

GUIDANCE FOR THE SAFE USE OF MINIBUSES



This guidance provides minimum standards for all NYCC Centres including Schools that use minibuses and trailers. It should be read in conjunction with other relevant corporate policies and directorate guidelines e.g. Guidelines for Educational off-site Visits and Activities for Schools and Continuing Education.

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1. Definition of a Minibus

“Minibus” – a motor vehicle which is constructed or adapted to carry more than 8 but not more than 16 seated passengers in addition to the driver.

(Construction and Use) Regulations 1986

2. Managers Responsibilities

Step 1 – An assessment must be made prior to procurement which considers:

1. Intended purpose of the vehicle e.g. number of seats likely to be required
2. Accessibility e.g. requirement for lifts, wheelchair bays etc
3. Equipment storage on vehicle e.g. use of trailers, tow bars and roof racks – refer to pages 6 and 8 for additional information.
4. Availability of competent drivers or alternative arrangements e.g. taxis contracts, hire arrangements, sharing other NYCC site drivers and vehicles.

Step 2 - Procurement

Managers must ensure they have consulted with procurement support and identified the specifications required for the type of service they need the vehicle for. Procurement support and integrated passenger transport will provide advice and guidance on suitable vehicles. Consideration must be given to appropriate provision of Disability Access prior to purchase.

Step 3 - Insurance

Managers must ensure that they have formally consulted Insurance Risk Management Unit on any purchase or hire arrangements. Ensuring sufficient insurance is in place for driving, towing and trailers. Ensure sufficient insurance cover is in place for any individuals with complex medical needs or special circumstances.

Step 4 - Security

Managers must ensure that there are appropriate secure parking facilities available on site and approved by insurance agreement. Managers must recognise the vulnerability of roof racks, bespoke trailers, etc.

Step 5 – Driver competence

Refer to Section 3 Classifications

3. Important Classifications

There are 3 main categories of drivers:

1. Pre 1st January 1997 – Drivers who were issued with a full driving licence category A/B D1 are entitled to drive a minibus in the UK. They may also drive in Europe as long as it is not under Section 19 or for hire or reward. If this is the case, they must have passed a Passenger Carrying Vehicle (PCV) test.
2. Drivers who passed their test after 1.1.1997 who only have a category B are entitled to drive a minibus weighing no more than 3.5 tonnes MAM as long as it is in a voluntary capacity. (See definition of voluntary in Section 19 permits below).
3. Drivers who have passed their test after 1.1.1997 who wish to drive a minibus over 3.5 tonnes MAM will be required to pass a separate PCV minibus theory, practical and medical test to obtain a D or D1 licence. Drivers gaining a D or D1 PCV need to meet a higher medical standard.

In addition to correct driver licensing, managers must ensure all drivers;

- Be driving on behalf of a non commercial body for social purposes
- Be over 21 years old
- Hold a category B licence for at least 2 years, (standard car licence)
- Or work for organisations where it does not apply

4. Section 19 Permits

Organisations including schools that are using a minibus for hire or reward (but not for profit) may apply for a Section 19 dispensation. This dispensation allows organisations such as schools and voluntary organisations to be exempt from some of the statutory requirements for driving minibuses. A new style purple disk (or old style white disc) displayed in the windscreen of the vehicle indicates the driver is operating on a Section 19 permit.

Further information can be obtained and Application Forms can be obtained from Integrated Passenger Transport:-

Gary White 01609 535867 or Dave Travis 01609 535579

Please note: Discs now display an expiry date

It must be appreciated that a driver operating under a Section 19 permit is driving in a voluntary role rather than as a part of their employment contract.

