



Management CIRCULAR No.

41

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Glasgow City Council
Education Services
City Chambers
40 John Street
Merchant City
GLASGOW
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To **Heads of all Schools***

School Owned Minibuses

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.

PURCHASE

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

- **Schools Funds**

Where School Funds are being utilised to pay for the vehicle, schools may approach a dealership and agree a specification, much in the same way as buying a car. In the case of used vehicles, care should be taken to ensure the vehicle is roadworthy, which may involve having the vehicle independently inspected.

- **School Budgets**

Where schools have been given authority to use school budgets towards the cost of a vehicle, two procedures should be followed, depending on whether the vehicle is new or used:

- New vehicle purchases will be subject to an agreed contract for the purchase of new vehicles through Land and Environmental Services. Where no contract is currently in place, liaison with Land and Environmental Services and Corporate Procurement Unit will be necessary to agree specification and required procedure.
- Where a used vehicle is required, liaison with Corporate Procurement Unit will be necessary to ensure that financial regulations in respect of major purchases are adhered to.

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 Education Services to advise that the school are no longer owners of the vehicle.

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

DRIVERS

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.

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).

A Driver Handbook, obtained from Education Services, should be read by all drivers of school minibuses and a record of this should be kept by the Head of School.

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. The following procedures have been introduced in March 2017 and must be adhered to at all times.

Step one

Before any staff member can drive a school minibus they must complete "Section 2" of mandate D796 (driving licence data capture form). Once completed, this form must be handed to the Head of School, or other designated member of staff. The Head of School should then arrange to have one copy made of each mandate received. The copy must be kept within the school, with all originals being hand delivered to Land and Environmental Services, Road Safety, Exchange House, 231 George Street, Glasgow G1 1RX. 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.

Step two

The Head of School should arrange for the details contained within each completed D796 mandate to be transferred to form AD1 (Licence Checks). This will create a list of all driver details within their school who may drive the minibus. When the AD1 list has been completed with details of all minibus drivers within the school, it must be scanned and emailed to Customer and Business Services to enable each driver's licence details to be checked through the DVLA online website. This second step in the process must be completed **every six months** and the agreed timeframe for Education Services to carry this out is during March and September each year. The email address to which the completed AD1 must be sent is:

Email cypstransport@education.glasgow.gov.uk

If there are any anomalies regarding a particular member of staff's driving licence, these will be highlighted during the DVLA licence check. Customer and Business Services will then complete form AD3 (Management Intervention DLC). This will provide the Head of School with the reason why the licence is being highlighted. The Head of School should then complete and return an AD3a (Management Intervention DLC Checks) form which will provide Customer and Business Services with their findings.

TRAINING

Land and Environmental Services 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). 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

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>

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. This way, schools would benefit from a significantly reduced premium (free at the moment), and have comprehensive cover with a £500 excess in most cases. However, as Glasgow City Council has a Goods Vehicle Operator's Licence, schools who wish to take advantage of this insurance **must** ensure adherence to the following criteria to prevent Glasgow City Council's Operator's Licence being compromised.

Vehicles must have valid road tax and MOT (where relevant).

Vehicles must be properly maintained.

Vehicles must be driven safely, by Glasgow City Council staff, for educational purposes.

VEHICLE BREAKDOWN

As part of the maintenance agreement with Land and Environmental Services, in the event of a breakdown, the driver should contact Land and Environmental Services 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 Land and Environmental Services workshop in Jessie Street. Please note, there will be a charge for the above services and Land and Environmental Services will require a charge code to recharge your school.

MAINTENANCE

Schools should receive an annual allowance (currently £842) towards the maintenance of each vehicle they own. It is the responsibility of the Head of School to notify their AFA if they do not receive the correct allocation.

Buses should be maintained by utilising our Land and Environmental Services workshop in Polmadie (phone 0141 287 2056)

Regular inspections must be carried out to ensure the vehicle is safe and roadworthy to use. Where the annual mileage of the vehicle is under 10,000 miles per annum, an inspection should be arranged with Land and Environmental Services every six months. If the annual mileage exceeds 10,000 miles per annum, the inspections should be carried out every three months. It is the responsibility of the Head of School to ensure these inspections are arranged. Land and Environmental Services will charge 1.5 hours labour to carry out the inspection, and if all is safe with the vehicle, it should be available within 24 hours.

If further works are required as a result of the inspection, Land and Environmental Services will provide the school with a detailed list of requirements on the day of the inspection and provide the school with estimated costs and timeframe for repairs to be carried out.

If your vehicle has a known fault, or has broken down, Land and Environmental Services will charge 0.5 hours labour to confirm requirements and provide the school with details of estimated costs and timeframe for completion.

If the estimated costs or timeframe does not meet with the school's needs, they can choose to visit a local garage to have the works completed, but new parts and qualified mechanics must be used at all times.

MOT TESTS

Every minibus requires an **annual** MOT test from the third anniversary of its registration date. A minibus with 13 or more passenger seats requires a Class V test, which will be carried out at our Land and Environmental Services workshop in Jessie Street. If any works are required to enable the vehicle to pass the MOT test, Land and Environmental Services will provide the school with details of estimated costs and timeframe for completion.

PRE-DRIVE AND DAILY CHECKS

Pre-drive inspections must be carried out prior to any journey in the vehicle. These must be recorded in the "*Vehicle Log Book/Condition Report*" sheets. These sheets must also be used to record all journeys involving the vehicle, and evidence of daily checks of the vehicle, even when there are no journeys planned.

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.

FUEL

To assist with the administration relating to fuel purchases for your minibus, Land and Environmental Services can supply fuel fobs 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.

Please contact Land and Environmental Services on 0141 287 2020 to set up an account and to obtain details of your nearest fuel station.

VEHICLES TO BE ADDED/REMOVED FROM DATABASE

Education Services currently hold a city wide data base containing details of all vehicles currently owned by individual schools. This data base is shared with our colleagues in Insurance Section, Corporate Finance, and Land and Environmental Services. To ensure this data base is accurate at any time, 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 rmurdoch@areahub.ea.glasgow.sch.uk

Maureen McKenna
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