



Copnor Primary School

Minibus Hiring Policy

The governors have agreed that we will hire out our minibus to local community groups; but not for personal hire (this includes members of staff.)

Anyone hiring the minibus must be able to produce a valid current MIDAS certificate.

Within school the same applies, except that a member of staff who had the D1 qualification on their driving licence may be allowed to drive it when no children are passengers provided it is for school use. (Children here are defined as anyone under the age of eighteen.)

The school's responsibilities

- To ensure the minibus is kept in good service and has a valid MOT certificate and insurance.
- To ensure that all seat belts are in working order
- To offer booster seats if needed
- To explain the controls of the minibus to the hirer and check that they are happy with these before releasing the minibus
- To undertake an internet search to ensure that there are no safeguarding concerns – including those of radicalisation – against the organisation.

The Conditions of Hire

- The hirer must replace diesel used
- Return of the minibus after 5.45pm must be by prior negotiation with the headteacher or caretaker.
- Only MIDAS trained drivers will be accepted to hire or drive the school minibus
- It will be inspected before and after use for damage and to make sure it is to MIDAS standards.
- The hirer will be instructed on the controls of the minibus and asked to satisfy themselves that they are happy with its operation.
- Subject to any endorsements on the Hirer's driving licence, which needs to be produced.
- The log book must be completed for each journey.
- Hirers must be over 25 years of age

Appendix 1 is the Hirer's agreement which must be signed before the minibus is released.

Policy agreed: September 2018

Review date: September 2020