



Sacred Heart School

Service Before Self

Mission Statement:

The Sacred Heart is a Community committed to the education of its pupils in a Catholic Christian ethos, where each person is invited to serve God and others in faith, hope and love.

Aims:

- To foster spiritual growth in Christian faith and values
- To value, appreciate and enjoy learning
- To work for excellence
- To further curiosity and creativity
- To aspire to high ideals

Health & Safety Policies

School Minibus Policy and Procedures

Aims

The School minibuses are to be used for educational, cultural, spiritual and social development of the pupils. A minibus is a motor vehicle with between 15 and 16 passenger seats. The driver seat does not count for these purposes

It is the policy of the School that any minibus owned by or leased to the School / Convent may not be loaned or hired to any person or organisation outside of the School without the prior written permission of QBE European Operations. (Insurance Co) THESE VEHICLES ARE NOT FOR COMMERCIAL HIRE.

Their use must adhere to the current School Outing Policy requirements and should support the curriculum of the School.

The use of the School minibuses by Staff must be requested in writing and approved by Senior Management.

These trips will be subject to agreements, licence checks and insurance cover restrictions.

School Use of a Minibus

Booking

- **Orange bookings** forms are kept in the Secretary's Office and must be approved by a member of Senior Management with reference to the school diary.
- Information must include:
Date; Time of departure; Arrival time back at school; Destination; Numbers and Year groups of pupils involved.
- Booking should be made well in advance, at least seven days notice, and written into the school diary.
- A charge of £35 per session (am or pm) and £55 per day will need to be costed in the trip (for really short trips and small groups negotiate with Sr Francis when booking the trip)

Signing out

- Check booking
- Collect keys and orange booking form in person (pupils must not collect these)
- Minibuses are parked at front of the Middle School by maintenance staff.
- Maintenance staff position buses facing forward and teaching staff leave minibuses in front of wall facing the LS

Listed below is a ten point check list of operating procedures which is displayed in the mini bus handbook at the front of each mini bus.

BEFORE DEPARTURE	
1	Check tyres visually / mirrors / petrol / wipers / lights
2	Record Odometer reading
3	Check doors are closed securely and aisles clear
4	Check pupils are wearing seat belts; YR to have booster seats (kept in B House Cloakroom)
5	Check First Aid kit /Fire extinguisher / School Mobile Phone to be taken and no. given to office
DURING TRIP	
6	Chewing gum / smoking are not allowed on bus. Food and drink (not water) are only allowed in an emergency
7	Pupils leave bus by side doors (Back door to be used only in an Emergency)
8	In the event of a breakdown ring:
	SCHOOL AA (Policy no. M0027 2021 GAH)
	01760 721330 / 724577 0800 374 457
	Insurance QBE Insurance Europe Ltd
	Policy No: M0001594MBPM (FJ57 GXZ) Silver 16 seater
	Policy No. M0037551MBPM (FJ60 CKP) White 17 seater

Policy No. M0029018MBPM (BG58 NZP) Blue 17 seater

If involved in an accident follow School Accident / Disaster procedure

AFTER TRIP

- | | |
|-----------|--|
| 9 | Record final odometer reading, report any faults with the minibus on the 'Mini Bus Form' and return keys to refectory and green form to Secretary's Office |
| 10 | Ensure pupils are kept in supervised care until collected by parents |

Important information regarding the minibuses

Width of buses 2.37m

The weight of the vehicle (sometimes known as the Maximum Authorised Mass or MAM) is shown on a metal or plastic plate situated in the engine shell or on a door pillar.

Height of buses 2.764m

Beware of height restrictions for parking the vehicle, generally the minibuses cannot be parked in a multi-storey car park or where there is a barrier. Never enter a multi-storey carpark or any outdoor park with a height bar.

Diesel only – fuel pump on the left hand side of the buses.

School trips are charged at £35 per session (am or pm), £55 per day

Use the minibuses as much as possible, their upkeep is expensive. (It may seem cheaper to hire a bus but that will not retain the mini buses).

School trips are charged an extra £1 per pupil to pay for all sports trips.

Operating Procedures

Before Departure

- **Record** odometer reading **on the green form**
- Go through check list on form.
- Check you are carrying a mobile

On return

Record final odometer reading

- Note down details of journey and any mechanical problems
- Park bus safely next to kitchen opposite Junior School. Mike or Richard will reverse into minibus space
- Securely lock, turn off lights and radio – battery loses power easily
- Return keys to the Refectory Annexe keyboard.
- **Return green form** to the main office.

