FORWARD

This manual has been produced by the Dudley Metropolitan Borough Minibus Working Group which was set up to consider all aspects of the operation of such vehicles.

The recommendations of the working Group are promoted in the Safety Policy which was approved by Dudley Metropolitan Borough Public Works and Transportation Committee on the 22nd June 1994.

The objective of this manual is to set Borough wide standards of awareness, safety and responsibility in the operation of minibus transport.

This is the first revision published June 2000 and includes changes in legislation relating to drivers and vehicles.

MINIBUS WORKING GROUP

Mr. Allan Male (Chairman) Engineering & Transportation Services, Fleet Management

Mr. Don Mac Dougall Engineering & Transportation Services, Road Safety Unit.

Mr. Peter Whittam Education Services

Mr. Peter Lloyd Dudley Community Transport Project

Mr. D. Ashley West Midlands Special Needs Transport

Mr. P. O’Neil Secondary Heads Representative

Ms. C. Caladine Finance Department, Insurance Services.

Mrs. Pamela Page Purchasing Services.

Mr. Geoff Eley Engineering & Transportation Services, Driver Training Unit.
Contents

Safety Policy
Action required 6
Operating Permits 6
Applying for permits 7
Regulations concerning drivers 8
Drivers Qualifications 8
Authorization
Assessment 9
Driver's hours of work 9
European Travel and tachographs 10
Passenger Supervision 10
Wheelchair passengers 11
Obtaining and Operating a Minibus 11
Regular Maintenance and Inspection 12
Conditions of Mini-buses Operated Under Permit 13
Fire Extinguishers and First Aid 14
Hired in vehicles 14
Contacts 15
Appendix 1 Sample Log Sheet 16
Appendix 2 Sample Vehicle information sheet 18
Appendix 3 Insurance and claims procedures 20
Appendix 4 Insurance claim form. 22
Appendix 5 Home to school Transport 24
Appendix 6 Coach Hire 25
Appendix 7 Minibus Drivers Licence Guide 26
Appendix 8 Escort Duties - Advice for Operators 27
Appendix 9 Taking a Minibus abroad 29
The Council recognises that it has a duty of care to ensure the safe carriage of passengers and drivers on vehicles that are transporting people who are in the care of the Council.

It is the policy of the Council that passenger carrying vehicles shall, at all times, be operated in the safest possible manner and the vehicles provided have incorporated essential safety features and are at all times maintained in roadworthy condition.

The Council has identified 13 operational issues of vital importance to passenger carrying vehicle safety.

(1) Fit and Use Passenger and Driver Restraints (Seat Belts)

A minimum restraint of a lap belt should be fitted to all seats on all existing passenger carrying vehicles other than the front seats and any other exposed or unprotected seat where a lap and diagonal or a full harness should be fitted. All new passenger carrying vehicles registered on or after the implementation date of this policy should be fitted with lap and diagonal or full harness restraints to all seats. All restraints should either be securely anchored to the floor or alternatively to seat anchorage points and floors strengthened. Restraints should be worn at all times when the vehicle is in transit.

(2) Three for Two Rule (Three passengers on two seats)

At all times there must be a seat, together with a suitable restraint for every person who is being carried on the vehicle.

(3) Crew Buses

Vehicles with side facing seats (crew buses) must not be used for passenger carrying purposes. The legislation now requires that a forward facing seat must be used for children complete with suitable restraint.

(4) Good Quality Seats and Suitable Wheelchair Passenger Restraints

If seats are to be changed, they should be replaced with those that are strong enough to anchor lap and diagonal restraints, either to the seats or the structure of the vehicle and ideally have high backs to protect against whiplash. Adequate wheelchair passenger restraints must be provided to enable wheelchair users to take advantage of and travel safely on mini-bus transport. Failure to provide such restraints is extremely dangerous to both wheelchair users and other passengers. An occupied wheelchair must itself be held securely in position using a recognised wheelchair securing system.

(5) Driver Qualifications

a) Drivers should be preferably at least 25 years of age.
b) All drivers must have held a full UK licence for a minimum of three consecutive years or be a holder of a current PCV category D. (Appendix 7)
c) A driver must hold an appropriate licence for the class of vehicle being driven (if different from a full licence).
d) Drivers must satisfy the operator that their health and driving record renders them a suitable person to drive the vehicle.
e) Drivers must notify the operator of any changes in their circumstances which might affect their suitability to drive.

f) Operators must notify insurers with regard to items d and e to confirm

(6) Driver Assessment and Training

Operators must be able to show that all drivers have successfully completed suitable assessment and that, where necessary, training is given.

(7) Drivers Hours of Work

Vehicle operators and drivers must assess the likely risk of drivers suffering from fatigue especially on long journeys. If a driver is going to drive for more than four hours in any one day, then they must comply with British domestic rules for drivers hours if operating solely within the UK and within EC rules if operating in any other EC country.

(7a) European Travel

If the vehicle is being used for hire or reward it can not be driven abroad unless the driver(s) hold either Category D or D1 (without restriction) entitlement see page 8 ‘Regulations Concerning Drivers’

(8) Regular Maintenance and Inspection

All vehicles must be regularly maintained in accordance with;

a) Vehicle manufacturers servicing instructions as a minimum.

b) Undergo regular safety inspections carried out by an appropriate inspector¹.

c) Have all necessary repairs carried out prior to use.

d) Every driver must carry out a vehicle check prior to using the vehicle.

e) Proper records of maintenance and inspections are to be kept for a minimum of 15 months from date of repair or inspection.

(9) Passenger Supervision

Operators should satisfy themselves that there is appropriate supervision of passengers.

(10) Safety

a) Vehicles must carry a PCV fire extinguisher and first aid kit.

b) Luggage and other objects must be stored properly.

c) Emergency exits must be marked clearly and be accessible at all times.

d) Operators should purchase well designed mini-buses with certificate of initial fitness or certificate of conformity with enhancing safety features as a key objective and conforming to current E.C. directive and written confirmation is acquired from the supplier/manufacturer.

¹ See page 12
(11) Trailers

Trailers must not be used unless unobstructed access is provided at all times to at least two doors, one on the nearside and one on the offside.

(12) Hired in Vehicles

This Policy statement covers all Council and school vehicles up to 17 seats inclusive of driver, including those that are hired in. (Appendix 5 and 6)

(13) Use of Own Cars

Persons who use their own cars to transport passengers who are in the care of the Council should be aware of this Policy and must have suitable insurance cover.