Examples;

1. A class teacher taking a group of pupils to a sporting fixture acting in a voluntary role, under a Section 19 permit, does not require a D1 PCV test, but does require the correct licence for the weight known as, Maximum Authorised Mass (MAM), of the minibus. The teacher is at work taking part in a school activity and as such will be acting under their contract of employment but is not specifically paid as a minibus driver. The manager still holds roles and responsibilities for the health and safety of the volunteer driver.
2. An instructor working for the Outdoor Education Service is expected as part of their contract of employment to regularly drive groups of pupils to a wide variety of outdoor education activities, and therefore will require a D1 on their licence (Section 19 will still be required).
3. Re-assessment of drivers should be a fundamental part of any management system. The minimum period should be at least every 4 years, and more often if there has been an adverse event e.g. accident or incident (where the actions of the driver may have been questioned). The more infrequent a driver uses the minibus the more robust the assessments should be.
4. Hire or reward is where any money is provided by passengers, e.g. swimming pool trip which cost pupils £3 and are travelling by bus where part of £3 was to cover fuel would be for hire or reward. Only a totally free service paid for by the organisation in full would exempt from the need for a section 19 Permit.

4b Minibus Speed Limits

All minibuses are governed by lower national speed limits.

Where a speed limit is signed in numbers (e.g. 30mph) this limit applies

Where a national speed limit is signed the following applies:

- Single carriageway – 50mph
- Dual carriageway – 60mph
- Motorway – 70 mph

All new minibuses are now fitted with speed limiters which should be set at **62** mph.

This should be signed in the drivers cab

Most old minibuses should have been retro-fitted with a speed limiter by now.

Speed limited minibuses are **not** permitted in the outside lane of a 3 or more lane motorway.

5. Requirements for Drivers of Minibuses and MPV's

It is NYCC policy to require all minibus drivers irrespective of their driving licence status to complete a Minibus Driving Awareness Scheme (MIDAS) training course if driving a minibus.

- Drivers of Multiple Person Vehicles (MPV's) which have less than 8 seats in total do not require a D1 licence but will be required to complete a MIDAS course (for Cars and MPV's) where appropriate. The MPV now requires a section 19 Permit for hire or reward.

- All drivers are required to be between the ages of 21-65. The age may be extended to 65-70 subject to passing a MIDAS test – and in consultation with the Insurance Risk Management Unit. (If you are 70 or over you will need to make a special application which involves meeting higher medical standards)
- All drivers must hold a full UK driving licence category B or D or D1 depending on vehicle weight. A non D1 driver can still attend and pass a MiDAS course IF the provider has a minibus of 3.5 tonnes MAM or below to complete the training in.
- The Driving licence must have been held for a minimum of 2 yrs.
- When hiring a Minibus managers must check on the minimum age requirements before booking as some hire companies will only insure drivers over 25 years of age. They should also ensure that the driver is licensed to drive the weight of vehicle hired.
- All drivers must hold a valid MIDAS certificate which must be renewed every 4 years or more frequently if aged 65-70.
- Drivers with penalty points on their licence must seek recorded approval from their Line Manager before undertaking any journeys. Some commercial hirers/insurers may insist on max 3pts in order to be an approved driver. The Line Manager must then seek advice from Insurance and Risk Management if the vehicle is being operated under NYCC Insurance.
- Licence checks must be carried out six monthly by line managers for all drivers of minibuses/ MPV's and drivers of private cars used for the transportation on behalf of NYCC in the course of their work, all drivers must inform the Management of any changes or endorsements to their licence immediately.
- The towing of trailers must be only undertaken by drivers, experienced in towing who hold the appropriate licence.
- Managers must ensure a robust system of near miss and incident reporting as part of the monitoring of drivers.

6. Driving with a Trailer

There are 4 main categories of driver:

1. Drivers issued with a driving licence before 1.1.1997 (Category D1 + E) are permitted to drive a minibus with a trailer provided the vehicle and trailer combination weight does not exceed 12 tones MAM. (Ref INF30 DVLA)
2. Drivers issued with a driving licence after 1.1.1997 who only have category B are permitted to drive vehicles up to 3.5 tones MAM. B drivers are not permitted to tow any trailer. (Ref INF28, sect2)

3. Drivers who have passed a PCV test to get to category D/D1 licence can drive a minibus with trailer up to 750kgs MAM. There is no maximum weight category for the minibus.
4. Drivers who passed a PCV test to get a category D/D1 and who then took another test to gain a +E category can tow any weight trailer as long as the combined vehicle and trailer weight does not exceed 12 tonnes MAM.

