



accidents don't have to happen

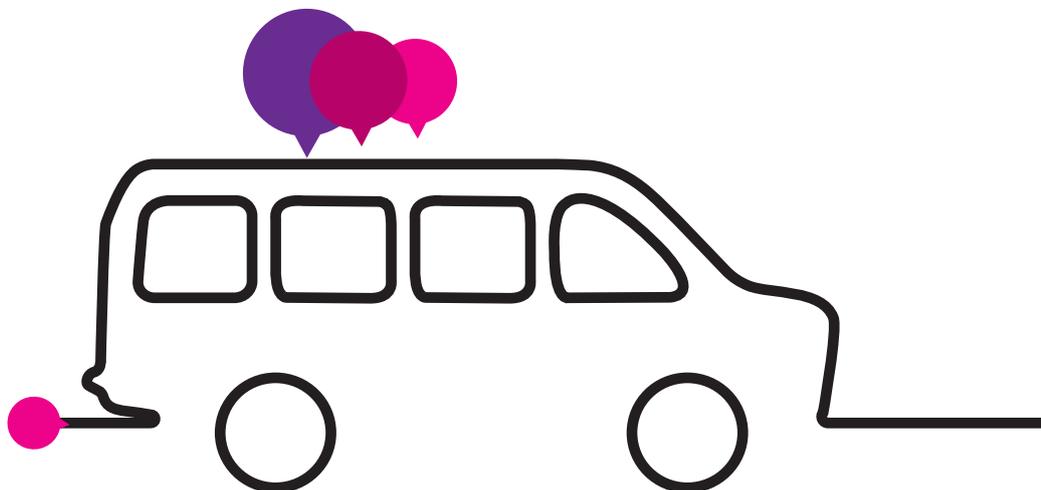
# Minibus Safety

## A Code of Practice



Community  
Transport  
Association

Road Safety **GB**



# Acknowledgements

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RoSPA would like to express its gratitude to the following for their help and support in producing the 2015 edition of “Minibus Safety: A Code of Practice”:

AIRSO  
CTA UK  
Department for Transport  
Hertfordshire County Council  
Road Safety Great Britain

## **Regulations**

The Code of Practice refers throughout to various statutory regulations and other documents. These are correct as of June 2015, but operators should check whether they have been amended since the publication of this Code of Practice.

## **Reproducing this Code of Practice**

This Code of Practice can be downloaded from [www.rospa.com/rospaweb/docs/advice-services/road-safety/practitioners/minibus-code-of-practice.pdf](http://www.rospa.com/rospaweb/docs/advice-services/road-safety/practitioners/minibus-code-of-practice.pdf). It, or extracts from it, may be photocopied and provided to minibus drivers, passenger assistants, passengers and their parents, without prior written permission, provided the source is acknowledged.



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# Summary of Best Practice

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## **Risk Assessment**

Risk assessments should be conducted at regular intervals and detailed records should be kept.

## **Minibus (Section 19 and Section 22) Permits**

Operators should comply with all the requirements of section 19 and section 22 permit schemes.

## **Vehicle Excise Duty**

Operators should ensure that the Minibus is correctly registered and taxed.

## **Insurance**

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.

## **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.

## **Minibus 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 the appropriate entitlement on their driving licence.

## **Driver Assessment and Training**

Ensure that all drivers receive induction training and are regularly re-assessed, and re-trained as necessary, to maintain their driving skills and standards.

## **Authorisation of '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.

## **Vetting Drivers and Passenger Assistants**

Operators should ensure that they are aware of and comply with the latest Disclosure and Barring Service (DBS) requirements and that drivers and passenger assistants are vetted as necessary before appointment. They should follow the policies of their parent organisation and/or insurers (if applicable).



# Summary of Best Practice

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## **Safe Drivers' Hours**

Clear rules on drivers' hours should be set and enforced.

## **Journey Planning**

All journeys should be properly planned.

## **Second Driver**

A second driver should be provided on appropriate journeys.

## **Speed Limits**

Drivers should understand, and comply with, speed limits that apply to minibuses.

## **After the Journey**

Drivers and/or passenger assistants should ensure that all passengers who need to be met on their return have been safely met. A post-trip vehicle check should be conducted and recorded.

## **Passenger Assistants**

Passenger Assistants should be provided wherever necessary, according to the needs of the passengers being carried, and be aware of their duties and responsibilities.

## **Breakdown Procedures**

Clear accident and emergency procedures should be in place and should be included in driver and passenger assistant 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, and the need to wear seat belts.

## **Passenger Illness**

Procedures for passenger illness should be in place.



# Summary of Best Practice

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## **Seats and Seat Belts**

Seat belts should be provided on all seats and all passengers should wear their seat belt. Operators must display seat belt signs in the minibus.

## **Tachographs**

Minibuses must be fitted with tachographs as required by law.

## **Speed Limiters**

Minibuses must be fitted with speed limiters as required by law. Drivers must understand how this affects the way the vehicle can be safely driven, and especially the implications when driving on motorways.

## **Wheelchairs**

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

## **Passenger Lifts and Ramps**

Persons operating lifts must be trained to use them and should be aware of, and follow, the latest guidance for lifts and ramps on minibuses.

## **Accessibility**

Operators should ensure that all passengers are transported in a minibus suitable for their needs.

## **Emergency Equipment**

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

## **Fire Hazards**

Appropriate fire hazard procedures should be in place.

## **Luggage**

All luggage must be securely stowed, and not impede access to the gangways or to the doors. Drivers must 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 in which they travel.



# Introduction



Minibuses are motor vehicles that have been constructed or adapted to carry more than eight, but not more than 16, passengers in addition to the driver, and have a maximum length of 8 metres<sup>1</sup>. 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 and educational activities.

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.

The aim of this Code of Practice is to help organisations that 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.

In addition to this Code of Practice, operators should consult, and comply with, any guidelines or procedures produced by their own organisation, Local Authority or Governing Body. Community groups should consult, and comply with, any guidelines or procedures produced by their parent organisation.

Operators are also advised to read:

[“Driving school minibuses: advice for schools and local authorities”](#) (Department for Transport and Department for Education, November 2014)

[“Health and safety: advice on legal duties and powers For local authorities, school leaders, school staff and governing bodies”](#) (Department for Education, November 2014)

[“Planning and Leading Visits and Adventurous Activities”](#) (RoSPA, 2013)

[‘Driving at Work: Managing Work-Related Safety’](#) (HSE, 2014)

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<sup>1</sup> The maximum length of 8 metres was introduced by the “Motor Vehicles (Driving Licences) (Amendment) Regulations 2012, which came into force on 19 January 2013 and which implement the requirements of the EU Third Driving Licence Directive. It does not apply to drivers who had their licence before this date.

# Management System

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Anyone, including charities and voluntary organisations, who operates a minibus service to carry passengers has a duty of care under health and safety law to take all reasonable precautions to ensure that it is operated safely.

It is also an offence under road traffic law 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 in the Highway Code, and take all other reasonable measures to protect the driver, the passengers and other road users from collision and injury risks.

Essentially, this means that the minibus operator should conduct suitable risk assessments and ensure that journeys are safe, drivers are fit and competent, and the minibus is fit-for-purpose and in a safe condition.

The management system must be monitored to ensure that drivers are complying with all requirements, and adequate records must be kept.

## Risk Assessment

Operators must conduct a written risk assessment of the management of their minibus service. 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.

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 their policies and procedures. Smaller organisations that do not have a Health and Safety Officer can obtain advice from their local Health and Safety Executive (HSE) office.

Risk assessment should identify:

- Hazards
- The likelihood of a hazard occurring
- The likely severity of any injury or property damage
- Who might be affected
- Existing safety measures
- New safety measures that might be needed
- How safety measures are implemented
- Emergency procedures

There is no such thing as zero risk, but a proper risk assessment enables decisions to 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.

# Management System

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## **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, parental consent, selecting and maintaining the minibus, journey planning, accident/emergency procedures and general administration matters.

The risk assessment should be recorded, reviewed and updated when circumstances change.

## **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. However, the risk assessment for regular trips should be periodically reviewed to ensure it remains appropriate and that it is being followed properly.

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 head teacher).

## **BEST PRACTICE**

Risk assessments should be conducted at regular intervals and detailed records kept.

# Management System



## Legal Requirements

Every minibus must:

- Only be driven by drivers who are legally entitled, and properly insured, to drive the minibus
- Be well maintained and road legal
- Have a valid MoT certificate (annually from the vehicle's first birthday) and insurance (see pages 5 and 6)
- Display a valid permit disc, if operating under a section 19 or section 22 permit scheme.

A minibus that is used to carry passengers for 'hire or reward' is normally classed as a Public Service Vehicle (PSV). The operator must comply with PSV Operator Licensing and Passenger Carrying Vehicle (PCV) driver licensing requirements.

Hire or reward is any payment in cash or kind which gives a person the right to be carried, regardless of whether or not that right is exercised, and regardless of whether or not a profit is made. The payment may be made to the operator, the driver or any agent or representative acting on behalf of the operator.

The payment may be made by the passenger, or on the passenger's behalf. It may be (a) a direct payment (e.g. a fare) or (b) an indirect payment (this could be an exchange for services such as a membership subscription to a club, payment for a bed in a hotel, school fees or payment for concert tickets where travel is included; the payment does not have to be money and the right to travel does not need to be taken up). The courts may view indirect payments as hire or reward.<sup>1</sup>

## Minibus (Section 19 or Section 22) Permits

Certain organisations may be exempted from the PCV and PSV requirements if they are eligible for a minibus permit, granted under the Transport Act 1985, as amended. In Northern Ireland, permits are granted under section 10B of The Transport Act (Amendment) (Northern Ireland) Order 1990.

There are two types of permit, a Section 19 Permit (Section 10B in Northern Ireland) and a Section 22 Permit (these are not issued in Northern Ireland.)