Approved by Dudley Metropolitan Borough Public Works and Transportation Committee on the 22nd June 1994.
THE OPERATION OF MINIBUSES – Safety Policy Guidelines

The Safety Policy applies to all establishments within the Metropolitan Borough of Dudley, including those insured by Dudley Metropolitan Borough Insurance Section. It is recommended to all Foundation schools, Voluntary Community and Youth Organisations.

Governing Bodies, Headteachers, Youth Workers and others responsible for providing minibuses will need to consider what action, if any, they should take in order to comply with the Safety Policy. It is suggested that such action might consist of:

a) A review of existing procedures to ensure that they comply with the Safety Policy and that all drivers are familiar with it.

b) The production of a document for use within the establishment which clearly identifies the member of staff charged with responsibility for the minibus, and the routines to be observed by all who are authorised to drive.

Throughout this Manual the word “minibus” will be used in preference to the words “small bus” which appear in the 1985 Act. In the Road Vehicles (Construction and Use) regulations a minibus is defined as 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. A passenger in a wheelchair is considered to be a seated passenger.

Need for Permits

Permits are necessary so that schools, voluntary groups and certain other bodies can charge for providing transport for their own members, or other people whom the organisation serves, without having to comply with the full Passenger Carrying Vehicle (PCV) operator licensing.

An operator who charges for providing public transport will normally be regarded as a PCV operator. It would be a serious offence for such a person to run services without a PCV operator’s licence and they could be liable to a heavy fine.

Permits issued under Section 19 of the Transport Act 1985 allow certain organisations to charge for transport services without such a licence. But the services must be provided for their own members or for groups of people whom the organisation serves. They may not provide services in this way to members of the general public. The charges must be made on a non-profit making basis. Also, permit vehicles cannot be run as part of an activity that is itself carried on with a view to making a profit.

Any vehicle adapted to carry more than 8 passengers and used for carrying passengers for hire or reward is defined as a Passenger Carrying Vehicle (PCV), formerly referred to as a Public Service Vehicle (PSV).
The definition of "hire or reward" which has been stated by the Department of Transport is as follows:

“any payment in cash or kind which is made for the carriage of a passenger and gives a right to be carried constitutes hire or reward. The payment may be made by or on behalf of the passengers, it may be only part of a larger payment such as for a coach tour in which the price of the accommodation is included. Any payment or subscription made to a club or society which entitles a person to be carried in a vehicle so constitutes hire or reward, even though the payment is not directly related to particular journeys.”

Internal school or club financing will not be seen as exempting minibuses from this rule, neither will calls for donations nor subsidy from school funds. It follows from this definition that minibuses operated by Educational and Youth and Community establishments are operated for hire or reward and are thus Passenger Carrying Vehicles and subject to all the regulations concerning such vehicles.

Under section 19 of the Transport Act 1985, however, it is open to any operator of a minibus to apply for a Permit which, if granted, will exempt the operator from the requirement to hold a PSV Operator’s Licence and the drivers from the requirement to hold a PSV Driver’s Licence. In order to qualify for these exemptions all educational establishments and Youth and Community Organisations within the Metropolitan Borough of Dudley, must hold such a permit for each minibus operated.

Large Bus Permits
If you are operating a vehicle capable of carrying more than 16 passengers please contact Fleet Management, Lister Road.

Applying for Permits

The Secretary of State has declared that Local Authorities which are Education Authorities are designated to issue permits to schools, Youth Clubs and other Educational Establishments. All maintained schools within the area of the Metropolitan Borough of Dudley should therefore apply to the Borough for such a Permit, whether such schools are Local Authority or Grant Aided. Voluntary organisations, however, may prefer to enquire of their national headquarters whether or not it is a designated body and obtain their Permit in that way.

The regulations state that only one bus may be used at any one time under a single Permit. In the case of establishments wishing to operate more than one minibus, additional Permits should be sought. The Permit is not specific to a vehicle but to the operating body. If additional minibuses are to be borrowed or hired at any time, e.g. for a school journey, each will need its own Permit, unless it is hired or borrowed from an organisation having an existing Permit covering the type of use intended. It is the responsibility of the organisation hiring or borrowing the minibus to ensure that the Permit is correct and that the vehicle complies with the Construction and Use Regulations and any insurance requirements. A valid Permit disc must be displayed clearly on any minibus currently in use.

Issue of Permits

The issuing authority may issue Permits to any school or to any body or organisation connected with the school. This includes all schools in the maintained sector, any parent teacher organisation, voluntary organisation or youth organisation. The issuing of a Permit to an establishment would not, however, absolve the Governing Body and, through them, the school management from a responsibility to ensure that the vehicle was well maintained and complied with the Safety Policy.
Duration of Permit

Permits remain in force until revoked by the issuing authority or unless the body named in the Permit ceases to exist.

Qualifications

National legislation requires that a driver should have held a full (not provisional) United Kingdom driving licence, category B for two full and consecutive years and be at least 21 years of age. However, the company insuring the minibus may well insist on additional requirements and operators are advised to check this point. Anyone who has obtained a driving licence abroad is not usually entitled to drive a vehicle with more than 8 seats.

However in the furtherance of its duty to consider the safety and welfare of young people in its care, Dudley Metropolitan Borough Council has laid down further requirements which should be complied with by any person wishing to be allowed to drive a minibus which is operated under a Permit issued by the Council.

The Dudley Safety Policy(5) states:-

Drivers should be preferably at least 25 years of age.
All drivers must have held a full UK licence category B for a minimum of
Three full and consecutive years and be a holder of category D1 (in the case of a
volunteer driver category B) or be a holder of a current category D or D1 without
restriction.
A driver must hold an appropriate licence for the class of vehicle being driven
(if different from a full car licence).
Drivers must satisfy the operator that their health and driving record renders
them a suitable person to drive the vehicle.
Drivers must notify the operator of any changes in their circumstances which
might affect their suitability to drive.
Operators must notify insurers with regard to items d and e to confirm
suitability to continue to drive.

See also appendix 7

Current driving endorsements should be declared to the operator. If you have any disability (which includes any physical mental condition), which affects (or may in future affect) your fitness as a driver and you expect this to last more than 3 months, you are required to tell the Drivers Medical Branch, DVLA, Swansea, SA1 1TU. at once. It is recommended that operators check licences at least once every 12 months.