A trailer may be used to carry luggage or equipment. Lower speed limits apply to minibuses with trailers: 50 mph. on single carriageway roads and 60 mph. for dual carriageways and motorways. Minibuses with trailers are also prohibited from using the outside lane on motorways with three or more lanes.

In addition to complying with the appropriate licence requirements, all drivers **must** be trained or already experienced in towing before being permitted to drive a minibus with a trailer. Care should be taken not to overload or unevenly load a trailer and it is essential all items are fully secured. Specific care is required for items such as canoes which can crash through the rear of a minibus in the event of a collision.

A trailer must not be used on any minibus with rear facing doors which is carrying passengers, unless there is an emergency door on the nearside of the vehicle. In the event of a collision, it is likely that the trailer will obstruct the rear doors. It is the Operator's responsibility to ensure that when passengers are carried, access through the emergency rear exit is not restricted in anyway by the trailer. (A breakaway cable **must** always be used).

7. Risk Assessment

Managers are required to conduct a thorough Risk Assessment regarding the use of the minibus, and should consider;

- Drivers must be suitably rested before undertaking long journeys particularly when the event is planned after a member of staff has completed a standard working day. Drivers primarily employed as a driver should operate under Domestic Hours Rules, (this should be taught on the MIDAS Course)

Additional MIDAS information - Appendix 3

- Any journeys expected to be over 4 hours long will require 2 drivers.
- For Drivers who are not required to follow Domestic Rules we suggest journey times should be planned to accommodate a 15 minute break or change of drivers every 2hrs, and 30 minutes break after 4hrs.
- Where appropriate formal consent will be obtained from parents and guardians, **Note:** Not required for visits during curriculum time – refer to new DCSF Guidelines (Health and Safety of Pupils on Educational Visits page 21 section 112).
- When transporting young people or vulnerable adults **on trips**, management **must** consider if an additional adult(s) is required for supervision during the journey.

- All staff must be familiar with the Emergency Arrangements, including fire fighting equipment, safe disembarkation in event of emergency, first aid provision and any special medical needs.
- All staff must be advised on the agreed pick up and drop off arrangements, and ensure appropriate safe systems are in place in the event of drop offs requested by passengers outside the plans.
- All staff must know how to conduct a safe emergency stop which includes stopping in a place of safety and disembarking away from the vehicle on motorways. Staff must be familiar with the vehicle details for contacting recovery services etc.
- Ensure drivers have access to a mobile phone, (not to be used by the driver whilst the vehicle is in motion), to use in an emergency, with relevant contact numbers for managers, base location and intend end of journey location. Emergencies can be two way, second adult can deal with emergency circumstances.
- All staff must be advised on actions taken when carrying hazardous substance such as oxygen, cleaning chemicals, or large equipment which if not secured pose serious risk of danger in the event of emergency stops.
- Assessment of the use of wheelchair fixings on minibuses, safe emergency evacuation from wheelchair fixed minibuses. (e.g. MIDAS accessible assessment) Managers must ensure staff are competent in the use of wheelchair fixings and familiar with emergency evacuation procedures of wheelchair dependent service users.
- Drivers who satisfy the conditions are able to drive minibuses; the importance of road safety cannot be understated especially in the carriage of school children. Only competent and trained drivers should be used for this purpose. The DfT and DCSF recognise that holding D1 Passenger Carrying Vehicle (PCV) entitlement remains the good practise option for schools.
- Managers must ensure arrangements are in place to enable equipment to be secured. (Luggage or heavy items must be secured so they can not cause injury in the event of a sudden stop or collision).

Use of Roof Racks

There are a number of significant risks associated with using roof racks on minibuses including;

- their use will affect the stability and handling of the vehicle
- the centre of gravity of a minibus is high and heavy luggage on a roof rack can affect the drivers ability to drive the vehicle safely
- overloading may exceed the weight limits set down in the manufacturers vehicle handbook
- the roof rack and luggage will add to the height of the vehicle and this presents a serious hazard for driving beneath bridges, into car parks and on and off ferries
- the load may not be effectively secured with suitable restraining straps
- work at heights will be involved and staff will require training (lone working is not permitted when working at heights)

- all loading on to roof racks presents manual handling risks

Where reasonably practicable the use of roof racks on minibuses should be avoided. Luggage, in particular, heavy luggage, should be carried within the vehicle, go in a separate vehicle or a trailer used.