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<sup>1</sup> "Public Service vehicle Operator Licensing: Guide for Operators" PSV 437,VOSA, revised November 2011

# Management System



## Section 19 Standard Permits (Section 10B in Northern Ireland)

These permits allow certain non-profit-making organisations (including schools) concerned with education, religion, social welfare, recreation or other activities of benefit to the community, to make a charge for being carried on a minibus without having to comply with the full PSV licensing requirements and, in some circumstances, without their drivers needing to have a PCV (category D1 or D) licence.

The following conditions must be met whenever a permit minibus is used; the:

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

In addition, the driver must be 21 years or older and comply with the driving licence requirements for driving a minibus as set out on pages 9 to 12.

Other conditions may be placed upon a permit with which an operator must 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.

Permits are granted by a Traffic Commissioner, a 'designated body' approved by the Department for Transport or a Local Authority. Designated bodies can only issue permits to their own members. Local Authorities can issue permits to their own Departments, to schools or other education bodies (if they fulfil the Authority's duties under the Education Act 1944) and to certain other bodies. Permits are only valid for journeys that are entirely within the UK; they are not valid outside the UK.

The status of a school may affect whether or not it is entitled to a Section 19 permit, (or Section 10B permit in Northern Ireland). Many private schools have charitable status and so come under the scope of the permit legislation, as do Local Authority schools because they are non-profit-making. However, non-local authority schools that do not have charitable status are advised to seek legal advice as they may need to operate under a PSV Operator's Licence and meet the full PSV regulations for any minibus used or hired by the school.

# Management System



## Section 22 (Community Bus) Permits

Community Bus Permits are issued under Section 22 of the Transport Act 1985, as amended, to bodies that run a local bus service on a voluntary non-profit basis. The rules are similar to those for Section 19 permits. However, members of the general public can be carried in the minibus.

### Validity Period

Permits granted on or after 6 April 2009 have an expiry date and are only valid for a maximum of five years. Permits granted before 6 April 2009 had to be renewed before April 2014.

### Further Advice

For detailed advice about Operator Licensing and Permit schemes see:

[Section 19 and 22 permits: not for profit passenger transport](#) (DVSA and Traffic Commissioners for Great Britain, August 2013)

[Public Service Vehicle Operator Licensing: Guide for Operators](#)

### BEST PRACTICE

Operators should comply with all the requirements of section 19 or section 22 schemes.

## Vehicle Excise Duty (Road Tax)

The taxation class of a vehicle depends on whether it carries passengers or goods, its weight, its construction and the purpose for which it is used. Operators are advised to check with the DVLA whether their minibus should be registered and taxed as a private/light goods vehicle or as a bus.

Although the minibus must be taxed, it is no longer issued.

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, the minibus must be registered under the Disabled Passenger Vehicle (DPV) taxation class. An advice leaflet is available from the CTA at [www.ctauk.org](http://www.ctauk.org).

### BEST PRACTICE

Operators should ensure that the minibus is correctly registered and taxed.

# Management System



## Insurance

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.

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 (Section 10B in Northern Ireland) and whether it is registered as a Passenger Service Vehicle or a Private/Light Goods Vehicle. Operators must comply with all the conditions in the insurance policy. Using a minibus vehicle in a way that does not comply with the insurance policy, or failing to keep it properly maintained, may invalidate the insurance cover.

Schools should check that they are complying with the insurance policy and requirements of their Local Authority or governing body as appropriate. Other groups should check they are complying with the insurance policy and requirements of their umbrella organisation. It is useful to keep a copy of the insurance certificate in the minibus.

Check that the insurance policy covers:

- All the services for which the minibus is used
- The 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.

In particular, operators should be aware of, and comply with, any restrictions on drivers (e.g., age, experience, medical checks, etc.) within the insurance policy.

Operators should consider whether to provide additional insurance cover (e.g. for personal injury or legal expenses) for their drivers, passenger assistants 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.

# Management System



## 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.

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 '[A Guide to Maintaining Roadworthiness – Commercial Goods and Passenger Carrying Vehicles](#)' (DVSA, 2014).

The VOSA guide, "Passenger transport provided under Section 19 or Section 22 permits", (PSV 385 – 01) provides advice on safety inspections targeted at the voluntary sector. Although it has been archived, a copy can be downloaded from the member's section of the CTA website, [www.ctauk.org](http://www.ctauk.org).

The "[PSV Drivers' Walk Around Check](#)" is also a useful guide.

Records of service, MoTs and 'safety inspections' should be kept.

A clear procedure must be put in place for drivers to report any vehicle defects and for such defects to be rectified. Drivers need to be aware of the procedure and encouraged to follow it. A nil-reporting procedure, which requires the driver to record the results of the check even if there are no faults, is recommended. A Pre-Drive Safety Checklist is provided in Appendix 1.

## 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.

# Management System



## 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 passenger assistants are properly trained, adequately monitored and perform their duties effectively.

When a fault that affects the safe operation of the vehicle or the safety of the occupants is recorded, the vehicle should not be 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, and nil-reports should be recorded.

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). The individuals concerned should consent to their personal details being recorded for this purpose and the data should be stored in accordance with data protection law.
- Maintenance/safety checks.

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.

# The Minibus Driver



Almost all road crashes are caused by, or involve, human error. The most frequent causes are:

- Careless, thoughtless, reckless driving
- Failure to look properly
- Loss of control of vehicle
- Failure to give way
- Inattention or distraction
- Inappropriate speed
- Lack of judgement of own path
- Poor turn or manoeuvre

Operators should ensure that every minibus driver:

- Has the appropriate driving licence entitlement to drive the minibus
- Undergoes initial and periodic assessments of ability to drive a minibus, especially if they do not drive a minibus regularly or are driving one after a long period of not doing so
- Undergoes a re-assessment if involved in a blameworthy collision, receives a fixed penalty or is prosecuted for a motoring offence or a concern about their driving is raised
- Receives practical driver training in a minibus, 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
- Ensures they are well rested before driving and takes rest breaks (about every two hours) on long journeys
- Is accompanied by a second driver, who is also fully qualified and meets the same conditions as the first driver, where necessary
- Is accompanied by a passenger assistant where passengers needs require it
- Always carries a suitable form of identification (e.g. driving licence).

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.

\* *Operators who use drivers with penalty points on their licence should set criteria (number of points and types of offence) for what is acceptable, after consulting their insurers. This should be included in risk assessment policies, and further driver assessment or training, more frequent driver licence checks and careful monitoring should be considered for such drivers.*

## **BEST PRACTICE**

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

# The Minibus Driver



## Driver Licence Requirements

### Licence Checks

The operator is responsible for ensuring that everyone who drives a minibus has a valid driving licence to do so. They should check the driving licence(s) of their driver(s) annually (or more often) and keep a record of the check.

The paper counterpart to the driving licence was abolished in June 2015, so it is no longer possible to check whether a driver's licence has any endorsements just by looking at the licence. The easiest ways to check drivers' licences are to use:

- a company that is authorised to conduct online licence checks with the DVLA. The individual drivers will each need to complete and sign a mandate consenting to their driving licence information being checked in this way, and the company will charge a fee.
- the online "[Check someone's driving licence information](#)" tool. The person checking the driving licence will need the last eight characters of the driving licence number and a check code from the driver whose licence is being checked. Drivers can obtain the code at [View Your Driving Licence Information](#). The code must be used within 21 days of being issued and can only be used once.

It's a criminal offence to obtain someone else's personal information without their permission.

Drivers should be required to report any changes to their licence to the operator.

## Entitlement to Drive a Minibus

### Car Driving Licence Obtained Before 1 January 1997

Drivers who obtained their full car (category B) driving licence before 1 January 1997 may drive a minibus in the UK because their licence included category D1. Such drivers will obviously be older than 21 years, which is the minimum age for driving a minibus. If their licence has the code 101 next to D1 they cannot drive a minibus for hire or reward.

The entitlement to drive a minibus remains valid until their licence expires. However, if they have renewed their licence (for example, because they have changed address or renewed their photocard licence) they should check that the D1 (101) entitlement has been retained on their new licence.

When their licence expires, because they reached 70 years of age or have developed certain medical conditions, they will not automatically retain the D1 (101) entitlement on their licence. They must apply to retain this entitlement and pass a medical to PCV standards.

# The Minibus Driver



## Car Driving Licence Obtained From 1 January 1997

Drivers who obtained their full car driving licence on or after the 1 January 1997 are only licensed to drive a vehicle with up to eight seats (in addition to the driver). To drive a minibus, such drivers need to gain a category D1 (or D) PCV entitlement on their licence by meeting higher medical standards and passing the DVSA's theory and practical minibus test.

## Volunteer Drivers

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) under certain circumstances. This exemption was designed to help charities and other groups who would not be able to provide D1 training and testing for all their volunteer drivers.

Unfortunately, the term 'volunteer driver' was not defined and has not been tested in law. Therefore, there have been differing views and conflicting advice as to whether or not teachers driving a school minibus are 'volunteer' drivers and so exempt from the need to have a PCV D1 driving licence.

For the exemption to apply, the following conditions from section 7(6) of the Motor Vehicles (Driving Licences) Regulations 1999 must be met:

- Drivers must be 21 years or over (but under 70, unless they have passed a PCV Medical test)
- Drivers must have held their category B driving licence for at least two years
- The minibus is being used by a non-commercial body<sup>1</sup> for social purposes, but not for hire or reward<sup>2</sup>
- Drivers must not receive any payment or consideration for driving the minibus, other than out-of-pocket expenses (e.g., travel costs to reach the destination where they will be volunteering or lunch costs)
- The minibus must not exceed 3.5 tonnes (or 4.25 tonnes if specialised equipment for the carriage of disabled passengers is included, but the additional weight is only for the specialised equipment)
- No trailer is towed.

<sup>1</sup> Independent schools that do not have charitable status should seek legal advice to check if they would be viewed as a non commercial body for these purposes.

<sup>2</sup> Unless the minibus is operated under a section 19 permit (see page 4-6)

# The Minibus Driver



## Minibus Weight

The minibus' weight (sometimes known as its Maximum Authorised Mass or MAM) is shown on a plate on the minibus.

