



Christchurch Junior School

A member of Twynham Learning

Minibus policy

Reviewed and approved by Environment Committee 17.09.18

Ratified by Christchurch Junior School LGB 05.12.18

Next review date September 2019

This policy has been reviewed in line with the 8 principles set out in the Single Equality Policy and an initial screening Equality Impact Assessment has been carried out.

1. Summary

The School maintains a minibus to support a wide range of curricular and extra-curricular activities. This is consistent with our aims:

- to provide our children with a broad curriculum enriched by a wide range of opportunities and experiences;
- to engage with community groups beyond the school.

The School recognises its responsibilities as outlined in the Health & Safety at Work Act 1974, and its duty of care to pupils and employees.

The School follows the DCC Notes And Guidance On The Use Of Minibuses (a copy of which can be found at: <http://www.dorsetforyou.com/4463>).

The School has responsibilities to:

- carry out regular maintenance checks to ensure that the minibus is maintained in a roadworthy condition;
- ensure that any drivers (employed or non-employed) hold a valid and appropriate driving licence and have declared themselves to be medically fit to carry out driving duties;
- provide safety equipment, such as seat belts, first aid equipment and fire extinguishers;
- ensure that any drivers (employed or non-employed) are trained and assessed once every 3 years;
- maintain a register of all employees who might drive any vehicle as part of their working duties, including a risk assessment of their suitability;
- ensure that at least 2 adults (including the driver) are present to provide safe supervision of any children being transported by the minibus;
- ensure that no more than 16 passengers are carried at any one time.

Loans and Lettings

The School may loan the minibus to local organisations. The charge will be £40 per day or £150 for a week's hire. The charge may be reduced at the Head Teacher's discretion, in particular for hire by CJS staff or where the usage is of particular benefit to CJS pupils.

For loans and lettings the school retains its responsibilities regarding the suitability of any drivers. Any driver would be expected to:

- maintain a current, valid and appropriate full (not provisional) driving licence for the vehicle (which includes category D1) and
- be medically fit to drive.

A written Application form for use of the minibus can be obtained from the CJS Administrative Officer and must be completed and returned before each loan or letting.

Equality Impact Assessment – Initial Screening Record

1. What policy is being reviewed?	Minibus policy
2. Upon whom will this impact?	The Christchurch Junior School Community

3. How would the work impact upon groups; are they included and considered?

The Equality Strands	Negative impact	Positive impact	No impact
Minority ethnic groups			√
Gender			√
Disability			√
Religion, faith or belief			√
Sexual orientation			√
Transgender			√
Age (N/A to pre-school and school children)			√
Rurality			√

4. Does data inform this work, research and/or consultation, and has it been broken down by the equality strands?

	NO	YES	Uncertain
Minority ethnic groups	√		
Gender	√		
Disability	√		
Religion, Faith or belief	√		
Sexual Orientation	√		
Transgender	√		
Age	√		
Rurality	√		

Does the initial screening highlight potential issues that may be illegal? NO

Further comments:-

Do you consider that a full Equality Impact Assessment is required? NO

Initial screening carried out by Environment Committee on 17.09.18, reviewed by Local Governing Body 05.12.18

Comment by Headteacher: