

Katharine Lady Berkeley's School

Use of Vehicles at School

Scope

This document attempts to summarise the:

- various legal requirements that apply to the use of vehicles in the workplace and does not attempt to replace the legislative requirements that are in place
- KLB School requirements when vehicles are used for school purposes. This will cover use of the school minibuses, minibuses hired by the school, use of parent vehicles to transport children and also use of staff own vehicles for school purposes. It should be noted that the KLB School Minibuses are operated on a not-for-profit basis even though fares can be collected
- requirements that will be placed on individuals / organisations who use the School minibuses for private use.
- requirements of our insurers as well as those detailed in vehicle operator licensing Section 19 permits.

Use of a School Minibus

Staff are encouraged to use school minibuses when appropriate for business / school purposes. Detailed requirements on the use of these follow.

If the number of pupils to be transported exceeds the capacity of one minibus then consideration should be given to taking two minibuses or hiring a coach

Use of Personal Vehicles for attending Meetings etc

If a member of staff attends one or a few occasional meetings for which a mileage claim is made, it is most likely that normal car insurance will provide cover. However, if this is a regular occurrence and within the normal expectations of the contract (whether formalised or implied), then insurance cover should include Business Use. The school's Own Business Use policy is only for exceptional 'one-off' events, not for regular, routine journeys in connection with the employment of the member of staff.

If staff are unsure of their cover, they are advised to contact their own insurance company. If further advice is required concerning the school's Own Business Use cover, please ask the Finance and Business Director.

Staff will be required to comply with the licensing and roadworthiness requirements contained in this document.

Use of Personal Vehicles for Transporting Pupils to School Related Events

In general, it is advised that staff avoid the use of their own cars to transport pupils. The advice and procedures listed here must be read in conjunction with the school's policy concerning safeguarding. However, there will be occasions when the use by a member of staff of their own car is efficient in which case the licence, insurance and roadworthiness requirements detailed below must be met.

Use of Parent Vehicles to Transport Pupils

Whilst parents may on occasions take their own and other children to events / activities, this should **not** be at the request of the school unless the following requirements are met:

- 1) The parent must have a valid driving licence. A photocopy should be retained in the Business Office of the photo card and paper section.
- 2) The car must be suitably insured. A photocopy should be retained in the Business Office of the current certificate of insurance. It is understood that most insurers would regard such use as within the provisions of Domestic and Pleasure Use. If a claim was contested by an insurer on the grounds that this is Business Use, the school's Own Business Use policy would provide cover.
- 3) The car must have a valid MoT where applicable. A copy of the current MoT certificate should be retained in the Business Office.
- 4) If not specified on any of the above, a record must be kept of the registration number of the vehicle to be used.

- 5) It is almost inevitable that the parent will have unsupervised access to the children in the car in which case a CRB check needs to be carried out. This can be avoided if a member of staff is also transported in the car although it is likely that, in most cases, this will not be possible.

The above information should be retained for a period of at least 6 months.

From the above, it is clear that in almost all cases, it will be far more efficient to find an alternative to asking a parent to transport pupils on behalf of the school.

If there is a school event outside the school day, for example a sports fixture on a Saturday morning, parents may arrange with each other to share the transport of pupils. This will be a private arrangement and fall outside the school's responsibility.

Risk Assessments

All school trips involving pupils will need to be covered by an agreed risk assessment. Unauthorised trips must not be undertaken. Minibus keys will not be made available unless a trip has been authorised and this applies to whether it is a school vehicle or hire vehicle.

Specific Use Requirements

Driver Requirements

All drivers will be required to hold a valid appropriate licence (including manual gearbox where applicable) for the vehicles they are driving. Evidence of this must be provided to the school in advance of the vehicle use. The licence categories are as follow:

Date Driving Test Passed	Licence Entitlement Required	Restriction	School Implications
Cars			
	B or BE	N/a	None
Minibuses			
Before 1/1/1997	D or D1 or D1E (provided automatically before this date)	Between 9 and 16 Passengers	Can use either of the current school buses
After 1/1/1997	D or D1 or D1E (separate test required after this date for these categories) or; B Category provided that: <ul style="list-style-type: none"> • the driver has held a category B driving licence for at least 2 years; • the driver is over 21 years of age; • if the driver is 70 or over, is able to meet the health standards for driving a D1 vehicle; • a non-commercial body is using the minibus being driven for social or curriculum purposes; • the driver provides his/her services and receives no consideration for doing so, other than out of pocket expenses; • the minibus has up to 16 passenger seats; and, • the minibus is up to 3500kgs (3.5 tonnes) in weight, 4250 kgs (4.25 tonnes) where the minibus has been adapted to carry wheelchair passengers. 	Between 9 and 16 Passengers GVW must be less than 3500Kgs Between 9 and 16 passengers	Can use either of the current school buses Can only drive the smaller 14 passenger vehicle.

In addition to the appropriate licence category, staff driving minibuses with pupils will be required to have successfully completed a minibus driving course in the previous 3 years. These courses are arranged and provided free of charge by the school and can be arranged by contacting the Finance and Business Manager. For use of minibuses, the licence category will be checked by the Site Team before a minibus can be booked.

Where a photocard licence is held, the school will monitor the validity date of the licence (this shall be coordinated by the Finance and Business Manager). Users should note that photocard licences have to be renewed / updated every 10 years or when address details / name details change. Users without a current licence will not be able to use a vehicle for school purposes.

In addition, the school has a policy regarding endorsements states that no person with more than 6 penalty points on their licence will be able to use a school vehicle or carry pupils in their own vehicle. All drivers will be required to provide details of any endorsements / penalty points to the Manager. This information will be validated on an annual basis.

These arrangements will also apply to individuals / organisations using school vehicles for private purposes.

In addition, based on accident statistics the school has a policy of not allowing drivers over the age of 70 or under the age of 21 to drive pupils.

Insurance / Roadworthiness

All vehicles used for school purposes must be adequately insured and in a roadworthy condition.

Insurance Requirements

Minibuses will be covered by school insurance whether school or hired.

Staff should note that a photocopy of their insurance certificate needs to be provided to the Business Office.

For an individual using their own vehicle, if an insurance claim is made, it is possible that the insurer will regard the transport of pupils as Business Use and state this is outside the scope of the Social, Domestic and Pleasure Use which applies to most policies.

If the member of staff has transported pupils due to unforeseen circumstances, as a 'one-off' arrangement, the school's Own Business Use policy will provide cover. However, if transporting pupils is a regular occurrence for a member of staff, their insurance policy should extend to Business Use as the school's Own Business Use policy may not provide cover.

Where a school vehicle is used for private purposes, the user will be required to cover the cost of the insurance excess in the event of a claim – note that this is currently £150 for drivers over 25 years old and £300 for under 25 year old drivers. Written agreement to this will be obtained from individuals / organisations prior to use by the Site Manager.

Roadworthiness Requirements

Legal responsibility for the roadworthiness of a vehicle on the road rests with the user.

Whilst school minibuses are subject to an annual MOT and monthly roadworthiness inspection by the Site Team, users are also required to undertake a simple vehicle inspection using the KLB Checksheet. This covers the more common items and amongst other things allows users to record any damage to the vehicles. This checklist will be provided with the keys.

Where staff use their own vehicles, these are required to have a current MOT and be free of any known defects before being used for school purposes. Individuals are required to ensure that this is the case and to provide a copy of their current MOT to the Business Office in advance.

Charging Regime

For costing purposes, school departments will be charged 45p per mile for using the school minibuses for trips.

Where vehicles are used for private purposes, users will be charged 45p per to cover the basic fuel and running costs, in line with the expenses paid to staff for using their own vehicles on school business. Staff using their own vehicle will be reimbursed based on the current policy held by Finance Section.

Booking and Using a Minibus

At all times the school will have priority for the minibuses over private users. All requests for bookings can be made via the Site Manager who will reserve the use of the vehicle.

Users of a school bus will be required to return the vehicle inspection and mileage sheet along with the keys and to leave the vehicle in a fit state for the next user, i.e. fuel replenished and vehicle clean / cleared of rubbish.

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