If an establishment intends to fit a roof rack on a minibus, a copy of the risk assessment for the use of that roof rack should be completed and approved by a senior manager within the establishment/service area.

8. Drivers Hours

When a driver is driving under a Section 19 permit the driver's hour's rules do not apply, (unless the driver is employed mainly as a driver). However, the NYCC guidelines out lined in section 7 should be followed. If the vehicle is being driven by a paid driver then the drivers hours and tacograph rules will apply please see further advice from Integrated Passenger Transport. (This does not apply to Section 19 operations or not for Profit Operation).

For full information on Tacograph Rules; see www.vosa.gov.uk

Drivers of any vehicles are considered as the responsible person in law for the safety of their passengers and it is the driver's responsibility to ensure that the vehicle being used is in a safe condition to drive.

The driver is responsible for their own fitness to drive and report any health issues or adverse events which may compromise their fitness to drive. Any prosecution resulting from the negligent driving or operation of a vehicle will in most cases result in penalty points being put onto the named drivers licence, and in some cases may result in a custodial sentence

9. Drivers Responsibilities

Drivers are required to;

1. Check the safety of the vehicle before each and every journey, additional information within appendix 1
2. Drivers must report promptly any defects or concerns
3. Not drive a vehicle which they know to be defective e.g. bald tyres
4. Must be familiar with the content of the risk assessment for the journey
5. Be familiar with route and all arrangements detailed in the risk assessment
6. Ensure all loads are secured appropriately before departure
7. Ensure all access, egress and gangway routes are kept clear
8. Ensure seatbelts are worn correctly before commencing journey.

9. Be familiar with the procedures in the event of breakdown or accident, or significant delay, including the details of recovery companies e.g. RAC/AA/Green flag.
10. Be familiar with the agreed code of conduct for passengers and avoidance of distracting the driver.
11. Where relevant bring to the attention of a trip leader any concerns regarding passengers conduct.
12. Where supervisors are being used ensure they are spread throughout the vehicle and briefed appropriately on arrangements in the event of an emergency.
13. Make an official announcement with reference to wearing seat belts.
14. Display a prominent sign at each passenger seat equipped with a seat belt



Ensure robust arrangements for dropping off at the end of journey particularly where the drop is not the final destination. It is the drivers/supporting workers duty to make every reasonable effort to ensure any drop off arrangements have been agreed with parents/guardians and that the young person is left in a place of safety.

10. Code of Conduct

It is good practice to formally document a code of conduct agreement which should be shared where appropriate with drivers, supervisors and passengers (see appendices 3-5).

11. Record keeping and Administration

- It is recommended that a copy of the insurance certificate is kept in the minibus. The insurance should cover
- All activities for which the minibus is to be used
- The total number of passengers allowed and the total weight (including passengers and luggage)

The following records must be kept:

- All documents relating to the vehicle, original manufacturers information
- Operating log including booking the vehicle in and out
- Accident/incident book, including faults reported and rectified
- List of authorised drivers
- Copy of driving licences
- Training and retraining forms

- Medical check details, kept strictly confidential
- Emergency equipment logs e.g. (Fire Extinguisher service records)
- Details of any vetting conducted
- Contact names and details of managers in event of serious incident
- Maintenance and safety check documents.
- First Aid Checklist
- Documentation/ records relating to Fire Extinguishers

Please Note:

If operating under Section 19 Permit Rules, the bus must have a 10 week service/ safety inspections completed by a Competent Person.

A pre-use walk around check must be completed by the driver and a hard copy kept on file and in the vehicle.

Tail/ disable access lifts must be maintained in the line with LOLER (Lifting Operations and Lifting Equipment) Regulations, Annual Weight Test and 6 monthly inspection and service.

12. Further Information Available From

Insurance and Risk Management Unit – 01609 532721

CYPS Health & Safety Risk Management – 01609 532589.

