

Ravensbury Community School

Occupational Driver 2018-2019



Approved on:

Review due by September 2019

This policy covers both essential and casual car users.

The school employs a Caseworker who receives an additional monthly payment and mileage as this role is deemed as a car essential user post.

The Caseworker use their own car to:

- Ensure pupils are able to access a wider learning environment to promote social welfare
- Support parents at meetings
- Promote school attendance by transporting pupils to and from school
- Attend various welfare meetings across the city

Responsibilities/Regulations

The Governing Body is responsible for ensuring any member of staff using their vehicle on behalf of the school fully complies with legal transport and health and safety requirements. This responsibility is delegated to the Headteacher to ensure its appropriate implementation. The safety of the passengers is paramount.

School Responsibilities

- Ensure driver licenses are checked with DVLA bi-annually and a copies are held on file
- Ensure that a copy of the vehicles insurance certificate is held on file and a copy is sent to payroll
- Ensure that a current MOT certificate is held on file
- Ensure that any charges are to cover running costs only and do are not for profit

Drivers' Responsibilities

- The driver must be aged 21-70
- Have held a full UK driving licence for at least 2 years and have no more than 1 penalty (**Exception - Using a mobile phone whilst driving will result in an immediate ban from driving on behalf of the school**)
- Not be taking any medication which affects their fitness to drive
- Not drive a vehicle for a continuous period of 2 hours without a 15 minute break to be taken in safe place such as a designated service station.
- Be in possession of a fully working, charged mobile phone with a working camera

The driver is at all times responsible for;

- 1. The condition of the vehicle which they are driving**
- 2. The passengers**

Both the driver and employer may commit an offence if an inappropriate vehicle is used to transport children.

Breakdown & Collision Procedures

In the event of a breakdown / Collision you should:

- Remember that passengers are more important than the vehicle
- Unless on a motorway, keep the passengers on board unless they are at risk
- If on a motorway, evacuate the vehicle unless the dangers are greater. Once away from the vehicle, keep the passengers at the far side of the crash barriers (or 10 meters ahead of vehicle, and parents/carers can be made aware of the delay)

In the event of a collision please complete the ['Collision' proforma](#).

Management System

Management records will be kept for a minimum of 18 months.

The School Transport Manager will ensure that:

- The driver has read & understood all policies relating to receiving essential car use
- Insurance cover, MOT, Tax and service are up to date
- Vehicle registration documents are held securely
- Driver licence checks are completed bi-annually (Appendix 4)
- All defects/problems/concerns with the vehicle are corrected in a timely manner with the vehicle being taken out of use if necessary in the meantime.

The School Transport Manager has the power to take the vehicle for the road for any reason.

The following duties are delegated:

- Weather checks on day of journey to determine if safe to carry out trip – **Driver**
- Pre journey safety check – **Driver**
- Fuelling the vehicle/ensuring it is adequately fuelled – **Driver**
- Reporting defects/safety issues/concerns to the Headteacher– **Driver**
- Carrying out weekly safety checks – **Driver**

Current drivers are as follows:

Ann Roberts - Caseworker

Advice for Drivers – general journey protocol

On journeys where an escort is present, the items below should be divided between the escort and the driver, with the driver concentrating on those tasks which directly relate to driving the vehicle.

Before setting off

- Allow sufficient time for the journey.
- Plan breaks. Avoid long spells of driving when children might get bored and restless.
- Conduct a pre-drive safety check before every journey.
- Never allow passengers to board until the vehicle is at a complete standstill, and safely parked by an adjacent pavement or other traffic-free area.
- Ensure children are supervised when boarding vehicle. Plan which passengers will sit in the front seat.
- Do not exceed the carrying capacity of the vehicle.
- Make sure everyone is sitting, one to a seat and are using seat belts.
- Depending of the age of the child – provide a booster seat.
- Check that no bags or clothing are caught in doors that all luggage is secure and gangways and exits are clear.
- Check all mirrors every time before moving off in case latecomers are approaching the vehicle.

During the journey

- Do not allow boisterous play of any kind.
- Try to keep children occupied (if escort on board) give something to do beforehand.
- Enforce "No Smoking" and "No alcohol" rules.
- Do not allow passengers to operate doors.
- Approach each stop slowly and with care
- Use Hazard Warning Lights on school trips where children are boarding or leaving vehicle.
- If serious delay during journey, inform school so that information can be passed to parents. A mobile telephone is useful for this purpose (although it should not be used whilst driving the vehicle).
- Children must not be left unaccompanied in the vehicle.
- If there is a risk of fire, evacuate vehicle and move occupants to a safe place.
- If you have to stop in an emergency or break down while on a motorway, only stop on the hard shoulder and as far away from the carriageway and passing traffic as possible.

