



CHALKWELL HALL JUNIOR SCHOOL

Minibus Policy and Hire Agreement

Reviewed and Approved by:	Governing Body
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Date Reviewed:	January 2026
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Next Review Date:	January 2029
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Trust**

CHALKWELL HALL SCHOOLS

MINIBUS POLICY AND HIRE AGREEMENT

Introduction:

The School Minibuses are a valuable school resource, which helps to provide pupils with access to school visits as well as to numerous extra-curricular activities. It is essential that all users of this resource are aware of all legal and procedural responsibilities pertaining to its use.

Aims:

To provide clear procedures relating to use of the School Minibuses.

To ensure that all users of the School Minibuses are aware of their legal responsibilities.

The School will:

- ensure that minibuses are maintained in a roadworthy condition, and are checked and serviced; (see Appendix A)
- ensure that minibuses will not be used until defects which have safety implications are rectified;
- ensure that the proper insurance, licences and permits are held and kept up to date;
- ensure that all minibuses conform to the relevant legislation;
- maintain a list of authorised drivers approved by the Local Authority;

The School will not:

- pay fines for parking, speeding or other motoring offences;
- provide legal support for staff charged with the above.

The school personnel will:

- operate minibuses in accordance with the Operating Procedures document;
- ensure they are aware of the school's minibus risk assessment;
- use minibuses (where appropriate) in preference to hiring buses;
- not drive minibuses unless they are on the list of authorised drivers approved by the school;
- Be aware that it is illegal to hold a phone or sat nav while driving or riding a motorcycle. You must have hands-free access, such as:
 - a bluetooth headset or voice command
 - a dashboard holder or mat
 - a windscreen mount
 - a built-in sat navThe device must not block your view of the road and traffic ahead.
- You must [stay in full control of your vehicle](#) at all times. The [police can stop you](#) if they think you're not in control because you're distracted and you can be prosecuted.
- The law still applies to you if you're:
 - stopped at traffic lights
 - queuing in traffic
 - supervising a learner driver
- When you can use a hand-held phone
 - You can use a hand-held phone if either of these apply:
 - you're safely parked

- you need to call 999 or 112 in an emergency and it's unsafe or impractical to stop
- when organising the use of the minibus ensure that only authorised drivers are selected and available;
- inform the School of any change in their health which affects their ability to drive;
- refrain from consuming alcohol, for the twelve hours preceding and throughout the period of time in charge of the vehicle;
- refrain from driving while taking medication which carries warnings to this effect;
- refrain from smoking while in the vehicle.
- Ensure regular eye checks are carried out and if in any doubt about their ability to see correctly that they will inform the school.
- Ensure that correct prescription glasses are worn whilst driving if necessary.

Penalties

You can get 6 penalty points and a £200 fine if you use a hand-held phone when driving. You'll also lose your licence if you [passed your driving test in the last 2 years](#).

You can get 3 penalty points if you don't have a full view of the road and traffic ahead or proper control of the vehicle. You can also be taken to court where you can:

- be banned from driving or riding
- get a maximum fine of £1,000 (£2,500 if you're driving a lorry or bus)

Operation Procedures

Authorisation to Drive

- Use of the minibus will not be considered to be "Authorised" unless the Minibus has been booked correctly in advance using the online calendar.
- Keys are to be collected immediately before use and returned immediately after use. If, however, the vehicle is thought to have a potentially hazardous defect (see Appendix A) keys should be handed in to the School office and the Business Manager/Office Manager contacted immediately with details of the defect.
- Minor checks of the vehicle (oil, water, tyres etc.) will be completed weekly.
- Prior to any journey, the named driver must complete a visual check of the vehicle. This must be completed using the Vehicle Check app or a sheet kept on board the Vehicle. Drivers MUST NOT assume that minor checks have been completed. They should remember that as a driver, they will be held legally responsible for driving with any defect
- Personal use of the minibuses is not permitted without the express permission of the Headteachers of Chalkwell Hall Schools.

Safety

- When taking charge of a minibus, drivers must satisfy themselves that the vehicle is in a fit condition for use (check tyres, lights etc and complete the check list via app or located in the vehicle) and that there is an adequate supply of fuel.
- When in charge of a party and/or when driving a minibus, the driver must ensure that:
 - the maximum permitted number of passengers is not exceeded,
 - seat belts are worn correctly at all times,
 - all luggage or other material is loaded securely in a safe manner and that it

presents no danger to occupants of the minibus or to other road users,

- all current road traffic legislation is observed
- drivers must ensure they are properly rested before starting a journey, plan rest stops of 15 minutes at least every 2 hours and/or carry a relief driver.
- a minibus must not be driven with a Category A Defect (see Appendix A).
- hazard warning flashers are for emergency use only.

