



MANAGEMENT CIRCULAR

41

Education Services, City Chambers, 40 John Street, Glasgow G1 1JL

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Management Circular No. 41

To Heads of all educational establishments

Colleagues

School Owned Minibuses

1 Introduction

Minibuses are passenger carrying vehicles, normally with a capacity for 9-16 passengers, in addition to the driver. Where schools own a minibus, certain procedures must be followed to ensure the vehicle is being driven legally and operated safely.

These guidelines are designed to help support Heads of School, and drivers, adhere to the proper procedures and to encourage best practice is being adopted wherever possible.

2 Purchase

All school minibus purchases must be approved by Neighbourhoods Regeneration and Sustainability via the appropriate contract.

Schools may fund the purchase of a minibus using School Funds, or sometimes by utilising school budgets.

2.1 Schools Funds

Where School Funds are being utilised to pay for the vehicle, schools must advise their Area Financial Advisor of the intention to purchase a school minibus and the specification required. The AFA will then approach Education Support Services to request that they inform NRS of the potential purchase. Support Services maintain the database of school owned minibuses and will ensure that vehicle insurance and maintenance schedule is in the place from the delivery date.

2.2 School Budgets

Where schools intend to use school budgets to pay for the vehicle, they must first gain approval from the Head of Resources to do so before the above procedures are applied.

Each vehicle must be registered with DVLA as being owned by the individual school, not Glasgow City Council. Where a vehicle is gifted to the school, the vehicle should immediately be registered with DVLA as being owned by the school. Where a school plans to release the vehicle, either through a sale or if it is no longer fit for road use, then DVLA must be notified immediately and an email sent to Insurance Section and Support Services to advise that the school are no longer owners of the vehicle.

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* Schools refers to all Units, Nursery, Primary and Secondary Schools.

3 Drivers

- 3.1 Only Glasgow City Council staff members are legally insured to drive school minibuses, and only for educational purposes. If the staff member passed their driving test prior to 1997, they will have category D1 on their licence which entitles them to drive any minibus up to sixteen seats. If a staff member passed their driving test after 1st January 1997, then they can only drive a minibus up to sixteen seats providing the following criteria are met:
- They are over 21 years of age;
 - They have held their driving licence for over two years;
 - The gross (fully laden) weight of the vehicle is not in excess of 3.5 tonnes;
 - They are not being forced to drive the minibus and, are not being paid specifically to drive it.
- 3.2 If the vehicle is over 3.5 tonnes gross weight, then drivers are required to have the D1 category on their licence. Drivers who passed their test after the introduction of the theory test (1997) would not automatically have this category on their licence and would be required to sit a subsequent test to be able to legally drive the vehicle. Dealerships and manufacturers can provide details of Vehicle Gross Weight (VGW).

4 Licence Checks

Glasgow City Council has a strict policy to regularly check the validity of the driving licence of any member of staff who drives vehicles on behalf of Education Services. Licences must be checked during the months of March and September each year, following the guidelines contained in Appendix 1, "Driving Licence Check Process".

4.1 Step one

Before any staff member can drive a school minibus they must complete Part 3 of mandate D906 (Appendix 2) and sign and date Part 4. Once completed, this form must be handed to the Head of School, or other designated member of staff. The Head of School should have the completed form scanned and emailed as a separate attachment to [CBSVDVLAlicensechecks@glasgow.gov.uk](mailto:CBSDVLAlicensechecks@glasgow.gov.uk). The original mandate must be kept within the school.

- 4.2 Completed mandates are required every three years for all drivers, or when a new member of staff wishes to be eligible to drive the minibus.

4.3 Step two

The Head of School should arrange for the details contained within each completed D796 mandate to be transferred to form ES AD1 (Appendix 3). This will create a list of all driver details within their school who may drive the minibus. When the ES AD1 list has been completed with details of all minibus drivers within the school, it must be scanned and emailed to CITU@glasgow.gov.uk and InsuranceAdmin@glasgow.gov.uk for their records.

5 Training

Neighbourhoods, Regeneration and Sustainability provide training on driving a minibus. This is often done on site, using the school's own vehicle. Training can be arranged by contacting the Training Centre on 0141 276 1480. MiDAS (Minibus Driver Awareness Scheme) is a nationally recognised scheme that enhances the driving skills of minibus drivers through driver training, driving assessment and driving re-assessment (every four years).

