



The Washwood Heath Multi Academy Trust Minibus Policy

Application of policy

1. This policy applies to:
 1. All minibuses with up to and over 16 passenger seats used on multi Academy Trust business, whether owned, hired or borrowed.
 2. All persons who it is intended should drive such a minibus (e.g. employee) with the exception of Fire and Rescue Service drivers currently trained to the Emergency Fire Appliance Drivers' standard.

Management of Minibuses

At all workplaces using minibuses, an individual must be nominated as being responsible for all the arrangements relating to their use, including maintenance and the proper upkeep of the vehicles, the maintenance of drivers records, the checks, and ensuring drivers' assessment and re-assessment in accordance with departmental / establishment arrangements.

Driver Training

All drivers must hold a full Category B (car) licence. Employees who first obtained a Category B (car) licence after 1 January 1997 must additionally obtain Category D or D1 by passing a medical and the Passenger Carrying Vehicle (PCV) theory and practical driving tests. This also applies to all drivers with pre-1997 licences if they intend to drive a minibus anywhere outside the UK and carry paying passengers. For the use of the MAT trust buses they can be driven on a standard car licence as long as Midas training has been completed.

Assessments

The competence of all drivers, including holders of full category D or D1 licences, must be re-assessed every 5 years (for minibuses) or 3 years (for 'welfare buses') against the agreed criteria by an assessor approved by the Road Safety Unit.

Approved Assessors

The approved assessor may be *either*:

An internal workplace assessor trained and certificated by the County Council' Road Safety Unit.

An external driving school/organisation.

Age of Drivers

The minimum legal age for driving minibuses is 21 years.

There is no maximum age limit, but drivers aged 70 and over must renew their Category D1 entitlement by passing the medical examination required by DVLA.

Medical Fitness and Licence Checks

Prior to using the buses and annually thereafter the nominated person should be satisfied as to the medical fitness of the driver.

Inspect the driver's licence to ensure it is current, has the appropriate entitlement (category D1), noting any change in the issue number since the last inspection. If there are more than 3 penalty points currently in force the Insurance Section in Corporate Finance must be consulted.

Retain a copy of the driving licence on file and require notification of any changes to it (e.g. addition of penalty points).

It is the responsibility of the licence holder to inform the trust of any changes to your licence e.g. gaining points and/or being banned from driving.

Travel

Any buses within the Washwood Heath Multi Academy Trust are NOT permitted to drive abroad. WHMAT buses are to only be used within the boundaries of the British Isles.

Penalty Points

Any member of staff who has received 6 or more points on their licence will be not be eligible to be insured to drive any of the trust minibuses.