



LONGHILL

HIGH SCHOOL

Minibus Policy

Lead Author	Jimmy Hollingworth, School Business Manager
Policy Source	Other Local Authority Schools
Ratified Date	November 2025
Review Cycle	Annually
Next Review Date	November 2026
Changes	Changes to allow staff to drive minibus-lite vehicles without D1 on their licence using MiDAS for training.

1. Aim of the Policy

- To provide clear procedures relating to the safe use of the school minibuses.
- To ensure that all users of the school minibuses are aware of their legal responsibilities and duties of care.
- To establish the legal entitlement of the staff members to drive on School's business.
- To outline the chain of responsibilities in the minibus's operations
- To detail safe operating procedures for their use which details the checks that should be carried out before and after use by drivers.
- To provide the procedures that must be followed in case of breakdown or accident

2. Legal Framework

- The Health and Safety at Work etc Act 1974 (HSW Act)
- The Management of Health and Safety at Work Regulations 1992
- The Management of Health and Safety at Work Regulations 1999
- The Road Traffic Act 1988
- The Road Traffic Act 1991
- The Road Vehicles (Construction and Use) Regulations 1986
- The Motor Vehicles (Driving Licences) Regulations 1999
- The Corporate Manslaughter and Corporate Homicide Act 2007

This policy must be read in the wider framework constituted by all the school's policies applicable to the matter, including but not limited to:

- Health & Safety Policy
- Safeguarding and Child Protection Policy
- Code of Conduct
- School Trips - Welfare, Processes, Health & Safety Policy
- Mobile Devices Acceptable Use

3. Guidelines for Minibus Operations

- Driving at Work Standards – Brighton and Hove City Council
- Work Equipment (PUWER) Standards – Brighton and Hove City Council
- Minibus and People Carrier Operation Guidance – East Sussex County Council
<https://www.eastsussex.gov.uk/roads-transport/roads/road-safety/cycle-driver-training/minibus>
- Driving at work – Health and Safety Executive About -
<https://www.hse.gov.uk/roadsafety/employer/index.htm>
- Driving school minibuses: Advice for schools and local authorities – HM Government Advice for schools and local Authorities <https://www.gov.uk/government/publications/driving-school-minibuses-advice-for-schools-and-local-authorities/driving-school-minibuses-advice-for-schools-and-local-authorities>
- The Royal Society for the Prevention of Accident Minibus Code of Practice
<https://www.rosipa.com/policy/road-safety/advice/vehicles/minibus-safety>

4. Duties and Responsibilities

If a member of staff drives on School business (either as part of their regular duties or on an ad hoc basis), this must be treated in the same way as any other job task or activity, with an assessment of risk and control measures implemented.

It is worth noting that no staff are required to drive a minibus - therefore all staff that intend to do so, they do it on a voluntary basis.

All the Depts involved in the Minibuses Operations, on the basis of their responsibilities as identified in the next paragraphs, must ensure that:

- The individual can legally and safely drive the vehicle
- A suitable and sufficient risk assessment is applied to any driving activity
- Records of legal documentation for each staff member required to drive at work are maintained
- Relevant vehicle information is provided to the driver
- All vehicles used for driving at work are roadworthy and maintained
- All vehicle incidents are reported and investigated
- Legal documentation is checked regularly
- Vehicles are appropriately insured
- All staff have read this standard and their acceptance and understanding of it is documented

In order to encourage good driving practice, an inspection of driving licences must be carried out for all staff that are authorised to drive on behalf of the school every three years.

The paper counterpart to the driving licence has been abolished, so it is no longer possible to check whether a driver's licence has any endorsements just by looking at the licence.

It's a criminal offence to obtain someone else's personal information without their permission.

For this reason, all the authorised drivers must sign the Longhill High School Driver Declaration Form and the Online Driving Licence Check Authorization Form in which they commit themselves to inform the Headteacher as soon as any change in their driving licence occurs (e.g., fault of claim, convictions) and to authorise the school to conduct online licence check.

The school should retain copies of the above documentation for reference purposes and these records must be kept for 3 years in accordance with the Data Protection Act 1998.