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- 5.1 MiDAS has been endorsed by various organisations including the Driver and Vehicle Standards Agency, RoSPA (Royal Society for the Prevention of Accidents) and the National Union of Teachers

6 Accidents

Each vehicle should have an Accident Pack located within the vehicle. This pack offers advice to drivers on the actions to take immediately following an accident, including which details you should be requesting from any third party, and the information you should be providing. Any accidents, even if there is no apparent damage to the vehicle, must be recorded in the HandS reporting system, using the link below, as soon as possible, but certainly within the end of the next working day. <https://gcc.info-exchange.com/Council>

7 Insurance

All vehicles used within educational establishments must be adequately insured. Schools should take advantage of Glasgow City Council's insurance for their minibus. Minibuses will only be insured to be driven by Glasgow City Council staff for journeys of an educational nature. Schools will benefit from a significantly reduced premium (free at the moment), and have comprehensive cover with a £500 excess in most cases.

- 7.1 However, as Glasgow City Council has a Goods Vehicle Operator's Licence, schools who wish to take advantage of this insurance must ensure that their vehicle is maintained through the maintenance depot in Polmadie.

8 Maintenance

All maintenance of school owned vehicles must be carried out by Neighbourhoods, Regeneration and Sustainability from their workshop in Jessie Street. Schools are charged £500 per vehicle, per annum for the following services for our vehicles:

- Annual service, including any minor repairs
- MOT test
- Six-monthly safety inspections

Each vehicle will be assigned a "Fleet Number" and all maintenance and inspections will be tracked and recorded.

9 Vehicle Breakdown

As part of the maintenance agreement with Neighbourhoods, Regeneration and Sustainability, in the event of a breakdown, the driver should contact Neighbourhoods, Regeneration and Sustainability on 0141 287 2056 to arrange recovery. If the breakdown occurs on an evening at the weekend, the driver should contact 'M8 Recovery Ltd' on 0141 883 0888. The driver should advise M8 Recovery Ltd that the vehicle is maintained by the Neighbourhoods, Regeneration and Sustainability workshop in Jessie Street.

- 9.1 Please note, there will be a charge for the above services and Neighbourhoods, Regeneration and Sustainability will require a charge code to recharge your school.

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10 Permit 19

Where schools wish to charge children/young people to pay towards transportation costs, a "Permit 19" must be applied for through Glasgow City Council via Legal and Administrative Services Section, City Chambers, George Square, Glasgow G2 1DU, phone 0141 287 5354.

11 Fuel

To assist with the administration relating to fuel purchases for your minibus, Neighbourhoods, Regeneration and Sustainability can supply a fuel fob which will allow drivers to visit any of the four sites across the city to obtain fuel. An account for this will be created in advance and charges will be balanced internally to the school's chosen charge code.

- 11.1 Please contact Neighbourhoods, Regeneration and Sustainability on 0141 287 2020 to set up an account and to obtain details of your nearest fuel station.

12 Vehicles to be added/removed from the database

Education Services currently hold a citywide data base containing details of all vehicles currently owned by individual schools. This data base is shared with our colleagues in the Insurance Section, Corporate Finance, and Neighbourhoods, Regeneration and Sustainability.

- 12.1 To ensure this data base is accurate, it is essential that you notify the following services, by email, immediately, when you need to request that a vehicle be added or removed from the data base. Failure to do this could lead to serious implications relating to insurance cover.

Insurance Section Email insuranceAdmin@glasgow.gov.uk

Education Services Email educationsupport@glasgow.gov.uk

Douglas Hutchison
Executive Director of Education Services

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Driving Licence Checks

The four steps which MUST be completed to ensure a member of staff can legally drive a school owned vehicle are as follows:

1. A completed D906 for **each** staff member must be emailed to CBSDVLAlicensechecks@glasgow.gov.uk
2. Individual drivers must visit the DVLA website to obtain a "Check Code" to pass to the designated member of school staff to allow them to check their licence details <https://www.gov.uk/view-driving-licence>
3. The relevant member of school staff must check the driver's licence is satisfactory using the DVLA website <https://www.gov.uk/check-driving-information>
4. A completed ES/AD1 form must be emailed to the Corporate Integrated Transport Unit (CITU) and the GCC Insurance Section: CITU@glasgow.gov.uk and InsuranceAdmin@glasgow.gov.uk

****Only when the above procedures have been fully completed can a member of staff drive a school vehicle.****

1 D906 Form

To ensure that any staff member who drives a school owned vehicle is legally able to do so, it is essential that they complete form D906 (attached) and have it submitted prior to driving a school owned vehicle.

The D906 form is completed by each driver when they first request to have their licence checked, and every subsequent three years. Staff only have to complete Section 3 (in black ink using block capitals) and sign and date Section 4. As before, all completed D906 forms must be individually scanned as separate files for each member of staff. These files should then be attached to an email and sent to CBSDVLAlicensechecks@glasgow.gov.uk.

2 Driving Licence Check Process

This process must be completed during the months of March and September each year for existing drivers, or on an ad-hoc basis if new members of staff are added to your list of drivers.

Due to a change of processes from DVLA, and in line with GDPR, each individual driver must now visit the DVLA website to obtain a "check code" to allow someone to check their licence details. The driver must then pass this code to the person in your school who would collate driving licence information from staff wishing to drive your school's vehicle. This same person would then visit the DVLA website to check each driver's licence details.

Please note, the check code expires after 21 days, so the licence check must be completed within this timeframe. The full list of drivers for your school must then be inserted in the attached revised ES/AD1 form, which must be emailed to CITU and the Glasgow City Council's Insurance Section.

3 Drivers - Obtaining your Check Code

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To produce your check code you will need your Driving Licence Number, National Insurance Number and Postcode. You will need to log on to the DVLA website using the following link: <https://www.gov.uk/view-driving-licence>

This is a quick process and should take each person no more than five minutes in total.

- i. Select "Start"
- ii. Enter your Driving Licence Number, National Insurance Number and Postcode, then tick "I agree". This will take you to the next page where you request your code.
- iii. There are four tabs near the top of the screen - Select "Get Your Check Code".
- iv. Please select the green box "Get a code". This will take you to a screen where your check code will be displayed.
- v. Please take a note of this check code, but please remember it is case sensitive. You can also use the option to print your check code if you prefer.
- vi. Your check code must then be provided to the designated person in your school who deals with the school minibus and /or driving licence checks.

4 School Staff - Checking a Driving Licence

This process should take no more than five minutes to check each driver's licence

To check the driving licence of a member of staff, please use the following link:

<https://www.gov.uk/check-driving-information>

- i. Here you will be asked to enter the last eight characters from the driving licence number, then the check code provided by the driver and choose to "Check licence".
- ii. This leads to a screen which provides details of the status of the driving licence.

Please take a note of any endorsements or penalty points showing. These should be brought to the attention of the Headteacher or Head of Centre. The Head may decide to still allow the driver to drive the vehicle, but the points total must be below seven in order for them to do so.

- iii. Some drivers may have Category "D1" showing in the list of vehicles they can drive.

Please make a note of this on the AD1 return. The completed AD1 form must now be emailed to CITU and Insurance Section (email addresses above).

- iv. Once the corresponding D906 has been emailed to CBSDVLA inbox mentioned above, the AD1 has been completed and emailed to CITU and Insurance Section and, the licence details seem satisfactory, the driver can then proceed to drive the vehicle.

Please note: If another school requests to borrow your vehicle, it is the responsibility of the Head of the Establishment that owns the vehicle to ensure any member of GCC staff driving the vehicle has had their licence checked via the process detailed above.

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D906/
ADD

IMPORTANT: Please read the notes over the page before filling in this form and write clearly in **black ink** using CAPITAL LETTERS.

1. Company details (to be filled in by the company making the enquiry before driver fills in Sections 3 and 4):

Company name and address (the company):		Account number: <input type="text"/>
GLASGOW CITY COUNCIL (Education Services)		Reference number: <input type="text"/>
EXCHANGE HOUSE		Are you making an enquiry on behalf of another company? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
231 GEORGE STREET		
GLASGOW		
Postcode: G 1	1 R X	If yes, please give the company name below: <input type="text"/>

2. Reason for processing information (to be filled in by the company making the enquiry before driver fills in Sections 3 and 4):

To ensure the employee is competent, eligible and entitled to drive on Council business.

Do you need CPC information? Yes No Do you need tachograph information? Yes No

3. Driver details (to be filled in by the driver):

Surname: <input type="text"/>	Middle name(s): <input type="text"/>
First name: <input type="text"/>	
Date of birth: <input type="text"/>	
Current address:	Address on licence (if different):*
Line 1 <input type="text"/>	Line 1 <input type="text"/>
Line 2 <input type="text"/>	Line 2 <input type="text"/>
Line 3 <input type="text"/>	Line 3 <input type="text"/>
Post town <input type="text"/>	Post town <input type="text"/>
Postcode: <input type="text"/>	Postcode: <input type="text"/>
Driver licence number: <input type="text"/>	

* You must tell DVLA about any changes to your address. If you don't, you could be fined up to £1,000.