Drivers Authorization

Drivers wishing to apply for Minibus Drivers authorization should fulfil the previous conditions and successfully complete a driver assessment carried out by a Local Authority Driver Assessor approved by the Driving Training Officer or Road Safety Officer.

The authorization will last for three years.

Drivers who hold a current permit but have not driven a minibus recently or have driven a different type of vehicle should re-familiarise themselves with the controls and have a short drive before carrying any passengers.
Driving Assessment (6)

Operators must be able to show that all drivers have successfully completed suitable assessment and that, where necessary, attend an approved training course. The Council has authorized Driving Assessors who will carry out minibus driving assessments and issue driver authorizations which will last for 3 years, (further information is available from the Driver Training Officer or the Road Safety Unit).

The Assessment takes approximately 40 minutes and most of this time is practical on-road driving. There is, however, some theoretical knowledge required which relates to good driving practices, an understanding of the daily, and weekly checks required for the vehicle.

A charge will be made as a contribution towards the cost of each assessment.

Driver's Hours of Work (7)

Vehicle operators and drivers must assess the likely risk of drivers suffering from fatigue especially on long journeys.

If a driver is going to drive for more than four hours in any one day, then they must comply with British domestic rules for drivers hours if operating solely within the UK.

<table>
<thead>
<tr>
<th>British Domestic Drivers Hours.</th>
<th>10 hours on any working day - including any driving.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Daily Driving</td>
<td></td>
</tr>
<tr>
<td>Cumulative or continuous driving</td>
<td>5½ hours - after this, a break of at least 30 minutes must be taken in which the driver is able to obtain rest refreshment; -or 8½ hours driving, as long as breaks from driving totalling at least 45 minutes are taken during the driving period and a the driver is able to obtain rest and refreshment</td>
</tr>
<tr>
<td>Length of working day (spreadover)</td>
<td>No more than 16 hours between the times of work starting and finishing work( including work other than driving and off-duty periods during the working day</td>
</tr>
<tr>
<td>Daily Rest periods</td>
<td>10 hours continuously must be taken between 2 working days. This can be reduced to 8½ hours up to 3 times a week.</td>
</tr>
<tr>
<td>Fortnightly rest periods</td>
<td>In any 2 weeks in a row (Monday to Sunday) there must be at least 1 period of 24 hours off.</td>
</tr>
</tbody>
</table>

2 Work means any other working duty e.g. teaching, crane driving or clerical work etc, whatever your employment is, it must be taken into account.
European Travel and Tachographs

In the EEC as a whole, the requirement to fit a tachograph applies to all vehicles with 10 or more seats including the driver. However, the United Kingdom has made use of a national derogation from these regulations so that minibuses with 17 seats and under (including the driver) are exempt from the requirement to fit and use a tachograph within the U.K. Any establishment contemplating taking a minibus with 10 or more seats abroad, should be aware that the EEC drivers hours and tachograph rules will apply from the start of the journey in the UK until the final destination.

Under EC rules any tour which starts or finishes in a EC member state is subject to EC regulations. Other tours between UK and non-EC countries are subject to EC or A.E.T.R. rules. if travelling to a non EC country check which rules apply. A record of hours driven must be kept and all vehicles with 9 or more seats (excluding driver) must have a tachograph as explained in leaflet PCV 375.

A summary of the current EC drivers’ hours are as follows:

<table>
<thead>
<tr>
<th></th>
<th>Maximum daily driving</th>
<th>9 hours, extendable to 10 hours on 2 days in the driving week.</th>
</tr>
</thead>
<tbody>
<tr>
<td>b</td>
<td>Maximum weekly driving</td>
<td>6 driving periods</td>
</tr>
<tr>
<td>c</td>
<td>Maximum fortnightly driving</td>
<td>90 hours</td>
</tr>
<tr>
<td>d</td>
<td>Maximum driving before a break</td>
<td>4½ hours</td>
</tr>
<tr>
<td>e</td>
<td>Minimum breaks after driving</td>
<td>45 minutes or other breaks of at least 15 minutes each</td>
</tr>
<tr>
<td>f</td>
<td>Minimum daily rest</td>
<td>11 hours, reducible to 9 hours three times a week -</td>
</tr>
<tr>
<td></td>
<td></td>
<td>compensation must be given before the end of the following</td>
</tr>
<tr>
<td></td>
<td></td>
<td>week; alternatively 12 hours if split into 2 or 3 periods (</td>
</tr>
<tr>
<td></td>
<td></td>
<td>one of which must provide at least 8 hours of continuous rest).</td>
</tr>
<tr>
<td>g</td>
<td></td>
<td>45 hours, reducible to 36 hours at base or 24 hours elsewhere; reductions must be compensated by an equivalent period of rest taken before the end of the third week following the week concerned and attached to a daily or weekly rest period.</td>
</tr>
</tbody>
</table>

Passenger Supervision (9)

Operators should satisfy themselves that there is appropriate supervision of passengers.

Whilst in motion, the only concern of the driver of any minibus is to operate the vehicle in a safe manner. If the age or nature of the passengers carried make it likely that attention will have to be paid to behaviour, consideration must be given to this.

Drivers hour’s effectively means that there would always be at least two drivers on longer journeys. In most circumstances the second adult should sit next to the main passenger door.

(Advice for Escorts is include in appendix 8)

Passengers

There must be an individual seat for all passengers regardless of age.

The driver of any minibus is responsible for ensuring, prior to every journey, that the bus is in a safe and suitable condition to carry passengers and that the Safety Policy and any local rules or procedures instituted by the establishment where he or she works have been complied with. In order to assist with this, an example of a Logsheet containing a Pre-journey vehicle check list has been attached to these
guidelines as Appendix 1.

Three for two rule (2) (This refers to three pupils sharing a double seat).

At all times there must be a seat, together with a suitable restraint for every person who is being carried on the vehicle. No standing passenger may be carried in a minibus.

Wheelchair passengers

Establishments intending to carry passengers in wheelchairs should be aware that there is a separate Safety Policy on the Safety of Passengers in Wheelchairs in Buses (VSE 87/1) which has been issued by the Department of Transport. They are strongly advised to obtain a copy of this Policy.

Wheelchair users must be securely restrained in the wheelchair. The lap strap on the wheelchair is totally inadequate for this purpose. Three point seat belts secured to the vehicle should be used.

Establishments operating or intending to operate a minibus fitted with a power operated lift are subject to special guidance which will also be found in the Safety Policy VSE 87/1 as detailed above.

