

## **Minibus Driving - Code of Practice**

### **RESPONSIBILITY**

#### **The Minibus**

It is the responsibility of Campus Service Supervisor/Fleet Manager to ensure that all minibuses used by the University are in a roadworthy condition. It is the legal responsibility of the driver to check and ensure that the minibus is in a roadworthy condition prior to driving.

The driver as part of his/her assessment of roadworthiness should use a Driver's Vehicle Checklist. (Appendix A)

All minibuses are required to be MOT Tested from new. If a minibus has 12 passenger seats or less the testing may be conducted at any MOT Testing Station. If the minibus has 13 - 16 passenger seats the testing (Class V) can only be undertaken at a LGV/PCV Testing Station.

Hired, leased and loaned minibuses must also be MOT tested in accordance with the above and where there is any concern a copy of the current test certificate should be inspected prior to accepting possession of the minibus.

The Campus Service Supervisor/Fleet Manager is responsible for holding copies of MOT certificates and ensuring that no vehicle is used or stored on a public road without a current MOT certificate.

Minibuses are owned, operated or used by the University should have a periodic 'roadworthiness inspection' in addition to the MOT testing requirement. Such roadworthiness inspections should be undertaken by a suitable MOT licensed garage at periods that reflect the usage and mileage of the vehicle, this to be at least once each semester. The minibus must also be serviced at intervals recommended by the manufacturer and servicing garage; the periodic roadworthiness checks can run concurrently to any servicing requirement.

All minibuses must possess a Small Bus Permit whilst on University led activities; this permit shall be displayed in the front window of the vehicle.

Permits are time restricted but may be transferred from minibus to minibus.

#### **The Driver**

It is the responsibility of the Campus Service Supervisor/Fleet Manager to authorise individual drivers and ensure that they hold a suitable driving licence, adequate driving experience and operate under a Small Bus Permit.

All Drivers must have as a minimum D1 category on their driving licence. This can be checked via the following link with the individual present <https://www.gov.uk/view-driving-licence> (NI and Driving license number is required.)

Authorised drivers must have at least two years' experience as a qualified driver and must be both capable and competent to drive a minibus safely. All persons who drive a minibus on University business must have successfully passed a University arranged driving course before authorisation.

A register of all authorised drivers is held by the Campus Service Supervisor/Fleet Manager. within the Department.

Anyone taking any medication (prescription or over the counter) that might cause drowsiness is not permitted to drive a minibus.

No insulin-dependent drivers may drive a minibus or similar vehicle over 3.5 tonnes. Drivers where diabetes is treated with tablets, or by diet, are unaffected.

Any driver being diagnosed with diabetes should not drive until the DVLA have been informed and the necessary documentation completed.

### **Risk assessment**

A suitable and sufficient risk assessment for the use of minibuses should be completed. This risk assessment can be a 'Generic' type where there is extensive use of minibuses for regular journeys/activities of a similar nature.

The assessment should identify all relevant hazards, determine who will be at risk, what is the probability of the hazards causing harm to human health or the environment (i.e. the risks) and identifying appropriate control measures to eliminate or minimise these risks. This assessment should be made available to all relevant employees who may operate minibuses. The assessment should also be reviewed at regular intervals.

### **DRIVERS HOURS**

Journey and driving times

Tiredness of the driver has often been a significant factor in minibus accidents.

The recommended maximum periods for driving a minibus are:-

	<b>Recommended limits for driving only</b>	<b>Recommended limits for driving plus other work</b>	<b>UK legal limits</b>
Maximum time driving without a break from work	<b>2 hours</b> (or sooner if tired)	<b>2 hours</b> (or sooner if tired)	<b>5.5 hours</b>
Minimum length of break	<b>15 minutes **</b>	<b>15 minutes **</b>	<b>30minutes</b>

Maximum length of working day++	<b>13</b> hours	<b>10</b> hours	<b>16</b> hours
Of which, spent driving	<b>9</b> hours	<b>4</b> hours	<b>10</b> hours
Daily rest period	<b>11</b> hours	<b>11</b> hours	<b>10</b> hours
Weekly Rest period	<b>45</b> hours	<b>45</b> hours	-----

++ Taking account of other work undertaken before starting a journey

\*\* After 4.5 hours of driving, the accumulated length of breaks from driving should be at least 45 minutes.