Most school minibuses are over 3.5 tonnes but some manufacturers produce lightweight minibuses of 3.5 tonnes or less (sometimes called Minibus Lite), which can be driven on a car (category B) licence. In these cases, care must be taken not to overload the minibus; once the weight of passengers and luggage is added, the vehicle may exceed 3.5 tonnes.

Drivers of these lighter weight minibuses should receive specific minibus driver training just as drivers of larger minibuses because driving a minibus is significantly different from driving a car.

## School Staff Driving a School Minibus

Government policy (updated November 2014) is outlined in "[Driving school minibuses: advice for schools and local authorities](#)" which states that;

*"There are circumstances in which a member of school staff with a car driving licence (category B) can drive a minibus" and "Schools are also advised to check their insurance and any employer's policies on this matter."*

and

*"if the terms and conditions of a teacher's contract of employment state that driving minibuses is a part of their duties, or if a teacher is paid an additional sum specifically for driving the minibus (other than a sum to reimburse the teacher for out of pocket expenses on a cost recovery basis), such staff would be deemed as receiving payment for driving a minibus and would not be driving the minibus 'on a voluntary basis'. In these cases, a full D1 licence (or a full D licence) would be needed. "*

However,

*"if a teacher's contract of employment does not state that driving minibuses is part of their duties and they receive no additional payment for driving a minibus to take pupils on trips or to social sporting events (except for reimbursement for out of pocket expenses), they will be driving on an extra-contractual, **voluntary basis**. In this case, the category B licence would suffice (assuming the conditions are met) even if the school reimburses the teacher for fuel, parking and tolls."*

Operators should note that the Government's advice document is not legal advice, and any operator or driver who is unsure about whether they meet the requirements to use the exemption for 'volunteer' drivers should seek independent legal advice. Some local authorities require drivers to have a D1 licence, even if they are driving under a permit scheme.

# The Minibus Driver



Schools that wish to adopt the exemptions for teachers and other staff on the basis that their contract of employment does not refer to driving, should also check if driving is included in the job description. If so, the school should seek legal advice to check if the job description forms part of the contract of employment. The school may also wish to seek legal advice on whether a teacher who is subject to school rules and discipline when driving the school minibus out-of-hours can be regarded as a volunteer – even if their contract does not specify driving.

They could also apply for a Section 19 permit (Section 10B in Northern Ireland), which would mean that drivers who meet the requirements set out on page 4 could drive a minibus with a section 19 permit (Section 10B in Northern Ireland).

## **Car Driving Licence Obtained On or After 19 January 2013**

Drivers who gained their driving licence on or after 19 January 2013 can only drive a minibus with a maximum length of 8 metres.

## **Non-UK Driving Licences**

The regulations governing which non-UK licences are valid in the UK, for which vehicles and for how long, vary considerably depending on the country from which the licence was issued. Although a driver with a non-UK licence may be legally entitled to drive a car in the UK, this does not necessarily mean they are legally entitled to drive a minibus.

Drivers who hold a driving licence from another European country are allowed to drive on their licence in the UK. If they become a resident (more than 185 days in one year) they must register with the DVLA, by completing form [D9: Application to register a non-GB driving licence](#). Drivers who exchange their licence in GB are automatically registered.

Holders of EU licences who have a ‘B’ entitlement are able to drive a minibus under the UK’s rules **if** they meet all the requirements for volunteer drivers or section 19 permit drivers as described above.

Operators with drivers or potential drivers who hold driving licences from a country outside the EU, are strongly advised to check with the DVLA that their licences are valid for driving a minibus. If they are entitled to drive a minibus in the UK, Operators are advised to consider whether they are experienced in driving on UK roads, and in driving a minibus, before allowing them to drive a minibus.

An online tool to check which rules apply for a foreign driving licence is available at <https://www.gov.uk/driving-in-great-britain-on-non-gb-licence>.

# The Minibus Driver



## All Driving Licences

It is the operator's and individual driver's responsibility to ensure that the driver is appropriately licensed to drive the minibus. If challenged, an individual driver and the operator would have to show that the driver had a valid licence to drive the minibus.

An interactive flowchart that allows people to check what vehicles their driving licence entitles them to drive is available at <https://www.gov.uk/vehicles-can-drive>.

Information is also available in '[Driving a Minibus](#)'. (DfT, updated June 2015)

## BEST PRACTICE

Ensure that all drivers have the appropriate entitlement on their driving licence.

## Minibus Driver Assessment and Training

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 the number of passengers being carried, some of whom may have special needs, may be taken ill on the journey, and who may need supervising.

Driver assessment and training is essential.

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.

RoSPA recommends that all minibus drivers, and especially those who are covered by the exemption from requiring a D1 entitlement on their driving licence, should receive specific minibus driver training, and preferably hold a PCV D1 licence.

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.

# The Minibus Driver



Minibus driver training will normally include:

- Familiarisation with the minibus
- 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)
- Passengers travelling in wheelchairs
- 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

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

## Driver Re-assessment

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 merits it; for example, drivers who have penalty points, been involved in a blameworthy collision, or if complaints have been received.

Those who drive infrequently should be assessed more often, and anyone who is returning to drive a minibus after a long period of not doing so, should be assessed.

Refresher training should be provided if the assessment indicates particular drivers require it.

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 receive induction training and are regularly re-assessed, and re-trained as necessary, to maintain their driving skills and standards.

# The Minibus Driver



## Minibus Driver Awareness Scheme (MiDAS)

The Minibus Driver Awareness Scheme (MiDAS) is a national assessment and training scheme for minibus drivers in the voluntary and not-for-profit sectors. Originally developed by Hampshire County Council, it is administered by CTAUK. It provides classroom-based theory training and on-road driving assessment for all minibus drivers and additional training on passenger assistance and using wheelchair accessible vehicles, for drivers who transport passengers with disabilities. Regular refresher training is a significant part of MiDAS and in order to retain their MiDAS Certificate, drivers must attend refresher training every four years.

MiDAS uses a 'cascade' approach. The CTA's training agents provide training for minibus Driver Assessor/Trainers (DATs) nominated by the organisation. A DAT can then assess the competence of minibus drivers in their own organisation, and provide them with training on how to safely use a minibus.

It is free to join MiDAS, by registering at <http://www.ctauk.org/training/midas.aspx>. Organisations joining MiDAS are required to commit to training and assessing all their drivers.

RoSPA provides minibus driver training; details can be found at [www.rospa.com/safety-training/on-road/driver-training/minibus/](http://www.rospa.com/safety-training/on-road/driver-training/minibus/). Many Local Authorities also provide minibus training and assessment courses.

## Authorisation of 'Approved' Drivers

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

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

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.

A driver who feels it is unsafe to undertake a journey due to 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.

The operator should keep records of the persons who have been authorised to drive the minibus, the date they were authorised and when they are 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.

# The Minibus Driver



## Vetting Drivers and Passenger Assistants

People working, or wishing to work, in many jobs that involve working with children or vulnerable adults, must be vetted. The definition of 'Regulated Activity' lists the roles that require vetting. In England and Wales, the vetting service is provided by the Disclosure and Barring Service (DBS). In Scotland, it is provided by Disclosure Scotland, and in Northern Ireland by Access NI.

Operators are urged to check the latest advice and requirements at:

[www.homeoffice.gov.uk/dbs](http://www.homeoffice.gov.uk/dbs) for England and Wales

[www.disclosurescotland.co.uk](http://www.disclosurescotland.co.uk) for Scotland

[www.nidirect.gov.uk/disclosure-and-barring-protecting-children-and-vulnerable-adults](http://www.nidirect.gov.uk/disclosure-and-barring-protecting-children-and-vulnerable-adults) for Northern Ireland

Schools and other local authority bodies should follow their authority's policies and procedures in regard to vetting. Operators who are not linked to a local authority should follow their parent organisation's policies and procedures, and check whether their insurer specifies any requirements.

Operators should ensure that adequate supervision is provided to all employees and volunteers to prevent inappropriate relationships developing.

### **BEST PRACTICE**

Operators should ensure that they are aware of, and comply with, the latest Disclosure and Barring Service (DBS) requirements and that drivers and passenger assistants are vetted as necessary before appointment. They should follow the policies of their parent organisation and/or insurers (if applicable).

## The Driver's Responsibilities

The operator has overall responsibility for ensuring a safe service is provided. However, every driver is also personally responsible for making sure that their vehicle is roadworthy before they take it out onto the road. Indeed it is the driver's licence that 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, (passengers aged 14 years are legally liable if they fail to wear a seat belt) and welfare of all passengers.

# The Minibus Driver



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
- 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).

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.

## **Age Limits**

It is unlawful to discriminate against someone due to their age.

Operators should consult their Local Authority (or parent organisation or Human Resources Department if they are not a local authority body) to ensure that they comply with the law. Managers should also check whether the insurance policy imposes any restrictions.

There is no longer a statutory compulsory retirement age. Employees can continue to work beyond 65 years if they wish to do so, but should discuss with their employer when and how they wish to retire. Employers should continue to employ minibus drivers, or use volunteer drivers, irrespective of their age, as long as they are fit, competent and capable of driving a minibus safely.

Drivers under 25 and over 80 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; each person is different.

Operators must, therefore, give due consideration to the medical condition, including eyesight requirements, of its drivers, as well as the driver's suitability in other ways.

## **BEST PRACTICE**

Operators must ensure that their policies on age limits comply with the European Employment Directive and must be guided by their Human Resources Department or parent organisation.

# The Minibus Driver



## Medical Fitness to Drive

Drivers must be medically fit to drive.

The Driver Vehicle Licensing Agency (DVLA) sets minimum medical standards and rules for all drivers, including conditions that must be reported to the DVLA. Extra rules apply to drivers of large vehicles over 3,500kgs, minibuses and buses and operators need to be aware of the need to comply with these additional requirements.

Some, but by no means all, of the medical conditions listed by the DVLA mean that a driver must surrender their driving licence and not drive, until passed fit to drive again by the DVLA.