Journey's end

- Supervise children when leaving vehicle.
- Never allow passengers to leave until vehicle is at a complete standstill and safely parked.
- Always park so that passengers step onto the footway and not the road.
- Take care when reversing if children are nearby. If you have to reverse, get adult help in directing you.
- Do not leave children alone if no one has come to collect them.
- Report problems or incidents that occurred during the trip to the Headteacher.



EVMB

Establishment: Ravensbury Community School

ACTIVITY: Offsite Visits – Travel by Vehicle		Employee: Ann Roberts		
Assessment by: Nicola Richardson		Date: 12.06.2019	Target Date for review:	
Approved by: Maureen Hughes		Position: Headteacher	Date:	
Significant Hazards and Associated Risks Those hazards which may result in serious harm or affect several people	Those who might be harmed Persons at risk from the significant hazards identified	Control Measures (CM's): Controls, including relevant sources of guidance (e.g. Generic Risk Assessments, Guidance from Provider, etc.). Specific CM's not included in the generic RA (e.g. briefings, actions by leaders / participants, qualifications / experience of supervisors)	Additional CM's required? If existing CM's cannot be met or circumstances have changed	Residual Risk Rating (H / M / L)
All accidents	All group members	<ul style="list-style-type: none"> This generic risk assessment will be used in addition to the generic risk assessment, "Travel - General" which gives general safety guidance applicable to all journeys. 	The generic risk assessment, "Indirect or Remote Supervision" may also be pertinent	
Driver error → road traffic accident (r.t.a.)	All	<ul style="list-style-type: none"> Driver/s must have a current, clean driving licence Drivers must inform DVLA & the school of any medical condition that affects their ability to drive Drivers' driving licences checked bi-annually by 	Using any 'phone, even hands-free, is a distraction from driving and should not	



		<p>SBM</p> <ul style="list-style-type: none"> • Drivers <u>must not</u> use a mobile 'phone or radio in the vehicle unless the vehicle is parked safely. 	<p>be necessary. If another adult is on board they can call if necessary when the vehicle is in motion.</p>	
<p>Driver tiredness → r.t.a. (See additional guidance : RoSPA 'Driving for Work: Safer Journey Planner)</p>	<p>All</p>	<p>The driver will:</p> <ul style="list-style-type: none"> • plan their route to ensure adequate rest stops are included (including before travel commences if necessary for trips straight after school) • adhere to strict working/driving hours and rest periods according to LA Guidelines • not drive if feeling too tired or unwell to drive safely • not drive if under the influence of alcohol, drugs or medication • 		
<p>Defective Vehicle</p>	<p>All</p>	<p>Establishment –owned vehicle</p> <ul style="list-style-type: none"> • Vehicle is maintained in accordance with the manufacturer's instructions and Policy • Appropriate written records kept e.g. <ul style="list-style-type: none"> ○ the vehicle documents and maintenance record • Vehicle has a current MOT certificate • has been maintained and serviced regularly (and that records are available if requested for inspection) • is fitted with fully operational seat belts • has sufficient seats • Pre-drive inspection carried out and record sheet 	<p>Mobile 'phone available to contact establishment / parents, if needed</p>	



		<p>completed by driver. Items for inspection to include: -</p> <ul style="list-style-type: none"> ○ tyres – condition and pressure ○ windscreens are clean (outside and inside), mirrors adjusted, all brakes (inc. handbrake), lights (inc. indicators and brake lights) and washer / wipers operate correctly ○ all seats have fully operational seat belts ○ fire extinguisher and first aid kit are present and correct <ul style="list-style-type: none"> ● If faults are found, the driver will not use the vehicle for school use until resolved. 		
<p>Passenger behaviour distracts driver → r.t.a.</p>		<ul style="list-style-type: none"> ● Young people briefed beforehand about required behaviour with reasons and consequences ● A second adult will normally accompany the main driver, especially on long journeys, or with young people who might be disruptive ● It is the driver's legal responsibility to ensure that seat belts are fitted correctly on all young people aged under 14 years ● The driver has a duty of care to ensure that seat belts are fitted correctly on all passengers aged 14 years and over ● The second adult will sit with the young people in the main passenger section in order to maintain good order, ensure young people keep seat belts on, and attend to any needs ● Loose objects, such as drinks containers or other litter, are collected in rubbish bags and not 	<p>In event of an incident involving behaviour amongst young people in the vehicle, the driver will pull over at the first appropriate opportunity (next service station / junction / lay-by) to deal with it. The hard shoulder should not be used, except in emergency.</p>	



