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## **CHOYSEZ MINIBUS SAFETY POLICY- CODE OF PRACTICE**

All drivers must complete a recognized course of minibus training and be accredited before they are allowed to use a minibus and hold a D1 license.

Every person on a minibus must wear a seatbelt. The driver must check that all passengers are wearing seat belts before commencing a journey. Drivers are required to observe all legal requirements, including speeds limits.

There must be a clear passage inside the minibus. Free of luggage, for an emergency escape. All minibuses are monitored to a high standard and all drivers should report any defects to the Choysez office. All drivers should make a visual check of the minibus before starting a journey.

Any driver who is not a member of staff (such as a volunteer) shall be subject to the same requirements as staff.

On a long distance journey when a member of staff is driving a minibus, it is not acceptable to expect them to exercise general supervisory responsibilities during the journey. The Trustees, therefore, require that there is an adequate number of adults to drive/supervise students during the journey should a breakdown or emergency occur.

When a driver undertakes a single planned journey of up to two hours, a rest period is voluntary. When a driver undertakes a planned journey of between two and three hours, a half hour break is compulsory. There must be a second driver for any minibus undertaking a planned single journey of more than three hours. Neither driver may drive for more than three hours in any four. Neither driver may drive for more than two and a half hours without a break.

Fire extinguishers and first aid kits are carried in all minibuses. Please inform the Choysez office if you use either item.

You must not carry a passenger without a seat being available. Standing passengers are not allowed in minibuses under any circumstances.

Students should not share seats using the 3-for-2 rule as this rule is no longer applied to young people under the age of 14.

The driver is responsible for any penalties for traffic offences. If you receive a penalty for a traffic offence please report it to the Operations Manager.

Any breach of this policy will be investigated and disciplinary action taken if appropriate. Any driver found to have behaved irresponsibly will be removed from the list of approved drivers until they have undergone further training and/or disciplinary action.

Any breach of this policy due to the negligence of staff will not affect the legal rights of students and others travelling in the minibus in the event of an accident.

### **Monitoring, Evaluation and Review**

This Code of Practice is monitored, evaluated and reviewed by the Trustees and Centre Manager every two years.

### **Dissemination of the Code of Practice**

This code of practice is available on request to parents, the LA and other referral agents.

### **Other Policies that have Relevance; are:**

Educational Visits  
Health and Safety  
Risk Assessment

### **Date approved by the Trustees and Centre Manager**

**November 2013**

**Review November 2015**