



Policy Guidance

Safe Usage of Minibuses

Issue 2

June 2012

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Section 2- Introduction

2.1 Purpose

There is a legal duty under the Health and Safety at Work Act 1974 to ensure as far as reasonably practicable, the health and safety of all employees while at work. Employers and employees also have a duty to ensure that others are not put at risk by work related driving activities.

The Management of Health and Safety at Work Regulations 1999 also apply and require that risk assessments are undertaken for activities with significant risks, and that effective management controls are put in place and implemented.

The Provision and Use of Work Equipment Regulations, 1992 (PUWER) also states that work equipment (which includes minibuses and trailers) must be suitable for purpose, maintained in safe condition and staff must be given information, instruction and training as appropriate.

When considering driving safety there are also a number of road traffic laws to take into account, including the Road Traffic Act 1988.

This document details how academies should manage the driving of minibuses, the towing of trailers and details staff (driver) responsibilities. It explains the processes to be followed in evaluating the risks associated with driving at work and the control measures that need to be in place to mitigate those risks, which include driver familiarisation and training, driver licence checking etc.

2.2 Scope

This applies to all SPTA staff or volunteers that drive a minibus and others who purchase Insurance as condition of hire. For those externally insured all non-legal guidance should be treated as Good Practice.

All the standards set out in this document are important; they will help to ensure you operate safely and legally. To differentiate between what is legal and what is Good Practice different terms will be used.

All standards that are either required by law, SPTA policy or as a result of conditions set by our insurers must be closely adhered to and they indicated by the term **must**.

Other standards are recommended because they are good practice, which should be followed in the interest of safety, reliability and cost effectiveness. These are indicated by the term **should**.

2.3 References

Statutory Instruments

Health and Safety at Work Act 1974

Management of Health and Safety at Work regulations 1999

<http://www.opsi.gov.uk/si/si1999/19993242.htm>

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Provision and Use of Work Equipment Regulations 1992

http://www.opsi.gov.uk/si/si1992/Uksi_19922932_en_1.htm

Road Traffic Act 1988

http://www.opsi.gov.uk/acts/acts1988/Ukpga_19880052_en_1.htm

Approved Codes of Practice etc: -

The Highway Code

<http://www.highwaycode.gov.uk/00.htm>

RoSPA Minibus

Safety – A Code of Practice

<http://www.rospa.com/roadsafety/advice/minibus/index.htm>

2.4 Glossary of terms used in this document

Term	Meaning
D1	This is the licence entitlement to drive minibuses given automatically to all those who passed their car test before the 1 st January 1997. Entitlement will be lost if either, the licence is renewed or upon reaching the age of 70.
DVLA	Driver & Vehicle Licensing Agency - an Executive Agency of the Department for Transport (DfT). Their primary aims are to facilitate road safety and general law enforcement by maintaining registers of drivers and vehicles, and to collect vehicle excise duty (car tax).
European Travel	Journeys to either the Republic of Ireland or Europe.
Manager	The person, designated by the Principal, who has responsibility for maintaining records of minibus usage; training; etc
MIDAS	Minibus Driver Awareness Scheme. The expected standard for the driving of all academy minibuses.
Minibus	A vehicle that has between 9 and 16 passenger seats. In regards to accessible minibuses, the space left for a wheelchair counts as 1 seat even though 4-5 seats may have been removed to accommodate it.
MPV	Multi Purpose Vehicle. An adaptable vehicle that can carry up to 7 passengers.

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Passenger Carrying Vehicle (PCV) Licence	This is obtained via test (and medical) allowing that person to drive minibuses (if they passed their car test after 1 st Jan 1997), to drive minibuses commercially (If they passed their car test prior to 1997) and to take minibuses abroad.
RoSPA	Royal Society for the Prevention of Accidents http://www.rosipa.co.uk/
Staff	Any person employed by SPTA
Suitable and sufficient	In terms of risk assessments, one, which is recorded and is sufficiently detailed to identify the significant risks of an activity and the corresponding controls in a proportionate fashion.
Vehicle Keeper	The nominated responsible person.
Volunteer	Any person not employed by SPTA but driving a minibus either on behalf of SPTA or on behalf of a borrowing group.
VOSA	Vehicle Operator and Services Agency.

