



**RATTON SCHOOL
KEY POINTS FOR MINIBUS DRIVERS
IN CONJUNCTION WITH THE GUIDELINES FOR MINIBUS DRIVERS**

Key Points:

- Minibus drivers must always hold a VALID ESCC permit for driving the minibus. Carry at all times.
- Mobile phones must not be used whilst driving
- No-one must drive under the influence of alcohol/drugs
- Always complete the minibus checklist
- Always ensure that luggage or items are secured down, not loose in aisles, etc.
- You must be medically fit to drive
- Any endorsements to your full driving licence - inform the Heads PA
- Keep within speed limits
- It is recommended by County that an escort is on each journey - we have agreed (Business Manager, H&S Officer, Head of PE) the following:

Only the driver (teacher) has to be present for local journeys (Eastbourne, Hailsham, Seaford, Lewes, Brighton & Hastings boundaries). If the journey is under 2 hours but outside these boundaries, please ensure another member of staff is present (can be non-driver).

If you have students that may cause behaviour issues - please ensure another member of staff is taken (can be teaching or associate staff and can be non-drivers), even when just a local journey.

Reminder - if the journey is to last longer than two hours or exceeds a working day of 13 hours or more including the driving, a second driver must be present on the journey. Journeys of 2 hours or more, must have a comfort break for 15 minutes every 2 hours of driving.

Guidelines from ESCC now follow:

East Sussex County Council
Managing Occupational Road Risk

Guidelines for
Minibus, People Carrier and
Landrover Operation



Updated 1st December 2006

Every care has been taken in assembling the information contained in this booklet. It is intended as a source of reference for minibus drivers and those with a management responsibility for minibus operation. There is a rapid pace of change in both legislation and recognised practice in the operation of minibuses, and if there is any doubt about the guidance given in the booklet, please use the contact telephone numbers given to check the current position. The East Sussex County Council Minibus Risk Management Working Group would like to acknowledge and thank the Department for Transport, DVLA, DSA and RoSPA for helping to provide the information and advice contained in these guidelines.

CONTENTS

	Page
INTRODUCTION	5
WHAT IS A MINIBUS AND WHO MAY DRIVE ONE?	
1.1 Definition	6
1.2 Licensing and insurance	6
1.3 Competence	6
1.4 Standards and Safety	6
1.5 Guidance for Drivers and Managers	6
2. DAY TO DAY MINIBUS OPERATION	
2.1 Managers' Responsibilities	8
2.2 Drivers' Responsibilities	8
2.3 Passenger's Responsibilities	9
2.4 Vehicle Log Sheet	9
2.5 Vehicle Checks and Maintenance	9
2.6 Minibus Section 19 Permit	10
2.7 Defect Reporting	10
2.8 Fire Prevention and First Aid Kit	10
2.9 Vehicle Loading and Towing	11
2.10 Gross Vehicle Weight	11
2.11 Excise Licence Fee	11
2.12 Seating	12
2.13 Speed Limits	12
2.14 Conveying Passengers who use Wheelchairs	12
2.15 The Safe Use of Tail Lifts	13
2.16 Insurance Cover	13
3. DRIVERS, ESCORTS AND PASSENGERS	
3.1 Driver Training and Assessment	15
3.2 The Availability of Driver Training and Assessment	15
3.3 Driving Abroad	15
3.4 Tachograph Training	15
3.5 Driver Records	16
3.6 Medical Requirements of Minibus Drivers	16
3.7 Alcohol / Drugs Policy	16
3.8 Supervision of Passengers and the Use of Escorts	17
3.9 Unauthorised Passengers	18
3.10 Transport of Children in Minibuses	18
3.11 Oxygen	19
3.12 Mobile Phones	19
3.13 Driving Convictions	19
4. PLANNING FOR REGULAR JOURNEYS AND SPECIAL TRIPS	
4.1 Approval	21
4.2 Regular Short Journeys	21
4.3 Longer Journeys and "One Off" Trips	22
4.4 Drivers' Hours	22
4.5 Comfort Breaks	22
4.6 Escorts and Passenger Supervision	22
4.7 Expect the Unexpected	22
4.8 Comfort Kit	23
4.9 Trips outside the UK	23

Page

5.	BREAKDOWN AND ACCIDENT	
5.1	Breakdown on Ordinary Carriageways	25
5.2	Breakdown on Motorways	25
5.3	Guidelines in the Event of an Accident	26
5.4	Notification of Delays	27
5.5	Accident, Injury and Illness	27
5.6	First Aid and First Aid Equipment	27
6.	AVOIDING DANGEROUS SITUATIONS	
	A guide for individuals at risk when in sole charge of a vehicle	28
7.	MINIBUS CONSTRUCTION AND SPECIFICATION	
7.1	Vehicle Type, Fittings and Equipment	29
7.2	Seat Belts	29
7.3	Seating	29
7.4	Conveying Wheelchairs	29
7.5	Tail Lifts	29
7.6	Drivers Seat	29
7.7	Steering	29
7.8	Wheels / Tyres	29
7.9	Engine Type	30
7.10	Braking System	30
7.11	Luggage Stowage	30
7.12	Security Features	30
7.13	Other Features	30
7.14	Other Issues in Vehicle Specification and Acquisition	30
7.15	Budget	30
7.16	Purchase/Lease	30
7.17	Donated Vehicles	31
7.18	Second Hand Vehicles	31
7.19	Future Use	31
8.	USEFUL CONTACTS	32
9.	USE OF COUNTY COUNCIL VEHICLES BY VOLUNTARY ORGANISATIONS	
9.1	Insurance Issues	33
9.2	Drivers	33
9.3	Information for Borrowers	33
9.4	Loaning Vehicles to other ESCC Users	33
10.	HIRING VEHICLES	
10.1	Hire from whom?	34
10.2	Occasional Use - Driver Competence	34
10.3	Hired Vehicles with a Driver	34
11.	MINIBUS RISK MANAGEMENT	
11.1	Aims and Objectives	35
11.2	Policies and Procedures	35
11.3	Proactive Measures	35
11.4	Safe Use of Mobile Phones	39
11.5	Theft	40
11.6	Post Accident Measures	41

11.7	Accident Recording, Investigation and Analysis	42
11.8	Lease Contracts	42
11.9	Conclusion	42
APPENDICES		43
Appendix 1	Minibus and People Carrier Driver Training information	44
Appendix 2	Minibus Driver requirements: medical and eyesight	45-47
Appendix 3	Minibus Journey Risk Assessment example and pro-forma	48-50
Appendix 4	Minibus Journey plan pro-forma	51
Appendix 5	Vehicle Log Sheet	52
Appendix 6	Applying for Minibus PCV D1 licence and Driver Training	53
Appendix 7	D1 Driving Licence & Section 19 Permits	54
Appendix 8	Journeys Abroad	55-56
Appendix 9	Minibus Pre-Drive Safety Checks	57
Appendix 10	Advice for Minibus Drivers	58-59
Appendix 11	The Duties of an Escort – Advice for Operators	60
Appendix 12	Advice to Parents and Guardians	61-62
Appendix 13	Advice for Children on Minibuses	63
Appendix 14	Drivers' Hours	64
Appendix 15	First Aid Equipment	65
	Fire Extinguisher	
	Other Equipment	
Appendix 16	Endorsement Offence Codes	66-69
Appendix 17	Glossary of terms and child seat restraints	70-72

INTRODUCTION

The responsibility placed upon us when conveying passengers in a minibus is very great indeed. We become responsible for other peoples loved ones, children, parents, brothers and sisters, husbands and wives. They are deserving of our best efforts to ensure that their journey, whether of a hundred miles or just across town, is as safe as possible. The guidance given in the following pages is intended to assist all those with such a responsibility to make the right judgements. It cannot replace good judgement, but does provide some rules to follow and a framework which encourages good practice and helps the sensible exercise of responsibility.

Departments will make their own internal arrangements, including supporting documentation, for implementing these Guidelines; and identify key staff who can advise on transport-related matters. If you have any doubts about practice in your Department you should consult your manager in the first instance. Each Department remains responsible for monitoring and enforcing minibus safety procedures and practice. However, the contents of these guidelines represent a minimum corporate standard to be applied in the operation of minibuses. The introduction of improved standards of vehicle specification and operational practice takes time, and it is understood that changes will not be immediate. The improved standard of vehicle specification should work through as vehicles are replaced or refurbished. There are, however, many improvements which can take place now, through the adoption and monitoring of good practice.

Please take whatever measures you can to review your practice in minibus operation, and plan for safety in the short, medium and long term. The investment of time and other resources will be amply repaid through an unblemished safety record.

Departments must apply similar driver training and authorisation requirements to other large passenger-carrying vehicles, particularly people carriers, and off-road vehicles.

WHAT IS A MINIBUS AND WHO MAY DRIVE ONE?

1.1 Definition

A minibus is defined as a vehicle which has been constructed or adapted to carry more than 8, but no more than 16 seated passengers in addition to the driver. The gross vehicle weight should not be more than 5000 kg.

1.2 Licensing and Insurance

The legal requirements are that any person who is aged 21 or over, and obtained a car licence prior to 1st January 1997, may drive a minibus as defined above, provided the vehicle is not being operated for hire or reward (see 2.7).

Anyone who **passed a car driving test after 1 January 1997 will be licensed to drive category B (Car or MPV) vehicles only**, which will cover vehicles up to 3500kg with not more than 8 passengers. An additional test and medical report are required to gain a DI licence which covers minibuses. Drivers who passed the test before 1 January 1997 will be automatically granted the right to drive Minibus Category DI vehicles (not for hire or reward) and will not need to take the new test.

East Sussex drivers must also be authorised by their manager to drive a minibus. See **Section 3.13 for further information relating to driving convictions**. To drive a minibus in mainland Europe for hire or reward the driver must have a **PCV DI category** licence.

Notwithstanding the minimum legal requirements, to drive a minibus, people carrier or landrover insured by East Sussex County Council drivers must be aged 25 and under 65 and have held a full driving licence for at least 3 years without a fault claim or conviction. This minimum age is reduced to 23 for teachers appointed to teach physical education.

1.3 Competence

The fact that a person conforms with the County Council's requirements does not make them safe or competent to drive a minibus. All drivers must undergo training and assessment in order to drive a minibus, people carrier, landrover or larger vehicle, organised through the County Road Safety Unit, prior to their authorisation. Drivers must be retrained and assessed every 3 years, or after any accident deemed to be their fault.

1.4 Standards and Safety

Within the County Council there are drivers employed specifically to drive minibuses and others who drive minibuses as an adjunct to their normal duties. In both cases the same high standards and basic competence are expected as drivers are entrusted with the lives of their passengers. Passengers may be school pupils, clients, or other County Council employees. The first consideration of the driver and the driver's supervisor or manager must be passenger safety.

1.5 Guidance for Drivers and Managers

These Guidelines are designed to inform, guide and advise drivers and those responsible for them. Please refer to it regularly. If you have any queries make

use of the contact telephone numbers given on page 32. Drivers and managers are responsible for the minibus in law, and should follow guidance provided for them, both corporate and departmental.

By following such guidance, the law will be complied with, passengers will be treated properly and accidents will be avoided.

MINIBUSES ARE IN GENERAL A SAFE, CONVENIENT FORM OF TRANSPORT WHICH GIVES USERS THE ABILITY TO EXTEND THEIR OPERATIONS AND AN EXTRA DEGREE OF FREEDOM. USE THEM WITH CARE.

2 DAY TO DAY MINIBUS OPERATION

2.1 Managers' Responsibilities

There is a responsibility on those who manage drivers of minibuses and MPVs to ensure that the driver is competent to drive, meets appropriate health standards and conforms with County Council insurance requirements. That manager should also check that proper precautions have been taken for the passengers' safety and well being. Managers are responsible in this way for both regular trips on a set route or one off trips and visits, such as excursions, educational visits or holidays. Where trips are of a regular, repetitious nature, the manager should reassess the arrangements regularly. One off trips must be considered as they arise, taking into account the length and time of the journey, the number of drivers needed on longer trips, safe driving hours, regular breaks for passenger and driver comfort. If the trip takes place after the usual working day, special attention must be given to the issue of driver fatigue. Also, escorts may be needed on short or long journeys, depending upon the type of passengers carried, and managers are responsible for ensuring they are available when needed (See 4.4 and 3.8 and Appendix 11).

Managers or nominated person (Minibus Co-ordinator) must check their driver's original licences annually and retain a copy of all licences (or an inspection record), and repeat this exercise annually to check for penalty points, disqualification or limitations on current licenses. Management responsibilities extend to heads of establishments, headteachers and school governing bodies, or any County Council employee who authorises a minibus journey. Headteachers and governors are advised to refer to the 1994 Safety Guidelines for School Visits for further guidance. The manager must also consider the need to undertake manual handling risk assessments and training for any loading/unloading operations.

2.2 Drivers' Responsibilities

Drivers are responsible for carrying out safety checks before a minibus is used (see Pre-drive Safety Check list, Appendix 9, p57). If they are not competent to carry out these checks, or if the checks give cause for concern about the vehicle's safety, they must not take it on the road and should seek guidance from their manager. Drivers must be satisfied that their passengers are safe in every respect before embarking on a journey. This includes travelling with proper supervision/escorts where they are needed, the proper fitting of seat belts and restraints, wheelchairs secured to proper points, and the operation of ancillary equipment such as hoists, which they must be trained to use, or which trained escorts may operate.

Where longer journeys are undertaken, drivers must ensure that they are not driving too many hours without proper breaks (see Appendix 3 and 4 on drivers hours), and that if necessary a relief driver is available. The driver should not be distracted from his/her task, and if the type of passenger carried means this is likely, then an escort should be carried. Smoking is not allowed in any minibus used for County Council business nor is the consumption, use or transportation of drugs or alcohol.

Drivers must notify DVLA Swansea and their manager about any medical condition or defect which might affect their driving and any restrictions applied by DVLA, including their eyesight, courses of prescribed medicine, etc. Details of any such condition or defect should be referred to the PAT Occupational Health Team (See section 3.6). They should immediately inform their manager if charged with any motoring offence, even if in their own car or motorcycle.

2.3 Passengers' Responsibilities

Drivers should expect responsible behaviour from passengers. For example, passengers are expected to remain in their seat, wear the seat belt, not cause any disturbance or distract the driver, and follow reasonable instructions from the driver to ensure the safety and comfort of themselves and other passengers. Where passengers' behaviour repeatedly causes problems for drivers and escorts, the driver's manager must be informed and consideration given to whether the passenger should be conveyed by minibus in future, or whether special supervision arrangements are needed. Some passengers on County Council minibuses, such as young children or people with learning disabilities can only be expected to have a limited understanding of their responsibilities as a passenger. Whilst an escort should be travelling with such passengers, it should be explained to them, so far as possible, what those responsibilities are.

2.4 Vehicle Log Sheet

A log must be maintained for each minibus giving details of the driver, journey and mileage. This enables managers to monitor vehicle use, and provide drivers with a clear record of their driving activities. An example of a vehicle log is given at Appendix 5. A log entry should be completed for every journey. At times when it is mandatory to use a tachograph (for continental journeys) this should be noted in the log. Minibuses must not be used on the continent unless a tachograph is fitted.

2.5 Vehicle Checks and Maintenance

Vehicles must always be checked by the first person using the vehicle each day. If a moving traffic offence is caused, say, by a brake light bulb being broken it is the driver at the time who has committed the offence! Documentary evidence that a daily check was carried out 'may' save the driver a fine and a possible 3 penalty points on their licence.

A Minibus Pre-Drive Safety Check List is provided on Appendix 9, page 56. If faults or defects are found that might affect the vehicles or passenger's safety, the vehicle must not be used until they are remedied. If in doubt please contact the Lighting, Signals and Vehicles Group at Ringmer.

In order to ensure that vehicles are safely used on the highway it is imperative that they are maintained to the very highest standards. This should be carried out either at a manufacturer's agent or advice on maintenance can be sought from the Lighting, Signals and Vehicles Group. There should be no compromise on servicing. Be wary of cheap vehicle servicing or maintenance offered by garages other than those mentioned above. Low quality servicing, maintenance or repairs may compromise safety and cost more in the long run.

In certain circumstances where the vehicle is used in hilly areas (such as Hastings) or there is a high stop start usage, the recommended service intervals are not appropriate and vehicles should be serviced more frequently. If you have any doubts about service intervals consult the Lighting, Signals and Vehicles Group.