4.1 Health & Safety Lead

The H&S Lead must:

- Ensure the renewal of the insurance policy
- Ensure that the Longhill High School Inspection of Driving Licence is carried out
- Ensure all documents relating to a driver's licence are held securely
- Ensure that the list of the authorised drivers is up-to-date
- Ensure First Aid Coordinator keeps an Accident and Incident Book related to minibuses

4.2 Facilities Team

The Facilities Manager must:

- Monitor the MOT service schedule
- Conduct and document weekly/monthly checks of the minibuses
- Monitor on-board fire extinguisher test schedule

- Report to the Health & Safety Lead any concern regarding roadworthiness of the vehicles and suitability of the drivers
- Organise repair and remedy of any faults with the vehicle
- Ensure Section 19 Permits are current

4.3 Senior Finance Assistant:

- Manage the minibus booking calendar
- Store the keys safely
- Keep record of the van check and defect report filled up by the drivers
- Refer to Facilities Team any defects found
- Report to School Business Manager any concern regarding roadworthiness of the vehicles and suitability of the drivers

4.4 Drivers

All the drivers must:

- Sign Longhill High School Driver Declaration Form
- Sign Longhill High School Inspection of Driver's Documentation/ Inspection of Driving Licence
- Sign Longhill High School Online Driving Licence Check Authorization Form
- Read and understand the whole of this Minibus policy
- Read, understand and sign Minibus - Driving at Work Risk Assessment
- Fill the Minibus Pre-Drive Safety Check up before every use of the vehicle and return it to Finance Office
- Ensure the Driver Permit is valid and arrange for the renewal of it when expires

5. Legal Requirements

5.1 Driving Permits

The minibuses at Longhill High School are not operated for hire or reward. All drivers must be 25 years old and holding a full licence for at least 2 years.

Longhill High School uses Lite minibus - which allow qualified staff members to drive them even without a D1 Licence.

However, additional measures are in place in order to ensure the safe use of the minibus on school business.

All drivers must undertake a MiDAS course.

Drivers that are currently in possession of a D1 licence and a driving permit issued by East Sussex County Council, can drive the minibus up to the expiration date of the ESCC permit, which is in 3 years from the date of the last renewal exam.

These drivers will then need to undertake a MiDAS course.

If there are any problems or changes regarding health issues, including any medication whether short or long term, and any points gained on their licence, the staff member is to contact their line manager and the Health & Safety Lead immediately.

The permits issued by East Sussex County Council as well as the MiDAS training course last 3 years.

Nevertheless, as soon as any concern related to the ability of the driver or his/her health arises, further investigation must take place.

The driver assessments must take place annually once reached the age of 70 years.

A Minibus Drivers Registration Procedure is held in "Minibus Operations" Drive.

5.2 Driver Training and Assessment

Despite the fact that all UK qualified drivers holding a B Driving licence would potentially be able to drive a minibus lite, Longhill High School requires further training and assessment of the staff in order to drive our minibuses.

MiDAS is the Minibus Driver Awareness Scheme and is administered by the Community Transport Association. The scheme provides a nationally recognised standard for the assessment and training of minibus drivers and has been designed to enhance minibus driving standards and promote the safer operation of minibuses.

The training enhances drivers' abilities, driver confidence and provides an extra degree of assurance and safety for passengers. A minibus driver who has had training to drive such a vehicle will be a safer driver with a better understanding of the particular driving characteristics of a minibus as distinct from the car they are used to driving.

As all of the school's minibuses are accessible to wheelchair users, the course that all drivers must go through in order to obtain a valid certificate is the MiDAS Accessible Course

The Accessible course includes the Standard Course with an additional Accessible module.

The courses consist of group classroom sessions with presentations, exercises, and discussions. The Standard Course covers Driver Licensing, Driving for Safety and Economy, Legal Responsibilities for Minibus Drivers, Passenger Safety, and Breakdown, Accident and Emergency procedures.

The Accessible course includes modules on Passenger Awareness and Assistance, the safe use of Passenger Lifts and Ramps, and the safe use of Wheelchair Restraint Systems.

At the end of each session there is a Theory Assessment based on the topics covered.

The Standard Course includes one-to-one on-road training/assessment sessions designed to ensure all drivers meet the MiDAS standard.

The Accessible course includes a Practical Skills training/assessment session covering the safe use of Passenger Lifts/Ramps and wheelchair tie-down restraints (this can be done in small groups of 2 or 3). All drivers should ensure they bring their Driving Licence with them to the course.

Once the course has been successfully completed, drivers are awarded a Certificate valid for 4 years - however, every driver for Longhill High School will be required to pass a Refresher course every 3 years.

Prior to transporting students for the first time, all qualified drivers will be given the opportunity of either a vehicle familiarisation session onsite or a more formal training session with designated driver instructors.

Familiarisation sessions are available upon request, subject to availability of staff qualified to drive minibuses.

5.3 List of Authorised Drivers

The list of drivers who have been authorised to drive the minibuses is held in Google shared drive called "Minibus Operations"

The School Business Manager, Admin Manager, Facility Team and EVC have access to it.

Authorisation may be withdrawn at any time by the H&S Lead.

Any member of staff who has been advised not to drive their own vehicle for medical reasons must not drive the minibus and should inform the H & S Lead immediately.

The Health & Safety Lead has the responsibility to keep the list up to date.