4. Driver information fair processing declaration (to be filled in by the driver):

IMPORTANT: Please read the notes over the page before signing this form. Do not sign if Sections 1 and 2 are not filled in.

Declaration:

I am the person referred to in Section 3. I understand the company or companies listed in Section 1 will ask DVLA for my driver record information, as and when they require, for the purpose set out in Section 2.

I understand DVLA will disclose to the company or companies in Section 1 all relevant information held in the computerised register of drivers maintained by DVLA. This includes personal details, driving entitlements, valid endorsements and disqualifications (if relevant), photo images, Certificate of Professional Competence (CPC) and Digital Tachograph Card details (where appropriate).

This declaration will expire when I stop driving in connection with the company or in any case, three years from the date of my signature.

SIGNATURE: DATE:



Driving licence information fair processing declaration form

D906

Guidance notes for the driver – please read these notes before you fill in this form

- 1 DVLA handles your personal data in accordance with road traffic law and data protection laws. The law allows us to release your data to the police and other enforcement bodies. We also provide data to other parties where the law allows it. For further information about how we process your data, your rights and who to contact, see our privacy notice at www.gov.uk/dvla/privacy-policy or request a written copy by phoning 0300 790 6106.
- 2 You should only fill in this form if you have read and understood how your driving licence information will be processed by the company or companies in Section 1. The company making the enquiry must first fill in Sections 1 and 2. You must then fill in Section 3 and sign and date the declaration in Section 4. DVLA will not accept forms if they haven't been signed and dated by you. If you change any information on this form, you must initial and date these changes.
- 3 In some instances, the company asking for information from your driving licence record (the 'enquirer') may be requesting for the company you are connected to. The enquirer should fill in details of all the companies who will process this information in Section 1.
- 4 If your connection with the company or companies named in Section 1 stops, you have the right for your information not to be requested or processed by them. Please refer to the fair processing information and privacy policy for the named company or companies in Section 1.
- 5 You can also view or share your driving licence information online at www.gov.uk/view-driving-licence
- 6 If the details on your driving licence are not up to date, return it to DVLA and tell us about the changes we need to make. By law, you must tell us immediately if you change your permanent address or name. You could be fined up to £1,000 if you do not tell us about these changes.
- 7 If your licence has been lost, stolen or destroyed you will need to apply for a replacement. You can find out how to do this online at www.gov.uk/apply-for-a-new-driving-licence

Guidance notes for the company

- 1 You must fill in Sections 1 and 2 before the driver signs the declaration in Section 4.
- 2 If you require Certificate of Professional Competence (CPC) or Digital Tachograph Card information or both, please contact the Driving & Vehicle Standards Agency (www.gov.uk/government/organisations/driver-and-vehicle-standards-agency).
Please note this D906 form should not be submitted to DVSA. You can check full Driver Qualification Card (DQC) information and periodical training information at www.gov.uk/check-your-driver-cpc-periodic-training-hours
- 3 You must tell DVLA the reason for requesting the driving licence information in Section 2. You must only use this information for this reason. If you do not provide enough information or do not make sure this form is signed by the driver, it will become invalid and will be rejected. We will carry out checks to verify the information you provide.
- 4 DVLA has a duty under data protection law to protect personal information. To ensure adequate protection, DVLA requires that the driver (the data subject) is informed and understands how their driving licence information will be processed.
- 5 DVLA will only release driving licence information to confirm entitlement to drive and holds it in accordance with data protection law. Data controllers must comply with any notification requirements under data protection law. Driving licence information must be requested and processed in accordance with the terms and conditions provided by DVLA.
- 6 It is an offence to unlawfully obtain personal data which is contrary to data protection law. The penalties for these offences are fines issued in the magistrates' court or Crown Court.
- 7 If we receive a legitimate complaint about information obtained unlawfully, we may pass it on to the Information Commissioner. If we have evidence that information has been obtained or used inappropriately, we can refuse all future requests.

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www.gov.uk/apply-online-to-replace-a-driving-licence
Or, as long as you have not changed the details on your photocard licence, you can apply for a replacement licence using a debit card or credit card by phoning 0300 790 6801 between 8am and 7pm Monday to Friday, and between 8am and 2pm on Saturdays.



Buying a vehicle?
The tax is no longer transferable so you must tax it before you use it.
www.gov.uk/vehicletaxrules

Appendix 3

Licence Checks

(ES AD1)

Education Services

Manager

Location

Driver Forename	Driver Surname	Date D906 Emailed to CBSDVLA inbox	Person Checking Licence using Check Code via DVLA Website	Date Licence Checked via DVLA Website	Category D1?

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