2.5 Revisions to this document and review

This procedure will be updated when necessary by publication of a complete replacement, which will be dated.

2.6 Issue Details

Author: -

M Whittle
Facilities Manager

Date: -

June 2012

Section 3 - Procedure

3.1 Policy

The SPTA recognises the need to protect employees and passengers from the dangers of work related driving. The SPTA is committed to the principle that transport accidents (including road traffic accidents) are not expected, an unfortunate fact of life but generally avoidable events.

The School Partnership Trust Academies-SPTA has general duties under the Health and Safety at Work Act 1974 to ensure the safety of employees and passengers affected by its work activities, and a duty to assess significant risks under the Management of Health and Safety at Work Regulations 1999. In practice, risk assessment needs to take place not only at an organisational level (by managers), but also at a personal level by the individual driver.

The SPTA will:

- Comply with regulatory requirements.
- Provide standards not less than those set out in any relevant approved Codes of Practice.
- Take all reasonable steps to ensure as far as reasonably practicable that employees driving minibuses do so in a manner that reduces the risk to themselves, other employees, passengers or any other person who could be affected.
- Make available information regarding suitable training for all employees to ensure that they are aware of their roles and responsibilities.

Staff involved in the driving of minibuses, whether owned by individual academies, hired, borrowed or leased must fully familiarise themselves with the contents of this document and all associated documents.

In support of this policy the SPTA instigates the following procedures.

3.2 Responsibilities

3.2.1 Managers

Principals must ensure that the risks of driving minibuses/carrying passengers have been assessed, controlled and documented in accordance with paragraph 3.3. The task of assessment may be delegated to managers or other individuals who are competent to make an assessment.

Managers must ensure that they do not impose unrealistic demands or timescales on staff driving and ensure that they adequately consider, through risk assessment and working practice, the risks of driver fatigue.

Managers must ensure that all vehicles are maintained to the required standard and that staff are given sufficient time before the start of any journey to ensure the vehicle they will be driving is fit for purpose.

The lending of minibuses must be tightly controlled with all borrowing groups satisfying the regulations and good practice outlined in this document.

Managers must ensure that every minibus has a driver's log and that the appropriate sections are completed before and after each journey. Failure to identify the driver in the event of an offence could result in points and a heavy fine for the responsible manager.

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3.2.2 Staff

Staff must ensure that they are familiar with their area of operation, follow any risk assessments and ensure that they work in compliance with those that cover minibus driving and the passengers being transported.

Staff are responsible for risk assessing any one off journeys using the guidelines shown in *Appendix B (Guidelines for Drivers Assessing and Managing Risks)*. This assessment need not be recorded but staff must be aware of these guidelines when planning journeys. You must not drive if you have taken drugs which could cause drowsiness, if you are suffering from an illness which could affect your driving, or if you are tired. **The Academy's policy restricts the maximum combined working/driving time per day to a total of 10 hours.** It is not sensible to embark on a long trip after a full day's work, whether that work involves driving or not. Breaks should be built into journey planning – aim to have a break from driving of at least 30 minutes after every two hours.

Drivers must follow the guidance given during MiDAS and adhere to the Highway Code, following road traffic instructions and relevant speed limits, whilst additionally making allowance for prevailing road and weather conditions.

All road traffic collisions must also be reported to the academy manager

Drivers of any vehicle are legally responsible for the roadworthiness of the vehicle; any infringement of the law whilst driving; and are responsible for fines relating to any road traffic offence they commit. The operating restrictions of both small bus (section 19) permits must be followed.

Staff must report in writing any defects or damage to the manager. Where another driver may subsequently use the vehicle the damage or defect must be brought to the attention of the driver and their line manager before the vehicle is subsequently used.