If a driver becomes aware that their authorisation is about to expire, they must bring this to the attention of the Admin Manager.

It is the driver's responsibility to ensure the renewal of the permit and to refrain from driving if their capabilities are compromised, under revision or the legal requirements are no longer satisfied.

6. Drivers Responsibilities

Whilst the Facility Team will ensure a monthly check of the condition of the minibuses, drivers are responsible for the following checks before using the vehicle

- Complete the Pre-Drive safety check – This can be found in mini-bus rucksack (Van Check and Defect Report). The mileage is also required to be added to the form. The form is in duplicate, with one copy being filed in the separate file and the other left on the pad.
- Do a visual inspection of the minibuses which includes tyre pressure checks and that the windscreen and glass is clean and can be seen through
- Check brakes to see that they are functioning correctly
- Ensure that mirrors and seat are in the correct driving position
- Check that all lights are functioning correctly
- Ensure that all seat belts are being worn. This includes all passengers
- Ensure that the windscreen washer system works and that wipers are functioning correctly
- Ensure that the vehicle is correctly loaded and that no more than the maximum number of passengers are being carried
- Ensure that emergency exits are not be blocked
- Ensure that all doors are correctly closed
- Check that there is enough fuel for their journey
- As soon as possible after moving off, the driver should carry out a running brake test
- At intervals throughout the journey, all instruments and warning lights should be checked and necessary action taken if a fault is indicated
- Ensure that food and drink are not consumed on the vehicle
- Make sure that no rubbish is left on the vehicle and ensure that no malicious damage has occurred to the interior of the vehicle
- Ensure there is a charged mobile phone with the emergency contact numbers

At the end of the journey the driver must lock and make the vehicle secure and ensure that no appliances are left on which will drain the battery, clean any rubbish and sweep mud from seats and floors.

Keys should only be taken from the finance office just prior to making use of the minibuses. The keys should be returned to the office immediately after use.

If the vehicle's defects deem it not safe to drive the vehicle must not be driven under any circumstances.

7. Passenger Responsibilities

All passengers must do everything in their power to not distract the driver or pose any risk to the safety of the journey. In specific:

- Passengers must wear seat belts and always remain in their seats until instructed otherwise
- Should never distract the driver by shouting, etc
- Students must not eat or drink on the vehicle
- Must make sure that escape routes are not blocked by bags, etc
- The Longhill High School Behaviour Policy applies aboard a vehicle as it does on the school grounds. If a driver or accompanying member of staff deems that a student's behaviour may be unsafe or inappropriate, they must contact a colleague via Duty staff or the year offices to take the student from the trip.

If a pupil causes damage to a school vehicle intentionally or accidentally, whether inside or outside, appropriate action will be taken, and any repair costs may be issued to parents/carers as per Longhill High School Charging and Remissions Policy.

Students are ambassadors of the Longhill High School and must never bring its name into disrepute by gesturing, etc

8. Care of Students with Mobility Disabilities

Passengers with reduced mobility or in wheelchairs must be afforded the same level of safety as all other passengers. Drivers and escorts should be trained in the care of passengers in wheelchairs.

Where possible, it is preferable for passengers who use wheelchairs to transfer to a fixed seat, and for the wheelchair to be securely stored during the journey. However, this is not appropriate for all wheelchair users.

Passengers may remain in their wheelchairs during the journey, provided that the wheelchair is secured in a forward-facing or a rearward-facing position (never sideways), and it is securely and symmetrically fixed to the vehicle with tie down webbing restraints. Wheelchairs must not obstruct a door or gangway. Some wheelchairs, such as those designed for sports use, are unsuitable for travelling in.

- The wheelchair user must be secured with seatbelts (three-point belts or harness) attached to the vehicle tracking.
- The wheelchair handbrake must be applied
- The power on electric wheelchairs should be switched off and the batteries firmly attached to the wheelchair
- Tracking for the wheelchair and occupant restraint systems should be kept clean, and free from grit, etc, at all times.

Drivers and passenger assistants should be trained in the care (boarding and assistance) of passengers who travel in their wheelchairs.

In case of emergency, the passenger assistant must follow the Personal Emergency Plan for the student they are taking care of.

The lift controls must be clearly marked and accessible from inside and outside the vehicle. Instructions for using the lift must be clearly displayed. The lift must only be operated by staff who have received specific training. It must only be operated when the vehicle is stationary and the vehicle hand brake has been applied.

Any wheelchair with brakes must have them applied while on the lift.

Electric wheelchairs should be in manual mode and full assistance given to the passenger, especially when the wheelchair has to be reversed off the vehicle. Passengers in wheelchairs should be facing the vehicle while the lift is in operation to reduce the feeling of insecurity. Ramps should have non-slip material and raised edges to prevent the loader slipping or falling, and to reduce the risk of wheelchairs slipping off the side.

