

Driving for Work Policy



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Approved by:	Board of Trustees
Last reviewed on:	July 2026
Reviewed by:	Dee Fullerton
Next review due by:	July 2027

Summary of Changes

[Use the table below to insert any changes made to the document since the last approval. Please delete text as appropriate]

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Statement of Intent

The Board of Trustees, Central Executive Team, Local Governing Bodies, and Headteachers will ensure that only authorised drivers use Trust or approved private vehicles for work-related journeys. These journeys must be planned and managed to minimise risks to the health, safety, and welfare of staff, pupils, and visitors to the Trust.

The Board of Trustees retains overall accountability for ensuring this policy is implemented effectively across all Trust settings. Operational responsibility is delegated by the Board to the CEO, who delegates day-to-day management to Headteachers, in accordance with the Trust's Scheme of Delegation. The Director of Compliance is responsible for overseeing the implementation, monitoring, and reporting on this policy across the Trust.

The main purpose of this policy is to ensure vehicles are operated in a safe, efficient, and effective manner to minimise risks to employees and others affected by our operations through the following processes:

- a) Planning vehicle and minibus provision, maintenance, and use
- b) Assessing driver competency and qualifications
- c) Ensuring safe driving through training and monitoring
- d) Maintaining effective co-operation and communication with all authorised drivers
- e) Monitoring and reviewing performance

This policy applies to all relevant Trust activities and is written in compliance with all current UK health and safety legislation. The content of this policy will be shared with staff and their safety representatives (Trade Union and/or Health and Safety Representatives).

Name: _____ **Signature:** _____ **Date:** _____

(Chair of Trustees)

Name: _____ **Signature:** _____ **Date:** _____

(Headteacher)

1. Review Procedures

This Policy will be reviewed annually and revised as necessary to ensure arrangements remain effective. Any amendments required to be made to the Policy as a result of a review will be presented to the Board of Trustees for approval.

1.1 Distribution of copies

Copies of the policy and any amendments will be distributed to the Central Executive Team, Headteachers and Directors; Premises and Estates staff; Health and Safety Representatives; All Staff; Trustees; and Administration offices. It will also be uploaded to the Trust and School Websites and relevant Landing Pages.

1.2 Equality & sustainability impact assessments

This section must be completed by the Trust before policy approval. It ensures compliance with the Public Sector Equality Duty and supports sustainability goals.

Equality impact assessment

Question	Response
Could this policy disadvantage any group with protected characteristics (e.g., SEND pupils, staff with disabilities, ethnic minorities)?	Yes. Requirements for drivers to be medically fit to drive (5.5.4, 8) and for managers to investigate concerns regarding an individual's fitness to drive (5.4.18) could potentially disadvantage staff with disabilities or medical conditions.
If yes, what steps will you take to prevent this? (e.g., reasonable adjustments, alternative formats)	The Trust will ensure that all decisions regarding fitness to drive are made in accordance with the Trust's HR and Disability policies, including an assessment for reasonable adjustments in line with legal duties (5.4.18, 5.5.4).
How does this policy actively promote inclusion? (e.g., accessible communication, staff training)	The policy promotes inclusion by ensuring the health, safety, and welfare of all staff, pupils, and visitors (Statement of Intent). Its content will be shared with staff and their safety representatives, including Trade Union and/or Health and Safety Representatives (Statement of Intent)

Sustainability impact assessment

Question	Response
Does this policy help reduce environmental impact (e.g., energy use, waste, carbon footprint)?	Yes. The policy aims to ensure vehicles are operated in an efficient and effective manner (Statement of Intent). It requires effective planning of vehicle use and maintenance (Statement of Intent), and drivers and managers are required to plan journeys, which encourages efficient routes (17). Vehicle checks and maintenance (10, 11) help ensure vehicles operate efficiently.
Could this policy increase resource use or waste?	Yes. The policy mandates time and resource consumption through administrative processes, such as: maintaining a central register of license checks (5.3.6), local registers of vehicle use (5.4.4), vehicle pre-use checks (10), and regular (recommended weekly) maintenance checks and logs (10.4). It also requires re-assessment for minibuss drivers at least every 4 years (13).
What actions will you take to improve sustainability? (e.g., digital processes, energy-efficient equipment)	To improve sustainability, the Trust will: prioritize the use of digital processes for pre-use checks (10) and maintenance logs (11). Management will place utmost importance on safety features when choosing vehicles and should ensure environmental factors are also considered in vehicle suitability (11.1).

2 Aims and Purposes of the Driving Policy

- 2.1 To provide a clear framework for ensuring that all employees who are required to drive for work are qualified, fit to drive, insured and competent to drive safely.
- 2.2 To clarify the responsibilities of drivers and managerial staff in line with the expectations on these individuals to encourage a positive attitude towards safe driving at work.
- 2.3 To ensure that vehicles used for work-related journeys are safe, suitable, roadworthy and journeys are planned to be conducted safely.

2.4 This Driving Policy reflects the Trust's serious intent to accept its responsibilities in all matters relating to driving for work. The clear lines of responsibility and organisation describe the arrangements that are in place to implement all aspects of this Policy.

3. Scope of Policy

3.1 This Policy applies to all employees who are authorised to drive on the Trust's behalf.

3.2 Employees who hold an LGV, HGV or PCV licence are subject to a medical examination and driving assessment as part of licensing arrangements. The additional requirements within this Policy also apply to these employees.

