



**RADLEY**

**College Vehicles**

**November 2023**

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## AUTHORISED DRIVERS

Only authorised drivers may drive College minibuses. The College has Section 19 small bus permits for its 9-seater and 17-seater minibuses, displayed in the window of each vehicle, so drivers do not need a commercial operator's licence. However, to qualify to be able to drive a minibus, an individual should:

- have held a full UK or EU driving licence with Category B for 12 months or longer
- be aged between 21 and 70 years old
- only use the minibus for school purposes
- ensure the maximum weight 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
- to drive a 17-seater, have a D1 category on their license.

See table below for clarification on licences needed to drive specific vehicles. You can check your driving licence categories and towing allowances at the following link: <https://www.gov.uk/driving-licence-categories>.

If a driver has six or more points on his or her licence they must advise the Bursar's Executive Assistant so our insurers can be consulted.

## DRIVER TRAINING

All drivers should undertake a familiarisation of College vehicles with the Proctor before using any of them. Authorised minibus drivers should ensure the Estates Administrator has a copy of their full driving licence and should advise them immediately of any subsequent licence endorsements.

Any drivers who passed their test after 1 January 1997, who may be required to drive a 17-seater minibus, are strongly encouraged to train and take the driving test for a D1 licence in their first term of employment. Further details from the Proctor.

Drivers may also find it useful to read Appendix 2 of this document, which is taken from ROSPA "Minibus Safety: A Code of Practice" (August 2015).

## COLLEGE VEHICLES

The Estates Department holds a complete list of all vehicles and departmental ownership. Below are the minibuses available to book for College activities, please refer to the section on 'Booking' for further details.

<b>Registration</b>	<b>Vehicle Type</b>	<b>No. of seats including driver</b>	<b>Licence category required</b>	<b>Towbar*</b>
BG68 AXB	Ford Transit Custom Tourneo	9-seater	B	✓
BJ68 FWP	Ford Transit Custom Tourneo	9-seater	B	✓
BK68 ZNB	Ford Transit Custom Tourneo	9-seater	B	✓
BP70 XJJ	Ford Transit Custom Tourneo	9-seater	B	
BP70 XJG	Ford Transit Custom Tourneo	9-seater	B	
CN71 MLY	MG5 Electric Estate (Auto)	5-seater	B	

OE18 BTV	Nissan Navara Acenta DC M	5-seater	B	✓
BW70 BVM	Ford Transit 460 L4	17-seater	D1	
HK21 GDU	Ford Transit 460 L4	17-seater	D1	
YP21 SYH	Ford Transit 460 L4	17-seater	D1	
YP21 SZJ	Ford Transit 460 L4	17-seater	D1	
YP21 SZL	Ford Transit 460 L4	17-seater	D1	

Some vehicles have a normal tow bar and electrics, no vehicle is permitted to tow unless a suitably and correctly fitted tow bar is used and the individual's license allows them to.

**NB.** \*You should only tow a trailer if your licence allows you to. Please check online for towing allowances.

Minibuses must not exceed the stated passenger capacity both for health and safety reasons as this could invalidate the insurance.

**INSURANCE**

The College renews its vehicle insurance every year and a current insurance certificate can be found in each vehicle folder. We have vehicle breakdown cover as part of this policy. Any insurance queries should be directed to the Bursar's Executive Assistant.

**PRIVATE USE**

College vehicles are not insured and, hence should not be used under any circumstances for private purposes. Minibuses should, therefore, not be offered or made available to third parties. If, by exception, we are asked to lend a minibus (e.g. to a charity or state school), it must be authorised by the Bursar, and the Bursar's Executive Assistant must be notified to ensure temporary insurance cover is in place.

**BOOKING**

Vehicles are booked in Office 365 through the calendar system and are listed in the global address book as 'Vehicles' (under 'Resources'). Instructions on how to book a vehicle can be found on Sharepoint > [IT Helpdesk](#). Please refer to IT Helpdesk for any technological issues. Any booking issues should be directed to the Estates Administrator.

**KEYS**

College vehicle keys are held in a key safe in the entrance porch to the Bursary post room. The keys should be collected immediately before a booked journey commences, and must be returned as soon as the journey is complete. The code for the safe is available from the Bursary Porters or Estates Administrator.

