



# **THE PILGRIM SCHOOL**

## **MPV POLICY**

**School Lead: School Business Manager**

**Last reviewed: New Policy**

**Date of next review: March 2019**

**Signed by Chair of Governors: \_\_\_\_\_ Date: \_\_\_\_\_**

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## **1.0 Rationale**

The school MPV is a valuable school resource, which helps to provide Students with access to school and residential visits, as well as multi-base activities. It is essential that all users of this resource are aware of all legal and procedural responsibilities pertaining to its use.

### **1.1 Aims**

- To provide clear procedures relating to use of the school MPV.
- To ensure that all users of the School MPV are aware of their legal responsibilities

### **1.2 Those eligible to drive the School MPV**

- Those permitted to drive the School MPV must be at least 21 years of age with a full (preferably clean) driving licence. Any endorsements incurred should be disclosed as these may affect eligibility to drive the vehicle.
- Only staff who have completed both the free online theory test and a guided drive will be eligible to drive the school MPV.
- It is recommended that all eligible drivers should be re-tested every 2 years to ensure high levels of competence and skill.
- The minibus will be insured through Lincolnshire County Council Insurance Team.

## **2.0 Procedures**

- The School MPV should not be used unless the named driver meets the eligibility requirements above.
- Those wishing to use the School MPV should book it out by speaking to the Business Manager/Facilities Manager and putting the event in the School Diary. A booking form is attached to this policy.
- The School Business Manager has overall responsibility for the School MPV and final powers of authorisation over its use. This responsibility may be devolved to the Facilities Manager.

- Drivers of the School MPV must complete a Vehicle Check/Log Sheet before every journey. These can be found aboard the minibus. This is to allow careful monitoring of the minibus, its condition and its general use.
- The School MPV should be collected from and returned to the school grounds at Lincoln Base until the move to Amber Hill. The School MPV will be located at Amber Hill from September 2018 and keys should be returned to the School Office at the end of the journey, or as soon as is possible thereafter. A member of SLT should be contacted to agree arrangements in the event of a Late night return.
- Any defects noted should be reported to the School Business Manager/Facilities Manager as soon as possible. More serious defects MUST be reported IMMEDIATELY. Minor defects can be reported after the journey has taken place. However, if the driver is in any doubt the vehicle MUST NOT be taken onto the road.

### **3.0 Maintenance/Licencing of the School MPV**

- Overall responsibility for ensuring that the School MPV is properly maintained and licenced lies with the School Business Manager. However, the day to day management may be devolved to the Facilities/Premises Manager.
- The School MPV should be regularly serviced at least every 6 months or after every 6000 miles. The member of staff responsible for the MPV is responsible for arranging this servicing with a reputable and suitable qualified organisation/company.
- Minor checks of the vehicle (oil, water, tyres etc.) will be completed at least every 21 days by the responsible member of staff.
- Prior to any journey, the named driver must complete a visual check of the vehicle. This must be completed using a Vehicle Check Sheet kept in a Log Book on board the vehicle. They

should remember that as driver, they will be held legally responsible for driving with any defect.

- Licencing of the School MPV is the responsibility of the member of staff responsible for the MPV, who must ensure that all Road Tax, Insurance and MOT certificates are up to date.

#### **4.0 In the event of an accident**

- The driver should inform the School Business Manager as soon as is reasonably possible.
- Insurance details should be exchanged with a third party as soon as is possible. However, NO LIABILITY should be admitted.
- Where it is safe and necessary to do so pupils should be removed from the vehicle and taken to a safe area away from the accident site, where they should be fully supervised.
- A visual check of the Vehicle should be undertaken before the journey resumes.
- Contact details for the school and a seating plan with names of people on board should be kept on the vehicle for each journey.

#### **5.0 Health and Safety of Drivers and Passengers**

The Driver should state the following to Students

- Seatbelts must be worn at all times. This is a legal requirement (It is the driver's responsibility to check this)
- Everyone should remain seated at all times and until they are told they may stand up to exit the vehicle.
- Which entry and exit doors are to be used (it is recommended that side doors be used except in emergencies)

##### **5.1 Other considerations**

- If at any time the pupils distract the driver, s/he should stop the bus until the pupils are settled. Do not try to continue. Remember that they may also be distracting other drivers.

- Where possible park the bus with the side doors to the kerb. Where this is not possible, Students should remain seated until staff are able to supervise them from the road.
- Drivers **MUST** not drive for longer than 2 hours without taking a break for at least 15 minutes. **Remember tiredness kills.**
- It is essential that all journeys in the School MPV be staffed by the driver and at least one escort. Under no circumstances should pupils be taken on a journey on the MPV accompanied by only one adult.
- The escort in the vehicle will carry a working mobile phone for all journeys.



## Per use MPV Inspection

<b>Bodywork</b>	Panels ext/int	
	Seats	
	Windows	
<b>Cleanliness/defects</b>	Windows	
<b>Fluid</b>	Windscreen Washer	
	Fuel	
<b>Wheels</b>	Tyres	
<b>(visual check)</b>	Pressure	
	Damage	
<b>Lights</b>	Front/rear	
	Brake	
	Indicator	
	Hazard	
	Fog	
	Interior	
	Reverse	

<b>Controls/Interior</b>	Warning Lights	
	Gauges	
	Seats	
	Seat Belts	
	Horn	
	Mirrors	
<b>Steering</b>	Excess Play	
	Pulling to one side	
<b>Brakes</b>	Handbrake	
	Footbrake	
	Pulling to one side	
<b>First Aid Kit</b>		
<b>Fire Extinguisher</b>		
<b>Jack and tools</b>		

Start Mileage		<b>Use</b>		<i>Driver</i>	
<b>Finish Mileage</b>		<b>Fluids Added</b>		<b>Driver's signature</b>	
<b>Total</b>		<b>Fuel Purchased</b>		<b>Date</b>	
<b>Defects noted during journey</b>					



## MPV Booking Request

Name		Date From	
Base		Date to	
Driver(blank if unknown)		Co-Driver	
Purpose of trip (please include locations and subject if linked to curriculum)			
Planned Mileage		No. Pupils	
		No. Staff	
List of people being transported			
Name	Year	Home Contact	
Office use			
Confirmed/Diary		Completed	

\*This booking form can be updated as more information is known. However a completed copy will need to be submitted before the trip takes place.