Staff must ensure that they have a valid driving licence and that any additional points or disqualification from driving is reported to their manager.

Staff must report any health problems, which might affect their ability to drive. Failure to do so may result in disciplinary action.

3.3 Risk Assessment

Managers are responsible for ensuring that suitable and sufficient risk assessments are in place for driving activities and that these are adequately communicated to staff and control measures implemented.

Risk assessments must be proportionate to the level of risk involved in the driving activity. Aggravating risk factors include:

- Transporting service users or children (these both present risks and are at risk themselves).
- Carrying items of equipment (particularly large/heavy; fragile or high value items).
- Driving outside of normal working hours, or in adverse conditions (e.g. evening trips, camps etc.)

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- Longer trips that may involve leaving the County or going to Europe
- Driving minibuses whilst also towing a trailer-***Check with SPTA before using a trailer***

Managers must ensure that their staff know what to do in the event of an emergency whilst driving, e.g. the arrangements for contacting colleagues, the emergency services and breakdown organisations etc.

When assessing risks, managers must give consideration to any items that are transported by staff, and ensure safe working practices are in place (i.e. items secured properly, moving and handling risk assessed and controlled, etc.).

3.4 Driver Competence and Training

As a minimum standard in all cases, general familiarisation with the vehicle (for example as part of the staff member's induction or for staff when a new vehicle is introduced) will be required. This familiarisation must cover issues such as ensuring that users know where to access the manufacturer's handbook, how to check air, oil and water levels and how to refuel the vehicle with the appropriate fuel type. This familiarisation must be recorded, for example within a local induction process.

Minibus drivers must attend and complete the Minibus Driver Awareness Scheme (MiDAS), which is a nationally recognised standard, where SPTA is the employer or where SPTA insurance is utilised. In other instances it is strongly recommended that the same standard be adopted.

Where drivers hold a PCV licence they will be exempt from MIDAS training.

Further information on MiDAS is available from SPTA

3.5 Vehicles

Drivers are legally responsible for ensuring the vehicles they drive are roadworthy and fit for purpose.

Vehicles operating under a small bus permit are, in law, Public Service Vehicles and they will therefore require more frequent safety inspections than the manufacturer's basic service schedule. The normal inspection frequency for SPTA minibuses is every thirteen weeks.

Inspections must be carried out using the guidance issued by VOSA entitled 'Guide to Maintaining Road Worthiness'.

It is important that academies that lease or hire vehicles on contract ensure the vehicle supplier is aware of the requirement for a more frequent inspection schedule, as this will reflect in the leasing / hire charges.

An MOT test is due on the first anniversary of registration and yearly thereafter. A vehicle with between 13 and 16 passenger seats will need a class V test, which is only available at a very limited number of test stations.

A responsible officer must be nominated for each vehicle to oversee all aspects of its operation with this role included in the individual's job description.

Minibuses carrying children should display the statutory 'School Bus' signs on front and rear of the bus.

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When an academy replaces a minibus it must ensure they are sourced to a vehicle specification that meets the SPTA standards- please ask for advice.

3.5.1 Small Bus Permits (section 19)

Hire or Reward

If no charge is made for the use of the bus at all, no permit is required. However a charge covers more than just the payment of a fare. Any payment, which gives a person, a right to be carried on a vehicle (the legal term for this is 'Hire or Reward') would require the operator to hold either a Section 19 permit or PSV Operator's Licence.

Hire or reward takes place if the journey is organised in a way that goes beyond the bounds of mere social kindness. Hire or reward would include, for example, someone who provided frequent school transport for his children and friends in return for contributions to running costs. The payment can be made either by the person themselves or on his behalf by someone else. The payment may be direct (such as a fare) or indirect (as would be the case for example where a membership subscription to a club or a payment for a hotel room includes the right to use the bus). Although indirect payments are usually made in respect of other services (rather than specifically for the transport) they are still viewed by the courts as hire or reward because anyone who had not made the payment would have no right to be carried.