Manufacturers are well aware of current regulation and change in the law and it may be assumed with some confidence that any new vehicle which has been purpose built or converted from new by a major supplier will conform to the requirements of the law. Upon request, the supplier will normally issue a Certificate of Initial Fitness (C.I.F.), or Certificate of Conformity.

No establishment should purchase a second hand vehicle without first ensuring by means of an inspection carried out by the Council’s staff at Lister Road, or an independent qualified engineer that the vehicle is roadworthy and has a Certificate of Initial Fitness (C.I.F.), or Certificate of Conformity. Advice and an estimate for this service may be obtained from the Council’s staff by telephoning Allan Male, Divisional Engineer, Transport, Lister Road, Dudley

No establishment should allow a minibus to be operated unless detailed procedures for such operation have been laid down in writing. Such procedures should cover the following:

a) Details of the member of staff to whom main responsibility for the overseeing of maintenance and care of the minibus has been delegated.

b) Details of staff authorised to drive the minibus. An up to date register must be kept of all such drivers showing the date when the competence assessment was passed and the date when the next assessment is due.

c) Routines for booking the use of the minibus and for ensuring that fuel, oil, tyres, water etc. are regularly checked.

d) Details of each journey made by the minibus, to include date, time and mileage out and in, purpose of journey, name of driver. (Appendix 1)

e) Procedure for reporting defects as soon as possible after discovery. Upon such a report being made, the minibus must be inspected before being next used and a decision made by a competent person as to whether:-
i) The defect does not affect safety and the bus may be used or
ii) The defect affects safety and use is therefore banned until the defect is remedied or
iii) The defect renders the vehicle unlawful and use is therefore banned until the defect is remedied.
(See fault reporting section Appendix 1)

f) Procedure for reporting accidents. A suggested check-list for accidents is included in this Guide at Appendix 3. After any accident, the minibus must be inspected before being next used as detailed in sub-para. e) above.

g) Vehicle Information Sheet (An example is shown in Appendix 2) A copy of the Vehicle Information Sheet should be placed in a prominent but safe position in the vehicle. A copy should be kept with the log book.

Regular Maintenance and Inspection (8)

All vehicles must be regularly maintained in accordance with:

a. Vehicle manufacturer's servicing instructions as a minimum
b. Undergo regular safety inspections carried out by an appropriate inspector
c. Have all necessary repairs carried out prior to using the vehicle.
e. Proper records of maintenance and inspections are to be kept for a minimum of 15 months from date of repair or inspection.

The recommendation from The Department of Transport is for safety inspections to be carried out every 4/10 weeks.

Dudley MBC Fleet management can arrange for safety inspections to be carried out.

The guide to the Safe Operation of Minibuses produced by the Traffic Commissioner for West Midlands states: -

"...We recommend that safety inspections take place at intervals between 4 and 10 weeks. ............
All safety inspections should be pre planned to a programme which must be observed by all concerned, thus ensuring that the vehicle is inspected at regular fixed intervals."

¹Appropriate inspectors would include:-
Dudley M.B.C. Vehicle Inspector
M.O.T. class 5 Inspector
Qualified Bus and Coach mechanic
Qualified Minibus mechanic

The Traffic Commissioner states... “Maintenance considerations over-ride operational considerations”.

Dudley Metropolitan Borough – Environment, Engineering and Transportation Department.
CONDITION OF MINIBUSES OPERATED UNDER PERMIT

It is a requirement that all minibuses operated under permit from the Council comply with the Road Vehicles (Construction and Use) Regulations 1986 and amending regulations. Responsibility for compliance lies with the driver and his or her employer, the LEA or Voluntary Organisation. This remains true whether the minibus is owned, borrowed or hired. Governing Bodies and Headteachers should note, however, that they could also be liable as a third party where they have caused or permitted an offence.

The following are the main requirements of the 1986 Regulations and amending legislation.

a) Every minibus must be fitted with one exit door on the nearside and an emergency door at the rear. There must be no door other than the driver’s on the offside. Emergency doors must be clearly marked in letters not less than 25mm high on both the inside and the outside EMERGENCY DOOR or FOR EMERGENCY USE ONLY and the means of operation must be clearly indicated on or near the door. Exit doors must be provided with a grab handle.

b) All doors, when locked from the outside, must be capable of being opened from the inside when the vehicle is stationary. All handles, other than on the driver’s door, must be designed so that it is not possible to open the door accidentally. This means that they should have transparent covers or must be raised to open the door. Newer buses are fitted with recessed handles.

c) Where a door has two separate catches, i.e. at top and bottom, the door must be capable of being opened by a single action. All doors must have a slam lock of the two stage type. This means that if the door is not fully closed the secondary catch will still engage. The existence of the two catches can be heard and felt if the door is closed slowly. This does not normally apply to the near side door of the rear pair if it is secured by the offside door.

d) The driver must be provided with mirrors so that, when seated, he can see the area inside and outside the normal exit doors.

d) Seatbelts must be fitted to all seats of minibuses when first used for carrying children aged under 16 in a group of 3 or more on an organised trip for children.

e) Every seated passenger must have a forward facing seat and unobstructed access to two exits. In practice this means that drivers will have to ensure that gangways are not blocked by students’ bags, sports gear etc.

f) Every seat or wheelchair anchorage point must be securely fixed to the vehicle. Wheelchairs must be fitted so that the occupant does not face to the side.

g) Any step or change of level in an exit or gangway must be illuminated.

h) No portable tank or receptacle containing fuel shall be carried in the compartment provided for the driver or passengers.

i) A roof rack must only be used and fitted in accordance with manufacturers recommendations care must be taken not to overload the minibus and not to exceed the Gross Vehicle Weight. The weight, distribution, packing and adjustment of any load carried on a roof rack must not cause a danger to any person in the vehicle or other road user.
Mini Bus Guidelines  4/2001

Rack fixings must be checked prior to every journey.

j) Loose items of equipment, especially heavy items such as jacks or tools, must not be carried in the front or passenger space of any minibus.

Seat Restraints

Any retro fitting carried out post February 1997 must comply with current EEC directives with regards to anchorage, strength and position.

Fire Extinguishers

No minibus may be used unless it carries a suitable fire extinguisher which is readily available for use, clearly marked with the appropriate British Standards Institution specification number and maintained in good and efficient working order.