Information and advice, including a list of health conditions that may require drivers in the UK to report to the DVLA is available at <https://www.gov.uk/browse/driving/disability-health-condition>. Operators should require their drivers to notify them of any declarations they have made to the DVLA.

A person's fitness to drive can be affected by a medical condition, by temporary health impairments (such as stress, sleep disturbance, migraine, flu, severe colds, hayfever etc), long term illness and by the environment in which they work, drive and live. Relevant health issues should always be considered in driving risk assessments.

It is important to remember, however, that few people enjoy perfect health and a sense of proportion and a balance between health requirements for safe driving and avoiding unfair discrimination needs to be maintained.

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 are not taking any medication, or undergoing any medical treatment, that may affect their ability to drive.

## Eyesight

The Highway Code (Rule 92) states that drivers **must** be able to read "a vehicle number plate, in good daylight, from a distance of 20 metres (or 20.5 metres where the old style number plate is used)." Drivers who need glasses or contact lenses to drive must wear them at all times when driving. For more detail, see the [Driving Eyesight Rules](#).

The police have the power to require a driver to undertake an eyesight test. Operators should conduct a simple eyesight test on appointment and when drivers are re-assessed. They should also ensure that staff are aware that it is advisable to have their eyes tested at least every two years, or more often if advised by an ophthalmologist.

# The Minibus Driver



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 on appointment and at re-assessment should be conducted.

Drivers should be required to report to the operator any change that affects their ability to drive.

## **Driver Impairment**

Drivers can be impaired by a number of factors, each of which can reduce their ability to drive safely and increase the risk of crashing. The main forms of driver impairment are:

### **Alcohol**

Alcohol impairs judgement, making drivers overconfident and more likely to take risks. It slows their reactions, increases stopping distances, impairs judgement of speed and distance and affects vision.

### **Drink Drive Limits**

The legal drink drive limit is 80 mg of alcohol per 100 ml of blood in England and Wales. In Scotland, the legal limit is 50 mg of alcohol per 100 ml of blood. In Northern Ireland, it is 80 mg of alcohol per 100 ml of blood, but is due to be lowered to 50 mg of alcohol per 100 ml of blood for most drivers and to 20 mg of alcohol per 100 ml of blood for learner, novice and professional drivers. The definition of professional drivers includes D1 licence holders.

Drivers with a blood alcohol concentration between 50 and 80 mg per 100ml of blood are two to two and half times more likely to crash and six times more likely to be in a fatal crash. The risk increases massively when over the limit. A driver who is double the legal limit of 80 mg/100ml is 50 times more likely to be in a fatal crash.

Alcohol is absorbed into the bloodstream very quickly, but it takes about an hour for 1 unit to be removed by a healthy liver. Drinkers cannot be sure how much alcohol they are consuming because the alcoholic strength of drinks varies enormously, as does the size of measures. For example, a 175ml glass of wine of 12%abv would be 2.1 units, and a 250ml glass of the same wine would be 3 units.

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.

The advice is always 'have none for the road'.

# The Minibus Driver



## Illegal Drugs

A new drug driving law came into force on 2 March 2015 making it illegal for a person to drive with certain drugs (such as cannabis and heroin) above a specified level in their blood. Driving after taking these drugs is dangerous as they seriously impair the ability to drive safely and increase the risk of crashing. The new law has made it easier for the police, who now have roadside drug testing equipment, to catch and convict drug drivers.

## Medicines

Some of the drugs covered by the new law also have medical uses, but are often abused. The maximum limits for these drugs are higher than the levels that would be prescribed, and there is a specific legal defense for those who are taking these drugs in accordance with medical advice.

However, the existing offence of driving while unfit through drugs, whether illegal or prescribed or over-the-counter medicines, still applies, so anyone who feels tired or unwell, or is taking prescription or over the-counter medicine or undergoing any medical treatment which advises against driving should consult their doctor or pharmacist and follow the advice enclosed with the medication about driving.

For many medications it is difficult to predict whether, how, when and for how long they will affect a person's ability to drive safely. A driver may not even notice that they have been impaired until it is too late. The effects depend on how much, how often and how a medicine is used, plus the psychological and physical attributes of the person taking it.

The penalties for drug driving, or for being unfit to drive due to drugs or medicines, are the same as for drink driving.

Further advice about alcohol, illegal drugs and medicines is available in RoSPA's Guide '[Driving for Work: Drink and Drugs](#)'.

### **BEST PRACTICE**

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

Drivers should never drive after taking illegal drugs, or if under the influence of drugs.

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

# The Minibus Driver



## Distractions

Anything which distracts a driver could easily cause a collision. There are a number of distractions that should be discouraged while driving: eating or drinking, tuning a radio or other device, reading a map, writing, smoking (it is illegal to smoke in a work vehicle used by more than one person), using a mobile phone or other electronic equipment.

## Mobile Phones

It is very useful to have a mobile telephone in 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 a crash. The mobile phone should be kept by the passenger assistant, 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.

Further advice about mobile phones and driving is available in RoSPA's Guide '[Driving for Work: Mobile Phones](#)'

## BEST PRACTICE

Drivers should never use a mobile phone, or do anything else that might distract them, while driving.

## 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.

Sleepiness reduces 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 about every two hours of driving.

Drivers who drive for more than two hours after a day's work are more likely to be involved in a crash.

# The Minibus Driver



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 set and implement clear policies on driver hours and journey planning to ensure their drivers do not drive when too tired.

Drivers should ensure they are well rested before driving and take rest breaks on long journeys.

## Safe Drivers' Hours

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.

Operators should consult and follow the DVSA's "[Rules on Drivers Hours and Tachographs: Passenger Carrying Vehicles in GB and Europe](#) (PSV375).

If the minibus is being driven outside the UK, EU Driver's Hours rules must be followed from the beginning of the journey in the UK (see Appendix 6). 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.

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. If it is being driven on a commercial basis, EU Drivers' Hours Rules must be followed. (See Appendix 6)

For journeys that are not governed by Drivers' Hours rules, it is **strongly recommended** that drivers do not exceed the limits in the table below. The limits for drivers who do other work (for example, supervise children at a destination) should be reduced.

## 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 minutes	15 minutes
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.

# The Minibus Driver



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. 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.

On journeys lasting several days fatigue caused by consecutive days on duty must also be taken into account. Drivers' Hours rules specify weekly rest periods.

## **BEST PRACTICE**

Clear rules on Drivers' Hours should be set and enforced.

## **Journey Planning**

A planned journey reduces the risk of drowsiness and falling asleep at the wheel, and is more efficient, saves 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.

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.

## **Mode of Travel**

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

## **Route**

The route should include places for rest, refreshment, comfort breaks and re-fuelling if necessary. Before they set out, drivers should check information on road works and weather conditions that may affect their route, and check for travel advice when adverse weather is expected.

Drivers should also plan an alternative route if there are likely to be any major delays on their main route, and plan where to stop for regular rest breaks (every two hours, or sooner if feeling tired, for at least 15 to 20 minutes).

## **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 crashes. Avoid starting a long journey after a full day's (or shift's) work.

# The Minibus Driver



## Navigation

If using a SatNav, drivers should set the destination before starting the journey. They should know not to automatically follow the SatNav directions as it may sometimes send them on an inappropriate route. Drivers must obey road signs, markings and signals, no matter what the SatNav says, and, of course, be aware of what's happening on the road around them.

If not using a SatNav, drivers should ask the second adult (if there is one) to navigate or take a road map or write out their route, but not try to read directions while driving. If necessary, they should stop somewhere safe to check directions.

## 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.

Further advice about planning journeys to avoid the risk of drivers falling asleep at the wheel is available in RoSPA's Guide '[Driving for Work: Safer Journey Planner](#)'. A short guide, "[Safer Journey Planner](#)" guide for drivers is also available.

### **BEST PRACTICE**

All journeys should be properly planned.

## Second Driver

A second driver is essential on long journeys 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 passenger assistants.

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.

### **BEST PRACTICE**

A second driver should be provided on appropriate journeys.

# The Minibus Driver



## Speed Limits

Minibuses are subject to lower speed limits than cars on some roads, therefore, it is essential that minibus drivers know what speed limits apply to them.

### Minibus Speed Limits

Built-up Roads	30 mph (unless signed otherwise)
Single carriageway	50 mph (unless signed lower)
Dual carriageway	60 mph (unless signed lower)
Motorway	70 mph (unless signed lower)
Motorway	60 mph (if the minibus is longer than 12 metres)

It is important that drivers know whether their minibus is fitted with a speed limiter, and understand how to drive a speed-limited minibus and especially how the speed limiter affects their ability to overtake, accelerate, change lanes and join high speed roads from a slip road.

### BEST PRACTICE

Drivers should understand, and comply with, speed limits that apply to minibuses.

## After the Journey

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.**

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.

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.

### BEST PRACTICE

Drivers and/or passenger assistants should ensure that all passengers who need to be met have been safely met.

A post-trip vehicle check should be conducted and recorded.

# The Minibus Driver



## Passenger Assistants

The role of 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.

Passenger assistants are recommended under the following conditions:

- Where passengers' needs require a passenger assistant to be present (based on a risk assessment)
- Where children are being carried
- When a passenger's behaviour may cause a distraction to the driver or be dangerous to other passengers.

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

The organisation using the minibus has a duty to ensure that an adequate assessment is made of any potential risks arising from behaviour or of any potentially disruptive passengers, and to ensure that adequate safeguards are in place, including if necessary providing a passenger assistant for the journey.

Schools should check whether their Local Authority specify ratios for the number of adult supervisors for off-site trips. The ratio will depend on a number of factors, including the age, gender and ability of the pupils, the number of pupils involved, pupils with special educational or medical needs, the type of visit and the nature of the activities and the amount of risk.

Further guidance is provided in RoSPA's guide, "[Planning and Leading Visits and Adventurous Activities](#)".

Department for Education advice is available in "[Health and safety: advice on legal duties and powers for local authorities, school leaders, school staff and governing bodies](#)".