Integrated Passenger Transport - 01609 535759

General Adviser – Outdoor Education & Education Visits - 01423 711 394

Guidelines for Educational off-site visits and Activities for Schools and Continuing Education.

www.rosipa.com/roadsafety/advice/minibus/minibus

www.webminibus.co.uk

www.vosa.gov.uk

www.hse.gov.uk

www.dvla.gov.uk

www.teachernet.gov.uk (Department for Children, Schools and Families)

www.ctauk.org (Community Transport Association)

www.thinkroadsafety.gov.uk (DfT)

[https://follifootnyorkssch-my.sharepoint.com/personal/admin_follifoot_n-yorks_sch_uk/Documents/Secretarial S-Z/FED website/CYPS-Minibus-Policy-Document-Sept-10.doc](https://follifootnyorkssch-my.sharepoint.com/personal/admin_follifoot_n-yorks_sch_uk/Documents/Secretarial%20Z/FED%20website/CYPS-Minibus-Policy-Document-Sept-10.doc) Sept 2010

www.cpt-uk.org (Confederation of Passenger Transport)

www.capt.org.uk (Child Accident Prevention Trust)

www.dptac.gov.uk (Disabled Persons Transport Advisory Committee)

www.mhra.gov.uk (Medicines and Healthcare Products Regulatory Agency)

Appendices

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Appendix 1

Examples of Minibus Weights

Standard minibuses MAM must not exceed 3.5tonnes for driving on a B licence	Passenger seats	MAM maximum authorised mass (kg)	Minibus meets B licence requirements	D1 or D essential
Ford Transit 300MWB	11	3,150	Yes	
Ford Transit 350 LWB	14	3,500	Yes	
Ford Transit 430 EL	16	4,100	No	Yes
LDV Maxus	11	3,200	Yes	
LDV Maxus	14	3,500	Yes	
LDV Convoy	16	3,850	No	Yes
Mercedes sprinter classic	13	3,550	No	Yes
Mercedes sprinter Eco	13	3,550	No	Yes
Mercedes sprinter eco	16	3,880	No	yes
Renault Master	16	3,900	No	yes
Mercedes Sprinter Classic	16	4,600	No	yes

Dependant on the age convoy as some of the older Convoys were 3500KG gross

Accessible minibus must not exceed 4.25 tones for driving on a B licence.

Standard minibuses MAM must not exceed 3.5tonnes for driving on a B licence	Passenger seats	MAM maximum authorised mass (kg)	Minibus meets B licence requirements	D1 or D essential
Bluebird Migro (fiat Ducato)	11	3,700	yes	
Bluebird Tucana (VW T5)	15	4,400	no	yes
Optare Alero	16	5,600	No	yes

Please note that it is the Maximum authorised mass (MAM), also known as Gross Vehicle Weight (GVW) that is relevant. The manufacturer's documentation must be consulted for coach built accessible vehicles.

Appendix 2

Every day the minibus is used, the driver 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:

REG NO	FLEET NO	MILEAGE
	OK Not OK	OK Not OK
Oil level (once only at start of day)		Mirrors are correctly adjusted, clean and unobstructed
Coolant level (once only at start of day)		Position and function/purpose of all the dashboard controls
Windscreen washer fluid level (once only at start of day)		Position of driving seat so that all controls can be operated comfortably
Brake fluid level (once only at start of day)		Check for pressure on brake pedal
Windscreen and windows are clean and undamaged		Wipers and washers are working properly
Wiper blades are clean and undamaged		Fuel level (and type of fuel: diesel or petrol)
Lights, including brake lights and indicators, are clean and working		Seat belts, where fitted, are and damaged and working properly
Tyre pressures, including the spare (and inner tyres and tyres on a trailer, if applicable)		Location of wheel brace and jack
Tyre tread, including the spare and inner tyres and tyres on the trailer, if applicable. At least 3.0mm across centre 3/4 is recommended		Location and contents of first aid kit and fire extinguisher(s)
Any cuts and bulges?		Location of relevant paperwork (permit disc, insurance, road tax disc, MoT, emergency numbers and driving licence)
Doors open and close properly		Change for parking or the telephone (or mobile phone or phone card)