The extinguisher must not be concealed by the driver’s seat or underneath it but must be obviously placed where anyone could find it in an emergency. Operators are advised to add it to their contract schedule for regular maintenance. If passengers who use wheelchairs are carried, additional extinguishers must be fitted of which at least one must be in the rear of the vehicle.

First Aid Equipment

No minibus may be used unless it carries a PCV first aid kit in a suitable container which is readily available and clearly marked as such. Both the receptacle and the contents must be regularly inspected and kept complete and in good order. A list of contents should be kept with the kit and items used recorded and replaced.

Advice on the contents of first aid kits may be obtained from the Purchasing Services.

Hired in Vehicles (12) including hired in vehicles

The Policy statement covers all Council and school vehicles up to 17 seats inclusive of driver. Any queries in relation to Minibus contracts with outside contractors should be made to:-

Mrs. Pamela Page (01384) 814891
Purchasing Services.

Advice for hiring coaches, see appendix 5 and 6

SMOKING

There must be no smoking in any Minibus operated by the Council.
(Smallbus permit regulations)
(Council No smoking Policy)
CONTACTS FOR MINIBUS OPERATORS

The following list of contact telephone numbers may prove helpful:

Contact Allan Male (01384) 814578
Divisional Manager, Transport,
Environment, Engineering and
Transportation Department
Lister Road
Dudley

for advice on:-
Vehicle Maintenance :
Annual Vehicle Test:
Engineers Reports on used vehicles:
Safety Maintenance checks:
Application for Permits
Advice on Permits

Vehicle Maintenance (Repairs) Mike Gill (01384) 814511
Driver Assessment & Training: Geoff Eley , ( Driver Training )
Lister Road, Dudley Tel: (01384) 814519

Road Safety and Driver Training advice Don Mac Dougall, Senior Road Safety Officer
Tel: (01384) 815433

Insurance: Insurance Services, Finance Dept,
Council House, Dudley Tel:(01384) 814821

Advice on Tachographs : West Midlands Traffic Commissioner 0121 608 1035

Contract Hire : Contact Mrs. Pamela Page (01384) 814891
or Ext 4891 Purchasing Services

for advice or supply on:-

Fire Extinguishers: Allison Hatton (01384) 815348
First Aid Kits: Freda French (01384) 814892

Community Development organisations may wish to contact Jill Davidson, 01384 815175 for advice
which is particularly appropriate to their situation, or contact the Community Transport Association at
Highbank, Halton Street, Hyde, Cheshire, SK14 2NY, Tel. 0161-351-1475.

If you contact anyone for guidance it is recommended that you confirm the advice that you are given in
writing to them.

REVIEW This is the second issued.

This Policy Guidelines will continue to be reviewed, added to or modified as and when considered
necessary.
### Mini Bus Guidelines 4/2001

Dudley Metropolitan Borough – Environment, Engineering and Transportation Department.

## Appendix 1

### Vehicle Reg. No.  Fuel: Petrol / Diesel

<table>
<thead>
<tr>
<th>Mileage: Finish</th>
<th>Total</th>
</tr>
</thead>
</table>

| Seats + Driver |

<table>
<thead>
<tr>
<th>Date Out</th>
<th>Time Out: am/pm</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date In</td>
<td>Time In: am/pm</td>
</tr>
</tbody>
</table>

**Itinerary of Journey:**

From ........................................ To ..........................................................

### The driver is legally responsible for the condition of the vehicle and the way it is driven.

<table>
<thead>
<tr>
<th>Check Vehicle before starting off.</th>
<th>Before</th>
<th>After</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Outside the Vehicle</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lights/Indicators (Clean, No damage)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lights/Indicators/Brake Lights</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mirrors</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bodywork damage (see diagram over)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fuel tank cap</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tyres &amp; wheels (condition, secure, no wall damage, correctly inflated)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Under the Bonnet</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Engine Oil level</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Radiator Water ! caution if hot!</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Brake fluid level (Report if low)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Clutch fluid level (Report if low)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Windscreen washer fluid</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Driver and Passenger Safety &amp; Comfort</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Driver seat adjustments</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Passenger seats secure</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Seatbelts</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ventilation and heater</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mirror</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Controls and status indicators</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Steering</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Footbrake</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Horn</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Handbrake</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Emergency/Accident/Breakdown pack</td>
<td></td>
<td></td>
</tr>
<tr>
<td>First Aid Kit</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fire extinguisher</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Spare wheel/brace/jack</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Paperwork</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vehicle Information sheet</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tax Disc</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Permit Disc (if applicable)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Wheelchair fittings (if applicable)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tracking/clamps</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tail lifts and ramps</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tracking and clamps safely stowed</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Tachograph (if applicable)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Working</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Record any Use of:-**

- Fire Extinguisher.....................................First Aid Equipment..................................

**Drivers Name ........................................ Signature ..........................................................

(Print Name)

**Defects found on vehicle check sheet  YES / NO**

If Yes please give details: ..........................................................

..........................................................

use reverse of log sheet if necessary.
## Vehicle Identification Data

<table>
<thead>
<tr>
<th>Vehicle Make and Model:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Vehicle Registration No.:</td>
<td></td>
</tr>
<tr>
<td>Chassis No.:</td>
<td></td>
</tr>
<tr>
<td>Engine Number:</td>
<td></td>
</tr>
<tr>
<td>Number of seats + Driver:</td>
<td></td>
</tr>
<tr>
<td>Fuel Type:</td>
<td></td>
</tr>
<tr>
<td>Tyre Size:</td>
<td></td>
</tr>
<tr>
<td>Tyre Pressures:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Unloaded</td>
</tr>
<tr>
<td>Front</td>
<td></td>
</tr>
<tr>
<td>Rear</td>
<td></td>
</tr>
</tbody>
</table>

## Vehicle Dimensions:

<table>
<thead>
<tr>
<th>Height without roof rack:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Width:</td>
<td></td>
</tr>
<tr>
<td>Weight:</td>
<td></td>
</tr>
<tr>
<td>Length:</td>
<td></td>
</tr>
<tr>
<td>Height with roof rack:</td>
<td></td>
</tr>
</tbody>
</table>

## Breakdown Recovery Documents/Procedures

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## Location

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Fire Extinguisher</td>
<td></td>
</tr>
<tr>
<td>First Aid</td>
<td></td>
</tr>
<tr>
<td>Vehicle Jack</td>
<td></td>
</tr>
<tr>
<td>Spare Wheel</td>
<td></td>
</tr>
<tr>
<td>Weelbrace</td>
<td></td>
</tr>
<tr>
<td>Spare Bulbs</td>
<td></td>
</tr>
</tbody>
</table>

