



Minibus Health and Safety Policy

Peopleton Brook Care Farm

Policy owner: Jake Payne, Business Manager

Approval date: 06/08/2026

Effective date: 01/09/2026

Next review: August 2027, or sooner after an incident or material change

Approval condition: Before this policy is approved and before any passenger service operates, PBCF must complete the controlled transport register with the vehicle registration, passenger-seat count, maximum authorised mass, insurance class, MOT or annual-test status, legal operating basis, any section 19 permit and disc, maintenance arrangements, breakdown cover and authorised drivers. No journey may proceed where the required authority or evidence is uncertain.

1. Policy statement

Peopleton Brook Care Farm (PBCF) will manage minibus transport so far as is reasonably practicable to protect children, adult participants, employees, volunteers, escorts, visitors, other road users and members of the public. Driving for work is a work activity: PBCF will plan safe journeys, use fit and competent drivers, provide suitable supervision and keep the vehicle safe and roadworthy.

Transport will be child- and adult-centred, dignified and inclusive. Convenience, punctuality or placement pressure must never override vehicle, driver, passenger or route safety. A driver or escort may delay, divert, return or cancel a journey when conditions are unsafe and must be supported for doing so in good faith.

Safeguarding and emergency duties: This policy supports but does not replace the Safeguarding and Child Protection Policy, Adult Safeguarding Policy, Emergency Response Plan, Behaviour Policy, Data Protection Policy, Mobile Phone/Smoking/Vaping Policy or Two-Way Radio Guide. Staff must manage immediate danger and make any safeguarding referral without waiting for a transport investigation.

2. Scope, service and responsibility boundary

This policy applies to the PBCF minibus, all PBCF-controlled passenger journeys, drivers, passenger assistants/escorts, staff arranging transport and every child or adult participant carried. It covers the regular journey between Peopleton Brook Care Farm, Mill Lane, Old Sodbury, BS37 6SH and the risk-assessed Waitrose pick-up/drop-off location in Chipping Sodbury, together with approved alternative routes, visits and emergency movements.

The current source policy describes the vehicle as a 15-seater, meaning a maximum of 15 people including the driver. The transport register must verify the manufacturer's seating configuration and passenger-seat

count. No seat may be improvised, and the vehicle must never exceed the lower of its approved capacity, plated limit, insurer limit or journey-specific safe capacity.

PBCF remains responsible for transport that it provides or controls, including staff, vehicle, route, supervision and handover. A commissioning school or local authority retains its statutory education and safeguarding duties and must share relevant placement information. Responsibilities for attendance, late or failed handover, emergency contact and incident notification must be recorded in the placement or transport agreement; no party should assume that another is acting.

3. Legal and good-practice framework

- Health and Safety at Work etc. Act 1974 and Management of Health and Safety at Work Regulations 1999;
- Road Traffic Act 1988, Road Vehicles (Construction and Use) Regulations 1986, Motor Vehicles (Driving Licences) Regulations 1999 and applicable speed, mobile-phone, insurance, vehicle-testing and roadworthiness law;
- Motor Vehicles (Wearing of Seat Belts) Regulations 1993 and current DVSA/DfT minibus seat-belt guidance;
- Transport Act 1985 section 19 and associated permit regulations where transport is for hire or reward under a permit, or PSV operator and PCV driver licensing law where applicable;
- Equality Act 2010, safeguarding law, data-protection law and individual health, care, education and support-plan arrangements;
- DfT/DfE Driving School Minibuses guidance, DVSA Guide to Maintaining Roadworthiness, Highway Code and HSE Driving and Riding Safely for Work guidance;
- Keeping Children Safe in Education 2026 and DfE Non-school Alternative Provision: Voluntary National Standards; and
- RoSPA Minibus Safety guidance, including its operator, driver and pre-drive-check resources, adopted as relevant industry good practice rather than law.

The licence, permit and operator-licensing position depends on facts such as payment, legal entity, vehicle use, driver status, licence date, entitlement, vehicle weight and seating. This policy deliberately requires a recorded case-specific check rather than assuming that a school, charity, non-profit purpose or section 19 permit automatically makes every driver and journey lawful.

4. Roles and accountability

Role	Core responsibilities
Business Owners	Approve the transport model, legal operating basis, competent advice and resources; ensure insurance and governance; review serious incidents, trends and annual assurance.
Jake Payne - Business Manager and policy owner	Ensure the controlled transport register is complete; appoint a competent Transport Coordinator; verify driver, vehicle, permit, insurance, maintenance, training and risk controls; notify commissioners and owners of material issues.

