



Minibus Policy & Procedures

Reviewed November 2010

Minibus Policy & Procedures

PROCEDURE FOR BOOKING MINIBUSES

1. It is not the policy of BBHS to offer the bus for private hire. This would be outside the conditions of the minibus permit and could be outside insurance cover.
2. Borrowers should make contact with the Minibus Administrator who will enter the booking onto the 'Book It' system.
 - A booking form is issued and filled in by the borrower
 - Signed booking form handed to Minibus Administrator
 - Booking confirmed
3. Bookings should not normally be taken for dates outside the current school term being worked in and should be made at least 2 weeks in advance of use
4. Please note that the signature on the application indicates that the borrower has read and agreed to the Conditions of Use
5. Any driver must show their driving licence to the minibus administrator and a photocopy taken. (For employees of BBHS a photocopy of their driving licence is taken termly and kept on file)
6. For outside users for neighbouring schools a copy of the SCC Minibus Assessment should be seen along with the driving licence and copies taken

PROCEDURE ON DAY OF HIRE

1. A Pre-Journey Checklist is collected and filled in and returned to the minibus administrator prior to departure
2. All documentation is checked by the minibus administrator
3. Keys are issued to the borrower by the minibus administrator
4. Minibus log is filled in (located in minibus) including the cost centre which payment is to be taken from (BBHS use only)
5. Minibuses are situated at BBHS and should be returned to BBHS at end of hire period

CHARGING POLICY

1. Please see Minibus Charges
2. SCC users are to be charged via School Internal Journal
3. Outside users to pay by cheque made payable to: SCC BBHS

MINIBUS CHARGES

YELLOW MINIBUS – FOR BBHS SCHOOL USE ONLY

WHITE MINIBUS –

**Hire Charge - £15/Session – Morning/Afternoon/Evening
£30/Day**

Internal Bookings charged - 40p/Mile + vat
External Bookings charged - 50p/Mile + vat

MINIBUS CHECKS

- ❖ Pre-Journey check prior to all usage
- ❖ Pre-Journey check form used as a daily check when minibus not in use (Assistant Site Manager)
- ❖ Weekly check (Assistant Site Manager)
- ❖ 6 – 8 Weekly check (Assistant Site Manager)
- ❖ Annual Service & MOT – (to be arranged by the Assistant Site Manager in conjunction with Minibus Administrator)
- ❖ See calendar for each minibus

FUEL

Arriva fuel cards are available in each minibus – registered to each vehicle.

Signed

Date: November 2010

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Issue	1	2	3				
Date	-	14.01.09	17.11.09				