## Vehicle Documents/Expiry Dates

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>MOT</td>
<td></td>
</tr>
<tr>
<td>Insurance</td>
<td></td>
</tr>
<tr>
<td>Road Tax</td>
<td></td>
</tr>
<tr>
<td>Permit Number</td>
<td></td>
</tr>
<tr>
<td>Named Vehicle Holder</td>
<td></td>
</tr>
</tbody>
</table>
INSURANCE

GUIDELINES FOR THE REPORTING OF MINIBUS INSURANCE CLAIMS

Whether or not your minibus is insured through Dudley M.B.C. all minibus drivers should make themselves familiar with the following procedures:

If the minibus is involved in an accident

1) Stay calm and do not admit liability

2) Injury/Damage

If someone is injured or there is damage to any property the Police MUST be notified either at the scene of the accident or as soon as possible but in any case within 24 hours of the accident. When reporting an accident to the Police take the Name and Number of the Police Officer together with the address of the Police Station. If you are asked to produce documents relating to the vehicle you will be allowed 5 days to produce this information at the Police Station of your choice. (Please refer to DOCUMENTS on Page 2 to find out who you need to contact for the Original Insurance Certificate).

3) Information

Obtain as much of the following information as possible at the scene of the accident as it may be difficult to try and get the information at a later date (This information will be needed to enable you to complete the claim form - refer to DOCUMENTS on page 2 to find out who to get a claim form from);

- Name and Address of any Driver(s) involved in the accident (and Owner(s) if the driver is not the owner),
- Make, Model and Registration number of any vehicle(s) involved,
- Driver(s)/Owner(s) Insurance details i.e. name and address of Insurer
- Apparent damage to any vehicle(s) involved
- Name and address of any injured person(s) and whether they were driving, a passenger or a pedestrian together with details of their injuries (if known), any medical attention required and the name of the Hospital they were sent to (if applicable),
- Name and address of any witness(es)
- Draw a sketch of the position of the vehicles and their direction of travel.
- In addition you should provide the above information to anyone who requests it.

To assist you with this, details are shown below
of the Minibus Insurance Covers presently arranged through Dudley M.B.C:

Dudley M.B.C. Fleet Minibuses (e.g. Vehicles hired from/operated by Lister Road Depot)

Insurance Company :  
American Re-Insurance Company

Policy Number :  ARMI 100102

Other Minibuses (e.g. Minibuses owned and/or operated by Schools, Age Concern etc.)

Insurance Company :  
American Re-Insurance Company

Policy Number :  ARMI 100102

Please Note:
All motor claims are handled by Gallagher Bassett International on behalf of American ReInsurance Company as detailed below

Gallagher Bassett International
Ground Floor, Tame House,
Wellington Crescent,
Fradley Park
Lichfield. WS13 8RZ

Tel No: 01543 443100
Fax No: 01543 443101

Documents - For minibuses insured through Dudley M.B.C.

INSURANCE CERTIFICATES

Type of Vehicle: Who to contact for ORIGINAL Insurance Certificate to produce for the Police

Fleet Management Minibuses Liz Barker, Lister Road Depot, Dudley
Tel: (01384) 814515 or Ext. 4515

School Minibuses Debbie Jones, Education Dept.,
Tel. (01384) 814217 or Ext. 4217

All other Minibuses insured through Dudley M.B.C. (e.g. Age Concern) Cheryl Caladine, Risk Management/Insurance Section
Tel. (01384) 814821 or Ext. 4821
Fax (01384) 814832
CLAIM FORMS

All accidents and thefts must be reported to the Insurance Section even if no damage is sustained to the minibus. To enable the Insurance Section to advice the Insurers of any accidents or theft please complete a Claim Form [See Appendices 4 Claim Forms should be obtained from the same person who holds the Insurance Certificate (see above).

Where to send the completed Claim Form;

Type of Claim | Send Claim Form to:
--- | ---
Theft of Fleet Management minibus or where repairs done by Fleet Management | Paul Massey, Fleet Management, Lister Road Depot, Dudley, DY2 8JT.
Tel (01384) 814540 or Ext. 4540

All other claims | Cheryl Caladine,
Risk Management/Insurance Section,
Council House, Dudley DY1 1HF.
Tel. (01384) 814821 or Ext. 4821

IMPORTANT NOTICE - TRAVELLING ABROAD

If you are taking a minibus abroad, please contact Cheryl Caladine in the Risk Management/Insurance Section on (01384) 814821 at least three weeks before date of travel to ensure that essential insurance documents are obtained.

Advice is contained on page 29, Appendix 9
**MOTOR ACCIDENT REPORT FORM**

<table>
<thead>
<tr>
<th>POLICYHOLDER</th>
<th>Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name &amp; Address</td>
<td></td>
</tr>
<tr>
<td>Telephone No</td>
<td></td>
</tr>
<tr>
<td>Policy No</td>
<td></td>
</tr>
<tr>
<td>Department</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>VEHICLE</th>
<th>Engine Size (c.c.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Make &amp; Model</td>
<td></td>
</tr>
<tr>
<td>Registration No</td>
<td></td>
</tr>
<tr>
<td>Is the vehicle hired or leased?</td>
<td>If so give name &amp; address of owner</td>
</tr>
</tbody>
</table>

For what purpose was vehicle being used at the time of the accident?

<table>
<thead>
<tr>
<th>Details of damage</th>
<th>Cost of repairs (attach estimates)</th>
</tr>
</thead>
</table>

Where can our Engineer inspect the vehicle?

<table>
<thead>
<tr>
<th>Contact name &amp; telephone no.</th>
</tr>
</thead>
</table>

| DRIVER                        | |
|-------------------------------| |
| Name & Address                | |
| Age                           | Occupation |
| Type of licence & how long held | |
| If driver is not policyholder give details (eg employee) | |

Has the driver been involved in an accident in the past 3 years or been convicted of a driving/motoring offence (or has a prosecution pending) within the past 5 years? If so give details

Registered No. 1844276 England. Registered Office: 9 Alie Street, London E1 8DE.
### ACCIDENT

<table>
<thead>
<tr>
<th>Day/Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Place</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Weather conditions?</th>
<th>Road conditions?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Speed of your vehicle?</th>
<th>Speed limit for road?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>What lights were in use?</th>
<th>What warning lights/sirens were in use?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Full description of accident</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

### Sketch of accident

(continue on separate sheet if necessary)

### WITNESSES

<table>
<thead>
<tr>
<th>Name &amp; address</th>
<th>State if passenger and in which vehicle</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1.  
2.  
3.  