4. Definitions

For the purpose of this Policy the following definitions apply:

4.1 **Driving at Work** - Refers to any work carried out on school business that involves the employee driving a vehicle and covers all journeys other than to and from their normal place of work.

4.1 **School/Service Vehicle** - Any vehicle owned, leased or hired by the school. (including any vehicle up to 8 passengers plus the driver i.e. cars, multi-purpose vehicles, people carriers and also minibuses that can carry 9-16 passengers plus the driver).

4.3 **Private Vehicle** - Any vehicle used by a person driving on authorised Trust business which is not owned, leased or hired by the Trust.

4.4 **Minibus** - A vehicle that can carry 9-16 passengers plus the driver.

5 Roles and Responsibilities

5.1 Board of Trustees

5.1.1 The Board of Trustees has a duty of care to employees who are required to drive on the Trust's behalf and passengers.

5.1.2 The Board of Trustees will receive an annual report on driving related incidents, training compliance, identified risk trends over time and lessons learned to inform strategic oversight. This report will be submitted in the Autumn term covering the previous academic year.

5.2. Central Executive Team

5.2.1 Ensuring this policy is reviewed annually and/or after any operational changes, to ensure that the arrangements remain effective.

5.2.2 To review implementation of this policy and compliance with duties contained in this policy. This information will be provided by way of reporting from the Director of Compliance.

5.2.3 The Central Executive team will review reports on driving related incidents, training compliance, non-compliance related issues identified risk trends and lessons learned to inform strategic oversight which will be reported to the Trustees.

5.3 Director of Compliance

The Director of Compliance is responsible for ensuring that:

5.3.1 This policy is reviewed annually and/or after any operational changes, to ensure that the arrangements remain effective.

5.3.2 This policy is implemented across all schools within the Trust and that operational arrangements reflect the Trust's requirements. This includes ensuring individual schools are aware of their obligations to maintain local records to support the reporting requirements of this policy.

5.3.3 Mechanisms are in place to monitor the effectiveness and compliance of this policy across Trust schools and Directorates.

5.3.4 Communication and reporting systems are in place so that driving related incidents, non-compliance, training issues, near misses, and emerging risks are recorded, reported and escalated by schools to the Compliance Team who will report to the Central Executive Team and the Board of Trustees.

5.3.5 The above incidents are reviewed and actions taken to prevent recurrence. This includes reviewing drivers authorisation to drive for work.

5.3.7 A central register for minibuss assessments for staff driving school vehicles is maintained and refresher training is arranged where necessary.

5.3.8 All Trust owned or leased vehicles are taxed, MOT'd and insured at all times with a register maintained to demonstrate compliance.

5.3.9 A register of up-to-date information around MOT, Tax and business insurance for privately owned vehicles is maintained for those authorised to drive their own vehicles for work.

5.3.10 All school owned or leased vehicles are maintained according to lease and manufacturers guidelines and receive a 10 weekly safety and brake check and

annual service checks. The Compliance team will work at all times to minimise the disruption to daily school activities.

5.3.11 Staff driving for work receive annual written notification regarding their obligation to report any modifications to their driving qualifications or fitness to work. This includes mandatory DVLA disclosures such as updated medical conditions, driving-related incidents, legal prosecutions, or the accumulation of new penalty points on their license. In the event of any such changes to their driving status, employees must immediately provide written notice to both their Headteacher and the central compliance team at compliance@beckmeadtrust.org.

5.3.12 The Compliance team is notified of all direct and third party vehicle insurance claims by drivers and schools within the Trust. The team will maintain a central register of all insurance claims and liaise with our insurers directly on behalf of all school claims received. (Schools and drivers must not submit vehicle claims directly to our insurers). This must be done by raising a compliance helpdesk ticket in the first instance.

5.3.13 Maintaining a comprehensive central register of annual driving licence checks for all staff authorized to drive school or private vehicles for work, conducted via the GOV.UK website.

5.3.14 Maintaining compliance of the school fleet in accordance with Section 19 permit requirements.

5.4 Headteachers

Headteachers are responsible for ensuring that:

- 5.4.1 This Policy is implemented across all school sites within the Trust and that operational arrangements reflect the Trust's requirements.
- 5.4.2 A local record is maintained of all driving incidents, near misses and concerns. All such instances must be reported immediately to the Compliance Directorate Helpdesk in accordance with the procedures detailed in Section 12. These incidents will be reviewed by the Director of Compliance and escalated to the HR, the Central Executive and Trustees as necessitated by the circumstances.
- 5.4.3 Incidents, near misses, and concerns are reported to the Local Governing Board termly.
- 5.4.4 A system is in place for keeping vehicle keys secure and a central detailed log is kept for each site that requires school drivers to record their trips. Monitoring is in place to ensure compliance and actions are taken around non-compliance. **(Appendix 2)**
- 5.4.5 All drivers including premises staff comply with the operational vehicle safety check and maintenance procedures detailed in Sections 10 and 11.