Section 19 Permit

Permits issued under Section 19 of the Transport Act 1985 allow certain non-profit making organisations to charge for transport services without a PCV operator's licence. The services must, however, be provided for their own members or for groups of people whom the organisation serves. They may not provide services in this way to members of the general public. Permit vehicles cannot be run as part of an activity that is itself carried on with a view to making a profit and any charges must only cover the running costs.

Any educational establishments using a small bus (9-16 passenger seats) or large bus (17 or more passenger seats), will require a permit if pupils or parents contribute in any way toward the running expenses of any such vehicle used for the conveyance of pupils, students, staff and adult supervisors on an activity organised or approved by the school or other educational establishment. A permit is required for the use of a vehicle and is needed whether the vehicle is owned by the school, PTA, Council, voluntary organisation or hired from a contractor or another establishment on a self-drive basis.

A permit is required for each vehicle used. No permit is required for vehicles that can carry fewer than 9 passengers. Please note: Permits are not vehicle specific; therefore they can be transferred between vehicles as required.

For each permit a disc is issued which must be displayed in the inside of the windscreen so that it can be seen from outside the vehicle but does not obstruct the driver's view of the road. Discs may be moved from one vehicle to another as long as a small bus disc is not used with a large bus. Failure to display a disc could result in prosecution.

Obtaining a Permit

An application may be made by any non-profit making body which is concerned with: -

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Education;
Religion;
Social welfare;
Recreation; or
Other activities of benefit to the community-guides, scouts, etc.

Permits for large buses (17 passenger seats or more) can only be obtained from the Traffic Commissioner (see following contact details) for which there is a charge.

North Eastern and North Western Traffic Area Office
Hillcrest House
386 Harehills Lane
Leeds
LS9 6NF
Tel: 0870 606 0440 .

Operating a Permit Bus

The small bus permit is normally issued to the academy or other organisation concerned with education rather than to an individual. The academy therefore becomes 'the operator' and has to operate and maintain the vehicle to the appropriate standards, whether or not it is being used on some occasions for non-hire and reward i.e. non-permit purposes.

It should be noted that it is 'the operator' whose disc is displayed in a minibus that is held responsible for the condition of the vehicle being used, irrespective of who owns the vehicle.

3.5.2 Insurance

All SPT academies must hold a motor insurance policy to cover any minibuses they own.

The insurance policy must provide comprehensive cover for use of the vehicle for academy purposes. An excess is likely to be applied on each claim for damage to the vehicle. If a vehicle is hired or borrowed from another party, you must ensure that:

- Insurance cover is in force before using the vehicle,
- A valid small bus permit is displayed
- The vehicle has been correctly maintained.

3.5.3 Lending and Borrowing Minibuses

- See Minibus Hire policy

3.5.4 Accident Procedures (UK only)

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In the event of a serious accident involving injury to passengers or third parties, the driver should notify their academy immediately. Accident Check List:

- Stop. It is an offence not to stop after an accident.
- Switch off the engine. Ask others involved to do the same.
- Ensure your passengers are safe from other hazards. If passengers are uninjured, ask them to leave the vehicle and go to a place of safety. Ensure children are supervised – do not leave them unattended after an accident.
- Make sure nobody smokes near the accident site.
- Warn other road users of the danger.
- If anyone is injured, contact the police and emergency services by dialling 999.
- Only administer first aid within the limits of your knowledge and expertise.
- Do not remove the crash helmet of any injured motorcyclist.
- Do not move the vehicles involved (unless they are a danger to traffic) until the police arrive, or, if they are not attending, until an independent person has noted their position.
- Give your name and address, the registration number, and, in the case of personal injury, insurance particulars to any person having reasonable grounds for requiring them. If, for any reason, insurance particulars are not given at the time of the accident, the circumstances must be reported to a police constable or at a police station as soon as possible, and, in any case, within 24 hours. The police will need to see the certificate or evidence of insurance, and this must be produced at a specified police station within seven days of the accident or as soon as possible thereafter.
- Obtain the name, address, registration number and insurance details of the other person(s) involved in the accident.
- If there are any witnesses to the accident, obtain their names and addresses.
- **UNDER NO CIRCUMSTANCES ADMIT LIABILITY FOR THE ACCIDENT.**
- Complete a Report of Accident/Incident form as soon as possible, and return it to the drivers' academy.

