

Education Department Policy

Title	Minibus Policy Schools, Education Sites and Third Parties
Issued	March 2009
Last Updated	January 2016
Author	Head of Governance

Introduction

This policy outlines:

- requirements for individuals driving minibuses on behalf of Education
- conditions for lending minibuses to third parties

Scope

This policy applies to:

- All minibuses with up to sixteen passenger seats used by the Education Department. A minibus is a motor vehicle with between 9 and 16 passenger seats. It is described as a Category D1 vehicle by the Driving Vehicle Licencing Authority (the driver's seat does not count for these purposes).
- All persons who will drive such a minibus e.g. employee, parent or voluntary worker.

Who can drive a minibus?

You can drive an Education minibus as long as you meet the following conditions:

- You are 25 years of age or older
- You hold a current **JERSEY** driving licence, which shows a **D1** qualification
- You are medically fit to drive.
- Prior to driving a minibus a person must satisfy an Education MiDAS Assessor Trainer of their competence, including the use of any additional safety equipment. MiDAS is a nationally recognised standard for the assessment and training of minibus drivers. Any establishment using its own minibus with tail-lift equipment must ensure that drivers are trained in its use.

Certification

Following successful completion of the Education MiDAS Assessment, the assessor will issue the driver with a nationally recognised MiDAS certificate of competence which is valid for a period of four years.

Re-assessments

In line with the requirements of the MiDAS training scheme, all drivers will be re-assessed once every four years by means of a short refresher training session. This will be organised centrally by the Education Department.

Medical Clearance

If a driver has an absence from work which may affect their ability to drive e.g. cataracts or high blood pressure, then they should be referred to the Occupational Health provider before recommencing driving.

Drivers over 65 years of age are required to have an annual medical check with the States of Jersey Occupational Health provider.

Management of Buses

At all places 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 driver records, the vehicle checks required by the MiDAS assessor trainer (DAT) and ensuring drivers' undertake assessment and reassessment in accordance with departmental arrangements.

All places that use a minibus should have a copy of the MiDAS Minibus Driver's Handbook which can be ordered through your MiDAS assessor trainer. The cost for purchasing this handbook is approximately £10.00 (*July 2015*).

Medical clearance and Licence Checks

Prior to MiDAS assessment and annually thereafter the nominated person referred to in paragraph 2 must:-

- 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)
- Retain a copy of the driving licence on file and require notification of any changes to it.

Responsibilities

Head teachers and relevant line managers are responsible for ensuring that all persons using the minibuses are trained / licenced to the minimum requirement, and aware of this policy.

Driving in other countries

The above requirements also apply when driving in other countries. Note it is the responsibility of the driver to ensure that they meet the licensing requirements of the relevant local authority. The insurance policy should be valid for the country within which the vehicle is to be used and the vehicle is technically compliant with the local law.

Vehicle familiarisation

Upon introduction of a new vehicle to an existing fleet the purchaser of the vehicle must ensure that the supplier provides all users with a 'familiarisation' of the vehicle.

All new minibus drivers must be provided with relevant vehicle familiarisation by a staff member confident in the use of the vehicle.

Third party use of Education minibuses

Education has an additional insurance policy which covers the loaning of States vehicles to non-states drivers for non-states business. However this should be carefully considered and not thought of as a 'catch all' for all users. If you are allowing a non-Education employee to use the minibus, you must ensure that you have considered all the points below:

- Steps should be taken to ensure that the group borrowing the vehicle are responsible users who are borrowing it for community use.
- Minibuses should not be lent to commercial profit making enterprises (unless they are prepared to provide their own insurance for this.)
- Some groups e.g. Youth Clubs may own their own minibuses. They are responsible for arranging their own insurance (either for their own vehicle or for ours).
- You must be satisfied that the driver of the minibus is a responsible driver who has the D1 category on their licence. **Without this D1 category they will not be insured.**
- All third party drivers of States vehicles need to present their driving licence and a copy needs to be taken and filed, along with a signed copy of the terms of agreement (attached). This needs only to be done once for each person/organisation.
- **Do not re-charge the user of the minibus.** You can ask that they cover the costs incurred (e.g. petrol) but you should not levy an extra charge. If you are not prepared to lend the minibus without charge then you should decline to lend out the vehicle.
- If the vehicle is a leased vehicle from Jersey Fleet Management (Infrastructure Department) before the vehicle is loaned to any organization – permission must be sought from JFM (Contact the Department for Infrastructure on 445509).
You will still need to retain a copy of the driving licence.
- At the year-end a return needs to be completed and sent to Education reception to notify us of the details of any times the vehicle has been loaned out. This is because Education requires a record of who has used the vehicle for insurance purposes.
- If there are any queries please contact Education's Head of Governance at the Department.
- A check list for third party minibus use is overleaf.

TERMS OF AGREEMENT FOR SHORT TERM LOAN OF A STATES OF JERSEY VEHICLE

Organisation loaning the vehicle	
Name of Representative	
Contact Telephone Number	
Signature of Representative	
Purpose of Loan	
Length of Loan	
Dates of Loan	
Agree to pay the insurance excess (£500) or for repairs, whichever is the lower.	Please tick
Vehicle should be checked prior to and after loan by both parties	
Prior	Please tick
After	Please tick
In the event of an accident, request and complete an accident form in the event that an insurance claim needs to be completed.	
States of Jersey vehicles are serviced annually and meet all current safety standards	
Driver has Category D1 on their licence	Please tick
Copy of driving licence taken and filed	Please tick

CHANGE HISTORY

Version	Date Issued	Issued by	Reason for Change
0.1	9 th March 2009	Project Manager	First Draft for review
0.2	10 th March 2009	Project Manager	Revised for SMT approval
0.3	24 th March 2009	Project Manager	SMT and Minibus Driver Instructor comments
1.0	24 th March 2009	Project Manager	SMT Approved
1.1	26 th June 2009	Project Manager	Note about tachographs
1.2	24 th November 2010	Project Manager	Note about taking Minibuses to France
1.3	8 th February 2011	Project Manager	Deleted note about Minibus Driver Instructor's test being a requirement of the Fleet Insurance Policy
1.4	September 2014	Head of Governance	Combine policy with policy about extra insurance charge for third parties. Remove requirement for charge. Add requirement to check and take copy of driving licence. Emphasis on not loaning vehicle to commercial enterprises. Remove prohibition on taking vehicles to France
1.5	September 2015	Head of Governance	Update policy to clarify requirements and also incorporate mandatory requirement for MiDAS training.
1.6	January 2016	Head of Governance	Updated to reflect new Department name and job titles/contacts.

APPROVAL

Presented To	Approved by:	Date
Assistant Director of Policy and Strategy	Assistant Director of Policy and Strategy	9 th March 2009
Senior Management Team	Senior Management Team	24 th March 2009
Policy Group	Policy Group	30 th September 2014
SMT	SMT	8 th September 2015