Minibus usage policy

It is the responsibility of all Amplify Education Trust employees, governors and volunteers to familiarise themselves with the contents of all Trust policies and any amendments hereafter.

Trinity Academy
Amplify Education Trust

October 2026

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1. Introduction

1.1. A minibus is a motor vehicle constructed or adapted to carry 9 to 16 seated passengers in addition to the driver.

1.2. This policy and guidance applies to all employees who drive a minibus whilst at work. It equally applies to those who drive minibuses only occasionally or for short distances, as well as those where this amounts for a significant part of their working hours. It is to be read and applied in conjunction with the main Driving for Work section of the school's health and safety policy.

1.3. The school expects employees to adhere to this policy in line with its obligations under equality legislation. Headteachers must ensure that all reasonable adjustments or supportive measures are considered to allow equality of access and opportunity regardless of age, gender, ethnicity, sexual orientation, disability, faith or religion, gender identity, pregnancy or marital status.

1.4. Please note:

- Wherever reference is made in this policy to employees this also means volunteers or agency staff who drive a minibus on school business.

- Fleet insurers provide insurance for minibus driving on the basis of its use being not for hire or reward only.

2. Responsibilities

Headteachers Responsibilities

2.1. Headteachers are responsible for ensuring:

- Risk assessments are in place for all minibus driving activities undertaken by their employees.

- Current employees who drive minibuses understand their individual responsibility to keep to the policy, and that any new employees are made aware of their responsibilities as part of their induction.

- Annual checks of employees driving licences are undertaken to ensure they are valid.

- That the appropriate licence allowing them to drive minibuses is held.

- Checks are carried out by the driver on minibuses prior to use and that appropriate action taken for any problems identified (see the Minibus pre drive/weekly inspection sheet (Annex A)).

- MOT, safety inspection and servicing conditions are adhered to.

2.2. In practice these responsibilities may be carried out through directing others within the management chain of the school. However, Headteachers remain ultimately responsible for ensuring those persons with delegated responsibility carry out the requirements in full. The Headteacher will therefore need to actively monitor that the required actions are being undertaken on their behalf.

Employee Responsibilities

2.3. All employees must adhere to the requirements set out in this document including carrying out minibus checks prior to use and taking appropriate action for any problems identified (see the Minibus pre drive/weekly inspection sheet (Annex A)). Employees are responsible for ensuring a Permit 19 is displayed before driving the minibus .

3. Minibus hire and loan

3.1. The school is not to hire or lend out any vehicle to other schools outside of Amplify Education Trust or other commercial institutions under any circumstances.

3.2. The school is not to hire or lend out any vehicle to other organisations not mentioned above (e.g. charity, associated individuals)

3.3. School staff are not to use any school vehicle for personal usage. Usage is to be purely for business purposes only.

4. Risk Assessment

4.1. A Risk Assessment for minibus use must be completed on an annual basis for all owned minibuses. The Minibus Risk Assessment form (Annex B) will assist in this.

5. Authorisation to Drive Minibuses

5.1. The authorisation of drivers to operate the minibus is the responsibility of the Headteacher. When considering the suitability of persons for driving minibuses, they must comply with the Licensing Requirements for drivers of minibuses, as well as ensuring:

- The driver should have an annual eye test and complete a self declaration to confirm that they have no health conditions which impact on their ability to drive a minibus. This declaration should be reviewed annually. Where there are concerns a health check should be undertaken e.g. after a period of prolonged illness, or if they are diagnosed with a relevant health condition (see DVLA 'Assessing Fitness to Drive' advice) or following an accident.

- All minibus drivers must have received MiDAS Training, dated within 4 Years.

- All drivers should hold a valid and clean driving licence, with this verified by an Annual Driving licence check organised by the school.

- Employees operating minibuses with passenger / tail lifts must have undergone tail lift training. Suitable training can be sourced by contacting CST's estates team for further information.

6. Checks before use

6.1. A pre-journey checklist must be completed each time, before a minibus is used. The driver should carry out the pre-journey checks and must not leave the school premises unless this has been completed

6.2. The Minibus pre drive/weekly inspection sheet (Annex A) should be provided to the driver, with keys before setting off for the trip.