3.5.7 Vehicle breakdown

In the event of a vehicle breakdown, it is important that all staff are aware of their responsibilities. These responsibilities vary slightly depending on whether the vehicle is carrying pupils. Guidance is as follows:

- If possible, always try to stop in a safe place
- If you have pupils on board assess the situation taking into account individual circumstances and follow the safest course of action. On motorways this would involve evacuating the minibus, but with some pupils (possibly age dependent) it may not always. Should this situation arise then standard breakdown procedure should be followed with all passengers remaining on the vehicle with their seatbelts on.
- On motorways you should always attempt to use the roadside phones. This will link you directly to the Highways agency. They will then manage the situation including arranging recovery. In some cases this may necessitate closing lanes.
- You must remain with the vehicle until it is either repaired or recovered.

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- Should the vehicle be recovered you must know the arrangements for the recovery of your passengers. Most minibus breakdown will attempt to move your passengers to a place of safety/shelter. This maybe some considerable distance away from your destination so alternatives arrangements should be in place. Your emergency procedures and travel risk assessments should identify these risks and the appropriate control measures/arrangements.

In addition to above, should your vehicle catch fire:

- Evacuate the passengers via the nearest exit starting with those that are quickest and easiest to move.
- Do a head count.
- Close the doors if safe to do so.
- Call the emergency services.

It is important that any evacuation is done efficiently and as quickly as possible. Do not attempt to use the extinguishers located in the bus, as they will be ineffective. They are only designed be used if either your exit is blocked by fire or someone's clothing is on fire.

3.6 Journeys (UK including Channel Islands and Northern Ireland)

Managers and staff both have a responsibility to ensure that journeys are planned with safety in mind and that sufficient time is allocated to make those journeys.

Driving hours must be controlled through sensible planning and an additional driver if necessary. **The SPTA's policy restricts the maximum combined working/driving time per day to a total of 10 hours.** It is not sensible to embark on a long trip after a full day's work, whether that work involves driving or not. Breaks should be built into journey planning – aim to have a break from driving of at least 15 minutes after every two hours.

- Staff, such as teachers, if they are required to drive after a days work, must ensure they have sufficient breaks (i.e. the equivalent of 15-minutes every 2 hours) during the day.
- Trips that involve overnight stays must be planned to ensure that the following day's driver is sufficiently rested.
- Extra allowance must be made for travelling during peak driving times and during adverse weather conditions.
- Where weather conditions are sufficiently severe, journeys must not be undertaken. Weather warnings and travel advice in the media and from the AA or RAC should be heeded.

3.7 Transporting Children

3.7.1 Passenger Risk Assessment

Transporting pupils often introduces additional risks. Where staff merely carry a work colleague these are usually minimal additional risks (the possibility of distraction for example). However, some

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serviceusers present more specific risks, for example transporting young people. In these instances, your risk assessment will need to cover these risks. This may necessitate risk assessing both the individuals being transported and the driving activity itself.

Additional risk factors include (for example): -

- Distraction
- Behavioural traits
- Medical needs and conditions □ Moving and handling requirements

Consideration needs to be given to the ratio of staff to the number of clients and this must be determined on a risk-assessed basis. Specific guidance on supervision ratios during off-site visits is available.

3.7.2 Children and Use of Seatbelts

The law requires seatbelts to be worn where fitted. Passengers 14 years and over are responsible for ensuring that they wear seatbelts. In the case of passengers under 14 the driver is responsible for ensuring that they wear a seatbelt.