Always ensure that the correct class of MOT is obtained annually. Not all garages can carry out a Class V test (that prescribed for a minibus). Again, if in doubt, consult the Lighting, Signals and Vehicles Group.

2.6 Minibus Section 19 Permit

What is a Minibus Section 19 Permit? - A minibus permit and vehicle disc is issued by the Lighting, Signals and Vehicles Group under the Transport Act 1985 Section 19. This Act must be strictly adhered to, the disc displayed and the vehicle equipped with a fire extinguisher, first aid kit and marked as to comply with the Road Vehicles Construction and Use Regulations 1986. The disc only permits use of the vehicle for purposes related to the County Council's responsibilities as a local Education Authority or Social Services Authority. If the vehicle is being used for other purposes (e.g. by an organisation such as a local Scout Group), and a payment is being made by or on behalf of passengers, the user organisation must supply its own S.19 permit, which can usually be obtained from the organisation's parent body or from the Traffic Commissioner. The County Council permit should be removed from the vehicle for the duration of use by such external organisations, and the need for them to obtain their own permit should be specifically drawn to their attention.

The permit allows the vehicle operator to levy a charge to recoup running costs provided there is no profit element in the charge.

A charge is made for the permit and an extra charge is made for the vehicle to be inspected to ensure its compliance with all relevant rules. Only one minibus can be used at any one time under a single permit, although the permit is not specific to the vehicle but to the "operating body". Where establishments run more than one minibus they need an extra permit or permits. If an extra vehicle is borrowed or hired it will require a permit.

The permit is always a requirement, if there is any question of recouping vehicle running costs from passengers, or from other persons.

A S.19 permit is needed to achieve exemption from the UK requirement for the driver to hold a PCV licence and the operator to hold an '0' licence.

2.8 Defect Reporting

Each vehicle must be equipped with a defect reporting book, pad or sheet. They should be completed every day the vehicle is in use and could provide the means to ensure that daily checks are being carried out.

A defect report must be completed even if the report shows a nil return. Completed reports must be handed to the person in control of the vehicle either for filing if a nil report or for onward transmission to the repairer.

2.9 Fire Prevention and First Aid Kit

Each vehicle must be equipped with two (one is the minimum requirement) extinguishers with BS Kite mark, and with an adequate first aid kit. If in doubt about what should be included in the first aid kit, consult the Health & Safety Advisor. The relevant BS numbers for the extinguishers are BS5423 1977, BS5423 1980 or BS5423 1987. The extinguisher must be in plain view for ease of access in an emergency. The minibus must not be used if an extinguisher is not fitted. Additional extinguishers are required if passengers who use wheelchairs are carried. Under bonnet fire extinguishers are available.

2.10 Vehicle Loading and Towing whilst carrying passengers

No vehicle must carry more than one passenger per seat, irrespective of the age of the passengers. The stated passenger capacity of the vehicle must not be exceeded, and standing passengers are not permitted. Passenger seats must be forward facing with an appropriate seat belt.

There are many recorded cases of passengers being injured by unsecure luggage in the event of sudden braking, an emergency stop or an accident. All luggage and authorised equipment must therefore be stored safely and securely with particular attention paid to heavy items such as jacks or tools. Care must also be taken to ensure that luggage does not block the vehicle gangways or emergency doors, hindering emergency evacuation. If luggage or equipment is to be carried regularly, the following options should be considered.

- Reduce the seating capacity to create a luggage area within the vehicle with appropriate fixings for securing luggage and equipment. It is strongly advised that where seating is removed to facilitate dedicated luggage space, seats from the extreme rear of the vehicle are removed as this is a recognised 'crush area' where body shell intrusion is more likely in the event of a rear end accident.
- Fit a roof rack or luggage box, fitted and loaded in accordance with the manufacturer's recommendations. A roof load must be evenly distributed, must not exceed the height of the rack and weigh no more than 200 lbs (91 kgs). Fixings should be regularly checked.

Towing

The use of a trailer is an alternative means of carrying luggage or equipment, but there are restrictions which must be observed when the vehicle is towing. Unless the vehicle has a separate nearside door to the passenger compartment which is available to all passengers (other than the front door), passengers must not be carried when towing a trailer, since the towing fixtures impede emergency exit through the rear doors. The only exception is for front seat passengers whose exit would not be impeded. Separate speed restrictions also apply when towing a trailer (See Section 2.14).

Use of second vehicle for luggage

Where a large amount of luggage is to be carried, it is advisable to run a second vehicle to carry it.

2.11 Gross Vehicle Weight

This is normally stated on a plate affixed to the doorstep riser of the vehicle. This figure, which is the maximum permitted load combination for passengers and luggage, must not be exceeded at any time. If in doubt you may wish to drive to a recognised weighbridge for a test weighing. (The Lighting, Signals and Vehicles Group can advise on the location of suitable weighbridges.)

2.12 Excise Licence Fee

In certain cases where only disabled passengers are carried (including one escort and one driver as able bodied) it is possible to obtain a zero rated excise licence. Should this method be adopted at no time must the vehicle be used to carry able bodied passengers (nor is it even legal for the driver to just drive to the shops with the vehicle unloaded).

Very careful consideration must be given to seeking a zero rated excise licence. In most circumstances it will not be appropriate and will hinder proper use of the vehicle.

2.13 Seating

Forward facing seats with seat belts are a statutory requirement for children aged 3 to 16. (For more information see Section 7.)

2.14 Speed Limits for Minibuses

Minibus drivers must observe the following national speed limits which are:

- Motorway	70 mph
- Dual carriageway	60 mph
- Single carriageway	50 mph
- Built –up areas	20 or 30 or 40mph

Minibus Towing Trailers:

- Motorway	60 mph
- Dual carriageway	50 mph
- Single Carriageway	50 mph

****Drivers must remain aware of changes to speed limit legislation being imposed by European Directives***

2.15 Conveying Passengers who use Wheelchairs

- (a) It is important that only staff who are competent to do so assist wheelchair passengers, whilst boarding, riding in or alighting from a vehicle. Drivers should ensure that all wheelchair movement is carried out by themselves or the escort. This is the only way to be sure of passenger safety.
- (b) Drivers must ensure that there is sufficient space to locate wheelchairs. For full size wheelchairs a minimum space of 1200mm long by 700mm wide is required.
- (c) Wheelchairs must not be located in such a way as to block any vehicle exit or gangway. On no account must they be placed in the central aisle.
- (d) Exits must not be blocked by wheelchairs as this would contravene the safety regulations laid down in the Minibus Regulations.
- (e) All wheelchairs must have pneumatic tyres fully inflated, their brakes applied and be securely anchored to floor tracking preferably by means of 4-point webbing restraints, or by double-button Quicklock clamps. In addition, a second means of securing the wheelchair to the vehicle must be used, either with straps affixed to the side of the vehicle, or by using two or three point harnesses on the floor tracking. Electric wheelchairs must only be anchored by 4-point webbing restraints.
- (f) Passengers must be secured in wheelchairs, preferably by means of a lap-diagonal belt attached to the floor tracking. A lap belt may be used as a minimum, and attached to the floor tracking. As appropriate to the

passenger, an inertia reel full harness or static harness may be used.

- (g) If in doubt about how to secure a wheelchair passenger, consult the appropriate manager or supervisor. **DO NOT TAKE RISKS** - it is the driver's responsibility to ensure the safety and security of passengers.
- (h) Similarly, if a passenger in a wheelchair refuses to wear a safety belt or appropriate restraint and / or have the wheelchair secured appropriately to the vehicle they should not be transported. Inform the manager or supervisor. **Wheelchair passengers must not be transported without appropriate restraint of both wheelchair and occupant.**

2.16 The Safe Use of Tail Lifts

- (a) All persons required to operate tail lifts must be trained in manual handling and in the safe operation of tail lifts.
- (b) The engine must be switched off when the hoist is being operated.
- (c) Wheelchairs placed on the hoist must have their brakes applied and must be facing into the vehicle.
- (d) Care should be taken to ensure that clients do not have their feet at the edge of the platform where it meets with the floor of the vehicle.
- (e) When the platform is returned to the "Parked" position make absolutely sure that it is secure.
- (f) Electric wheelchairs must have engaged neutral and should be wheeled manually on to the lift platform.
- (g) The lift platform must have the safety stop raised.
- (h) This equipment can be dangerous if not operated correctly and must only be used by staff who have been properly trained. It is a requirement that one operative stands on the lift platform behind the client whilst the other remains on the ground using the lift controls.

2.17 Insurance Cover

Insurance cover may be obtained for any minibus operated by a County Council establishment by contacting the Lighting, Signals and Vehicles Group at Ringmer. Details of cost may be obtained on application. The County Council reserves the right to refuse insurance on any vehicle it deems unsuitable or un-roadworthy. DO NOT assume that a vehicle is insured through the County Council policy unless you have made specific arrangements through the Lighting, Signals and Vehicles Group.

- (a) **What insurance cover do I have?** - The County Council has taken out third party cover with Zurich Municipal and has set aside a fund to cover own damage claims. To all intents and purposes it is the same as fully comprehensive cover.
- (b) **Does the insurance cover minibuses hired in, or not owned, by the school or establishment?** - No. However, vehicles hired from the Lighting, Signals and Vehicles Group are fully insured and the costs contained within the hire charge. Vehicles borrowed from other County Council establishments may be covered by insurance, but you must check with the Lighting, Signals and Vehicles Group.

(C) Can the minibus be taken abroad? - providing the minibus was so constructed to be used on the continent i.e. with a tachograph fitted for vehicles designed to carry in excess of 9 and less than 17 seats (including driver). The rules concerning the use in the UK by other departments/organisations apply except that the cost of cover is increased as follows:

- County Council establishments, scouts, guides, charitable, voluntary or welfare, groups - £30 per week or part thereof.
- other organisations - £60 per week or part thereof.

Any queries on the County Council vehicle insurance should be referred to the Lighting, Signals and Vehicles Group at Ringmer.

As outlined in Section 1.2, to drive a minibus in mainland Europe the driver must hold a PCV DI category license.

(d) Other Insurance Arrangements

Where schools or other establishments have made their own minibus insurance arrangements it is strongly recommended that fully comprehensive insurance is purchased. The use of the vehicle by other organisations (youth organisations, charities etc.) might not be permitted under other policies, and there may be other restrictions on vehicle use. If the vehicle is to be used abroad you are advised to check whether this will involve extra costs or any restrictive terms before purchasing the policy. Whilst excesses and exclusions from the policy may save money in the short term, consider how they could prove more costly in the event of an accident, and whether the immediate saving warrants the risk.

(e) Loan of Vehicles to Other Organisations

The County Council's insurance arrangements allow for other organisations; charitable, voluntary and welfare groups to use the vehicle in the UK at no extra cost. Other organisations may borrow the vehicle by paying an insurance premium surcharge of £30 per week or part thereof. New arrangements now enable the minibus to be used by other organisations by payment of a prior annual premium surcharge of £50. These arrangements are subject to such other organisations being notified to and approved by the Lighting, Signals and Vehicles Group. Drivers must have undergone ESCC minibus driver training and assessment or equivalent and must meet the same requirements as an ESCC driver as per Section 1.

3 DRIVERS, ESCORTS AND PASSENGERS

3.1 Driver Training and Assessment

Although the County Council's insurance requirements do not currently specify driver assessment or training as a requirement, and there is no legal requirement for drivers to have gone through assessment or training, it is County Council policy. They enhance drivers abilities, driver (and manager) confidence and provide an extra degree of assurance and safety for passengers. A minibus driver who has had training to drive such a vehicle will be a safer driver with a better understanding of the particular driving characteristics of a minibus as distinct from the car they are used to driving.

The training and assessment of minibus drivers by qualified **Driving Standards Agency (DSA) Approved Driving Instructors (ADI)** with minibus PCV D1 qualifications and experience will highlight any driving faults, bad habits or potentially dangerous practices. **In order to ensure the highest standards of safety for drivers and passengers, those driving minibuses, people carriers and Landrovers on County Council business must undertake training and assessment with qualified DSA PCV Approved Driving Instructors.** Managers should monitor the performance and safety record of all who drive minibuses, whether it is their main task or an "extra". If there is any doubt about a driver's competence, regardless of the type of licence they hold and their previous record, steps must be taken to investigate. Information concerning drivers accident records whilst working for the County Council (from April 1993) is held by the Lighting, Signals and Vehicles Group..

3.2 The Availability of Driver Training and Assessment

Arrangements for minibus, people carrier or Landrover Driver Training and Assessment should be made by contacting:

County Road Safety Unit Telephone (01273) 482293
County Hall, St Anne's Crescent, Lewes BN7 1UE

Training and advice can also be given on conveyance of wheelchairs, tail lift operation and emergency evacuation procedures.

There is a small charge for the training and assessment which is conducted on road by a DSA Approved Driving Instructor PCV D1 qualifications and experience. Training and assessment can be designed to meet the particular needs of individuals and establishments, including **preparing for the Minibus PCV D1 theory and practical tests (See appendix 6).**

Warning; Minibus PCV D1 Driver Training (including familiarisation training) must only be only be carried out by ESCC and DSA Approved Driving Instructors with a PCV D1 licence.

3.3 Driving Abroad

There are extra considerations involved in driving a minibus on the continent. County Transport must be contacted and given details of any such journeys (See section 4.9).

3.4 Tachograph Training

A tachograph is a legal requirement for continental driving. The Lighting, Signals and Vehicles Group at Ringmer (Tel: 01273 482930) should be contacted to discuss the fitting of a tachograph. The County Road Safety Officer can offer training in tachograph operation.

3.5 Authorised Minibus, People Carrier or Landrover Drivers Records

All County Council establishments must maintain a record of all staff who have undertaken minibus, people carrier or landrover driver training and assessment. The need for such drivers should be regularly reviewed and if extra drivers are needed through increased minibus use or staff turnover arrangements should be made for their training. Drivers who are not on the establishment's qualified driver list (or that of another establishment) must not be allowed to drive a minibus, people carrier or landrover.

3.6 Health Requirements of Minibus Drivers

All staff to be authorised as minibus drivers must have completed a health questionnaire, undertake an eyesight test and meet all statutory requirements relating thereto, both on their initial assessment and on subsequent assessments (see Appendix 2). All employees who drive minibuses must inform their manager about any medical condition, temporary or permanent, which may affect their performance as a driver, so that the Occupational Health Service can be consulted for advice as to their continued capability to drive.

The types of medical condition for which DVLA (Swansea) may impose restrictions include neurological disorders like epilepsy, Parkinson's Disease; brain surgery; cardiovascular disorders like angina, heart attack, pacemaker insertion; diabetes, insulin dependant, or diet/tablet controlled; psychiatric disorders like psychosis or severe mental handicap; alcohol misuse and dependency, drug misuse and dependency; visual disorders.

In particular, insulin dependent diabetics must not drive minibuses.

All drivers for whatever category (**cars, people carriers and Landrovers**), of vehicle, must be able to read in good daylight a number plate at 20.5 metres (67 feet), for the new style number plate from a distance of 20 metres (66 feet) and, if glasses or corrective lenses are required to do so, these must be worn while driving.

In addition, **minibus drivers** must have:

- a visual acuity of at least 6/9 in the better eye; and
- a visual acuity of at least 6/12 in the worse eye; and
- if these are achieved by correction the uncorrected visual acuity in each eye must be no less than 3/60.

Drivers must not have uncontrolled diplopia (double vision) or an abnormal binocular field of vision.

In exceptional circumstances the Occupational Health Service may require an employee to refrain from driving a minibus until their standard of medical fitness is formally established.

3.7 Alcohol/Drugs Policy in relation to the use of Minibuses

Alcohol, illegal drugs and certain prescription drugs plus some over the counter drugs, pain killers, hay fever and cold remedies etc, will affect driver ability, putting their safety and that of their passengers and other road users at risk.

Therefore, everyone driving a minibus on County Council business will adhere to the following:

Alcohol

- (a) No alcohol to be consumed during the working day.
- (b) No alcohol to be present in your system when driving. Be careful about alcohol consumed during the previous evening. IF IN DOUBT, DON'T DRIVE. YOU COULD PUT YOURSELF AND OTHERS AT RISK AND LOSE YOUR LICENCE. (See 3.13 for driving convictions)

Drugs

- (a) The possession and use of illegal/controlled drugs is a criminal offence. No-one must drive if under the influence of drugs or if drugs remain in the system.
- (b) Certain prescribed and over the counter drugs can affect driver performance. Check with your doctor if you are unsure and obtain clearance to drive in writing.