7. Licensing Requirements for drivers of Minibuses

7.1. The following requirements apply to drive a minibus with up to 16 passenger seats using a driver's current car driving licence. The driver:

- Is 21 or older

- Has had their driving licence for at least 2 years
  And,

- The journey is "not for hire or reward"

- The Gross Vehicle Weight (or Maximum Authorised Mass) of the minibus is not more than 3.5 tonnes - or 4.25 tonnes including specialist equipment for disabled passengers, for example a wheelchair ramp.

7.2. If the driver passed their driving test before 1997 then a category 'D' stipulation would have been added to their licence automatically, This stipulation allows drivers in receipt of the category to drive minibus over 3.5 tonnes. However the driver must also be in receipt of a valid and current MiDAS Certificate

7.3. The driver is authorised to drive until any of the conditions below are met (all drivers have a duty of care to inform the Site Team or NKR (responsible for minibus user checks) if any condition below is met during the school year):

1. Accumulating more than 6 live points on their licence
2. Have a collision resulting in damage or injury to passengers/third parties in the minibus unless it was clearly the fault of a third party
3. Have complaints about their driving confirmed
4. Acquire a medical condition that would affect their ability to drive
5. They reach 70 years of age & cannot provide a medical certificate to satisfy the insurance / DVLA licensing requirements
6. Not driven a minibus for more than 2 academic years
7. There is a change in DBS clearance or an offence is found during a licence check
8. A DVLA check code is not provided at the start of the academic year or after successfully completing a MiDAS course.

7.4. Should any of the above conditions be 'triggered' the proposed corrective actions are suggested as follows (although the school reserves the right to suggest/implement alternative actions subject to the context of the above):

- 1 to 4 - A MiDAS refresher would need to be taken and passed before the member of staff would be permitted to drive the minibuses again.
- 4, 5 & 6 - We may, at our discretion, request a local re-familiarisation assessment (or in the case of health concerns, a DVLA medical / health check) before the member of staff drives the minibuses again. Additionally, we may request a MiDAS refresher is completed.
- HR advice will be sought; these issues will be handled on a case by case basis.
- The driver will be allowed to resume driving once a successful check of their licence has been completed.

7.5. A central record of copies of driving licences are held for those members of staff who are authorised to drive the minibuses and this is kept up to date by NKR, overseen by Assistant Head: Operations and Communications.

7.6. At the start of each academic year, or when a driver has successfully completed a MiDAS course, drivers should provide NKR, overseen by Assistant Head: Operations and Communications with a 'DVLA check code'.

7.7. The purpose of the driving licence check is to ensure that a driver has not accrued more than 6 'live' points, they are still appropriately licensed to drive the vehicles and restrictions on their licence are noted. Records of the licence checks shall be kept on the central drivers list.

7.8. When a member of staff is driving a minibus on a long-distance journey, it is not acceptable to expect them to exercise general supervisory responsibilities during the journey. The governors, therefore, require that there is an adequate number of adults to drive and supervise the students.

7.9. In accordance with the requirements of Section 19 Permits, drivers should aim to have a 15-minute rest break after every 2 hours of driving. After 4 ½ hours driving a driver must have a further 30 minutes break. Rest breaks should only be taken when safe to do so and in a safe place eg service station.

7.10. Tiredness, fatigue and stress (be it from work, domestic or social circumstances) can affect safe driving. Drivers should take account of this and not drive if they believe they are unfit to do so.

7.11. At the school's discretion, with advanced notification to the EVC and with the Headteacher's approval (usually in an emergency), a member of staff without MiDAS training may drive the minibuses as long as the following criteria is met:

- The minibus has 9 - 16 passenger seats plus the driver with the school's Section 19 Permit
- They have held their driving licence for two years or longer
- They are aged between 21 and 70
- They are appropriately licensed to drive the vehicle
- If the driver only has a category B licence, the Maximum Authorised Mass (MAM) is 3,500kgs if a conventional minibus or 4,250kgs if an accessible minibus with passengers lift or ramp 3.

8. Minibus Permits

8.1. All minibuses (whether hired, owned or loaned) must have a section 19 permit. The permit can be issued to a school and is not vehicle specific. An application form for a Permit needs to be completed. Drivers must ensure the Permit 19 is displayed on the minibus they are driving and inform the Headteacher if the

permit is not displayed. You may not be legal on the public highway without the permit.

