



Priory School

Mini Bus Policy

Version	Authorised	Approval Date	Effective Date	Review Date
1	FGB	20.11.2025	20.11.2025	23.04.2028

Signed: _____

Date: 20.11.2025

Caroline Masih - Chair of Governors

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Statement of Intent

Priory School understands that minibuses are a useful form of transport, and are often required for outings such as educational visits or trips.

The school also understands that safety on the minibus, and of the minibus itself, is paramount when travelling. As a result, this policy has been created to provide guidance on the responsibilities and procedures associated with the use of minibuses.

From time to time, Priory School may make its minibuses available to support local community initiatives. This service is offered voluntarily, without hire or financial gain, and is subject to the permission of the Head teacher.

Individuals or groups wishing to request the use of Priory School transport must submit a bookings form for consideration.

1. Legal framework

1.1. This policy has due regard to all relevant legislation including, but not limited to, the following:

- Road Traffic Act 1988 (As amended)
- The Motor Vehicles (Driving Licenses) Regulations 1999 (As amended 2015)
- Health and Safety at Work etc. Act 1974

1.2. This policy also has due regard to statutory and non-statutory guidance, including, but not limited to, the following:

- DfE and Department for Transport (2013) 'Driving school minibuses: advice for schools and local authorities'
- RoSPA (2015) 'Minibus safety A Code of Practice'
- GOV.UK (2016) 'Child car seats: the law'
- GOV.UK (2014) 'Seat belts: the law'

2. Roles and responsibilities

2.1. The Facilities Manager is responsible for:

- Ensuring that a full MOT on the school minibus is carried out by the required date.
- Providing appropriate tax and licensing for the minibus.
- Ensuring that the minibus is appropriately insured, and roadside assistance is organised.

2.2. The driver is responsible for:

- Ensuring that they are eligible to drive as per the eligibility requirements outlined in this policy.
 - Adhering to all relevant road rules and laws, including any driving hour's regulations.
 - Ensuring that a second driver is available when appropriate.
 - Ensuring that all passengers are wearing a seatbelt.
 - Keeping a record of the names and contact numbers for any pupils travelling in the minibus.
 - Conducting additional safety checks on the minibus before travelling.
 - Checking with their insurer that their insurance policy covers a minibus in the circumstances proposed.
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2.3. Supervisors are responsible for:

- Ensuring that passengers continue to wear their seatbelts throughout the journey.
- Ensuring that passengers model good levels of behaviour, and responding to any disruption appropriately.
- Ensuring that passengers do not consume food or drink on the minibus.
- Ensuring that there are first aid supplies on the minibus.

2.4. Passengers are responsible for:

- Following all instructions issued by the driver and supervisors.
- Wearing their seatbelt at all times during the journey.
- Conducting good levels of behaviour, and not distracting the driver.
- Conducting good levels of behaviour towards drivers in other vehicles.
- Keeping all exits clear for the duration of the journey.
- Maintaining the exterior and interior of the vehicle, and ensuring no damage is caused.

3. Eligibility

- 3.1. A minibus is defined as a motor vehicle with between 9 and 16 passenger seats. It is described as a category D1 vehicle by the Driving Vehicle Licencing Authority (DVLA).
- 3.2. To be eligible to drive a minibus for hire or reward, drivers will hold a full D1 (or D) passenger carrying vehicle (PCV) entitlement. All drivers of the minibus will be between 21 and 70.
- 3.3. Before any individual is permitted to drive the minibus, they are required to provide their driver's licence to the Facilities Manager, who will record confirmation of this and make a photocopy for school records.
- 3.4. If the Facilities Manager is not satisfied that the driver's licence is sufficient, they will inform the driver that they are not eligible to drive the minibus.
- 3.5. Drivers of the minibus are required to have at least two years' experience as a qualified driver.
- 3.6. Drivers with more than six points on their license will not be eligible to drive the minibus.
- 3.7. All drivers are required to successfully pass the school's driving competency course, organised by the Facilities Manager, before they are eligible to drive the minibus.