Failure to adhere to the above requirements in relation to driving a minibus will result in disciplinary action being taken.

3.8 Supervision of Passengers and the Use of Escorts

The County Council owes a duty of care to all passengers conveyed in the minibuses it operates, whether children, old people, able bodied, those with physical and/or learning difficulties. Passengers in some (or all) of those categories will require a greater than normal level of supervision to ensure that they do not become a danger to themselves or others when travelling in a minibus. It is the responsibility of the manager/supervisor at the planning stage to identify whether the nature of the passenger group requires the presence of an escort in addition to the driver. This judgement must be made for all journeys, short or long, regular or one off. Managers must take the following points into account when assessing the need for an escort:-

- Will passengers require assistance in boarding or alighting?
- Can they be relied upon to remain seated and in their restraints?
- Are any of the passengers likely to upset or annoy others?
- Are any passengers likely to require assistance with health problems or medication?
- Are any of the passengers prone to over emotional, bizarre or otherwise unpredictable behaviour?
- Do they require someone to collect them from their front door (and return them there)?
- Might the driver be distracted from their task without an escort?
- Is there any reason to believe that an escort is required to ensure passenger comfort and safety?

As part of a risk assessment, escorts must be provided if:-

- (a) Passengers are likely to have a fit whilst travelling in the minibus.
- (b) Passengers with no mobility are travelling on the minibus, either in or out of a wheelchair.
- (c) Passengers who exhibit a degree of challenging behaviour that could be a risk to others travelling on the minibus.
- (d) The minibus is conveying children whose behaviour is unpredictable.

Escorts should be seated in the rear of the vehicle during transit to provide the best view of all passengers. They must be familiar with passengers who have specific medical needs or challenging behaviour, and must have received appropriate training to respond to passenger's needs and fulfil their duties. Escorts can be persons specifically appointed for the purpose or any other suitable employee (**See Appendix 11, Advice for Escorts and Operators**).

3.9 Unauthorised Passengers

Only authorised passengers (as determined by the operating department or establishment) should be conveyed on minibuses. If there is any doubt about who may be conveyed, the manager/supervisor should be consulted.

3.10 Transport of Children in Minibuses

The following guidelines are designed to ensure that no child is placed in a vulnerable situation whilst travelling in minibuses:

- (a) All children under 4 must travel in a child seat appropriate to their age and weight.
- (b) Any child who refuses to remain in their appropriate child seat/restraint, must travel with an escort, who must ensure that the child remains in the restraint for their own safety. Any further problems must be referred to the appropriate manager, with an option to refuse transport in future.
- (c) Seat belt adjusters must be used where fitted (e.g. 'Generation' belts).
- (d) Training in the correct use of child safety restraints is available. Please contact Road Safety or the Lighting, Signals and Vehicles Group..
- (e) All children under 5 should travel with a driver and/or escort known to them. If this is not possible, or when being introduced to a new driver/escort, care should be taken to ensure that the child is not distressed.
- (f) No child under 12 is allowed to travel in the front seat unless in a child seat/restraint appropriate to their age and weight.
- (g) All staff used to transport unaccompanied children within the care of the County Council must have completed Criminal record Bureau and Child Protection Register checks. Similar checks should be made on drivers who are not County Council employees.

- (h) On no account must children share a seat under the “3 for 2” rule when travelling on a minibus. Each child must sit in their own seat, using the appropriate restraints.

3.11 Oxygen

Where a passenger requires access to oxygen, it is permissible for oxygen cylinders to be carried provided they are securely clamped in an upright position, and that any valves or feedlines are closed off and cannot be damaged. A Transport Emergency (TREM) card must be carried on the vehicle at all times to inform the driver, escort and the emergency services. A window sticker to indicate that cylinders are being carried must also be displayed.

3.12 Safe Use of Mobile Phones

The Road Vehicles (Construction and Use) (Amendment) (No. 4) Regulations 2003 came into effect on 1st December 2003 prohibiting drivers using a hand-held mobile phone, or similar device, while driving (Note: “driving” also includes a stationary vehicle with the engine running). It also makes it an offence for an employer to “cause or permit” a driver to use a hand-held mobile phone while driving. RoSPA additionally considers that hands-free mobile phones present a similar degree of risk.

The County Council’s policy with regard to the use of mobile phones whilst driving remains that:

- (a) **No driver must operate, or be required to operate, a hand-held or hands-free mobile phone whilst driving a vehicle on County Council business. (An escort can operate a mobile phone).**
- (b) **A mobile phone must be switched off, or diverted to message service. The driver must find a safe place to park with the engine switched off before personally making a call, or checking for messages.**

3.13 Driving Convictions

Drivers must inform their manager immediately if charged with any motoring offence, regardless of whether the offence was committed in their own vehicle or a County Council vehicle. Similarly, any previous convictions should be made known to the Manager before a new/prospective minibus driver is allowed to drive a minibus.

If a driver is convicted, with the licence endorsed and penalty points imposed, the manager must consider whether the nature and severity of the offence pose any risk to minibus passengers. It may be appropriate to reconsider that individual’s position, and at the very least arrange for their minibus driving skills to be reassessed. It would be advisable to consult senior staff in your Department before reaching a decision about allowing a convicted driver to continue driving a minibus. Drivers with more than 6 points must not drive an ESCC minibus, MPV or Landrover.

If, on conviction, a minibus driver is disqualified from driving then clearly they must desist from all driving with immediate effect.

On disqualifications of up to 6 months duration, drivers will be banned from driving a County Council minibus for a period of 2 years from the end of the disqualification period. They must undergo minibus driver training and assessment before driving a County Council minibus again.

Where a disqualification is for a period of more than 6 months, the driver will be banned from driving a County Council minibus for a period of 5 years from the end of the disqualification. They must undergo minibus driver training and assessment before driving a County Council minibus again.

The imposition of these bans over and above the disqualification period is not arbitrary, but conforms with the potential pattern of re-offending for serious driving offences. Given the enormous responsibility of conveying passengers in a minibus, the County Council's prime concern must be passenger safety. Conviction for a serious driving offence must give cause to doubt an individual's judgement and driving ability. Such doubt can only be dispelled after a reasonable period of time has elapsed in which the driver has demonstrated that they are not likely to re-offend.

If any person (not solely employees) authorised to drive a minibus is disqualified from driving, permission must be obtained from the Fleet Manager for them to drive such vehicles upon reinstatement of their licence. The Fleet Manager's decision will be final.

Driver Re-training

Employees who drive ESCC minibuses and meet any of the following criteria must be referred to the County Road Safety Unit for Driver Awareness Training:

- (a) Two or more blameworthy claims within a 3-year period.
- (b) Two convictions for motoring offences within a 3-year period.
- (c) One blameworthy claim and one conviction for a motoring offence within a 3 year period.

Also, any employee (irrespective of the vehicle and whether or not driving on County Council business at the time) who is disqualified from driving, or suffers a blameworthy total loss accident, must attend appropriate Driver Awareness Training Stage 2, which can be arranged through the Road Safety Unit.

4 PLANNING FOR REGULAR JOURNEYS AND SPECIAL TRIPS

4.1 Approval

Approval of minibus use, whether for regular journeys or for “one off” trips, must be given by the appropriate level of management in the department or establishment concerned. This management responsibility must be consciously and consistently exercised as an error in judgement could lead to severe consequences. Where minibuses are used on regular routes, such as the collection of clients, regular reviews of usage should be instituted. Points that managers must consider in approving and reviewing minibus use are shown in the following checklist:

- Is the driver suitably authorised / trained / experienced / qualified/ responsible to drive the vehicle?
- Is an escort required?
- Is a safer/cheaper/more appropriate alternative to the minibus available?
- Does the driver conform with County Council insurance requirements?
- Is the driver’s health sufficiently good to drive a vehicle with passengers? Has the driver’s health been checked recently, including eye sight?
- Has the driver’s licence been checked with the last 12 months (for penalty points)?
- Is the vehicle in good order, appropriately licensed with the proper class of MOT and is it insured?
- Is the vehicle suitable to carry the type of passenger to be conveyed? e.g. able bodied, handicapped, wheelchairs, special restraints, hoists fitted?
- How will luggage/equipment be carried?
- Have drivers hours and rest periods been taken into account?
- Is a tachograph required (continental trips)?
- Will the gross vehicle weight be exceeded?
- Is there a current minibus permit?
- Is approval required from any other source, e.g. appropriate manager, school governors, parents, carers?

It is recommended that prior to approval being given a **journey plan** form (see Appendix 8) should be completed.

4.2 Regular Short Journeys

The shortest safe route should be taken which takes in all necessary stopping points e.g. client’s houses. Consideration should be given to short term hazards such as road works which might justify a route change or detour. If

possible (and necessary) take note of useful facilities en route such as public toilets, doctor's surgery, public telephones for use in emergency. It would be advisable for the driver to drive the route without passengers first, both to become familiar with it and identify landmarks, facilities and potential hazards and to time the journey.

4.3 Longer journeys and "one off" Trips

In planning for longer journeys a preliminary visit and proper route planning are vital. The length of the journey (and thus the need for breaks/second drivers) can be assessed, stopping points with toilets identified for comfort breaks, parking locations found and alternatives listed. Potential problems or dangers can also be identified. For short or long journeys, regular or otherwise, a list of passengers with the name of the driver/escorts should be made and retained off of the vehicle, with a copy for the driver. For both short and long journeys **sufficient time should be allowed so the driver is not tempted to rush.**

4.4 Driver's Hours

Managers and drivers of minibuses should pay close attention to drivers' hours and rest periods. EU regulations are shown at Appendix 3, and although not compulsory for most County Council minibuses in the UK it is strongly recommended that they should be adhered to. The departure time of journeys, particular longer ones is also an important consideration. For example, it may be better to leave early Saturday morning on a long journey than depart Friday night after a full day's work. **Where journeys are likely to last longer than 2 hours, or the working day including driving time exceeds 13 hours, it is recommended that a second driver should be taken to share the work and reduce the risk of driver fatigue. On a long trip daily driving should not exceed 9 hours per driver with appropriate rest breaks.**

4.5 Comfort Breaks

Where journeys of more than 2 hours are undertaken, a comfort break of at least **15 minutes every 2 hours** should be planned to allow passengers and driver to use toilets, take refreshments and simply get out of the vehicle for a short time. The venue(s) should be identified when planning the trip. Where passengers have special needs, extra care should be taken in identifying suitable facilities, e.g. a disabled toilet, parking facilities which allow sufficient room for a hoist to be used etc. Passengers' needs may dictate that a break is necessary on a shorter journey, and this should be considered at the planning stage. Comfort breaks may also be linked with drivers' hours (see above).

4.6 Escorts and Passenger Supervision

As described above, it is a managerial responsibility to ensure that suitably trained escorts are provided where necessary, to ensure that passenger's needs are met, that drivers are not distracted from their task and assistance in embarking and disembarking is available. In certain circumstances, the person acting as escort may also be a second driver. The use of an escort should be considered in the circumstances as described at 3.8.

4.7 Expect the Unexpected

It is worthwhile to anticipate the worst and plan your procedures for dealing with problems large or small. The risk management approach will help you with this, whether your journey is short or long, regular or a "one off" (see Section 11). Some suggested scenarios you may wish to plan for are listed

below:

- Have your coins or a phone card so that you can call in if a problem occurs.
- What will you do if the driver is unwell? (Longer journeys)
- Have you sufficient funds to pay for an alternative means of transport or accommodation in the event of breakdown or driver illness? (Longer journeys)
- Do you know where the nearest hospital/medical facilities are located?
- In the event of problems, who should you contact at home? (Longer journeys)
- What if a passenger's medication is lost?
- A passenger cannot be found when it is time to depart.
- The vehicle's keys are lost.
- A passenger suffers a major asthma attack.
- A passenger suffers an epileptic fit.
- Do you know how to obtain emergency help for the vehicle?
- Do you carry spare vehicle light bulbs and a warning triangle?

4.8 Comfort Kit

The following items may be useful on longer journeys, particularly where children are being conveyed. (In addition to a first aid kit.)

- Disinfectant
- Packet of peppermints
- Sick bags
- Plastic bucket
- Damp cloth/towel
- Tissues
- Spare packed lunch
- Spare clothing
- Rug
- Plastic gloves and apron
- Container of fresh water
- Pen and paper
- Torch
- Reflective waistcoats
- Mobile phone, phonecard or change

4.9 Trips Outside the UK

Please remember to consult the Transport Group at Ringmer and/or the Passenger Transport Group if a minibus is to be taken abroad. In particular you should be aware that any journey involving the use of a vehicle for hire or reward necessitates a driver who has passed a DSA PCV D1 Driving Test to drive passenger carrying vehicles. The definition of hire or reward is very wide and includes almost any payment by or on behalf of passengers. This would almost certainly include any use of a County Council minibus. Special insurance arrangements must be made, and a tachograph must be fitted for continental driving. Please note that additional vehicle recovery arrangements are also required.

For continental minibus driving a tachograph is a statutory requirement. Although their use in the UK is not a requirement, where fitted their use is recommended. Conformity with ESCC and EC minibus driver rules (see Appendices 3, 4 and 14) will contribute towards safer vehicle use and support good driving habits and skills. Proper drivers' breaks are essential.

To drive a minibus in mainland Europe, the driver must hold a PCV DI category license without the 'not for hire/reward' restriction. If in doubt about the bona fides of any trip contact County Transport or the Insurance and Risk Management Officer.

For journeys which take place within European Union Member States it is advisable to obtain an Own Amount Certificate (available from the D.O.T. International Road Freight Office, Westgate House, Westgate Road, Newcastle-Upon-Tyne NE1 1TW).

For journeys to non EU countries who are party to the ASOR agreement (Norway, Switzerland and Turkey) a Passenger Waybill and a passenger list must be carried (available from the Confederation of Passenger Transport, Sardinia House, 52 Lincoln Inn Fields, London WC2A 2LZ).

Travel to all other countries is covered by either bilateral agreements between the UK and the country in question, or by that country's domestic licensing laws. Advice should be sought from the relevant country's embassy, tourist office or from the Department of Transport.

5 BREAKDOWN AND ACCIDENT

GUIDELINES IN THE EVENT OF A BREAKDOWN

In the event of breakdown or accident a mobile telephone may save a great deal of difficulty. You may wish to consider acquiring one or making use of an existing 'phone when embarking upon minibus journeys.

5.1 Breakdown on Ordinary Carriageways

- (a) Move the vehicle as far to the left as possible. Switch on the hazard lights.
- (b) If you attempt to find a phone, do not leave passengers alone in the vehicle. If you are transporting clients that cannot go with you, i.e. due to their physical or behavioural problems, you must be travelling with an escort.
- (c) If you break down, contact your supervisor/manager during working hours. If this is not possible, contact the Lighting, Signals and Vehicles Group (01273 482930). Their out of hours contact number is 07801 514968. Alternatively, outside of normal office hours, contact any emergency numbers designated by your department or establishment and inform them of the situation (i.e. female driver alone etc.).

You may also contact the Council's Maintenance Contractor on 01273 815855 during the working day or on 07771 813524 outside of office hours.

- (d) If you are nowhere near a phone, display a PLEASE CALL POLICE sign in the back window. Wait in the vehicle with the windows and doors locked until help arrives. (The signs may be obtained from the Departmental contacts listed in Section 8.)
- (e) If someone stops to offer help, stay inside the vehicle with the doors locked. Open the window sufficiently to ask them to go to the nearest phone and notify the police or rescue service for you. Do not get into a car with a stranger or attempt to hitch a lift.
- (f) If a mechanic or the police arrive and are not in uniform or are in an unmarked vehicle, ask to see some form of identification before getting out of the vehicle.
- (g) Deploy warning triangles or cones if it is safe to do so.

5.2 Breakdown on the Motorways

The general procedures are the same as the guidelines for ordinary carriageways. However, extra hazards exist on the motorway.

If the vehicle breaks down on the motorway, or a serious fault develops, put your hazard warning lights on and pull over to the hard shoulder as quickly and as far off the carriageway as possible. If possible angle the front of your vehicle slightly inwards, which helps to indicate you have broken down. Once on the hard shoulder, try to coast to a phone box. These are one mile apart along all stretches of motorway. Never reverse on the hard shoulder or attempt to cross the central reservation. This is illegal, highly dangerous and

pointless as the phones on motorways should be in the same position of either side.