9. Maintenance Procedure

The Facilities team has responsibility for conducting weekly checks of the minibuses and documenting findings.

Reports of faults or problems must be reported promptly to the Facilities Manager (or in his/her absence the Business Manager/H&S Lead).

Any defects in the minibuses noted by staff should be notified immediately to the Facilities Manager who will then determine whether or not the vehicle should be taken off the road and repairs carried out.

Each minibus undergoes an annual MOT test from the first anniversary of its registration date. A minibus with 13 or more passenger seats requires a Class V test, which can only be conducted at designated testing stations or LGV testing stations.

All minibuses must be serviced and maintained in accordance with a set schedule.

The service schedule is monitored by the Facilities Manager, who can check the MOT status of the vehicles at <https://www.gov.uk/check-mot-status>.

A pre-drive safety check should be conducted every day the vehicle is used and repeated whenever another driver takes over (see Section 6 and Appendix 2). This is the responsibility of the driver.

10. Accident procedure

If an accident or incident occurs and any personal injury or damage to the minibus or to third party property is involved, then the driver must stop.

The driver must be prepared to give their name and address and details of the owner of the vehicle to a Police Officer or any other person having reasonable grounds to ask. If for any reason the driver is not able to give these details then they must report in person to a Police Station as soon as practically possible, otherwise an offence is committed, and in any event not later than twenty-four hours afterwards.

In the event of an accident, incident or emergency during transport, the Facilities Manager or the Health and Safety Lead must be informed by the driver immediately and the necessary action taken based on the particular circumstance.

In case a third party is involved in an accident, all information that would help in identifying them must be sought, in order to pass these details onto the insurance provider.

The driver has to report the accident to the Business Manager which will deal with the school insurance company.

Near misses must be reported in the same manner as accidents or incidents

11. Breakdown and Recovery

In the case of a breakdown Colas provide a 24-hour garage – Contact Number 07771 813524

For recovery contact - Lee Hire (Recovery Service) 01273 680044

Details of how to contact them are stored in the Finance office and available on each minibus and available in each minibus rucksack.

The safety and welfare of students and staff is the highest priority.

Below is the procedure suggested in case of breakdown:

- Make sure you're in a safe place.
- Move your vehicle off the road, if possible (watch out for any soft verges), or pull up onto the hard shoulder if you're on a motorway and can't turn off at the next exit.
- Make sure you stop as far to the left as you can, with the wheels turned to the left.
- Put your hazard warning lights on. If it's dark or foggy, keep your sidelights on too.
- Stay well away from moving traffic. It's usually safest to get out of your vehicle (using the doors facing away from passing traffic) and wait behind a barrier. If you're on a motorway, move up the bank if you can.
- Wear a reflective jacket if you have one.
- Don't put a warning triangle on the hard shoulder if you're on a motorway
- it's not safe. If you're on a road and it's safe, you can put a warning triangle at least 45m (50 yards) behind your vehicle.
- Don't attempt even a simple repair if you're on a motorway. If you don't have a mobile, walk to an emergency phone on your side of the carriageway. Follow the arrows on the posts at the back of the hard shoulder – the phone is free and connects directly to the police

Any issues should be reported to the trip emergency contact as soon as it is safe to do so.

12. Use of Own Vehicle

It must be noted that the school strongly discourages the use of private vehicles for the transport of the students.

However, in cases where the use of the minibuses is not suitable for the occasion for any reason, the following rules must be followed.

In case of a medical emergency, the parents/carers of the students should be contacted and the pick-up of the student arranged. If the emergency requires the use of an ambulance, this should be called with no delay.

In case that both of the aforementioned solutions are not practicable without prejudice for the health of the student, a taxi should be called and the student accompanied by a member of the staff to the nearest hospital.

In case the use of the private vehicle of a staff member is necessary, the permission to the driver must be granted by a Senior Leadership Team member, upon the confirmation that:

- his/her driving licence status allows him/her to drive the vehicle
- the vehicle is covered by Business Use insurance policy
- valid relevant Road Fund Licence (as known as Vehicle Excise Duty) (Tax status could be checked at <https://www.gov.uk/check-vehicle-tax>)
- Current MOT Certificate (in accordance with relevant legislation)

The driver must complete the Inspection of Driver's Documentation Form and the Online Driving Licence Check Form and return it to the SLT member who has authorised him/her.

The driver must be accompanied by another staff member who will look after the student while the driver can stay focused on the driving.

The Admin Manager will maintain a list of staff who have complied with the conditions listed above.

Drivers are also required to certify that they are legally entitled to drive and that their vehicle is in a safe, road legal condition on their expense claim forms.

