



CHATHAM & CLARENDON GRAMMAR SCHOOL

Minibus Policy

Agreed by Governors: March 2021

1. General

The use of Chatham & Clarendon Grammar School minibuses is restricted to educational/charitable purposes only. A driver may request use of the minibus provided they comply with the conditions outlined below. The Governors of Chatham & Clarendon Grammar School have stipulated that no private hire or temporary borrowing of the minibus is permitted.

2. Eligibility to Drive

If the authorised member of staff has a current full driving licence issued prior to 1 January 1997 authorising them to drive **Group B**, and **D1** vehicles then they can drive either of the school Minibuses, or any rented Minibuses.

To become an authorised member of staff:

- You will need to supply a copy of your driving licence
- Sign a copy of the minibus policy to confirm that you have read and understood its contents.
- Complete a Minibus driving competency test (booked by the School).
- Must be at least 21 years of age
- Must have held a driving licence for at least 2 years.

When driving a minibus the authorised member of staff **MAY NOT:**

- receive any payment other than out of pocket expenses

3. Booking System

1. There is an on-line booking system.
2. A first come, first served basis will operate but colleagues are asked to co-operate whenever possible over clashes.
3. Keys are to be kept with and are the responsibility of the Site Manager. They should be collected from the Site Manager and returned at the end of the booking. The Site Manager will hold a separate set for emergency use.

4. Use of Minibus

1. A Vehicle Report Sheet is kept in the vehicle. **This MUST be completed for each journey including outward and return journey.**

2. Driver and Staff are also responsible for ensuring the vehicle is left in a clean and tidy condition. Black bags are kept in the glove box for collection of rubbish. It will be the responsibility of the Site Manager to oversee this.
3. Regular checks on oil, water, tyre pressures etc will be carried out by the Site Manager.
4. We have an account at J C Morrison for fuel, or staff can purchase fuel and claim back the cost by completing an expenses form, and stapling the receipt to it.
5. It is the responsibility of the driver to report to the Site Manager any defects/damage which may occur. The driver is advised to check and log any damage before accepting responsibility for vehicle.
6. The Site Manager is responsible for maintenance of the vehicle, including regular services as recommended by the manufacturer and repair of any defects/damage reported by any drivers.

5. Emergency Breakdown Details

The white minibus is leased from Daysfleet Leasing, who provide an emergency breakdown service.

In case of breakdown emergency, the number to ring is on a card on the reverse of the tax disc in each minibus.

6. Vehicle Insurance

The policy underwritten by Zurich Municipal covers persons driving with the policyholder's permission, who are using it in connection with the policyholder's business.

Full Comprehensive insurance and Passenger Liability including damage to passengers' property and other vehicles resulting from any negligence on the part of the approved driver.

This does not however cover theft of property from vehicle.

7. Bus Lane, Parking Fines and Congestion Charges

Drivers are normally allowed to use the bus lanes but **must** check the signs before entering the bus lane for any special notices (ie: if the bus picture has the word **local** on it, you are NOT permitted to enter the bus lane).

Drivers will be held liable to personally settle any Parking, Clamping or towing charges due to illegal parking.

8. In the event of an Accident

Should there be an accident, the driver should refer to the documentation held within the logbook relating to this. The driver must not admit liability. The driver will also be required to complete an accident report form which can be obtained from the Finance department. This should be completed and returned to the Finance Department for passing on to the insurers. Please note that when exchanging details, the driver should pass the following information to the other parties:

Owner of vehicle: Chatham & Clarendon Grammar School
Address: Chatham Street, Ramsgate, Kent CT11 7PS

Insurers: Zurich Municipal
Zurich House, 2 Gladiator Way
Farnborough, Hampshire GU14 6GB

In Case of an Accident

Nine simple rules:

- Switch off engine: ask others involved to do the same.
- Beware of fire or flames, there may be a fuel leakage.
- Except on a motorway, tell passengers to stay in the vehicle unless they would be at risk.
- If anyone is injured, ask someone to summon an ambulance and the police.
- Do not attempt to move any seriously injured person. Loosen tight clothing and cover with coat or rug.
- Do not move the vehicles, unless there is a danger to traffic, until police arrive or if the police are not attending, until an independent person has noted their positions.
- Take steps to warn other traffic of an obstruction – use hazard warning lights. At night ensure that no one stands at the rear of the vehicle – they may obscure the lights.
- Record the important information on an ACCIDENT REPORT form.
- Do not apologise or admit to any fault.

The Law

- The law requires that you STOP if there is damage to any person, vehicle, property or certain animals. You must give your name, address and insurance details to any person having reasonable grounds for asking – whether there is injury or not.
- If the vehicle does not belong to you, you must give the registration mark and the name and address of the owner.
- If any accident involves injury to persons or certain animals or causes damage to property where you cannot comply with (1), you must report it to the police as soon as possible and certainly within 24 hours.
- If the accident involves injury, you must provide your Certificate of Insurance to the police, either immediately or by arrangement at a specified police station within 5 days.