Operators are also advised to read "[Driving school minibuses: advice for schools and local authorities](#)".

# The Minibus Driver



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 a passenger assistant will not be required to do so.

Ideally, the passenger assistant 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.

Passenger assistants have a wide range of duties. It is the operator's responsibility to ensure that passenger assistants are provided when necessary and that they are suitable and capable of carrying out their duties. Operators should ensure that passenger assistants 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 passenger assistants are provided with all necessary equipment.

The Passenger Assistant Training Course (PATs) was 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 at [www.ctauk.org](http://www.ctauk.org).

When recruiting or assessing potential passenger assistants, 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.

A major part of the passenger assistant's job is to supervise child passengers and ensure they are cared for and behave appropriately. Passenger assistants must be capable of exercising control over children. This will be easier if they sit in the rear of the vehicle with the passengers, rather than at the front with the driver, where possible.

Passenger assistants 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.

The Operator should ensure that the duties of passenger assistants are clearly set out and that all passenger assistants are aware of, and adhere to them. (See Appendix 3).

## **BEST PRACTICE**

Passenger assistants should be provided wherever necessary, according to the needs of the passengers being carried, and be aware of their duties and responsibilities.

# The Minibus Driver



## Breakdown Procedures

Operators must ensure that there is a clearly defined written procedure which must be followed in the event of a collision or breakdown and that all drivers and escorts are aware of, and adhere to it. 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.

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. On Smart Motorways, where the hard shoulder is used as a running lane, drivers should try to stop in one of the emergency refuges that are placed periodically along the hard shoulder.
- 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 passenger assistant 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 passenger assistant. 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.

# The Minibus Driver



- 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.

## Road Traffic Collisions

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

In the event of a collision, the driver and/or the passenger assistant must make the collision 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
- Call the emergency services immediately, with information about the situation, any special circumstances (e.g., carrying oxygen bottles or passengers have special needs)
- Ensure one person (driver or passenger assistant) 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.

If the emergency services are called, the driver must stay at the scene 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.

If the collision 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.

If there is any injury or the names of people involved are not exchanged or there is damage to property other than the driver's vehicle (including street furniture), the driver must report the collision to the Police as soon as possible or in any case within 24 hours. Any other incident, including traffic offences, must also be reported to the operator.

# The Minibus Driver



## Emergency Evacuations

If an emergency evacuation is necessary (for example, in the event of a fire), the best way to evacuate the vehicle will depend upon the nature of the incident, the passenger group and the type of minibus. The driver and passenger assistant(s) will need to exercise their judgment at the scene. Drivers and passenger assistants who have been trained will be far better equipped to make appropriate decisions and cope with such difficult circumstances.

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 passenger assistants should provide the necessary help. If it is necessary to use the rear exit, care must be taken against approaching traffic.

It may not be possible to remove wheelchairs quickly from a minibus, unless the passenger assistants 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.

Drivers and passenger assistants 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.

# Passenger Care



The behaviour of passengers can also increase the likelihood of an accident occurring. Operators, drivers and passenger assistants 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 passenger assistant when appropriate
- All passengers have a seat and a seat belt
- Journeys are properly planned with adequate rest stops
- Drivers and passenger assistants 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.

Passengers may have a wide range of needs, which could include physical, mental, emotional, medical, behavioural and learning difficulties. Drivers and passenger assistants need to be aware in advance of the needs of passengers who are to be carried. It is important that the driver and passenger assistant(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.

## **Supervision**

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. A passenger assistant is recommended and should preferably be someone the children know, especially with younger children. The duties of a passenger assistant are outlined in Appendix 3.

# Passenger Care



## Pick-up and Drop-off

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.

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.

### **BEST PRACTICE**

Passengers should be adequately supervised.

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.

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 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.

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.

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### **BEST PRACTICE**

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

# Passenger Care



## 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.

## Passenger Briefing

Passengers should be aware of the behaviour expected of them, and the need to wear seat belts. 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, and the need to wear seat belts.

## 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.

# The Minibus



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. The CTA guide 'Minibus Management – Buying a Vehicle', can be downloaded from [www.ctauk.org](http://www.ctauk.org).

## 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 inside or rear-facing seats, but it is much safer not to use side-facing seats.

Any Operator using a minibus that was registered on or before 1 October 2001 is strongly recommended to replace it with a newer vehicle.

### 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 on page 34.

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.

## Use of Seat Belts and Child Restraints

### Front Seats

Drivers must wear a seat belt.

All children must travel in rear seats (any seat behind the driver) if a child car seat or an adult seat belt is not fitted in the front. The driver is responsible for ensuring that:

- Children under three years of age use an appropriate child restraint (if one is not fitted, they must travel in the rear)
- Children aged from three years up to their 12<sup>th</sup> birthday, and under 1.35 metres (approximately 4'5") 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 1.35 metres or taller) use the seat belt.

# The Minibus



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.

## 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 seat belts or use an appropriate child restraint. It is the driver's responsibility to ensure that:

- Children under three years of age use an appropriate child restraint
- Children aged from three years up to their 12<sup>th</sup> birthday, and under 1.35 metres (approximately 4'5") 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 1.35 metres or taller) use the seat belt.

Passengers 14 years or over must wear seat belts and are legally responsible for doing so.

## Rear Seats in Larger Minibuses

In minibuses over 2,540 kg unladen weight, passengers aged 14 years or over must wear seat belts and are legally responsible for doing so themselves. Passengers aged under 14 years are not yet required by law to wear seat belts.

However, in 2011, the Government consulted on proposals to make it mandatory for passengers between 3 and 13 years old to use seat belts (or child restraints if available). Although the law has not yet changed, it is likely that it will be changed in due course. Operators are strongly recommended to ensure they check and comply with the latest legal requirements.

All passengers are strongly advised to wear seat belts, or to use child restraints if available, on all journeys.

## Duty to Notify Passengers

On minibuses over 2,540 kg unladen weight, Operators must ensure that passengers are notified that they must wear seat belts by one or more of the following means:

- An announcement by the driver, conductor or courier or by a person such as a group leader, or an audio-visual presentation made when the passenger joins the bus or within a reasonable time of doing so;
- A sign prominently displayed at each passenger seat equipped with a seat belt.

Operators who fail to take all reasonable steps to ensure that every passenger is notified that s/he is required to wear a seat belt are guilty of an offence.

# The Minibus

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## Appropriate Child Restraints

Minibus operators do not have to provide child restraints on minibuses, but if they are “available”, they must be used by children aged up to 12 years old or 135 cm in height, whichever comes first. “Available” means it:

- Conforms to the United Nations standard, ECE Regulation 44.04 (or R 44.03) or to the new i-size regulation, R129
- Is suitable for the child’s weight and size
- Can be properly fitted according to the manufacturer’s instructions

## R44 Child Restraints

Child restraints that conform to R44 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.

## R129 (i-size) Child Restraints

i-size child restraints are based on a child’s age and height, not weight. Currently, only i-size seats for babies are available. They must be fitted rear-facing until the child is at least 15 months old, and the baby must also be within the height range specified for the seat by the manufacturer, which will usually be up to the height of 83cm.

i-size seats are fitted in a vehicle’s Isofix points, which minibuses are unlikely to have. They cannot be fitted using the vehicle’s seat belts. Therefore, i-size seats are unlikely to be suitable for minibuses.

# The Minibus



Type of Child Restraint	Weight or Height Range <sup>1</sup>	Approx. Age Range
Rearward-facing baby seat  i-size	Group 0 for babies up to 10 kg (22 lbs) <sup>2</sup> Group 0+ for babies up to 13kg (29lbs) Not based on weight, but check child's height within the seat's range	birth to 6-9 months  birth to 12-15 months  Up to at least 15 months
Combination seat  i-size	Group 0+ and 1: 0-18 kg (40 lbs) Group 1, 2 and 3: 9 – 36 kg (20 – 79 lbs) Not based on weight, but check maximum height seat can be used rearward-facing	birth - 4 years  1 to 11 years
Forward-facing child seat	Group 1: 9-18 kg (20-40 lbs)	9 months - 4 years
Booster Seat	Group 2: 15 - 25 kg (33 - 55 lbs)	4 to 6 years
Booster Seat	Groups 2 and 3: 15 - 36 kg (33 - 79 lbs)	4 to 11 years
Booster Cushion	Group 2 and 3: 15 - 36 kg (33 - 79 lbs)	4 to 11 years
Booster Cushion	Group 3: 22 - 36 kg (48 - 79 lbs)	6 - 11 years



# The Minibus



Many child seats cover more than one group and are adjusted as the child grows. They may be called combination seats, extended seats or multi-group seats. For example:

- Group 0+ and 1 seats start off rearward-facing until the baby is at least 9 kg and are then turned forward-facing - some stay rearward facing until the child has reached 18 kg.
- Group 0+, 1 and 2 seats (which are not very common) start rearward-facing up to 18kg and are then turned forward-facing (they can be turned forward facing from 9 kg).
- Group 1, 2 and 3 seats are forward-facing. The child uses the seat's integral harness, or an impact cushion, until they are 15 kg and then uses the car's seat belt, which secures the child and the seat.
- Group 2 and 3 seats are high-backed booster seats, although they can also be booster cushions without a back. On some of the high-backed seats, the back can be removed once the child reaches 22 kg, but it is far better to keep the back on the seat.

Further advice on seat belts and child car restraints is available from:

- [www.gov.uk/seat-belts-law](http://www.gov.uk/seat-belts-law)
- <https://www.gov.uk/child-car-seats-the-rules>
- [www.childcarseats.org.uk](http://www.childcarseats.org.uk)

and the road safety department of your local authority.

When purchasing child restraints for use in a minibus, it is strongly recommended that the purchaser takes the minibus with them so they can make sure the restraints will fit properly in the minibus seats before they are purchased.

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

## 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 according to the manufacturer's instructions and the child should be securely held in the restraint.

