



Mavisbank School Mini-Bus Procedures 1

The HT is responsible for ensuring that Insurance and Servicing documents are current

The DHT is responsible for timetabling and incidental use

The mini-bus is used for the benefit of Mavisbank School

Pupils should have written parental permission to travel in this vehicle

Remove all necessary clamps and webbing from the overhead storage prior to the children entering the bus

The First Aid boxes are located in the glove compartment and on the passenger's side door

The Fire Extinguisher is secured to the panel on the right hand side of the driver's seat

Wheelchairs must be positioned to create a clear aisle on the bus

When oxygen is required, it must be securely fastened to the floor using the red straps provided. The two Oxygen Trem cards must be displayed on the side and rear door windows

The floor must be kept clear of all unsecured items

It is the driver's responsibility to check the following on a daily basis before commencing journey:

Oil, water, screen wash, brake/clutch reservoirs (refer to control panel on dashboard for any warning lights), headlights, horn, wipers, tyres and tail-lift before going out on the road (check controls on dashboard are fully operational)

It is the driver's responsibility to ensure that safety belts are worn by ALL those who are travelling in the bus (Remember you will be fined if stopped by POLICE)

Never use a mobile phone whilst driving the mini-bus

The driver is responsible for ensuring there is enough fuel in the tank for subsequent users

DIESEL - no less than $\frac{1}{4}$ of a tank

A member of staff must always travel in the rear of the vehicle to ensure the safety of pupil passengers

All clamps, webbing and seatbelts should be removed from the floor and stored in side compartments allocated for them when not in use (front webbing to be stored in box on back door)

All staff (including driver) should have knowledge and ability to operate clamps and webbing. (Remember the onus is on the driver of the vehicle to ensure the safety of ALL passengers)

Tail gate procedures:

REMEMBER

**Keep engine running when operating the tail-lift
Switch the tail-lift off before driving away**

2 PEOPLE MUST BE IN ATTENDANCE TO RAISE & LOWER TAIL-LIFT



Mavisbank School Mini-Bus Procedures 2

A rota will be drawn up for each class to thoroughly clean the inside of the bus once a term.

It is the responsibility of each class, if necessary, to sweep out/mop over, empty rubbish, clean up any mess daily and replace anything that they remove or finish from the supply box i.e. wet ones, white roll etc

Staff must ensure they have 2 carrier bags, one in front and second in rear of bus to be used for the collection of rubbish and these must be removed when party returns to school

IN CASE OF AN EMERGENCY SEIZURE

Pull over to the side of the road ASAP (when safe to do so)

NO MEDICATION should be administered until the VEHICLE is STATIONARY

Administer medication or assist other staff member with pupil
(Refer to policy on Administering Medication by non-medical staff)

Driver should then phone HT to inform them that a child has had a seizure & received emergency medication. HT should be informed of their current condition

FIRST AID

In the event of a minor accident the first-aid box can be located in the front of the vehicle

If any items are used please inform the school's SENIOR FIRST AIDER (Janette Purvis), who will provide you with the necessary replacement items for YOU to place in the box prior to the bus being used by another party

BREAKDOWN

Make sure everyone is safe. If safe to do so all passengers must be removed from the vehicle

If this is not possible, phone the police for assistance

Driver must phone HT to inform them of breakdown: nature of problem, where you are and who is with you, measures that have already been taken

Driver must phone MBP helpline (details on laminated sheet in plastic wallet)

Keep HT informed at all times



Mavisbank School Mini-Bus Procedures 3

IN THE EVENT OF AN ACCIDENT

1. Assess the situation:
 - a. Has anyone been injured?
 - b. Are you causing an obstruction and likely to be in the path of other vehicles?
2. If possible, drive to a safe position, if not, if and whenever possible all passengers should vacate the vehicle
3. Contact relevant EMERGENCY SERVICES
4. Driver should contact HT to inform them of accident and any subsequent information which may be of use
5. Keep HT updated at all times
6. Remember the name of current insurance company and policy number can be located in plastic document wallet

Reviewed February 2010< February 2015 by John Lochrie, Eileen McDonnell

Date of next review: February 2018