- 5.4.6 Ensure that all damage or mechanical faults found or caused are reported immediately to the Compliance Helpdesk. Local management must ensure vehicle keys are removed from circulation until the issue is resolved.
- 5.4.7 Staff who drive for work purposes know it is their responsibility to be aware of local traffic controls or restrictions, for any local by laws or specific local authority arrangements that apply in addition to the highway code requirements, e.g. road closures or traffic controls between certain times and giving them sufficient time to plan journeys.
- 5.4.8 Anyone driving a school vehicle is made aware of their personal responsibility to notify the Headteacher immediately of any known driving contraventions and to settle any penalties or fines incurred when driving school vehicles. They must also provide any additional information required by law enforcement to settle or pursue any driving contraventions.
- 5.4.9 Provide the names of all those authorised to drive for work to the Compliance team to enable licence checks to be undertaken to ensure drivers are qualified to drive school owned, leased or hired vehicles and privately owned vehicles on school business.
- 5.4.10 Provide the names of staff authorised to drive their own vehicles for work to the Compliance Team to enable licence and any other relevant checks to be undertaken. There are mechanisms in place to ensure that staff are qualified to drive Trust, service owned or leased vehicles via <https://www.gov.uk/check-driving-information>.
- 5.4.11 Ensure that any staff using their own vehicle has authorisation from the Head Teacher and provides evidence of business insurance cover, TAX, and MOT and any renewals thereafter. They must also undergo an annual licence check. Driving for work is not permitted without this being evidenced and sent to compliance@beckmeadtrust.org.
- 5.4.12 Compliance with the system in place to ensure that any Trust or service vehicles are maintained in a roadworthy condition and comply with legal requirements. Ensuring that the central Compliance Helpdesk is informed of any issues with school owned, leased or hired vehicles immediately.
- 5.4.13 Monitoring systems and risk assessments are in place to ensure all driving activities are carried out safely.
- 5.4.14 A local register is maintained to record trips on school owned/leased vehicles. This register must record date & times of use (outward and return), driver's name, all destinations (including between Trust school sites) and confirmation a safety check has been undertaken by the driver. This register and safety check documents must be available for inspection. (see **Appendix 2**)
- 5.4.15 Inform all drivers that it is their responsibility to record their school vehicles safety checks, in advance of all trips (including between Trust school sites). (**Appendix 3**)
- 5.4.17 Ensure that the vehicle is taken out of use should it be deemed unsafe to drive with keys removed from circulation until repaired.

- 5.4.18 To act immediately on any causes for concern around individual safety to drive for work, ie knowledge of convictions, changes in medical history, incurring penalty points. Ensure any causes for concern around fitness, ability or reliability to drive is raised HR and the Compliance Team notified.
- 5.4.19 All records are kept in line with the Trust's Data Retention Policy. They should be scanned to compliance@beckmeadtrust.org at the end of each academic year.
- 5.4.20 Ensure drivers have held their licence for a minimum of 3 years.
- 5.4.21 Ensure sufficient pupil supervision is made available on school trips to prevent distractions to drivers and meet H&S and safeguarding requirements.
- 5.4.22 Monitoring compliance of the school fleet with Section 19 permit requirements at all times.

5.5 Drivers – Staff who Drive for Work Purposes

Drivers are people who drive for Academy/Trust work purposes. They are responsible for ensuring that they:

- 5.5.1 Comply with all legal requirements for driving and with the requirements of this policy.
- 5.5.2 Follow all local traffic controls, restrictions, local by-laws, and highway code requirements when driving on authorised school business, ensuring sufficient time is planned for journeys.
- 5.5.3 Hold the appropriate driving licence entitlement and have held their licence for a minimum of 3 years.
- 5.5.4 Maintain medical fitness to drive and notify their Headteacher and the Compliance Team (compliance@beckmeadtrust.org) immediately of any changes in medical history or any other factor that may impact their fitness or ability to drive for work, or that requires notification to the DVLA.
- 5.5.5 Complete the annual driver declaration form giving the Trust/School permission to conduct an annual driving licence check via GOV.UK, and declare all driving convictions and penalty points, notifying the Headteacher in writing of any changes in between annual checks.
- 5.5.6 Do not use a handheld mobile phone or hands-free device to make or receive calls whilst driving on school business (see Section 16).
- 5.5.7 Comply with legislation regarding the wearing of seatbelts, ensure sufficient pupil supervision prior to the journey for safeguarding and H&S purposes, and enforce the wearing of seatbelts for passengers.
- 5.5.8 Ensure compliance with the operational vehicle safety checks and maintenance procedures detailed in Sections 10 and 11 and 12 before starting any journey.
- 5.5.10 Report any accidents, incidents, or near misses whilst driving on school business in accordance with the centralised procedures in Section 12.

- 5.5.11 Do not drive vehicles when adversely affected by alcohol, medication, drugs, or illness.
- 5.5.12 Record all faults or damage found during their pre-journey safety check and raise a ticket on the Compliance Helpdesk.
- 5.5.13 Record all faults or damage that occur during their use of a school vehicle, raising a ticket on the Compliance helpdesk immediately to ensure this is resolved.
- 5.5.14 Do not drive any school vehicles they or others have recorded as damage or faulty therefore needing attention and take the necessary action to register a ticket on the Compliance helpdesk, advise SLT and request the keys be taken out of circulation.
- 5.5.15 Comply with all Trust rules and risk assessment requirements for driving at work activities.
- 5.5.16 Ensure there is sufficient supervision for pupils being transported by staff not involved in driving activities.
- 5.5.17 Do not use a handheld mobile phone or hands-free device to make or receive calls whilst driving on school business (see Section 16).
- 5.5.18 Comply with legislation regarding the wearing of seatbelts, ensure sufficient pupil supervision prior to the journey for safeguarding and H&S purposes, and enforce the wearing of seatbelts for passengers.