Maintenance

- Maintenance Staff - Mr. Mike Titmarsh is responsible for checking:
Fuel levels (Diesel); Oil; Water; Tyre pressures weekly and ticks appropriate boxes on check list
- Should fuel be required during journey the amount is to be recorded on the green form, a receipt kept and handed to Sr. Thomas More / Irene Ranner for reimbursement from Termly Contribution Fund.
- Staff using the bus should be able to add fuel, oil and water should this be necessary.
- Peter to check bus weekly for cleanliness

Insurance

- Only nominated staff may drive the buses
- Insurance is fully comprehensive (**QBE Insurance Europe Ltd**)

Policy No. M0001594MBPM (FJ57 GXZ) - Silver 16 seater

Policy No. M0029018MBPM (BG58 NZP) - Blue 17 seater

Policy No. M0037551MBPM (FJ60 CKP) - White 17 seater

Backed by AA cover Tel. 0800 374457; Membership no. M 0027 2021 GGH - Daughters of Divine Charity

Under No Circumstances must an untrained member of staff drive a mini bus with children on board.

All staff are required to show their driving licence to the office staff.

NB Volunteer Staff are required to take a driving instruction course before driving either mini bus. When driving the school mini buses they are to use the utmost care and consideration for both their passengers and other road users.

Staff Training undertaken by Compass Trainer, Albert Middleton, 01362 638500 / 07798568981 / 01263 861362; The Garage, Main Rd, North Tuddenham, Dereham, NR20 3DE

All Assessment Forms held in the minibus file in the Office.

Other persons with an appropriate licence may drive the minibus but may not take pupils from the school.

Drivers: A list of mini bus trained staff is attached

Garage and repair work carried out by: Stebbings Hardwick Narrows, Hamlin Way, Kings Lynn, Norfolk PE30 4NG

Tel: 01553 661661

S & P Motors, Narborough Garage, Lynn Rd, Narborough, Kings Lynn, PE32 1TE Tel: 01760 338811

BEFORE DEPARTURE

- 1 Check tyres / mirrors / petrol / wipers / lights**
- 2 Record Odometer reading**
- 3 Check doors are closed securely**
- 4 Check pupils are wearing seat belts**
- 5 Check First Aid kit / Fire extinguisher / Mobile phone from office**

DURING TRIP

- 6 Food / drink / chewing gum / smoking not allowed on bus**
- 7 Pupils leave bus by side doors
(Back door to be used only in an Emergency)**
- 8 In the event of breakdown ring:**

SCHOOL

**01760 721330 /
724577**

AA

**(policy no. M 0027 2021 GGH)
0800 374 457**

- 9 If involved in an accident exchange insurance details:
QBE Insurance (Europe) Ltd -
Policy No M0001594MBPM (FJ57 GXZ) and
Policy No M0029018MBPM (BG58 NZP)
Policy No. M0037551MBPM (FJ60 CKP)
with other party & notify the School immediately**

AFTER TRIP

- 10 Record final odometer reading and return keys to refectory and form to main office**
- 11 Ensure pupils are kept in supervised care until collected by parents**

Monitoring and Review:

Prepared 1998: Last reviewed March 2015: Next review March 2016

SACRED HEART SCHOOL

Sr Francis Ridler
SWAFFHAM, Norfolk, PE37 7QW
Telephone 01760 721330 / 724577

Registered as a Charity - No. 237760

MINI BUS CONDITIONS OF USE

Please tick which bus(es) you wish to use:

LDV Minibus (16 seater) Reg No FJ57 GXZ

LDV 17 seater diesel
non carpeted Reg No FJ60 CKP

LDV 17 seater diesel Reg No BG58 NZP

Carefully read the 'Conditions of Use' for the above vehicles listed below

Drivers can drive a minibus within the UK as long as the following conditions apply:

If you held a licence after 1 January 1997, you may drive a minibus that is not being used for hire and reward if the following conditions are met (Category B entitlement is shown on your licence):

You are over 21 (for licencing purposes)

The minibus is used for social purposes by a non-commercial body – Independent schools holding charitable status are considered non-commercial bodies

You have had your driving licence for at least 2 years

You meet the 'Group 2' medical standards (see appendix)

You are driving on a voluntary basis

The maximum weight is not more than 3.5 tonnes – or 4.25 tonnes including specialist equipment for disabled passengers, e.g. a wheelchair ramp

If you held a driving licence before 1 January 1997 (Category D1 entitlement is shown on your licence)

You can drive a minibus in the UK and on temporary visits abroad

When your car licence is next renewed at the age of 70, you will need to re-apply for your entitlement and meet higher medical standards.

All drivers must be -

- 25 years of age or over (for school insurance purposes)
- Have had no accidents or convictions within the previous five years
- Have held a full, clean UK driving licence for at least two years. Driving licence to be shown at school office unless already on approved driver list.

Log Book / Sheet

- The Borrower should record the mileage on the green form before departing and on return, enter his / her own final reading on the sheet.
- During the journey all quantities of diesel and oil should be entered and any remarks about the condition of the running of the vehicles or problems made on the sheet

Purchase of Diesel / Oil

The minibus will be loaned with a full tank and must be returned with a full tank, otherwise the User will be charged the difference.

Costs

To cover the costs for the use of the vehicle (unlimited mileage) the following contributions are required:

£ 40.00 per session (morning / afternoon / evening)

£ 60.00 per day

£100.00 per weekend

Prices for other periods of use will be agreed on application. Cheques should be made payable to 'Sacred Heart School' and addressed to the Bursar.