To get the reimbursement of the expenses, the Finance team should be contacted by the driver in advance of the usage.

Employees who, due to the occasion, have to transport students, must report to the Business Manager and Head Teacher all formal cautions and prosecutions resulting from their driving, whether on council business or not.

The School Business Manager or Headteacher will investigate the reasons for any endorsements or convictions to assess the risk to the employee and others. The driver must not drive on behalf of the school or transport students until it has been authorised.

13. First Aid

All minibuses contain first aid boxes which are checked on a termly basis by the First Aid Lead.

The contents of these boxes include:

- Antiseptic wipes
- Bandages
- Assorted dressings
- Plasters
- Eye pads
- Scissors

Any use of the first aid kit must be reported to the First Aid Lead as soon as possible thereby maintaining a full kit at all times.

14. Fire Hazard

Regulation 42 and Schedule 7 of the Road Vehicles (Construction and Use) Regulations 1986 specify that every minibus must carry a British Standard fire extinguisher of water or foam, (halon extinguishers are now illegal in vehicles) with a minimum test rating of 8A or 21B.

If passengers in wheelchairs are being carried, the minibus should carry two fire extinguishers, one of which is kept in the passenger compartment.

Fire extinguishers should be tested according to the manufacturer's instructions, which is usually once a year. It is Facilities Team responsibility to keep record of the fire extinguishers' tests schedule.

Drivers and passenger assistants should be trained in their use.

In the event of a fire, the passengers should be evacuated first, and moved as far away from the vehicle as possible before any attempt is made to extinguish the fire. Under bonnet fires should never be tackled, but left for the Fire and Rescue Service. Drivers can assist the Fire and Rescue Service by pulling the bonnet release (but not opening the bonnet any further) as they evacuate the vehicle.

Never carry a fuel can, either empty or full, in the minibus.

15.Booking of the minibuses

The Finance Officer manages the minibus calendar bookings system.

If staff need to book the minibuses, they have to e-mail the Finance Officer with the request, with reasonable advance. The availability of the minibuses will be subject to other scheduled appointments already taken.

The Finance Officer will update the minibus calendar booking system and confirm once the requirement has been booked.

In case of clashes between booking requests, the Headteacher decides which event should be granted priority in relation to the use of the minibus.

The staff member who processes the booking must check that the person who is requesting the use of the minibus has the permission to drive it, by checking the List of Authorised Drivers.

It is the responsibility of the trip lead or the organiser of the outing/fixture to gain the cooperation of a driver.

Minibuses must not be used for private use.

15.1 Keys

Keys are kept in the Finance office. The collection time will be arranged once the booking has been confirmed.

Once finished using the minibus, please return the keys immediately. Keys are kept in the mini bus rucksack

Do not collect the keys too far in advance of using the vehicle, as this prevents use in the intervening period.

16.Purchase of Fuel

Longhill High School holds an account with AllStars.

Each minibus has its AllStars One fuel card, which enables fuel to be purchased at: ASDA; BP; CHARGEPOINT SERVICES; ESSAR; ESSO; GULF; HARVEST ENERGY; JET; MORRISONS; MURCO; SAINSBURYS; SHELL; TESCO; TEXACO.

Should you need fuel for your journey, the fuel card is attached to the minibus keys.

Fuel receipt should be passed to the Finance Office on return.

The refuelling should be avoided as much as possible when the passengers are on board. The driver should check the level of the fuel prior to the commencing of the journey.

When filling with fuel ensure that the ignition is turned off and that you follow the rules and regulations of the service station.

17. Incorrect Use of the Minibus

A driver who breaks the speed limit will be responsible for paying his/her own fines.

Similarly fines imposed for incorrect parking or negligent driving will be the responsibility of the driver.

Any damage caused to the minibuses through incorrect use, may result in the driver being asked to contribute fully or partially to any excess payable by the Longhill High School.

18. Speed Limits

Speed limits must be observed as maximums at all times. It is likely to be safer to drive under the limit with passengers on board.

19. Care and the Cleaning of Minibus

Minibuses involve a great expense when purchasing. Please help to ensure that their working lives are extended for the maximum possible period.

You must check on the condition of the interior at the end of each journey.

Students should not be allowed to wear muddy boots in the minibuses and should be encouraged to get changed at the end of matches in order to stop them sitting on the seats with damp and dirty clothing.

20. Driving the minibus abroad

The minibus will only be driven in the UK.

21. Final Comments

Driving a minibus safely and in a professional manner demands greater responsibility. Preparation is essential and you must always follow the highest standards to safeguard your passengers and other road users.

Review Date:

Ratified Date:

Date of next review:

APPENDIX 1

ADVICE FOR PASSENGERS

The rules and standards of Longhill High School apply on vehicles

Follow Longhill Behaviour policy.