Make it clear to the person you are calling whether you are alone or with passengers when making a call for help. If alone stand behind the telephone facing oncoming traffic. You will see anyone approaching and it will be less obvious if you are a woman on your own.

Afterwards, return to the vehicle, lock all doors except for the front passenger door and wait by the side of your vehicle on the embankment. If an unidentified vehicle draws up, quickly get into the passenger seat and lock the door. This is safer and gives the illusion of having company. If not alone, all people should wait by the side of the vehicle on the embankment, well away from the roadway. If you are carrying potentially vulnerable passengers, e.g. wheelchair users or elderly people, inform the emergency services immediately.

5.3 Guidelines in the Event of an Accident

If you are involved in an accident and you are not injured, see whether anybody is badly injured. If medical attention is required, ensure help is summoned immediately. Do not remove injured people from the car unless they are in danger. Loosen tight clothing, especially around the neck and make sure they are warm. Do not give them anything to eat or drink.

Try to reduce the risk of further collisions if possible by moving the vehicle/s off the road or warning on-coming traffic of a hazard. Do not put yourself at risk by standing on the carriageway.

Any requirement to view insurance documents should be channelled through the Lighting, Signals and Vehicles Group. If requested to produce the insurance document by the police, they should be told that the documents are held at the Sussex Police Headquarters. (Information appears on XR2114 of Police Computer Directory.) If the police are in attendance you must obtain the police incident number and the police officer's number.

You are legally obliged to stop after a collision with a person, vehicle, dog, livestock or property. Please take all necessary details if other driver involved, i.e. make and registration of the vehicle, name and address of the driver, name of insurers and certificate number if known. You must, if required to do so by a person having reasonable grounds, provide the same information. If, having stopped, the exchange of information is not completed for any reason; the driver should report the accident to the police as soon as possible. If possible, obtain names and addresses of witnesses, sketch plans or even photographs, may be of value. Do not admit liability. If you are involved in an accident with an unoccupied car, leave a note on the car with your work phone number. If you are in any doubt as to whether any incident should be reported to the police, please contact the Lighting, Signals and Vehicles Group.

Drivers must not continue to drive a vehicle after an accident resulting in damage to the construction of the vehicle until it has been inspected by the Lighting, Signals and Vehicles Group. If in doubt, do not drive.

Immediate inspection is required if the damage is thought to have affected the steering, suspension, brake components, lights or passenger/driver safety. An inspection as soon as is operationally feasible must be arranged for any other damage, no matter how slight the problems may appear. If in doubt, do not drive.

If the vehicle cannot be driven, follow the guidelines - In the event of a breakdown.

All accidents, however minor, must be reported to the appropriate supervisor/manager immediately. An accident report form should be completed as soon as possible, including police incident numbers and police officers' details. Failure to report an accident may prejudice the position of the County Council and affect its right to claim under its motor insurance policy.

5.4 Notification of Delays

If as a result of any unforeseen circumstances, such as accident or breakdown, there will be a significant delay before passengers reach their destination, then arrangements must be made to inform those awaiting their arrival. These may be spouses, parents, carers or friends. The driver or escort should contact the manager/supervisor or any pre-arranged emergency number with as much information as possible including the new projected arrival time. It is always advisable to have arranged an emergency contact for any trips taking place outside working hours (see Section 4, Planning Trips).

5.5 Accident, Injury and Illness

It is possible that in the course of a minibus journey that a passenger, escort or driver might become ill, be injured or killed. Plans should be in place to manage these eventualities at establishment and departmental level. The plans should allow for:

- Next of kin informed in a caring and sensitive manner.
- Necessary support available to ensure the best interests of the sick or injured.
- Support for next of kin if traumatised.
- Careful handling of media enquiries.
- Involvement of senior staff as required.
- Provision of information for all interested parties. This may require the use of special telephone/fax numbers.
- Provision of support for accident victims/next of kin after the event.
- Debriefing of employees or volunteers involved.
- Consultation between departments (e.g. Legal and Community Services Department, Lighting, Signals and Vehicles Group, operating department).

5.6 First Aid and First Aid Equipment

All drivers and escorts must be trained in emergency first aid as a minimum, although this would not preclude such persons being trained as qualified first aiders if this was deemed appropriate.

The contents of First Aid Boxes are subject to change, and the Health and Safety Adviser should be consulted if there is doubt about what should or should not be included.

6 AVOIDING DANGEROUS SITUATIONS

Individuals at risk when in sole charge of a vehicle

The following list of 'dos and don'ts' is intended to assist you, not so much in your role as a driver, but as an individual who may be at risk of assault or theft, particularly when driving a minibus without passengers or a second person.

- (a) Always drive carefully and avoid conflicts with other drivers, passengers or other road users. Carry an up to date map and plan your journey before setting off. This avoids the need to ask for directions from strangers.
- (b) Never give lifts to strangers; even a lone woman may have a male partner hiding nearby.
- (c) Beware of other drivers signalling faults on the vehicle to you. This may be a ploy to get you to pull over. Drive on slowly until it is safe to stop and check yourself.
- (d) If you think you are being followed, do not make eye contact. Slow down, lock your door and shut your windows. Drive to a police station or a busy area with lots of people.
- (e) Keep the driver and passenger doors locked in town, especially when travelling alone. When on open roads, unlock these doors so that in the event of an accident, it would be easier for helpers to get into the vehicle if you are unable to open the door.
- (f) Where possible, travel on main or well used roads and by day. If you have to make a journey after dark, try to tell someone of the destination and estimated time of arrival.
- (g) Try not to park in poorly lit streets, and always as close to your destination as possible. In a multi-storey car park, find a space close to the exit, near to the ground level and away from pillars. When returning, have your keys ready so that you can get in quickly.
- (h) Never put a bag, handbag or valuable goods on the passenger seat when travelling in town. You could have it snatched at traffic lights.
- (i) If you are a woman driver, try not to advertise this. Place all personal effects out of sight before vacating the vehicle.
- (j) Always lock the vehicle before leaving it and when returning, look around the vehicle from a suitable distance to ensure that no-one is hiding behind it.
- (k) If the vehicle does start to play up, stop in a busy, well lit area, near a phone box. Never try to make it home if it involves travelling on a motorway or major road or in the country.
- (l) If you see another driver in difficulty, do not stop. Drive to the nearest telephone and report what you have seen to the police.
- (in) Road rage has become an increasingly common phenomenon in recent years. If another road user acts in an intimidatory fashion continue the journey as calmly as possible and only pull over if there is a danger of loss of control of the vehicle. If one has to pull over try to do so only when there are plenty of people around. Mobile phones are a useful ally to road users in such circumstances and the Police should be notified as soon as possible when they occur.

7 MINIBUS CONSTRUCTION AND SPECIFICATION - ACQUIRING NEW OR REPLACEMENT VEHICLES

When acquiring a vehicle or a vehicle is due for replacement County Council minibus users are advised to contact the Lighting, Signals and Vehicles Group at Ringmer (Tel: 01273 482930) for advice and guidance on vehicle specification. There are also a number of issues which the user must take into account which do not relate to vehicle type or equipment. If you acquire the wrong vehicle for your needs there may be costs not just in financial terms but in compromised safety and long term inconvenience.

7.1 Vehicle Type. Fittings and Equipment

As a result of the Road Vehicles (Construction & Use) (Amendment) (No 2) Regulations 1996 and The Public Service Vehicles (Carrying Capacity) (Amendment) Regulations 1996, minibuses carrying three or more children had to be fitted with seat belts from February 1997. The minimum requirement is for a lap belt to be fitted to each seat used by a child aged 3 to 16. The Regulations require a forward-facing seat with a seat belt for each child when minibuses and coaches are used to take children on organised trips, including journeys to and from School.

7.2 Seat belts must conform with the requirements of the Construction and Use Regulations 1986. They should be of the lap and diagonal type, and preferably with height adjusters, particularly where children are to be conveyed. (Such as the 'Generation' belt.) Belts should be fitted to proper anchorage points, usually on the vehicle floor or chassis. Where belts are an integral part of special seating you must ensure that the seating is properly anchored (see below). All new and replacement vehicles acquired must have seat belts fitted.

7.3 Seating should be anchored to the floor by at least four (maximum 6) 10mm bolts. Where integral belts are fitted to seats stronger mountings will be required. Spacing may need to be varied for passengers who exhibit challenging behaviour. The size of passengers may also influence seat size and spacing. Sideways facing seating must not be fitted.

7.4 Conveying Wheelchairs requires sufficient space to locate them behind fitted passenger seats. Full size wheelchairs require a minimum space of 1200mm long by 700mm wide. They must not be located in the aisle or block exits. Floor tracking should be fitted so wheelchairs can be secured by double button Quicklock clamps. Side of vehicle tracking should only be used as a secondary means of securing wheelchairs to prevent lateral movement. (These straps must not be used to secure passengers to the wheelchair.) Passengers should be secured to wheelchairs by integral straps if fitted or by special belts and harnesses acquired for the purpose.

7.5 Tail Lifts are required if passengers using wheelchairs or otherwise incapable of gaining access to the vehicle are carried. Care should be taken over the size of the tail lift, as it may need to accommodate wheelchairs of varying sizes. Tail lifts should also receive a specialised annual inspection. County Transport can advise on the inspection services available.

7.6 Drivers Seat - should be height adjustable with screening between the driver and the passenger area.

7.7 Steering power assisted steering is strongly recommended.

- 7.8 **Wheels/Tyres** - twin rear wheels assist safety (blow-outs) and stability. High specification tyres are a worthwhile safety investment. Remoulds must never be used.
- 7.9 **Engine Type** - diesel is strongly recommended because of reduced fire risk as well as being more economical.
- 7.10 **Braking System** - ABS is strongly recommended.
- 7.11 **Luggage Storage** - where luggage is to be carried more than occasionally a dedicated luggage area should be designed in at the rear of the vehicle with a cage or other means of securing luggage.
- 7.12 **Security Features** should be included in the specification. As a minimum an engine immobiliser, but consideration should also be given to steering wheel and gearstick locks, an alarm system and specially specified door locks.
- 7.13 **Opening Windows** must not be fitted immediately behind sliding doors.

Other Features worthy of consideration are listed below.

Additional side and rear impact protection
 Anti-burst door catches
 Audible reverse warning signal and flashing lights
 Automatic fuel cut-off device
 Battery isolator
 Distinctive vehicle markings
 Hand rails
 Reinforced window pillars
 Roll over protection
 Tachograph (A requirement for continental driving)
 Top speed limiter
 Trailer
 Twin tone horn
 Under bonnet fire extinguisher system
 Wide angle rear view mirror, kerbside mirror

7.14 **Other Issues in Vehicle Specification and Acquisition**

7.15 **Budget**

What is the budget available for the vehicle? Will the money available meet the specification you need, including additional equipment? If not, are there possible sources of additional funding? Under specification may saddle you with a white elephant. Have you sufficient funding for the lease period, or if purchasing you must also ensure that funds can meet the cost of servicing, inspection and maintenance throughout the period of ownership.

7.16 **Purchase/Lease**

Which is the best option for your needs and cash flow? What is included in the lease package (e.g. maintenance, insurance, upgrades etc.)? Can you secure a good discount through a cash purchase? Can you obtain a higher specification vehicle through leasing? If purchasing what is the payback period if paying by instalments? If lease, what is the agreement period? Have you checked to ensure you will conform with County Council Financial Regulations?

7.17 Donated Vehicles

Is the safety and other specification acceptable? Does the vehicle meet your needs? Can you negotiate the specification with the donating organisation or group? Who will own the vehicle? Who is responsible for running costs? Are there any restrictions on use? Have you discussed the vehicle type and specification with the Lighting, Signals and Vehicles Group? Who insures the vehicle? How will the vehicle be disposed of?

7.18 Second Hand Vehicles

What is the expected vehicle life? Has the vehicle been checked by the Lighting, Signals and Vehicles Group? Have defects been identified? How much will it cost to correct them? The vehicle may be a bargain but does it meet your needs?

7.19 Future Use

The vehicle may meet your current needs but do you have a changing client group? What will your needs be in 3 years time? Can the vehicle be adapted? Can it accept wheelchair tracking? How do you expect to dispose of the vehicle?

8 USEFUL CONTACTS

County Council

Insurance and Risk Management Officer	John Butcher	01273 481593 Email: john.butcher@eastsussex.gov.uk
Fleet Manager Ringmer Depot	Ken Mitchell	01273 482931 Email: ken.mitchell@eastsussex.gov.uk
Personnel Manager Health and Safety	Alan Martin	01273 481450 Email: alan.martin@eastsussex.gov.uk
Children's Services Health & Safety	Kim Hicks	01273 481938 Email: kim.hicks@eastsussex.gov.uk
Adult Services Health & Safety	Judy Benoy	01273 481227 Email: judy.benoy@eastsussex.gov.uk
Road Safety Team Driver Training Manager	Keith Sinden	01273 482303 Email: keith.sinden@eastsussex.gov.uk

To book Minibus Driver Training and Assessments please telephone:

Minibus Driver Training & Permits	Sara Facer	01273 482150 Email: sara.facer@eastsussex.gov.uk
Child Seat / Restraints Trainer / Adviser	Barry Weise	01273 482208 Email: barry.weise@eastsussex.gov.uk
Passenger Transport Group	Nick Smith	01273 482326 Email: nick.smith@eastsussex.gov.uk
Social Services Transport Co-ordinator	Carolyn Westley	01273 482104 Email: carolyn.westley@eastsussex.gov.uk

Other Organisations

Insurance Ombudsman Motor Insurers Bureau RoSPA	Association of British Insurers Zurich Municipal - Area Claims Office Community Transport Association
---	---

Driver and Vehicle Licence Agency (DVLA)
Email: www.dvla.gtnet.uk

Driving Standards Agency (DSA)

Email: www.dsa.gov.uk

DSA PCV Minibus Theory Test Fee £21.00 To book a Test Tel: 0870 010 1372

DSA PCV D1 Minibus Practical Test fee £85.00 To book a Test Tel: 0870 010 1372

9 USE OF COUNTY COUNCIL VEHICLES BY VOLUNTARY ORGANISATIONS

9.1 Insurance Issues

Under the terms of the County Council's insurance minibuses may be driven by categories of persons detailed in Section 1.2 and by representatives of charitable, voluntary and welfare groups. However, the terms of any minibus permit (see 2.7) do not extend to the latter groups. The school/establishment may recover the running costs of the vehicle from the charitable organisation, but no element of profit or hire charge. The permit is not valid for the charitable organisation which, unless it has its own permit, should not levy any charge on passengers conveyed in the vehicle, even running costs.

9.2 Drivers

When lending the vehicle to a charitable organisation you must be satisfied that the driver is competent and fit to drive. The drivers should have undergone the minibus driver training and assessment provided by the County Road Safety Unit. You should always check the driver's licence before handing the vehicle over, and ensure that you know who will be driving at all times.

9.3 Information for Borrowers

Provide the borrower with full information about emergency telephone numbers and who to contact in the event of an accident. You may wish to provide a copy of this booklet. Borrowers must be aware of all conditions they must fulfil. A vehicle handover checklist is recommended and bullet points for such a list are given at Appendix 5. A period of familiarisation with the vehicle, where you accompany the driver on a 'test' run is advisable. This may also give you some insight as to the driver's competence.

9.4 Loaning Vehicles to Other ESCC Users

Where a minibus is borrowed by another ESCC establishment, for example a school minibus is loaned to another school, the same procedures and checks should be followed as when the vehicle is loaned to a voluntary organisation.

- (i) The driver should have undertaken ESCC driver training and assessment.
- (ii) No changes should be made to the vehicle. For example, seating, seat belts or other internal fixtures must not be removed.
- (iii) Drivers should be warned against overloading the vehicle either with extra passengers or luggage.
- (iv) Drivers must undertake (in writing) to pay for any loss or damage to the vehicle which occurred whilst they were using it that is not covered by insurance.
- (v) Permission must be given to fit a roof rack or tow a trailer.
- (vi) The vehicle must not be used for hire or reward by the individual, nor should he/she levy any charges on passengers.

