website.

In any accident resulting in:

- Personal injury
- Damage to the vehicle
- Injury to an animal which may have a value i.e. farm animal or a dog
- Damage to any other property on or adjacent to the road

**The driver must:**

- Stop

- Give their name and address, the name and address of the owner of the vehicle and identification marks of the vehicle to any person having reasonable grounds for requiring them.

If, for any reason, the particulars are not given at the time of the accident, then the circumstances must be reported to the police as soon as possible or within 24 hours.

**The following must be adopted in the event of an accident:**

- If a person is injured, seek assistance and send for the police and ambulance
- Try to obtain names and addresses of witnesses
- Do not admit responsibility for the accident to the other parties or witnesses.
- Obtain the name and address of the other driver
- Registration number of the other vehicle(s), type and colour
- Name and address of the other owner's Insurance Company

**The driver should as soon as possible prepare a report for the BM confirming:**

- The extent of the damage to all vehicles involved
- The time the incident occurred
- The locality of the incident, name of street (photograph would be advisable)
- Position of the vehicle at the time of the incident
- Visibility, weather conditions at the time of the incident
- Cause of the accident.

A supply of accidents forms should be kept on the minibuses and a form completed for any accident, injury that involves a pupil or member of staff.

This M13 form should be passed onto the BM immediately for consideration.

**DRIVER'S HOURS**

Driver fatigue is a major cause of accidents involving minibuses and therefore due consideration must be given to this before commencing a journey involving the carrying of passengers.

The driver must be alert and fit to drive and where activities are being undertaken at the end of a school day then the workload of the driver during the day should be taken into account.

Where a journey will approach the EU maximum driving time without a break of 4.5 hours, the start time and workload of the driver should reflect the planned driving demands. Serious consideration should be given to sharing the driving workload if this were the case.

The minimum break of 45 minutes after driving 4.5 hours may be split into shorter breaks of 15 minutes taken in between this time.

**Daily Rest-** If the school minibus is being used for a trip involving travel over a number of days, then it would be required that the driver took a daily rest of 11 hours.

**Emergencies-**

**As per the Transport Act S.96 (10) these are defined as an event which:**

Causes a danger to the life or health of one or more individuals, or  
Causes serious interruption in the maintenance of public services for the supply of water, gas, electricity or drainage  
Causes a serious interruption in the use of roads  
Are likely to cause serious damage to property

**For information regarding “Tacograpgh”- please refer to the BM.**

## **EUROPEAN TRAVEL**

There are strict regulations governing the use of minibuses in other countries and the intention to take the school minibus abroad must firstly be notified to the BM who will contact the necessary Insurance personnel to obtain the issue of a “Green Card”.

Most journeys carried out by the school would be classed as “occasional closed door tours” (A round trip back to the starting point and carrying the same group of passengers throughout). This would involve travel between EU and other non EU countries that had harmonised regulations and complete freedom of movement is allowed in Western Europe provided a control document known as a WAYBILL is carried. (The WAYBILL comes in A4 format and is available from -The Confederation of Passenger Transport, London- 0207 240 3131).

Either a Waybill or Own Account Certificate must be carried if the vehicle has more than 8 seats regardless of how many passengers are being carried. In order to ascertain which document is required there are 4 main questions:

Is the organisation a non-profit making body?  
Do you own your own vehicle?  
Is the journey within the EU?  
Will the journey last less than 90 days?

If yes is answered to all these questions then an Own Account Certificate should be used. If not, the journey is probably an Occasional Service and a Waybill is required.

## **Own Account Certificate**

International journeys carried out within the EU by a non-profit making body for the transport of its members in connection with its social objectives, fall within the category of Own Account Transport Operations. Provided that the vehicle used is the property of the operator, such journeys can be carried out under Own Account Certificate (This can cover educational establishments).

These certificates are available from the International Road Freight Office, using form GC 278 and cost £5 each year of validity up to a maximum of 5 years.

An Own Account Certificate cannot be issued for a vehicle hired from a commercial self-drive company, or a vehicle which has been borrowed from another organisation. In order for an organisation to qualify for an Own Account Certificate they must either:

Be the owner of Full time operator of the vehicle  
Or  
Be a fully paid up voting member of a non-profit organisation.

The above requirements can be easily met by most voluntary sector organisations, including schools.