# The Minibus



## 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 according to the manufacturer's instructions and the child should be securely held in the restraint.

## 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.

## Passenger Restraints

Some disabled passengers may need postural support during the journey, and a variety of passenger restraints to assist people with disabilities to remain upright in their seat are available. 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. For more information on seat belts and harnesses for passengers with special needs see [www.crelling.com](http://www.crelling.com).

## Seat Belt Installation

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. 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.

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.

### **BEST PRACTICE**

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

Operators must display seat belt signs in the minibus.

Seat belts and their fitment must comply with legal standards.

# The Minibus



## 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 Useful Addresses).

## Tachographs

Except as detailed below, vehicles used for the carriage of passengers with more than nine seats, including the driver's seat, must be fitted with a tachograph, as follows:

- A vehicle first registered before 1 May 2006 must be fitted with either an analogue or a digital tachograph.
- A vehicle first registered on or after 1 May 2006 must be fitted with a digital tachograph only.

Digital tachographs are used with a Driver Card, which the driver must insert into the tachograph. The Driver's Card must belong to the driver who is driving the minibus. Further details are available in the DVSA's guide "[Digital Drivers' Cards: How to Stay within the Law](#)".

There are some exemptions relevant to minibuses:

- Vehicles used for the carriage of passengers on regular services with a route that does not exceed 50 km.
- Vehicles with between 10 and 17 seats used exclusively for the non-commercial carriage of passengers.

However, any minibus that is used abroad must be fitted with a tachograph (from the beginning of the journey in the UK).

## BEST PRACTICE

Minibuses must be fitted with tachographs as required by law.

# The Minibus



## Speed Limiters

Minibuses first used or registered on or after 1 October 2005 must have a speed limiter fitted. Minibuses used abroad must be fitted with a speed limiter.

The limiter restricts the maximum powered speed of the minibus to 62mph (100 kph). Minibuses fitted with a limiter cannot use the outside lane of a motorway that has three or more lanes.

It is essential that drivers understand how to drive a speed-limited minibus and how the speed limiter affects their ability to overtake, accelerate, change lanes and join high speed roads from a slip road.

### **BEST PRACTICE**

Minibuses must be fitted with speed limiters as required by law. Drivers must understand how this affects the way the vehicle can be safely driven, and the implications when driving on motorways.

## Wheelchairs

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.

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 (never sideways), and it is securely and symmetrically fixed to the vehicle with 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.

In addition:

- The wheelchair user must be secured with seatbelts (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 the wheelchair and occupant restraint systems should be kept clean, and free from grit, etc, at all times.

Drivers and passenger assistants should be trained in the care (boarding and assistance) of passengers who travel in their wheelchairs. Training is available from the CTA and many local authorities.

# The Minibus



Copies of “The Safety of Passengers in Wheelchairs on Buses: Code of Practice VSE 87/1” and “TBPG1: Transportation of People Seated in Wheelchairs” can be downloaded from the members’ section of CTA website, [www.ctauk.org](http://www.ctauk.org).

A copy of the Disabled Persons Transport Advisory Committee (DPTAC)’s guide, ‘[Accessibility Specification for Small Buses Designed to Carry nine to 22 Passengers \(Inclusive\)](#)’, is available from the Department for Transport’s archived website.

## **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.

## **Passenger Lifts and Ramps**

Low floor minibuses use ramps, which are safer, quicker and easier to use than lifts, especially when the side door is used.

Requirements for power operated lifts and for ramps are set out in DPTAC’s ‘Accessibility Specification for Small Buses Designed to Carry nine to 22 Passengers (inclusive)’. Lifts should comply with “BS EN 1756-2:2004+A1:2009: Tail lifts. Platform lifts for mounting on wheeled vehicles. Safety requirements. Tail lifts for passengers“. This has replaced the previous standard, BS 6109-2:1989.

The lift controls must be clearly marked and accessible from inside and outside the vehicle. Instructions for using the lift must be clearly displayed.

The lift must only be operated by staff who have received specific training. It must only be operated when the vehicle is stationary and the vehicle hand brake has been applied.

It must be capable of carrying the heaviest wheelchair, the wheelchair user and a passenger assistant, wherever possible. Any wheelchair with brakes must have them applied while on the lift. Hydraulic wheelchair lifts should be tested every six months.

The passenger should know what the lift operator 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.

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.

# The Minibus



## Training

Training for lift and ramp operations, including techniques to avoid manual handling problems for the passenger assistant or driver are provided by the Passenger Assistant Training Schemes (PATs) operated by the CTA (see [www.ctauk.org](http://www.ctauk.org)).

### **BEST PRACTICE**

Persons operating lifts must be trained to use them and should be aware of, and follow, the latest guidance for lifts and ramps on minibuses.

## Accessibility

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.

Operators should consider the passengers who use the minibus and specify a vehicle design that is not awkward for them. Consider:

- 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
- height

### **BEST PRACTICE**

Operators should ensure that all passengers are transported in a minibus suitable for their needs.

# The Minibus



## 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.

## Emergency Equipment

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 or foam, (halon extinguishers are now illegal in vehicles) 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.

Fire extinguishers should be tested according to the manufacturer's instructions, which is usually once a year. Drivers and passenger assistants should be trained in their use.

The regulations also specify that a suitable, clearly marked first aid box is kept readily available and in good condition. (Appendix 7 lists the minimum content of first aid kits).

The driver and passenger assistant(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.

### BEST PRACTICE

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

## Fire Hazards

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

In the event of a 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 and Rescue Service. Drivers can assist the Fire and Rescue Service by pulling the bonnet release (but **not** opening the bonnet any further) as they evacuate the vehicle. **Never** carry a fuel can, either empty or full, in the minibus.

# The Minibus



The danger of fire should be considered when preparing the Technical Specification and choosing the minibus. For example, diesel is less flammable than petrol. 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. 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.

## Training

Drivers and passenger assistants should undertake rehearsals of evacuation techniques including dealing with passengers who have been injured or have a disability. A training course is available from the CTA (see [www.ctauk.org](http://www.ctauk.org)).

### **BEST PRACTICE**

Appropriate fire hazard procedures should be in place.

## 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.

### Inside the Vehicle

In a crash, 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.

### Roof Racks

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.

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.

# The Minibus



The manufacturer's recommended maximum weight for a roof rack should never be exceeded. The driver and passenger assistant 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.

Operators who use roof racks must consider the manual handling and working at height safety risks that arise when luggage is being loaded onto or removed from the roof rack. Drivers and passenger assistants who use roof racks must be trained to do so.

Some new minibuses have escape hatches in the roof, in which case a roof rack must not be used as it would block the hatch.

## Trailers

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

Drivers who gained their full driving licence before 1 January 1997 may tow a trailer of any weight, up to the maximum train weight of the minibus.

Drivers who gained their full driving licence on or after 1 January 1997 are not permitted to tow a trailer on a minibus. However, if they have subsequently gained a D1 entitlement, they may tow a trailer up to 750kgs on a minibus. To tow a trailer above 750kgs, the driver must have D1 + E on their licence.

Drivers who are driving a minibus under a section 19 permit may not tow a trailer, unless they have a D1 + E entitlement on their driving licence.

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.

Passengers must have unrestricted access to two means of escape. A trailer must not be used on any minibus with rear facing doors which is carrying passengers, unless there is an emergency door on the nearside of the vehicle. In the event of a collision, it is likely that the trailer will obstruct the rear doors. Some new minibuses have escape hatches in the roof or through a side window, however, it is still vital that the rear doors are not blocked in case passengers cannot exit by the side – escape hatches should not be relied on.

It is the Operator's responsibility to ensure that when passengers are carried, access through the emergency rear exit is not restricted in anyway by the trailer.

## BEST PRACTICE

All luggage must be securely stowed, and not impede access to the gangways or to the doors. Drivers must be trained in the use of roof racks and trailers, if used.

# The Minibus



## 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.

Over-loading is illegal and unsafe. It may make the vehicle more difficult to control and it will increase its braking distances, which could lead to an accident.

A minibus may inadvertently be overloaded, for example, if carrying a full complement of heavier passengers and equipment. Operators should provide clear guidance to drivers, and keep a copy in the vehicle, explaining the need to check the gross vehicle weight before every journey. Drivers should also be aware that driving a minibus which is close to its maximum weight limit may increase its braking distances.

### **BEST PRACTICE**

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

# Journeys Abroad

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Regulations that govern journeys outside the UK depend upon the country or countries being visited (including those which are only passed through) and the type of trip.

There are two relevant types of service:

## **Regular Services**

A regular 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.

## **All international Journeys**

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

If the minibuss was first registered on or after 1 May 2006, it must be a digital tachograph.

Driving licence requirements and laws about drivers' hours vary in countries outside the EU. Regulations about what emergency equipment must be carried on the minibuss also vary; for instance, a warning triangle must be carried in some countries.

The operator should consult one of the main motoring UK organisations or the country's Embassy or consulate in London for further advice. The operator should also consult the vehicle's insurers regarding insurance cover for the journey and for the countries to be visited.

Section 19 Permits (Section 10B in Northern Ireland) 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'.

# Journeys Abroad



## 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:

- Full driving licence with appropriate entitlement (see section 3.5)
- International Driving Permit or translation of licence (for some countries)
- Full passport (for everyone in the vehicle)
- European Health Insurance card (for everyone in the vehicle)
- Letter of authority to drive the minibus
- Tachograph charts or Drivers' Card for a digital tachograph
- Waybill and/or Own Account Certificate
- Model Control Document
- Vehicle Registration Document
- Green card (international motor insurance certificate)
- If any payment is made by or on behalf of passengers a full PCV driving licence (see 'Hire and Reward' in the Glossary)

Advice on taking a minibus abroad is available from the CTA, [www.ctauk.org](http://www.ctauk.org).

### **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 in which they travel.

# Glossary

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## **Minibus**

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

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

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

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

## **Owner**

The registered owner of the minibus.

## **Operator**

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

## **Manager**

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

## **Driving Licence Categories**

A list of driving licence categories and their meanings is available at <https://www.gov.uk/driving-licence-categories>.