5.6 Drivers – Staff with authorisation to use personal vehicles for work purposes

must:

- 5.6.1 Complete the annual driver declaration form giving the Trust/School permission to conduct an annual driving licence check via GOV.UK, and declare all driving convictions and penalty points, notifying the Headteacher in writing of any changes in between annual checks.
- 5.6.2 Maintain medical fitness to drive and notify their Headteacher and the Compliance Team (compliance@beckmeadtrust.org) immediately of any changes in medical history or any other factor that may impact their fitness or ability to drive for work, or that requires notification to the DVLA.
- 5.6.3 Ensure they have the appropriate level of business cover including carrying passengers at all times.
- 5.6.4 Submit a copy of their insurance cover, MOT certificate and Tax confirmation (and renewals) annually to compliance@beckmeadtrust.org.
- 5.6.5 Ensure their private vehicle is road worthy and safe to use for school related trips.
- 5.6.6 Seek written confirmation from their Headteacher in advance of using a private vehicle for work purposes. Submit this to compliance@beckmeadtrust.org

5.6.7 Comply with the requirements of this policy.

5.6.8 Comply with all Trust rules and risk assessment requirements for driving at work activities.

5.6.8 Ensure there is sufficient supervision for pupils being transported by staff not involved in driving activities.

6. Hub Managers/On site caretakers

6.1 Comply with all legal requirements for driving and with this policy's requirements.

6.2 Complete a weekly safety check of each school owned or leased vehicle on site(s).

6.3 Ensure Compliance helpdesk tickets are raised for any issues found and if necessary take the vehicle out of action, including removing the keys from circulation if necessary until issues are resolved.

6.4 Escalate any matters of concern to the Headteacher including non-compliance of driver safety checks, accidents, damage or incidents.

7 Convictions, Penalty Points or Disqualification

7.1 Where employees are required to drive Trust owned, leased or hired vehicles or their own vehicle as an essential part of their duties, they must inform their line manager of any convictions (including penalty points) or periods of disqualification immediately.

7.2 All staff driving on school business must complete an annual driver declaration form which gives permission for the Trust to check their licence at [.gov.uk](https://www.gov.uk) via the Compliance Team.

7.3 If managers are notified that an individual has been disqualified from driving, they must relieve the person of all driving for work duties with immediate effect and seek advice from the Director of Compliance regarding the most appropriate course of action.

7.4 If there is a reason to suspect that an employee is not fit to drive for whatever reason, the relevant manager should investigate immediately. Driving duties should be suspended whilst further advice is sought from the Director of Compliance or HR.

7.5 The disclosure of penalty points will be reviewed and the Trust reserves the right to withdraw driving activities based on details of convictions or penalties disclosed.

8 Risk assessments

8.1 Schools leaders must conduct suitable risk assessments and ensure that:

a) Work-related journeys are safe

- b) Staff are fit and are competent to drive safely
- c) Vehicles are fit for purpose and in a safe condition.
- d) In addition to the driver there is adequate pupil supervision in place for all journeys to avoid increased driver stress ie noise, distraction and driver responsibility and passenger capacity.

8.2 For journeys or driving activities that present additional risks, a more detailed assessment should be completed and recorded. Examples of where this would be appropriate include:

- a) Non-routine long-distance journeys
- b) Trips that include driving overseas
- c) Driving that is expected to take place in severe weather conditions
- d) Journeys that involve lone working in remote or potentially dangerous areas
- e) Trips that involve driving types of vehicles that are not normally driven or where the driver may be inexperienced or have a poor accident record
- f) The transport of dangerous goods or animals
- g) The transport of large numbers of passengers, for example in a minibus.

9 Vehicle Checks

- 9.1 The driver has primary responsibility for the operation of any vehicle and must be satisfied that it is fit for purpose and roadworthy before setting off on a trip by undertaking their own safety check. This is achieved by completing a recorded safety check prior to each journey and recording findings in the agreed format. Further details are included in **Appendix 3**.
- 9.2 If a vehicle is found to be unsafe, it must not be used, and a request must be made to take the keys out of action immediately. The Headteacher must be advised immediately. *Driving a vehicle with faults, such as damaged tyres or lights, can result in the driver receiving a fine and penalty points.*
- 9.3 Compliance with this requirement is achieved by schools taking responsibility for making school vehicles available for periodic maintenance checks and repairs, arranged centrally by the Compliance team, and reporting any faults or issues are reported immediately to the Compliance helpdesk.
- 9.4 The local caretaker/Hub Manager will submit weekly vehicle checks in the agreed format, raising a compliance helpdesk ticket for any faults or damage found (including photos). If a vehicle is found to be unsafe, it must not be used and a request must be made to take the keys out of action. The Headteacher must be advised immediately.
- 9.5 Please refer to the vehicle drivers Pre-use Check in **Appendix 3** and online manual document for additional detail. The pre-use check guidance outlines the minimum requirements for safety checks; some vehicles may require additional checks such as inspection of lifts, safety signage, and safety equipment, including reversing alarms, guards on dangerous parts, and rotating beacons.
- 9.6 The Compliance Team will organise service and 10 weekly safety and brake checks for each vehicle.