(Recommended limits derived from guidance produced by Royal Society for the Prevention of Accidents in their publication entitled: 'Minibus Safety - A Code of Practice')

These recommendations apply to journeys within the United Kingdom only. There are different rules for driving minibuses in other countries (see section on Driving Abroad).

**N.B. It is vital that, if a driver feels tired, he/she should stop at the nearest appropriate stopping point.**

### **Second drivers**

If the risk assessment of the journey requires it (e.g. due to a long journey), the Department should provide two drivers for the journey. This will allow drivers to have an appropriate rest period.

## **INSURANCE**

In order to be authorised to drive a University owned, leased, used or hired minibuses the driver must firstly be authorised and insured by the University Finance Department.

Where minibuses are hired and University insurance is not utilised confirmation of adequate driver insurance is required from the hire company.

The Finance Department should keep a copy of authorised drivers Driving Licences and all Driving Licences should be inspected annually to ensure that no driving penalties have been applied. Where a driver receives endorsements, stipulations or medical restrictions he/she must notify the Department and University Insurance Officer and seek confirmation of authorisation to drive.

If the vehicle is involved in an accident:-

1. Make sure all passengers are safe and, if necessary, summon the relevant emergency services;
2. Obtain the registration number(s) and insurance details of any other vehicles involved;
3. Take the name(s) and address(es) of any witness(es) and the number/station of any police officer who attends the accident;
4. Write down all the details of the accident in a precise manner;
5. Report the details of the accident on the Motor Accident Report Form. (Appendix B)

If you are involved in an accident you are legally required:

1. To stop at the site of the accident;
2. To give your own and the vehicle owner's address and the registration number of the vehicle to anyone having reasonable grounds for requiring them;
3. If a person is injured, to report the accident to the police as soon as practicable (within 24 hours);
4. If a person is injured, to produce your driving licence and insurance certificate to the police when reporting the accident or, if this is not possible, at least within seven days to a Police Station you select.

**NOTE: All accidents or dangerous occurrences/near misses should also be reported to the University Health & Safety Co-ordinator.**

### **DRIVING ABROAD**

Europe wide regulations exist which lay down rules for international journeys and which apply to all passenger vehicles constructed to carry 9 or more persons; including the driver. There are regulations covering drivers' hours, rest periods and record keeping obligations.

Minibuses used on the Continent, including the Republic of Ireland, will need to have been fitted with a tachograph and appropriate records kept. The vehicle may also require a waybill and for journeys outside the EEA (European Economic Area) a Model Control Document. Both are available from:

Confederation of Passenger Transport  
Sardinia House  
Lincoln's Inn Fields  
London  
Tel: 0171 831 7546

All drivers require a full D1 driving licence if taking a minibus to any part of the EEA. Drivers who passed their driving test prior to January 1997 have D1 on their Driving Licences.

All drivers who pass their driving test after 1<sup>st</sup> January 1997 will be required to undertake a further D1 driving test in order to drive a minibus abroad.

To take a hire vehicle abroad you need to hold form VE103, issued by the Department of Transport. This acts as a substitute for the vehicle registration document and the following information will need to be supplied by the hire company:

- a letter of authorisation
- registration number of vehicle
- chassis number of vehicle
- engine capacity
- seating capacity

Advice on insurance abroad should be sought from the University Insurance Officer prior to travel.

## **MINIBUS SAFETY**

### **Seat Belts**

Seat belts must be worn at all times whilst the vehicle is travelling or in stationary traffic and it is expected that the most senior member of staff or the driver shall ensure that passengers wear their seat belts.

The driver of the minibus is legally responsible for ensuring that children, under 14 years of age, wear seat belts.