### POLICE

<table>
<thead>
<tr>
<th>Were the Police informed?</th>
<th>Did they attend?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Give Officer’s name & station

### OTHER VEHICLE/PROPERTY

<table>
<thead>
<tr>
<th>Name &amp; address of owner/driver</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

Type of vehicle & registration no?

Insurance details

Damage to vehicle/property

### INJURED PERSONS

<table>
<thead>
<tr>
<th>Name &amp; address</th>
<th>Passenger?</th>
<th>Wearing seat belt?</th>
<th>Injuries?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1.  
2.  
3.  

Signature of Driver

Date

Signature of Manager

Date
Appendix 5

Home to School Transport and Contract Hire

If there is any problem relating to Home to School Transport or you feel that the Contractors are not following guidelines then please immediately contact ;-)

Mr. J. Wharton
Senior Admin Officer
Special Education Division
Education Department
Tel: 01384 814393 or Ext. 4393
or
Mrs. J. Westwood
Transport Manager
Special Education Division
Education Department
Tel: 01384 814301 or Ext. 4301

If you are intending to hire an external coach operator for school activities and require any guidance with selecting an appropriate operator then contact Mrs. Pamela Page (01384) 814891 Purchasing Services.
Appendix 6

GUIDE TO PROCURING A SCHOOL TRANSPORT OPERATOR
(Fact sheet reproduced by kind permission of CPT)

The Importance Of Good Service

Every day thousands of children board buses to travel to and from school. Their parents expect them to arrive safely at their destinations and similarly return again without incident or accident. They rightfully assume that the vehicles their children travel on are roadworthy and reliable, trusting the professionalism of the school to procure a reliable and competent service. In almost all cases these expectations are met, although complacency should never be allowed when dealing with the safety of school transport.

Choosing an operator

Bus and coach operators must be licensed by the Traffic Commissioner to show that they are financially, technically, and legally capable to run a competent business. If in doubt ask to see the Operators licence (the O licence), it is illegal for them not to have one.

In addition, a reputable company should be able to comply to the following standards:

- They employ appropriately trained and licensed staff
- They obey all legal speed and safety requirements on roads
- They ensure that any claim or description of their service is genuine and in no way misleading.
- They will conduct their business in accordance with strict professional integrity and courtesy and ensure that the safety, comfort and convenience of their customers is of paramount importance.

All of these requirements are listed under the CPTs Code of conduct which all CPT members must adopt. Although other operators may have a reputable background, to ensure the above standards are met it is advisable to choose a CPT member to meet your requirements.

The standard of vehicles

The quality of buses and coaches is of increasing concern to many parents. The Road Vehicle (Construction and Use) Regulations 1986 is just one piece of legislation that governs the construction of coaches and buses. All vehicles should comply to these standards. If you have any concerns over the standard of a vehicle, ask yourself these questions:

1) Does the vehicle appear damaged or unroadworthy in any respect?
2) Is it clean - both inside and outside?
3) Are the vehicles basic components all in working order (e.g., lights, mirrors, emergency exits)?
4) Does the vehicle contain safety features such as a fire extinguisher?

If the answer to any of these questions is no then you should take them up with the Operator. If you are still in further doubt as to the standards of a vehicle you should contact the Vehicle Inspectorate.

Gaining a quotation

Once you have selected an operator, or several possible operators, you are likely to require a written quotation of price. When asking for such a quotation it is important to be as detailed as possible. This will help avoid hidden costs further down the line.
Things worth considering for inclusion should be:

- The exact route the vehicle is to take
- The number and location of picking up and setting down points
- The seating capacity of the vehicle to be used
- The exact period of time the contract is to run for
- The time the service is due to arrive at, or leave from, school premises
- Whether you require seat belts
- Whether you require an escort.

**The contract**

Once you have a written quotation to your liking you can proceed to make a contract between the school and the operator. Remember, when assessing different quotations THE CHEAPEST IS NOT ALWAYS THE BEST. If in doubt, ask to view the vehicle which would be supplied.

The contract should be written up with suitable legal guidance. Several key points should be considered in the contract.

- Is a deposit required?
- If so, how much?
- What are the further terms of remuneration?
- What are the liabilities if the bus operator cancels the contract?
- What are the liabilities if the school cancels a contract?
- Who will be responsible for damage (if any) caused to the vehicle by the passengers?

**When the service is operating**

It is important to maintain a liaison with the operator once the contract is underway. In this way the school will be able to monitor any developments with implications to the school service. Good relationships are useful in the event that an individual parent has a complaint regarding the service. Make sure the driver is suitable experienced. A regular driver who can keep things organised in the event of unforeseen problems (e.g., breakdowns) is a prize asset. It is also important to note that the driver has a legal responsibility for the safety of his passengers in transit while on the vehicle. He/she is only responsible for the wearing of seat belts by children sitting in line or in front of his/her shoulders. Good relationships will help ensure that these points are taken seriously.

**Seat Belts.**

It is important to stipulate that coaches booked have seat belts fitted. Some vehicles e.g. those not capable of 60 m.p.h. or having an unladen weight of less than 7.5 tonnes, are not required to have them fitted.

**Summary**

The following summary should help you successfully procure a safe and reliable bus or coach service for your school.

- Choose an operator with a reputation to protect, ideally a CPT member.
- Check that: the vehicles to be used are safe and reliable.
- Obtain detailed written quotations.
- Carefully undertake a final contract.
- Maintain liaison with the Operator whilst the contract: is being served.

REMEMBER TO CHECK WITH CPT FOR DETAILS OF CPT OPERATORS IN YOUR AREA.  
Confederation of Passenger Transport Sardinia House, 52 Lincolns Inn Fields, London WC2A 3LZ.  
Telephone 0171 831 7546 Facsimile 0171 242 0053

The Confederation of Passenger Transport (CPT), is the national trade association for the bus, coach and fixed track industry.
MINIBUS DRIVERS – Licence Requirements

1st January 1997 saw the implementation of the 2nd EC Directive on drivers licences, 91/439/EEC. Its purpose is to unify driving licences across the Community. As far as the directive relates to minibuses, people who gain a driving licence prior to 1st January 1997 will not be greatly affected. What you can drive now, you will be able to drive in the future.