Role	Core responsibilities
Appointed Transport Coordinator	Manage daily operations, authorised-driver files, journey and passenger plans, defect closure, maintenance dates, permit disc, keys, logs, equipment, training and emergency readiness. The appointment must be recorded; it is not created merely by this policy.
Authorised driver	Drive only when authorised for that vehicle and use; complete checks; declare licence, health, medication, fatigue or collision changes; plan and drive safely; stop when unsafe; record and report defects or incidents.
Passenger assistant / escort	Manage the manifest, boarding, seat belts/restraints, behaviour, medical or communication needs, route updates, handover, accounting and passenger welfare without distracting the driver.
Commissioning body	Share relevant needs and risk information; agree responsibilities and contacts; review significant incidents or suitability changes; retain its own education, attendance and safeguarding duties.
Parents, carers, advocates and passengers	Provide current emergency, health, mobility and support information; follow safe handover and travel rules; report relevant changes; do not ask staff to operate outside the agreed plan.

Vacancy or absence: If the Transport Coordinator role is vacant, Jake Payne must record an interim competent person or obtain external advice. A safety-critical task must not be left unowned or silently transferred to an unconfirmed person.

5. Legal authority to operate and drive

5.1 Vehicle operating basis

Before service begins and whenever the charging, commissioning, vehicle or organisational model changes, PBCF must obtain competent confirmation of whether each journey is not for hire or reward, operates lawfully under a valid section 19 permit, or requires a PSV operator's licence. Where a section 19 permit is used, PBCF must meet its eligibility and operating conditions, carry only authorised classes of passenger and display the correct current disc. A permit is not a general exemption from roadworthiness, insurance, driver or safety duties.

The operating basis, adviser or issuing-body confirmation, review date and supporting documents must be retained in the transport register. If charges, placement fees or other payments may give a right to carriage, PBCF must not assume that transport is outside 'hire or reward'. Doubt must be resolved before operation.

5.2 Driver entitlement

Each driver's original entitlement and current DVLA record must be checked before authorisation and at least annually, and more often where risk or insurer conditions require. PBCF and its insurer may set a higher standard than the statutory minimum.

- A driver with current category D1 or other appropriate PCV entitlement may drive only within that entitlement, any restriction, the operating basis and insurer terms.
- A category B car-licence concession is not automatic. For a non-hire-or-reward journey, the current GOV.UK conditions include age 21 or over, licence held at least two years, voluntary driving for social

purposes by a non-commercial body, no trailer and a vehicle within the applicable maximum authorised mass limit. Payment for driving duties can mean the driving is not voluntary.

- Operating under a section 19 permit does not remove the need to verify the driver's lawful entitlement, minimum age, permit conditions, insurance and any applicable medical standard.
- Commercial or profit-making operation, or any journey outside an exemption or permit, may require PCV driver entitlement and a PSV operator's licence. PBCF must obtain competent advice rather than ask a driver to interpret the rules at the roadside.

No assumptions: A full car licence, DBS check, long service, previous minibus use or possession of a MiDAS certificate does not by itself prove legal entitlement to drive this minibus for this journey.

6. Driver selection, fitness and competence

- Drivers must be at least 21 under PBCF's operating standard, satisfy the insurer, hold the verified entitlement for the vehicle and use, and complete PBCF authorisation before carrying passengers.
- PBCF requires a current practical minibus assessment and MiDAS or an evidenced equivalent covering vehicle familiarisation, passenger safety and any accessibility equipment. Refresher assessment is completed at the scheme, insurer or organisational interval and sooner after an incident, concern, long break, vehicle change or evidence of reduced competence.
- Safeguarding and DBS checks are role-based. PBCF must determine lawful eligibility and the appropriate level for the actual regulated activity; a driving licence or training certificate does not replace safer recruitment, conduct and safeguarding arrangements.
- Drivers must disclose convictions, endorsements, disqualification, licence changes, collisions, insurance refusal, relevant health changes, fatigue, stress, alcohol/drug concerns and prescription or non-prescription medicine that may impair driving. PBCF assesses relevance and risk; it does not use an undefined 'clean licence' rule.
- Drivers must meet applicable DVLA medical standards and be fit on the day. They must not drive when impaired by alcohol, illegal drugs, medication, illness, pain, eyesight problems, fatigue, emotional distress or insufficient rest.
- Journey schedules must avoid time pressure. Driving time, working time, secondary employment and rest are planned together. Applicable domestic or assimilated drivers' hours and tachograph rules must be checked for the operation; where exempt, PBCF still uses a risk-based fatigue plan and planned breaks.
- Drivers receive route, rural-road, reversing, passenger-needs, emergency, manual-handling and data-security instruction appropriate to their duties. Only separately trained and authorised people operate lifts, ramps, wheelchair restraints or other specialist equipment.