### **Ancillary Equipment**

All minibuses must possess the following items and, where necessary, for these to be clearly marked:

- First Aid Kit
- Fire Extinguisher
- Reflective Triangle
- Serviceable Spare Tyre and tyre changing equipment
- Fuel cut-off switch (diesel)
- Emergency exit sign clearly marked
- Vehicle carrying capacity clearly marked
- Vehicle height (including with roof rack where applicable) is clearly marked.

### **Carrying of Goods**

Gangways and aisles must be kept clear and not be obstructed by luggage or equipment. No flammable liquids or hazardous materials may be carried on a minibus. Where goods are transported within a minibus these should be secured so as not to be displaced in the event of an accident or incident.

Where minibuses are required to carry goods and/or luggage regularly it is recommended that a roof rack is fitted and luggage/goods are evenly distributed and adequately secured. For this purpose a manual handling risk assessment must be undertaken to ensure that the nature of the goods transported can be safely handled.

### **Minibus Maintenance Checks**

Road transport legislation places a duty on the driver of a motor vehicle to ensure that the vehicle is safe to operate on a public road. To aid this requirement and to help ensure the safety of the driver and his/her passengers, the following checks should be made prior to driving the vehicle:

- Is the vehicle suitable for the intended use?
- Is the vehicle taxed and does it have a current MOT certificate?

- Is the insurance cover adequate?
- Is the driver a registered driver?
- Check tyre condition (including spare): there should be no bare patches on the tyre and at least three millimetres of tread should be visible;
- Check the bodywork: there should be no rust holes or protruding items of bodywork;
- Check the wipers and washer level;
- Check the lights, indicators and horn;
- Check the mirrors;
- Check the battery fluid;
- Check the water (coolant) level - this must only be done when the engine is cold;
- Check the brake fluid level;
- Check the engine oil level;
- Check the fuel level;
- Check that all the ancillary equipment is correct.

All faults, defects and concerns must be reported to the Campus Service Supervisor/Fleet Manager immediately using the form at Appendix A

It is also recommended that Campus Service Supervisor/Fleet Manager undertakes weekly roadworthiness checks on all minibuses owned or leased by the Department.

## **Using Trailers**

### **Category D1**

You can drive vehicles with:

- no more than 16 passenger seats
- a maximum length of 8 metres
- a trailer up to 750kg

### **Category D1+E**

You can drive D1 category vehicles with a trailer over 750kg, but the trailer - when fully loaded - can't weigh more than the vehicle.

The combined weight of both can't exceed 12,000kg.

It is recommended that before authorising a driver to tow a trailer that a University arranged driving course is undertaken to ensure that he/she is competent to tow and reverse a trailer and ensure its safe loading.

On a long journey, the trailer and vehicle should be checked every two hours.

Before towing a trailer, the following checks should be carried out to ensure:

- the vehicle being used is appropriate for this use;
- the gross weight of the vehicle, plus the trailer, is within the vehicle gross weight limit;

- that the kerbside weight of the towing vehicle is clearly marked on the front of the nearside of the vehicle;
- the downward force from the loaded trailer on the towing ball is within the limits imposed by the towing vehicle manufacturer;
- the axle loads of the towing vehicle are not exceeded;
- that a breakaway chain is in use, which will activate the handbrake should the coupling break. Advice on this matter should be sought from the trailer manufacturer or approved dealer;
- the unladen weight of the trailer and tyre pressures are clearly marked on the trailer;
- that the total gross weight (trailer plus maximum load to be carried) is clearly marked on the front of the trailer;
- that the trailer handbrake/over-run brake functions properly;
- that the trailer lights function properly;
- that the load is securely lashed to the trailer body or frame;

### **Minibus Reversing**

As minibuses have a significant blind spot whilst reversing great care must be exercised when the vehicle needs to be reversed, whether or not passengers are on-board.

Wherever possible a second person must assist the driver whilst reversing by guiding him/her on the outside towards the rear driver's side of the minibus. The person guiding the driver must remain in vision of the driver at all times and the driver must follow and understand his/her instructions.

In order to reduce the risk whilst reversing it is recommended that a rear view lens to the rear door window to improve vision is fitted.