Trailer brake lights and indicators work, if applicable			Luggage is securely stowed and aisles and exits are clear		
Lift (if fitted) works safely			Damage or sharp edges		
Ramp (if fitted) fits and works safely			Roof rack or trailer is properly fitted, and all luggage is securely held		

Driver's Signature

Date

****Copy to Vehicle File / Copy may need to go to Fleet Management Department****

Appendix 3

Drivers' Hours

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' (PSV375). Available from the **www.vosa.gov.uk**

	Domestic rules	EC rules
Maximum length of working day	16 hours	13 hours
Daily driving period	10 hours	9 hours
Time driving without a break*	5 1/2 hours	4 1/2 hours
Minimum length of break	30 minutes	45 minutes
Daily rest period	10 hours	11 hours
Weekly driving limit		56 hours

*The break is a period during which the driver may not perform other duties and is exclusively used for recuperation. This break may be split into smaller periods and distributed throughout the 4 1/2 hour. In this case, the first period must be at least 15 minutes, and the second period must be at least 30 minutes.

Additional Information MIDAS – Summary of Domestic Rules

- **Daily Driving**

You must not drive for more than 10 hours in any one working day

- **Continuous Driving**

After driving continuously for 5 hours and 30 minutes you must take a break from driving of at least 30 minutes. You may, however, take the 30 minute break after 8 hours and 30 minutes providing you take breaks totalling 45 minutes during the 8 hours and 30 minutes.

- Length of Working Day

You must not work for more than 16 hours (including driving and non-driving duties) in any one working day.

- Rest Periods

You must have a rest period of at least 10 hours between working days. However, this can be reduced to 8 hours and 30 minutes up to 3 times per week. You must have a least 1 rest period of 24 continuous hours in any two consecutive weeks.

If you do not drive for more than 4 hours a day in any one week, then you are free from any domestic rules for that week. If you drive for more than 4 hours for up to 2 days in any week, you are still free from the rules, but on each of these two days:

All working duties must start and finish on the same day

You must have 10 continuous hours off immediately before starting and after finishing work

The driving limits and length of the working day must still be applied

However, the rules only apply to people who drive these minibuses during the course of their employment. For the purpose of the Domestic Rules, the Department of Transport has taken the view that these people would be employed primary as a driver such as those used by a Dial-A-Ride service.

The department of Transport has taken the view that volunteer drivers are exempt. A volunteer driver is an unpaid individual who drives on an occasional basis. This category extends to those drivers who receive expenses as apposed to a salary and to those individuals whose primary function is not driving, such as teachers.

Appendix 4

Advice for minibus drivers

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

Before setting off

- Allow sufficient time for the journey. If using a SatNav, set it before you start and do not obstruct the windscreen.
- Avoid long spells of driving, and plan breaks to ensure you are fresh to continue and that children/ young people do not get restless.
- Conduct a pre drive safety check before every drive.
- 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.
- When school bus signs are used, make sure they are in position only while children/ young people are being transported, and that they do not obstruct your vision.
- Always ensure that ambulant disabled passengers are seated safely and comfortably and that passengers travelling in their wheelchairs are safely restrained. Wheelchairs not in use must also be securely stored.
- 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. Check that children/ young people have any necessary medication with them. This list must be left with the base duty member of staff and any other location, in accordance with the establishment's delayed return/ emergency procedures.
- Check that no bags or clothing are caught in the doors, check that all luggage is secured, and that gangways and exits are clear.
- Know the height, width length and weight of the vehicle, and the position of the exterior fuel cap.

During the journey

- Do not allow child passengers to operate the doors, and supervise any operation of the doors by responsible persons. (All doors must be unlocked when travelling).
- Approach each stop slowly and with care. Consider using hazard Warning Lights on school trips when children/ young people are boarding or leaving the vehicle.
- Children/ young people must not be left unaccompanied in the minibus (this is another reason for having a passenger assistant).

- If the vehicle breaks down, or if there is a collision, give clear instructions to the passengers and see that children/ young people remain together and supervised: their safety is paramount.
- If there is a risk of fire, however small, evacuate the vehicle and move the occupants to a safe place.
- If requested by the police, or any other person having reasonable cause, give particulars of the driver's name and driving licence, and the name and address of the minibus operator or owner.