9. MOT, Servicing, Maintenance and Safety Inspections

9.1. The minibuses will be serviced at the regular recommended intervals (annually and with safety inspections every 10 weeks) and have a valid MOT certificate. Minibuses require a MOT inspection one year after initial registration, and annually thereafter. Minibuses with up to 12 passenger seats (excluding the driver) require a Class IV MOT, the same as a car. Minibuses with more than 12 passenger seats (excluding the driver) require a Class V MOT.

9.2. 10 weekly safety inspections undertaken via an external provider must be undertaken, with 6 weekly inspections undertaken for vehicles older then 12 years old.

9.3. Insurance is arranged centrally by the Trust and a copy of the motor fleet certificate of insurance is provided to the School. Each minibus will have a 10 week safety inspection carried out by an independent party to ensure that each minibus remains roadworthy and compliant with the school's Section 19 Permit obligations.

9.4. During term time, weekly checks of the minibuses will be carried out by The Site Team or designate, these are recorded in a central log. If minibuses are used outside of term time,The Site Team should ensure a weekly inspection has been completed and recorded before use.

9.5. The driver is responsible for ensuring they conduct a Minibus pre drive/weekly inspection sheet (Annex A) to ensure it is in a safe and legal condition, there are prompts for areas to check on the inspection sheet. These checks along with the journey information should be recorded each time a minibus is used.

9.6. Defects or damage should be noted on the inspection sheet and reported on the Strida App and Notify the Site team.. The Site team should ensure that the issue is rectified or made safe before the minibus is used again, actions should be recorded in the back of on iAM compliant . Records of maintenance jobs and booked repairs are kept on I Am Compliant. This is also to include upcoming safety inspections, repairs, MOT and service in accordance with Permit requirements.

9.7. Detailed information on these safety inspections can be found in *'Guide to Maintaining Roadworthiness*' available on the Department for Transport's website, and the Community Transport Association's website, Both of which have valuable general advice and information for minibus use. Guidance can also be found on the VOSA website.

9.8. Passenger lifts and ramps must be inspected every 6 months and load tested in line with the Work Equipment Compliance Code P653.

10. First Aid and Emergency Procedures

10.1. A First Aid kit is to be present within all minibuses and subjected to 6 monthly stock checks.

10.2. A fire extinguisher is to be present within all minibuses and subjected to an annual service / inspection to ensure its compliance.

10.3. Any window of the minibus labelled 'Emergency Exit', must have Break Glass hammers present and in situ at all times.

10.4. It is advisable to take a Trip phone on all minibus outings.

11. Breakdown Procedures

11.1. Breakdown and insurance contact information is to be readily available within the minibus. If the driver cannot make contact with the breakdown company, they should seek further advice from the senior staff member on call.

11.2. If the minibus breaks down, the driver must call the breakdown services who will attempt to repair the vehicle and if unable to, will arrange for the minibus to be towed back to the school. The staff and students must go to an area of safety away from traffic and stay with the students at all times. There are sufficient hi vis jackets available on each vehicle for the driver and passengers which must be worn in this situation. If the minibus cannot be repaired at the roadside then the driver must call the senior member of staff on call who will arrange transport to return the staff and students to the school.

12. Accidents/ Incidents

MINOR - The minibus is still legal, roadworthy and drivable

12.1. If an accident occurs, the minibus driver or additional member of staff should ensure that the students are safe and uninjured.

12.2. The driver should ensure that the details of other vehicles at the scene are taken and recorded, e.g. type of vehicle, number plate, insurance details. the name and address of the other driver(s). Where possible photographs should be taken of the accident / incident to assist with any insurance claim. The driver should notify the transport manager of the accident as soon as practicable.

12.3. Upon returning to the School, the driver should submit a motor accident report form via The Site Team and pass along the report number to the transport manager or designate. If applicable, accident forms should be

completed via iAM Compliant for all injured passengers and drivers regardless of severity.