10 HIRING VEHICLES

10.1 Hire from Whom?

From time to time County Council departments, establishments or schools which do not operate minibuses may have need for one, or may need to have use of an additional vehicle for a short period. Where a vehicle is required for short term use, the Transport Group at Ringmer will normally be able to provide a suitable vehicle at reasonable cost with full insurance cover included. If a hire company is used, particular care should be taken before signing the agreement to ensure that proper insurance cover is included, there are no potential problems or hidden extras in the conditions of hire, and that the vehicle provided is of the type requested and in good condition.

Where the vehicle is from the Transport Group or from a hire company, drivers must go through the check list given at Appendix 1 before allowing passengers on board. Vehicles with the crew bus seating configuration must not be hired.

10.2 Occasional Use - Driver Competence

If the person who will be driving the vehicle does not regularly drive a minibus, then the question must be asked, are they competent to drive? Driving a minibus is a very different proposition from driving a car, and should normally be undertaken only by those with training and experience. A short period of hire is not likely to allow time for sufficient training or experience to be acquired if the driver has no background in minibus driving. Even those with training and experience may need some time to get used to an unfamiliar vehicle, and this should be built into the timetable for hiring the vehicle to ensure passenger safety. As with any other minibus use, managerial authority must be obtained before a hired vehicle is used on County Council business. Any minibus used on County Council business should only be driven by someone who undertaken minibus driver training and assessment and holds a current ESCC permit. Training is arranged through the County Road Safety Unit.

10.3 Hired Vehicles with a Driver

If the hire agreement is for both vehicle and driver, you should check that the driver holds a PCV Drivers Licence, and that she/he is in your view a suitable person, as they will have contact with the passengers. (See also 3.10 (g).)

11 MINIBUS RISK MANAGEMENT

11.1 Aims and Objectives

The aim of this guide is to suggest practical ways in which you can identify high risk situations involving the use of minibuses and take practical steps to eliminate or reduce the risk and potential cost to your organisation. Cost in monetary terms, or more important in terms of injury or death.

For any organisation, the cost of running minibuses is increasingly expensive. Insurance premium increases are forcing organisations to review their basis of cover and assume more risk themselves. Unless management take a positive approach to controlling risk, minibus casualties and costs will continue to rise. This guide has been written from wide experience built up over a period of years.

Minibus journey risk assessments must be carried out (see Appendix 3).

Some of the following points may be repeated elsewhere in this publication but they are brought together in this section to assist in the construction of a risk control programme for your establishment.

11.2 Policies and Procedures

Every County Council school, unit, or other establishment must operate within clear guidance about minibus operation. This publication can form part of that guidance, but local considerations must be taken into account and should form part of the written guidance. These local considerations may include vehicle use, type of vehicle, type of passenger, regularity of use, type of journey, driver duties, need for special skills (e.g. use of passenger lift), escorts, route planning and many more. Careful record keeping and planning of vehicle use will avert problems and reduce risk. There is no substitute for clear written guidelines and practices which are well understood.

11.3 Proactive Measures

(a) Driver Training and Assessment

Only those who have been trained and assessed as being safe and competent, and hold a current ESCC Minibus / People carrier / Landrover Driver's Permit may drive East Sussex County Council vehicles. Be clear who may and may not drive. Training and assessment is carried out by qualified DSA Approved Driving Instructors and is arranged through the County Road Safety Unit Tel: 01273 482293. Driver training for any type of vehicle can be arranged at your own convenience through the County Road Safety Unit. Keep a record of authorised drivers.

(b) Driver Skill and Screening

The Department of Transport driving test lasting 30 minutes and taken up to 40 years previously is no test of a driver's ability to cope with modern vehicles and present road conditions. This should be considered as the minimum standard on which to build a group of safe and competent minibus drivers. Those wishing to drive minibuses or people carriers should be screened for the following: eyesight, medical fitness, correct driving licence, motoring offences, accident record and driving ability.

(c) **Driving Licences**

Managers must ensure that drivers have a current driving license with the appropriate category required to drive a minibus or other type of vehicle which they are authorised to drive. Check the original license annually. Never rely on the driver's honesty to notify of convictions or bans. Keep a photocopy of the licence or other auditable record.

Driver Authorisation

When, following stringent checks, a driver is authorised to drive a minibus, people carrier or Landrover, she or he should sign an acceptance form agreeing to comply with ESCC rules on vehicle use and acknowledging driver responsibilities.

(d) **Defensive Driver Training**

Learning the theory and practice of social defensive driving can help reduce the risk of being involved in road traffic collisions with dangerous drivers, those who make errors, vulnerable road users, or where you experience loss of vehicle control. Using qualified instructors, driver's skills, attitudes and knowledge can be assessed and developed. Many employers use these techniques and have experienced reductions of over 50% in accident frequency as a result.

(e) **Alcohol Policy for Drivers and Passengers**

County Council minibuses or people carriers should not be used for journeys where passengers consume alcohol. On no account may drivers consume any alcohol prior to driving or whilst in charge of a vehicle. County Council minibuses must not be used to transport alcohol for example trips to France to purchase beer, wine or spirits.

(f) **Advanced Test**

Employees can be encouraged to enter themselves for an Advanced Driving Test. To qualify drivers must develop advanced and defensive driving techniques. Research by the Transport and Road Research Laboratory has established that advanced driving techniques reduce the likelihood of an accident by 75%.

(g) **Skid Pan Training**

Whilst skidding is involved in relative few accidents, the result of a skid can be very serious. Courses are available to develop skid control. For more information contact the County Road Safety Officer.

(h) **Loading and Unloading Luggage**

Where drivers assist in loading and unloading, they should be properly trained and supervised until competent. Securing and sheeting of loads on roof racks is important to prevent load shift, shedding or damage. Loading roof racks is not a one person job, and a roof rack ladder must be used. Luggage being transported within the vehicle can be dangerous. Therefore only small hand luggage should be carried beneath seats, leaving exit routes clear. Alternatively luggage can be transported in a trailer or another van. No heavy luggage should be carried amongst the passengers because, in the event of a collision, severe injuries or death could be the result.

(i) Passenger Safety and Restraints

Where drivers and escorts are assisting passenger embarkation through the use of tail lifts, and secure passengers into the vehicle by seat belts and wheelchair clamps they must be trained to do so by a competent person. Ensure that all seat belts and passenger restraints have been securely fastened. Young children should also be fitted in appropriate constraints.

(j) Vehicle Inspection

Safety checks should be carried out by drivers before and after journeys. Defects can then be recorded on the journey log for maintenance repairs. All vehicles should be inspected at regular intervals by a person in authority to establish that the drivers are caring for the minibus properly. External and internal condition, legality of tyres, lights, mirrors, indicators and other equipment, service records and the like should be checked. Any vehicle abuse should be dealt with swiftly. The following checklist is a useful one to keep in the vehicle:

1. Does my driving licence cover me for this category of vehicle?
2. Does the vehicle insurance cover me to drive?
3. Is the vehicle taxed? Does it carry a current MOT and Section 19 Permit?
4. Have I checked oil, coolant, windscreen washer fluid, tyres, fuel. Are wipers and lights functioning?
5. Have I checked the first aid kit, fire extinguisher, wheelbrace, jack and spare bulbs and fuses? Have I got a mobile telephone and fluorescent/reflective jacket?
6. Have I adjusted the driver seat and mirrors? Are mirrors and screens clean?
7. Have I carried out a function check of the steering and brakes?
8. Have I planned my route, including stops?
9. Are helpers and passengers properly briefed?
10. Am I fit to undertake the journey and free from the effects of fatigue, medication, alcohol or illness?

(k) Maintenance

All maintenance should be carried out by skilled mechanics. All spare parts should be of high quality and up to the manufacturer's original specification.

Tyres should be checked at regular intervals for excessive wear. Attention

should be given not only to the general condition of the tyre, but to excessive wear in any part. This may be a danger in itself, or indicate another defect such as incorrect tracking.

(l) Fire Precautions

Vehicles rarely catch fire but when this does occur, damage is usually severe. One or more fire extinguishers must be carried (see 2.9). Spare fuel must not be carried. Automatic fuel cut-off devices, battery isolators and automatic under bonnet extinguisher systems reduce the risk from fire. Diesel vehicles have a lesser risk of igniting fuel.

Smoking in vehicles is often a cause of accident or fire damage and is not permitted. Where there is an accumulation of vehicles, for example in a school or office car park, the likelihood of fire spreading to other vehicles could lead to considerable loss. Consider installing sprinklers in covered car parks or ensuring there is adequate equipment available for extinguishing fire. If possible, avoid parking vehicles close together.

(m) Safety Equipment and Accident Instructions

Safety equipment such as first aid kits and fire extinguishers must be carried on all minibuses. Ensure that all drivers know what to do in the event of an accident. There can be no excuse for not following established procedures.

(n) Sleep Related Accidents

Research (Horne 1992) into sleep related accidents, identified that the greatest incident of sleep related accidents occurred when the driver was driving beyond their normal bedtime and had been awake for more than eighteen hours.

The high risk periods for falling asleep at the wheel are:

- Midnight to 2 am
- 4 am to 6 am (most dangerous)
- 2 pm to 4 pm

To counter stress and tiredness the combination of working, teaching, supervision and or driving hours must not exceed 13 hours with a minimum of 11 hours rest. On a long trip, daily driving must not exceed 9 hours per driver, plan to stop for a 15 minute break every 2 hours and drink a cup or two of strong coffee.

(o) Long Journeys

Long journeys at the end of the working day should be avoided. The M40 accident inquest identified fatigue as the most likely cause of this tragedy, where 12 school children and their teacher were killed. The main danger facing school teachers and other County Council staff is not that they may drive too many hours, but that they may drive too many hours after a working day.

(p) Journey Planning

Long journeys in the evening, for example trips to London theatres or distant sports fixtures present a greater potential danger of sleep related accidents (i.e. M40 incident). They should be well planned with an awareness of the potential risks. The combination of working hours and minibus driving hours

must be taken into consideration by both the driver and their manager. The driver should take an appropriate rest period at the end of their working day before commencing a minibus journey. It is far better to start journeys during the day wherever possible.

Routes and further rest breaks should be planned and approved well before the journey takes place.

There should be two drivers for long journeys, particularly if they take place after the normal working day, in order to give drivers a rest or break, as necessary. This would reduce the risk of falling asleep at the wheel and also provide relief cover for a driver falling ill.

A risk assessment can be conducted for each journey. A suggested format for journey risk assessment is shown at Appendix 3 and 4.

This guidance is of special importance to schools where many out of school activities (concert, sports fixtures and others) start as the school day finishes.

Where any journey involving pupils due to return to school later than 8.30 pm is concerned, schools would be well advised to carry two competent minibus drivers (whether teachers, non-teaching staff or volunteers).

(q) Mobile Phone

The mobile phone is an essential piece of equipment for use on minibus journeys, particularly for long journeys and those in the evening. The advantage is that in the event of a breakdown or an accident the driver can phone for help immediately without having to leave the passengers alone unsupervised, in or near the minibus. Clearly there are personal risks involved for both driver and passengers when breaking down in the dark on all types of road. A mobile phone reduces those risks.

11.4 Safe Use of Mobile Phones

1. The Road Vehicles (Construction and Use) (Amendment) (No. 4) Regulations 2003 come into effect on 1st December 2003 prohibiting drivers using a hand-held mobile phone, or similar device, while driving (Note: "driving" also includes a stationary vehicle with the engine running). It also makes it an offence (e.g. for an employer) to "cause or permit" a driver to use a hand-held mobile phone while driving.
2. RoSPA additionally considers that hands-free mobile phones present a similar degree of risk. Consequently, the County Council's existing policy with regard to the use of mobile phones whilst driving remains:
3. **No person must operate, or be required to operate, a hand-held or hands-free mobile phone whilst driving a vehicle on County Council business.**
4. A mobile phone must be switched off, or diverted to message service. The driver must find a safe place to park with the engine switched off before personally making a call, or checking for messages.
5. The only exception to the above is when there is a genuine emergency; It is not an offence to use a hand-held phone for calling the emergency services on 999 or 112 in response to a genuine emergency when it is unsafe or impractical to stop driving to make a call.

In essence, there is no change in the County Council's stance on the use of mobile phones and our requirement that staff do not use hands free phones whilst driving on County Council business remains. The reason we have consistently taken this approach is because evidence suggests hands free mobile phones present similar risks in terms of potential distraction whilst driving. Talking to someone over the phone is very different to talking to a passenger in the car, who will be aware of the traffic conditions and can see what is happening whilst you are driving.

11.5 Theft

Unfortunately the rate of theft from or of vehicles has risen in recent years, despite the vehicle manufacturers' efforts to improve security.

(a) Secure Parking

Where possible the minibus should be stored in a secure place whilst not in use.

(b) Vehicle Theft

Most stolen vehicles are recovered but often damaged or missing parts. Etching windows with the registration number may discourage a thief, but there is no substitute for a good quality alarm and/or vehicle immobilizer.

(c) Break-In

The most common form of theft relates to break-in and removal of contents. Access is usually through a side window, the target being radios/cassette players, and clothing. All loose goods and materials should be stored out of sight. Common sense should be applied to parking and locking the vehicle.

(d) Radios and Cassette Players

All establishments are discouraged from fitting expensive systems. Claims for lost systems can be limited to the cost of the manufacturer's standard equipment. Avoid claims for cassette tapes and compact discs.

(e) Clothing and Personal Effects

Drivers and passengers should be encouraged not to carry expensive personal effects in the minibus. Exceptions can be made for equipment or clothing needed on special trips provided special insurance arrangements are made.

(f) Vehicle Security

There is now a wide range of vehicle alarms and security devices triggered by door contact, sound, movement, air pressure and ultrasonics. They can be set manually, by remote control or automatically, using switches, keys, security pads or infra-red transmitters. They can sound an alarm, immobilize fuel and ignition circuits or flash the vehicle lights. Alarms can cost from £50 to £400. It is important to check that the cost of installation does not exceed the

annual losses due to theft. For advice on vehicle security consult the Lighting, Signals and Vehicles Group.

(g) Motor Traders/Garages

When leaving vehicles with the motor trade out of hours, do not leave keys in the vehicle or on the tyre. Keys should be sealed in an envelope and posted through the motor trader's letter box.

11.6 Post Accident Measures

Accepting that, despite all efforts, accidents may still occur, efficient treatment of the loss will keep costs to a minimum and prevent repetition.

(a) Accidents

Drivers should check vehicles for damage prior to acceptance. If the vehicle is damaged on return, the normal claim form should be completed.

(b) Accident Checklist and Report Form

An accident report form should be carried in the vehicle to record details of the accident, third party and any witness who can help claim negotiations. Details must be handed to the third party providing details of insurers. This provides the driver with a positive course of action which may help prevent heated exchanges.

(c) Admissions of Liability

Drivers must not admit liability verbally or in writing, neither should they seek admission by the third party.

(d) Accident Investigation. Driver Blame and Remedial Action

Road traffic crashes or loss of control incidents should be investigated in order to establish cause and effect factors. The question that should always be asked is how could this crash have been avoided. This may involve sitting the driver down and talking through the details or circumstances as near to the time of the incident as is possible. Valuable lessons can be learnt both for the driver and management in order to reduce future risk of similar events occurring.

If the driver is found to have made an error or taken unreasonable risks, they should be reassessed and remedial training considered (see section 3.13). If necessary disciplinary measures should be taken. If drivers are consistently 'accident prone' in spite of training and re-training, then their line manager must consider whether they should continue to drive a minibus, MPV or Landrover.

(e) Cash Offers

Drivers must not make cash offers to third parties. This invalidates the insurance. Third parties may offer to settle claims directly without involving their insurers. Please consult either the Lighting, Signals and Vehicles Group (Tel: 01273 482930) or the Insurance and Risk Management Officer (Tel: 01273 481593) before discussing the direct settlement of claims. If not insured through the County Council policy you must consult your insurance company.

(g) Vehicle Defects

Claims that mechanical defect caused the accident should be verified by a qualified motor engineer. This may affect liability for the accident or enable a warranty claim to be made. Alternatively it might identify a breakdown in maintenance procedures.

(h) Authorised and Approved Repairers

All repairs should be carried out by qualified motor engineers. If the vehicle is insured through the County Council, the estimate and repair procedure will be dealt with by the Lighting, Signals and Vehicles Group.

11.7 Accident Recording, Investigation and Analysis

Any risk control programme should be supported by statistical evidence which identifies specific areas of high risk and accident trends, and cost summaries. Without this it is difficult to monitor the effectiveness of measures taken.

