

# **Torfield and Saxon Mount Academy Trust**



## **Federation School Vehicle and Driver policy**

**May 2021**

**Next Review date May 2024**

## **Torfield and Saxon Mount Academy Trust**

### **School Vehicle Driver Policy**

This policy applies to:

- All vehicles owned, leased or hired by the Torfield and Saxon Mount Academy Trust
- All staff who it is intended should drive such vehicles such as Trust staff and staff from other organisations with the permission of the Academy Trust and for the direct benefit of pupils from Torfield and Saxon Mount Schools.
- Any member of staff transporting pupils in their own vehicles
- Use of school owned vehicles on school business

The person responsible for the management and compliance with this policy is the Executive Headteacher as designated

### **Management of school vehicles**

All School vehicles will be parked securely on either school premises when not in use and including evenings, weekends and holidays. The only exception to this will be if it is inefficient and detrimental to effectively addressing pupil transport needs to return a vehicle to a school site, such as a vehicle being required to drop off pupils and pick up again the following morning and it is more efficient for the driver to retain the vehicle at his/her home address overnight. Such arrangements will only be by specific agreement of the Executive Headteacher, Head of School or Director of Finance and Resources.

School owned vehicles are intended for school purposes only and are never to be used for the personal use of school employees. Personal use is also prohibited under the Section 19 status of the vehicles.

Vehicles will undergo appropriate Section 19 inspections on a regular basis and on average every 10 weeks. This timescale must be compliant with Section 19 guidance which states every 8 weeks or extension to 10 or 12 weeks if annual mileage is low.

Mileage will be monitored to ensure that mileage in any bus does not increase significantly to require more frequent checks. If this is the case the frequency of inspections will be increased.

School vehicle checks will be carried out weekly by school site staff and records of checks undertaken and results kept on file.

School vehicle drivers will undertake driver safety checks before commencing every journey and record the details as designated on the appropriate form and including s date, time, opening mileage and closing mileage on return. Any issues identified

must be reported to the site staff or school office for action. These records will be kept in the vehicle until removed and stored appropriately by site staff.

Serious issues identified may mean the vehicle being taken out of action until rectification works have been undertaken and the site staff will advise staff if they deem the vehicle to be unsafe.

Vehicles are insured under a fleet policy. Details of insurance can be obtained from the Director of Finance and Resources or Assistant Director of Finance and Resources.

## **School vehicle drivers**

### **Driver training**

All drivers of school vehicles will undertake training and qualification appropriate to the category of the vehicle i.e. Car, MPV, or minibus.

All drivers will be a minimum age of 21 or as stated in the current insurance policy if different from this.

All drivers must hold a full category B driving licence.

Drivers of minibus vehicles must hold or obtain a category D1 licence - if they first obtained a licence after 1<sup>st</sup> January 1997, must obtain this by passing a medical, eye test and the Passenger Carrying Vehicle (PCV) theory and practical driving test.

Drivers with pre- 1.1.1997 licences will need to undertake an eye test and complete and pass a practical driving test.

All school vehicle drivers will renew their eye test and assessment every 3 years.

The driver assessor will issue a certificate of competence to the driver. This certificate must be handed to the Director of Finance and Resources or Assistant Director of Finance and Resources for review, entry on to the Academy Trust training record and copy for file.

If the assessment certificate shows any causes for concern this will be discussed with the driver concerned before they drive any school vehicles again.

If a driver's eye test gives any cause for concern, this must be immediately discussed with the Head of School or DFR/ADFR, before driving any school vehicles again.

The driver assessor will be an external person qualified and approved by the DVLA to offer such training.

## **School vehicle driver licence inspection and penalty points**

All school vehicle drivers will be required to undertake an annual check on their licence status by using the DVLA online licence checking service. This check will be undertaken by the DFR or ADFR with the primary purpose to check the correct home address of the driver and if the driver holds any penalty points.

In addition to the annual check, all school vehicle drivers must declare immediately after conviction, if they receive penalty points for any driving offence. Points accumulated above 6 may mean that the driver is deemed unsuitable to drive school vehicles but will be dependent upon the reasons for the points given and will be the decision of the Executive Headteacher.

This policy will be reviewed by the Executive Headteacher on a three yearly cycle.

Last updated May 2021

Next due May 2024