If the organisation is a registered charity, then it may be necessary to provide proof i.e. the Charity registration form.

## Waybills

These rules vary according to the type of service being operated and the international agreements applicable to countries through which it runs. The 3 main categories are:

**Regular Service-** These are services provided for the general carriage of passengers at specified intervals along specific routes with predetermined stopping places.

**Cabotage-** This is where an operator temporarily establishes itself abroad to undertake local work in the country concerned.

**Occasional Services-** These are excursions “closed-door tours” and provide private hire trips, in particular where the service is initiated by the customer or the carrier.

This is the category that is best suited to voluntary or community organisations such as schools.

The Confederation of Passenger Transport (CPT) will sell waybills to Section 19 Permit holders; however care needs to be taken if stopped in an EU country as groups may be asked for their Community Licence (PSV O). Groups would need to explain that they operate under section 19 Permit Legislation in the UK and that they did not need a Community Licence.

Before starting the journey, the WAYBILL for each vehicle must be completed and the top copy carried on the vehicle and shown on demand. Each vehicle must also carry a MODEL CONTROL DOCUMENT which is a set of translations of the instructional sheets from the book of Waybills.

There are 3 types of waybill depending on which country you are going to. These are the EU Waybill, the Inter-bus Waybill and the ASOR Waybill.

The **EU Waybill** is accepted in all the countries of the EU: Austria, Belgium, Czech Republic, Denmark, Eire, Estonia, Finland, France, Germany, Greece, Hungary, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Slovakia, Spain and Sweden.

Additionally, although not in the EU, Iceland, Liechtenstein, Norway and Switzerland accept the EU Waybill.

Counties accepting Waybills under the **Inter-bus Agreement 2003** are Bulgaria, Croatia and Romania.

Those countries for which the CPT recommends using the **ASOR Waybill** are Belarus, Bosnia-Herzegovina, Moldova and Turkey.

If you are travelling to countries other than those listed above then you should contact the CPT for advice.

## Cost of the Waybill

The EU Waybill is available in books of 25 duplicate copies from the CPT, price £15.28 or £6.46 (Inc. VAT) for a single bill.

No passenger list is required, although you need to state the number of people in the group travelling (excluding the driver). Drivers may be required to produce a properly completed Waybill at any time during a journey but especially at a frontier crossing point. It should be noted that the journey commences when it starts in the UK and not when it leaves UK territory.

Operating an Occasional Service without a properly completed Waybill is an offence and can lead to substantial on the spot fines.

Inter-bus and ASOR Waybills cost £12.93 for a book and £6.46 each and you will need to supply a passenger list. A Model Control Document will also be required in an ASOR country and this is a reusable translation of the instructional sheets of the Waybill.

As well as the Waybill or Own Account Certificate, the driver must ensure that they have the following available for Inspection at all times.

- **Vehicle Registration document**  
Carry the original not a copy, or if vehicle is hired, carry the signed hire form.
- **MOT certificate**  
A copy of the current certificate is a requirement in some countries and recommended in others.
- **Insurance Certificate**  
In most countries insurance against third party risks is compulsory. Domestic motor insurance policies issued in the UK automatically provide UK levels of third part cover in other EU member states. Within the EU a Green card, although advisable, is not strictly necessary. Outside the EU a Green Card should be carried and this will be obtained from the Scholl's Insurance Provider one month before departure. If comprehensive cover is required then the Operations Manager will liaise with the Insurers.
- **European Accident Form**  
This is not essential but is strongly recommended and is obtained from the Insurer.
- **GB Plate**  
A GB Plate must be displayed when travelling abroad and it must be the approved oval plate with black letters and a white background. However an increasing number of vehicles have the newer style Euro-plates with the national identifier incorporated on the left-hand side of the number plate and this may be used instead of a separate and larger GB sign.
- **Green card (International Motor Insurance Certificate)**

**The driver should have the following documentation available for inspection at all times:**

- **Current driving licence with appropriate entitlement**

To drive a minibus you must hold a current licence, be at least 21yrs of age- however there are specific problems for most UK drivers once they take a minibus abroad.

In the rest of the EU it is standard for all minibus drivers to take a further test to drive a minibus; this is known as a PCV (Passenger Carrying vehicle) test.