At the end of the journey

- Ensure that children/ young people are supervised when leaving the vehicle, especially if they are using a rear exit.
- Always park so that passengers step onto the footway and not onto the road.
- Take particular care when reversing the vehicle if children/ young people are nearby. Avoid unnecessary reversing, but if it is unavoidable, seek adult assistance for direction, and ensure the assistant does not stand directly behind the vehicle.
- Report any problems or incidents that occurred during the trip to the operator

Appendix 5

Advice for passenger assistants on minibuses

Before setting off

- Reserve the most appropriate seat for yourself to allow you to supervise the passengers.
- See that children/ young people are supervised when boarding the vehicle, especially if they are using a rear door.
- 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.
- Always ensure that ambulant disabled passengers are seated safely and comfortably and that passengers travelling in their wheelchairs are safely restrained.
- Ensure that seatbelts are worn
- Ensure that any wheelchairs, and other equipment, not in use are securely stored.
- 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.
- 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.

During the journey

- Do not allow noisy or boisterous behaviour.
- Try to keep the children/ young people occupied the journey will seem much quicker.
- Enforce a 'No Smoking' rule.
- Enforce a 'No Alcohol' rule.
- Do not allow passengers to operate the doors, unless supervised.
- If there is any 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.
- Children/ young people must not be left unaccompanied in the minibus.

- If the vehicle breaks down, or if there is a collision, give clear instructions to the passengers and see that children/ young people remain supervised: their safety is paramount.
- If there is a risk of fire, however small, evacuate the vehicle and move the occupants to a safe place.
- Ensure that litter is disposed of carefully (in a litter bag or bin) as cans rolling around the floor can be dangerous.

At the end of the journey

- Ensure that children/ young 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.
- Do not leave children/ young people alone if no one has arrived to collect them, the driver and or Group Leader should ensure that children and young people can return home at the end of the journey safely as agreed with parents/ carers. This may involve ensuring that an appropriate adult has collected them, if this is the agreed process.
- If necessary, assist the driver to reverse the vehicle. Never allow a child to do this. Do not stand directly behind the vehicle while it is reversing.
- Ensure that passengers take all their personal belongings with them.

Additional Seat Belt and Booster Seat information:

1. Children under 3 years of age wear appropriate child restraint
2. Children aged 3 -11 under 1.5 metres in height wear an appropriate child restraint if available, or if not available an adult seatbelt
3. Children/ young people aged 12 and 13 and younger children/ young people 1.5 metres or more in height wear a seatbelt
4. Children/ young people aged 14 and above must wear a seatbelt, at this age it is their responsibility and not the drivers.



Appendix 6

Advice for children/ young people on minibuses

- 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 seatbelt.
- 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 passenger assistant (if there is one) rather than the driver.
- If you need to use the toilet or you feel unwell during the journey, tell the passenger assistant, or the driver if the passenger assistant is not present.
- Don't throw things or play about in the minibus as this may distract the driver
- Wait until the minibus has stopped and the driver has told you to undo your seatbelt 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 passenger assistant.

- If you have to cross the road after getting off the minibus, wait for it to move away first.

Use the Green Cross Code.

Appendix 7

First aid kit and other equipment for minibuses

First aid kit

- 10 antiseptic wipes, foil packed
- 1 conforming disposable bandage (not less than 7.5 cm wide)
- 2 triangular bandages
- 1 packet of 24 assorted adhesive dressings
- 3 large sterile un-medicated 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)

Advised by Vosa Technical Office – 0300 123 9000

The VOSA Public Service Vehicle Inspection Office advised "Check that the fire extinguisher is of the correct type. They must contain water or foam and be marked BS 5423 or EN3 and have a minimum fire rating of at least 8A or 21B."

Please note Dry Powder and Halon extinguishers are no longer permitted in vehicles

Other equipment

It is recommended that the following should also be carried:

- Pen and paper
- The organisation's internal instructions and contact details
- Insurance details
- Motoring breakdown policy details
- Mobile phone, phone card 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)
- A working torch