		allowed to roll (or be thrown) around the vehicle		
Collision with passing vehicle whilst getting out or in the vehicle → Injury		<ul style="list-style-type: none"> • The driver will choose safe locations, away from busy traffic, for passengers to get in/out of the vehicle (e.g. car park, onto wide pavement) • Hazard warning lights will be used if young people are boarding or leaving the vehicle near busy or hazardous sections of road 		
Where a roof rack is to be used: Falling luggage → r.t.a. Lifting heavy / awkward items →injuries Falling from height whilst loading/unloading → Injuries Overloading affects steering → r.t.a.		<ul style="list-style-type: none"> • It is the driver's legal responsibility to ensure the roof rack is correctly and securely fitted • It is the driver's legal responsibility to ensure that all luggage is stowed securely and with no loose straps etc. • An overall cover will be placed over the luggage and tied down securely • Additional helpers and care will be used when lifting and unloading heavy items of luggage • Appropriate care will be taken by those packing luggage on roof, especially during wet conditions • Luggage load will be within capacity of roof rack and vehicle (should not exceed 100kg - see manufacturers' specifications) • Extra care will be taken when driving, especially cornering / braking 		



<p>In event of breakdown or accident, additional collision with vehicle, or with passengers during evacuation</p>	<p>All group members, including leaders</p>	<ul style="list-style-type: none"> • All doors must be unlocked when carrying passengers. • Staff to ensure group members are aware of emergency procedures, as appropriate • All passengers to be evacuated away from passenger side of vehicle to safe resting place (beyond side barrier if possible), well away from passing vehicles and appropriately supervised • Ensure that Traffic Patrol officers are informed to place blue or amber flashing hazard lights between the vehicle and approaching traffic as soon as possible 		
<p>Injury whilst vehicle is in motion</p>	<p>All group members, including leaders</p>	<ul style="list-style-type: none"> • All group members will be briefed to stay seated during journey • Group members will be instructed to use and fit seat belts correctly at all times during journey • All luggage to be stowed securely 		
<p>Travel sickness</p>	<p>Passengers</p>	<ul style="list-style-type: none"> • Identified potential sufferers • Check with the driver to ensure the 'air flow' is on where applicable 	<p>Carry appropriate First Aid</p>	

Private & Confidential

Name:

DOB:

Job Title:

Driving Details:

If you answer yes to any of the following questions please expand further in the space provided.

Have you ever been disqualified from driving?

YES NO

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.....

Have you ever had a motor insurance policy declined, cancelled or been refused renewal or had any special conditions imposed?

YES NO

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.....

Have you been involved in a collision as a driver in the last 5 years, regardless of fault?

YES NO

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.....

Have you currently, or do you have any history of any conditions or disability which may affect your ability to drive safely now, or in the future? If in doubt, declare any conditions or disability. **Please refer to 'DVLA Assessing Fitness To Drive' before answering this question.**

YES NO

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Are you currently taking any medication which may affect your ability to drive? Please refer to 'DVLA Assessing Fitness To Drive' before answering this question.

YES NO

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.....

I give permission for the School Transport Manager to access my licence details on the DVLA online portal

YES NO

(Please note if you answer not to this question you will be unable to perform driving duties.)

I have provided a copy of my Driving Licence card

YES NO

Please read and sign the following declaration:

I declare that the details given are correct and that within my knowledge and after referring to "DVLA Assessing Fitness to Drive" documentation, there is no other material fact that I should disclose. I agree to exercise all due care for the safety of my passengers and security of the vehicle whilst it is in my charge. I also undertake to inform of any collision or accident that occurs whilst I am responsible for the vehicle. I understand that it is an offence under the Road Traffic Act 1988 to knowingly make a false statement to obtain insurance cover.

I undertake to advise of any subsequent illness, condition or event that might affect my suitability as a driver with reference to "DVLA Assessing Fitness to Drive", including any subsequent refusal of motor insurance or any driving convictions. I understand that failure to do so and any false declaration made above may render the insurance cover for the vehicle invalid and that I may then be held personally responsible to pay costs or damages. I understand that all information will be treated in the strictest confidence.

I have received, read and understand the School Minibus Policy 2018-2019 and have read this alongside "DVLA Assessing Fitness to Drive" Standards.

Signature of Driver.....Date.....

This form will be renewed bi annually