Please ensure that your establishment/organisation maintains full and accurate records of accidents or other vehicle related losses such as theft, theft of vehicle contents, vandalism or personal accident involving the use of a vehicle. This will allow you to identify local trends or problem areas, and will, on a wider basis, allow the County Council to accumulate risk management data. This can, if properly used, lead to cost savings on both vehicle use and insurance.

Ensure drivers complete claim forms accurately. Ensure all repair accounts, hire costs, are recorded against each loss whether the risk is insured or not.

11.8 Lease Contracts

When vehicles are leased, particular attention should be paid to the terms and conditions. Clauses covering placement of insurance, claims negotiation and residual values on sale or write off should be examined before you are committed to the lease.

11.9 In Conclusion

A planned and systematic approach to managing occupational road risk is likely to yield the greatest benefit. Should you wish to develop a risk management programme in conjunction with the Road Safety Unit then please contact:

Keith Sinden BSc(Hons) MIRSO ADI, Principal Road Safety Officer
East Sussex County Council
County Hall
St Anne's Crescent
Lewes
East Sussex BN7 1UE

Telephone (01273) 482303

E-mail: keith.sinden@eastsussex.gov.uk

If, in the event of an accident it can be proved that potential risks were not considered, then the driver, manager, establishment and County Council may be criticised, admonished or prosecuted, in addition to damages being awarded.

APPENDICES	43
Appendix 1 Minibus and People Carrier Driver Training information	44
Appendix 2 Minibus Driver requirements; medical and eyesight	45-47
Appendix 3 Minibus Journey Risk Assessment example and pro-forma	48-50
Appendix 4 Minibus Journey plan pro-forma	51
Appendix 5 Vehicle Log Sheet	52
Appendix 6 Applying for Minibus PCV D1 licence and training	53
Appendix 7 D1 Driving Licence & Section 19 Permits	54
Appendix 8 Journeys Abroad	55-56
Appendix 9 Minibus Pre-Drive Safety Check	57
Appendix 10 Advice for Minibus Drivers	58-59
Appendix 11 The Duties of an Escort – Advice for Operators	60
Appendix 12 Advice to Parents and Guardians	61-62
Appendix 13 Advice for Children on Minibuses	63
Appendix 14 Drivers' Hours	64
Appendix 15 First Aid Equipment	65
Fire Extinguisher	
Other Equipment	
Appendix 16 Endorsement Offence Codes	66-69
Appendix 17 Glossary of terms and child seat restraints	70-72

Module 1 Theory Workshop

The half-day workshop is conducted by an experienced and specially trained workshop leader. Normally 10 - 20 participants would attend. The group size is set to ensure economic viability and also sufficient variety of experience and opinion within the group to provide a good interactive experience.

- Participants learn to recognise the nature of risks involved in driving a minibus or people carrier and the particular danger of the "hidden risks". Journey planning, stress and fatigue are covered.
- Learn techniques for managing risk, risk assessment, hazard recognition and accident avoidance.
- Minibus Driver's Information Pack to include Risk Management and Defensive Driving sheets.
- RoSPA "Essential Minibus Driving" minibus driver's book and research based handouts.
- **Driver's eyesight** is checked to meet minibus PCV D1 Health requirements, if you have any doubts about your eyesight meeting the PCV D1 requirement, please get your eyes checked with an optician before the course.
- Driver's eyesight is checked to meet minibus health requirements.
- Customer normally supplies premises but courses can also be held at Lewes.
- **Cost £25.00 per delegate** for weekday workshops if they prior to the course or on the day. If organisations want to be invoiced there is an admin charge of £5.00 per person.
- **£35.00 per delegate** for Saturday workshops (minimum 10 delegates)

Module 2 Practical on Road Minibus/People Carrier Driver Training and Assessment

- Coaching is conducted by specially trained DSA qualified ADI, PCV Driver Trainers.
- Driver's licence is checked to ensure they have the minibus D1 category on their licence.
- Employer and driver receives a copy of assessment sheet
- Driver receives **minibus driver authorization card** (subject to being found to be safe and competent) on driving assessment.
- Courses can be specially tailored to customers' needs
- Customer supplies minibus (a minibus can be supplied for an extra charge of £40)
- **Cost £21** for one hour on-road minibus driver training and assessment session
- **Reduced to £16 per driver** for two or more driver training and assessment sessions
- **£32 for 2 hour session to include motorway driving** per driver

For further information please contact Road Safety: Telephone (01273) 482150

Note: A 50% cancellation charge will be levied for any Course should a customer cancel within 48 hours of a course date. A 100% cancellation charge will be levied for any Course should a customer cancel within 24 hours of a course date.

ESCC Minibus Driver Requirements

To drive a minibus insured by East Sussex County Council drivers must:

- **be aged between 25 years and under 65 years**
(Drivers over 65 must have an annual DVLA PCV Medical Report Form D4 completed and signed by their GP and be assessed driving a minibus by an ESCC and DSA PCV Approved Driving Instructor)
- **Passed the driving test before 1st January 1997 with D1 entitlement**
- **held a full driving licence for at least 3 years.**
- **without a fault claim or conviction.**
- **All ESCC drivers who passed their test after the 1st January 1997 are required to take the DSA Minibus PCV Test**

This minimum age is reduced to 23 for teachers appointed to teach physical education. East Sussex drivers must be authorised by their headteacher or manager to drive a minibus.

Drivers must inform their manager immediately if charged with any motoring offence, regardless of whether the offence was committed in their own vehicle or a County Council vehicle. Similarly, any previous convictions should be made known to the Manager before a new/prospective minibus driver is allowed to drive a minibus.

Medical Conditions Covered by Law

Eyesight Requirements

All applicants, for whatever category of vehicle, must be able to read in good daylight a number plate at 20.5 metres (67 feet), and, if glasses or corrective lenses are required to do so, these must be worn while driving. In addition applicants for minibus entitlement must have:

- a visual acuity of at least 6/9 in the better eye; and
- a visual acuity of at least 6/12 in the worse eye; and
- if these are achieved by correction the uncorrected visual acuity in each eye must be no less than 3/60.

Applicants must not have uncontrolled diplopia (double vision) or an abnormal binocular field of vision.

Diabetes

Insulin treated diabetics may **NOT** drive minibuses or large vehicles. Those treated with tablets and by diet may drive a minibus provided that their condition is well controlled.

Other Medical Conditions continued.....

Epilepsy Attacks

Applicants must **NOT** “have a liability to epileptic seizures” and must have been free of epileptic seizures for at least the last ten years and have not taken anti epileptic medication during this ten year period.

In addition to those medical conditions covered by law, applicants are likely to be refused if they are unable to meet the national recommended guidelines in the following cases:-

- within 3 months of myocardial infarction, any episode of unstable angina, CABG or coronary angioplasty
- a significant disturbance of cardiac rhythm occurring within the past 5 years unless special criteria are met
- suffering from or receiving medication for angina or heart failure
- hypertension where the BP is persistently 180 systolic or over or 100 diastolic or over
- a stroke, TIA or unexplained loss of consciousness within the last 5 years
- Meniere’s and other conditions causing disabling vertigo, within the past 1 year, and with a liability to recurrence
- recent severe head injury with serious continuing after effects, or major brain surgery
- Parkinson’s disease, multiple sclerosis or other “chronic” neurological disorders likely to affect limb power and co-ordinations
- suffering from a psychotic illness in the past 3 years, or suffering from dementia
- alcohol dependency or misuse, or continuing drug or substance misuse or dependency in the past 3 years
- insuperable difficulty in communicating by telephone in an emergency
- any other serious medical condition which may cause problems for road safety when driving a minibus or vehicle between 3.5 and 7.5 tonnes
- if major psychotropic or neuroleptic medication is being taken
- any malignant condition within the last 2 years likely to metastasise to the brain e.g. Ca lung or malignant melanoma

I declare that I have read the above information and to the best of my knowledge I meet the requirements stated above.

Driver’s Signature..... Date.....

Print Name.....

Organisation.....

.....

.....

Minibus Driver Eyesight Requirements

Road Safety Unit, Transport and Environment
County Hall, St Anne’s Crescent
Lewes, East Sussex BN7 1UE.



Dear Optician

Could you please confirm that this driver meets the eyesight requirements below:

Minibus drivers are required to meet the following DVLA eyesight standard:

- a visual acuity of at least 6/9 in the better eye; and
- a visual acuity of at least 6/12 in the worse eye; and
- if these are achieved by correction the uncorrected visual acuity in each eye must be no less than 3/60.

Applicants must not have uncontrolled diplopia (double vision) or an abnormal binocular field of vision.

(Optician) I would like to confirm that:

Mr/Mrs/Ms/Miss..... eyesight has:

- a visual acuity in the better eye of(at least 6/9 is the required standard)
- a visual acuity in the worse eye of(at least 6/12 is the required standard)

if these are achieved by correction the uncorrected visual acuity in each eye is no less than 3/60.

I would like to confirm that:

Mr/Mrs/Ms/Miss.....

Meets the above DVLA PCV Minibus driver eyesight requirements: Yes / No

(Please delete as appropriate)

Optician's signature.....Print.....

Date / /

Opticians Address or Stamp:.....

.....

.....

.....

EXAMPLE RISK ASSESSMENT FORM FOR A MINIBUS JOURNEY Appendix 3

Please complete one sheet for each Risk Assessment

Establishment		Department	
Group Leader		Date	
Location/Purpose	Minibus journey	Review date	
Other Staff			
Group Size		Ratio	

Description of Hazards

Site and environment

Walking to/from minibus meeting point

Crossing roads

Traffic

Weather

Slips/trips

Animals

Undesirables

Group and the individuals within it

E.g. SEN, behavioural difficulties, learning disabilities

Activity

Ill health/travel sickness

Slips/trips

Poor storage of luggage

Child wandering off

Getting on/off minibus

Transport

Collision or loss of control

Driver becomes tired (and falls asleep at the wheel) or unwell.

Driver; does not have Minibus D1 category on driving licence, incompetent, poor driving history, untrained.

Poor eyesight or medical condition

Driver gets lost.

Minibus/vehicle breaks down.

Unsafe or inappropriate child seat/restraint, incorrectly fitted

Faulty seatbelts

Wheelchair; unsuitable for minibus transport, incorrectly restrained

Wheelchair client falls off tail lift

Child's clothing gets trapped in minibus door when getting off.

Child runs across the road after alighting from minibus/vehicle.

Manual handling of luggage

Faulty vehicle

Fire

Consequence of Hazard

Minor injury Injury Over three-day absence Major injury Disability or Death

Persons at Risk

Employees / Service users

Pupils/students

Volunteers / adults / children

Members of the public

Control Measures

Supervision levels: Reception 1 adult:5 pupils, Years 1-3 1 adult:6 pupils, years 4-6 1 adult:10-15 pupils, Year 7+ 1 adult:15-20 pupils – minimum ratios
 ESCC Minibus, People Carrier, Landrover Operational Guidelines be implemented.
 All drivers must be trained and assessed by qualified ESCC and DSA Approved PCV Driving Instructor/Trainers. Training and assessment reviewed every 3 years
 All drivers must also hold a current ESCC Minibus Permit and driving licence with Minibus DI category. Drivers with more than 6 points must not drive a minibus, MPV or Landrover.
 Driver signs ESCC minibus medical requirements form.
 Plan journeys carefully with breaks and realistic journey times and carry relevant maps.
 Combination of teaching, supervision and driving time must not exceed 13 hours with 11 hours rest away from the vehicle.
 Carry a second driver for long visits, daily driving must not exceed 9 hours per driver with appropriate rest breaks.
 Driver carries out vehicle checks before journey.
 Driver ensures that breaks are taken every 2 hours.
 Breakdown procedures in place including a mobile phone for emergency use.
 If breakdown occurs on a motorway or dual carriageway all adults and children should evacuate the vehicle by a door on the left in the UK, or by a door on the right in Europe and wait by the side of the vehicle on the embankment, well away from the roadway. Appropriate outer clothing will need to be easily accessible to enable this to happen.
 No one to distract the driver, second adult supervising
 Drivers and escorts must be trained to use tail lifts and in fitting wheelchair restraint systems.
 Driver or escort must ensure that wheelchair and client restraint system is fastened correctly.
 Driver or escort must ensure that appropriate child seat/restraint, booster cushion or seat belt is fastened correctly for each child or client (The Department for Transport advise that all child passengers under the age of 12 years or less than 135cm (approximately 4' 5" tall) are safely belted in using an appropriate child seat or booster cushion - Refer to Seat belts and child restraints leaflet from www.thinkroadsafety.gov.uk).
 Seat belts/restraints to work at all times, if one is faulty then it must not be used and report to manager.
 Driver must select safe place to stop and ensure that passengers alight from the vehicle safely onto the pavement or safe area, and check around the vehicle before moving off.
 Luggage stored carefully, checked by driver/escort or group leader
 Headcount on and off the minibus
 A system for collecting litter in place and cleaning spillages
 Clear boundaries of behaviour standards during activity
 One adult is first aid-trained
 Advise parents/carer to meet child on the side of the road where the minibus/vehicle stops.
 Fire extinguishers and first aid kit are checked and maintained.
 Minibus/vehicle is maintained and serviced (Check with County Transport Group, Ringmer).

Please mark appropriate number (1 = very low, 5 = very high) and Risk Priority Rating	
Likelihood : 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/>	Severity : 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/>
Risk (Likelihood x Severity)	
Risk Priority Rating	High(16 – 25) <input type="checkbox"/> Medium(9 – 15) <input type="checkbox"/> Low(1 – 8) <input type="checkbox"/>

Alternative Plans (Plan 'B')

Ongoing Risk Assessment 1. Apply the control measures 2. Monitor how effective they are 3. Change, adapt, revise as required

Emergency Contacts and Procedures			
Authorising Officer Comments			
Signature of Group Leader		Date	
Signature of Authorising Officer		Date	

Risk Assessment updated 07/09/06

Minibus - Journey Plan

Appendix 4

Purpose and Destination Of Journey: _____

Vehicle: _____ Date Of Journey: _____ Departure Time: _____

School or Work Centre: _____

Driver One Name: _____ Permit No: _____ Expires _____

Driver Two Name: _____ Permit No: _____ Expires _____

Route, Road Numbers and Important Junction Change Numbers: _____

Teaching/supervision time on day of journey: _____

Departure Time: _____

Location for first break (at least 15 minutes every two hours): _____

Location for second break: _____

Location for third break: _____

Arrival Time (estimated): _____

Total Hours: _____

Combination of teaching, supervision and driving time must not exceed 13 hours with 11 hours rest away from the vehicle. On a long trip, daily driving must not exceed 9 hours per driver with a minimum break 15 minute every 2 hours.

Passengers:

1. _____ 9. _____

2. _____ 10. _____

3. _____ 11. _____

4. _____ 12. _____

5. _____ 13. _____

6. _____ 14. _____

7. _____ 15. _____

8. _____ 16. _____

Luggage arrangements: (e.g. roof rack, ropes and sheets or trailer)

Checked and approved by: Date: _____
Name: _____

Designation: _____

Vehicle Log Sheet

Appendix 5

Department

Establishment.....

Vehicle Type and Registration.....

DRIVERS OR DRIVERS	DATE OF JOURNEY	JOURNEY DETAILS (record rest breaks and changes of driver)	OPENING MILEAGE	CLOSING MILEAGE	COMMENTS

Applying For a Vocational Driving Licence to Drive a Minibus (D1 PCV) Appendix 6

Paper Licence Holders

If you wish to apply for a licence to drive minibuses you must complete **Driving Licence Application Form D2** (available from DVLA Local Offices, Vehicle Operators Services, DSA, LGV and PCV test centres, Traffic Area Offices, LGV and PCV training schools and direct from DVLA), and enclose your current driving licence together with the appropriate [fee](#).

If this is your first application to drive a minibus, or you are renewing your licence, you must get a doctor to fill in a **Medical Report Form D4** (which can be down loaded from: www.direct.gov.uk/motoring or obtained from Traffic Area Offices, DVLA local offices, and DVLA) and ensure that all the relevant questions are completed. Send your completed application and fee to DVLA, Swansea, SA99 1BR.

If you have sent a medical report to DVLA in the last 12 months or you hold a full EC/EEA LGV/PCV licence and are under 45, you do not send another.