Drivers also owe a 'duty of care' to all passengers by ensuring everyone keeps their seat belts on. The driver must issue a verbal instruction, prior to departure, and notices near all the seats should reinforce this. Drivers must be prepared to refuse to move until they are sure all seat belts are secured.

In minibuses booster and child seats must only be used if they fit correctly; they are not a legal requirement. Some minibuses are fitted with 'all-age' or 'generation' seatbelts, which must be used where fitted and adjusted correctly.

Department of Transport advice on child seats and the wearing of seatbelts can be found on their Website.

3.8 Licence Requirements for Minibus Drivers

Changes to the regulations in January 1997 affected the entitlement to drive a minibus.

Holders of full car licences obtained before 1st January 1997 (showing entitlement to driver groups 'A' and 'B automatic' on old licences, and groups 'B' and 'D1 not for hire and reward' on new licences), can:

- drive a minibus with a maximum of 17 seats
- drive a minibus for a not-for-profit organisation.
- tow a trailer, which is signified by the '+E' entitlement on new licences. □ be paid for driving.

But these licence holders cannot:

- drive a minibus abroad

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- drive for a commercial company in UK
- drive after the age of 70 without passing a medical to renew the entitlement.

Drivers who obtained full car licences after 1st January 1997 are restricted to driving vehicles with up to eight passenger seats, and would need to take an additional driving test and meet higher medical standards before driving higher capacity vehicles. Towing a trailer is also prohibited. An additional test and higher medical standards are also required to gain the '+E' entitlement.

In certain circumstances, however, drivers may be allowed to drive a minibus with up to 17 seats without having the category D1 entitlement, where all of the following criteria are met:

- the minibus is being driven for a non-commercial body (i.e. a charity) for social purposes, and not for hire and reward
- the driver is over 21
- they do not tow a trailer
- the driver has held a full licence for at least two years
- the service is provided voluntarily
- the minibus does not exceed 3.5 tonnes gross vehicle weight (or 4.25 tonnes if fitted with specialist equipment for the disabled)

N.B. The additional driving test mentioned above must not be confused with MiDAS. If there is a requirement for a member of staff to obtain the D1 entitlement, this can be arranged at a cost of approx £1000. Contact the Facilities Team.

To avoid confusion, anyone driving a School Partnership Trust minibus must have the 'D1' entitlement.

Anyone driving a vehicle (commonly known as a people carrier) of up to 8 passenger seats must have held a FULL driving licence for three years or more.

Drivers of vehicles carrying 17 or more passengers must hold a valid Unrestricted Passenger Carrying Vehicle (PCV) licence.

3.9 Driving Licences

Managers are responsible for checking **annually** that drivers have a valid driving licence – see 3.3.2 and ensuring that drivers have the relevant experience. Records of drivers licences should be kept by the manager and .

It is the responsibility of individual drivers to inform their line managers immediately if for any reason they have their licence removed or they are convicted of an offence contrary to the Road Traffic Act 1988. Drivers must ensure that they keep their licence up to date and inform DVLA of address changes, or they risk incurring a fine of up to £1000.

3.9.1 Licence and Insurance checks for new staff and new 'users'

During the recruitment process, the need to drive minibuses should be identified and clearly stated, with inclusion, if necessary, on the applicants job description

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During interview, it is recommended that where posts require minibuses to be driven that it be discussed during the interview. Candidates must be advised that their licence will be checked during the probationary period as part of the induction process and will continue to be checked while driving forms part of their employment.

Members of staff who are transferred internally to roles that involve driving academy owned vehicles must be treated as new employees and line managers must check the validity of their driving licence prior to them being permitted to drive any academy owned vehicle.

3.10 Training

3.10.1 Minibus Driver Awareness Scheme (MiDAS)

All drivers of any SPTA minibus must pass MiDAS prior to driving a Minibus with passengers on board. They will also need to be passed as medically fit.

