



# **Dixons City Academy**

## **Policy Documentation**

### **Policy: Hire of Passenger Vehicles**

**Responsibility for Review: Operations Manager**  
**Date of Last Review: August 2017**

# **Hire of Passenger Vehicles**

## **Statement of Policy**

The Academy is committed to ensuring the safety of all staff and students and compliance with any recent legislation regarding passenger transport.

### **The aims are to provide:**

- Clear guidelines for staff to follow when arranging transportation.
- A safe, clean environment for student visits.

### **Procedures:**

- Mini bus/coach booking form to be obtained from the General Office/Staff Room trays for completion and returned to the General Office. Forms can also be found on L Drive/Transport.
- The trip organiser must complete a Risk Assessment and ensure that the relevant members of staff receive a copy (usually Home Link Officer/Reception/Security Staff).
- Quotations should be obtained by the appointed member of staff. These must only be obtained from companies which are included on the approved list which is retained in the General Office. This list is maintained by Bradford Metropolitan District Council Social Services, Department of Transport. Not all companies on the list are used by DCA, the current user lists can be found on the finance list of suppliers. If you choose a company not currently used by us a new supplier form must be completed.
- When the trip organiser approves the price a purchase order must be raised and authorised by the budget holder.
- Staff must not place more students on the coach than it has capacity for.

### **Policy for Self-Drive:**

Staff must hire mini-buses with a driver provided by the minibus company. If a situation should arise where this is not possible, the member of staff must seek permission from the Principal, to drive the minibus. Any member of staff requesting such permission must have completed a minibus driver's training programme.

Any Academy staff wishing to drive a minibus must undertake a driver test with Bradford Metropolitan District Council Occupational Safety Unit prior to hire. This test must be updated as required.