



SCHOOL VEHICLE POLICY

Approval Date	June 2023
Policy Owner	Director of Operations
Adopted by Trust Board	June 2023
Review Date	June 2024

CONTENTS

Section	Page No.
1.0 INTRODUCTION.....	3
2.0 VEHICLE REQUIREMENTS	3
2.1 Insurance.....	3
2.2 Licensing	3
2.3 Confidence	3
2.4 Minibuses	3
2.5 Cars and Vans	4
2.6 Tax and Roadworthiness	4
2.7 Suitability	4
2.8 Training.....	4
2.9 Behaviour of Pupils.....	4
2.10 Use of Private Vehicles.....	4
2.11 Infectious Viruses	4
2.12 Preparing for your journey.....	5
2.13 Accidents	5
APPENDIX 1: REACH SOUTH VEHICLE CHECKLIST	6
POLICY HISTORY	7

1.0 INTRODUCTION

The vehicle policy is designed to ensure that only suitable, tested, insured vehicles are utilised by the Trust and that any drivers/operators are suitably trained and licensed.

2.0 VEHICLE REQUIREMENTS

2.1 Insurance

Any driver/operator of a Reach South owned or leased vehicle must be fully, comprehensively insured to operate the vehicle under the vehicle's insurance policy. The line manager requesting the vehicle use and the vehicle driver (if different) are required to check this prior to driving the vehicle on each occasion.

2.2 Licensing

Any driver/operator of a Reach South owned or leased vehicle must hold a current, appropriate, clean driving licence. (See Road Traffic Act 1988: Part III Licensing of Drivers of Vehicles [here](#)). Where the driver has points on their licence, a risk assessment must be produced prior to driving/operating the vehicle in liaison with the Trust Health and Safety Advisor to ensure safe and appropriate use of the vehicle. The school must hold a copy of the current, appropriate, clean driving licence and check this regularly to ensure that it has not expired.

2.3 Confidence

In addition to being appropriately insured and licenced, any driver/operator of a Reach South owned or leased vehicle must feel confident to take charge and control of that vehicle and its occupants and must never be forced to drive or take control of the vehicle to which they do not feel confident to do so.

2.4 Minibuses

Subject to 2.1-2.3 above, you may drive a minibus (up to 16 passenger seats) if you hold a car driving license and meet the following criteria:

- i. 21 years old or older
- ii. Have held your driving license for at least 2 years
- iii. Meet group 2 Medical Standards if you're over 70
- iv. Maximum weight of the minibus is not more than 3.5 tonnes - or 4.25 tonnes including specialist equipment for disabled passengers, for example a wheelchair ramp
- v. Not towing a trailer

If all the above criteria are not met, or if there is any change in legislation, you will need to apply for a minibus license.

2.5 Cars and Vans

Subject to 2.1-2.3 above, all drivers must have a full and valid UK car driving license (Cat B1) to use a car for transportation purposes.

2.6 Tax and Roadworthiness

All Reach South leased or owned vehicles must be:

- Taxed
- Have a current MOT test annually (for all cars over 3 years of age and for minibuses over 1 year of age.)
- Subject to regular maintenance in accordance with the manufacturer's recommendations.
- Subject to pre-use checks to be completed and should be recorded as proof of checks completed before every trip. (See Appendix 1: Reach South Vehicle Checklist)

2.7 Suitability

Vehicles selected for the trip/activity should be suitable for the trip/activity and the number of expected passengers.

Additional consideration must be given to passengers with physical disabilities / restrictions.

2.8 Training

Drivers/operators should be suitably trained and be familiar with the vehicle to be used, emergency procedures and journey planning as recommended by the National Union of Teachers.

It is recommended that all journeys, particularly those which exceed two hours travel, should have a secondary driver in case an emergency arises.

2.9 Behaviour of Pupils

Pupils should be advised on acceptable/unacceptable behaviour whilst travelling and suitable and sufficient supervision should be available during the trip.

2.10 Use of Private Vehicles

The use of private vehicles for transporting students/pupils must be avoided.

2.11 Infectious Viruses

In order to minimise the possibility of infection of viruses:

- Vehicles should be well ventilated prior to use and during use.
- Vehicles should be subject to regular cleaning, with anti-bacterial products, to minimise the possibility of transfer from contaminated surfaces, especially immediately prior to and after use.
- Anti-bacterial handwash should be available for use at all times.

2.12 Preparing for your journey

If your journey is long or has the potential to be delayed, drivers must ensure that the vehicle carries fresh drinking water, appropriate clothing (including high visibility) and food supplies. Always ensure that the vehicle is fuelled sufficiently to accommodate significant delays or diversions.

2.13 Accidents

All vehicle drivers must have access to a mobile phone for the purposes of seeking assistance in the event of an accident. Prior to driving the vehicle, all drivers must understand who to contact in the event of an accident or breakdown. All accidents should be reported to the Trust's Health and Safety Advisor. All Trust vehicles should carry an accident kit.

APPENDIX 1: REACH SOUTH VEHICLE CHECKLIST

Date:

Vehicle Registration:

Item Checked:	OK?	Comments
All doors (including emergency doors) – unlocked but firmly shut		
Tyres (damage / wear / pressure / wheel security)		
Exterior bodywork / glass undamaged		
Light lenses / reflectors / mirrors / number plates. Undamaged / clean.		
Disabled Passenger Vehicle class (DPV) shown where applicable		
Condition and operation of all seatbelts.		
Fluid Levels – Fuel, oil, coolant, brake/clutch, windscreen washer with no leaks		
Interior condition. Cleanliness, damage, and secure stowage of loose items.		
Seat anchorage, till lifts and any securing devices (accessible vehicles).		
Stocked first aid kit		
Fire extinguisher(s) foam/water. (Minimum of two if passengers in wheelchairs are being carried)		
Positioning of driver's seat and mirrors		
Spare set of bulbs		
Operation of lights, indicators, washers, horn, ventilation and any switches		
Handbrake and footbrake operation and effectiveness		
Use of seatbelts by driver and passengers		
Operation of steering, footbrake, and speedometer		
Gauges are operational and no warning lights		
Engine is not smoking		

I hereby confirm that the above checks have been completed and that the vehicle detailed above is:

- ☐ Suitable
☐ Not suitable

for use, in its current condition

Checked by: (print)

..... (signature)

POLICY HISTORY

Date	Summary of change	Contact	Policy Implementation Date	Review Date
June 2023	Policy creation	Director of Operations	September 2023	June 2024