



Mini Bus

Little Discoverers Nursery will use the Minibus owned by the caretaker helping to provide transport to children on local outings and trips, off-site visits, farm visits, woodland visits and other planned trips. It is essential that all users of this resource are aware of their legal and procedural responsibilities pertaining to its use. We all have a responsibility for safety when driving. This is important for the health and safety of the children, employees and other road users. This policy explains where a driver's responsibilities begin and end, what advice is available and where it can be obtained, and what standards are expected.

The aim of this policy is to emphasise that a culture of safety is worthwhile and ultimately necessary. Use of vehicles for outings:

- All staff members shall inform parents in advance of any routine and special visits or outings involving the transportation of children away from the nursery.
- The arrangements for transporting children will always be carefully planned and where necessary additional people will be available to ensure the safety of the children. This is particularly important where children with disabilities are concerned.
- All vehicles used in transporting children are properly licensed, inspected and maintained. Regular checks are made to the nursery vehicle e.g. tyres, lights etc.
- The vehicle is to be kept in proper working order, is fully insured for nursery use and is protected by comprehensive breakdown cover.
- Minibus is fitted with 3-point seat belts.
- The driver must hold a D1 driving license and comply with our vehicle insurance company requirements. A copy of all licences must be held in our staff files. This entitles the driver to transport up to 16 passengers within the Minibus. When children are being transported child / staff ratios must be correctly maintained. When planning a trip or outing using vehicles, records of vehicles and drivers (including licenses), MOT certificates and business use insurance are checked. If a vehicle is used for outings the following procedures will be followed:
 - Ensure seat belts and child seats are used,
 - Ensure the maximum seating is not exceeded,
 - All children will be accompanied by a registered member of staff,
 - No child will be left in a vehicle unattended,
 - Extra care will be taken when getting into or out of a vehicle,
 - The vehicle will be equipped with a fire extinguisher, first aid kit and emergency kit containing warning triangle, torch, blankets, wheel changing equipment etc.
 - All journey departure and arrival times must be recorded and signed. In the event of a child being lost, the Lost Child Procedure will be followed:
 - Any incidents or accidents will be recorded in writing,
 - Ofsted will be contacted and informed of any incidents.



This policy covers our driver:

- Provide clear procedures relating to the use of the Minibus,
- Ensure that all users of the Minibus are aware of their legal responsibilities. Responsibilities Nursery Responsibility It is the nursery's responsibility to ensure that the vehicle is road worthy, has current tax, has a valid MOT certificate, is insured and is serviced on a regular basis. The nursery also has a risk assessment of the management and use of the Minibus.

The nursery will ensure that the driver:

- Has a current valid driver's licence for the class of vehicle concerned,
- Is aware of the checks that must be undertaken by the driver before the vehicle is taken on the road,
- Is aware of the defect reporting system,
- Is aware of the location of the breakdown procedures and has access to the current vehicle documentation.

Drivers Responsibility:

It is the driver of any vehicle on the public highway who is responsible in law for the safety of the vehicle. Drivers are reminded of their duty to comply with the Road Traffic Act as detailed in the Highway Code.

The driver must:

- Ensure that they have a driver's licence that is valid for the class of vehicle.
- Notify the nursery of any change in health or eyesight, all drivers must meet the DVLA minimum requirements and state if eyesight is corrected by glasses or contact lenses.
- Undertake the Minibus daily checks prior to driving the vehicle, these must be recorded.
- Report any defects immediately to the Nursery Manager. Eligibility to Drive the Minibus
- All drivers must produce their original driver's licence to the Nursery Manager.

Procedures:

- The Minibus must not be used unless the driver meets the criteria set out above
- The Nursery Directors have overall responsibility of the nursery Minibus and has final authorisation on the use of the Minibus.
- Any defects must be reported to the Nursery director and manager immediately. If the driver has any safety doubts the vehicle must not be taken on the road.
- Any use of the first aid kit must be reported to the First Aid Officer who will arrange for replenishment.

Maintenance:

- The driver will carry out and record a daily check on the Minibus, this will include checking diesel/petrol levels and filling up when necessary.
- The Minibus will be serviced in line with the manufacturer's recommendations.
- A full MOT will be carried out by the required date.



- Drivers are expected to undertake basic checks of the vehicle prior to undertaking their journey.
- Licensing of the Vehicle is the responsibility of the driver
- A nursery mobile phone must be carried on the Minibus when it is in use, at all times.

Accident/Breakdown:

- The driver should inform the nursery manager as soon as possible, the nursery will then arrange alternative transport and will implement action to the event.
- Where it is safe and necessary to do so passengers should be removed from the vehicle and taken to a safe area away from the accident site, where they should be fully supervised, until alternative transport or accident attendees arrive.
- A visual check of the vehicle should take place before the journey resumes.

Health and Safety of Drivers and the children, The driver should state the following to passengers:

- Seatbelts must be worn at all times. This is a legal requirement.
- Everyone should remain seated at all times.
- Which entry and exit doors are to be used, it is recommended that the side door is used except in emergencies. Emergency Equipment Fire Extinguishers Regulation 42 and Schedule 7 of the Road Vehicles (Construction and Use) Regulations 1986 specify that every Minibus must carry a British Standard foam fire extinguisher.

First Aid Kit A clearly marked first aid kit will be available on the Minibus, this will be replenished and checked by the nursery's First Aid Officer. Other Considerations If at any time the passengers distract the driver, he/she should stop the Minibus until the matter is settled. (Where possible park the bus with the side doors to the kerb). Passengers should remain seated until they are able to be supervised.

Reviewed: August 2023