### **Passenger details**

Where it is reasonably practicable to do so, a list of all the names of the passengers, with a contact address, should be lodged with the Security Control Room, before a journey begins.

The University may request any passenger with a medical condition that may need treatment on journey to notify the organiser. The University cannot demand passengers divulge this medical information they may only request it.

**Appendix A**

**DRIVER'S VEHICLE CHECKLIST: MINIBUSES**

<b>DATE:</b>	<b>DRIVER'S NAME:</b>
<b>REGISTRATION NO:</b>	<b>ODOMETER READING:</b>

DAILY OR SHIFT CHECK (TICK OR CROSS)

<b>Fuel/ oil/ waste leaks</b>		<b>Wipers</b>		<b>Mirrors</b>	
<b>Battery (if easily accessible)</b>		<b>Washers</b>		<b>Steering</b>	
<b>Tyres and wheel fixing</b>		<b>Horn</b>		<b>Heating/ Ventilation</b>	
<b>Brakes</b>		<b>Glass</b>		<b>Lights</b>	
<b>Doors and exits</b>		<b>Reflectors</b>		<b>Body Interior</b>	
<b>Indicators</b>		<b>Body Exterior</b>		<b>Excessive Engine Exhaust Smoke</b>	
<b>Fire Extinguisher</b>		<b>First-Aid Kit</b>		<b>Emergency Exit Hammer</b>	

REPORT DEFECTS HERE:-

CONFIRM HOW DEFECTS WERE RECTIFIED:-

<b>Write NIL here if no defects found:</b>	<b>Driver's Signature:</b>  .....
<b>Defects rectified by:</b>	<b>Date:</b>

.....	.....
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**Appendix B**



The member of staff involved in the motor accident should complete this Accident Report Form. It must be completed as comprehensively and as soon as possible after the accident. Once completed it should be sent to the Security Manager and the Security Operations Manager and then forwarded to Andrea Marshall in Finance, a.marshall@worc.ac.uk

MOTOR ACCIDENT REPORT FORM	
DETAILS OF UNIVERSITY VEHICLE DRIVER	
Name:	Job Title:
Date of Birth:	Nightshift/Dayshift:
Home Address & Postcode:	
Telephone number:	Type of licence held (Full/Provisional):
Date passed driving test:	Permitted groups:
CONVICTIONS	
Has the driver been convicted of any driving or motoring offence in last 5 years or any prosecution? If yes, please give full details.	
Has the driver been involved in an accident during the last 5 years? If yes, please give full	

details.

UNIVERSITY VEHICLE & USE

Make of Vehicle:

Year First Registered:

Model of Vehicle:

Engine capacity:

Registration No of Vehicle:

Name of the lease company if the vehicle is not owned by the University:

Details of any trailer or loose container owned by the University or other:

If other, please advise:

For what purpose was the vehicle being used:

DETAILS OF THE INCIDENT

Date of Incident:

Time of Incident:

Location of the Incident:

Speed of University Vehicle:

Weather conditions:

Who was responsible for the accident?

Give a detailed account of what happened:

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Names and contact details of any independent witnesses:
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Draw a sketch of what happened. Indicate with an arrow the direction of the vehicle.
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<b>DETAILS OF DAMAGE TO THE UNIVERSITY VEHICLE</b> <b>** IF POSSIBLE, PLEASE ATTACH PHOTOGRAPHS OF THE DAMAGE**</b>
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Damage to University vehicle:
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Indication of point of impact on vehicle:
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Is the vehicle still in use?	Have you authorised repairs?
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Where may the Insurance engineer inspect the vehicle?	
<b>PARTICULARS OF OTHER PARTIES INVOLVED AND PROPERTY DAMAGED</b> <b>**IF POSSIBLE, PLEASE ATTACH PHOTOGRAPHS OF DAMAGE**</b>	
Name, address of owners and, if appropriate, driver:	
Make, model and registration no of vehicle:	
Insurers name, address and policy no:	
Apparent damage to other parties vehicle:	

Signed:

Dated: