

Minibus Safety

A Code of Practice

ROSPA
The Royal Society for the
Prevention of Accidents

DTLR
TRANSPORT
LOCAL GOVERNMENT
REGIONS

cta
Community Transport
Association

LOCAL AUTHORITY
LARSOA
ROAD SAFETY OFFICERS' ASSOCIATION



AIRSO

PAT
Professional Association of Teachers

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Foreword

This Code of Practice was produced by a working group comprising:

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Regulations

The Code of Practice refers throughout to various statutory regulations and other documents. These are correct as of March 2002, but Operators should check whether they have been amended since the publication of this document.

Photocopying Extracts

Extracts from this Code of Practice may be photocopied and provided to minibus drivers, escorts, passengers and their parents, without prior written permission, provided the source is acknowledged.

Summary of Best Practice

Risk Assessment

A risk assessment should be conducted at regular intervals and detailed records should be kept.

Minibus and Community Bus Permits

Operators should ensure that all the requirements of permit schemes are fully adhered to.

Insurance

Operators should obtain written confirmation that their insurance or indemnity policy applies to all the people using the minibus and all the activities and journeys that are conducted.

Maintenance

All minibuses should be serviced and maintained in accordance with a set schedule. A pre-drive safety check should be conducted every day the vehicle is used and repeated whenever another driver takes over.

Records

Appropriate written records should be kept, regularly reviewed and updated. Recommendations from reviews should be implemented.

Drivers

Operators should set minimum criteria for their minibus drivers and ensure all their drivers conform to it.

Driver Licence Requirements

Ensure that all drivers have taken appropriate training in a minibus and have the appropriate entitlement on their driving licence.

Driver Assessment and Training

Ensure that all drivers are regularly re-assessed to maintain their driving skills and standards.

'Approved' Drivers

Organisations should nominate a suitably qualified person to decide who is authorised to drive the minibus. Only authorised drivers should drive the minibus.

Age Limits

Operators should consider the need to set age limits for drivers.

Vetting Drivers and Escorts

Operators should consider the need to conduct criminal records checks of potential drivers and escorts and check whether their parent organisation (if applicable) or insurers specify any requirements on this issue.

Drivers' Responsibilities

Drivers should ensure that they are fit to drive and that the minibus is in a safe condition before every journey.

Medical Fitness to Drive

Operators should establish a process to assess the medical fitness to drive of their drivers on a regular basis. A simple eyesight test for drivers should be conducted on appointment and at re-assessment. Drivers should be required to report to the operator any change that affects their ability to drive.

Alcohol

Drivers should never drink and drive and be aware that alcohol can remain in the body for up to 24 hours.

Medicines

Drivers must not drive if ill, or affected by medicines.

Illicit Drugs

Drivers must not drive if under the influence of drugs.

Summary of Best Practice

Mobile Phones

Drivers should never use a mobile phone while driving. Operators should implement a clear policy on this issue.

Tiredness

Operators should ensure that drivers are not driving when too tired. Drivers should ensure they are well rested before driving.

Safe Drivers' Hours

Clear rules on drivers' hours should be set, made known to drivers and enforced.

Journey Planning

All journeys should be properly planned.

Second Driver

A second driver should be provided on appropriate journeys.

After the Journey

Drivers and/or escorts should ensure that all passengers have been safely met. A post-trip vehicle check should be conducted and recorded.

Escorts

Escorts should be provided wherever possible, and be aware of their duties and responsibilities.

Emergency Procedures

Clear accident and emergency procedures should be in place and should be included in driver and escort training.

Passenger Care

Passengers should only be carried in a minibus that is suitable for their needs.

Supervision

Passengers should be adequately supervised.

Pick-ups and Drop-offs

Drivers should only use suitable, agreed pick-up and drop-off places.

Passenger Briefing

Passengers should be aware of their expected behaviour.

Passenger Illness

Procedures for passenger illness should be in place.

Seat Belts

Seat belts should be provided on all seats and all passengers should wear their seat belt.

Seat belts and their fitment must comply with legal standards.

Seat belts should only be retro-fitted to minibuses if they can be fitted to the same standard as vehicles that have seat belts fitted at the point of manufacture.

Passengers in Wheelchairs

Passengers in wheelchairs should be afforded the same level of safety as all other passengers. Drivers and escorts should be trained in the care of passengers in wheelchairs.

Passenger Lifts and Ramps

Operators should be aware of, and follow, the latest guidance for lifts and ramps on minibuses.

Accessibility

All passengers have the right to be transported in a minibus suitable for their needs.

Emergency Equipment

Appropriate emergency equipment should be provided in the minibus, and drivers and escorts trained in its use.

Summary of Best Practice

Fire Hazards

Appropriate fire hazard procedures should be in place.

Luggage

All luggage should be securely stowed, and drivers should be trained in the use of roof racks and trailers, if used.

Weight Limits

The maximum weight limit of the minibus should never be exceeded.

Journeys Abroad

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

1 Introduction

- 1.1 Minibuses are motor vehicles which have been constructed or adapted to carry more than 8, but not more than 16 passengers in addition to the driver. They provide a vital mode of transport for a great number of people and organisations. Local authorities, schools, voluntary groups, clubs and societies and employers all make extensive use of the minibus to run an impressive range of social, educational activities.
- 1.2 For every mile travelled, people in minibuses are less likely to be involved in an accident than people in cars. Nevertheless, the risk of injury and death for minibus users can be reduced.
- 1.3 The aim of this Code of Practice is to help organisations who own, hire or lease minibuses to provide a safe, effective and efficient service. It is written for the person who owns, manages, or has responsibility for the operation and management of the minibus. This may be the driver, centre manager, the school (a nominated individual, Headteacher or the Governing Body) or the group leader. It is not written for commercial operators who require a full Public Service Vehicle (PSV) operator licence.
- 1.4 In addition to complying with this Code of Practice, Operators should consult, and comply with, any guidelines or procedures produced by their own organisation, Local Education Authority or Governing Body. Community groups should consult, and comply with, any guidelines or procedures produced by their parent organisation.
- 1.5 Anyone who drives or operates a minibus to carry passengers has a duty to take all reasonable precautions to ensure that it is operated safely. It is an offence to cause, or permit, a minibus to be driven on the road when its condition, or the way in which it is used, could cause danger to anyone in the minibus or to other road users. Operators must comply with all relevant legal requirements, the advice provided in the Highway Code, and take all other reasonable measures to protect the driver, the passengers and other road users from accident and injury risks.
- 1.6 Employers (including LEA's and school Governing Bodies) are required to provide a safe place of work. This includes ensuring that any minibus an employee drives, whether or not the employee is employed directly as a driver, is safe.
- 1.7 An operator should consider what risks are involved in running a minibus (Risk Assessment) and how the risks can be reduced or minimised (Risk Management). Risk Assessments must be conducted by 'competent persons'. They must be recorded, and regularly updated, to demonstrate that the operator has taken reasonable care, and to enable the service to be monitored to ensure that standards, once set, are maintained, reviewed and improved.

2 The Management System

2.1 An effective management system is essential. Many accidents could be avoided if the operator makes certain that drivers are trained and medically fit to drive, trips are properly planned, second drivers and/or escorts are provided and the vehicles properly maintained. The management system must be monitored to ensure that drivers are complying with all requirements, and adequate records must be kept.

2.2 Risk Assessment

2.2.1 Operators should conduct a written risk assessment of the management of their minibus service. It should be as simple as possible, but written records should be kept. Large organisations such as Local Authorities will have risk assessment policies and procedures, and the person responsible for the minibus should consult the Health and Safety Officer of their parent organisation and comply with any policies and procedures that have been adopted. Smaller organisations that do not have a Health and Safety Officer can obtain advice from their local Health and Safety Executive (HSE) office. The HSE publish 'A Guide to Risk Assessment Requirements' and 'Five Steps to Risk Assessment' which are available free from their website (www.hse.gov.uk). The Community Transport Association publishes 'Minibus Management', which provides advice and sample documents for conducting risk assessments.

2.2.2 There is no such thing as absolute safety or zero risk. Risk assessment should identify:

- hazards
- the likelihood of a hazard occurring
- the likely severity of any injury or property damage resulting
- who might be affected
- existing safety measures
- new safety measures that might be needed

- how safety measures are implemented
- emergency procedures

2.2.3 Decisions can then be made about whether particular risks are justified and if so, whether control measures keep those risks within tolerable bounds and strike an appropriate balance between risk and cost.

2.2.4 Generic Risk Assessment

A generic risk assessment for the minibus service should be conducted and recorded. This should address the process of recruiting, training and supervising drivers, issues relating to the age, needs and behaviour of passengers, accident/emergency management systems, parental consent and general administration matters. The risk assessment should be recorded and regularly updated.

2.2.5 Individual Risk Assessment

Specific journeys also need to be considered. For regular or frequent journeys, it may not be necessary to conduct a separate written risk assessment for each trip. Although, the risk assessment for regular trips should be periodically reviewed to ensure it remains appropriate and that it is being followed properly.

2.2.6 However, an individual risk assessment should be conducted, in advance, for every unusual or non-routine journey, or when passengers have special needs. These risk assessments should be approved by the operator and the person who has overall responsibility for the passengers (e.g., a headteacher).

BEST PRACTICE

A risk assessment should be conducted at regular intervals and detailed records should be kept.

2 The Management System

2.3 Legal Requirements

2.3.1 Every minibus must:

- be correctly licenced
- display a valid tax disc
- be adequately insured
- be well maintained
- have a valid MoT certificate (if more than one year old)

2.3.2 Minibus and Community Bus Permits

The government is considering changes to the Permit system. Operators should ensure that they are aware of any such changes. The rules at the time of writing are described below, and further details are available in the DVLA information Sheet INF28 'Driving A Minibus'.

2.3.3 A minibus that is used to carry passengers for 'hire or reward' (the scope of 'hire or reward' is very broad and includes any payment in cash or kind by or on behalf of passengers which may give them a right to be carried – see the Glossary) is normally classed as a Public Service Vehicle (PSV), and must comply with PSV operator licensing and Passenger Carrying Vehicle (PCV) driver licensing requirements. However, schools and voluntary organisations may be exempted from these requirements if they are eligible for a minibus permit, granted under Section 19 of the Transport Act 1985.

2.3.4 The status of the school may also be a factor in deciding whether or not it is entitled to apply for a Section 19 permit. Many private schools have charitable status and therefore come under the scope of the Permit System, as do Local Authority schools because they are non-profit-making. However, some schools do not have charitable status, and therefore must operate under a PSV operator's Licence. Further information is provided in 'Public Service Vehicle Operator Licensing Guide for Operators' PSV 437 which is available from the DTLR.

2.3.5 Minibus Permits allow certain non-profit-making organisations to make a charge without having to comply with the full PSV licensing requirements and without the need for their drivers to have PCV (category D1 or D) entitlement. The service must be provided for their own members or for groups of people whom the organisation serves, but must not be available to members of the general public. Any charges must be made on a non-profit basis.

2.3.6 Organisations which have been granted minibus permits must ensure that the following conditions are met **whenever** permit vehicles are used:

- a) the vehicle must only be used by the organisation to whom the permit has been granted, or by affiliated/associate members of that organisation; **and**
- b) the vehicle must not be used by members of the general public, except as a) above; **and**
- c) the vehicle must not be operated for profit, or for an activity which in itself is carried out for profit; **and**
- d) the vehicle must meet the requirements for initial fitness as defined by the Construction and Use Regulations; **and**
- e) the permit disc must be displayed on the nearside of the windscreen, visible from the outside of the vehicle.

2.3.7 Other conditions may be placed upon a permit with which an operator must also comply. Operators may hold more than one permit but may only use one minibus under each permit at any one time. Permit discs may be transferred from one vehicle to another.

2 The Management System

2.3.8 Permits are granted by a Traffic Commissioner or by a 'designated body' approved by the Department for Transport, Local Government and the Regions (DTLR). These bodies (including the Community Transport Association, the Scout Association, the Girl Guides Association, St. John Ambulance and MENCAP) can only issue permits to their own members, but they may determine their own fees for the permits they issue. Local Authorities may issue permits to certain organisations as outlined in 'Passenger Transport Provided by Voluntary Groups: Guide for Operators' PSV 385, which is available from the DTLR (see Appendix 10).

Permits are not valid on the Isle of Man, Republic of Ireland or other EC countries.

2.3.9 **Community Bus Permits**

The Government's revision of the Permit Scheme will include Community Bus Permits. At the time of writing, the rules were that these permits are issued to bodies that run a local bus service on a voluntary non-profit basis, using unpaid volunteer drivers. Members of the general public can be carried in the minibus.

2.3.10 Further information about permit schemes is available from the CTA.

BEST PRACTICE

Operators should ensure that all the requirements of permit schemes are fully adhered to.

2.4 **Vehicle Excise Duty (Road Tax)**

Most minibuses are registered as private/light good vehicles. They must display a valid tax disc, which applies to the vehicle on which it is displayed, in the windscreen. Exemptions are available from local Vehicle Registration Offices for minibuses used solely to carry people with disabilities (with or without friends and escorts). To qualify for such an exemption the minibus must

be registered under the Disabled Passenger Vehicle (DPV) taxation class. An advice leaflet on this topic is available from the CTA.

2.5 **Insurance**

2.5.1 Every motor vehicle using the public highway must be insured with at least third party cover. Some local authorities or community transport groups have access to a fleet insurance scheme, otherwise operators must arrange their own insurance.

2.5.2 The operator must ensure that the vehicle, and its driver(s), are insured for all of the purposes to which the vehicle will be put, including whether it is used for 'hire and reward' and/or under a Section 19 Permit and whether it is registered as a Passenger Carrying Vehicle or a Private/Light Goods Vehicle. Operators must comply with all the conditions in the insurance policy. Using the vehicle in a way which does not comply with the insurance policy, or failing to keep it properly maintained, may invalidate the cover.

2.5.3 Schools should check that they are complying with the insurance policy and requirements of their LEA or governing body as appropriate. Other groups should check they are complying with the insurance policy and requirements of their overall organisation. It is useful to keep a copy of the insurance certificate in the minibus and for drivers to know its location.

2.5.4 Check that the insurance policy covers:

- all the uses to which the minibus is put
- the total number of passengers allowed and the total weight (including passengers and luggage)
- all the people authorised to drive the minibus
- journeys for which passengers pay a contribution.

2 The Management System

2.5.5 In particular, Operators should be aware of, and comply with, any restrictions on drivers (e.g. age, experience, medical checks, etc.)

2.5.6 Operators should consider whether to provide additional insurance cover (e.g. for personal injury or legal expenses) for their drivers, escorts and passengers.

BEST PRACTICE

Operators should obtain written confirmation that their insurance policy applies to all the people using the minibus and all the activities and journeys that are conducted.

2.6 Maintenance

When purchasing a new or second-hand vehicle, ensure that a qualified engineer confirms the vehicle is roadworthy, safe and fit for its purpose. It may be possible to arrange this through the local authority or parent organisation. Operators must also be sure that any minibus they hire or lease is roadworthy and safe.

2.6.1 A clear procedure must be put in place to ensure the minibus is regularly serviced and maintained in accordance with a set schedule. This is in addition to the driver's pre-journey checks. The schedule must include annual MoT Tests and should not exceed the manufacturer's recommended service intervals. Regular 'safety inspections' should be conducted and recorded, as described in the DTLR publication, 'A Guide to Maintaining Roadworthiness – Commercial Goods and Passenger Carrying Vehicles' (see Appendix 10). Records of service, MoT history and 'safety inspections' should be kept.

2.6.2 A Pre-Drive Safety Checklist is provided in Appendix 1.

2.7 MoT Tests

Every minibus requires an **annual** MoT test from the **first** anniversary of its registration date. A minibus with 13 or more passenger seats requires a Class V test, which can only be conducted at designated testing stations or LGV testing stations. A minibus with 12 or less passenger seats only requires a normal car (Class IV) MoT certificate and can be tested at any garage with MoT Test facilities.

BEST PRACTICE

All minibuses should be serviced and maintained in accordance with a set schedule. A pre-drive safety check should be conducted every day the vehicle is used and repeated whenever another driver takes over.

2.8 Records

The law requires Operators to keep records of how they ensure the service they provide is safe. RoSPA recommends that records are kept for at least 15 months, but preferably longer, particularly if there is a risk of litigation following an incident.

This will enable them to show that the service is being managed and operated with all reasonable care and efficiency, that drivers and escorts are properly trained, adequately monitored and perform their duties effectively.

2.9 The management system should ensure that when a fault that affects the safe operation of the vehicle or the safety of the occupants, is recorded, the vehicle is not used until the fault is rectified. A nil-reporting procedure, which requires the driver to record the results of the check even if there are no faults, is recommended.

2 The Management System

2.10 It is recommended that the following records are kept:

- all documents relating to the vehicle
- operating log, including booking the vehicle in and out
- accident/Incident book, including faults reported and rectified
- list of authorised drivers
- training and re-training forms
- medical check details
- emergency equipment form
- details of any vetting conducted
- contact names and details (including out-of hours details)
- maintenance/safety checks.

2.11 These records are an essential part of the safety management system. It is important that they are kept accurate and up-to-date and that any changes recommended following reviews are implemented.

BEST PRACTICE

Appropriate written records should be kept, regularly reviewed and updated. Recommendations from reviews should be implemented.

3 The Minibus Driver

3.1 **Nearly all (95%) road crashes involve human error.**

3.2 Operators should ensure that every minibus driver:

- has the appropriate licence entitlement to drive the minibus (see sections 3.5 and 3.6)
- undergoes an initial and then periodic re-assessments of their ability to drive a minibus
- receives practical driver training, as necessary, under the conditions in which they are likely to drive the minibus
- understands his or her responsibilities
- has a clean driving licence (at the discretion of the Operator)*
- is medically fit to drive (see section 3.14)
- drives for limited periods to avoid fatigue (see section 3.16 and 3.17)
- is accompanied by a second driver, who is also fully qualified and meets the same conditions as the first driver, on appropriate journeys (see section 3.17.3)
- is accompanied by an escort (sometimes called a passenger assistant) where passengers needs require it (see 3.19)
- always carries a suitable form of identification (e.g. driving licence).

** Careful consideration should be given to the suitability of drivers who acquire penalty points on their licence. Operators should refer to their Insurers and Risk Assessment policies. If considering using a driver with penalty points, Operators should set criteria for what is acceptable (re: the number of points and types of offence) and should in each case satisfy themselves that the driver is suitable. The provision of further driver assessment or training for the individual(s) concerned should also be considered.*

BEST PRACTICE

Operators should set minimum criteria for their minibus drivers and ensure all their drivers conform to these.

3.3 The company insuring the minibus may insist on some of these conditions, or impose others, as a condition of insurance. Operators and drivers must comply fully with all such requirements.

3.4 **Driver Licence Requirements**

The operator is responsible for ensuring that everyone who drives a minibus is suitable and has the required legal driving licence to do so. Operators should check the driving licence(s) of their driver(s) annually and keep a record of the check. Drivers should be required to report any changes to their driving licence to the Operator.

Driving Licence entitlements to drive a minibus changed on 1 January 1997.

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3.5 Driving Licences Obtained Before 1 January 1997..

3.5.1 Drivers who obtained their full car driving licence before the 1 January 1997 may drive a minibus in the UK (until their licence expires) if they:

- hold a valid full driving licence for private cars (group A, or B for automatics on an old style green or pink licence, or category B and D1 (101)* on a pink and green or photocard licence)
- are at least 21 years of age
- the vehicle is not being used for hire or reward.

3.5.2 However, drivers whose licences expire when they reach 70 years of age, or because they develop certain medical conditions, will not automatically retain the D1 (101) entitlement on their licence. They must apply to retain their D1 (101) entitlement and also pass a medical to PCV standards.

3.6 Driving Licence Obtained on or After 1 January 1997..

3.6.1 Drivers who obtained their full car driving licence on or after the 1 January 1997 are only licenced to drive a vehicle with up to 8 seats (in addition to the driver). To drive a minibus, such drivers need to gain category D1 PCV entitlement on their licence by meeting higher medical standards and passing an appropriate test.

3.6.2 However, 'volunteer drivers' are exempt from this requirement and are allowed to drive a minibus with up to 16 passenger seats (in addition to the driver) for **social purposes by a non-commercial body**, provided :

- the driver has held a full B licence for at least 2 years
- the driver receives no payment or other consideration for driving the vehicle other than out-of-pocket expenses
- the vehicle has a gross weight of no more than 3500kg (4250kg including any specialised equipment for carriage of disabled passengers)
- there is no trailer of any weight attached
- the driver is aged 21 or over, but under 70 (unless the driver has passed PCV Medical and gained restriction 120).*

*see glossary

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3.6.3 Volunteer Drivers

The exemption for volunteer drivers was designed to cater for charities who use minibuses but who would not have been able to provide training for all their volunteer drivers. **Unfortunately, the definition of 'volunteer driver' is not clear and has not been tested in law.**

3.6.4 It is the Operator's and individual driver's responsibility to ensure that the driver is appropriately licenced to drive the minibus.

The DVLA does not rule on specific cases, as this is a matter for the Police and courts. If challenged, an individual driver and the Operator would have to show that they were complying with the Regulations correctly.

3.6.5 Operators should not assume that a driver is a 'volunteer' just because they are not directly paid to drive the minibus. Teachers are unlikely to be regarded as 'volunteer drivers' because they are paid a salary. Although driving the school minibus is not part of their employment contract, teachers are still being paid and so are probably not eligible for the exemption. **Local authorities should seek legal advice on this issue. However, only a Court can give a legal ruling.**

3.6.6 Further information is available in 'Driving a Minibus' (INF28) from the DVLA or 'Driver Licensing for Minibuses' from the CTA.

BEST PRACTICE

Ensure that all drivers have taken appropriate training in a minibus and have the appropriate entitlement on their driving licence.

3.7 Driver Assessment and Training

3.7.1 Driver assessment and training is essential.

Trained drivers are safer drivers. Training reduces the risk to drivers, passengers and other road users. It increases the comfort of passengers and reassures parents that their children are in safe hands.

Training will also result in lower running and maintenance costs and possibly, reduced insurance premiums. It should also provide added confidence to drivers that they are not being asked to undertake tasks for which they feel poorly qualified.

3.7.2 Driving a minibus is significantly different from driving a car. A minibus is larger, longer, wider and heavier than a car, and its steering, cornering and braking characteristics are markedly different. Another important difference for many drivers is that they are transporting a number of passengers, some of whom may have special needs, may be taken ill on the journey, and who may need supervising.

3.7.3 Practical training and assessment is by far the best way of ensuring that anyone who drives a minibus has the necessary knowledge, understanding, capabilities and attitudes to do so safely. Training need not be stressful for those taking part; its purpose is to help them become competent and safe drivers of minibuses, not to discourage them from volunteering their services.

3.7.4 Driver training will normally include:

- familiarisation with the vehicle
- vehicle checks that should be conducted before and after each journey
- emergency procedures
- passenger care, including disability awareness (if applicable)
- using passenger lifts or ramps (if relevant)
- loading, unloading and securing passengers travelling in wheelchairs and stowing wheelchairs not in use during the journey (if relevant)

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- proper use of seat belts, harnesses and other passenger safety equipment
- on-road assessment on the types of road the driver is likely to use (e.g., motorways or dual carriageways, urban and/or rural roads)
- Journey planning
- Dealing with luggage and equipment

3.7.5 The Institute of Logistics and Transport provides NVQs in Transport qualifications, which may be useful for those involved in managing or operating a transport service.

3.8 Driver Re-assessment

3.8.1 Re-assessment of drivers should be a fundamental part of the management system. It should take place **at least** once every four years, and more often if an incident or accident merits it; for example if an individual driver is convicted of a traffic offence, such as speeding, is involved in a blameworthy accident, or if complaints have been received. Drivers who drive infrequently are likely to need more frequent re-assessments. Re-training should be provided if the assessment indicates particular drivers require it.

3.8.2 Monitoring and re-assessment on a regular basis will ensure that driving and passenger care standards are maintained, and enable the Operator to identify any worrying trends in their minibus service. It will also demonstrate that the operator is taking due care in the running of the service.

BEST PRACTICE

Ensure that all drivers are regularly re-assessed to maintain their driving skills and standards.

3.9 Minibus Driver Awareness Scheme (MiDAS)

3.9.1 The Minibus Driver Awareness Scheme (MiDAS), organised by the Community Transport Association, is designed to promote a nationally recognised standard for the assessment and training of minibus drivers. To join MiDAS an organisation needs to register with the CTA and nominate the individual(s) they wish to be trained as Driver Assessor/Trainers (DATs). A MiDAS training agent will provide training for the DATs, who can then assess and train other minibus drivers within the organisation. Further information about MiDAS is available from the CTA.

3.9.2 Many Local Authorities also provide minibus training and assessment courses.

3.10 Authorisation of 'Approved' Drivers

3.10.1 The authorisation of approved drivers is the responsibility of the operator, and should be considered as part of the risk assessment procedures.

3.10.2 It is good practice for schools and organisations to designate a suitably qualified person (e.g. an ADI with PCV entitlement and/or a MiDAS trained DAT) to decide who can or cannot drive the minibus. It is good practice for an independent and competent assessor to conduct assessments and make recommendations about the competence of drivers who are submitted for assessment.

3.10.3 The criteria by which potential drivers are assessed must include whether they are safe and competent to drive the minibus, and whether they have been trained. Any conditions imposed by the insurers must also be followed.

3.10.4 A driver who feels it is unsafe to undertake a journey (the absence of a second driver or a defective vehicle, for example) **must** be able to refuse to drive the minibus unless his or her concern is rectified.

3 The Minibus Driver

- 3.10.5 The operator should keep records of the persons who have been authorised to drive the minibus, the date they were authorised and when they will be due for re-assessment.

BEST PRACTICE

Organisations should nominate a suitably qualified person to decide who is authorised to drive the minibus. Only authorised drivers should drive the minibus.

3.11 **Vetting Drivers and Escorts**

- 3.11.1 Schools should ascertain their Local Authority's policies and procedures, and whether the Authority's Insurers specify any requirements. Non Local Authority organisations should ascertain whether their Insurers specify any requirements. It should not be necessary for schools to vet teachers who drive or act as escorts provided they have been checked at or before appointment.
- 3.11.2 Operators should consider whether or not to conduct a criminal records check for their employees /drivers. It should be noted that these systems are not foolproof. In making a decision, Operators may take into account whether drivers or escorts have 'one to one' access with children (or vulnerable adults), the level and nature of their supervision, and the length and duration of the contact. Managers should ensure that there is as little one to one access with children or vulnerable adults, as possible and not allow inappropriate relationships to develop.
- 3.11.3 **Criminal Records Bureau (CRB)/Disclosure Scotland**
From 11 March 2002, the Criminal Records Bureau (CRB) will provide access to criminal record information through its Disclosure service in England and Wales (See Appendix 8). The vast majority of criminal record checks that are currently carried out with local police forces will then cease, and access to this information will be via the CRB.
- 3.11.4 Any employer or voluntary organisation will be able to use the service to help establish whether a successful candidate has a background that might make him or her unsuitable for the job or voluntary position in question. The CRB does not charge for applications for volunteers.
- 3.11.5 It is intended that organisations will request a Disclosure after a provisional offer of employment or volunteer post is made to a candidate. The person to whom the Disclosure relates must always consent to the check being carried out.
- 3.11.6 The CRB will provide three different levels of checks: Basic, Standard and Enhanced, and advise which kind is needed in individual cases. In general, work that brings adults into close contact with children or other vulnerable groups, and jobs that are sensitive for other reasons, will qualify for the highest level Disclosures.
- 3.11.7 For Standard and Enhanced Disclosures, the application form has to be signed by both the individual applicant and a Registered Body (any employer, organisation or individual who is entitled to ask exempted questions under the Rehabilitation of Offenders Act 1974) which in most cases this will be the organisation that is recruiting. The original Disclosure will then be issued to the individual and a copy sent to the Registered Body.
- 3.11.8 In the case of the Basic Disclosure, available later in 2002, the individual will be able to apply directly to the CRB and the Disclosure document will be sent to the individual only.

3 The Minibus Driver

3.11.9 Registered Body

Employers and organisations that wish to make applications for vetting to the CRB must register in advance of a check being carried out. Standard and Enhanced Disclosures must be kept securely and disposed of when decisions based on them have been made. Registered organisations must also have written policies on the recruitment of ex-offenders to ensure that all Disclosure information is used fairly and sensibly in order to avoid unfair discrimination.

3.11.10 Similar arrangements will apply in Scotland from April 2002. A new Disclosure Bureau, to be known as 'Disclosure Scotland', has been established within the Scottish Criminal Record Office (SCRO) to issue the new certificates. Applications for criminal records checks should be made to Disclosure Scotland at SCRO.

BEST PRACTICE

Operators should consider the need to conduct criminal records checks of potential drivers and escorts and check whether their parent organisation (if applicable) or insurers specify any requirements on this issue.

3.12 The Driver's Responsibilities

3.12.1 The operator has overall responsibility for ensuring a safe service is provided. However, every driver is **personally responsible** for ensuring that their vehicle is roadworthy before they take it out onto the road. Indeed it is the driver's licence which will suffer if the vehicle is found to be defective. It is also the driver's responsibility to ensure the safety (including the use of seat belts by young passengers, where the law requires it – section 5.4) and welfare of all passengers.

3.12.2 Before any journey, and every time a minibus is used, the driver must:

- plan the journey so that it can be completed safely and comfortably in accordance with the passengers' needs. (see section 3.17)
- ensure the minibus is suitable for the passengers being carried
- conduct a pre-drive vehicle safety check (see Appendix 1)
- be fit and able to drive
- conduct a moving brake test (see Appendix 1).

3.12.3 The driver should complete a log book, provided by the operator, to show that they have conducted the necessary checks.

BEST PRACTICE

Drivers should ensure that they are fit to drive and that the minibus is in a safe condition before every journey.

3.13 Age Limits

3.13.1 It is recommended that each operator sets a minimum and maximum age limit for drivers. This avoids the unfortunate task of advising a driver, who has provided years of excellent service, that he or she is no longer required to drive the minibus. An equal, mandatory retirement policy is far easier to operate and fairer. Operators should check whether their insurance policy imposes any age restrictions on drivers.

3.13.2 Drivers under 25 and over 70 years old have higher than average accident risks. Younger drivers may have excellent eyesight, hearing and reaction times, but are nevertheless inexperienced. With age, general fitness, eyesight, hearing and reaction times deteriorate (but not at a uniform or predictable rate).

3 The Minibus Driver

- 3.13.3 Operators should consider from what age drivers should be subject to a medical check. A statutory check is required for drivers from the age of 70 years.

BEST PRACTICE

Operators should consider the need to set age limits for drivers.

3.14 **Medical Fitness to Drive**

- 3.14.1 Drivers must be medically fit to drive. All drivers are legally required to inform the DVLA of any medical condition that affects their ability to drive. Operators should require their drivers to notify them of any declarations they have made to the DVLA.

- 3.14.2 Operators should consider requiring new drivers to undergo a medical check, prior to acceptance as a driver. At the very least, drivers should sign a declaration that they are medically fit to drive, and not taking any medication, or undergoing any medical treatment that may affect their ability to drive.

- 3.14.3 Operators should conduct a simple eyesight test on appointment and when drivers are re-assessed. Rule 81 of the Highway Code states that drivers “MUST be able to read a vehicle number plate from a distance of 20.5 metres (67 feet – about five car lengths) in good daylight. Opticians recommend eyesight tests every two years. The Drivers Medical Unit of the DVLA may be able to offer advice.

- 3.14.4 Whether the check is a physical examination by a doctor or a self-declaration form, it is sensible to conduct re-assessments at regular intervals and to keep a record of the process. Operators should obtain the services of an appropriate medical adviser for this purpose.

BEST PRACTICE

Operators should establish a process to assess the medical fitness to drive of their drivers on a regular basis. A simple eyesight test for drivers should be conducted on appointment and at re-assessment. Drivers should be required to report to the operator any change that affects their ability to drive.

3.15 **Driver Impairment**

- 3.15.1 Drivers can be impaired by a number of factors, each of which can reduce their ability to drive safely and increase the risk of an accident. The main forms of driver impairment are discussed below.

3.15.2 **Alcohol**

Alcohol reduces the ability to concentrate and increases the risk of being involved in an accident. Drivers should refrain from drinking any alcohol before driving. Alcohol remains in the body for up to 24 hours after it has been consumed and may still affect a driver the morning afterwards.

BEST PRACTICE

Drivers should never drink and drive and be aware that alcohol can remain in the body for up to 24 hours.

3 The Minibus Driver

3.15.3 Medicines

Drivers should never drive if they feel tired or unwell, or if they are taking prescription or over-the-counter medicine or receiving any medical treatment during which they are advised against driving. If necessary, the driver could consult their doctor or pharmacist for an alternative that does not cause drowsiness.

BEST PRACTICE

Drivers must not drive if ill, or affected by medicines.

3.15.4 Illicit Drugs

As well as being illegal, taking illicit drugs can seriously affect a driver's judgement and abilities. Many drugs remain in the body for much longer periods than alcohol. Drivers should never drive if under the influence of drugs.

BEST PRACTICE

Drivers must not drive if under the influence of drugs.

3.15.5 Distractions

Anything which distracts a driver could easily cause an accident. There are a number of distractions that should be discouraged while driving: eating or drinking, tuning a radio or changing a cassette, reading a map, writing, smoking, using a mobile phone or other electronic equipment, holding conversations with an escort or passenger unrelated to the task of driving

3.15.6 Mobile Phones

It is very useful to have a mobile telephone on the minibus. However, it is essential that drivers do not make or receive calls while they are driving, as the distraction this causes (even if it is a hands-free

phone) significantly increases the risk of an accident. The mobile phone should be kept by the escort, or the driver should only use it when stopped in a safe place. Operators or Managers should not expect to be able to contact a driver while she or he is driving.

BEST PRACTICE

Drivers should never use a mobile phone while driving. Operators should implement a clear policy on this issue.

3.15.7 Tiredness

Thousands of crashes are caused by tired drivers. They are most likely to happen:

- on long journeys on monotonous roads, such as motorways
- between 2:00 am and 6:00 am
- between 2:00 pm and 4.00 pm (especially after eating, or drinking even one alcoholic drink)
- after having less sleep than normal
- after drinking alcohol
- if taking medicines that cause drowsiness
- on journeys home after night shifts.

3.15.8 Sleepiness impairs reaction time, alertness, concentration and decision making, all crucial driving skills. Tired drivers are much more likely to have an accident, and the crash is likely to be severe because a drowsy or sleeping driver does not usually brake or swerve before the impact. The Highway Code recommends a minimum break of at least 15 minutes after every two hours of driving. **Drivers who drive for more than two hours after a day's work are significantly more likely to be involved in an accident.**

3 The Minibus Driver

3.15.9 If a driver begins to feel tired during a journey, he or she should find somewhere safe to stop (not the hard shoulder), drink one or two cups of strong coffee or other high caffeine drinks and (if possible) take a nap of about 15 minutes. If there is a second driver, they should take over. Ultimately, sleep is the only cure for tiredness.

BEST PRACTICE

Operators should ensure drivers are not driving when too tired. Drivers should ensure they are well rested before driving.

3.16 Safe Drivers' Hours

- 3.16.1 It is essential to set clear rules about the number of hours drivers spend driving, the time spent working or engaged in other activities during the day (or preceding days) and the number of rest breaks.
- 3.16.2 Operators should consult and follow 'Drivers' Hours and Tachograph Rules for Road Passenger Vehicles in the UK and Europe' (PSV 375), which is available from the DTLR (see Appendix 10).
- 3.16.3 If the minibus is being driven outside the UK, EC or AETR Driver's Hours rules must be followed from the beginning of the journey in the UK (see Appendix 7). As laws about drivers' hours differ between countries outside the EU, Operators should contact the Embassy or consulate of the country or countries concerned to ascertain their national rules.
- 3.16.4 If the minibus is being driven in the UK by a paid driver, whether under a permit or not, Domestic Drivers' Hours Rules must be obeyed (see Appendix 7).
- 3.16.5 For journeys that are not governed by Drivers' Hours Rules, it is **strongly recommended** that drivers do not exceed the following limits:

Table 1

Recommended Driver Hours for Drivers

	Driving only	Driving + other work
Max. length of working day*	13 hours	10 hours
Of which, spent driving	9 hours	4 hours
Maximum time driving without a break from work	2 hours or sooner if tired	2 hours or sooner if tired
Minimum length of break	15 mins**	15 mins**
Daily rest period	11 hours	11 hours
Weekly rest period	45 hours	45 hours

*Taking account of other work undertaken before starting a journey.

**After 4 1/2 hours of driving, the accumulated length of breaks from driving should be at least 45 minutes.

- 3.16.6 Drivers should not be required to supervise children during their break, as this would not be a rest for the driver. With each additional driving period, the break time should be extended. Second drivers should also have adequate rest breaks, without being required to supervise children.
- 3.16.7 Drivers should **never** be expected to do a day's work (regardless of the type of work), or be awake for a day and then drive for several hours in the evening.
- 3.16.8 On journeys lasting several days fatigue caused by consecutive days on duty must also be taken into account. EC Drivers Hours Rules specify weekly rest periods.

BEST PRACTICE

Clear rules on drivers hours should be set, made known to drivers and enforced.

3 The Minibus Driver

3.17 Journey Planning

- 3.17.1 A planned journey reduces the risk of drowsiness and falling asleep at the wheel, and is more efficient, saving time, stress and money. Operators should set out rules and procedures for journey planning, and ensure that their drivers are aware of, and adhere to, these rules.
- 3.17.2 Operators, trip organisers and drivers should ensure that each journey is planned in advance in terms of its time and distance, and their own, and their passengers' comfort. A suitable route should include places for rest, refreshment, comfort breaks and re-fuelling if necessary. Drivers should check information on roadworks and weather conditions that may affect their route, before they set out.

Mode of Travel

If possible, make long journeys by train or air, as these are safer (mile for mile) than road travel.

Time

Consider how long the journey will take, including time for rest breaks and unexpected delays.

Avoid driving in the early hours of the morning, when drivers have had less sleep than normal, or in mid afternoon after eating a large meal – these are peak times for sleep related accidents.

Avoid starting a long journey after a full day's (or shifts) work.

Plan the Route

Write out a route plan that is easy to read. Check for roadworks or likely traffic jams, and if possible, plan an alternative route to avoid any major delays.

Plan where to stop for regular rest breaks (every two hours, or sooner if feeling tired, for at least 15 to 20 minutes).

Overnight Stop

Consider breaking the journey with an overnight stop (make it part of the holiday) especially if catching an early flight or returning from abroad.

Normal Sleep Time

Drivers should avoid staying up late or reducing their normal sleep before a long journey.

Journeys should be planned so that, as far as possible, drivers are not driving when they would normally be sleeping; in the early hours of the morning, for example. Eating a full meal before driving may result in a lower ability to concentrate and/or sleepiness. Drivers should not eat or drink while driving.

BEST PRACTICE

All journeys should be properly planned.

3.17.3 Second Driver

A second driver is essential on long journeys (exceeding the limits in Table 1) or for shorter journeys where traffic conditions might significantly lengthen the journey time or create more stressful driving conditions. Second drivers should comply with all the same requirements as the main driver, and ideally both should be trained as escorts.

BEST PRACTICE

A second driver should be provided on appropriate journeys.

- 3.17.4 It is essential that a nominated person, not on the journey, knows the destination of the minibus, its route and its expected time of arrival and return, and that parents and relatives are aware of this person's role and telephone number and vice versa.

3 The Minibus Driver

3.18 After the Journey

3.18.1 Operators should introduce a clear procedure for drivers to follow if passengers are not met at the end of the journey, and ensure that the drivers are aware of the procedure. **Children and other vulnerable passengers should never be left to wait for their parents or carers, or to travel home alone.**

3.18.2 The driver should conduct a post-trip vehicle check, inside and outside the minibus and record any visible damage or faults, any emergency equipment that has been used and any incidents that have occurred during the journey. Any faults should be reported to the operator as soon as is practicable, and the minibus should not be used again until the fault is rectified.

3.18.3 The easiest way of accomplishing the above procedure is to keep a Defects Book or Form, and for the operator to set up a procedure to deal with any matters that are reported. A nil-reporting procedure which requires the driver to record the results of the check, even if there are no faults, is recommended (see section 2.10)

BEST PRACTICE

Drivers and/or escorts should ensure that all passengers have been safely met. A post-trip vehicle check should be conducted and recorded.

3.19 Escorts

3.19.1 The role of an escort (sometimes called a Passenger Assistant) in a minibus includes:

- preventing the driver being distracted by passengers, especially when children are being carried

- supervising children and in particular preventing any behaviour that could create a hazard
- helping passengers whom the driver may not be qualified to help
- assisting in the event of a breakdown or other emergency.

3.19.2

Escorts are recommended under the following conditions:

- where passengers' needs require an escort to be present
- where children are being carried.

3.19.3 It may not be necessary to require an escort for every journey where children are being carried. Short, local journeys to a neighbouring school, for example, may be undertaken satisfactorily without an escort. However, a risk assessment should be conducted to decide which journeys do not require an escort, and this should take account of local road circumstances and the age and needs of the passengers.

3.19.4 Schools should check whether their LEA specifies ratios for the number of adult supervisors for off-site trips. 'Health and Safety of Pupils on Educational Visits: A Good Practice Guide' (currently being revised), published by the DfES, advises that there should be a minimum of one teacher in charge plus enough supervisors to cope effectively with an emergency. It provides a general guide for adult: pupil ratios on local trips (this is not specific to minibus journeys):

- one adult for every six pupils in school years 1 to 3 (under fives reception classes should have a higher ratio)
- one adult for every 10-15 pupils in school years 4 to 6
- one adult for every 20 pupils in school years 7 onwards.

3 The Minibus Driver

- 3.19.5 Operators should introduce clear guidelines for lone drivers in the event of an emergency and a mobile telephone should be provided (but must not be used while driving). The guidelines should state that any volunteer driver, including a teacher, who is not prepared to drive without an escort will not be required to do so.
- 3.19.6 Ideally, the escort should also be able to act as a second driver, in which case he or she should have received the same training and assessment as the main driver.
- 3.19.7 Escorts have a wide range of duties. It is the Operator's responsibility to ensure that escorts are provided when necessary and that they are suitable and capable of carrying out their duties. Operators should ensure that escorts receive an introduction to their duties, and are familiar with the vehicle, especially the emergency exits, first aid kit, fire extinguisher, emergency/breakdown procedures and trip details. Operators must also ensure that escorts are provided with all necessary equipment.
- 3.19.8 The Passenger Assistant Training Course (PATS) has been developed by the Community Transport Association and Hampshire County Council, as part of the MiDAS Scheme. It is designed for anyone who has care or supervision of passengers travelling by road, whether they are volunteers or paid staff. Details of the Scheme are available from the CTA (see Appendix 10).
- 3.19.9 When recruiting or assessing potential escorts, the Operator may find the following skills and qualities desirable:
- ability and willingness to act as a second driver
 - experience of working with children
 - experience of working with people with disabilities.
- 3.19.10 A major part of the escort's job is to supervise child passengers and ensure they are cared for and behave appropriately. Escorts must be capable of exercising control over children. Escorts should be qualified to provide for the needs of all the passengers. In some circumstances, they may need to be able to speak languages other than English or have special skills, such as sign language.
- 3.19.11 The Operator should ensure that the duties of escorts are clearly set out and that all escorts are aware of, and adhere to them. (Appendix 3).

BEST PRACTICE

Escorts should be provided wherever possible, and be aware of their duties and responsibilities.

3.20 Breakdown Procedures

- 3.20.1 Operators must ensure that there is a clearly defined written procedure which must be followed in the event of an accident or breakdown and that all drivers and escorts are aware of, and adhere to it.
- 3.20.2 Regular vehicle checks and maintenance will reduce the likelihood of the minibus breaking down during a journey. But even a well-maintained minibus may break down, and operators may wish to arrange a service contract with a garage or rescue organisation.

3 The Minibus Driver

3.20.3 In the event of a vehicle breakdown:

- the driver should move the vehicle off the carriageway (onto the hard shoulder on a motorway) and switch on the hazard warning lights. If this is not possible, it should be moved as far away from moving traffic as possible. If a warning triangle is used, it should be placed on the same side of the road, at least 45 metres from the minibus. Always take great care when placing and retrieving a warning triangle and **never** use them on the motorway.
- the passengers should be moved out of the nearside of the vehicle and as far away from it and other traffic as possible. No one should stand between the vehicle and oncoming traffic. On motorways or other busy roads passengers should be taken onto the embankment or grass margin and as far from the traffic as is practicable. The hard shoulder on a motorway is very dangerous.
- passengers should be kept together in one group. Children should be kept calm and under constant supervision.
- in some circumstances, it is safer to leave the passengers in the vehicle. For example, if it seems too dangerous to unload passengers in wheelchairs or if there is not a safe waiting area. The driver (and escort if present) will need to assess the situation and decide whether or not to unload passengers.
- If necessary, the driver should go for help, leaving the passengers with the escort. If the driver is the only adult present, he or she should not leave the children alone. The driver will need to give the police, or breakdown service, accurate details of the vehicle's location, and inform them if children or passengers with mobility problems are being carried.
- the driver should also telephone the school or nominated contact person, preferably with a mobile telephone kept on board for this purpose, to tell them what has happened and

ask them to relay messages to parents and others. They should have out-of-hours contact details for this purpose.

- if the breakdown occurs on a motorway, it is better to use the roadside emergency telephone as this will enable the Police to pinpoint the vehicle's location. The nearest emergency telephone is indicated by arrows and numbers on small marker posts at the edge of the hard shoulder.

3.21 Accidents/Incidents

3.21.1 Operators must ensure that there is a clearly defined written procedure which must be followed in the event of an accident or other emergency incident (such as passenger illness) and that all drivers and escorts are aware of, and adhere to it. A copy of the procedure should be kept inside the vehicle.

3.21.2 In the event of an accident, the driver and/or the escort must make the accident scene as safe as possible:

- use hazard warning lights and any other safety devices supplied
- do not move injured passengers unless they are in immediate danger of further injury from other vehicles or from fire or explosion
- call the emergency services immediately; provide them with information about the situation, any special circumstances (for example if carrying oxygen bottles) and if any passengers have special needs
- ensure one person (driver or escort) remains with the children if child passengers are involved
- do not allow child passengers to assist with repairing or re-starting the vehicle and never allow them to push the vehicle.

3 The Minibus Driver

3.21.3 If the emergency services are called, the driver must stay at the scene of the accident until the emergency services (and anyone else with reasonable cause) have taken all the details. If possible, the names and addresses of all independent witnesses should be obtained at the scene.

3.21.4 If the accident is 'damage-only' and no one is injured, the driver should ensure that the vehicle is roadworthy before continuing the journey. The incident must be reported to the operator on their return. A report book or form must be kept for this purpose. The operator should ensure that all repairs and insurance details are completed.

3.21.5 If there is any injury or the names of people involved are not exchanged, the driver must report the accident to the Police as soon as possible or in any case within 24 hours.

3.21.6 Any other incident, including traffic offences, must also be reported to the Operator.

3.22 Emergency Evacuations

3.22.1 In the event of an accident, or other incident such as a fire, an emergency evacuation should be conducted. The best way to evacuate the vehicle will depend upon the nature of the incident, the passenger group and the type of minibus. Therefore, the driver and escort(s) will need to exercise their judgment at the scene of the incident.

3.22.2 Drivers and escorts who have been trained will be far better equipped to make appropriate decisions and cope with such difficult circumstances.

3.22.3 Passengers should exit the vehicle as they would normally, if possible, and move as far away as possible. If passengers need assistance to exit the vehicle, the escorts should provide what help is necessary. If it is necessary to use the rear exit, care must be taken against approaching traffic.

3.22.4 It may not be possible to remove wheelchairs quickly from a minibus, unless the escorts and carers are trained to do so. It may be necessary to lift a passenger from the vehicle, which is not easy to do in a confined space and often requires two people.

3.22.5 Drivers and escorts should not attempt to tackle a vehicle fire, unless they have been trained to do so.

BEST PRACTICE

Clear accident and emergency procedures should be in place and should be included in driver and escort training.

4 Passenger Care

4.1 The behaviour of passengers can also increase the likelihood of an accident occurring. Operators, drivers and escorts have a duty of care to their passengers. Complying with the points outlined in the previous chapters will go a long way to fulfilling this duty. To summarise some of the main points, ensure:

- the minibus is suitable for the needs of the passengers, including any passengers with disabilities
- the minibus is roadworthy
- all drivers are properly trained and regularly re-assessed
- a second driver is provided when appropriate
- there is a properly trained escort when appropriate
- all passengers have a seat and a seat belt
- journeys are properly planned with adequate rest stops
- drivers and escorts know the emergency procedures
- all luggage and equipment is safely stored
- the doors are closed, but not locked, before moving off
- that journey details are left with a nominated person
- that aisles and exits are clear.

4.2 Passengers may have a wide range of needs, which could include physical, mental, emotional, medical, behavioural and learning difficulties. Drivers and escorts need to be aware in advance of the needs of passengers who are to be carried. It is important that the driver and escort(s) understand the nature of the needs and are qualified to assist the passengers.

BEST PRACTICE

Passengers should only be carried in a minibus that is suitable for their needs.

4.3 Supervision

4.3.1 A driver cannot safely drive and supervise up to 16 children at the same time. Children are likely to distract a driver with questions, moving about and general noise. They may also distract drivers in other vehicles. An escort is recommended and should preferably be someone the children know, especially with younger children (see section 3.19). The duties of an escort are outlined in Appendices 3 and 4.

BEST PRACTICE

Passengers should be adequately supervised.

4.4 Pick-ups and Drop-offs

4.4.1 Places where passengers are picked up and dropped off should be pre-arranged. Consideration should be given to the safety of passengers waiting for the minibus to arrive and boarding and leaving the minibus at these places.

4.4.2 This is particularly important for children and other vulnerable passengers. They should not be left alone at a drop-off point if their parents or carers have not arrived to collect them. Parents must, of course, know when and where they are expected to collect their children.

4 Passenger Care

4.4.3 Drivers must make certain that all passengers have boarded, are safely seated and are wearing properly adjusted seat belts, if fitted, before moving off. The doors must be properly closed, but not locked, before the driver moves off. Equally, they must make sure that all passengers have left the minibus and are clear of the doors before moving off. They should be aware of the danger of passengers' clothes becoming trapped in a door.

4.4.4 Drivers should only use suitable, agreed, drop off points. They should ensure that passengers do not exit from doors opening into traffic. When collecting or dropping off passengers from/to premises on the offside of a one-way street, the vehicle should stop on the nearside and the passengers be escorted across the road when it is safe to do so.

BEST PRACTICE

Drivers should only use suitable, agreed pick-up and drop-off places.

4.5 **Comfort**

Everybody will be happier and enjoy the trip more, if they are comfortable. The minibus should not be too hot, cold or stuffy, and appropriate rest stops should be planned into the journey.

4.6 **Passenger Briefing**

Passengers should be aware of the behaviour expected of them. Children in particular should be briefed before the journey begins so that they understand why boisterous behaviour is inappropriate. Passengers should be aware of the time when they must return to the minibus after rest stops, or for the return journey.

BEST PRACTICE

Passengers should be aware of their expected behaviour.

4.7 **Passenger Illness**

Drivers should also know what to do in the event of passenger illness. This will require the driver to have details and a contact number for the relevant persons and understand how to deal with the safety of other passengers whilst dealing with the unwell passenger.

BEST PRACTICE

Procedures for passenger illness should be in place.

5 The Minibus

5.1 The suitability and condition of the minibus itself can contribute to the likelihood of an accident occurring, and to the severity of injuries sustained in the event of an accident.

5.2 Organisations considering obtaining a minibus for the first time should consult the CTA's 'Accessible Minibuses', which provides a great deal of valuable advice. It is vital to ensure that all minibuses purchased, hired or leased are suitable for the organisation's transport requirements, and provide the maximum level of safety possible.

5.3 Provision of Seats and Seat Belts

Minibuses Registered Before 1 October 2001

When the main purpose of the trip is to transport three or more children, minibuses registered before 1 October 2001 must have a forward-facing seat for each child, fitted with either a three-point seat belt or a lap belt. If there are also side or rear-facing seats in the minibus, the children must only use the forward-facing seats. If adult passengers are carried, they may sit in side or rear-facing seats, but it is much safer not to use side-facing seats. If seats are fitted with integral seat belts, the seats and their anchorages are considered as part of the seat belt anchorage system, and must meet the regulations outlined in 5.11 and 5.12.

Minibuses Registered On or After 1 October 2001

All minibuses registered on or after 1 October 2001 (whether they carry child or adult passengers) must have forward-facing or rearward-facing seats. Minibuses up to 3.5 tonnes gross vehicle weight (except those designed for urban use with standing passengers, or those manufactured six months before that date) must have inertia reel three-point seat belts in forward facing seats, and inertia reel three-point seat belts or retractable lap belts in rearward-facing seats (alternatively, disabled persons seat belts, or child restraints, may be fitted.) If seats are fitted with integral seat belts, the seats and their

anchorages are considered as part of the seat belt anchorage system, and must meet the regulations outlined in 5.11 and 5.12.

Minibuses above 3.5 tonnes gross vehicle weight may have lap belts on forward-facing seats provided that any surface in front of the seat is an energy-absorbing surface.

5.4 Use of Seat Belts and Child Restraints

5.4.1 Front Seats

Drivers must wear a seat belt.

Passengers in the front seats, and any exposed seat, must use the seat belts. In these seats, the driver is responsible for ensuring that:

- children under 3 years of age use an appropriate child restraint
- children aged between 3 and 11 year, and under 1.5 metres tall use an appropriate child restraint if available, or if not available, wear the seat belt
- children aged 12 and 13 years (and younger children who are 1.5 metres or taller) use the seat belt.

Passengers aged 14 years or more travelling in the front seats, or any exposed seat, must wear a seat belt and are personally responsible for doing so.

5.4.2 Rear Seats in Small Minibuses

Passengers sitting in the rear of minibuses that have an unladen weight of 2,540 kg or less must wear the seat belts that are provided. It is the driver's responsibility to ensure that:

- children under 3 years of age use an appropriate child restraint if available
- children aged between 3 and 11 years, under 1.5 metres tall use an appropriate child restraint if available, or if not available, wear the seat belt, if available

5 The Minibus

- children aged 12 and 13 years (and younger children who are 1.5 metres or taller) use the seat belt, if available.

Passengers over the age of 14 years in smaller minibuses are legally responsible for wearing a seat belt themselves.

5.4.3 Rear Seats in Larger Minibuses

The law does not require passengers in the rear of larger minibuses (over 2,540 kg unladen weight) or in coaches to wear seat belts. However, all passengers are strongly advised to wear seat belts on all journeys.

5.5 Appropriate Child Restraints

An appropriate child restraint is one which conforms to the United Nations standard, ECE Regulation 44-03*, is suitable for the child's weight and size and is correctly fitted according to the manufacturer's instructions. Child restraints are divided into categories, according to the weight of the children for whom they are suitable. These correspond broadly to different age groups, but it is the weight of the child that is most important when deciding what type of child restraint to use. It is advisable for any person who is purchasing child restraints to take the minibus with them so they can make sure they will fit properly in the minibus seats. The DTLR publishes a free advice leaflet, 'Seat belts and Child Restraints' which is available from DTLR free literature, telephone or textphone **0870 122 6236**.

5.6 Failure to Wear Seat Belts

Passengers who do not wear a seat belt put themselves and other occupants at risk because in an accident an unrestrained passenger would be thrown about inside the minibus with considerable force and could easily injure or kill another passenger or the driver. Therefore, Operators must establish a policy on what the driver should do if someone refuses to wear a seat belt.

In such cases, the risks should be explained and the passenger should be advised that the driver may refuse to transport them if they refuse to wear a seat belt.

However, the passenger should not be left behind if this would place them in danger.

5.7 All Seat Belts

It is important that seat belts and child restraints are correctly adjusted for the wearer to maximise their effectiveness. The basic points to note are:

- the belt should be worn as tight as possible
- the lap belt should go over the pelvic region, not the stomach
- child restraints should be securely fitted and the child should be securely held in the restraint.

BEST PRACTICE

Seat belts should be provided on all seats and all passengers should wear their seat belt.

5.8 Three-for-Two Rule

Since seat belts must be fitted to minibuses carrying children, the 'three-for-two' rule cannot be applied to children in minibuses. Where seat belts are fitted, only one passenger must use each seat belt. It is dangerous and illegal for a seat belt to be worn by more than one person at a time.

5.9 Types of Seat Belts

Three-point seat belts (lap and diagonal) provide greater protection than lap belts. However, lap belts are far better than no belt at all. The lap belt should be placed over the pelvis (not the stomach) and worn as tight as possible.

*alternatively, child restraints may conform to BS 3254 or BS AU 186, but in practice almost all restraints available in the UK conform with ECE R44.03, which is a more recent standard.

5 The Minibus

5.10 **Passenger Restraints**

Some disabled passengers may need postural support during the journey, and a variety of passenger restraints are available to assist people with disabilities to remain upright in their seat. Under no circumstances should they be used instead of a suitable seat belt as they do not conform to a recognised standard nor are they designed for this purpose.

5.11 **Seat Belt Installation**

5.11.1 Seat belts, including the seat belt assembly, the anchorage points and everything between that and the vehicle's main structure, must meet all the appropriate standards.

5.11.2 Seat belts are only effective if they are correctly anchored in the right position to the structure of the vehicle or to the seat if the seat has been designed and built to carry a belt. The seat itself also has to be securely anchored to the structure of the vehicle. This is particularly important if the seat belt is only fixed to the seat.

5.11.3 Seat belt anchorages must conform to the Road Vehicles (Construction and Use) Regulations 1986 (as amended). In general, the Construction and Use Regulations require minibus seat belt anchorages to meet the requirements for 'M2 vehicles' contained in EC Regulation 76/115 (as amended). The seat belts themselves must comply with European Standards and have an 'E', 'e' or BS mark.

5.11.4 **Initial Installation Check**

Seats, seat belts and anchorage points in minibuses must undergo a one-off installation check, which can only be carried out at Class V MOT testing stations, Vehicle Inspectorate (VI) test stations and VI designated PSV premises. If extra seat belts are fitted later, another seat belt installation check may be required – check with the Test station. This check is not required if all the seat belts in the minibus were fitted by the original manufacturer and were formally type approved or certified by the Vehicle

Inspectorate when installed. It is thought these regulations may change during 2002 and so Operators should ascertain the latest rules.

BEST PRACTICE

Seat belts and their fitment must comply with legal standards.

5.12 **Retro-fitment of Seat Belts**

5.12.1 It is possible to have seat belts retro-fitted to existing vehicles, but it can be difficult and expensive. The main difficulties are:

- engineering sufficiently strong anchorage points for the seat belts in the correct place to the vehicle's structure
- engineering sufficiently strong seats that are securely anchored to the vehicle's structure (especially important if it is intended to attach seat belts to the seats).

5.12.2 Retro-fitment should only be considered if the vehicle has been designed to take seat belts or can be modified to the equivalent standard. This will probably be technically or economically infeasible for minibuses manufactured before 1988.

5.12.3 Retro-fitment should only be accepted from a supplier, supported by a reputable insurance company, who offers product-liability for the belts and their fitting, for the life of the product. Seat belts and anchorage points should conform to the relevant Road Vehicles (Construction and Use) Regulations and to British or European Standards. Further advice is available from the DTLR in 'Advice on Retro-fitting Seat Belts to Minibuses and Coaches' (VSE 2/96).

5 The Minibus

5.12.4 If the retro-fitting of seat belts is necessary, independent expert advice must be obtained. Details of companies who offer such advice are available from the organisations listed in Appendix 10.

BEST PRACTICE

Seat belts should only be retro-fitted to minibuses if they can be fitted to the same standard as vehicles that have seat belts fitted at the point of manufacture.

5.13 Special Seats

Child seats and restraints are not suitable for all children. In some cases, a special seat which offers particular postural support may be necessary. Such seats do not conform to the standards required of child seats. If used, it is vital that they are properly secured at all times. Further guidance may be available from the Medical Devices Agency (see Appendix 10).

5.14 Wheelchairs

5.14.1 Where possible, it is preferable for passengers who use wheelchairs to transfer to a fixed seat, and for the wheelchair to be securely stored during the journey.

5.14.2 However, this is not appropriate for all wheelchair users. Passengers may remain in their wheelchairs during the journey, provided that the wheelchair is secured in a forward-facing or a rearward-facing position if secured to a bulkhead (never sideways), and it is securely and symmetrically fixed to the vehicle with clamps or tie-down webbing restraints. Wheelchairs must not obstruct a door or gangway. Some wheelchairs, such as those designed for sports use, are unsuitable for travelling in.

5.14.3 In addition:

- the wheelchair user must be secured with seat belts (three-point belts or harness) attached to the vehicle tracking
- the wheelchair handbrake must be applied.
- the power on electric wheelchairs should be switched off and the batteries firmly attached to the wheelchair
- tracking for wheelchairs should be kept clean, and free from grit, etc, at all times.

5.14.4 Drivers and escorts should be trained in the care (loading and handling) of passengers in wheelchairs. Training is available from the CTA and many local authorities.

5.14.5 Detailed guidance is provided in 'Accessibility Specification for Small Buses' and in 'The Code of Practice for the Safety of Passengers in Wheelchairs on Buses' (VSE 87/1) which was being revised at the time of writing. Both are available from the Disabled Persons Transport Advisory Committee (DPTAC). Further guidance is also available in 'Guidance Note MDA DB 2001 (03) – Guidance on the Safe Transportation of Wheelchairs', from the Medical Devices Agency.

BEST PRACTICE

Passengers in wheelchairs should be afforded the same level of safety as all other passengers. Drivers and escorts should be trained in the care of passengers in wheelchairs.

5.15 Passenger Lifts and Ramps

5.15.1 On low floor minibuses, ramps may be a safer alternative to hydraulic lifts.

5 The Minibus

- 5.15.2 Requirements for power operated lifts and for ramps are set out in DPTAC's 'The Code of Practice for the Safety of Passengers in Wheelchairs on Buses' (VSE 87/1). This is being revised and Operators should obtain a copy of the revised edition once it is published. Lifts should comply with the British Standard BS 6109. The lift controls must be clearly marked and accessible from inside and outside the vehicle. Instructions for using the lift must be clearly displayed.
- 5.15.3 The lift must only be operated when the vehicle is stationary and the brakes are on. It must be capable of carrying the heaviest wheelchair, the wheelchair user and a helper, wherever possible. Any wheelchair with brakes must have them applied while on the lift. Hydraulic wheelchair lifts should be regularly tested according to the requirements of the British Standard BS6109: Part2: 1989.
- 5.15.4 The passenger should know what the helper is going to do. Electric wheelchairs should be in manual mode and full assistance given to the passenger, especially when the wheelchair has to be reversed off the vehicle. Passengers in wheelchairs should be facing the vehicle while the lift is in operation to reduce the feeling of insecurity.
- 5.15.4 Further guidance is available in MDA DB 9606 – Wheelchair and Passenger Lifts: Safe Working Practices from the Medical Devices Agency (see Appendix 10).
- 5.16 **Ramps**
Ramps should have non-slip material and raised edges to prevent the loader slipping or falling, and to reduce the risk of wheelchairs slipping off the side. Gradients should not exceed 1:12 except where unavoidable. They must be securely stowed in the minibus when not in use, without obstructing the doors or gangways.

BEST PRACTICE

Operators should be aware of, and follow, the latest guidance for lifts and ramps on minibuses.

5.17 Accessibility

- 5.17.1 It is vital that passengers can easily board and leave the vehicle during normal use, and in an emergency. Every passenger must have easy access to the doors which should be kept unlocked. Gangways must be kept clear of luggage at all times. Good accessibility also means that passengers should be able to enter and exit the vehicle comfortably.
- 5.17.2 Operators should consider the passengers who use the minibus and specify a vehicle design that is not awkward for them. The following should be considered:
- seat widths
 - the size of the steps
 - the location and number of handrails
 - the ease with which doors can be opened and closed
 - adequate lighting
 - the legibility of instructions and passenger notices
 - wheelchair location
 - roof height

BEST PRACTICE

All passengers have the right to be transported in a minibus suitable for their needs.

5 The Minibus

5.18 School Bus Signs

Under the Road Vehicles Lighting (Amendment) Regulations 1994, minibuses carrying children to or from school must display a prescribed 'school bus' sign to the front and rear of the vehicle. The driver may use hazard warning lights when the vehicle is stationary and children are entering or leaving the vehicle.

5.19 Emergency Equipment

5.19.1 Regulation 42 and Schedule 7 of the Road Vehicles (Construction and Use) Regulations 1986 specify that every minibus must carry a British Standard fire extinguisher of water, foam, halon 1301 or halon 1211 type, with a minimum test rating of 8A or 21B. If passengers in wheelchairs are being carried, the minibus should carry two fire extinguishers, one of which is kept in the passenger compartment. Drivers and escorts should be trained in their use.

5.19.2 The regulations also specify that a suitable, clearly marked first aid box is kept readily available and in good condition. (Appendix 9 lists the minimum content of first aid kits).

5.19.3 The driver and escort(s) must know where the emergency equipment is kept in the vehicle and how to use it. The driver should check all the items are present before each trip. Every time an item is used the driver should inform the Operator, who should ensure the item is replaced or re-filled as appropriate.

BEST PRACTICE

Appropriate emergency equipment should be provided in the minibus, and drivers and escorts trained in its use.

5.20 Fire Hazards

5.20.1 Procedures for dealing with a vehicle fire are an important part of minibus driver training courses. The presence of an escort will reduce the risk to passengers if a fire breaks out.

5.20.2 In the event of a vehicle fire, the passengers should be evacuated first, and moved as far away from the vehicle as possible before any attempt is made to extinguish the fire. Under-bonnet fires should **Never** be tackled, but left for the Fire Brigade. Fire extinguishers should be checked regularly. **Never** carry a fuel can, either empty or full, in the minibus.

5.20.3 The danger of fire should be considered when preparing the Technical Specification and choosing the minibus. As diesel is less flammable than petrol, this should be considered when choosing a minibus. It is recommended that the minibus be fitted with an automatic fuel-cut off device which, in the event of an accident, will retain the fuel in the tank and prevent it being pumped to the engine.

5.20.4 An automatic cut-off device is also recommended for the electrical system to reduce the possibility of sparks or overheated cables igniting loose fuel, fluids or gases. An automatic under-bonnet fire extinguisher system is also recommended.

BEST PRACTICE

Appropriate fire hazard procedures should be in place.

5 The Minibus

5.21 Luggage

There are three ways of carrying luggage and equipment in a minibus: inside the vehicle, on the roof or in a trailer. However it is carried, all luggage and equipment must be securely stored. It should also be evenly distributed so one side of the vehicle is not weighed down. The Gross Vehicle Weight (specified in the vehicle handbook) must not be exceeded by the combined weight of the passengers, luggage and equipment.

5.22 Inside the Vehicle

In an accident, or emergency stop, unsecured luggage and equipment may be thrown around inside the vehicle, injuring passengers. It is vital that luggage and other equipment is stored safely and securely. It must not obstruct access to any of the doors, the aisles or any occupied seats.

5.23 Roof Racks

5.23.1 Roof racks or roof boxes may be preferable if bulky equipment, or a large amount of luggage, is to be carried. If they are used, they must be loaded properly in accordance with the vehicle manufacturer's recommendations. If a tarpaulin cover is used it must be securely tied, and all items carried must be securely held so they cannot come loose and fall off the vehicle.

5.23.2 Drivers must be aware of the maximum weight capacity of a roof rack. This is commonly well below what it can be filled with, and if overloaded the stability and safety of the vehicle is adversely affected. Do not exceed the manufacturer's recommended maximum weight for a roof rack in any circumstances.

5.23.3 The driver and escort should be trained in the use of roof racks. Drivers need to be aware of how a loaded roof rack affects the vehicle's handling.

5.24 Trailers

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

5.24.2 Drivers who passed their driving test before 1 January 1997 may tow a trailer of any weight, up to the maximum train weight of the minibus. Drivers who passed their driving test on or after 1 January 1997 who have a D1 entitlement on their licence may tow a trailer up to 750kgs on a minibus. To tow a trailer above 750kgs, the driver must have D1 + E entitlements on their licence. Without these entitlements, drivers who obtained their car driving licence on or after 1 January 1997 are not permitted to tow a trailer on a minibus.

5.24.3 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.

5.24.4 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 offside of the vehicle. In the event of an accident, 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 any way by the trailer.

BEST PRACTICE

All luggage should be securely stowed, and drivers should be trained in the use of roof racks and trailers, if used.

5 The Minibus

5.25 **Weight Limits**

It is vital that minibuses are not overloaded.

Operators should consult the manufacturer's recommendations for the Maximum Authorised Mass (Gross Vehicle Weight), in the vehicle handbook, which must never be exceeded.

Most minibuses are designed on the basis of 65kg per passenger. Heavier passengers may mean that gross weight or axle loads are exceeded.

Therefore, careful distribution of passengers in the vehicle is important.

BEST PRACTICE

The maximum weight limit of the minibus should never be exceeded.

6 Journeys Abroad

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

■ **Regular Services**

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

■ **Occasional Services**

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

6.2 All International Journeys

6.2.1 A tachograph must be fitted and used for international journeys (except in Eire). Drivers must be trained in the use of the tachograph as misuse may lead to prosecution or spot fines. Drivers Hours Regulations must be followed from the start of the journey in the UK.

6.2.2 Driving licence requirements and laws about drivers' hours vary in countries outside the EU. Regulations about what emergency equipment must be carried on the minibus also vary; for instance, a warning triangle must be carried in some countries. The Operator should consult one of the main motoring UK organisations or the country's Embassy or consulate in London for further advice.

6.2.3 The Operator should also consult the vehicle's insurers regarding insurance cover for the journey and for the countries to be visited.

6.2.4 Section 19 Small Bus Permits are Not Valid Abroad.

Therefore, the driver must hold a PCV licence if any payment is made by passengers for the trip i.e. where it constitutes 'Hire and Reward'.

This means that a PCV licence is required for any foreign journey where, had the journey been made in the UK alone, a Section 19 Small Bus Permit would be required.

6.2.5 Documentation for International Journeys

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

- i Full driving licence with appropriate entitlement (see section 3.5)
- ii International Driving Permit or translation of licence (for some countries)
- iii Full passport (for everyone in the vehicle)
- iv Form E111 (for everyone in the vehicle)
- v Letter of authority to drive the minibus
- vi Tachograph charts
- vii Waybill and/or Own Account Certificate
- viii Model Control Document
- ix Vehicle Registration Document
- x Green card (international motor insurance certificate)
- xi If any payment is made by or on behalf of passengers – a full PCV driving licence (see the definition for 'Hire and Reward' in the Glossary)

6 Journeys Abroad

- 6.3 Advice on taking a minibus abroad is available from the DTLR, in the Factsheet 'Taking A Minibus To Europe'. The CTA also has an information sheet of the same name.

BEST PRACTICE

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

7 Glossary

7.1 **Minibus**

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

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

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

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

7.2 **Owner**

The registered owner of the minibus.