10. Vehicle Maintenance

- 10.1 Management will ensure that vehicles chosen for use on behalf of the Trust are suitable for their intended purpose and that safety features are prioritized. All purchase requests must be submitted to the Compliance Team, with evidence of financial approval and budget, to oversee.
- 10.2 The Compliance Team will ensure that vehicle inspections and maintenance are conducted only by a competent person. Adherence to the manufacturer's recommended service intervals and warranties is required to ensure, as far as is reasonably practicable, the ongoing safety of the vehicle. These maintenance schedules, including the annual MOT test, service and 10 weekly safety and brake checks are managed by the central Compliance Team.
- 10.3 A maintenance log must be kept by the Compliance Team for each school vehicle. Service records should be retained for at least 5 years; please refer to the Trust Data Retention Policy for up-to-date information.
- 10.4 It is recommended that routine checks of minibuses be carried out at fixed time-based intervals (e.g., weekly) rather than mileage-based. These should be completed by the Hub Manager or onsite caretaker. Specialist equipment, such as tail lifts, must be inspected in accordance with legal requirements and manufacturer recommendations.

11 Accidents, incidents and breakdowns

- 11.1 In the event of a breakdown, employees must follow the established accident and emergency procedures, which are included in driver and passenger assistant training. **Appendix 4**, which is based on RoSPA's "Minibus Safety – A Code of Practice," provides an example of a suitable breakdown procedure.
- 11.2 If employees driving on Academy business are involved in road traffic accidents or incidents resulting in damage to vehicles, or loss or damage to property or persons, they must report the incident for insurance purposes. Additionally, the event must be reported as a work-related accident/near miss to the Headteacher and compliance@beckmeadtrust.org.

The accident and insurance investigation should consider whether there is a need to review driver competency and additional training needs, as well as any mechanical causes. This policy applies to accidents involving Trust-owned or leased vehicles, as well as private vehicles used for business purposes.

- 11.3 A local record is maintained of all driving incidents, near misses and concerns. All driving incidents, accidents and near misses or concerns must be recorded and reported immediately to the Compliance Helpdesk. These incidents will be reviewed by the Director of Compliance and escalated to HR, the Central Executive and Trustees as required.

12. Minibus Transport and D1 Licence Requirements

12.1 All drivers operating a Trust minibus must hold the correct licence entitlement. The Trust requires all minibus drivers to complete the Minibus Driver Awareness Scheme (MiDAS) or equivalent training before driving a school vehicle minibus. A refresher must be completed every four years.

12.2 Licence Requirements:

Drivers of vehicles exceeding 3.5 tonnes must hold a D1 licence.

Drivers may operate a minibus without a D1 licence only if the following conditions are met:

- a) The vehicle weighs no more than 3.5 tonnes.
- b) The vehicle has no more than 16 seats.
- c) The driver is at least 23 years old and has held a full Category B licence for at least 3 years.
- d) Minibus drivers must complete an appropriate assessment.

12.3 Re-assessment: Driver competence must be re-assessed at least every 4 years, or sooner if an incident or risk assessment merits it.

12.4 Supervision and Rest Requirements:

Driver fatigue and distraction have been highlighted as factors in minibus incidents nationally. To mitigate these risks, the following ie supervision, sufficient student to adult ratio (excluding the driver) and rest rules apply and must form part of the trip risk assessment:

- a) Journeys under 1 hour: A single staff member/driver is generally sufficient with supervising staff as passengers to support students onboard.
- b) Journeys between 1 and 4 hours: A second responsible adult must supervise the group. Journeys over 4 hours: A second adult, who must be a qualified minibus driver, must be present. Drivers should have a 1-hour rest before the trip and take a 15-minute break every 2 hours.
- c) Student supervision ratios may be higher than above based on the needs of students travelling.
- d) Seat Belts: All passengers travelling in school vehicles must wear seat belts by law at all times whilst the vehicle is in motion.

(Note: For detailed definitions of Section 19 permits, licence category breakdowns, and mandatory safety equipment lists (**Appendix 5**.)

13 Overloading

13.1 The minibus is overloaded if the total weight (bus + fuel + passengers + luggage) exceeds the **maximum laden weight** for the vehicle. This weight is printed on the vehicle and in the handbook. For guidance, the vehicle should only carry passengers, driver and hand luggage.

13.2 The use of a trailer affects the vehicle's towing capacity and Gross Train Weight. Trailers are not permitted to be added to Trust vehicles.

13.3 Liability for driving an overladen vehicle remains with the driver and is not transferable.

14 Private Vehicles Insurance cover & child seats

14.1 If staff members' private vehicles are used, the vehicles must be roadworthy and adequately insured. Evidence of TAX and MOT will be required.

Standard car insurance is generally for 'social, domestic and pleasure' purposes only. This permits travel to and from your normal place of work but does not cover the use of the vehicle whilst at work. Members of staff who use their own car in connection with work, regardless of frequency, must ensure they have 'business use' cover on their personal policy. Copies of insurance policy will need to be submitted to confirm cover.

All cars must be fitted with suitable child restraints where required, and parents must provide specific written permission for their child to be transported in a private vehicle.