**PARKING**

Minibuses should be neatly reversed into their marked allocated bays in Kennington Gate car park (next to the astro), where they should be collected and returned after each use.

Further parking guidelines can be found in Appendix 1.

## VALUABLES

Valuables, e.g. laptops, should not be left in parked minibuses. If they are, and they are stolen, it is highly likely they will not be covered by the College insurance.

## SEAT BELTS

It is a legal requirement that the driver of a vehicle ensures all passengers have seat belts fitted when the vehicle is in motion.

## SPEED LIMITS

The most frequent cause of accidents is speeding. College vehicles must be driven within the legal speed limit at all times (see below). Speeding will be viewed as a disciplinary offence. On campus and in Lower Radley village the speed limit is 20mph.

### 17-seater

Motorway: 70 [limiter will cut in at 65]

Dual carriageway: 60

Single carriageway: 50

or as posted

### 9-seater same as a car:

Motorway: 70

Dual carriageway: 70

Single carriageway: 60

or as posted

Further information can be found at the following link: <https://www.gov.uk/speed-limits>.

## FINES

As per the College's Expenses Guidelines and Procedures, the College will reimburse congestion charge payments incurred during business and paid on time.

The College will not reimburse fines for late payment nor will it reimburse parking or speeding fines, or fines for driving in bus lanes. Rules vary with respect to the latter, but generally a minibus with more than ten seats, including the driver's seat, can drive in most bus lanes unless the sign says "local", in which case the lane is reserved for local bus services.

## FUEL

A fuel card is attached to each of the vehicle key rings. These cards can be used at all service stations displaying the 'ALL STAR' sign. Please check this before filling up. Only under exceptional circumstances will individuals be reimbursed for fuel purchased by personal credit cards/cash. Our primary brand is BP for which we receive discounted fuel; a full list of discounted fuel sites in the area is available from the Estates Administrator.

## ELECTRIC VEHICLE CHARGERS

There are four 22kw electric charging points along the wall of Rackets at Clock Tower. These can be used by staff and visitors to campus. Your personal electric vehicle should only be parked at the charger when actively charging then should be relocated once charging is complete (no more than 4 hours).

The chargers will work with an app called Charge Assist. You will need to register for this to charge your personal vehicle. Radley electric vehicles will be provided with an ICD electric fuel card which will only work on the College's chargers.

The electric charging point at The Lodge is for College vehicles only.

## **SAFETY**

Section 19 small bus permits require the College to keep administrative and maintenance records for each vehicle. Failure to comply could result in the DVSA withdrawing the permit.

**Before every journey, a driver should carry out safety checks listed on the green laminated sheet in the vehicle folder, and sign the log sheet to confirm completion.** Individuals must check they are qualified, insured and fit to drive a College vehicle according to this policy.

Before each trip, the Radley College Trips and Activities Form, held in Common Room, must be read and signed. The completed form should be passed to the Deputy Head (Co-Curricular) and once the trip has been approved, the Deputy Head (Co-Curricular) will submit the paperwork to the Health and Safety Department using the email: [healthandsafety@radley.org.uk](mailto:healthandsafety@radley.org.uk)

Each vehicle will have a thorough garage safety inspection every 10 weeks as recommended by the DVSA in addition to driver's checks (as noted in the vehicle wallet), annual MOT and service.

## **RECORD SHEETS**

There are log sheets in the folder of each vehicle, these **MUST BE FILLED IN FOR EVERY JOURNEY**. Please ensure you identify the department to be charged for the trip. Completed record sheets should be passed to the Estates Administrator towards the end of each term (and passed to Accounts). Blank sheets are available from the Estates Administrator.

## **COST**

Departments will be re-charged at a rate of 60p per mile at the end of each term. These charges are to cover running costs, and in no way cover contributions towards depreciation.

## **ANIMALS**

Animals should not be transported in any 5, 9 or 17 seater minibus unless in an emergency situation and then, where possible, seat/boot space should be covered with a blanket or similar to protect the fabric of the vehicle. This should then be removed and cleaned by the user.