7.3 **Operator**

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

7.4 **Manager**

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

7.5 **Driver Licence Entitlements**

D1

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

D1 + E

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

D

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

D + E

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

Category Restrictions

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

Restriction 120 = Complies with health standards for Category D1

Restriction 101 (1) = Not for hire or reward

7.6 **'Hire or Reward'**

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

7 Glossary

7.7 **Seat Restraint System**

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

7.8 **Three-point Belt**

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

7.9 **Lap Belt**

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

7.10 **Approved Seat Belt**

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

7.11 **Disabled Person's Belt**

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

7.12 **Child Restraint**

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

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

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

Types and Standards of Appropriate Child Restraints		
Type of restraint	Weight/age of child	Standard
Group 0		
Rearward-facing baby seats	From birth to 6-9 months – up to 10kg (22 lbs)	ECE R44.03
Group 0+		
Rearward-facing baby seats	From birth to 12-15 months – up to 13kg (29lbs)	ECE R44.03
Group 1		
Forward-facing child seat	From 9 months – 4 years 9-18 kgs (20-40 lbs)	ECE R44.03
Group 2		
Forward-facing child seat/ booster seat	From 4-6 years 15-25 kgs (33-55 lbs)	ECE R44.03
Group 3		
Booster cushions	From 6-11 years 22-36 kgs (48-79 lbs)	ECE R44.03

It is permissible to use a carrycot with restraining straps for babies weighing up to 10kg (22 lbs), which is roughly from birth to 6-9 months old, provided it conforms to ECE R44.03. However, carrycots provide much less protection than rearward-facing baby seats as they are not designed to withstand impact forces. They can only be used in the rear of the vehicle.

7.13 **M2 Vehicles**

One of the vehicle categories for type approval purposes laid down in EC Directive 70/156/EEC. M2 vehicles are used for the carriage of more than eight passengers in addition to the driver, but have a maximum weight not exceeding 5 metric tonnes.

*Although they are designed for an adult, so that they are capable of withstanding maximum stress and strain, seat belts are nevertheless suitable for use by children.

Appendices

- 1 Pre-drive Safety Check
- 2 Advice for Minibus Drivers
- 3 The Duties of an Escort – Advice for Operators
- 4 Advice to Escorts on Minibuses
- 5 Advice to Parents and Guardians
- 6 Advice for Children on Minibuses
- 7 Drivers' Hours
- 8 Criminal Records Bureau and Disclosure Scotland
- 9 First Aid Kit and Other Equipment for Minibuses
- 10 Useful Addresses
- 11 Suggested Further Reading

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.

Exterior Check

	OK	Not OK
Oil level (once only at start of day)	<input type="checkbox"/>	<input type="checkbox"/>
Coolant level (once only at start of day)	<input type="checkbox"/>	<input type="checkbox"/>
Windscreen washer fluid level (once only at start of day)	<input type="checkbox"/>	<input type="checkbox"/>
Brake fluid level (once only at start of day)	<input type="checkbox"/>	<input type="checkbox"/>
Windscreen and windows are clean and undamaged	<input type="checkbox"/>	<input type="checkbox"/>
Wiper blades are clean and undamaged	<input type="checkbox"/>	<input type="checkbox"/>
Lights, including brake lights and indicators, are clean and working	<input type="checkbox"/>	<input type="checkbox"/>
Tyre pressures, including the spare (and inner tyres and tyres on a trailer, if applicable)	<input type="checkbox"/>	<input type="checkbox"/>
Tyre tread, including the spare and inner tyres and tyres on the trailer, if applicable. At least 2.0mm across centre 3/4 is recommended	<input type="checkbox"/>	<input type="checkbox"/>
Any cuts and bulges?	<input type="checkbox"/>	<input type="checkbox"/>
Doors open and close properly	<input type="checkbox"/>	<input type="checkbox"/>
Trailer brake lights and indicators work, if applicable	<input type="checkbox"/>	<input type="checkbox"/>
Lift (if fitted) works safely	<input type="checkbox"/>	<input type="checkbox"/>
Ramp (if fitted) fits and works safely	<input type="checkbox"/>	<input type="checkbox"/>
Roof rack or trailer is properly fitted, and all luggage is securely held	<input type="checkbox"/>	<input type="checkbox"/>
Damage or sharp edges	<input type="checkbox"/>	<input type="checkbox"/>

Interior Check

	OK	Not OK
Mirrors are correctly adjusted, clean and unobstructed	<input type="checkbox"/>	<input type="checkbox"/>
Position and function/purpose of all the dashboard controls	<input type="checkbox"/>	<input type="checkbox"/>
Position of driving seat so that all controls can be operated comfortably	<input type="checkbox"/>	<input type="checkbox"/>
Check for pressure on brake pedal	<input type="checkbox"/>	<input type="checkbox"/>
Wipers and washers are working properly	<input type="checkbox"/>	<input type="checkbox"/>
Fuel level (and type of fuel: diesel or petrol)	<input type="checkbox"/>	<input type="checkbox"/>
Seat belts, where fitted, are undamaged and working properly	<input type="checkbox"/>	<input type="checkbox"/>
Location of wheel brace and jack	<input type="checkbox"/>	<input type="checkbox"/>
Location and contents of first aid kit and fire extinguisher(s)	<input type="checkbox"/>	<input type="checkbox"/>
Location of relevant paperwork (permit disc, insurance, Road tax disc, MoT, emergency numbers and driving licence)	<input type="checkbox"/>	<input type="checkbox"/>
Change for parking or the telephone (or mobile phone or phonecard)	<input type="checkbox"/>	<input type="checkbox"/>
Luggage is securely stowed and aisles and exits are clear	<input type="checkbox"/>	<input type="checkbox"/>
Damage or sharp edges	<input type="checkbox"/>	<input type="checkbox"/>

Appendix 1

Ensure that emergency equipment is available in the event of breakdown or accident. For example, a high visibility jacket and torch. Other equipment such as a warning triangle, webbing cutter could also be included.

Brake Checks

Before the passengers are loaded the brakes should be checked. With the engine running, check the handbrake is working properly, and that the brake pedal is firm when pressed.

A moving brake test should then be conducted, off-road if possible. Warn the passengers first, reach a speed of not more than 15 m.p.h., check the mirrors and if it is safe, apply the brakes fairly firmly. The brakes should work effectively, the vehicle should not pull to one side, luggage should be stored securely.

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

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

Before Setting Off

- Allow sufficient time for the journey.
- Avoid long spells of driving, and plan breaks to ensure you are fresh to continue and that children do not get restless.
- Conduct a pre-drive safety check before every drive.
- Never allow passengers to board until the vehicle is at a complete standstill, and safely parked by an adjacent pavement or other traffic-free area. If you need to leave the vehicle, switch off the engine.⁸
- 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.
- Ensure that children are supervised when boarding the vehicle, especially if they are using a rear door. Plan which passengers will sit in the front seats and by the doors.
- Do not exceed the carrying capacity of the minibus. Make sure everyone is sitting, one to a seat, and that passengers are using seat belts.
- When school bus signs are used, make sure they are in position only while children are being transported, and that they do not obstruct your vision.
- 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 have any necessary medication with them.
- 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, 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 noisy or boisterous behaviour, or passengers to trail flags or any other article from the vehicle.
- Enforce a 'No Smoking' rule.
- Enforce a 'No Alcohol' rule.
- Do not allow child passengers to operate the doors, and supervise any operation of the doors by responsible persons.
- Approach each stop slowly and with care.
- Use hazard warning lights on school trips when children are boarding or leaving the vehicle.
- If there is a serious delay during the journey inform the school or organisation so that information may be passed to parents. A mobile telephone is very useful for this purpose, but must not be used by the driver while driving.
- Children must not be left unaccompanied in the minibus (this is another reason for having an escort).
- If the vehicle breaks down, or if there is an accident, give clear instructions to the passengers and see that children 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 you have to stop for an emergency or breakdown whilst on a motorway, only stop on the hard shoulder, and as far away from the carriageway and passing traffic as possible. Again, ensure that passengers, especially children, remain together and are supervised.
- 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 are supervised when leaving the vehicle, especially if they are using a rear exit.
- Never allow passengers to leave until the vehicle is at a complete standstill, and safely parked by an adjacent pavement or other traffic-free area, and the hand brake is engaged.
- Always park so that passengers step onto the footway and not onto the road.
- Take particular care when reversing the vehicle if children are nearby. Avoid unnecessary reversing, but if it is unavoidable, seek adult assistance for direction, and but ensure the assistant does not stand directly behind the vehicle.
- Do not leave children alone if no one has arrived to collect them. Ensure you know what to do if a child is not collected.
- Report any problems or incidents that occurred during the trip to the operator.

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

Before Setting Off

- Reserve the most appropriate seat for yourself to allow you to supervise the passengers.
- See that children 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 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.
- 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 must not be left unaccompanied in the minibus.
- If the vehicle breaks down, or if there is an accident, give clear instructions to the passengers and see that children 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 distracting.

At the End of the Journey

- Ensure that children 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 alone if no-one has arrived to collect them.
- 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.

During the Journey

- Do not allow noisy or boisterous behaviour.
- Try to keep the children occupied – the journey will seem much quicker.
- Enforce a 'No Smoking' rule.

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

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

Pick-up and Drop-off points

Be Punctual

Make sure your child is ready for collection at the proper time. Remember, it is your responsibility to ensure your child gets to and from the minibus safely. Make sure your child knows what to do if the minibus is late or does not arrive.

Wait with your Child

Wait with your child on the side of the road where the bus stops. Make sure you stand on the side of the road where the bus sets them down on the return journey. Always avoid calling your child across the road to you. Children are excited when they have just come back and traffic will be the last thing on their mind.

Safe Walking and Crossing

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

Meet your Child

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

Safe Route

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

On the Minibus

Behaviour

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

Contact Details

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

Medical Details

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

Medication

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

Appendix 5

Other Details

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

Damage

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

Concerns

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

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

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' (PSV 375). This is available from the DTLR (See appendix 10).

	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

Changes to the EC Drivers Hours rules are being considered.

From 11 March 2002, the Criminal Records Bureau (CRB) will help organisations make safer recruitment decisions by providing access to criminal record information through its Disclosure service. It will help employers in the public, private and voluntary sectors identify people who may be unsuitable to work in certain professions and occupations, including work that involves contact with children or other vulnerable adults.

The CRB will provide a 'one-stop shop' service for criminal record checks in England and Wales by searching records held by the police, the Department of Health and the Department for Education and Skills (DfES). It will also access records held in Scotland and Northern Ireland when appropriate.

The vast majority of criminal record checks that are currently carried out with local police forces will then cease, and access to this information will be via the CRB. Any employer or voluntary organisation will be able to use the service to help establish whether a successful candidate has a background that might make him or her unsuitable for the job or voluntary position in question. The CRB does not charge for applications for volunteers.

Organisations will request a Disclosure after a provisional offer of employment or volunteer post is made to a candidate. The individual will then apply to the CRB by telephone for a Disclosure. The person to whom the Disclosure relates must always consent to the check being carried out.

Established under Part V of the Police Act 1997, the CRB will provide three levels of criminal record check and related certificates:

- a) A criminal conviction certificate (or **Basic Disclosure**) will be issued only to individuals who will be able to choose whether to show it to employers. The certificate will show all convictions held at national level which are not 'spent' under the Rehabilitation of Offenders Act 1974 but will not show 'spent' convictions or cautions;
- b) A criminal record certificate (or **Standard Disclosure**) will be available to people working in positions exempted under the Rehabilitation of Offenders Act. It would be available to people who have regular contact with the under-18's, the elderly, sick or handicapped people; those involved in the administration of the law and others employed in other sensitive areas and professions. The certificate will include details of convictions, including convictions 'spent' under the Rehabilitation of Offenders Act and cautions, reprimands and warnings held at national level. In addition, where the post involves working with children or vulnerable adults, a check will be made of lists maintained by the Department of Health and the Department for Education and Employment of persons considered unsuitable for such positions.
- c) An enhanced criminal record certificate (or **Enhanced Disclosure**) will be available for those applying for positions which involve regular caring for, training, supervising or being in sole charge of under 18s, or vulnerable adults and for certain other appointments. In addition to the range of information available under the criminal record certificate, an enhanced certificate will include information from local police records including relevant non-conviction information .

