

Minibus Policy

2022 - 2023

Approved by: Pip
Burley

Date: 14/03/2023

Last reviewed on: New policy

Next review due
by: 14/03/2024

Contents

		Page
1	Purpose	3
2	Rules & regulations	3
3	Drivers	3
4	Care of the minibus	4
5	Safety	5
6	Accident or breakdown	6
7	Link to other policies and documents	7
	Appendix 1	8
	Appendix 2	11
	Appendix 3	12

1. Purpose

The purpose of this policy is to provide the information required to ensure safe usage of the LAMP minibus.

2. Rules & regulations

The LAMP minibus will only be driven by staff approved by the directors.

It must only;

- Be used on behalf of a non-profit making organisation
- Be used for social purposes (i.e. on behalf of the community)
- Not be used for hire or reward
- Follow rules if a trailer attached*
- Have a maximum of 16 passengers
- Not exceed their maximum load weight of 3.5 tonnes (4.25 incl disabled ramp).

*One tow bar attached for use of trailer. The driver must hold a full driving category D1 + E licence to drive the minibus with a trailer attached.

If the driver passed their driving test before 1st January 1997, they can drive a minibus up to 3.5 tonnes (or 4.25 tonnes including any specialist equipment for the carriage of disabled passengers) and tow a trailer of up to 750kg or tow a trailer over 750kg as long as the combined maximum authorised mass (MAM) of the trailer and towing vehicle is no more than 3.5 tonnes (or 4.25 tonnes including any specialist equipment for the carriage of disabled passengers).

3. Drivers

In order to be drive the LAMP minibus the driver must meet the following criteria:-

- Car Driving Licence Obtained Before 1 January 1997 Drivers who obtained their full car (category B) driving licence before 1 January 1997 may drive a minibus in the UK because their licence included category D1. Such drivers will obviously be older than 21 years, which is the minimum age for driving a minibus. Car Driving Licence Obtained After 1 January 1997
- Be over the age of 21 and under the age of 70 (unless they have passed the PCV Medical Test)

- Held a full category B driving licence for over 2 years 2. The drivers driving license should be inspected every 6 months and should be free from any conviction for drunk, reckless or dangerous driving.
- Every member of staff who drives the minibus must have a MiDAS (Minibus Driver Aware Scheme) Certificate of Competence before they can drive the bus. This must be renewed every 4 years or in line with current MiDAS/Community Transport Association guidelines.
- Must have permission from Timothy Ellis to drive the bus.
- At no time must the driver drive a vehicle under the influence of either alcohol or other drugs which might impair driving ability. It should be noted that there are many “over the counter” medicines which would fall within this category. Any driver taking prescribed drugs should heed any warning given with the prescription.
- If any driver is found to be driving under the influence of alcohol or drugs where they are recommended not to drive and will be dealt with under LAMP’s disciplinary policy
- Are personally liable for any parking or speeding fines (payment and penalties). If any member of staff is found to be driving over the legal speed limit, it will be dealt with under LAMP’s disciplinary policy. Any subsequent driving endorsements may (where necessary) be passed on to the driver.
- Immediately notify the Directors of any health conditions (or change in any health conditions) that may affect their ability to drive.
- Are responsible for the safety and security of the vehicle whilst it is in their charge.
- Notify the Directors of any damage or defect that occurs, or noticed whilst the minibus is in their charge.

4. Care of the minibus

Drivers of the minibus are expected to;

- Complete a checklist (Appendix 1) to check the condition of the vehicle upon takeover and notify the directors of any faults
- Check that the equipment which must be carried on the vehicle (fire

extinguisher, first aid box, red triangle etc...) are there.

- Inform the office of any use of the first aid box so that it can quickly be replenished.
- Regularly check the gauges whilst driving for signs of overheating
- STOP if there is a malfunction and ring for assistance
- Leave the vehicle clean and tidy for the next user
- If the fuel gauge is less than quarter-full, refill as soon as possible
- When you have completed your journey ensure that the minibus is left secure before you hand the keys back
- When you have completed your journey ensure that the minibus is left clean and tidy

5. Safety

- Maximum load and passenger capacity must not be exceeded
- Seatbelts must be worn at all times by all passengers.
- Staff must check seatbelts are worn at all times throughout any given journey.
- The Highway code must be adhered to at all times
- students must be seated at all times.
- If students distract the driver stop the bus until they are settled.
- At least one member of staff travelling on the minibus must have basic First Aid Training.
- Do not eat, drink or use a mobile phone whilst driving
- The driver must wear a high vis vest when driving the minibus.
- Adhere to the following guidelines regarding driver hours
- A file must be taken on every journey and contain the following;
 - A copy of the trip risk assessment and emergency during an offsite activity policy
 - b. student names
 - c. Parental contact numbers
 - d. Medical information

- e. School contact numbers
- f. Minibus Useful information sheet

6. Accident or breakdown

In the event of an accident all normal procedures should be followed. Details of time, place, road conditions, vehicles, drivers involved, damage, injury, photos taken (if possible), must be noted.