Exemptions from this test in the UK do not apply in the EU. The difficulties for drivers will depend on when the driver passed their test and on whether the vehicle is for hire or reward.

**Drivers who took their test before January 1997-** automatically received category D1 (minibus) entitlement, but with a restriction (Coded 1 or 101) that allowed them to drive a minibus, but not for hire or reward.

In the UK there is a system of permits (Section 19 and 22 in Great Britain) which overrides this restriction and does in fact allow these drivers to operate for hire or reward, providing no profit is made- **These permits have NO validity outside the UK, therefore the driver is qualified purely in terms of what is on their licence document.**

**Hire or reward-**This term embraces any payment (in money or kind) which gives a person a right, or expectation, to be carried regardless of whether a profit is made or not. This payment may be a direct payment made by the person themselves, or on their behalf - such as a fare, grant or donation to the operator and also may include payments to specific events etc.

**This definition covers the majority of trips by schools and so therefore the drivers taking the minibus abroad will need to have taken the PCV test in order to remove the restriction on their D1 entitlement.**

As the cost of a PCV test is expensive, the school may want to take the decision to only use drivers who currently hold the PCV, use a bus of less than 9 passenger seats, using public transport in the countries instead or cancelling the trip.

**Drivers who took their test after December 1996** come under the new licensing laws and no longer automatically receive minibus category D1 on their licence. **To drive a minibus abroad “new” drivers must sit a PCV test for either category D1 (vehicles having no more than 16 passenger seats excluding the driver).**

Minibuses not operating for Hire or Reward

If the minibus is genuinely **NOT** being used for hire or reward, then your D1 licence category should continue to be accepted at face value during temporary visits to other EU countries, however this will only apply in a limited number of situations, e.g.

- School trips where the school carries the cost of the whole trip and no donation or charge is made to the pupil.
- Family journeys where no money changes hands
- Employee transport, if the costs are not charged to the employees.

**International Driving permit or translation of licence for certain countries**

Your UK driving licence is valid for driving in EU/EEA countries. However in some countries (Belarus, Bulgaria, Ukraine and the Russian Federation) you will need an International driving permit as well, which is valid for one year. IDP's can be obtained from the RAC, AA, RSAC and NBRC and a full licence must be shown before one can be issued and a photograph and fee paid.

### **Full passport**

This must be a full valid passport which will not expire whilst the journey is being undertaken.

### **Letter of Authority to drive the vehicle**

The driver needs permission to drive the vehicle, when the name on the registration document is not their own. A letter on company letterhead is required which gives permission to drive the vehicle

### **Certificate of Experience (old style licences only INTP5)**

As well as being 21 years old or over, drivers intending to visit other EU countries should have at least one year's experience of driving a minibus, as required by EU Regulation 3820/85. Drivers in possession of a driving licence issued before 1 June 1990 should obtain a certificate INTP 5 from their Local Traffic Area Office. Alternatively, if the driver does not have one year's experience of driving minibuses, a year's experience of driving a goods vehicle over 3.5 tonnes is acceptable.

### **Tacograpgh Charts**

All drivers of Occasional services are required to use a tacograpgh (a device which records speed and distance against time outside the UK. The tacograpgh must be used from the start of the journey in the UK. EU Regulations require a tacograpgh to be installed for international journeys wholly within member states on all minibuses or coaches with nine or more passenger seats.

If the driver has never used a tacograpgh, then they are strongly advised to practice using one before they go abroad. It is the responsibility of both drivers to ensure that they comply with the driver's hours and tacograpgh rules. Records for European driving must be kept for 2 years and the rules are fully explained in booklet PSV 375 Driver's hours and tacograpgh rules for Road Passenger Vehicles in the UK and Europe, available from the CTA.

The following is a summary of driving hours:

- Daily driving: maximum 9 hours, 10 hours twice a week.
- Fortnightly driving: maximum 90 hours in a fortnight, a weekly rest period must be taken after not more than 6 daily driving periods.
- Maximum period of driving 4.5 hours and then breaks from driving- a minimum 45 minutes in one go or 3 x 15 minutes during the 4.5 hours.
- Daily rest minimum 11 consecutive hours, reducible to 9 hours not more than 3 times per week or 12 hours if split into 2 or 3 periods one of which must be 8 hours minimum.
- Weekly rest: minimum of 45 hours, reducible to 36 hours at base or 24 hours elsewhere.