You must also enclose original documentation confirming your identity [Full Valid Current Passport, UK Birth Certificate, Certificate of Registry of Birth (Provided your name is present on the certificate), Adoption certificate, ID Card issued by a member state of the EC/EEA, Travel Documents issued by the Home Office ,Certificate of Naturalisation or Registration] and a passport-type size colour photograph taken against a plain light background (for photograph criteria see DVLA website). Send your completed application and fee to DVLA, Swansea, SA99 1BR or you may be able to use the [Post Office@ Checking Service](#).

Photocard Licence Holders

You must complete **Driving Licence Application form D2** (available from DVLA Local Offices, Vehicle Operators Services, DSA, LGV and PCV test centres, Traffic Area Offices, LGV and PCV training schools and direct from DVLA), and enclose your current driving licence.

If this is your first application to drive a minibus, or you are renewing your licence, you must get a doctor to fill in a **Medical Report Form D4** (which can be down loaded from: www.direct.gov.uk/motoring or obtained from Traffic Area Offices, DVLA local offices, and DVLA) and ensure that all the relevant questions are completed. Send your completed application and fee to DVLA, Swansea, SA99 1BR.

If you have sent a medical report to DVLA in the last 12 months or you hold a full EC/EEA LGV/PCV licence and are under 45, you do not send another.

Minibus PCV D1 Driver Training

How to Prepare for the PCV Minibus Driving Tests (Theory and Practical)

DSA minibus PCV driving tests are stringent and drivers need to prepare carefully for both the theory and practical tests. Road Safety - Minibus Driver Trainers can help prepare drivers for both the theory and practical PCV D1 tests.

PCV Theory Test for Minibus Drivers

A PCV CD Rom can be loaned to school/college staff from Road Safety Tel: 01273 482150.

On-road Minibus PCV D1 Driver Training

The Minibus PCV D1 Driving Test is rigorous and demanding. We recommend between two and five days training (**cost approx £120 per day**) in order to reach the required standard and give car drivers a reasonable chance of success in passing.

Two drivers can be trained in one week, 4 days plus 1 day for test, costs approx £600.
For further information please telephone Road Safety on 01273 482303.

1. Car drivers who passed their test after 1st January 1997 are only given category B, which allows them to drive vehicles with up to 8 passengers.
2. Car drivers who passed their car driving test (category B) after the 1st January 1997 who want to drive an ESCC School or Social Services minibus with up to 16 passengers must:
 - 1) Pass a **DVLA PCV Medical** with a GP using a **D4 Medical Report Form** available from DVLA Local Offices and complete a D2 Form then apply to the DVLA, Swansea for a PCV Provisional Licence (see previous page 52).
 - 2) Pass a Driving Standards Agency (DSA) **PCV Theory Test**
 - 3) Pass a Driving Standards Agency **PCV Minibus D1 practical Driving Test**
 - 4) PCV drivers must also undertake the ESCC Minibus Risk Management theory course.
 - 5) PCV drivers must undertake ESCC refresher on-road minibus training and assessment three years after passing the PCV D1 test.

ESCC Minibus Driver Training and Assessment

The ESCC Road Safety Unit provides Minibus Driver Training for Education (schools) and Social Services who want to train staff to meet the new legal minibus PCV D1 standards. A number of East Sussex Schools now have teachers who have trained and passed the Minibus PCV category D1 tests and qualified.

3. East Sussex County Council Minibus Operational Guidelines do not allow anyone to drive an ESCC school minibus unless they hold a licence with a D1 category to drive a minibus.
4. The East Sussex County Council requires all teachers and staff to undertake theory and practical Minibus Driver Training and Assessment, which is delivered by qualified DSA Approved Driving Instructors who also hold a PCV licence.
5. **All Schools and Social Service Centres must have a Section 19 Permit for each Minibus**; currently schools and colleges can obtain Section 19 Minibus Permits from the Lighting, Signals and Vehicles Group at Ringmer for £7. Telephone: 01273 482933.
6. **Can I Pay Drivers?** Schools and Social Service Centres **who employ staff to drive a minibus** must hold a Section 19 permit for each minibus and drivers must have the D1 category on their licence.
 - a) Drivers who passed their car test before January 1997 and have category D1 (not for hire or reward) **can be paid** to drive the school minibus under the Section 19 Permit. They must also undertake ESCC Minibus Driver Training (theory and practical) before driving the school or Social Service minibus.
 - b) Drivers who passed their car driving test after January 1997 must undertake and pass the DVLA PCV D1 Medical, DSA PCV Theory Test and PCV D1 practical Driving Test.
 - c) These drivers are still required to undertake ESCC Minibus Driver Training (theory course) and the practical training and assessment **three years** after passing the PCV test.

The Regulations that govern journeys outside the UK depend upon the country or countries being visited (including those which are simply passed through) and the type of trip being undertaken. There are two relevant types of service:

- **Regular Services**

A journey along a specified route, with passengers being picked up and set down, at pre-determined places. Special regular services cater for specialised clientele such as students, workers or military staff.

- **Occasional Services**

Excursions, tours and private hire trips, which will cover most minibus journeys abroad.

All International Journeys

- A tachograph must be fitted and used for international journeys (except in Eire). Drivers must be trained in the use of the tachograph as misuse may lead to prosecution or spot fines. Drivers Hours Regulations must be followed from the start of the journey in the UK.
- Driving licence requirements and laws about drivers' hours vary in countries outside the EU. Regulations about what emergency equipment must be carried on the minibus also vary; for instance, a warning triangle must be carried in some countries. The Operator should consult one of the main motoring UK organisations or the country's Embassy or consulate in London for further advice.
- The Operator should also consult the vehicle's insurers regarding insurance cover for the journey and for the countries to be visited.

Section 19 Small Bus Permits are Not Valid Abroad.

Therefore, the driver must hold a PCV licence.

Documentation for International Journeys

Operators must ensure that all the necessary documentation for journeys abroad is carried. The requirements may vary according to the country or countries being visited and further advice should be obtained. Some or all of the documents below will be required:

- i Full Minibus PCV D1 Driving licence with appropriate entitlement (see section 4.9 page 24)
- ii International Driving Permit or translation of licence (for some countries)
- iii Full passport (for everyone in the vehicle)
- iv Form E111 (for everyone in the vehicle)

v Letter of authority to drive the minibus

vi Tachograph charts

vii Waybill and/or Own Account Certificate

viii Model Control Document

ix Vehicle Registration Document

x Green card (international motor insurance certificate)

Advice on taking a minibus abroad is available from Ringmer County Transport and the DTLR, in the Fact sheet 'Taking a Minibus To Europe'.

Operators should ensure that they are aware of, and follow all necessary rules and regulations for international journeys and for all the countries that will be visited or driven through.

Minibus Pre-Drive Safety Check

Appendix 9

The driver is responsible for the minibus and should conduct a pre-drive safety check. This should be repeated whenever another driver takes over the vehicle. He or she should walk around the vehicle, including the trailer if applicable, to check for visible defects, and check the items listed below.

Exterior Check

OK Not OK

Oil level (once only at start of day)	<input type="checkbox"/>	<input type="checkbox"/>
Coolant level (once only at start of day)	<input type="checkbox"/>	<input type="checkbox"/>
Windscreen washer fluid level (once only at start of day)	<input type="checkbox"/>	<input type="checkbox"/>
Brake fluid level (once only at start of day)	<input type="checkbox"/>	<input type="checkbox"/>
Windscreen and windows are clean and undamaged	<input type="checkbox"/>	<input type="checkbox"/>
Wiper blades are clean and undamaged	<input type="checkbox"/>	<input type="checkbox"/>
Lights, including brake lights and indicators, are clean and working	<input type="checkbox"/>	<input type="checkbox"/>
Tyre pressures, including the spare (and inner tyres and tyres on a trailer, if applicable)	<input type="checkbox"/>	<input type="checkbox"/>
Tyre tread, including the spare and inner tyres and tyres on the trailer, if applicable. At least 2.0mm across centre 3/4 is recommended	<input type="checkbox"/>	<input type="checkbox"/>
Any cuts and bulges?	<input type="checkbox"/>	<input type="checkbox"/>
Doors open and close properly	<input type="checkbox"/>	<input type="checkbox"/>
Trailer brake lights and indicators work, if applicable	<input type="checkbox"/>	<input type="checkbox"/>
Lift (if fitted) works safely	<input type="checkbox"/>	<input type="checkbox"/>
Ramp (if fitted) fits and works safely	<input type="checkbox"/>	<input type="checkbox"/>
Roof rack or trailer is properly fitted, and all luggage is securely held	<input type="checkbox"/>	<input type="checkbox"/>
Damage or sharp edges	<input type="checkbox"/>	<input type="checkbox"/>

Interior Check

OK Not OK

Mirrors are correctly adjusted, clean and unobstructed	<input type="checkbox"/>	<input type="checkbox"/>
Position and function/purpose of all the dashboard controls	<input type="checkbox"/>	<input type="checkbox"/>
Position of driving seat so that all controls can be operated comfortably	<input type="checkbox"/>	<input type="checkbox"/>
Check for pressure on brake pedal	<input type="checkbox"/>	<input type="checkbox"/>
Wipers and washers are working properly	<input type="checkbox"/>	<input type="checkbox"/>
Fuel level (and type of fuel: diesel or petrol)	<input type="checkbox"/>	<input type="checkbox"/>
Seat belts, where fitted, are undamaged and working properly	<input type="checkbox"/>	<input type="checkbox"/>
Location of wheel brace and jack	<input type="checkbox"/>	<input type="checkbox"/>
Location and contents of first aid kit and fire extinguisher(s)	<input type="checkbox"/>	<input type="checkbox"/>
Location of relevant paperwork (permit disc, insurance, Road tax disc, MoT, emergency numbers and driving licence)	<input type="checkbox"/>	<input type="checkbox"/>
Change for parking or the telephone (or mobile phone or phonecard)	<input type="checkbox"/>	<input type="checkbox"/>
Luggage is securely stowed and aisles and exits are clear	<input type="checkbox"/>	<input type="checkbox"/>
Ensure that emergency equipment is available in the event of breakdown or accident. For example, a high visibility jacket, mobile phone, First Aid Kit and torch. Other equipment such as a warning triangle, webbing cutter could also be included.		

Brake Checks

Before the passengers are loaded the brakes should be checked. With the engine running, check the handbrake is working properly, and that the brake pedal is firm when pressed. A moving brake test should then be conducted, off-road if possible. Warn the passengers first, reach a speed of not more than 15 m.p.h., check the mirrors and if it is safe, apply the brakes fairly firmly. The brakes should work effectively, the vehicle should not pull to one side, luggage should be stored securely.

If faults that might affect the vehicle's or passengers' safety are found, the vehicle must not be used until they are all remedied.

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

Before Setting Off

- Allow sufficient time for the journey.
- Conduct a pre-drive safety check before every journey.
- Make sure you are familiar with the height, width, length and weight of the vehicle, and the position of the exterior fuel cap.
- Avoid long spells of driving, and plan breaks to ensure you are fresh to continue and that passengers do not get restless.
- Never allow passengers to board until the vehicle is at a complete standstill, and safely parked by an adjacent pavement or other traffic-free area. If you need to leave the vehicle, switch off the engine and remove the ignition keys.
- Passengers should enter the minibus from the pavement adjacent to the bus, not from the road itself (unless using a ramp or lift at the rear). If driving abroad, the nearside door may open onto the road, and therefore, extra care will be needed.
- Where relevant ensure that passengers 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.
- Always ensure that child passengers under the age of 11yrs or less than 150cm (5 feet) tall are safely belted in using an appropriate child seat or booster cushion.
- Always ensure that passengers travelling in their wheelchairs are safely secured. Wheelchairs not in use must be securely stored.
- 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.
- Make sure there is a complete list of the passengers being carried with a note of any special medical or other needs. Keep the list with other relevant documents in a place where it can be readily found in the event of an accident.
- Take care when using passenger lifts and other specialist equipment. Always comply with the manufacturer's instructions and only operate if competent to do so.
- 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.

During the Journey

- Ensure that passengers behave in an acceptable manner during the journey and do not distract the driver in any way. Boisterous play must not be allowed, neither must smoking nor drinking alcohol.

- Passengers must remain seated and wear their seat belts throughout the journey.
- Ensure that when passengers are dropped off, they leave the vehicle safely; that no parts of their clothing are caught in the vehicle's doors; that there is someone to meet them (a parent, guardian or carer in the cases of children and/or persons with disabilities).
- Approach any stop slowly and with care and only responsible persons to operate doors.
- Use hazard warning lights on school trips when children are boarding or leaving the vehicle if parked on the public highway.
- 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 whilst driving.
- Children or other vulnerable people must not be left unaccompanied in the minibus.
- If the vehicle breaks down, or if there is an accident, give clear instructions to the passengers and see that they remain together and supervised.
- 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 as far away from the carriageway and passing traffic as possible. Switch on the hazard warning lights and make sure the side lights are on. Vacate the vehicle and again ensure that passengers, especially children, remain together and are supervised, move them to a safe position behind the barrier and up the bank if possible.

At the End of the Journey

- Ensure that children and other vulnerable people 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.
- Do not leave children alone if no one has arrived to collect them. Ensure you know what to do if a child is not collected.
- Report any problems or incidents that occurred during the trip to your line manager.
- Supervise the passengers when boarding or leaving the vehicle, taking particular care if they are leaving by the rear exit. If driving abroad in a country that drives on the right, be aware that some doors may open onto the roadside.

- Supervise the passengers when boarding or leaving the vehicle, taking particular care if they are leaving by the rear exit. If driving abroad in a country that drives on the right, be aware that some doors may open onto the roadside.
- Check that no passenger boards or leaves the vehicle until it is at a complete standstill, and safely parked by a pavement or other traffic-free area.
- Ensure the driver does not move off until everyone is safely seated, facing the front and wearing a properly positioned and adjusted seat belt (if fitted), or using a securely fixed and properly adjusted special harness, seat or child restraint if appropriate.
- Check that ambulant disabled passengers are seated safely, passengers travelling in wheelchairs are safely secured and wheelchairs not in use are securely stored.
- Ensure that passengers behave in an acceptable manner during the journey and do not distract the driver in any way. Boisterous play must not be allowed, neither must smoking nor drinking alcohol. Passengers must remain seated and wearing their seat belts (if fitted) throughout the journey.
- Ensure that all luggage is securely stored and that all gangways and exits are kept clear.
- Ensure that when passengers are dropped off, they leave the vehicle safely; that no parts of their clothing are caught in the vehicle's doors; that there is someone to meet them (a parent, guardian or carer in the cases of children and/or persons with disabilities).
- Ensure that children are never left unsupervised in the minibus, or if the vehicle breaks down.
- Only operate the passenger lift and other specialist equipment if trained and qualified to do so.
- Keep a complete list of the passengers, including details of any special needs, and ensuring that all passengers have returned to the vehicle after any rest stops.
- In the event of a breakdown or accident, ensure that children remain supervised, are given clear and firm instructions and if necessary, help in evacuating the minibus.
- Help to direct the vehicle if the driver needs to reverse, but do not stand directly behind the vehicle out of the driver's sight. Children must **never** direct a reversing vehicle.

Teaching road safety is one of the most important duties of a parent. It must include teaching children to behave properly when they use public transport. Minibuses are not places for play.

This guidance, in Appendix 11 and that in Appendix 12, is not directed at the school environment and therefore schools should refer to the Offsite Activities and Educational Visits: Regulations and Guidelines.

Please read and make sure you understand and agree to these guidelines before allowing your child to make a minibus journey.

Pick-up and Drop-off points

- Be Punctual
- Make sure your child is ready for collection at the proper time. Remember, it is your responsibility to ensure your child gets to and from the minibus safely.
- Make sure your child knows what to do if the minibus is late or does not arrive.
- Wait with your Child
- Wait with your child on the side of the road where the bus stops. Make sure you stand on the side of the road where the bus sets them down on the return journey.
- Always avoid calling your child across the road to you. Children are excited when they have just come back and traffic will be the last thing on their mind.

Safe Walking and Crossing

- Make sure your child knows and understands the Green Cross Code. Young children cannot judge speed or distance of traffic very well and must not be allowed to cross the road unaccompanied. Advice on safe crossing is available from your local Road Safety Officer located within the County Council.

Meet your Child

- Make sure that you, or another carer, are at the pre-arranged meeting point when your child returns home **on the side of the road that your child gets of the minibus**, and have the telephone number of other parents, the school or other relevant contact person to pass on messages if required.

Safe Route

- Make sure that both you and your child know the safest route home after leaving the minibus, and always use it.