MAJOR - The minibus is not drivable or injuries sustained to staff/students

12.4. The driver must telephone the emergency services and ensure students are safe as a priority.

12.5. Then they should telephone the senior member of staff on call to advise them of the incident.

12.6. The senior staff member will assess the situation and advise accordingly. The senior member of staff should contact the CST central team for further advice if necessary.

12.7. The staff and students must go to an area of safety away from traffic and staff must stay with the students at all times. There are sufficient hi-vis jackets available on each vehicle for the driver and passengers which must be worn in this situation.

12.8. The driver or additional staff member should keep the senior staff member up to date on events at all times.

12.9. Upon returning to the school, the driver should submit a motor accident report via The Site Team and pass the report number to The Site Manager or designate. If applicable, accident forms should be completed via iAM Compliant for all injured passengers and drivers regardless of severity and in line with the first aid policy.

13. Using a Minibus

Roof Racks

13.1. Where a roof rack is fitted, care must be taken not to overload the minibus and not to exceed the Gross Vehicle weight. Rack fixings must be checked regularly and are included in the pre drive/ weekly inspection sheet (Annex A).

Speed Limits

Single carriageway roads where no lower limit applies	50 mph
Dual carriageways	60 mph
Motorways	70 mph
Motorways when towing a trailer	60 mph

Bus/motorway lanes

13.2. Minibuses are able to use designated bus lanes unless the word ‘local’ is included on the blue signage or the road markings.

13.3. Minibuses fitted with a speed limiter, are not allowed in the right hand lane of a motorway with three or more lanes.

Parking

13.4. Minibuses must be parked on the nearside of the road unless in a designated parking area.

Passengers in Wheelchairs

13.5. National guidelines produced by the Department for Transport are contained in the code of Practice VSE87/1 “The Safety of Passengers in Wheelchairs on Buses”. If you are likely to carry passengers in wheelchairs you will need to obtain a copy of this Code of Practice and abide by the guidance.

Driving a Minibus Abroad

13.6. Minibuses must not be used for driving abroad.

Seat belts and booster seats

13.7. Children must normally use a seatbelt or booster seat until 135cm or 12 years old whilst traveling, however, there are exceptions. Minibuses and coaches are an exception for this as minibus or coach drivers and companies do not have to provide a child car seat or seat belt, if they’re not available.

13.8. Minibuses: All children must travel in rear seats (any seats behind the driver) if a child car seat or an adult seat belt isn’t fitted. Children aged 3 or older must:

- use a child car seat if there’s one available in a minibus
- use an adult seat belt if child car seats are not fitted or are unsuitable.

14. Version control and approvals

Version	Date	Amended by	Recipients	Purpose
1	March 2024	AM/NA/AH	Risk and Audit Committee	Aligned policy

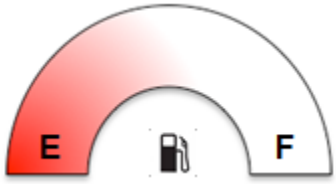
2	March 2025	AM/NA/AH	Risk and Audit Committee	Aligned policy

Approvals

Version	**Date**	**Approved by**
1	March 2024	Risk and Audit Committee
2	March 2025	Risk and Audit Committee
Date for next review of this policy	March 2026	

Annex A: Minibus pre drive/weekly inspection sheet

Site:	
Date:	
Vehicle registration:	

Driver:	
Department:	
Destination:	
Mileage on depart:	
Mileage on return:	
Fuel status on departure:	

Indicate any damage on the diagram below



D – Dent
S – Scratch
A – Accident damage
M – Missing element

Pre-Journey Checks

The following have been checked and any problems reported. Any damage to the vehicle must be reported immediately and logged on this form.

Outside the Vehicle

Item	✔ / ×	Any comments
Fuel		

Fuel cap		
Lights		
Reversing lights		
Rear fog lights		
Door locks		
Tyre condition		
Mirrors		
Reversing lens		
Roof rack and fixings		
Status Indicators		
Item	**✔ / ×**	**Any comments**
Fuel		
Oil		
Handbrake		
Direction indicators		
Hazard warning		
Speed limiter		
Passenger Safety		
Item	**✔ / ×**	**Any comments**
Seat belts		
Door locks		
All doors open correctly		
Driver's Seat		
Item	**✔ / ×**	**Any comments**
Seat adjustment controls		
Mirrors		
Ventilation/heating		
Breakdown		