## **D1**

Vehicles with between nine 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 Maximum Authorised Mass (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.

# Glossary



## D

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

## D + E

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

## Driving Licence Category Restrictions

The DVLA may place one or more restrictions on any category of driving licence. These are shown by a code next to the category on the Licence. For example, Restriction 101 = Not for hire and reward. A list of licence restriction codes and their meanings is available at <https://www.gov.uk/driving-licence-codes>.

## 'Hire or Reward'

Hire or reward is any payment in cash or kind which gives a person the right to be carried, regardless of whether or not that right is exercised. It is also regardless of whether or not a profit is made. The payment may be made to the operator, the driver or any agent or representative acting on behalf of the operator.

The payment may be made by the passenger, or on the passenger's behalf. It may be (a) a direct payment (e.g. a fare) or (b) an indirect payment (this could be an exchange for services such as a membership subscription to a club, payment for a bed in a hotel, school fees or payment for concert tickets where travel is included; the payment does not have to be money and the right to travel does not need to be taken up). The courts may view indirect payments as hire or reward.

## 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 a collision to the vehicle and includes, in the case of a child restraint, any special chair to which the belt is attached.

## Three Point Belt

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

## Lap Belt

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

\*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.



## **Approved Seat Belt**

An approved seat belt is one which meets either British or European Standards, or equivalents, set out in Construction and Use Regulation 47, is correctly installed, in good working order and displays 'e' or 'E' mark followed by a number or a BS' kitemark'.

## **Disabled Person's Belt**

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

## **Child 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 rearward-facing baby seat, forward-facing child seat, booster seat or booster cushion suitable for the child's weight.

All child restraints must conform to ECE R44.04 (or R44.03), or to R129 (the new i-size regulation).

## **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.

## **Appropriate Child Restraints**

An appropriate child restraint is one which:

- conforms to the United Nations standard, ECE Regulation 44.04 (or R 44.03) or to the new i-size regulation, R129
- is suitable for the child's weight and size
- can be properly fitted according to the manufacturer's instructions

## **R44 Child Restraints**

Child restraints that conform to R44 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.

## **R129 (i-size) Child Restraints**

i-size child restraints are based on a child's age and height, not weight. Currently, only i-size seats for babies are available. They must be fitted rear-facing until the child is at least 15 months old. i-size seats are fitted in a vehicle's Isofix points, which minibuses are unlikely to have. They cannot be fitted using the vehicle's seat belts. Therefore, i-size seats are unlikely to be suitable for minibuses.

# Glossary



Type of Child Restraint	Weight or Height Range <sup>1</sup>	Approx. Age Range
Rearward-facing baby seat	Group 0 for babies up to 10 kg (22 lbs) <sup>2</sup>	birth to 6-9 months
i-size	Group 0+ for babies up to 13kg (29lbs)	birth to 12-15 months
	Not based on weight, but check child's height within the seat's range	Up to at least 15 months
Combination seat	Group 0+ and 1: 0-18 kg (40 lbs)	birth - 4 years
i-size	Group 1, 2 and 3: 9 – 36 kg (20 – 79 lbs)	1 to 11 years
	Not based on weight, but check maximum height seat can be used rearward-facing	
Forward-facing child seat	Group 1: 9-18 kg (20-40 lbs)	9 months - 4 years
Booster Seat	Group 2: 15 - 25 kg (33 - 55 lbs)	4 to 6 years
Booster Seat	Groups 2 and 3: 15 - 36 kg (33 - 79 lbs)	4 to 11 years
Booster Cushion	Group 2 and 3: 15 - 36 kg (33 - 79 lbs)	4 to 11 years
Booster Cushion	Group 3: 22 - 36 kg (48 - 79 lbs)	6 - 11 years

Many child seats cover more than one group and are adjusted as the child grows. They may be called combination seats, extended seats or multi-group seats. For example:

- Group 0+ and 1 seats start off rearward-facing until the baby is at least 9 kg and are then turned forward-facing - some stay rearward facing until the child has reached 18 kg.
- Group 0+, 1 and 2 seats (which are not very common) start rearward-facing up to 18kg and are then turned forward-facing (they can be turned forward facing from 9 kg).
- Group 1, 2 and 3 seats are forward-facing. The child uses the seat's integral harness, or an impact cushion, until they are 15 kg and then uses the car's seat belt, which secures the child and the seat.
- Group 2 and 3 seats are high-backed booster seats, although they can also be booster cushions without a back. On some of the high-backed seats, the back can be removed once the child reaches 22 kg, but it is far better to keep the back on the seat.

# Appendices

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- 1 Pre-drive Safety Check
- 2 Advice for Minibus Drivers
- 3 The Duties of a Passenger Assistant
- 4 Advice to Parents and Guardians
- 5 Advice for Children
- 6 Drivers' Hours
- 7 First Aid Kit and Other Equipment for Minibuses
- 8 Useful Addresses

## Appendix 1: Pre-drive Safety Check



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. Walk around the vehicle, including the trailer if applicable, to check for visible defects, and 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"/>
Exterior mirrors are correctly adjusted, clean and unobstructed	<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 3.0mm 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 and is securely stowed	<input type="checkbox"/>	<input type="checkbox"/>
Ramp (if fitted) works safely and is securely stowed	<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 to bodywork or sharp edges	<input type="checkbox"/>	<input type="checkbox"/>
Fluid leaks	<input type="checkbox"/>	<input type="checkbox"/>
Passenger lift or ramp is working and securely stowed (if fitted)	<input type="checkbox"/>	<input type="checkbox"/>

# Appendix 1: Pre-drive Safety Check



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"/>
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"/>
Heating and ventilation systems working	<input type="checkbox"/>	<input type="checkbox"/>
All seats are fixed and secure and all seat belts 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"/>
Relevant paperwork (permit disc, insurance, 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"/>
Emergency equipment (eg, high visibility jacket, torch, warning triangle, webbing cutter)	<input type="checkbox"/>	<input type="checkbox"/>
All doors are unlocked	<input type="checkbox"/>	<input type="checkbox"/>
Horn is in working order	<input type="checkbox"/>	<input type="checkbox"/>
Interior lights are working	<input type="checkbox"/>	<input type="checkbox"/>
Equipment for wheelchair users (wheelchair tie-downs, passenger safety belts and harnesses) is available) if wheelchair passengers present	<input type="checkbox"/>	<input type="checkbox"/>
No warning lights lit on the dashboard	<input type="checkbox"/>	<input type="checkbox"/>

## Appendix 1: Pre-drive Safety Check

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### Brake Checks

Check the brakes before the passengers board.

With the engine running, check the handbrake is working properly, and that the brake pedal is firm when pressed.

Then conduct a moving brake test (off-road if possible). Reach a speed of not more than 15 mph, 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.**

## Appendix 2: Advice for Minibus Drivers



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

### Before Setting Off

- If the minibus is being operated under a permit scheme, make sure the permit disc is displayed in the windscreen.
- Make sure your driving licence entitles you to drive the minibus.
- Make sure you have the relevant phone numbers, and a mobile phone, in case of a delay or emergency.
- Allow sufficient time for the journey. If using a SatNav, set it before you start. Check for any problems on your route (eg, road closures, road works or severe weather warnings)
- Avoid long spells of driving, and plan breaks to ensure you are fresh to continue and that children do not get restless. Consider whether a second driver is required.
- Conduct a pre drive safety check before every drive.
- Never allow passengers to board until the minibus is at a complete standstill, and safely parked by a pavement or traffic free area. If you leave the vehicle, switch off the engine.
- Try to make sure the passengers enter the minibus from the pavement, not the road (unless using a ramp or lift at the rear). If the nearside door opens onto the road, take extra care.
- 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.

## Appendix 2: Advice for Minibus Drivers



- Make sure there is a complete list of the passengers being carried with a note of any special medical or other needs, such as travel sickness. Keep the list with other relevant documents in a place where it can be readily found in the event of an accident. Check that passengers 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 fuel cap.
- If you have a passenger with an oxygen cylinder, display signs to warn emergency services in the event of a fire

### 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. It is now a legal requirement that minibuses are 'No Smoking'
- 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.

## Appendix 2: Advice for Minibus Drivers



- Children must not be left unaccompanied in the minibus (this is another reason for having a passenger assistant).
- If the vehicle breaks down, or if there is a collision, give clear instructions to the passengers and see that children 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 passengers 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. 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.
- Children alighting from the vehicle should be closely supervised.
- Do not leave children or vulnerable passengers alone if no one has arrived to collect them. Ensure you know what to do if a passenger is not collected.
- Report any problems or incidents that occurred during the trip to the operator.

## Appendix 3: Duties of Passenger Assistants



### Before Setting Off

- Reserve the most appropriate seat for yourself to allow you to supervise the passengers. This is likely to be near the side 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.
- See that passengers are supervised when boarding the vehicle, especially if they are using a rear door.
- 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.
- Only operate the passenger lift and other specialist equipment if trained and qualified to do so. Always comply with the manufacturer's instructions.
- Check that no bags or clothing are caught in the doors, and no latecomers are approaching the vehicle before it moves off.
- Check that all luggage is secured, and that all gangways and exits are clear.
- 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.
- 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.

## Appendix 3: Duties of Passenger Assistants



### 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.
- Enforce a 'No Alcohol' rule.
- Do not allow passengers to operate the doors, unless supervised.
- Make sure that all passengers have returned to the vehicle after any rest stops.
- 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 and vulnerable passengers must not be left unaccompanied in the minibus.
- If the vehicle breaks down, or if there is a collision, give clear instructions to the passengers and see that children 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

- 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. If travelling in a country that drives on the right, be aware that some doors may open onto the roadside.
- Ensure that passengers are supervised when leaving the vehicle, especially if they are using a rear exit, and that no parts of their clothing are caught in the vehicle's doors.
- Do not leave children or vulnerable passengers 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.

## Appendix 4: Advice to Parents and Guardians



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.