There are severe fines for hours and records offenses and this applies to both the drivers and anyone else whose orders the drivers were following. The law protects from conviction a driver who has broken the rules through unavoidable delay in the completion of a journey arising out of unforeseeable circumstances, provided that these were recorded in the tachograph chart at the time.

## Other Documentation

All passengers including the driver will need:

1. **Passport**
2. **A European Health Insurance card**

## Other Travel Regulations

**Speed limits-** A summary of speed limits governing minibuses on roads throughout Europe can be found on relevant websites- see BM

**Lights-** Left-dipping headlights are not permitted abroad. There are a variety of adaptors that can be used or bulbs can be changed in the headlight units.

**First Aid Kit-** A first Aid kit is required in Austria, Belarus, Bulgaria, Croatia, Czech Republic, Estonia, Finland, France, Germany, Greece, Italy, Latvia, Lithuania, Luxembourg, Netherlands, Norway, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, Switzerland, Turkey and Ukraine.

**Warning Triangle-** a Warning Triangle is compulsory and in Spain, 2 must be carried.

**Tyres-** the CTA recommends that a Minibus does not leave the UK with a tread depth of less than 2mm.

**Seat Belts-** Seat belts must be worn by the driver and all passengers at all times.

**Snow Chains-** Snow chains must be carried during the winter months in Austria, Bulgaria, Croatia, Switzerland, Norway, Sweden, Finland and Turkey. They may also be required under certain conditions in France, Germany, Italy, Romania, Slovakia and Spain.

**Children in Front Seats-** Regulations vary between countries, but most do not permit children under 12 to sit in the front passenger seats.

**Alcohol and Tobacco-** Permissive levels of alcohol vary throughout Europe. The Schools has taken the decision to NOT permit the consumption of any alcohol for staff driving the school minibus or to smoke whilst driving.

**Fire Extinguishers-** the school minibus have fire extinguishers fitted and these are checked periodically.

## Contingency Planning

It is important for staff planning to take the minibus and pupils abroad to make plans if the vehicle became stranded:

- 1- Getting the passengers back with their luggage, equipment etc. especially if there any pupils with Special needs on the trip.
- 2- Getting the vehicle back, getting the repairs done, sorting out a legal dispute, going to collect the vehicle later.

The school will ensure that appropriate legal and Breakdown cover is available on both minibuses in the event of an accident or breakdown whilst abroad.

Before departing on the trip, ensure that someone back at school has all the details of the journey, the passenger's names and contact details, the vehicle specifications etc. and that mobile telephones numbers are available for both parties.

### **Hints on Travel Abroad**

Many countries abroad have Tolls on motorways and bridges, so ensure you have correct coin currency available- check the internet- Minibus Management- Going to Europe website and follow the link for the country to are travelling to for details.

Vehicles entering Belarus, Bulgaria, Czech Republic, Greece, Poland, Romania, Slovakia, will have to pay a charge at the border. This may involve the display of a vignette (disc) in the window.

**On-the-spot** fines have to be paid for motoring offences (such as speeding or breach of waybill regulations) in most European countries and you will not be permitted to proceed without payment. These fines can be quite substantial- a minibus travelling through Spain without the appropriate authorisation, may be fined 2400 Euro.

**Differences on the Roads**-it is important for the driver(s) to understand the different driving rules of the countries being visited. Apart from the obvious (driving on the right) less obvious differences abound, including altered priority at roundabouts, giving way to trams and buses, priority to the right unless a junction is marked with a yellow diamond sign, compulsory requirements in the event of a breakdown or accident. Again it would be recommended that the driver take some time to look up some information regarding the rules for the country you are to visit.

**Public Holidays**- on public holidays, roads can be crowded and garages and shops shut. It is worth checking out the dates in advance- again check relevant tourist information websites.

**Spares**-Spares are not always easy to come by so it would be recommended that some basic spares such as, windscreen wipers, electrical cable, an inner tube, a tin of gasket sealing compound, insulating tape, emergency lamp, a hose, a fan belt and some fuses etc. be taken with you.

It may be more beneficial when weighing up all the potential problems and hazards taking a minibus abroad with pupils, to instead opt to use a known and reliable school trip travel company to organise and arrange for you.

Care should be taken to select a company that has the professional back-up and experience to deal with problems as they occur. Ensure that sufficient insurance cover is in place and take out further cover through the school insurers if necessary.

### **Further information and Useful Numbers**

Confederation of Passenger Transport (CPT)  
Imperial House, 15-19 Kingsway, London, WC2B 6UN  
020 7240 3131

International freight Office (IFRO)  
VOSA Eastern Area Traffic Office  
1<sup>st</sup> Floor City House  
126-130 Hills Road  
Cambridge CB2 1NP  
01223 531030

Driving Licence Information  
Customer enquiries (drivers)  
DVLA, Swansea, SA6 7JL  
0870 240 0009  
[Drivers.dvla@gtnet.uk](mailto:Drivers.dvla@gtnet.uk)

Traffic Area Offices DFT  
North Eastern and North Western- 0870 606 0440

Community Transport Association (CTA)  
National Charity to offer advice and guidance on Community and Voluntary transport  
arrangements- training provided on the PCV D1 driving entitlement.  
Highbank, Halton Street, Hyde, SK14 2NY  
0161 351 1475  
[info@atauk.org](mailto:info@atauk.org)

Transport advice line- 0845 1306195  
Advice [UK@ctauk.org](mailto:UK@ctauk.org)

**Minibus Check Form**

**School Name:** Hilbre High School Humanities College

**Nominated Vehicle Owner:** School Business Manager

Daily Running Check

Any defects should be reported immediately to the BM

| Check & Fill                     | Date | Signature of Driver | Defects |
|----------------------------------|------|---------------------|---------|
| Screen Washer                    |      |                     |         |
|                                  |      |                     |         |
| Radiator                         |      |                     |         |
|                                  |      |                     |         |
| Brake Fluid                      |      |                     |         |
|                                  |      |                     |         |
| Clutch Fluid                     |      |                     |         |
|                                  |      |                     |         |
| Fuel                             |      |                     |         |
|                                  |      |                     |         |
| Fuel Tank Cap                    |      |                     |         |
|                                  |      |                     |         |
| Glass & Mirrors                  |      |                     |         |
|                                  |      |                     |         |
| Lights                           |      |                     |         |
|                                  |      |                     |         |
| Wheels & Tyres                   |      |                     |         |
|                                  |      |                     |         |
| Seat Belts                       |      |                     |         |
|                                  |      |                     |         |
| Body & Doors                     |      |                     |         |
|                                  |      |                     |         |
| Tail Lift/ ramps                 |      |                     |         |
|                                  |      |                     |         |
| Roof rack / Ladder               |      |                     |         |
|                                  |      |                     |         |
| Vehicle Documentation            |      |                     |         |
|                                  |      |                     |         |
| Steering / Footbrake / Handbrake |      |                     |         |
|                                  |      |                     |         |
| Seat position & Mirror           |      |                     |         |
|                                  |      |                     |         |

**Vehicle Safety Inspection- To be completed Weekly**

| <b>Check List</b>                                      | <b>Date</b> | <b>Name of driver</b> | <b>Defects</b> |
|--|-------------|-----------------------|----------------|
| General check for Loose, leaking or Damaged components |             |                       |                |
| General Bodywork Check                                 |             |                       |                |
| Electrical Check                                       |             |                       |                |
| Seats- condition and Security                          |             |                       |                |
| Seat belts-condition and operation                     |             |                       |                |
| Roof rack-security                                     |             |                       |                |
| Tow Bar- security                                      |             |                       |                |
| First Aid Kit- check contents                          |             |                       |                |
| Fire Extinguisher- check seal and security             |             |                       |                |
| Vehicle Tools, torch and spare wheel                   |             |                       |                |
| Documentation kept with vehicle                        |             |                       |                |
|  |             |                       |                |

**TO BE COMPLETED FOR ALL DEFECTS**

| Mileage<br>Signed | Date | Fault Description | Reported by | Fault Rectified/Date |
|-------------------|------|-------------------|-------------|----------------------|
| 1                 |      |                   |             |                      |
| 2                 |      |                   |             |                      |
| 3                 |      |                   |             |                      |
| 4                 |      |                   |             |                      |
| 5                 |      |                   |             |                      |