

## **ETC Policy for the Use of the School Minibus**

1. Any person allocated to drive the minibus must be 25 years or older and hold a full, clean driving licence of a kind permitting him or her to drive a minibus. He or she must carry this licence at all times.
2. The school must hold a copy of the driver's driving licence in the minibus file: the original must have been seen and authenticated by the Director, the Principal or another delegated person.
3. The driver must have experience of driving a 15 or 17 seater vehicle and be able to prove to the Director or Principal that he or she can drive the vehicle safely and responsibly.
4. The driver must observe the speed limits and parking restrictions. Any fines incurred will be deducted from the driver's wages.
5. The driver must not exceed his or her permitted hours to drive a passenger vehicle. He or she should plan the journey to include breaks and submit this to the Director or Principal. Should the driver feel unwell, tired or unable to drive for any reason, he or she should notify the school and allow time to find a replacement. Any medical conditions that might affect the performance of the driver must be reported immediately.
6. The driver is responsible for the vehicle whilst it is on the road. He or she must ensure that the vehicle is returned in a good condition and with enough fuel to be able to make a journey to a petrol station. He or she must check the gauges at all times and ensure that oil and water levels are maintained throughout the journey.
7. Should the minibus break down the driver must contact the relevant auto rescue service to arrange an on-road repair or tow to the closest town or repair garage.
8. The minibus is normally used to carry passengers. It must not be used for any other purpose whilst passengers are aboard the vehicle eg. importing goods, carrying canisters of fuel.
9. A copy of the relevant insurance document must be carried in the glove compartment together with the copy of the driver's licence.
10. All passengers and the driver must secure their seatbelts when the vehicle is on the road, regardless of the passengers' age(s).
11. Passengers are not permitted to stand up or move around the vehicle whilst it is being driven.
12. Passengers are not permitted to chew gum or consume food and drink at any time whilst in the minibus.

**Updated June 2012.**