15. Mobile Phones and Hands-free Devices

15.1 While using a hands-free phone while driving is not specifically illegal, drivers may still be charged with 'failing to have proper control of their vehicle'. Consequently, the Trust's policy prohibits the use of mobile phones while driving on Trust business, including handheld and hands-free devices. If an essential call must be made, the driver must park in a safe area before proceeding. This restriction applies to all phone usage, including calls, texts, emails, photos, and internet access. Alternatively, a passenger may answer the phone.

15.2 Using a mobile phone while driving carries financial penalties and penalty points. Furthermore, drivers may be prosecuted, fined, or disqualified. New drivers (those who have held their licence for less than two years) risk immediate revocation of their licence upon a single offence.

15.3 Senior Managers should role model and:

- a) Lead by example in their own driving and refuse to tolerate poor driving practice among colleagues.
- b) Never use a mobile phone while driving.

15.4 Line Managers must ensure:

- a) They role-model and lead by personal example.
- b) They do not expect staff to answer calls or use a mobile phone while driving.
- c) Staff understand their responsibility not to use handheld or hands-free devices.
- d) Journeys are planned to include rest stops, providing opportunities to check messages and return calls.
- e) Work practices do not pressure staff to use mobile phones while driving.

- f) Mobile phone policy compliance is included in team meetings and staff appraisals, and periodic checks are conducted.
- g) They follow monitoring, reporting, and investigation procedures to help improve future road safety performance.

16. Planning and local arrangements

16.1 Drivers are responsible for planning their journeys to account for road closures, traffic controls, and specific local restrictions. They must stay informed by monitoring designated official channels for updates on local traffic regulations to ensure a smooth and compliant work-related trip.

16.2 Managers must allocate sufficient time in schedules for drivers to plan journeys effectively, accounting for potential road closures or time-specific restrictions, to ensure compliant and safe travel.

17. Section 19 Permits

(Also see Appendix 5)

17.1 Any minibus (9–16 passengers) used by the Trust for non-commercial passenger transport (e.g., for pupils or staff) must operate under a valid Section 19 permit.

17.2 A valid Section 19 permit disc must be displayed in a clearly visible location on the vehicle's windscreen.

17.3 Drivers of vehicles operating under a Section 19 permit must have completed MiDAS, or equivalent, training.

17.4 Vehicles operating under a Section 19 permit must undergo documented safety inspections by a competent mechanic at intervals not exceeding 10 weeks, in accordance with DVSA requirements. These inspections are managed and arranged by the central Compliance Team.

18. Supporting Documents

The following documents and appendices form part of this policy and must be used in conjunction with it. They provide the necessary forms, checklists, and procedures required for the effective implementation of this policy:

- Trust Health & Safety Policy
- Trust Safeguarding Policy
- Educational Visits Policy
- Staff Code of Conduct
- Appendix 1: Staff Declaration Letter
- Appendix 2: Register of School Vehicle Use
- Appendix 3: School Vehicle/Minibus Pre-Use Checklist
- Appendix 4: Breakdown Procedures
- Appendix 5: Section 19 Permit Requirements

Further Guidance

Further guidance can be obtained from organisations such as the Health and Safety Executive (HSE). The following are some examples. The Health and Safety lead in the Trust will keep this under review to ensure links are current.

- [Health & Safety Executive, \(HSE\)](#)
- [The Royal Society for the Prevention of Accidents, \(RoSPA\)](#)
- [Driver & Vehicle Standards Agency, \(DVSA\)](#)
- [Department for Education - Driving school minibuses advice: schools and local authorities](#)
[https://www.gov.uk/government/publications/driving-school-minibuses-advice-for-schools-and-local-](https://www.gov.uk/government/publications/driving-school-minibuses-advice-for-schools-and-local-authorities)
- [RoSPA- Road safety advice and information](#)

Appendix 1 - Staff Declaration Letter

Date

Staff Name ?

School Name?

SENT BY EMAIL

SCHOOL MINIBUS DRIVING TEST :School Site ???

Dear Colleague

We have received a request for you to drive a school vehicle or to drive your own vehicle for work purposes.

Please note that if you have been authorised to drive your own personal vehicle, in addition, we will need you to submit a copy of your current vehicle insurance (showing business cover), Tax and MOT cover (including future renewals) to compliance@beckmeadtrust.org immediately. .

Everyone is required to send a copy of their driving licence, both sides, to compliance@beckmeadtrust.org with their signed letter.

Some staff may also be required to undertake a medical assessment via our Occupational Health team **before** driving a school vehicle or drive for work based on medical disclosures. This will be confirmed to you in writing.

In order to proceed please can you read the following and sign to confirm that you understand and agree to abide by your responsibility ie you must:

- For GDPR purposes consent to The Beckmead Trust and its schools checking your driving licence via .gov.uk
- Be fit to drive at all times
- Not drive when affected by alcohol, drugs or medicines
- Not drive when affected by illness
- Not drive when you are too tired to do so safely
- Disclose any health issue or personal circumstances that may affect your ability to drive safely – if in doubt check.
- Disclose any conditions, medical or otherwise, that could affect your ability to drive safely or a condition that has got worse since you got your licence or last did a minibus driving assessment. This includes disclosure on this form of any medical conditions that should be reported to the DVLA.
- Eyesight :
 - o In good daylight, are you able to read a vehicle number plate from 20 metres (or 20.5 metres for old style number plates). 20 metres is about 5 car lengths.
 - o Do you have an adequate field of vision and a visual acuity of at least decimal 0.5 (6/12) on the Snellen scale (with glasses or contact lenses, if necessary), using both eyes. .
 - o Take an eyesight test every two years, or more often if your optician recommends

it.

if you need glasses or contact lenses to drive, you must wear them at all times when driving. It is a good idea to keep a spare set of glasses with you.