LAMP must be notified as soon as possible.

It is not advisable to tackle an engine fire.

If you breakdown;

- the recovery telephone number is on the Minibus Useful information sheet (Appendix 2) that can be found in the glovebox.
- Contact LAMP
- students should NOT remain in the broken down vehicle on the motorway/dual carriageway hard shoulder but are to stand at a safe distance behind the barrier.

Drivers need to pay attention to the minibus, ultimately, because of the people it contains. No two incidents are the same – different passengers with different needs, road conditions, hazards etc

The driver must therefore always assess the situation – in order to decide what is the safest course of action. In effect the driver is doing an on-the-spot dynamic risk assessment to decide the safest course of action

If a minibus breaks down on a motorway it is vital that it pulls over as far as possible to the left of the hard shoulder. The passengers should leave the minibus – by the nearside door only (unless an emergency evacuation is required) Do not allow passengers around the back of the vehicle but get them over the crash barrier and up/down the embankment.

However – some passengers may be in more danger if they leave the vehicle, or will be incapable of getting over the crash barrier. In which case they must stay on board

– seat belts on. Make the vehicle as visible by putting on all the lights, hazard flashers etc. DO NOT USE A WARNING TRIANGLE.

On roads other than motorways, decide whether there is a safer place nearby. If you decide that it is safer for them to stay inside the minibus, make sure they keep their seat belts on, in case another vehicle collides with the minibus.

In all breakdown situations, keep your passengers reassured and informed about what is going on and the actions you have taken.

Children are to wear high vis vests (stored on minibus) in the event of a breakdown/emergency

Staff are not to attempt repairs. They must wait for help
Staff Driver form. (See Appendix 2)

Appropriate insurances, copies of licences and permissions are stored securely in the LAMP office and available to view upon request.

7. Link to other policies and documents

- Health & Safety Policy
- Minibus risk assessment

Community Transport Association - <http://www.ctauk.org/> ROSPA Minibus Safety

Code of Practice - <http://www.rospa.com/rospaweb/docs/advice-services/roadsafety/practitioners/minibus-code-of-practice.pdf>

DFE - Driving School Minibuses -

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/494266/Driving_school_minibuses_and_advice_for_schools_and_local_authorities.pdf

Appendix 1

Every time the minibus is used, the driver should conduct a pre-drive safety check. This should be repeated whenever another driver takes over the vehicle. Walk around the vehicle to check for visible defects and the items listed below:

Exterior Check	OK	Not Ok	Defect Reported to
Oil Level (once only at start of day)			
Coolant Level (once only at start of day)			
Windscreen washer fluid level (once only at start of day)			
Brake fluid level (once only at start of day)			
Windscreen and windows are clean and undamaged			
Exterior mirrors are correctly adjusted, clean and unobstructed			
Lights, including brake lights and indicators, are clean and working			
Tyre pressures, including the spare			
Tyre tread, including the spare. At least 3.0mm across the centre $\frac{3}{4}$ is recommended			
Any cuts and bulges on tyres?			
Doors open and close properly			
Ramp (if fitted) works safely and is securely stowed			
Roof Rack is properly fitted, and all luggage is securely held			
Damage to bodywork or sharp edges			
Fluid Leaks			
Passenger ramp is working and securely stowed (if fitted)			



Trailer Check (if applicable)	OK	Not Ok	Defect Reported to
Tyre pressures on the trailer			
Tyre tread on the trailer. At least 3.0mm across the centre $\frac{3}{4}$ is recommended			
Trailer brake lights and indicators work			
Trailer is properly fitted including cover and all luggage is securely held			
Trailer number plate in place and visible			
Driver must ensure emergency exit at the rear of minibus is cleared with immediate removal of the trailer			

Signed

Date

Print Name

Appendix 2

Minibus useful information sheet

School emergency contact number;

Breakdown company & number;

Insurance Company, contact number & policy number;

Minibus registration

