Transport

1. Cars

In general, whenever you use your own vehicle on College business you should follow the same basic guidelines as for driving minibuses (below), particularly with regard to Drivers' Hours and Safety and Security. You should also observe the College ban on smoking and the guidelines in the Health and Safety Policy on mobile phone usage.

Please note in particular that you are responsible for ensuring that you are licensed, that your vehicle is roadworthy and has a current MOT certificate, and that any insurance requirements have been complied with. The College's policy regarding driving at school is as follows:

"Authorised drivers are as permitted under the terms of the school's own motor policy and will be indemnified whilst driving the College vehicles against Third Party claims (including claims from passengers) for an unlimited amount.

Motor vehicles belonging to school staff (including spouses) are covered whilst they are being used for business purposes on behalf of the school. Cover is on a Comprehensive basis. The policy also gives protection for an unlimited amount against legal liabilities for injury to other persons (including passengers) or damage to their property following an accident.

A Motor Contingent Extension to our Public Liability Policy protects the school against any liability arising out of the use on behalf of the school of vehicles which are not owned by the school."

Where appropriate, note also the specific instructions in the College Child Protection Policy regarding taking pupils in your own car. It states as follows:

"Staff should not take individual pupils home, or elsewhere, in their own cars. If an emergency necessitates this, the pupil should sit in the back of the car and his/her parents/guardians should be informed that the journey is about to commence. On arrival at the destination, the responsibility for the pupil will be formally transferred to the parent/guardian."

2. Minibus and Coach Bookings

(Reviewer: DMH, DL Aug 2023)

Minibus and coaches for College trips and sports fixtures should be via the Transport Administrator at transport@hppc.co.uk as far in advance as possible.

Coach Journey

Colleagues should:-

- Have a map/knowledge of the route/destination available for the coach driver.
- Complete a passenger list and hand a copy to Reception prior to departure.
- Ensure that pupils sit down throughout the journey and they behave in an orderly and civilised manner. Seat belts must be worn.
- Remind pupils that any food/litter/empty cans should not be left on the floor. A black plastic sack should be collected from Reception to use for the collection of rubbish.
- Ensure that pupils are smart/presentable before leaving the coach on arrival.

- Give the coach driver an estimated time of departure.
- On arriving back at the College, check that all belongings have been removed from the coach and that the coach has been left in a presentable and tidy condition.

Minibuses

The College has a fleet of minibuses which are available for activities. The majority of vehicles seat 16 passengers plus the driver.

The vehicle log book (held in the vehicle) must be completed at the beginning and end of each journey.

3. Eligibility to Drive

- For insurance reasons no-one below the age of 21 may drive.
- Your familiarity and safety with the vehicle type must have been assessed by the College's qualified driving assessor. As a lead up to the assessment practice sessions are advisable and can be arranged via the Transport Manager.
- You must have the appropriate driving licence and complete the online Driver Declaration providing the Transport Manager with copies of the relevant paperwork on an annual basis.
- You must be familiar with and follow the RoSPA guidelines which are available from the Transport Manager or at: http://www.rospa.com/roadsafety/info/minibus_code.pdf.
- It is prohibited to drive College vehicles without first booking them through the Transport Administrator.
- Should there be none available for the date and times you want and it is impossible to change plans, the Transport Administrator may authorise the hire of a further bus.
- Any requests for private use of minibuses must be referred to the Transport Manager.
- Any member of staff who wishes to drive a minibus must first provide the Transport Manager with a copy of their driving licence and a current minibus driver's assessment certificate, or will need to undertake and pass an assessment.
- Bookings should be made as far in advance as possible. Regular sports bookings and other "bulk" minibus requirements should be advised to transport@hppc.co.uk prior to the beginning of each term.
- Any faults or safety concerns regarding minibuses should be reported to the Transport Manager, as soon as possible.

4. Route and Timings

The route must be worked out in advance and realistic timings calculated. A passenger should be entrusted with map reading.

5. Driver Hours and Safety

Tiredness is a major cause of accidents. It is essential when planning journeys to take into account not only the amount of time which the driver will spend at the wheel, but also the total length of their working day. The rules outlined in the Health and Safety Policy.

Safety and Security

- Whilst the Transport Manager checks the roadworthiness of the fleet regularly, the driver is responsible for checking the condition of the vehicle before departure.
- All doors, including the rear door, must be unlocked during every journey.
- All passengers must wear a seat belt.

- Luggage etc must not be allowed to obstruct gangways.
- The buses carry various items of safety equipment including fire extinguisher, first aid kit, torch, hi viz vests for every passenger + driver and warning triangle. This equipment must not be removed from the bus unless being used for safety reasons. Any discrepancies are to be reported to the Transport Manager.
- No alcohol at all may be consumed before or during minibus driving.
- Drive safely: The safety of your passengers is your paramount consideration. Plan your journey with proper consideration of weather conditions and expected traffic conditions. A Satnav can be borrowed from the Lodge.
- Maintaining discipline on a journey must not be the job of the driver. Consider appointing a responsible pupil to fill the role. If you have to intervene, stop first!
- When the bus is unattended all doors must be locked and lights extinguished.
- Mobile Phones: You must ensure that you take a mobile phone with you on any journey. For safety reasons phones should never be used by the driver unless the vehicle is parked.
- Remember that the all Hurst buses are sign written. Drive courteously and with consideration for other road users. The minibus and your driving is an advert for the College.

6. Passenger Lists / Registers

In case of incident and the subsequent need to contact parents, an accurate passenger list must be left at Reception for every journey (including coach journeys). Supplies are available in the Writing Room or at Reception. The following protocol should be followed for **all trips involving pupils away from the College**.

School Campus:

- A register must be taken before any School trip in a minibus or coach departs. A copy should then be left at Reception or passed to the driver who will send a copy to the Passenger Lists Whatsapp group
- A register must also be taken before any group of pupils return to the School after any match or extra-curricular activity. Please note that a head count is not sufficient - a register must be taken.
- Parents must contact the relevant member of staff directly if they wish for their son/daughter to travel home independently and not on the School transport provided.

7. Returning the Vehicle

- Any faults should be recorded in the folder containing the vehicle log. It is also helpful if it is reported to the Transport Dept. If there is a fault which renders the vehicle unsafe, though, it must not be used.
- The fuel level is the driver's responsibility. Please do not leave the vehicle with less than a quarter tank of fuel, especially at night, as they are used for early morning pupil transport. The College has BP/Shell fuel cards for each bus, if you are taking a bus on a long journey be sure to collect the fuel card from the Lodge. Always get a receipt and hand it in at Reception. With the exception of the Electric Vehicle (E-Vito) ALL HURST BUSES USE DIESEL FUEL.
- On return, the vehicle must be cleared of all rubbish etc.

8. Accidents and Incidents

- Act to prevent (further) injury or vehicle damage.
- Ensure there are no injuries. If so, use the emergency procedure as laid out in the minibus folder.
- Exchange names, address, insurance details if necessary.
- Make notes about what happened at the time. Memories fade.
- If the bus is still roadworthy, continue the journey and report on your return. If not, call the Equity Redstar breakdown/recovery service (see the card in the windscreen) and get information through to the College as soon as you can - see the minibus folder.

9. General Rules

Trailers

- Special rules apply to the use of trailers with minibuses, including more restrictive licensing rules and reduced speed limits. Contact the Transport Manager for details.
- It is the driver's responsibility to ensure that when passengers are carried, access through the emergency rear exit is not restricted in any way by the trailer.

Driving Abroad

Only those who have passed a full PCV test may drive a minibus outside the UK. Contact the Transport Manager for details.

General Rules

Minibus keys are collected from Reception or at weekends from the pigeon hole area "key drop" (access by your swipe card).

EV use and charging

EVs are to be charged at the designated charging points in the Martlet/Pelican car park, using the relevant vehicle charge card. Particular attention must be paid to ensure the charging process starts, the charging time and the vehicle range. For advice on how to recharge a college EV contact the Transport Dept.

Fleet vehicles (Maintenance/Grounds/Catering)

The rules regarding Eligibility to Drive (section 3), Driver Hours and Safety (section 5) and Accidents and Incidents (section 8) apply to **ALL** college vehicles, including maintenance, grounds and catering vehicles.

It is prohibited to drive College vehicles without first ensuring you have the correct declaration complete, relevant qualification, and having booked them with the Director of Estates or Estates Manager.

When using the College Dropside (Flatbed) van particular attention is to be paid to the safe loading of the vehicle. It is absolutely forbidden for any passengers to ride in the rear loading area of the vehicle.