Reporting and Recording

- Drivers will request the keys and fuel card if necessary at the start of each journey and return them at the end of each journey.
- Drivers will report all accidents, however minor, to the Headteacher and Business Manager/Office Manager, as soon as possible.
- Drivers must report all Category A Defects (see Appendix A) to the Headteacher and Business Manager/Office Manager immediately, who retain the keys to prevent the use of the minibus and make an appropriate entry in the Log Book.
- Drivers must report all Category B Defects (see Appendix A) to the Headteacher and Business Manager/Office Manager as soon as possible and make an appropriate entry in the Minibus Log.
- In the event of a minibus becoming unserviceable while away from School the following action must be taken:
 - Report to School by telephone, as soon as possible, giving details of the location and the problem. Remember to give the school office the number from which you are calling.
 - Follow the Minibus Risk Assessment for accident and emergency procedures.

Fuel (staff only)

- A BP fuel card should be drawn with the keys when minibus is taken out. Fuel cards may be used to refuel vehicles belonging to School or hired by school in connection with official and properly authorised activities. The use of a fuel card to refuel a private vehicle is forbidden and doing so may lead to disciplinary action.
- If it is not possible/not likely to be possible to refuel at a BP station the member of staff must either make suitable arrangements to allow the purchase of fuel, or settle the fuel cost and present a receipt to the School Office for reimbursement.
- In all cases above, receipts for fuel purchased must be returned to the school office along with the keys and fuel card(s).

CHALKWELL HALL SCHOOLS MINIBUS HIRE /BOOKING AGREEMENT FORM

Name of Hirer / Organisation	
Full Address of Hirer / Organisation	
Name and Address for invoice purposes:	
Contact Telephone No:	
Date and time of collection:	
Date and time of return:	
Details of journey / purpose of hire	
Location of vehicle if parked overnight	
Approved driver's name	
Approved driver's permit No:	
Approved driver's Driving Licence No:	
Convictions: No () Yes () <i>Please give details</i>	
Contact Telephone No:	
Approved 2nd driver's name:	
Approved 2nd driver's permit No:	
Approved 2nd driver's Driving Licence No:	
Convictions: No () Yes () <i>Please give details</i>	
Contact Telephone No:	

I have read and agree to be bound by the current Chalkwell Hall Schools Minibus Policy and Hire Agreement Terms and Conditions

Signed by hirer Date:

Terms and Conditions of Hire

Chalkwell Hall Schools minibus hire is only available to non-profit making community and voluntary groups within the Southend Borough.

All minibuses are operated under the **Minibus and Other Section 19 Permit Buses Regulations 1987** Legislation.

Chalkwell Hall Schools are the registered holder of a Section 19 Permit for each minibuses, and every hire is carried out under the terms and conditions of the permit. This means that:

A minibuses should only be hired by such bodies as those involved with:

- (a) Education
- (b) Religion
- (c) Social Welfare
- (d) Other activities beneficial to the community.

A minibuses cannot be hired for activities which are profit making. This means that a private nursing home or private nursery cannot hire a minibuses.

1. Vehicle is subject to availability.
2. Keys will be collected at the time of hire unless prior arrangement has been made with the Headteacher.
3. All sections of the vehicle log book must be completed for each journey.
4. Vehicle must be picked up and returned at the specified times and locations.
5. Vehicle hire is £40 per day.
6. Fuel is charged at 35p per mile
7. The hirer/organisation will be invoiced for payment by the school.
8. Payment for hire must be received within 30 days.
9. Vehicles must be returned in a clean and tidy condition.
10. Any damage must be reported to the person from whom the vehicle was collected, and also to the School Office.
11. The hirer/organisation is responsible for:
 - pay fines for parking, speeding or other motoring offences;
12. 24 hours notice is required for a cancellation. A cancellation fee may be charged if less notice is given.
13. No standing shall be allowed whilst the vehicle is in motion. Passengers' movement in small vehicles can be critical in relation to stability.
14. All personal belongings/equipment left in the minibuses at owner's risk.
15. The school's insurance does not cover such items should a break-in occur.
16. If the vehicle needs to be fuelled, a receipt will need to be provided to the School office along with the current mileage to claim a expenses
17. The hirer/driver must provide both parts of a valid UK driving licence

APPENDIX A

Defects

Category A

- Defect to steering, brakes, clutch, tyres
- Damage to swept portion of windscreen
- Damage to doors which prevents their secure closure or which prevents them from being opened easily as intended by the manufacturer
- Damage to the bodywork which results in loose panels or jagged projections
- Damage to bodywork which results in restriction to steering lock or which otherwise results in contact with a tyre
- Insecure seat(s)
- Engine Oil light failing to extinguish within 5 seconds
- Abnormal noise from engine, gearbox or rear axle
- Difficulty in changing gear or clutch slip
- Failure of lights or indicators.
- Defect to windscreen wipers which impairs their ability to clear the windscreen
- Inoperable seat belts

Category B

All items of cosmetic or minor nature which do not impair security and safety of driver and/or passenger, vehicle handling, driver's view of the road or the welfare of the engine and transmission.