Standard and Enhanced Disclosures will be available for those organisations currently able to access criminal record checks from 11 March 2002, and to all other organisations from 1st April 2002. Basic Disclosures will be available in Summer 2002.

The CRB will advise which kind of Disclosure is needed in individual cases. In general, work that brings adults into close contact with children or other vulnerable groups, and jobs that are sensitive for other reasons will qualify for the highest level Disclosures. Enhanced and Standard Disclosures will be free to volunteers, but others will have to pay a fee.

Appendix 8

For Standard and Enhanced Disclosures, the application form has to be signed by both the individual applicant and a Registered Body (any employer, organisation or individual who is entitled to ask exempted questions under the Rehabilitation of Offenders Act 1974) which in most cases this will be the organisation that is recruiting. The original Disclosure will then be issued to the individual and a copy sent to the Registered Body.

In the case of the Basic Disclosure, the individual will be able to apply directly to the CRB and the Disclosure document will be sent to the individual only.

Registered Body

Employers and organisations that wish to take advantage of the Disclosure service must register in advance of a check being carried out. They must comply with the CRB Code of Practice which is designed to ensure that all the Disclosure information provided about successful candidates is handled confidentially and fairly. Standard and Enhanced Disclosures must be kept securely and should be disposed of when decisions based on them have been made. Registered organisations must also have written policies on the recruitment of ex-offenders to ensure that all Disclosure information is used fairly and sensibly in order to avoid unfair discrimination.

Small employers and volunteering organisations may group together and form or use an umbrella organisation to register on their behalf.

Scotland

Similar arrangements will apply in Scotland from April 2002. A new Disclosure Bureau, to be known as 'Disclosure Scotland' has been established within the Scottish Criminal Record Office (SCRO) to issue the new certificates. Applications for criminal record checks should be made to Disclosure Scotland at the Scottish Criminal Record Office.

The details supplied by the CRB should only be one part of a thorough recruitment process which checks the suitability of successful candidates. Criminal records alone will not give a full picture of a person's fitness for the job.

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 unmedicated ambulance dressings (not less than 15 x 20 cm)
- 2 sterile eye pads with attachments
- 12 assorted safety pins
- 1 pair of rustproof blunt-ended scissors
- Disposable gloves
- Mouth mask for resuscitation

Fire Extinguisher

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

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

Other Equipment

It is recommended that the following should also be carried:

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

Arthritis Care

18 Stephenson Way
London NW1 2HD
020 7380 6500 (Tel)
020 7380 6505 (Fax)
www.arthritiscare.org.uk

Association of Industrial Road Safety Officers (AIRSO)

Graham Feest
Secretary
508 Chiswick High Road
London W4 5RG
0208 987 9459 (Tel)
0208 987 9578 (Fax)
www.airso.org.uk

Association of London Borough Road Safety Officers (ALBRSO)

Pat Dunkley
Honorary Secretary
L B of Merton
Safety Education Section,
Environmental Services
Civic Centre
Morden
Surrey SM4 5DX
0208 545 3207 (Tel)
0208 545 6085 (Fax)

Association of Transport Co-ordinating Officers (ATCO)

Janet Taplin
3 Pine Way
Gloucester GL4 4AE
01452 411491 (Tel+Fax)

Barnardos

Tanners Lane
Barkingside
Ilford
Essex IG6 1QG
020 8550 8822 (Tel)
020 8551 6870 (Fax)
www.barnardos.org.uk

British Standards Institution (BSI)

389 Chiswick High Road
London W4 4AL
0208 996 9000 (Tel)
0208 996 7400 (Fax)
www.bsi-global.com

Child Accident Prevention Trust (CAPT)

4th Floor,
Clerk Court
18-20 Farringdon Lane
London EC1R 3HA
020 7608 3828 (Tel)
020 7608 3674 (Fax)
www.capt.org.uk

Community Transport Association (CTA)

Highbank,
Halton Street
Hyde
Stockport
Cheshire SK14 2NY
0161 367 8780 (Tel)
0161 351 7221 (Fax)
www.communitytransport.com

Confederation of Passenger Transport (CPT)

Imperial House
15-19 Kingsway
London WC2B 6UN
020 7240 3131 (Tel)
020 7240 6565 (Fax)
www.cpt-uk.org

Appendix 10

Department for Education and Skills Publications

P O Box 5050
Sherwood Park
Annesley
Nottingham NG15 0JD

Department of Environment (Northern Ireland)

Transport Division Headquarters
Clarence Court
10-18 Adelaide Street
Belfast BT2 8GB
028 9054 0540 (Tel)
www.doeni.gov.uk

Department for Transport, Local Government and the Regions (DTLR)

Great Minster House
76 Marsham Street
London SW1P 3DR
020 7944 4716 (Tel)
020 7944 271 4728 (Fax)
www.dtlr.gov.uk

Disabled Persons Transport Advisory Committee (DPTAC)

Zone 1/14,
Great Minster House
76 Marsham Street
London SW1P 3DR
020 7944 8011 (Tel)
020 7944 6998 (Fax)
dptac@dtlr.gov.uk (Email)
www.dptac.gov.uk

Driving Standards Agency

Stanley House
Talbot Street
Nottingham NG1 5GU
0115 901 2500 (Tel)
0115 901 2510 (Fax)
www.dsa.gov.uk

DVLA

Swansea SA99 1BN

Driver Enquiries

0870 240 0009 (Tel)
01792 783071 (Fax)

Vehicle Enquiries

0870 240 0010 (Tel)
01792 782793 (Fax)
www.dvla.gov.uk

International Road Freight Office (IRFO)

Westgate House
Westgate Road
Newcastle-Upon-Tyne NE1 1TW
0191 201 4090 (Tel)
0191 201 4040 (Fax)

Local Authority Road Safety Officers' Association (LARSOA)

Chair, Wendy Broome MBE
Head of Community Safety
Hertford County Council
Environment Department
County Hall, Pegs Lane
Hertford SG13 8DN
01992 556800 (Tel)
01992 556820 (Fax)
www.larsoa.org

Medical Devices Agency

Hannibal House
Elephant & Castle
London SE1 6TQ
020 7972 8000 (Tel)

Parliamentary Advisory Council for Transport Safety (PACTS)

Robert Gifford
St. Thomas' Hospital
Lambeth Palace Road
London SE1 7EH
020 7922 8112/3 (Tel)
020 7401 8740 (Fax)
www.pacts.org.uk

Appendix 10

Phab

Summit House
Wandle Road
Croydon
Surrey CR0 1DF
020 8667 9443 (Tel)
020 8681 1399 (Fax)
www.phabengland.org.uk

Road Safety Council of Northern Ireland

Steve Melville
Nella House
Dargan Crescent
Belfast BT3 9JP
02890 501160 (Tel)
02890 501164 (Fax)

Road Safety Council of Wales

Steve Baker
7 Cleeve House
Lambourne Crescent
Cardiff CF4 5GB
029 2025 0600 (Tel)
029 2025 0601 (Fax)

Royal Society for the Prevention of Accidents (RoSPA)

Edgbaston Park
353 Bristol Road
Birmingham B5 7ST
0121 248 2000 (Tel)
0121 248 2001 (Fax)
www.rospa.com

RoSPA Scotland

Michael McDonnell
Slateford House
53 Lanark Road
Edinburgh EH14 1TL
0131 455 7457 (Tel)
0131 443 9442 (Fax)

RoSPA Wales

Steve Baker
7 Cleeve House
Lambourne Crescent
Cardiff CF4 5GB
029 2025 0600 (Tel)
029 2025 0601 (Fax)

RoSPA Northern Ireland

Nella House
Dargan Crescent
Belfast BT3 9JP
02890 501160 (Tel)
02890 501164 (Fax)

Scottish Accident Prevention Council (SAPC)

Michael McDonnell
Slateford House
53 Lanark Road
Edinburgh EH14 1TL
0131 455 7457 (Tel)
0131 243 9442 (Fax)

Scottish Executive

Development Department
Area 3-H
Victoria Quay
Edinburgh EH6 6QQ
0131 244 0763 (Tel)
0131 244 0785 (Fax)
www.scotland.gov.uk

Scottish Road Safety Campaign

Heriot-Watt Research Park
Riccarton
Currie
Edinburgh EH14 4AP
0131 472 9200 (Tel)
0131 472 9201 (Fax)
www.srsc.org.uk

Appendix 10

Society of Motor Manufacturers and Traders (SMMT)

Forbes House

Halkin Street

London SW1X 7DS

020 7235 7000 (Tel)

020 7234 7112

www.smmt.co.uk

National Assembly for Wales

Cardiff Bay

Cardiff CF99 1NA

029 20 825111 (Tel)

www.wales.gov.uk

Advice is also available from the Road
Safety Department of your local authority.

Topic	Available From
Health and Safety	
A Guide to Risk Assessment Requirements	
Five Steps to Risk Assessment	
Managing Vehicle Safety at the Workplace	
Workplace Transport Safety	HSE: www.hse.gov.uk
First On the Scene	Devon County Council Road Safety Unit
Operating Vehicles	
Drivers' Hours Rules for Road Passenger Vehicles PSV 375	
Passenger Transport Provided by Voluntary Groups, Guide for Operators PSV 385	
Public Service Vehicle Operator Licensing Guide to Operators PSV 437	
Local Bus Service Registration Guide to Operators PSV 353A	
Minibus & Coach Seat belts – Advice to Uses & Operators of Minibuses and Coaches Carrying Children VSE 1/96	
Minibus & Coach Seat belts – Advice on Retro-fitting Seat belts to minibuses & Coaches VSE 2/ 96	
Guide to Maintaining Roadworthiness – Commercial Goods and Passenger Carrying Vehicles	
Recommended Specification for Buses used to Operate Local Bus Services	
Recommended Specification for Low Floor Buses	Available free from the DTLR 0870 122 6236 or www.dtlr.gov.uk
Minibus Management	
Minibuses and the Law	
Taking A Minibus To Europe	
Volunteers and Community Transport	
Accessible Minibuses – Design, Specification and Purchase of 9-16 Seat Vehicles	Community Transport Association
Driving A Minibus	DVLA

Appendix 11

Topic	Available From
<p>Special Needs and Child Safety</p> <p>Seat belts and Child Restraints</p> <p>It's Not My Problem – The Transport of Children with Special Needs</p> <p>Code of Practice, The Safety of Passengers in Wheelchairs VSE 87/1 (being revised)</p> <p>Accessibility Specification for Small Buses Designed to Carry 9 to 22 Passengers Inclusive</p>	DTLR
<p>Home to School Transport for Children with Special Educational Needs – Good Practice and Guidance</p>	DFES
<p>Safety Guidelines for Transporting Children in Special Seats MDD 92/07</p> <p>Wheelchair and Vehicle Passenger Lifts: Safe Working Practices MDA DB 9606</p> <p>Guidance on the Safe Transportation of Wheelchairs MDA BD 2001 (03)</p>	Medical Devices Agency
<p>Safe Journeys, Home-to-School Transport for Children in Wheelchairs</p>	ATCO
<p>Disability Awareness</p>	Transfed
<p>The Child Car Safety Guide</p>	Britax
<p>Accessible Minibuses</p>	Community Transport Association
<p>School Transport</p>	
<p>Increasing Bus Use for Journeys to School: A Guide to Best Practice within Existing Legislation</p> <p>The School Run – Training Programme for Bus Drivers</p>	DTLR
<p>Behaviour on School Buses</p>	ATCO
<p>Safer Journeys to Schools</p>	Devon County Council Road Safety Unit
<p>Safe Driving</p>	
<p>Essential Minibus Training</p>	RoSPA
<p>The Highway Code</p> <p>Roadcraft</p> <p>Driving</p>	All good bookshops
<p>The Bus and Coach Driver's Manual</p>	HMSO

RoSPA
The Royal Society for the
Prevention of Accidents

The Royal Society for the
Prevention of Accidents,
RoSPA House,
Edgbaston Park,
353 Bristol Road,
Birmingham B5 7ST

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VAT Registration No. 655 1316 49

www.rospace.com