Insurance

The vehicles are covered by QBE Insurance (Europe) Ltd

Policy no. M0001594MBPM (Reg No FJ57 GXZ) and

M0037551MBPM (Reg No FJ60 CKP).

M0029018MBPM (Reg No BG58 NZP)

Driving under the Section 19 Permit Scheme

Permits are issued to non-profit making bodies to enable them to provide transport for their own members or other people whom the organisation exists to help and allow a charge to be made for the carriage of passengers. The charge can be set at a level that covers the running costs of the vehicle must not be set at a level so as to produce a profit. The vehicle must not be used for carriage of members of the general public. It must not be used with a view to profit nor in an activity which is itself carried out with a view to profit. Category B and D1 licence holders are entitled to drive minibuses that are operated for 'hire or reward' – a vehicle which is operated for hire or reward is one where payment is made, in cash or in kind for the carrying of passengers, or matters which include the carrying of passengers, irrespective of the person to whom the payment is made. This includes direct payments such as a fare or an indirect payment which gives the person an opportunity to travel.

It is a condition of the insurance that the vehicles may not be used for any non-school / convent business without the written permission of QBE European Operations prior to any use. There is a £250.00 excess payable by the User in case of any claim.

MAINTENANCE INFORMATION

Fuel Diesel
Oil Castrol + or Multigrade (*Please hand in any receipts to the Office on return*)
Tyre Pressures 28 front, 32 rear

Height - minimum clearance 8.5 feet. **Never enter a multi-storey car park or any outdoor park with a height bar**

Cleaning

The interior of the mini bus must be left in a clean and tidy state on return.

Brush and dustpan in BG58 NZP, FJ57 GXZ and FJ60 CKP.

Exterior cleaning is not expected unless the booking is for over 4 days or the bus has been driven through muddy terrain.

If a User returns a vehicle in an unreasonably dirty state or with internal damage, then it is reasonable to expect the User to be charged for cleaning / repair.

A minimum charge of £10.00 will be made for cleaning.

Speed Limit

The buses have a 50mph speed limit on all roads, except Motorways (70mph) – new bus has a road speed limiter fitted and does not exceed 65mph. Anyone driving in excess of these limits will be required to pay the fine and may not be allowed to use the minibus on a future occasion.

Accidents In the event of accident drivers must not admit liability and are required by British Law to quote their Insurance Company and Policy number. Users are responsible for taking the necessary details of other parties involved, and completing an accident report on their return.

Breakdown In the event of a breakdown the vehicle is covered by the AA. Telephone - 0800 374457, quoting the membership number on the windscreen sticker – M 0027 2021 GGH - Daughters of Divine Charity.

Equipment The mini buses are equipped with:

First Aid Kit	Fire Extinguisher	Dustpan / brush or Hoover
Log Sheet	Spare wheel	Jack

Keys / Pick up

Arrangements for pick up and return of the bus should be made with School Office 01760 721330 or House 01760 724577

Have a good trip and drive carefully,
Sr Francis Ridler (Headteacher)

I have read the above 'Conditions of Use' and agree to abide by these

To be completed by the User

To be completed by the School

Name of person responsible (<i>please print</i>)	
Name of Driver (if different)	
Signed	Signed <i>(for the School)</i>
Date:	Date:

EXTRA CURRICULAR PE SCHOOL OUTING TO:.....

Sport:.....
 Date:.....Time:.....am/pm Returnam/pm
 Age Group:..... Year:.....

Purpose of Visit/ Curriculum Aim:

See SrF or HK or SG and check date in diary
Initial proposal agreed by: SrF [] HK [] SG [] Date:
When initial proposal has been agreed – fill in this form and take to office for costing.

Teacher in Charge of Trip:

Year	:Additional Adult:	No. of children:
.....
.....
.....

Total Staff:..... Other Adults: Total Children:..... Total in Party:

Additional information :
 Full PE kit to be worn and water needed; Eating arrangements; Pocket Money; Special equipment;
 hazardous activities etc:

Final Approval: (SrF/HK/SG) Staff / Pupil Ratio

Signed: Date:

Amount debited to Termly Contribution per head: £

Mini bus ordered / number required

Name & telephone number of coach company:
Date Coach Ordered: Date coach order confirmed

Has risk assessment been completed	Yes	No
Has a preliminary visit taken place	Yes	No
Insurance – we are required to check that the venue carries adequate liability insurance protection. Have you done this?	Yes	No

List of Mini bus trained staff:

Vanessa Adcock
Richard Allison
Anna Carter
Jeremy Hodges
Edward Keating
Hilary Kenny
Katherine Laban
Tracey Locke
Marie Mansfield
Helen McDermott
Kevin Parker
Vivienne Phillips
Natalie Wilson
Rachel Wilson
Sarah Wookey
Anna Yeo
Mazoe Young