### **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 minibus stops. Make sure you stand on the side of the road where the minibus 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 passenger assistant'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.

## Appendix 4: Advice to Parents and Guardians



### 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

Giving medicine to passengers is not the responsibility of a passenger assistant, driver or teacher and they should not give any medical treatment, other than immediate first aid. If your child needs to take medication during the trip, discuss this in advance with the trip organisers. It may be possible for them to take a medically qualified assistant on the journey, or to arrange for a medically qualified person to train a non- medically qualified assistant to give medication. They will need time, and written consent from the passenger's carer to make these arrangements.

If a child is going out on a school trip, provision must be made to ensure the child's health and safety.

### Other Details

Advise the driver and passenger assistant 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

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.

## Appendix 5: Advice for Children on Minibuses



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

## Appendix 6: Drivers' Hours



The table below summarises the main rules concerning Drivers' Hours.

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

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

Drivers should not be required to supervise children during their break, as this would not be a rest for the driver.

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.

On journeys lasting several days fatigue caused by consecutive days on duty must also be taken into account. Drivers' Hours rules specify weekly rest periods.

Second drivers should also have adequate rest breaks, without being required to supervise children.

A comprehensive explanation of the rules is contained in

[Rules on Drivers Hours and Tachographs: Passenger Carrying Vehicles in GB and Europe \(PSV375\)](#)

# Appendix 7: First Aid Kit and Other Equipment for Minibuses



## First Aid Kit

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

Make sure that even minor uses of a first aid kit are recorded in an accident book, and that stock is replaced after use. Check that all items are 'in date' and replace any that have passed their expiry date.

## Fire Extinguisher

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

- complies with BS 5432 (or an equivalent, e.g. BSEN 3), and
- has a minimum test rating of 8A or 21B, and
- contains foam (please note they must not contain Halon)

## 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 or BS EN ISO 20471
- An emergency warning triangle or a flashing beacon (not fitted to the vehicle)
- A working torch
- Sterile gloves and mouth masks.

## Appendix 8: Useful Addresses



### **Arthritis Care**

Floor 4, Linen Court  
10 East Road  
London N1 6AD  
0207 380 6500  
[Info@arthritiscare.org.uk](mailto:Info@arthritiscare.org.uk)  
[www.arthritiscare.org.uk](http://www.arthritiscare.org.uk)

### **AIRSO**

Brook Haven  
Three Cocks  
Brecon  
Powys LD3 0SN  
Email: [info@airso.org.uk](mailto:info@airso.org.uk)  
[www.airso.org.uk](http://www.airso.org.uk)

### **Association of Transport Co-ordinating Officers (ATCO)**

Hermes House  
Tunbridge Wells  
Kent TW4 9UZ  
[www.atco.org.uk](http://www.atco.org.uk)

### **Barnardos**

Tanners lane  
Barkingside  
Ilford, Essex IG6 1QG  
020 8550 8822  
[www.barnardos.org.uk](http://www.barnardos.org.uk)

### **British Standards Institution (BSI)**

389 Chiswick High Road  
London W4 4AL  
0208 996 9000  
[www.bsi-global.com](http://www.bsi-global.com)

### **Child Accident Prevention Trust (CAPT)**

Canterbury Court (1.09)  
1 – 3 Brixton Road  
London SW9 0DE  
020 7608 3828  
[safe@capt.org.uk](mailto:safe@capt.org.uk)  
[www.capt.org.uk](http://www.capt.org.uk)

### **Community Transport Association (CTA)**

Aeroworks  
5 Adair Street  
Manchester, M1 2NQ  
Advice Line 0345 130 6195  
[advice@ctauk.org](mailto:advice@ctauk.org)  
[www.ctauk.org](http://www.ctauk.org)

### **Confederation of Passenger Transport (CPT)**

Drury House  
34-43 Russell Street  
London WC2B 5HA  
020 7240 3131  
[admin@cpt-uk.org](mailto:admin@cpt-uk.org)  
[www.cpt-uk.org](http://www.cpt-uk.org)

### **Department for Education**

Sanctuary Buildings  
Great Smith Street  
London SW1P 3BT  
0370 000 2288  
[www.education.gov.uk](http://www.education.gov.uk)

### **Department of the Environment (Northern Ireland)**

Transport Division Headquarters  
Clarence Court  
10-18 Adelaide Street  
Belfast BT2 8GB  
028 90 540540  
[enquiries@doeni.gov.uk](mailto:enquiries@doeni.gov.uk)  
[www.doeni.gov.uk](http://www.doeni.gov.uk)

### **Department for Transport (DfT)**

Great Minster House  
33 Horseferry Road  
London SW1P 3DR  
0300 330 3000  
[road.safety@dft.gsi.gov.uk](mailto:road.safety@dft.gsi.gov.uk)  
[www.dft.gov.uk](http://www.dft.gov.uk)

### **Disabled Persons Transport Advisory Committee (DPTAC)**

c/o Department for Transport  
33 Horseferry Road  
London SW1P 4DR  
0300 330 3000  
[dptac.enquiries@dft.gsi.gov.uk](mailto:dptac.enquiries@dft.gsi.gov.uk)  
<https://www.gov.uk/government/organisations/disabled-persons-transport-advisory-committee>

### **Driver and Vehicle Standards Agency (DVSA)**

Stanley House  
Talbot Street  
Nottingham NG1 5GU  
<https://www.gov.uk/government/organisations/driver-and-vehicle-standards-agency>

## Appendix 8: Useful Addresses



### **DVLA**

Swansea , SA6 7JL

<https://www.gov.uk/contact-the-dvla>

<https://www.gov.uk/government/organisations/driver-and-vehicle-licensing-agency>

### **Driver and Vehicle Agency (Northern Ireland)**

Driver Licensing Enquiries

County Hall

Castlerock Road

Waterside

Coleraine, BT51 3TB

[dva@doeni.gov.uk](mailto:dva@doeni.gov.uk)

[www.nidirect.gov.uk/index/contacts/contacts-az/driver-and-vehicle-agency-driver-licensing-enquiries.htm](http://www.nidirect.gov.uk/index/contacts/contacts-az/driver-and-vehicle-agency-driver-licensing-enquiries.htm)

### **Medicines and Healthcare Products**

#### **Regulatory Agency (MHRA)**

151 Buckingham Palace Road

Victoria

London SW1W 9SZ

0203 080 6000

[info@mhra.gsi.gov.uk](mailto:info@mhra.gsi.gov.uk)

[www.mhra.gov.uk](http://www.mhra.gov.uk)

### **Outdoor Education Advisers Panel (OEAP).**

<http://oeap.info/>

### **Parliamentary Advisory Council for Transport Safety (PACTS)**

3rd Floor Clutha House

10 Storey's Gate

London SW1P 3AY

0207 222 7732

[admin@pacts.org.uk](mailto:admin@pacts.org.uk)

[www.pacts.org.uk](http://www.pacts.org.uk)

### **PHAB**

Summit House

Wandle Road

Croydon, Surrey CR0 1DF

020 8667 9443

Email: [info@phab.org.uk](mailto:info@phab.org.uk)

[www.phab.org.uk](http://www.phab.org.uk)

### **Road Safety GB**

James Gibson

Head of Communications

[James.Gibson@leics.gov.uk](mailto:James.Gibson@leics.gov.uk)

[www.roadsafetygb.org.uk](http://www.roadsafetygb.org.uk)

### **Road Safety Scotland**

Pentland House

47 Robb's Loan

Edinburgh EH14 1TY

0131 244 6133

[enquiries@roadsafetyscotland.org.uk](mailto:enquiries@roadsafetyscotland.org.uk)

[www.road-safety.org.uk](http://www.road-safety.org.uk)

### **Road Safety Wales**

2nd Floor, 2 Cwrt-y-Parc

Parc Ty Glas

Cardiff Business Park

Llanishen

Cardiff CF14 5GH

[mharrington@rospa.com](mailto:mharrington@rospa.com)

[www.roadsafetywales.co.uk](http://www.roadsafetywales.co.uk)

### **Royal Society for the Prevention of Accidents (RoSPA)**

Road Safety Department

28 Calthorpe Road

Edgbaston

Birmingham B15 1RP

0121 248 2000

[kclinton@rospa.com](mailto:kclinton@rospa.com)

[www.rospa.com](http://www.rospa.com)

### **RoSPA Scotland**

Livingstone House

43 Discovery Terrace

Heriot-Watt University Research Park

Edinburgh EH4 4AP

0131 449 9379

[sallan@rospa.com](mailto:sallan@rospa.com)

[www.rospa.com](http://www.rospa.com)

### **RoSPA Wales**

2nd Floor, 2 Cwrt-y-Parc

Parc Ty Glas

Cardiff Business Park

Llanishen

Cardiff CF14 5GH

029 20 761306

[mharrington@rospa.com](mailto:mharrington@rospa.com)

[www.rospa.com](http://www.rospa.com)

## Appendix 8: Useful Addresses



### **Society of Motor Manufacturers and Traders (SMMT)**

71 Great Peter St  
London SW1P 2BN  
0207 235 7000  
[www.smmt.co.uk](http://www.smmt.co.uk)

### **Transport Scotland**

Buchanan House  
58 Port Dundas Road  
Glasgow G4 0HF 0141 282 7100  
[info@transportscotland.gsi.gov.uk](mailto:info@transportscotland.gsi.gov.uk)  
[www.transportscotland.gov.uk](http://www.transportscotland.gov.uk)

### **Welsh Government**

Transport  
Local Government and Communities  
Cathays Park  
Cardiff CF10 3NQ  
029 20 826450  
[www.wales.gov.uk](http://www.wales.gov.uk)

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



accidents don't have to happen

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The Royal Society for the Prevention of Accidents,  
RoSPA House, 28 Calthorpe Road, Edgbaston,  
Birmingham, B15 1RP

Registered Charity No. 207823

Tel: 0121 248 2000 email: [help@rospa.com](mailto:help@rospa.com)

[www.rospa.com](http://www.rospa.com)