People passing their car (category B) driving test after this date will not receive an entitlement to drive minibuses. However such people will be able to drive for community groups as a voluntary driver once they reach the age of 21 and have held a full car licence for 2 years.

The UK is unique in being the only European country to allow car drivers to drive vehicles with more than 8 seats. These rules apply only to licences issued in the UK. The authorities have not defined the terms volunteer or community groups.

The Council’s own policy, set out below, exceeds the new regulations.

It is the Council policy that all drivers of minibuses carrying people in the care of the Council hold a valid and current permit issued by Dudley MBC.
Appendix 8
THE DUTIES OF AN ESCORT – Advice for Operators

It is recommended that all operators draw up their own guidelines for Escorts to meet their own needs. Listed below is some general guidance which may be of assistance to operators.

Any contract requirements must be followed.

Passengers must be supervised when boarding and leaving and wherever possible the rear exit should not be used. If it is necessary to use the rear exit, particular care must be taken and passengers moved immediately to the footway or a safe place.

A passenger list including details of any special needs should be kept.

The driver does not move off until the Escort has checked, that all passengers are seated and wearing correctly adjusted seat restraints. However the legal responsibilities remain with the driver.

Escorts must ensure that wheelchairs are securely restrained, using the appropriate equipment, (only suitably trained persons are allowed to secure wheelchairs). Walking aids and other mobility equipment is securely stored.

Escorts are required to ensure that passengers do not distract the driver by their action or noise.

Luggage must not obstruct gangways or exits and should be securely stored away.

The vehicle must come to a complete halt, in a safe position before any passengers are allowed to move from their seats.

Passengers must have moved away from the vehicle, prior to instructions to the driver to move.

In some instances, it is necessary to ensure that passengers are met by their guardians/carers, under no circumstances should such passenger be left unattended.

In the event of a breakdown or accident, the Escort should reassure the passengers and give clear authoritative instructions, which may involve the evacuation of passengers to a safe place.

Passengers should be closely supervised and not allowed to re-enter the vehicle for any reason.

Passenger lifts should only be operated by those trained to do so.

Escorts should ensure that passengers do not operate the doors.

If serious delays in arrival times are experienced, this information should be passed immediately to the proper persons.
Appendix 9

**TAKING MINIBUS ABROAD**

Taking a minibus abroad is a complex business; it is not just a simple matter of driving on the right-hand side of the road. Each country has its own regulations which not only govern the driver but also the vehicle, passengers and ancillaries such as spare parts and luggage. What follows is meant to be a general guide and in no way exhaustive, organisations contemplating such journeys should satisfy themselves as to the legality of their arrangements.

**Occasional Closed Door Tours.**

The EU has laid down common rules for the International Carriage of Passengers by Bus and Coach, these apply to all vehicles with 10 or more seats including the driver regardless of the purpose of the journey. Within these rules are several categories of tour, but all journeys undertaken by permit minibuses will fall into the category of Occasional Closed Door Tours. As the name suggests this type of tour involves a round trip starting and ending in the same place carrying the same group of passengers throughout.

**Documentation.**

Unlike the UK, most other EU countries do not have a facility to allow documents to be produced at a later date, it is therefore important that the driver carries all of those which are necessary.

**Insurance.**

All domestic insurance policies will cover the minimum requirement for most EU countries, however this may not be fully comprehensive even if the policy provides such cover at home. Before your journey contact the Insurance Section for advice.

**Vehicle Registration Document.**

The Vehicle Registration Document (form V5) should be available for inspection, photo copies are not acceptable.

**Letter of Authority.**

If the person named as owner on form V5 is not the driver a Letter of Authority must be carried. This should be on the owners headed notepaper and signed by the owner or an executive of the company/organisation.

**Waybill**

Passenger carrying vehicles having 10 or more seats, including the driver, travelling on mainland europe must carry a Waybill. The waybill is in simple terms an itinerary which includes the passengers names and details of the journey, including excursions. The waybills, which must be completed before the journey, are available from;

The Confederation of Passenger Transport UK
Imperial House
15-17 Kingsway
London
WC2B 6UN
0171 240 3131

There are two types, the EU waybill to be used on journeys entirely within the EU and the ASOR waybill for use on journeys which go outside the EU even on a transit basis. At the time of writing the UK fine for not having a waybill is £400 while in France the tariff is 900FF for each omission from the waybill. On a Closed Doors Tour it is an offence to carry persons other than those who started the journey eg; the host group.
Model Control Document.

The Model Control Document, also available from The Confederation of Passenger Transport, is a translation of the Waybill and must be carried.

*Own Account* “ Certificate.

School, voluntary groups and local authority groups taking a vehicle abroad which is owned by the group may apply for an “Own Account” certificate which will exempt them from the need to obtain and carry waybills. These are available free of charge from:

The International Road Freight Office
Room 708
Westgate House
Westgate Road
Newcastle-upon-Tyne
NE1 1TW
0191 201 4090

Tachographs.

On the European Mainland vehicles having 10 or more seats, including the driver, must have a tachograph fitted and working. The driver must carry enough charts for the journey and spares in case of damage. If requested, the driver should be able to produce current week and the last day of the previous week. In cases where the driver does not have charts from the previous week, as is likely to be the case with voluntary drivers, a letter of attestation must be carried to cover such periods.

Tachographs must be returned within 21 days to the employer/organisation who must keep them in good condition for 12 months. Note; The employer/organisation has legal responsibility to check discs for and act upon any discrepancies such as insufficient rest periods.

If the tachograph breaks down during a journey records may be made in ink upon the discs. If the vehicle will be back at base within 7 days of such a breakdown the repair may be carried out at the journeys end. If the vehicle will not be back at base within 7 days, the repair must be carried out as soon as possible while abroad.

Driver hours regulations can be found on page 10

Drivers Licence.

The UK is unique in allowing those people who passed a test in a motor car to drive vehicles with more than 8 seats, drivers are advised to carry an International Drivers Permit obtainable from motoring organisations.

Other Requirements.

In most EU countries drivers who wear spectacles or lenses are required to carry a spare set or pair. Warning triangles must be carried as must spare bulbs (in France, heavy fines are levied against drivers having a light out even in the daylight). It is also worth remembering that when imposing spot fines the French Police require immediate payment and failure to pay could mean the impounding of the vehicle. It is best to make sure that sufficient funds are available.