## **HOUSEKEEPING**

On completion of a journey, all vehicles are to be cleaned of all rubbish/litter; a dustpan and brush are provided in each vehicle. A hose reel has also been fitted to a tap behind the waste collection point at Kennington Gate to ensure mud build up is avoided, please use this to clean off around rear parking sensors and side steps especially. **Vehicles should have at least half a tank of fuel when they are returned to College**, and be neatly

reversed into their marked bay at Kennington Gate car park. During hours of darkness, there are PIR lights around the parking area to assist in the parking/cleaning of the buses.

The Estates Office will arrange for the minibuses to be valeted where possible during the holidays.

## **MAINTENANCE**

Kennington Motors are the College's chosen maintenance provider for all our vehicles. Please report all faults direct to the Estates Administrator who will liaise with the garage. Do not drive the vehicle if you are not certain it is still roadworthy.

Should a vehicle request **AdBlue** please raise a maintenance ticket as we hold this on site for topping up. It does not affect the use of the vehicle.

## **BREAKDOWNS**

In the event of a breakdown, please use the insurance and breakdown information in the vehicle folder; call the telephone number on the insurance card, quote the policy number and you will be put through to our vehicle breakdown provider (advise them of the size of the minibus, that you are from a school and have students on board). All minibuses contain a warning triangle, torch and high visibility jacket. **You should not attempt to change a vehicle tyre yourself.**

Breaking down can be dangerous, particularly if you're on a motorway. Here is what the AA advise you to do to stay safe before you speak to them, and while they're on their way.

- *Make sure you're in a safe place. Move your vehicle off the road if possible (watch out for any soft verges), or pull up onto the hard shoulder if you're on a motorway and can't turn off at the next exit. Make sure you stop as far to the left as you can, with the wheels turned to the left.*
- *Put your hazard warning lights on. If it's dark or foggy, keep your sidelights on too.*
- *Stay well away from moving traffic. It's usually safest to get out of your car (using the doors facing away from passing traffic) and wait behind a barrier. If you're on a motorway, move up the bank if you can.*
- *Wear a reflective jacket if you have one.*
- *Don't put a warning triangle on the hard shoulder (if you're on a motorway – it's not safe). If you're on a road and it's safe, you can put a warning triangle at least 45m (50 yards) behind your vehicle.*
- *Don't attempt even a simple repair if you're on a motorway.*
- *If you don't have a mobile, walk to an emergency phone on your side of the carriageway. Follow the arrows on the posts at the back of the hard shoulder – the phone is free and connects directly to the police.*

### **On a smart motorway?**

- *There's no hard shoulder, so follow these steps instead.*
- *Stop at an emergency refuge area (ERA), motorway service area or leave at the next junction.*
- *If this isn't possible, try and get the vehicle off the carriageway.*
- *If you have to stop in a traffic lane, turn on your hazard lights as soon as possible.*
- *If you're in the left-hand lane, and it's safe to do so, get out of the vehicle on the left-hand (passenger) side and wait behind the barrier.*

- *If you can't get out, or you're in another lane and it's not safe to leave the vehicle, stay in the car with your seatbelt on and dial 999.*
- *If you stop in an ERA, you must use the SOS phone to contact the Regional Control Centre when you stop, and before you leave.*

Our breakdown cover includes recovery but this is dependent on locality and availability. In the event you/boys are unable to be recovered with the vehicle, you should arrange to be collected and returned to College by a local taxi firm, submitting an expenses form on your return. If in Oxfordshire/Berkshire you can use the College's account with Go Green Taxis Ltd.

Please report all breakdowns to the Estates Administrator on your return.

## **ACCIDENTS & REPAIRS**

Please refer to the vehicle's folder for insurance and breakdown information.

All minibuses contain a first aid kit, fire extinguisher and torch. Do not drive the vehicle if you are not certain it is still roadworthy; should you require breakdown assistance please call the telephone number on the insurance and breakdown information, quote the policy number and you will be put through to our vehicle breakdown provider (advise them of the size of the minibus, that you are from a school and have students on board). See above for further information.