- 3.8. Drivers will be subject to a re-assessment as required or in response to individual incidents
- 3.9. Drivers will also be eligible to drive a minibus if they passed their category B (car) driving test **before** 1 January 1997, provided the minibus is not being used for hire or reward.
- 3.10. In these circumstances, there will be a passenger limit of 16 and no maximum weight restriction on the vehicle.
- 3.11. Drivers with a D1 + E entitlement may also tow a trailer weighing up to 750kg.
- 3.12. Drivers will also be eligible to drive a minibus if they passed their category B (car) driving test **on or after** 1 January 1997, provided the minibus is not being used for hire or reward, and the following conditions are met:
- The driver is over 21 years old and has held a category B (car) driving licence for at least two years.
 - The minibus is used by a non-commercial body for non-commercial purposes, e.g. school sports team travelling to a fixture
 - The driver receives no payment other than the recovery of their out of pocket expenses, e.g. fuel and parking costs.
 - The driver provides the service on a voluntary basis.
 - The gross vehicle weight of the minibus does not exceed 3.5 tonnes (or 4.25 tonnes if including any specialist equipment to carry disabled passengers).
 - The driver does not tow a trailer.
- 3.13. Drivers holding a category B (car) licence, obtained on or after 1 January 1997, are eligible to drive any vehicle weighing a maximum of 3.5 tonnes, with a maximum of eight passengers, and with a trailer weighing a maximum of 750kg, e.g. 'Lightweight Minibuses'.
- 3.14. Drivers may also apply for a minibus permit, also known as a section 19 permit scheme, via the LA if there is a need to charge passengers. The school mini buses do not currently have a section 19 permit
- 3.15. To be eligible for a minibus permit, the following criteria will be satisfied:
- The vehicle carries between 9 and 16 passengers.
 - The vehicle is being driven for a voluntary organisation that benefits the community.
 - The minibus service is only available for members of that organisation, and not the general public.
 - Any charges are requested to cover running costs and not for personal profit.
 - The driver is 21 or older.
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4. Risk assessment

- 4.1. The Facilities Manager will conduct a risk assessment of the minibus; this will be reviewed annually and in response to any services, or following a breakdown/accident.
- 4.2. Additional risk assessments may also be completed for specific journeys, if necessary.

5. Procedures

- 5.1. The keys for the minibus are held in the school office.
- 5.2. The keys will be signed in and out of the school office by the driver of the minibus – they will be signed back in as soon as the minibus returns to the premises.
- 5.3. The driver of the minibus will ensure that:
 - They are legally entitled, and properly insured, to drive the minibus.
 - The minibus is well-maintained and legally allowed on the road.
 - The minibus has a valid MOT certificate and insurance.
 - The minibus has a valid permit disc, if operating under a section 19 permit scheme.
- 5.4. A designated member of staff will carry out and record a weekly maintenance check on the minibus using the Maintenance Checklist.
- 5.5. The Maintenance Checklist will be updated following every service, with details of each of the checks.
- 5.6. The minibus will be cleaned on a regular basis by a designated member of staff.
- 5.7. If the appointed person has any concerns regarding the safety or roadworthiness of the minibus, they will inform the Facilities Manager, who will organise appropriate action.
- 5.8. If the driver has any serious concerns regarding the safety or roadworthiness of the minibus during the journey, e.g. a flat tyre, a call will be made to the school office, and the breakdown procedure will be followed.
- 5.9. If the driver notices any minor defects during the journey which do not compromise the safety of the driver or passengers, e.g. one broken windscreen wiper, these can be reported to the Facilities Manager after the journey.
- 5.10. The minibus will not be used in any situations where a cause for concern has been identified by a qualified mechanic.
- 5.11. In addition to the weekly checks, and before beginning the journey, the driver will:

- Plan the journey so that it can be completed safely and comfortably with the passengers' needs.
 - Conduct a visual inspection of the minibus and the Pre-drive Checklist.
 - Ensure that they are fit and able to drive.
 - Conduct a moving brake test.
 - Ensure that the minibus is suitable for the passengers being carried.
 - Ensure that all rubbish is removed and there is no damage to the inside or outside of the vehicle.
 - Ensure that passengers are aware that they must not consume food or drink on the vehicle.
 - Ensure that no passengers embark on the minibus with muddy shoes or damp, dirty clothing.
- 5.12. The driver of the vehicle will plan all routes accordingly, ensuring that the route is suitable and safe for use by minibuses.
- 5.13. Mobile phones are not permitted for use by the driver whilst they are driving the minibus. If the driver must make a call, they will pull over to a safe stopping place to do so.
- 5.14. A mobile phone will be carried by at least one member of staff in case of an emergency. The member of staff will have the numbers of all parents/carers of pupils on the minibus, as well as emergency contacts for the school.
- 5.15. A nominated person at the school, and who is not on the journey, will be aware of the destination of the minibus, its route and its expected time of arrival and return.
- 5.16. Parents/carers will also be informed of the above information, and will be provided with the mobile phone number for the member of staff on the minibus.
- 5.17. Smoking, drinking alcohol and taking drugs is strictly prohibited by pupils, staff members and the driver at all times whilst on the vehicle.
- 5.18. The driver will ensure that the legal speed limits for minibuses are followed at all times during the journey.
- 5.19. Pupils will be required to maintain good levels of behaviour at all times whilst on the minibus, and will avoid any behaviour that may distract the driver.
- 5.20. Any disruption on the minibus will be dealt with appropriately by supervisors, in accordance with the school's Behaviour policy

6. Health and safety

- 6.1. If a driver is taking any prescribed drugs or medicine that may affect their ability to drive, they are not permitted to drive the minibus.
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- 6.2. In light of the above, if the driver feels unwell before or during the journey and that this may affect their ability to drive, they are not permitted to drive the bus. Another member of staff who holds a relevant license will be available to drive the minibus in such cases.
- 6.3. Drivers will not drive for longer than two hours without taking a break for at least 15 minutes.
- 6.4. A first aid kit will always be available on the minibus and will be fully stocked, and at least one member of staff on the minibus will be a qualified first aider.
- 6.5. Additional medicine may be taken for pupils with medical conditions, though only staff trained to administer medicine will do so, in accordance with the school's Administering Medicine Policy.
- 6.6. Seatbelts and seats will be fitted and worn in accordance with relevant seat belt laws.
- 6.7. The minibus will also be fitted with child car seats for pupils between 3- and 12-years old, or 135 cm tall, whichever is first, and in accordance with relevant child car seat laws.
- 6.8. Additional seat belts will be fitted for pupils with SEND, for those that require additional postural support.
- 6.9. The driver will instruct all pupils to wear their seatbelts throughout the journey; supervisors will ensure that they continue to do this whilst on the minibus.
- 6.10. All members of staff aboard the vehicle will wear their seatbelts at all times.
- 6.11. Passengers will ensure that all emergency exits are clear at all times.

7. Breakdowns

- 7.1. In the event of a breakdown, the driver will move the vehicle off the road and switch on the hazard warning lights.
- 7.2. Passengers will be moved out of the nearside of the vehicle, and as far away from it and other traffic as possible.
- 7.3. If it may be safer for passengers to remain in the vehicle, e.g. if there is not a safe place outside, the driver and supervisors will assess the situation and decide whether to stay on the minibus.
- 7.4. The driver or a supervisor will contact the relevant breakdown cover company immediately.
- 7.5. The driver or a supervisor will contact the school office after arranging a breakdown call out.
- 7.6. Contact details for the relevant breakdown cover and insurance provider will always be kept in the glove compartment of the minibus.

- 7.7. If the breakdown occurs on a motorway, the driver or a supervisor will use the roadside emergency telephone, and will provide the police with the breakdown service, the vehicle's location, and if any pupils on board have SEND.
- 7.8. All passengers will be kept together in one group and pupils will be constantly supervised.
- 7.9. If necessary, the driver will seek help, leaving the pupils with the supervisors. If the driver is the only adult present, pupils will not be left alone.
- 7.10. The driver, supervisors and pupils will all wait in the safe place until it is safe to return on the minibus.
- 7.11. If passengers are unable to return on the minibus, appropriate transport will be arranged by staff in the school office to collect pupils, supervisors and the driver.

8. Accidents

- 8.1. In the event of an accident, emergency services will be contacted immediately and supervisors will remain with pupils at all times.
- 8.2. The driver or a supervisor will contact the school office as soon as possible after calling the emergency services.
- 8.3. All passengers will remain at the scene of the accident in a safe place until the emergency services and any additional transport has arrived.
- 8.4. If injuries are sustained, the names of those involved will be reported to the school office and an Accident Log will be completed upon return to the premises.
- 8.5. If no injuries are sustained and the vehicle is not damaged, the driver will ensure that the vehicle is roadworthy and safe before continuing the journey. An Accident Log will be completed upon return to the school.

9. Monitoring and review

- 9.1. This policy will be reviewed every three years by the Facilities Manager; the next scheduled review date for this policy is 23rd April 2028
- 9.2. This policy will also be reviewed in response to any incidents or accidents that occur.
- 9.3. Any changes made to this policy will be communicated to all members of staff.

All drivers and supervisors are required to familiarise themselves with the procedures in this policy when planning a journey.