7. Vehicle roadworthiness, maintenance and defects

The minibus must be safe, roadworthy, suitable and legally usable every time it is driven. Tax, insurance, MOT or annual test and servicing alone are not a maintenance system. PBCF will use a written forward planner, risk-based safety-inspection frequency, daily walkaround checks, defect reporting, repair evidence and management review consistent with manufacturer information and current DVSA roadworthiness principles.

- Record the vehicle identification, registration, VIN, seating, maximum authorised mass, tyre specifications and age data, accessibility equipment, test dates, service and safety-inspection intervals, recalls, breakdown and insurer details.
- A competent maintenance provider completes planned servicing, safety inspections, brake assessment, tyre and specialist-equipment work at the specified interval. Safety-critical work is evidenced; overdue work takes the vehicle out of service.
- The driver completes and signs a pre-use walkaround check before the first journey of the day and again after a driver change, reported defect, damage or other reason to doubt condition. Checks cover outside, cab, passenger area, equipment and accessibility systems.
- Every defect is recorded. A safety-critical defect means stop, secure the vehicle, mark it out of service and notify the Transport Coordinator. Only a competent person may decide and evidence that repair is complete; the driver must not be pressured to continue.
- Tyres must meet legal and manufacturer requirements for type, condition, inflation, load and age. PBCF records tyre age and follows applicable restrictions and current best practice; damage, exposed cord, under-inflation or other doubt requires competent assessment.
- Seats, anchorage points, doors, emergency exits, lights, mirrors, glazing, wipers, horn, steering, brakes, warning systems, number plates and required safety equipment must be serviceable. Aisles and exits remain clear.
- First-aid, high-visibility, fire-safety and emergency equipment is suitable, secured, accessible and checked. A fire extinguisher or emergency hammer must not become a loose projectile. Staff use equipment only within training and move people to safety rather than attempting unsafe firefighting.

8. Journey and route planning

A suitable and sufficient transport risk assessment must cover the journey, driver, vehicle and passengers. The regular Waitrose-Chipping Sodbury route must be reviewed at least annually and whenever the stop, route, road layout, timing, passenger group or conditions change. A dynamic check before departure considers weather, flooding, ice, roadworks, traffic, visibility, farm access, vehicle movement and emergency-service access.

- Use only approved, risk-assessed boarding points that allow safe parking, pedestrian separation, lighting, supervision and accessible entry. The Waitrose location must have continuing permission where required and must be reassessed if layout or use changes.
- Plan a safe alternative route and safe waiting arrangements. Drivers do not make or read messages, reset navigation or use a radio while moving; the escort manages communications. If no escort is present, the driver stops in a safe lawful place before using equipment.
- Check passenger list, staffing, emergency contacts, medical and support information, medication, mobility equipment, communication needs, behaviour/safeguarding plans and authorised handover people before departure. Carry only the minimum information needed and secure it from unauthorised access.
- PBCF's default for routine group transport is an authorised driver plus a suitable escort. A child or adult needing active support must not be carried with the driver as the only staff member. Any exception for a genuinely low-risk journey requires a recorded assessment and management approval.

- Plan capacity by approved seats and by needs, not numbers alone. Luggage, animal-related equipment, mobility aids and other items must be stowed and secured so they cannot move, obstruct the driver or block an aisle or exit.
- Avoid reversing at pick-up/drop-off points where practicable. If reversing cannot be avoided, use the vehicle's aids and an agreed safe system; an escort acting as banksman must remain visible and must never stand in the vehicle path.

9. Passenger safeguarding, SEND and accessibility

Transport is an extension of PBCF provision. Staff must maintain professional boundaries, appropriate supervision and respectful communication, and report child or adult safeguarding concerns through the relevant policy. One-to-one journeys require specific approval and risk controls; they must never be arranged informally to bypass staffing or transport plans.