Item	✔ / ×	Any comments
Breakdown/recovery service document		
The Controls		
Item	**✔ / ×**	**Any comments**
Rear fog lights		
Foot pedals		
Lights (side/dip/full beam)		
Horn		
Reversing bleeper		
Windscreen wipers		
Windscreen wash		
Choke/starting procedure		
Emergency Kit		
Item	**✔ / ×**	**Any comments**
First aid kit		
Fire extinguisher		
Emergency exits		
Mobile phone/radio		
Signature		
Printed:		
Signed:		
Date:		

Terms of Minibus Usage:

- **Minibus is only to be used for School / Educational Purposes**
- **Minibus is not to be hired / lended out to 3rd parties**
- **The vehicle must be returned with a full tank of fuel**
- **Any damage, incidents or concerns regarding the minibus must be reported promptly to the Estates team and leaders**

Annex B: Minibus risk assessment (to be inserted)

Mini Bus Usage - Risk Assessment - Date:02/08/2023

ACTIVITIES: (What will you be doing and with whom?)				Mini Bus Usage				
SITE:								
DATE OF RISK ASSESSMENT:				**Date completed:**		**Date to be reviewed:** (Max timeframe 1 year)		
Aspects to Consider (List only actual hazards/issues related to planned activities)	**Who is Affected/What Might Happen?** (Staff, students, visitors, etc.)	**Inherent Likelihood & Severity** (See table at end of doc)	**Inherent Risk Score** (Likelihood X Severity)	**Control Measures** (How you will reduce the risks and whether they are already in place or not e.g. guards on machines already in place or need to wear PPE eye wear/gloves)	**Further control measures / further action?**	**Remaining Likelihood & Severity** (See table below)	**Residual Risk Score** (Likelihood X Severity)	**When Done & By Whom?**
Mechanical Breakdown	Students, Staff, Volunteers Driver and passengers left stranded. Injury or death from collision from fast moving traffic	**2x5**	**10**	Breakdown recovery information to accompany all trips within Mini Bus - information to be laminated and present within the bus at all times Mini Bus inspected weekly by Facilities team via the following inspection sheet → INSERT SHEET HERE Mini Buses are in receipt of a valid MOT with any mechanical	The driver is responsible for ensuring they are driving a roadworthy vehicle. A defective vehicle must be taken off the road until repaired. Appropriate warning triangle	**1x5**	**5**	

				concerns raised with the facilities team upon return from a trip. Pre driving checks to be carried out and recorded by driver, with Milage noted Emergency phone numbers to accompany all trips via the Trip phone Trip leader to take a headcount of students and staff should a situation arise Safety inspections by a suitably qualified and competent contractor to be undertaken every 10 weeks for vehicles under 12 years old, and every 6 weeks for vehicles aged 12 years and over.	and hi-vis vest to be available.			
Fire	Students, Staff and Volunteers Persons Injured through smoke and fire Persons injured via collision with moving vehicles as exiting the vehicle.	**2x4**	**8**	Fire extinguisher available on all buses. Mini Bus weekly inspection undertaken by the facilities team. Mini Buses are in receipt of a valid MOT with any mechanical concerns raised with the facilities team upon return Pre driving checks to be carried out and recorded by driver		**2x2**	**4**	

				Extinguisher checked monthly by the facilities team (as part of the compliance works), along with an Annual Service undertaken on the device via a suitable qualified and competent contractor. Only foam extinguisher to be used in case of accidental activation. Dry powder will have a considerable risk of blocking driver vision. Fire evacuation procedure to be known by all staff and students within the bus (e.g. exit the vehicle, conduct a head count, contact emergency services and follow emergency contact cascade).				
Boarding and exiting Bus	Driver and passengers being struck by other vehicles	**2x5**	**10**	The passenger exit door must always be against the pavement unless this is unavoidable such as in an emergency. Staff to ensure it is safe for the students to board or exit the bus The bus must stop in a safe place and use designated parking spaces where available.		**1x5**	**5**	
Slips, Trips and Falls	Staff and students tripping over bags or slipping	**3x3**	**9**	Ensure bags or others luggage is securely stowed Food or drink is not to be consumed on the bus, if this is	Bus to be cleaned of any debris at the end of the trip - Driver is responsible for	**2x3**	**6**	