3.10.2 Driver's Logs

For the protection of all staff, it is essential that the drivers' log be completed before and after every journey. Recent legislation changes have increased the penalties for Managers who are unable to identify a driver if requested by the authorities. This may involve having up to 6 points put on their own driving licence and/or a very heavy fine. The most robust system is to have the drivers log kept with the keys, when the keys are taken, the log is signed, with the same being done on return. A separate mileage log could be kept in the vehicle. This needs to be well managed, and a suggestion would be to perhaps keep the log in Office/reception. Examples of both forms can be found in the appendices. These can be adapted to suit.

3.11 Use of Mobile Phones in Vehicles

All staff are reminded that it is an offence to use a hand held mobile phone at any time when the engine is running. This includes when stationary at traffic lights or when parked on or adjacent to roads when the engine is running.

There is one exception to this rule: -

- If your life is in danger and you need to contact emergency services on 999 and to stop would exacerbate the situation.

Staff are actively discouraged from using 'hands free' phone systems and are advised that their use can still be distracting and hazardous. Potentially a user may still be deemed to not be in adequate control of the vehicle.

NB: The fine, if caught, while driving a minibus, particularly with passengers is likely to be considerably higher than those for a car driver.

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3.12 Smoking in vehicles

Smoking in minibuses is not permitted and vehicles must display No-Smoking signs in both the front and rear compartments.

3.13 Driver Health

3.13.1 Responsibilities

No member of staff should drive at work under any circumstances that they know may affect their ability to drive safely. It is the duty of any member of staff who is required to drive for business purposes to inform their line manager if they are suffering from any illness or health condition which impairs their ability to drive, or if they are required to take medicine that might affect their judgment.

Where necessary, the manager must suspend the member of staff from driving.

3.13.2 Eyesight

The safety of everyone could be affected by eyesight defects and all drivers have a legal duty to satisfy the eyesight requirements detailed within the Road Traffic Act 1988 and also within the Highway Code. Drivers must ensure that they have periodic eyesight tests to ensure that they do not require corrective lenses for driving purposes or, where corrective lenses are worn, that the prescription remains valid.

An eyesight test is part of the MiDAS medical screening, and a basic test will also be carried out prior to the MiDAS practical assessment.

3.13.3 Alcohol and Drugs

Drinking any amount of alcohol, even within legal limits, affects a person's ability to drive. Staff must not consume alcohol during any journey, or for a lengthy period before hand. Care must be exercised when using medication that may effect your driving and you should identify any side effects such as drowsiness while ensuring you follow the manufacturers instructions and never exceed the recommended dose.

Section 4 – Appendix A Application for a small bus permit

Application for a Small Bus Permit

Before you fill in this application, please read the guide regarding Permit 19

Please write in CAPITAL LETTERS AND TICK THE BOXES.

NOTE: A permit does not allow you to carry the general public, you are only authorised to carry those groups of passengers ticked in Q.4. You may tick more than one box in Q.2 and 4.

Your Details

1. Name of body applying (give local branch or group name if appropriate).

*Official address for correspondence

*Daytime Telephone Number

Postcode

2. What is your body concerned with?

<input type="checkbox"/>	Education	Other activities of benefit to the	<input type="checkbox"/>
<input type="checkbox"/>	Religion	Community, please give details	
	Social Welfare		
	Recreation		

3. Do you already hold any small bus permit? Yes No

If YES, please give Permit NO(s) and the issuing body/bodies

Permit Details

4. What classes of passenger will you carry?

*Members of the body holding the permit. <input type="checkbox"/>	*Students, staff or their helpers, of a school or college <input type="checkbox"/>
*Persons whom the body is there to help, people who help them (including groups using a permit granted to an 'umbrella' organisation') <input type="checkbox"/>	*Persons who are physically or mentally handicapped or seriously ill, and their helpers <input type="checkbox"/>
	Other, please give details <input type="checkbox"/>

Weeks

Miles

**Section 4 – Appendix A Application
for a small bus permit**

5. How often will safety checks be made on the vehicle? Minimum 10 weekly or every 5,000 miles

Declaration

- I am authorised by the body applying for this permit to make this declaration on behalf of its members (or the members of this local branch or group named in the application).
- The body will operate under the permit within the terms of sections 19 to 21 of the Transport Act 1985 and any regulations made under these sections.