Always follow the instructions of the adult in charge.

Be prepared for the journey

Arrive on time, and wait in a safe place for the minibus away from the road.

Don't push or rush towards the minibus when it arrives.

Find a seat quickly and quietly without pushing and put on your seatbelt.

Make sure your bags are correctly stored so they do not block the gangways or take up seats.

Stay seated when the minibus is moving and keep your seat belt on at all times.

It's dangerous to kneel on your seat.

Only speak to the driver when they are not driving, or in an emergency. Speak to the passenger assistant (if there is one) rather than the driver.

If you need to use the toilet or you feel unwell during the journey, tell the passenger assistant, or the driver if the passenger assistant is not present.

Wait until the minibus has stopped and the driver has told you to undo your seatbelt before getting up to leave.

Take your belongings with you when you leave the minibus, except in an emergency when you should leave them behind.

Be careful when alighting from the minibus, be aware of surrounding traffic.

APPENDIX 2

Minibus Premises and Driver Check Sheet

EXTERIOR CHECKS	Before use		After use		Defects Found
	✓	X	✓	X	
Tax Disc					
Windows (Clean and undamaged)					
Wiper blades (Clean and undamaged)					
Doors					
Wing Mirrors					
Bonnet Catch					
Check for leaks in engine compartment					
Body Panels					
Tyres Pressures - Spare 63 - Front 47 - Rear 63					
Tyre wear/condition					
Spare Wheel					
Check for leaks under vehicle					
Brake Lights					
Sidelights					
Headlights (Dip)					
Headlights (Full beam)					
Fog lights					
Indicators					
Hazard lights					
Horn					
Diesel level					
Oil level					
Coolant level					
Washer level					

Power steering level					
Clutch fluid level					
Brake fluid level					
INTERNAL CHECKS	✓	X	✓	X	Defects Found
Fire Extinguisher					
First Aid kit					
Breakdown equipment (SEALED)					
Seatbelts					
Interior Seats					
Interior Mirror					
Window hammer/seatbelt cutter					
Fluorescent jacket					
Wipers and washers work					
Location of wheel brace and jack					
Luggage securely stored and aisles and exits clear.					
All rubbish removed					
Any damage to seat etc.					

If faults that affect the vehicle's or passengers' safety are found, the vehicle must not be used until they are all remedied.

I have carried out the required vehicle checks and found the vehicle in a safe condition to drive.

I now have full responsibility for this vehicle and passengers carried.

Print Name _____ **Signature** _____ **Date** _____

Appendix 3 (2 PAGES)

PAGE 1

DRIVER DECLARATION FORM

This form must be completed and signed by **all employees who drive on Longhill High School business.**

PERSONAL DETAILS

TITLE:
FIRST NAME (S):
SURNAME:
DRIVING LICENCE NUMBER:
POSTCODE ON DRIVING LICENCE:
CHECK CODE: (OBTAIN ONE AT WWW.GOV.UK/VIEW-DRIVING LICENCE. IT ONLY LASTS 21 DAYS, ONCE EXPIRED YOU WILL NEED TO OBTAIN A NEW ONE)

DRIVER HISTORY AND EXPERIENCE

Have you	Yes or No
Been convicted of any motoring offence during the last 5 years or are any prosecution/points pending?	
Ever been disqualified from driving or had a driving licence suspended or revoked?	
Ever had a motor insurance policy cancelled or refused, or had any special terms imposed?	
Been involved in any accident/loss, whether at fault or not, with any motor vehicle either owned or driven by you in the last 5 years?	
Please give details in a separate sheet if the answer to any of these questions is YES	
Can you read a vehicle number plate at 20 metres in good daylight?	
Do you wear glasses or contact lenses when driving?	
Please give additional details where applicable	

The personal information that you provide on this form will be handled by BMS in accordance with the Data Protection Act 1998.

We don't pass on your details to any third party without your knowledge unless BMS is legally obliged to do so.

PAGE 2

The use of your vehicle for school business is permitted under the following conditions:

- You have a current, full valid Driving Licence.
- Using your own vehicle has been approved in advance by the Business Manager.
- You have a current valid motor vehicle insurance policy as is required by law, including Business Use cover – this must provide cover for all your legal liabilities to third parties and passengers arising out of using your vehicle on council business.

It is advisable to confirm with your insurers, in writing, the exact purpose for which you may use your vehicle on business, quoting the estimated annual mileage.

You or your insurers will bear all losses or damage to the vehicle arising from business use. It must be understood that, under no circumstances will Longhill High School accept liability for any of the risks covered by your private motor vehicle insurance or any consequential losses.