- Be responsible for the timely payment of any penalties incurred whilst driving a school minibus, including any admin or escalation fees. (Note the Trust or its schools is not responsible for any penalties incurred whilst driving private vehicles for work).
- Abide by any national or local speed limits and be responsible for the timely payment penalties incurred.
- Agree to immediately declare any changes in your licence condition which may affect your eligibility to drive ie any points incurred for whatever reason.

Please write here any penalty points you currently have on your licence as of today. Sign & date inside this box as well as signing the section below

No. of points currently on licence_____

Signature_____ Date_____

Fitness to drive for work at Beckmead Trust

Do you suffer from any physical or mental health conditions, or suffer from diabetes, fits or a heart condition? **Y/N**

If your medical condition requires you to declare this to DVLA have you done so? **Y/N**

If unsure if your condition is reportable check via this link :

[DVLA check - checking if my medical condition must be declared](#)

Are you required to wear glasses (or equivalent contact lenses) when driving? **Y/N**

Has any Insurance Company declined to insure you or imposed special terms for you to drive? **Y/N**

Have you been involved in any road traffic accidents in the last 3 years? **Y/N**

If yes please provide details including dates below

Please give details of all driving convictions in the last 5 years. This includes penalty points, driving bans or restrictions and the reasons **Y/N**

If yes please provide details, including dates below

'What is a DVLA driving licence check?'

A driving licence check is an important verification process used to ensure that the employee driving for work has the correct qualifications and is authorised to do so.

This check will be done via <https://www.gov.uk/check-driving-information>.

For GDPR purposes in order to allow the school to conduct this check you will need to give us permission by creating a 'check code' via this link <http://www.gov.uk/view-driving-licence>. and sending it to us. *The code will only be valid for 21 days.*

Driving check code:

Additional information

DRIVER DECLARATION.

- 1. I only have the motoring convictions declared above and do not have any pending prosecutions due to any alleged convictions coming up in the future. I will notify the Trust/School immediately this changes*
- 2. I shall notify Trust/School immediately of any changes in my health conditions or circumstances that might affect my driving ability.*
- 3. I will ensure I have read the Trust Driving for Work Policy so that I am aware of my obligations and responsibilities to abide by this policy including the completion of vehicle safety checks prior to all trips*

I confirm I have read and understood the above and consent to Beckmead Trust Schools conducting a DVLA licence check by providing a driving check code

Name_____Signature_____Date_____

Should you have any queries please do not hesitate to contact the Compliance Office on 07729 098 136/07702 553 785 or email compliance@beckmeadtrust.org where a colleague will be available to help.

Dee Fullerton, Director of Compliance

Appendix 2 - Register of school vehicle use

Please complete all sections:

SCHOOL NAME:					SITE:			
Date	Drivers Name	Reg No.	Time Out	Time Back	Destination(s)	Driver pre-trip safety check completed <u>Confirm if online or paper</u>	Mileage on the clock	Note/comments

*For GDPR compliance schools must archive these records electronically as per Trust Data Retention Policy at the end of each school year.
We may need to retrieve this information in the future.

Appendix 3 -School Vehicle/Minibus Pre-Use Safety Checklist for Drivers

We are currently trialling the use of an online app. Drivers have the option of using the online system should there be any difficulty completing a paper checklist.

Appendix 4 - Breakdown procedures

In the event of a breakdown, please follow this standard RoSPA (Royal Society for the Prevention of Accidents) breakdown procedure, which includes the following actionable steps:

***** Note: In the event of pupil dysregulation the driver must dynamically assess the safest course of action when considering evacuation, safe levels of supervision and the risk from oncoming traffic*****

- **Move to a Safe Place:** Pull the minibus/school vehicle onto the hard shoulder or an emergency refuge area. If this is not possible, guide the vehicle as far away from moving traffic as possible.
- **Activate Hazards:** Immediately switch on your hazard warning lights.
- **Safely Evacuate:** Move all passengers out via the nearside (the door away from traffic) and position them on the verge or behind the safety barrier, well away from the flow of traffic.
- **Special Assistance (Vulnerable Passengers):** If carrying passengers with disabilities or those in wheelchairs, the driver must dynamically assess whether it is safer to keep them in the vehicle or evacuate them. If it is too dangerous to unload them, they should remain securely belted inside the minibus while the driver waits in a safe location.
- **Alert Assistance:** Call your breakdown provider using the membership details kept in the vehicle. If you are unable to contact your school, call the Compliance Team on 07729 098 136 / 07702 553 785.
- **School Notification:** Call your school immediately after for further support and advice. If you are unable to contact your school, call the Trust Compliance Team on 07729 098 136 / 07702 553 785.
- **Injuries:** In the event of an incident resulting in a need for emergency medical assistance for anyone please dial 999 and notify the school immediately after.