- Each passenger has an individual transport plan where health, mobility, communication, sensory, behaviour, capacity, continence, seizure, allergy, anxiety, absconding or safeguarding needs make one necessary. Plans state reasonable adjustments, emergency action, seating, escorting, handover and information-sharing arrangements.
- Every passenger uses their own approved forward-facing seat and fitted restraint while the vehicle is moving, unless a lawful medical exemption and documented safe plan apply. PBCF's rule is that available belts are worn by all passengers, regardless of the lower legal minimum that may apply in some vehicles.
- Where a child restraint is legally required or identified by assessment, it must be compatible with the vehicle and passenger, correctly fitted and used by trained staff. The journey does not proceed without the right equipment.
- Wheelchair users are carried only in an approved seating position using the correct, compatible wheelchair tie-down and occupant restraint system. Wheelchair brakes are not crash restraints. Ramps, lifts, anchorage points and restraints are checked, and staff are trained in safe use and emergency release.
- Seat-belt buckle covers, harnesses or other equipment that limits independent release are not routine behaviour controls. Any such device requires lawful, manufacturer-compatible use, an individual multidisciplinary risk decision, consent/capacity consideration, emergency release plan, staff training and regular review; safeguarding or restrictive-intervention rules may also apply.
- No passenger is left alone in the vehicle. The escort and driver maintain a live manifest, complete headcounts at every transition and conduct an end-of-route physical sweep, including every row, footwell and luggage area, before signing the vehicle clear.
- Personal care, distress, disclosures, sexualised behaviour, peer abuse, missing-person risk and allegations about staff are handled under the relevant safeguarding and behaviour procedures. The driver's first duty is safe control of the vehicle; the escort manages the passenger response where present.

10. Standard operating procedure

Stage	Required action
Before unlocking / use	Confirm authorisation, journey plan, route and conditions; inspect for damage or interference; complete the walkaround; verify fuel/charge and required documents/equipment; resolve every defect.
Before boarding	Park safely, apply brake, secure keys as needed, position staff, check manifest and support plans, make the boarding route safe, brief passengers accessibly and load secured items before final accounting.
Boarding and seating	Escort passengers individually; use safe manual-handling arrangements; fit belts/restraints; check doors, aisles and exits; confirm each named person and the total aloud with the escort.
Driving	Follow the Highway Code and applicable minibus limits; increase space for weight/weather; avoid harsh manoeuvres; no personal-device use, smoking, vaping, eating or other distraction; stop safely if behaviour or welfare cannot be managed.
Arrival and handover	Park before release; escort passengers to the agreed authorised person or PBCF staff member; record any variance; never leave a child or vulnerable adult at an unattended or unapproved point.
End of route	Driver and escort reconcile the manifest and independently check the entire vehicle; remove confidential information and personal items; record mileage, fuel/charge, damage, cleaning and defects; close windows, secure doors and keys.

Failed handover or missing person: Keep the person supervised and safe; contact PBCF using the agreed escalation route; follow the placement, Attendance and Emergency Response procedures; notify the commissioner and parent/carer as required. Do not leave the person, improvise an address or transport them to an unapproved location.

11. Conduct, communication and information

- PBCF's no-personal-phone rule applies in the minibus. A driver must not hold or use a phone, radio, smartwatch or similar device while driving, including when stopped in traffic. PBCF also prohibits driver hands-free calls while moving because of distraction. Stop safely and switch off before using an operational device, except that an escort may communicate without distracting the driver.
- Smoking and vaping are prohibited in or around the minibus and during boarding, handover or refuelling. Alcohol, illegal drugs and impairing substances are prohibited; medication is managed under section 6.
- No unauthorised photography, video, audio recording or social-media activity is permitted. Staff do not use personal contact details to communicate privately with passengers or families.
- Passenger manifests and medical, safeguarding and contact information are confidential. Access is limited to those who need it; information is secured during the journey, returned or stored after use and disposed of through PBCF's approved process.
- Radios support coordination but do not replace 999, supervision, safeguarding reporting or the Emergency Response Plan. Use call signs and minimum necessary information; do not broadcast diagnoses, allegations or other sensitive detail.