Employee's Declaration

I confirm that, as far as I am aware, the statements made by me are true and complete. I have read understood and accept the terms relating to the use of my vehicle on school I business and agree to abide by them.

I confirm that I have produced the documentation or electronic evidence* below as I drive on council business:

(*Delete as appropriate)

- Driving Licence
- Check Code (must be valid for next 20 days after the provision of it)

I confirm that I have produced the documentation or electronic evidence* below as I drive my own vehicle on council business: (*Delete as appropriate)

- Insurance Schedule
- Vehicle Registration Document
- Current MOT Certificate

Employee Name: _____

Job Position : _____

Employee Signature: _____

Date: _____

School Business Manager's Authorisation:

I confirm the employee drives on school business. I confirm the employee will be using their own vehicle for business purposes. (*Delete if this does not apply)

I certify that I have checked, where applicable, the required documentation or electronic evidence* above.

(*Delete as appropriate)

Manager Name: _____

Date: _____

Manager's Signature: _____

Please keep the signed form in your employee's personal file

APPENDIX 4

INSPECTION OF DRIVING LICENCE

This form must be completed and signed by all employees who drive vehicles on Longhill High School's behalf

PERSONAL DETAILS

Employee's Name and Staff Initial	
Employee's Job Title	
Date of inspection/Review	
Reg Number of Drivers vehicle (if relevant - for use of own car)	

(This inspection is carried out every three years. Where available, original documentation should be checked however electronic checks are acceptable. See Online Driving Licence Check Authorization Form)

	YES / NO / N/A
Employee's name detailed on licence?	
Is the licence current?	
Has the licence been signed by the employee?	
Full licence is held for relevant categories of the vehicles being driven?	
Has endorsement and conviction been checked and are these satisfactory?	

Please note - a driver is lawfully permitted to drive if they have held a full driving licence for at least 3 years without fault claim or conviction

	YES / NO / N/A
Does the employee hold the correct car insurance (which includes Business Use)	
Is the insurance policy current?	
Does the vehicle identified above have a current Road Fund Licence? (Car tax)	
Does the vehicle identified above have a current and valid MOT?	
Has a copy of the driver's documentation been take and stored in the appropriate Drive?	

Employee's Name: _____ Signature: _____

Manager's Name: _____ Signature: _____

APPENDIX 5

ONLINE DRIVING LICENCE CHECK AUTHORIZATION FORM

For compliance with all the legal requirements highlighted in "Minibus Policy", the management of Longhill High School must ensure that anyone who drives on School business is entitled to do so. The paper counterpart to the driving licence has been abolished, so it is no longer possible to check whether a driver's licence has any endorsements just by looking at the licence.

In order to ensure the safety of our students while they are carried in Schools/staff-owned vehicles, and to comply with high standards Longhill High School requires that all authorised drivers commit themselves to abiding by our Code of conduct - **to share immediately with the School Business Manager every penalty point or disqualification that might affect their entitlement to drive on School business. The management of this may be delegated to the Health & Safety Lead.**

As it is a criminal offence to obtain someone else's personal information without their permission, with the present Form the School intend to ask the permission and, mostly importantly, the collaboration of the driver to conduct driving licence check, through UK GOV Driving Licence Check Tool, available at <https://www.gov.uk/check-driving-information#more-information>

The system requires, apart from the driving licence number, a check code that will be automatically generated by the system and sent automatically to the driver. The driver can request the check code at <https://www.viewdrivingrecord.service.gov.uk/driving-record/validate>

The check code must be used within 21 days from the issue date: past that time, the request of another code will be necessary to conduct the check.

Therefore, it is essential for the driver to provide the code as soon as received.

The check will be taken every three years or as often as the Health & Safety Lead considers it appropriate.

Employee's Name and Staff Initials	
Employee's Job Title	
Date of Inspection/Review	
Driving Licence Number	

I declare that I filled in the Driver Declaration Form/Inspection of Driving Licence*/Inspection of Driver's Documentation* at the best of my knowledge and I have not withheld any material information that might be useful for the purpose of those documents.

I hereby commit myself to notify the Head Teacher or the H&S Lead should any of the facts stated in the aforementioned forms change.

I also grant to Longhill High School the permission to conduct the Online Driving Licence Check every three years or as soon as the Head Teacher considers it as appropriate.

In order to do so, I hereby commit myself to request and provide with no delay the check code required to conduct the check.

Dated: _____

Print Name: _____

Signed: _____

APPENDIX 6

Minibus Driver Registration Procedure

Updated 2025-2026

Minibus Mark and Model	Registration Number	Wheelchair Specifics
Peugeot Boxer Mini Bus Lite Specification 3 Manuel/Diesel Accessible Onboard Lift School Livery	OV74XRR	Yes
Peugeot Boxer Mini Bus Lite Specification 3 Manuel/Diesel Accessible Onboard Lift School Livery	WA22APK	Yes

A driver who has held their licence for at least 2 years, and is at least 25 years of age and has no fault claim or conviction, can drive the minibus lite once they have passed a MiDAS Training.