	on spilled food / drink / mud			unavoidable, ensure there is adequate provision to clean up any spillages. Ensure muddy PE equipment (Boots, shoes etc.) is removed / cleaned before entry.	clearing the bus after use.			
Traffic Collision	Staff and Students injured due to collision	**2x5**	**10**	Drivers are to be trained and hold a MiDAS valid certificate, dated within 4 years. For all drivers to undertake annual driving licence checks and any points / penalties noted - any Staff with penalties / points for speeding, dangerous driving, driving under the influence and previous driving bans are not to drive school vehicles. No driver to drive if tired or under the influence of non-prescription drugs or alcohol. Driver to declare any prescription drugs where the GP has advised not to drive or use machinery, the driver must not drive until given all clear from their GP. Any overhead storage compartment must be secured during the journey Seatbelts to be worn by all passengers / Driver and approved	Staff to have a minibus induction which includes any safety features such as fire extinguishers and emergency exits Insurance details to be carried on the bus. Emergency phone numbers to be taken on each journey Driver to abide by the highway code No mobile phone use when driving Sat-nav to be set up before starting the journey and not set when the bus is in motion.	**2x3**	**6**	

				booster seats used where necessary				
Falling from the bus	Passengers injured or death from falling from a moving bus	**2x5**	**10**	All exits to be secured before the bus moves off. All passengers are to wear seatbelts. No standing when the bus is in motion.	If necessary, staff are to sit close to exit doors Reinforce expectations of behaviour when travelling on the bus.	**1x5**	**5**	
Poor Behaviour	Poor behaviour distracting the driver resulting in collision or another incident	**2x3**	**6**	Students to be reminded of expected behaviour. Secondary age students only to sit in the front passenger seats after risk assessed for good behaviour	Driver to pull over as soon as it is safe to do so if poor behaviour persists or threatens the safety of the bus	**2x1**	**2**	
Adverse weather	Collision from poor visibility due to heavy rain, mist of fog	**2x5**	**10**	If possible, delay the trip in adverse weather conditions. Follow advice for MET office weather warnings. If the bus is driven in heavy rain, mist of fog, reduce speed accordingly and leave a greater gap between you and the vehicle in front.	Drive with greater care in high winds Re-enforce expectations of behaviour when travelling on the minibus.	**2x3**	**6**	
Minor Injuries	Staff and Students. Unable to treat minor injuries such as minor	**2x2**	**4**	First aid kit to be available on the bus, this should be either a permanent kit in the bus or a kit that gets sent out with each trip.		**1x2**	**2**	

	lacerations or grazes			Assigned person to regularly check first aid kit to ensure all items in the first aid kit are in date. Trip leader to ensure first aid kit present.				
Lending / Hiring out of Vehicles	Staff, Students, Improper care of the minibus Mechanical damage	**2x5**	**10**	Minibuses are not to be lended, or hired out to 3rd parties Minibus usage is to only be undertaken by staff employed by the school, for school usage only		**2x2**	**4**	

Responsible person name:		**Signature:**		**Date:**	
SMT/SLT name:		**Signature:**		**Date:**	

Please rate the **Risk Severity** and the **Risk Likelihood** using the below table both before and after the Control Measures.

Likelihood and severity form a ratio created by taking the number affixed to the relevant level of each in the white box – for example a "near impossible" risk likelihood and "minor injuries" risk severity would form a ratio of 1:2. These figures are then multiplied to form the inherent risk score, in this case 2.

Repeat this process to ascertain your remaining likelihood and severity after control measures and then multiply the ratio to find your residual risk score.

	Risk Likelihood					
R i s k S e v e r i t y	**Total Risk calculation table**	**1:** Near impossible	**2:** Unlikely	**3:** Notable chance	**4:** Likely	**5:** Almost certain
	1: Insignificant	**1**	**2**	**3**	**4**	**5**
	2: Minor injuries	**2**	**4**	**6**	**8**	**10**
	3: Notable injuries	**3**	**6**	**9**	**12**	**15**
	4: Major injuries	**4**	**8**	**12**	**16**	**20**
	5: Fatal	**5**	**10**	**15**	**20**	**25**

Risk Rating Calculation

Total Risk = Remaining Risk Severity X Remaining Risk Likelihood

A **Total Risk** score of **1-9** should mean you are safe to undertake the activity as long as the required control measures are in place throughout.