All accidents should be reported to the Estates Administrator so that repairs can be arranged and bookings can be changed to other vehicles if necessary. Where appropriate, please take photographs of any damage to send to the Estates Administrator.

In the event of a road accident, please follow the serious Incident Procedure on the School Trips Policy should be followed.

## **OVERSEAS USE**

The legalities of travelling on the continent are complex. If you intend to take one of the minibuses abroad, please see the Bursar's Executive Assistant well in advance of your trip (two months' minimum). When driving abroad a driver must have a current PCV category D1 licence, as the UK's small bus permit is not valid in Europe, please seek advice from the Bursar's Executive Assistant.

## **CAR TRAVEL**

There may be occasions when it is necessary to use your own vehicle. You are responsible for ensuring it is roadworthy, with a valid MOT (if applicable), tax and insurance. Subject these provisos, the College provides 'Occasional Business Use' motor insurance for these occasions. The policy specifically refers to 'Private Cars' and therefore the policy does not provide cover for occasional business use unless the vehicle fits the private car category with the DVLA.

The policy does not to cover regular trips by employees. It is only applicable when College vehicles are not available. This cover extends to teachers, PHMs, parents and guardians, governors and volunteers whilst using their own vehicles on occasional school business and provides unlimited cover for liability to third parties (bodily



injury only), passenger, or third party property damage to a limit of £20m. Anyone wanting more information on this insurance cover should speak to the Bursar's Executive Assistant.

All mileage using your own car on College business will be reimbursed at 45p per mile plus 5p for each passenger (in accordance with the Fixed Car Profit Scheme rates set by HMRC). All mileage claims should be submitted on the standard expense claim form. Names of passengers must be provided if you are claiming extra for them.

# APPENDIX 1 - PARKING GUIDELINES – SUMMARY

## **Main aim:**

To encourage safer parking and driving on site and to improve visitors' experience.

It is our hope that those who live on or close to site will not need to use any on-site parking away from their homes as a matter of course.

## **Problem areas which should not be used for parking:**

- Junction on south drive next to Maintenance/C Tutor's House all the way up to DT/Catering/D Social.
- Clocktower Court and A Social garden wall.
- Parking on footpaths and pedestrian paved areas.

## **Parking guidelines for ALL staff:**

There are several parking areas around site for use by staff:

- South Drive/Science
- Mansion
- Alongside Classics/B&F Socials/Pitches
- Bursary

These spaces are available on a 'first come first served' basis and are likely to be filled by 8.30am on a normal working day. After which, or even as a matter of choice, the Round Pavilion (**except Wednesday afternoons in term time**) and Kennington Gate car parks should be used.

Please do not park where there is not a marked parking space. (This also applies if minibuses are brought on to the centre of campus to collect or drop off boys).

Please observe any kerb or wall-mounted signs highlighting allocated spaces around site, particularly in Mansion car park and Clock Tower. Clock Tower is entirely allocated parking.

Visitors' parking in the Bursary car park is reserved for visitors only and should not be used by any staff. There are five spaces reserved for Admissions Visitors' in front of Mansion.

Sports Centre and Golf Club car parks are for Sports Centre staff and patrons only, not for residential or general staff parking.

Health Centre parking bays are for Health Centre staff only, not for residential or general staff parking.

Visiting sports teams and spectators should be asked to use Kennington Gate. Coaches collecting and dropping off our teams will continue to do so on site.

## **End of Term/Exeat Parking and Events:**

All Staff are requested to park in Kennington Gate and Round Pavilion car parks as a matter of course at the end of term/exeat departure days. Please do not park at Mansion, Pitches or Bursary where parents will need to park or at the Sports Centre which will still have customers.

You may also be requested to park elsewhere on days when large scale events are taking place on site; this will be communicated in advance by the event organisers.

**These guidelines will be reviewed throughout the year as required – last updated November 2023**

## APPENDIX 2 – ADVICE FOR MINIBUS DRIVERS

### Taken from ROSPA Minibus Safety Code of Practice (August 2015)

On journeys where a passenger assistant is present, the items below should be divided between the driver and passenger assistant, with the driver concentrating on those tasks which directly relate to driving the vehicle.