Maintenance Checklist

Check	Checked? (Y/N)	Details of defect	Reported (date)
Tyre pressure			
Tyre condition and tread depth			
Lights - operation/cleanliness			
Engine oil level			
Coolant level			
Brakes, including fluid level			
Battery			
Windscreen wipers/jets/reservoir			
Seat belts/buckles/fixings			
Operation of steering/gears/clutch			
Fire extinguisher			
Jack/handle/wheel brace			
First aid kit			
Operation of horn			
Doors, latches, locks			
Condition of wheel rims and trims			
Road fund licence/transport permit			
Condition of mirrors			
Operation of dash controls			
Excessive exhaust smoke			
Condition of body work/number plates			
Silhouette signs			
Rear scope			
Cleanliness of exterior			
Cleanliness of interior			

All checks have been made, and all defects have been reported to Facilities Manager.

Name: _____

Signature: _____

Date: _____

MINIBUS LETTING AGREEMENT



This Minibus Letting Agreement ("Agreement") is made on this ____ day of _____, 2025, by and between:

1. Parties

Provider: Priory School
Orchard Avenue, Slough, Berkshire, SL1 6EZ

Tel: 01626 600300

Contact: Mil Deegan, Facilities and Compliance Manager;
Sarah Moore, Business Manager

Hirer: Name of Hirer

Contact

Tel:

2. Hire Details

Days/Times of Hire:

Purpose of Hire:

Collection/Return Location:

Maximum Capacity: 17 persons including the driver

Drivers:

Driver Requirements:

1. Full valid UK driving licence
2. Completion of recognised minibus training (e.g. MiDAS or equivalent), confirmed by a certified provider

Driver Responsibilities:

1. Conduct daily pre-journey vehicle checks
2. Log starting and finishing mileage
3. Ensure all passengers wear seatbelts
4. Comply with all applicable road safety regulations
5. Ensure awareness of emergency procedures

3. Vehicle Information

Vehicle Type:

Vehicle Registration Number:

Insurance:

Safety & Maintenance: Priory School will maintain the vehicle to legal roadworthy standards.

The driver must perform pre-journey safety checks before each use.

4. Fees and Payment

Hire Charge: £0.50 per mile (to cover wear and tear/maintenance)

Fuel Charges:	Calculated monthly based on market fuel cost per gallon and total mileage used
Mini Bus Training:	Mini bus training arranged by the school will be invoiced to the hirer once training is complete
Invoicing:	Monthly, with itemised mileage and fuel charges
Payment Terms:	Payment due within 7 days of receipt of invoice

5. Responsibilities

Provider (Priory School):	Maintain the vehicle in a roadworthy condition Ensure insurance and tax compliance
Hirer (Name of hirer):	Provide an appropriately licensed and trained driver Ensure all passengers adhere to safety protocols Notify the Provider of any incidents or damage immediately Return the vehicle in a clean and satisfactory condition Adhere to agreed collection and return times Provide suitable car seats for minors travelling in the mini bus

6. Safety and Regulations

Emergency Procedures:	In the event of an accident or breakdown, the driver must contact emergency services on 0800 889 1708, quoting policy Number 00008424MBP. The driver must also notify Priory School emergency contact
Emergency School Contact:	Mil Deegan – 07828-101742 Sarah Moore 07789-142592
Passenger Safety:	All passengers must use seatbelts at all times No standing or overcrowding is permitted Supervision of minors is the responsibility of the Hirer

7. Liability and Indemnification

The Hirer accepts full responsibility for any damage, accident, or injury occurring due to negligence, breach of this agreement, or misuse.

The Hirer shall indemnify and hold harmless the Provider against claims, losses, or damages arising from the Hirer's use of the vehicle.

8. Cancellation Policy

Hirer Cancellation: At least 48 hours' notice required.

Provider Cancellation: Priory School reserves the right to cancel in exceptional circumstances (e.g. vehicle unavailability or safety concerns). In such cases, as much notice as possible will be given.

9. Additional Terms

Smoking & Alcohol: Strictly prohibited in or around the minibus

Damage: Any damage caused during the hire period will be invoiced to the Hirer for repair costs

Jurisdiction: This agreement shall be governed by the laws of England and Wales

Insurance Deposit: Hirer will be invoiced for any additional insurance premium fees incurred as part of this agreement

10. Signatures

This agreement is binding once signed by both parties below.

Signed on behalf of the Provider (Priory School):

Name: _____

Title: _____

Signature: _____

Date: _____

Signed on behalf of the Hirer (River Church):

Name: _____

Title: _____

Signature: _____

Date: _____