A **Total Risk** score of **9-12** should mean you reconsider control measures, method or even necessity of activity before undertaking it.

A **Total Risk** score of **13-25** should mean you do not undertake the activity at all until you have completely reconsidered how to deliver it safely.

Annex B: Annual Driver Declaration Form

Annual Driver Declaration Form

This form must be completed by any member of staff who wishes to drive on Trust business. This includes staff who are required to drive Trust vehicles as an essential part of their work (e.g. Estates, Catering, Student Support and Well-being and Support staff) and those who either hire a vehicle or choose to use their own private vehicle on Trust business.

Trust business shall be defined as all journeys to and from premises other than your usual place of work, for example, to attend seminars, conferences, meetings, training courses, placements, partner schools and events as part of the AmplifyEducation Trust.

Please note that journeys between your home and your permanent place of work are considered to be private journeys.

Please complete this form and return via email to [SCHOOL TO INPUT CONTACT DETAILS OF H&S LEAD] together with the following:

1) A photocopy or scan of your Photo card Driving Licence (both sides), and
2) A DVLA Licence Summary

Your Name:		
Department		
Driving Licence Number:		
Country of Issue (e.g. UK; IRL		
Date B Licence Test Passed		
Age at Time of Test (If you are under 25)		
Please mark **[X]** in the relevant box:	I am a Staff Member	
	I am a Student	
	Other (Please state):	
I am applying to drive:	A Minibus	

Please mark **[X]** in the relevant box:	A Leased / Hire Vehicle		
	Your Own Private Vehicle		
If you answer 'YES' to any of the questions below, full details must be supplied and submitted with this form for approval:		**YES**	**NO**
1. Have you resided in the British Isles for less than three years?			
2. Have you been involved in any motor accidents, losses or claims (other than windscreen claims) during the last 3 years irrespective of blame?			
3. During the last 11 years, have you been disqualified from driving?			
4. (A) Have you been convicted of any motoring offences (including fixed penalty offences) during the last 5 years?			
4. (B) Is any prosecution pending?			
5. Do you suffer from diabetes, epilepsy, defective hearing or vision, heart condition, or any other physical or mental disability, infirmity or disease?			
6. Have you ever had any motor vehicle insurance you hold or have held, declined, cancelled or refused at normal terms?			
<u>If you are applying to drive a minibus please confirm the following:</u>			
7. Do you hold a full D1 (or D) PCV entitlement licence?			
8. Have you undertaken the MiDAS (Minibus Driver Awareness Scheme) Training for Minibus Drivers?			
9. Date training was undertaken:			

Declaration:

- I certify that the information provided above is correct to the best of my knowledge.
- I declare myself as medically fit to drive.
- I hereby declare that if I use my own vehicle for Trust business I will ensure that the vehicle is taxed, has a current MOT certificate, is serviced regularly and is roadworthy, and that insurance is in place which includes 'for business use'.
- I agree to take responsibility for any fines in respect of traffic, parking or speeding offences incurred whilst I am a driver of the vehicle.
- I also undertake to notify the Trust of any accident that occurs whilst I am responsible for one of the Trust's vehicles ASAP.
- I hereby declare that I have read and am fully conversant with the Trust's Driving at Work Code of Practice and agree to abide by its terms.
- I agree that I am duty bound to notify immediately my Line Manager should any

<table>
<tr><td colspan="2">details change that would prevent me from driving.
● I accept that my information may need to be shared with the Trust's insurers.
● I understand that this data will only be used for the purposes of motor insurance and will be held in accordance with the EU General Data Protection Regulations and the Data Protection Act 2018.</td></tr>
<tr><td>Signed:</td><td>Date:</td></tr>
<tr><td colspan="2">Line Managers Approval:

Name:

I approve the named driver to drive on Trust business, and that the information provided is trustworthy and accurate</td></tr>
<tr><td>Signed:</td><td>Date:</td></tr>
</table>