#### **Before Setting Off**

- If the minibus is being operated under a permit scheme, make sure the permit disc is displayed in the windscreen.
- Make sure your driving licence entitles you to drive the minibus.
- Make sure you have the relevant phone numbers, and a mobile phone, in case of a delay or emergency.
- Allow sufficient time for the journey. If using a SatNav, set it before you start. Check for any problems on your route (eg, road closures, road works or severe weather warnings)
- Avoid long spells of driving, and plan breaks to ensure you are fresh to continue and that children do not get restless. Consider whether a second driver is required.
- Conduct a pre drive safety check before every drive.
- Never allow passengers to board until the minibus is at a complete standstill, and safely parked by a pavement or traffic free area. If you leave the vehicle, switch off the engine.
- Try to make sure the passengers enter the minibus from the pavement, not the road (unless using a ramp or lift at the rear). If the nearside door opens onto the road, take extra care.
- Ensure that children are supervised when boarding the vehicle, especially if they are using a rear door. Plan which passengers will sit in the front seats and by the doors.
- Do not exceed the carrying capacity of the minibus. Make sure everyone is sitting, one to a seat, and that passengers are using seat belts.
- When school bus signs are used, make sure they are in position only while children are being transported, and that they do not obstruct your vision.
- Always ensure that ambulant disabled passengers are seated safely and comfortably and that passengers travelling in their wheelchairs are safely restrained. Wheelchairs not in use must also be securely stored.

- Make sure there is a complete list of the passengers being carried with a note of any special medical or other needs, such as travel sickness. Keep the list with other relevant documents in a place where it can be readily found in the event of an accident. Check that passengers have any necessary medication with them.
- Take care when using passenger lifts and other specialist equipment. Always comply with the manufacturer's instructions.
- Check that no bags or clothing are caught in the doors, and check all mirrors every time before moving away in case latecomers are approaching the vehicle.
- Check that all luggage is secured, and that gangways and exits are clear.
- Know the height, width, length and weight of the vehicle, and the position of the fuel cap.
- If you have a passenger with an oxygen cylinder, display signs to warn emergency services in the event of a fire

### **During the Journey**

- Do not allow noisy or boisterous behaviour, or passengers to trail flags or any other article from the vehicle.
- Enforce a 'No Smoking' rule. It is now a legal requirement that minibuses are 'No Smoking'
- Enforce a 'No Alcohol' rule.
- Do not allow child passengers to operate the doors, and supervise any operation of the doors by responsible persons.
- Approach each stop slowly and with care.
- Use hazard Warning Lights on school trips when children are boarding or leaving the vehicle.
- If there is a serious delay during the journey inform the school or organisation so that information may be passed to parents. A mobile telephone is very useful for this purpose, but must not be used by the driver while driving.

- Children must not be left unaccompanied in the minibus (this is another reason for having a passenger assistant).
- If the vehicle breaks down, or if there is a collision, give clear instructions to the passengers and see that children remain together and supervised: their safety is paramount.. If there is a risk of fire, however small, evacuate the vehicle and move the occupants to a safe place.
- If you have to stop for an emergency or breakdown whilst on a motorway, only stop on the hard shoulder, and as far away from the carriageway and passing traffic as possible. Again ensure that passengers, especially children, remain together and are supervised.
- If requested by the police, or any other person having reasonable cause, give particulars of the driver's name and driving licence, and the name and address of the minibus operator or owner.

### **At the End of the Journey**

- Ensure that passengers are supervised when leaving the vehicle, especially if they are using a rear exit.
- Never allow passengers to leave until the vehicle is at a complete standstill, and safely parked by an adjacent pavement or other traffic free area, and the hand brake is engaged.
- Always park so that passengers step onto the footway and not onto the road.
- Take particular care when reversing the vehicle. Avoid unnecessary reversing, but if it is unavoidable, seek adult assistance for direction, and but ensure the assistant does not stand directly behind the vehicle.
- Children alighting from the vehicle should be closely supervised.
- Do not leave children or vulnerable passengers alone if no one has arrived to collect them. Ensure you know what to do if a passenger is not collected.
- Report any problems or incidents that occurred during the trip to the operator.