- The vehicle is kept appropriately clean and ventilated. Bodily-fluid, infectious-disease or pest contamination is managed under the infection/COSHH procedure using trained staff, suitable equipment and safe disposal.

12. Breakdown, collision and emergency response

The driver must first keep control, stop in the safest available lawful position where possible, secure the vehicle and assess immediate danger. Staff call 999 without managerial permission where there is serious injury, fire, immediate danger, a crime in progress or another emergency requiring police, fire or ambulance attendance. The escort supervises and accounts for passengers while the driver manages the vehicle and emergency contact, unless safety requires roles to change.

Situation	Immediate response
Breakdown	Use hazards and warning systems; contact emergency/breakdown services; move passengers only when the safer option and by a safe route. On a motorway or high-speed road follow current National Highways advice; never place a warning triangle on a motorway. Tell 999 if a person cannot reach a place of relative safety.
Collision	Stop; protect life; call 999 where required; give first aid within competence; account for everyone; do not move an injured person or vehicle unless necessary for safety or directed; exchange and report details as legally required; do not admit liability.
Fire or smoke	Stop, switch off if safe, evacuate away from traffic and smoke, account for everyone and call 999. Do not return for belongings. Use an extinguisher only if trained, the fire is very small and there is a safe escape route.
Medical emergency	Stop safely; call 999 when indicated; follow the individual emergency plan; use medication/equipment within training; provide location, vehicle and access information; preserve dignity and supervise the group.
Unsafe behaviour or safeguarding event	Do not argue while moving. Stop at a safe place; separate and support people as the plan allows; call police/999 for immediate danger; preserve evidence; report through safeguarding and commissioner routes without delay.
Severe weather / route obstruction	Do not enter flood water or continue into unsafe conditions. Stop, divert or return; keep PBCF informed; maintain passenger welfare and safe handover; call emergency services if stranded or at risk.

After any significant event, notify PBCF, families and commissioners through the agreed route; contact the insurer, police, DVSA, HSE or other authority when the legal test is met; preserve tachograph/telematics, CCTV, photographs, witness and defect evidence lawfully; and arrange alternative transport only after assessing driver, vehicle, passenger and handover safety.

13. Reporting, records and review

- Record every journey as required by the operating system, including date, driver, escort, vehicle, route, passengers, mileage, check completion, variations, handovers and incidents. Do not retain more personal detail than necessary.

- Record and investigate collisions, injuries, near misses, passenger incidents, late or failed handovers, complaints, speeding or telematics alerts, missing-person concerns, restraint issues, defects and breakdowns. Safeguarding records remain in the safeguarding system, with only a necessary cross-reference in the transport file.
- Jake Payne or a delegated competent person decides whether RIDDOR, police, insurer, DVSA, traffic commissioner, commissioner or other notification is required. Reporting duties and deadlines must not wait for the annual review.
- The Transport Coordinator reviews defects and overdue maintenance continuously and reviews driver documents, training, incidents, complaints and route risks at least termly. Business Owners receive an annual assurance report and serious matters immediately.
- This policy, the regular route assessment and transport register are reviewed at least annually and sooner after a collision, breakdown, safeguarding event, vehicle or route change, new passenger need, insurer/permit change, enforcement contact or legal/guidance update.
- Transport records are retained under the PBCF retention schedule and any permit, licensing, insurer, employment, safeguarding or commissioner requirement. Access and deletion are controlled under the Data Protection Policy.

Appendix A - Driver and escort quick guide

No-go rule: Do not depart if the driver, vehicle, legal authority, insurance, staffing, passenger information, restraint, route or weather condition is unsafe or cannot be evidenced. Record the reason and contact the Transport Coordinator.

When	Quick check
Driver - before journey	Fit, rested and authorised; licence/operation confirmed; weather and route checked; walkaround signed; defects closed; fuel/charge sufficient; operational phone and emergency equipment ready.
Escort - before journey	Manifest and authorised handovers; passenger plans and medication; seating/restraints; minimum necessary emergency information; communication equipment; headcount and boarding positions.
Both - before moving	Correct people and total; every person seated and restrained; doors/exits secure; aisle and view clear; loads secured; destination and handover agreed.
During journey	Driver concentrates only on driving. Escort manages passengers and communications. Stop safely for distress, restraint release, illness, unsafe behaviour, route uncertainty or distraction.
At every stop	Park and secure; escort controls exit; named handover only; update manifest and headcount; do not reverse unless controlled.
End of route	Reconcile manifest; driver and escort sweep all seats, footwells and storage; confirm vehicle empty; record mileage, defects, incident and handover issues; secure information, equipment and keys.
Emergency	Stop and protect life; 999 without permission where needed; account for everyone; follow the Emergency Response Plan; notify PBCF, family/commissioner and insurer/authority as required.

Appendix B - Daily minibus check and defect record

Complete before the first passenger journey and after a driver change, damage, defect report or reason to doubt the vehicle. Mark OK only after checking. Record every defect; do not use this form to authorise a safety-critical defect.

Date			Vehicle registration	
Driver			Odometer	
Escort			Route / journey	
Weather / conditions			Previous defects closed?	Yes / No

Outside and under-bonnet checks

Check item	OK / defect	Action or reference
No new damage, leaks, obstructions or signs of interference		
Tyres and wheels: condition, inflation, tread, fixings and visible age concerns		
Lights, indicators, reflectors, number plates and warning devices		
Mirrors, windows, windscreen, wipers and washers		
Doors, locks, steps, handrails and emergency exits		
Fluid/fuel/charge levels and dashboard warning lights		
Bodywork, exhaust, suspension and ground clearance visibly safe		
Ramp/lift and external accessibility equipment secure and serviceable, if fitted		

Cab and passenger-area checks

Check item	OK / defect	Action or reference
Steering, service brake, parking brake, horn and reversing aids		
Driver seat, head restraint, mirrors and controls adjusted		
All seats, seat belts, buckles, anchorages and approved restraints		
Passenger doors, emergency releases, aisles and exits clear		
Wheelchair restraints/WTORS and lift controls checked, if required		
First-aid, high-visibility, fire and emergency equipment present and secured		
Operational phone/radio, breakdown and emergency information available		
Interior clean, dry, ventilated and free of loose or confidential items		

Defect decision and sign-off

Defect details		Reported to / time	
Vehicle status	Safe / restricted / OUT OF SERVICE	Repair reference	
Interim control		Closed by / date	
Driver signature		Time	
Coordinator review		Date / time	

Appendix C - Transport and passenger assessment checklist

- legal operating basis, permit/disc or operator licence, driver entitlement and insurer approval for this vehicle and use;
- vehicle registration, passenger seats, maximum authorised mass, accessibility equipment, capacity and load;
- driver competence, route familiarity, fitness, work/rest, planned breaks and communication arrangements;
- route, timing, weather, rural roads, stopping/parking, lighting, pedestrian movement, reversing, alternative route and emergency access;
- passenger names and headcount system, age/capacity, medical and emergency information, medication, mobility, sensory and communication needs;
- seating, belt or child-restraint needs, wheelchair/WTORS arrangements, loading method, equipment, luggage and evacuation assistance;
- behaviour, distress, peer compatibility, absconding, safeguarding, one-to-one transport and staff-allegation risks;
- driver/escort staffing, competence, handover authority, failed handover, lateness, missing person and commissioner notification;
- breakdown, collision, fire, medical event, severe weather, phone/radio failure, replacement vehicle and onward transport; and
- information shared, consent or capacity issues, reasonable adjustments, residual risk, authorisation, review triggers and review date.

Sources and related guidance

Driving a Minibus — GOV.UK / DVLA.

Driving School Minibuses: Advice for Schools and Local Authorities — Department for Transport and Department for Education.

Section 19 and 22 Permits and Obligations: Not-for-profit Passenger Transport — Driver and Vehicle Standards Agency.

Guide to Maintaining Roadworthiness: Commercial Goods and Passenger Carrying Vehicles — Driver and Vehicle Standards Agency, updated April 2025.

Seat Belts in Minibuses, Coaches and Other Buses — Driver and Vehicle Standards Agency and Department for Transport.

Driving and Riding Safely for Work — Health and Safety Executive.

The Highway Code — Department for Transport / Driver and Vehicle Standards Agency.

Keeping Children Safe in Education 2026 — Department for Education.

Non-school Alternative Provision: Voluntary National Standards — Department for Education, August 2025.

Minibus Safety: Operator, Driver and Pre-drive Guidance — Royal Society for the Prevention of Accidents, accessed August 2026.

Approval record

Approved by	Role	Signature	Date
Jake Payne	Business Manager	Jake Payne	06/08/2026

Next review due: August 2027, or sooner under section 13.