The body will make proper arrangements so that any vehicle used under the permit:

- will comply with the appropriate construction requirements and conditions of fitness.
- will be kept fit and serviceable and regular maintenance inspections will be carried out.
- will be properly insured for the uses authorised by the permit.

Drivers will:

- report mechanical faults in vehicles as soon as possible and get them put right promptly.
- be either over 21 years of age and hold a full (not provisional) driving licence or the holder of a PSV driver's licence. If the vehicle has manual transmission the full driving licence must be in group A and the PSV drivers' licence must be for manual transmission vehicles.

Signed:

Date:

Name:
Position

(capitals) held:

Using a vehicle to carry passengers for hire or reward other than as authorised by your permit, or operating the vehicle with the intention of making a profit, either directly or indirectly, is against the law. A false statement made in order to get a permit is also a criminal offence.

Section 4 – Appendices – Appendix A Application for a small bus permit

If you are applying for a small bus permit, please complete this supplementary Questionnaire.

1. Full name of applicant:
2. Does the body make a charge for transport services - YES/NO
this does not have to be a direct charge but can be part of a larger payment
- school fees, club subscription
3. Is the permit for a body either corporate or incorporate - YES/NO
that is - is it one entity capable of entering as such into legal commitments and
acting collectively.
4. Is the body going to be the user of the permit. YES/NO
5. Is the user body a registered charity or does it have a charitable status, YES/NO
if 'yes', please give registered number.
6. Is the user body one which undertakes non-profit making activities YES/NO only.
7. Is the bus going to be used solely in connection with activities carried
YES/NO out by the user body which are neither profit making in themselves
nor incidental to profit making activities
8. Does the applicant body certify that the vehicle will never be used in YES/NO
profit-making activities

Declaration

I am authorised by the body applying for the permit to make this declaration on behalf of its members (or the members of the local branch or group named in the application).

Signed:

Date:

NAME:
(Capitals)

Position
held

[Redacted signature area]

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Section 4 –Appendix C – Journey Details Sheet

SCHOOL PARTNERSHIP TRUST ACADEMIES

PASSENGER CARRYING VEHICLE DRIVER CHECK/DEFECT REPORT

Academy: _____ Reg No: _____ Speedo Reading _____

Driver's _____ Name: Week Ending _____
Date: _____

(PRINT)

DAILY VEHICLE CHECK. Items to be checked by driver before and during driving - Function - Damage - Cleanliness etc. MARK ✓ or ✗			
Lamps/Indicators/Stoplamps		Tachograph/Speedometer - operation	Windscreen wipers/Washers - operation - condition
Reflectors/Markers/Warning Devices		Engine Oil/Water/Fuel/Waste - levels-leaks	Emergency exit/Hammer
Horn and other warnings		Exhaust - condition-smoke emission	Passenger doors and exits - condition - operation
Mirrors - condition-security		Number plates - condition-security	Body Interior/Seating/Lighting/Ventilation
Brakes - pressure-operation-leaks		Wheels/Fixings - condition-security	Body exterior/Access doors/Compartments
Brakes - warning devices & instruments		Tyres - inflation-damage-wear	Floors/Communication with driver/Rails
Driving controls - wear-operation		Battery - condition - security	Glass - condition-security
Steering - condition – operation		Speed limiter - operation	First Aid Kit/Fire Extinguisher -presence-condition

DEFECT REPORT	DAY	SIGNATURE	DATE
	MON		
	TUES		
	WED		
	THURS		
SIGNATURE	DATE		
ACTION TAKEN	FRI		
	SAT		
	SUN		
	FOR OFFICE USE ONLY		
SIGNATURE	DATE	DATE RECEIVED	