



Minibus Policy October 2025

This policy relates to the use of minibuses for educational and other activities arranged by the Nursery and its associated organisations.

The Nursery Minibus is insured with QBE Insurance arranged by an insurance broker The Schools Advisory Service. The requirements of the insurance include:

Drivers of school or hired self-drive minibuses must:-

- Be between 30 and 70 years of age.
- Have held a full driving licence for at least 2 years.
- Have a D or D1 category or PSV or PCV annotation shown on their licence.
- Have no endorsements on their license (Drivers with endorsements can be added to insurance cover by being made named drivers)

The Vehicle must:

- Have a valid MOT.
- Have Road Tax.
- Be road worthy.

Responsibilities

The Nursery Facilities lead will be responsible for:

- Ensuring that any defects affecting safety are corrected before the vehicle is allowed on the road.
- Carrying out periodic/interim checks to include tyres, brakes, wheels, wheel nuts, steering, lights, warning instruments, windscreen washers and wipers, safety equipment including seat belts.
- Ensuring that the vehicle is always capable of passing the Group V MOT test and that such tests are carried out by an authorised test station annually on a date not later than the anniversary of first registration.
- Arranging preventative maintenance checks and services and keeping written records of all safety checks and maintenance.
- Maintaining membership of a vehicle recovery scheme to ensure that assistance is available day or night wherever the vehicle may operate. All drivers shall be acquainted with the procedure for using this service.
- Ensuring that log sheets are available in the Minibus for drivers to log journeys and report defects.
- The Vehicle will be equipped with:
 - Spare wheel in good condition
 - Jack and wheel brace
 - At least one fire extinguisher
 - A clearly marked first aid kit, readily available for use
 - Emergency triangle
 - Bin bags
 - Hi-vis vest
 - Emergency seat belt cutter and glass hammer
 - Dustpan and brush

Drivers of minibuses are required to:

- Carry out pre journey checks on brakes and visual checks on wheels, tyres, lights, warning instruments, windscreen washers and wipers and the emergency equipment.
- Report and record any defects and complete a log for each journey taken.
- Arrange for the immediate repair of any defects threatening safety which develop during a journey before proceeding with that journey.
- Be acquainted with the procedure for using road recovery service with details being kept in the Minibus.
- Ensure all children are sat in an appropriate child seat and that seat belts have been put on correctly.

The driver must not be expected to supervise the safety of children while driving the vehicle. Other adult passengers must accompany the driver on journeys except for very short journeys less than 5 mins, where the Minibus is full with children, in which case the driver should be escorted on the journey by another vehicle carrying adults in case of an emergency.

Non-driving adult passengers are responsible for close supervision of children throughout a journey, ensuring that they are always sitting safely in their seats with seatbelts on.

Car Seats

The Minibus is fitted with 2 types of car seats:

For smaller children 18+ months Kinderkraft Safety FIX2 I-Size 76-150 cm Car Seat, Group 1-2-3, 5-Point Safety Harness.



For bigger children 3+, Kinderkraft I-Spark I-Size Baby Car Seat, Group 2/3, for use with normal 3-Point Seat Belt



Children are only transported on the minibus with parent consent. Parents consenting for their child to be on the minibus will also need to consent to use of at least one of the above car seats to be used or to provide an alternative car seat for use with their child on minibus trips.