Post-Incident Reporting

On return to school, please log the incident on the Compliance Helpdesk. In the event of an accident, witness statements and a vehicle accident form will be required.

Record keeping: *On return to school please log the incident on the Compliance Helpdesk. In the event of an accident witness statements and a vehicle accident form must be sent to the Compliance Helpdesk.*

Appendix 5 - Section 19 Permit Requirements and Technical Details

A Section 19 permit allows schools to operate minibuses on a not-for-profit basis without needing a commercial Public Service Vehicle (PSV) operator's licence or requiring drivers to hold a full Passenger Carrying Vehicle (PCV) licence. This Appendix provides the technical and regulatory framework for operating Trust minibuses.

1. Section 19 Permits

1. A Section 19 permit allows schools to operate minibuses on a not-for-profit basis as the transport is for pupils (and any accompanying helpers) and staff.
2. Cost recovery: Section 19 permits schools to charge for transport (e.g., sports trips) but strictly prohibits carrying members of the general public.
3. A valid Section 19 permit disc must be displayed on the vehicle windscreen at all times.
4. Applies to vehicles adapted to carry between 9 and 16 passengers (excluding the driver).

2. Licence Category Requirements

1. Grandfather Rights (Pre-1997): Drivers who passed their car test before 1 January 1997 hold Category D1 entitlement and can drive a minibus of any weight.
2. Standard Category B Licence (Post-1997): Subject to the conditions outlined in Section 13.2.
3. Standard Car Licence (Post-1997): Staff who passed their test on or after 1 January 1997 can drive a minibus *only* if they meet all the following conditions:
 - a. They are at least 21 years old
 - b. They have held their licence for more than 2 years (Trust requirement is 3 years)
 - c. They are driving on a volunteer basis (this remains a complex legal area for staff, so many schools opt for formal D1 training).
 - d. The minibus maximum authorised mass (MAM) does not exceed 3.5 tonnes (or 4.25 tonnes if specialized accessible equipment like a wheelchair ramp is fitted).
 - e. They do not tow a trailer
4. Further guidance can be found at [Section 18 and 22 Permits](#)

3. Mandatory Equipment

Vehicles operating under a Section 19 permit must carry the following safety equipment:

1. Fire extinguisher.
2. First Aid kit (containing 10 antiseptic wipes, 1 conforming bandage, 2 triangular bandages, 1 pack of 24 adhesive dressings, 3 sterile ambulance dressings, 2 sterile eye pads, 12 safety pins, and blunt-ended scissors).

4. Maintenance Protocols

1. All vehicles must be maintained in a roadworthy condition.
2. Inspections must be carried out by a competent mechanic at intervals not exceeding 10 weeks (DVSA requirement).
3. Any mechanical faults must be reported immediately to the Compliance Helpdesk.
4. Drivers must perform pre-use safety checks for every journey (see Appendix 3).

2. Driver Training Requirements (MiDAS)

While a Section 19 permit changes the legal licence requirements, schools still hold a rigorous duty of care to their pupils.

- What is MiDAS? The Minibus Driver Awareness Scheme (MiDAS) is the nationally recognized standard for training minibus drivers in the voluntary and education sectors.
- Is it legally mandatory? No, MiDAS is not a statutory legal requirement under UK law.
- Why do schools use it? Most local authorities, school insurers, and risk management policies strictly require drivers to be MiDAS-certified before transporting pupils. It covers defensive driving, passenger safety, and legal responsibilities.

The central Trust compliance team is responsible for arranging driver training please contact the helpdesk if you have not heard from us.

To uphold the standards required for Section 19 compliance, schools must adhere to the following operational protocols:

5. Vehicle Maintenance and Reporting

- a. Ensure that all vehicles are kept in a fit and serviceable condition at all times.
- b. Promptly reporting any identified mechanical issues or defects to the Compliance helpdesk.
- c. The Compliance team will liaise with you regarding service, repairs and your 10 weekly safety and brake tests.

6. Pre-Trip Inspections and Documentation

- a. Mandate that drivers perform and record a comprehensive safety check before the commencement of every journey. **Weekly caretaker checks do not replace individual drivers of their responsibility to conduct and record their own safety check prior to the start of each journey.**
- b. Maintain accurate logs for minibus usage and driver safety inspections.
- c. School leadership regularly monitors these logs to verify that checks are being performed and that any reported defects are being reported and addressed.

7. Hired in vehicles

- a. Ensuring any hired in vehicles meet the appropriate conditions of fitness.

8. Mandatory safety equipment to be onboard (as required under The Road Vehicles (Construction and Use) Regulations 1986, Schedule 7.

- a. Fire extinguisher
- b. First Aid Equipment
 - i. X10 foil wrapped antiseptic wipes
 - ii. X1 confirming disposable bandage (not less than 7.5cm wide)
 - iii. X2 triangular bandages
 - iv. X1 packet of 24 adhesive dressings
 - v. X3 sterile unmedicated ambulance dressings (not less than 15.0 x 20.0 cm)
 - vi. X2 sterile eye pads, with attachments
 - vii. X12 assorted safety pins
 - viii. X1 pair of rustless blunt-ended scissors

Useful information:

[Guide to maintaining roadworthiness: commercial goods and passenger carrying vehicles - GOV.UK](#)

[Guidance - what does having a Section 19 permit mean for a school minibus?](#)