Drivers who passed their test before the 1st January 1997 (D1 Licence) and are already registered as approved drivers by Longhill High School, can continue to drive minibuses without the need for a MiDAS training.

However, they will be required to book a MiDAS training when their East Sussex County Council permit expires (3 years).

MiDAS Registration Number (Needed when booking a MiDAS Course)	189374
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MiDAS Training MiDAS is the Minibus Driver Awareness Scheme, which promotes a nationally recognised standard for the assessment and training of minibus drivers. It is a membership-based scheme that has been designed to enhance minibus driving standards and promote the safer operation of minibuses.

MiDAS is applicable to any organisation operating or using minibuses.

Member organisations range from small voluntary organisations operating one vehicle, to local authorities operating large fleets of minibuses as well as schools, colleges, universities and care homes with charitable status.

You and your passengers will be aware that your driving competence has been assessed to a recognised standard.

What can you expect from a MiDAS Course

Before an assessment of a driver's ability takes place, they will be asked to:

- Complete and sign a driver registration form
- Produce both parts of a driving licence (if applicable)

- Undertake eyesight screening

In the **theory session** they will be given:

- **Basic training** by the assessor/trainer in the skills and information needed when driving minibuses (Standard Course covers * Driver Licensing, *Driving for Safety and Economy, *Legal Responsibilities for Minibus Drivers, *Passenger Safety, and *Breakdown, Accident and Emergency procedures)]
- **Additional training** if they drive an accessible vehicle (transporting wheelchair users)
- (The Accessible course includes modules on *Passenger Awareness and Assistance, the safe use of *Passenger Lifts and Ramps, and the safe use of *Wheelchair Restraint Systems.

The **Assessment**, will last at least 60 minutes and will include:

- Walk round vehicle check
- A demonstration drive by the Driver Assessor/Trainer
- The opportunity for the drivers to drive under supervision in order to receive on road vehicle familiarisation
- An assessment of their driving skills The Standard Course includes one-to-one on-road training/assessment sessions designed to ensure all drivers meet the MiDAS standard. The Accessible course includes a Practical Skills training/assessment session covering the safe use of Passenger Lifts/Ramps and wheelchair tie-down restraints (this can be done in small groups of 2 or 3).

After undertaking **training, assessment and passing the theory assessment**, the driver will receive the **MiDAS certificate**

After 3 years drivers will be asked to attend a **refresher training session**

Pre-Requirements

Vehicles to be used for training must be fully roadworthy, UKGRS will not permit training to take place in a vehicle that is not roadworthy.

1. **The driver is aged 25 years or over**
2. **Drivers must hold a full (not provisional) current driving licence.**
3. **The driver has held a full car licence for at least two years**
4. **The drivers does not have any penalty points on their licence, no fault claims or convictions for the past 2 years**
5. **The driver is providing his or her services on a voluntary basis (not in job description and not paid for this)**
6. **Each driver must be able to read a number plate from at least 20m.**
7. The vehicle has a maximum authorised mass (MAM) not exceeding 3500kg (4250kg if accessible) (school responsible for)
8. No trailer is towed (school responsible for)
9. **Not driven outside the UK**

As outlined in the Minibus Policy, the following documents must be signed and returned to Longhill High School.

- Scanned Longhill High School Driver Declaration Form
- Scanned Online Driving Licence Check Authorization Form
- Check Code for Driving Licence Inspection (<https://www.gov.uk/view-driving-licence>)

You will also need:

- Scanned Driving Licence

Documents above to be sent to Admin Manager

Please note that the Check Code is only valid for 21 days so please ensure all other documents are completed before requesting one.

A MiDAS course will be booked and the next available dates will be communicated to the applicant.

Booking Procedure of MiDAS Training

A list of training supplier is available here: <https://ctauk.org/training2/suppliers/>

The supplier approved by the school is

East Surrey Rural Transport Partnership
ifitzgerald@esrtp.org.uk 07917401852
www.eastsurreyrtp.org.uk

The school will organise the training for staff that request it and demonstrate their eligibility criteria.

The minibus that will be used for the practical course on the day, must be booked through the Finance Office.

In case you need your certificate by a specific date, please communicate this to Admin Manager. We cannot ensure the course will be taking place enough in advance, so please allow a month at least for the procedure to be completed.

Once you have completed the course, the certificate will be sent over to the school. The name and the details of the certificate will be added to the list of approved drivers held by the Admin Manager.

All drivers and applicants must familiarise themselves with the Minibus Policy Staff Policies