On the Minibus

Behaviour

- Teach your child to act sensibly on or around minibuses.
- Make sure your child knows that bad behaviour on the minibus is dangerous and to listen to the driver's and escort's instructions. Children should understand that misbehaviour may result in the minibus returning to its base, the child being taken to a place of safety and/or the minibus remaining stationary until the parents have collected the child.

Contact Details

- Make sure that the person responsible for the minibus has up-to-date information about the child making the journey, including contact details for emergencies.

Medical Details

- Make sure that the person responsible for the minibus has up-to-date information about any special requirements the child may have and relevant medical information in writing.

Medication

- If your child may need to take medication during the trip, discuss this in advance with the trip organisers. The school should have a policy for supporting pupils with medical needs. Teachers and drivers do not have a legal duty to administer medication, but they can volunteer to do so. If they do this, they must have appropriate training. If a child is going out on a school trip, provision must be made to ensure the child's health and safety.

Other Details

Advise the driver and escort if there is a particular difficulty with your child on a particular day. But it is your duty to decide whether your child should go on the journey in such circumstances. It is the parent's responsibility for assessing whether a child is fit to undertake the journey.

Damage

Any vandalism caused by your child whilst on a journey is your responsibility. Persistent offenders may not be accepted on future journeys. Unreasonable behaviour may endanger your own, or someone else's child. Parents will be expected to reimburse the operator for any damage caused by their child.

Concerns

Discuss and resolve any concerns you may have with the responsible person, eg: the headteacher or group leader.

- Go to the toilet before you get on the minibus.
- Arrive on time, and wait for the minibus away from the road.
- Don't push or rush towards the minibus when it arrives.
- Find a seat quickly and quietly without pushing and put on your seat belt.
- Make sure your bags are correctly stored so they do not block the gangways or take up seats.
- Stay seated when the minibus is moving and keep your seat belt on at all times.
- It's dangerous to kneel on your seat.
- Only speak to the driver when he or she is not driving, or in an emergency. Speak to the escort (if there is one) rather than the driver.
- If you need to use the toilet or you feel unwell during the journey, tell the escort, or the driver if the escort is not present.
- Don't throw things or play about in the minibus.
- Wait until the minibus has stopped and the driver has told you to undo your seat belt before getting up to leave.
- Take your belongings with you when you leave the minibus, except in an emergency when you should leave them behind.
- Be careful, if you have forgotten something and you return to the minibus – the driver may be pulling away. Tell the escort.
- **If you have to cross the road after getting off the minibus, wait for it to move away first. Use the Green Cross Code.**

Drivers' Hours

Appendix 14

The table below summarises the main rules concerning Drivers' Hours. A comprehensive explanation of the rules is contained in 'Drivers' Hours and Tachograph Rules for Road passenger Vehicles in the UK and Europe' (PCV 375). This is available from the DTLR.

	ESCC RULES	Domestic rules	EC rules
Maximum length of working day	13 hours	16 hours	13 hours
Daily driving period	9 hours	10 hours	9 hours
Time driving without a break	2 hours	5 1/2 hours	4 1/2 hours
Minimum length of break	30 minutes	30 minutes	45 minutes
Daily rest period	11 hours	10 hours	11 hours

First Aid Kit and Other Equipment for Minibuses Appendix 15

- 10 antiseptic wipes, foil packed
- 1 conforming disposable bandage (not less than 7.5 cm wide)
- sterile gloves and mouth masks
- 2 triangular bandages
- 1 packet of 24 assorted adhesive dressings
- large sterile unmedicated ambulance dressings (not less than 15 x 20 cm)
- 2 sterile eye pads with attachments
- 12 assorted safety pins
- 1 pair of rustproof blunt-ended scissors
- Disposable gloves
- Mouth mask for resuscitation

Fire Extinguisher

At least one fire extinguisher (two are recommended for accessible minibuses) which:

- complies with BS 5432 (or an equivalent), and has a minimum test rating of 8A or 21B, and contains water or foam or halon 1301 or halon 1211.

Other Equipment

It is recommended that the following should also be carried:

- pen and paper and a working torch
- the organisation's internal instructions and contact details
- insurance details
- motoring breakdown policy details
- mobile phone, phonecard or change for the phone
- webbing cutter
- a high-visibility coat complying with BS EN 471
- an emergency warning triangle or a flashing beacon (not fitted to the vehicle)

Endorsement Offence Codes

Appendix 16

The following is a guide to the number of penalty points a court may impose, it does not reflect the fact that some offences may incur a disqualification. These codes are recorded on licences from information supplied by the courts – any queries about them should be addressed to the courts which imposed them.

Code Accident Offences Penalty Points

AC10 Failing to stop after an accident	5-10
AC20 Failing to give particulars or to report an accident within 24 hours.....	5-10
AC30 Undefined accident offences.....	4-9

Disqualified Driver

BA10 Driving while disqualified by order of court.....	6
BA30 Attempting to drive while disqualified by order of court.....	6

Careless Driving

CD10 Driving without due care and attention.....	3-9
CD20 Driving without reasonable consideration for other road users	3-9
CD30 Driving without due care and attention or without reasonable consideration for other road users.....	3-9
CD40 Causing death through careless driving when unfit through drink.....	3-11
CD50 Causing death by careless driving when unfit through drugs.....	3-11
CD60 Causing death by careless driving with alcohol level above the limit	3-11
CD70 Causing death by careless driving then failing to supply a specimen for alcohol analysis.....	3-11
CD71 Causing death by careless driving then failing to supply a specimen for drug analysis.....	3-11

Code Construction & Use Offences Penalty Points

CU10 Using a vehicle with defective brakes	3
CU20 Causing or likely to cause danger by reason of use of unsuitable vehicle or using a vehicle with parts or accessories (excluding brakes, steering or tyres) in a dangerous condition	3
CU30 Using a vehicle with defective tyre(s)	3
CU40 Using a vehicle with defective steering	3
CU50 Causing or likely to cause danger by reason of load or passengers	3

Reckless/Dangerous Driving

DD40 Dangerous Driving	3-11
DD60 Manslaughter or culpable homicide while driving a vehicle.....	3-11
DD80 Causing death by dangerous driving.....	3-11

Drink or Drugs

DR10 Driving or attempting to drive with alcohol level above limit	3-11
DR20 Driving or attempting to drive while unfit through drink.....	3-11
DR30 Driving or attempting to drive then failing to supply a specimen for alcohol analysis	3-11
DR31 Driving or attempting to drive then failing to supply a specimen for drug analysis	3-11
DR40 In charge of a vehicle while alcohol level above limit	10

DR50	In charge of a vehicle while unfit through drink	10
DR60	Failure to provide a specimen for alcohol analysis in circumstances other than driving or attempting to drive	10
DR61	Failure to provide a specimen for drug analysis in circumstances other than driving or attempting to drive	10
DR70	Failing to provide specimen for breath test	4
DR80	Driving or attempting to drive when unfit through drugs	3-11
DR90	In charge of a vehicle when unfit through drugs.....	10

Insurance Offences

IN10	Using a vehicle uninsured against third party risks	6-8
-------------	---	-----

Licence Offences

LC20	Driving otherwise than in accordance with a licence	3-6
LC30	Driving after making a false declaration about fitness when applying for a licence	3-6
LC40	Driving a vehicle having failed to notify a disability	3-6
LC50	Driving after a licence has been revoked or refused on medical grounds	3-6

Miscellaneous Offences

MS10	Leaving a vehicle in a dangerous position	3
MS20	Unlawful pillion riding	3
MS30	Play street offences	2
MS50	Motor racing on the highway	3-11
MS60	Offences not covered by other codes as appropriate	
MS70	Driving with uncorrected defective	3
MS80	Refusing to submit to an eyesight test	3
MS90	Failure to give information as to identity of driver etc.	3

Motorway Offences

MW10	Contravention of Special Roads Regulations (excluding speed limits)	3
-------------	---	---

Pedestrian Crossings

PC10	Undefined Contravention of Pedestrian Crossing Regulations.....	3
PC20	Contravention of Pedestrian Crossing Regulations with moving vehicle	3
PC30	Contravention of Pedestrian Crossing Regulations with stationary vehicle	3

Code Speed Limits Penalty Points

SP10	Exceeding goods vehicle speed limits	3-6
SP20	Exceeding speed limit for type of vehicle (excluding goods or passenger vehicles)	3-6
SP30	Exceeding statutory speed limit on a public road.....	3-6
SP40	Exceeding passenger vehicle speed limit.....	3-6
SP50	Exceeding speed limit on a motorway	3-6
SP60	Undefined speed limit offence	3-6

Traffic Direction and Signs

TS10	Failing to comply with traffic light signals	3
TS20	Failing to comply with double white lines	3
TS30	Failing to comply with a 'Stop' sign	3
TS40	Failing to comply with direction of a constable/warden	3

TS50 Failing to comply with a traffic sign (excluding 'stop' signs, traffic lights or double white lines).....	3
TS60 Failing to comply with a school crossing patrol sign	3
TS70 Undefined failure to comply with a traffic direction sign	3

Special Code

TT99 To signify a disqualification under 'totting up' procedure.
If the total of penalty points reaches 12 or more within 3 years, the driver is liable to be disqualified.

Theft or Unauthorised Taking

UT50 Aggravated taking of a vehicle..... **3–11**

Aiding, Abetting, Counselling or Procuring

Offences as coded on pages 16-17, but with 0 changed to 2 eg. LC10 becomes LC12

Causing or permitting

Offences as coded, but with 0 changed to 4 eg. LC10 becomes LC14

Inciting

Offences as coded, but with 0 changed to 6 eg. DD40 becomes DD46

Periods of time

Periods of time are signified as follows: D=Days, M=Months, Y=Years

Endorsements remain on a counterpart document for:

- **11 years** from date of conviction for offences relating to drink/drugs and driving, causing death by careless driving whilst under the influence of drink/drugs and causing death by careless driving then failing to provide a specimen for analysis
- **4 years** from date of conviction for reckless/dangerous driving and offences resulting in disqualification
- **4 years** from the date of offence in all other cases.

At the appropriate time, you can apply to remove your endorsement(s) from your counterpart by completing a D1 application form available from Post Office® branches. **(The photocard should also be returned).**

The Road Traffic (New Drivers) Act 1995

This Act will affect you if you first passed a driving test on or after 1 June 1997. If you reach 6 or more penalty points within two years of passing that test (the probationary period) DVLA will automatically revoke your licence on being notified by a court or fixed penalty office. You will then have to surrender your full licence and obtain a new provisional licence, drive as a learner, pass the theory and practical test again in order to regain your full driving licence.

There is no appeal against such automatic revocation. The only appeal available is against the conviction for which the penalty points were awarded; the court will be able to advise you on the process if you believe you have a case. If you do make such an appeal, once the court notifies DVLA the revocation will be suspended until the outcome of the appeal. Penalty points counting towards the total of 6 include any you incurred

before passing the test, as long as the offence took place not more than 3 years before the latest penalty point offence. Points imposed after the probationary period will also count if the offence was committed during that period.

Passing the retest will not remove the penalty points from your licence, and if the total reaches 12, you are liable to be disqualified by a court.

Mutual Recognition of Driving Disqualifications between Great Britain (GB) and Northern Ireland (NI)

Since 11 October 2004 there has been mutual recognition between GB & NI of driving disqualifications. This allows:

- Recognition in GB of disqualifications which were imposed under NI jurisdiction.
- Endorsement of GB counterparts issued to NI licence holders. ANI driving licence holder may apply for a GB counterpart by completing form D9 (available from DVLA). This can be kept with their NI licence and will allow them to avail themselves of the Fixed Penalty Scheme for certain types of offence.
- Revocation of a NI licence in conformity with the Road Traffic (New Drivers) Act 1995.
- Revocation of a NI licence on grounds of disability and prospective disability. Reciprocal provisions came into force in Northern Ireland at the same time as those made in Great Britain

Short Period Disqualification (SPD)

If you are disqualified for less than 56 days, the court will stamp your counterpart document and give it back to you. The stamp will tell you how long you are disqualified for. You do not need to renew your licence when the Short Period Disqualification ends. Your driving entitlement becomes valid again the day after the expiry of the disqualification.

Minibus

A motor vehicle which is constructed or adapted to carry more than eight but not more than 16 passengers in addition to the driver.

A minibus first used on or after 1 April 1988 must comply with regulations 41 to 44, and Schedule 6, of the Road Vehicles Construction and Use Regulations 1986 (SI 1986 No.1078).

A minibus first used before 1 April 1988 can comply with the 1986 Regulations, or alternatively with the Minibus (Conditions of Fitness, Equipment and Use) Regulations 1977 (as amended).

These regulations set out the minimum construction standards for minibuses with which all manufacturers and converters must comply.

Owner

The registered owner of the minibus.

Operator

The group or individual responsible for organising the carriage of passengers. This may be the driver, if he or she owns the vehicle, or the person, school, organisation, etc. for whom the driver works (whether under a contract of employment or any other description of contract personally to do work, including someone working in a voluntary capacity).

Manager

The person responsible for managing the minibus service, within the school or organisation.

Driver Licence Entitlements

D1 Vehicles with between 9 and 16 passenger seats with a trailer up to 750kg.

D1 + E

Combinations of vehicles where the towing vehicle is in subcategory D1 and its trailer has a MAM of over 750kg, provided that the MAM of the combination thus formed does not exceed 12000kg, and the MAM of the trailer does not exceed the unladen mass of the towing vehicle.

D Any bus with more than 8 passenger seats with a trailer up to 750kg.

D + E

Any bus with more than 8 passenger seats with a trailer over 750kg.

Category Restrictions

On any category the DVLA may place one or more category restriction on the column next to the category on the Licence document.

Restriction 120 = Complies with health standards for Category D1

Restriction 101 (1) = Not for hire or reward

‘Hire or Reward’

‘Hire or reward’ embraces any payment (in money or kind), which gives a person a right or expectation, to be carried regardless of whether a profit is made or not. This payment may be a direct payment made by the person themselves, or on their behalf – such as a fare, a grant or even a donation to the operator. It may include other things in addition to the cost of travel – e.g. membership fees, grants, payments for access to specific events etc.

Seat Restraint System

A seat belt intended to be worn by a person in a vehicle and designed to prevent or lessen injury to its wearer in the event of an accident to the vehicle and includes, in the case of a child restraint, any special chair to which the belt is attached.

Three-point Belt

A seat belt which restrains the upper and lower parts of the torso, includes a lap belt, is anchored at not less than three points and is designed for use by an adult.*

Lap Belt

A seat belt which passes across the front of the wearer’s pelvic region and which is designed for use by an adult.*

Approved Seat Belt

An approved seat belt is one which is marked ‘e’, ‘E’ or conforms to BS 3254.

Disabled Person’s Belt

A seat belt which has been specially designed or adapted for use by an adult or young person suffering from some physical disability and which is intended for use solely by such a person.

Child Seat Restraints

A seat belt or other device for the use of a child which is designed either to be fitted directly to a suitable anchorage or to be used in conjunction with a seat belt for an adult and held in place by the restraining action of that belt.

An appropriate child restraint is a baby carrier, child seat, harness, booster seat or booster cushion suitable for the child's weight.

All child restraints must conform to ECE R44.03 or a British Standard.

Driver or escort must ensure that an appropriate child seat/restraint, booster cushion or seat belt is fastened correctly for each child or client (**The Department for Transport advise that all child passengers under the age of 12 years or less than 135cm (approximately 4' 5" tall) are safely belted in using an appropriate child seat or booster cushion**).

Types and Standards of Appropriate Child Restraints

Baby seats

Rearward -facing baby seats
From birth to 6-9 months – up to 13kgs

Child seats

Forward-facing child seat
From 9 months – 4 years 9-18 kgs
(20-40 lbs) ECE R44.03

Booster seats

Forward-facing booster seat
From approx 4 years 15 kgs and up (33-55 lbs) ECE R44.03

Booster cushions

Booster cushions from 6 years
22 kgs and up (48-79 lbs) ECE R44.03

M2 Vehicles

One of the vehicle categories for type approval purposes laid down in EC Directive 70/156/EEC.

M2 vehicles are used for the carriage of more than eight passengers in addition to the driver, but have a maximum weight not exceeding 5 metric tonnes.

For further information and advice on child seat restraints please telephone: Barry Weise on 01273 482208 or Email barry.weise@eastsussex.gov.uk