

# **Minibus Policy**

## **2020-2021**

**Adopted by the Governing Board: March 2020**

**To be reviewed by Governors: March 2021**

**SLT:**

**Governor Link: Graham Cooper**

## 1 Introduction

The purpose of this policy is to provide a clear and consistent process for the management of the UTC Leeds' minibuses, vehicles hired by Leeds UTC and the drivers.

### 1.1 Definition of a Minibus

A minibus is defined as a vehicle with between 9 and 16 seats, **excluding** the driver, with a maximum authorised mass (MAM) not exceeding 3.5 tonnes. Vehicles which have been modified to accommodate wheelchairs have a MAM of 4.25 tonnes.

Minibuses are described as category D1 vehicles by the Driving Vehicle Licencing Authority.

## 2 Role and Responsibilities

### 2.1 Principal

The Principal is responsible for the College minibus and its use. They may wish to delegate daily operational responsibilities to a named 'designated' person who will then have main responsibility for overseeing the operation, maintenance and care of the minibus. A record of this designated person should be kept and noted below:

College	Vehicle registration(s)	Designated Person
	<i>[Insert vehicle(s)]</i>	<i>[Insert Named person(s)]</i>
	<i>[Insert vehicle(s)]</i>	<i>[Insert Named person(s)]</i>
	<i>[Insert vehicle(s)]</i>	<i>[Insert Named person(s)]</i>
	<i>[Insert vehicle(s)]</i>	<i>[Insert Named person(s)]</i>
	<i>[Insert vehicle(s)]</i>	<i>[Insert Named person(s)]</i>

The Principal must:

- Refer to this policy in order to understand their role, the role of others, the legislation and other requirements.
- Ensure all minibuses purchased or hired by the College comply with the Road Vehicles (Construction & Use) Regulations 1986 and all subsequent amendments. This can be achieved through regular servicing and MOT's where required.  
*See 4- Vehicle Maintenance.*
- Ensure those responsible for a minibus or for anyone using it are aware of this policy and the procedures to be followed.

### 2.2 Drivers

A Driver is defined as anyone who operates a minibus vehicle on UTC Leeds business and/or drives a minibus vehicle which is insured by UTC Leeds.

Drivers of the vehicles have responsibility to:

- Comply with this policy and co-operate with the Principal in the safe use of minibuses.
- Be conscious of their own safety, passenger safety and the safety of all other road users and pedestrians.
- Follow the procedures set out in *5- Pre-Use Vehicle Checks*

### 3 Driver requirements

All authorised drivers must be appropriately licensed and approved by the Principal or delegated person. The appropriately licence drivers will comply with the requirements below:

- Drivers must be at least 21 years of age.
- Enhanced DBS (Disclosure and Barring Service) checks are in place where appropriate i.e. for drivers with unsupervised access to students.
- Drivers have held a full and current UK driving licence for at least 2 years.
- A Driver's licence is examined when they are first permitted to drive and then at least annually thereafter and a record of the check kept by the designated person.
  - A driver's licence does not:
    - have any drink/drive endorsements
    - have a ban within the last 5 years
    - no more than one current speeding endorsement in the last 3 years

#### 3.1 Licence & D1 category

Those who held a full entitlement to drive a car before 1 January 1997 will hold the 'D1 grandfather right' are able to drive a 16 passenger seat minibus in the UK without restriction, until their licence expires, but not for hire or reward unless operating under a Section 19 permit (UK only).

*Hire or reward is generally interpreted as any payment in cash or kind made by or on behalf of passengers that gives them the right to be carried in a vehicle.*

To drive a category D1 minibus for hire or reward, or for drivers who passed their car test after 1 January 1997, the driver has to meet higher medical standards, obtain a Category D1 Provisional Licence and then pass both theory and practical PCV driving tests to gain

category D1.

This is **not required** if the vehicle **is under 3.5 tonnes** (or 4.25 tonnes if including specialist equipment for disabled passengers) & operates under a section 19 permit (UK only).

### 3.2 Training

In addition to the driver requirements set out in section 3, all drivers must also be considered for:

- MiDAS Minibus driver training (see 3.3 below) and appropriate training in driving for people with disabilities where necessary. Drivers who have the D1 entitlement **obtained through PCV training** do not need MiDAS training
- Training in the use of tail lifts and hoists where appropriate
- Training in the use of specific wheelchair clamping systems where appropriate
- Individual risk assessments where a medical condition might affect driving fitness and competence.

**3.3 The Minibus Driver Awareness Scheme (MiDAS)** is a national assessment and training scheme for minibus drivers in the voluntary and not-for-profit sectors. It provides classroom-based theory training and on-road driving assessment for all minibus drivers and additional training on passenger assistance and the use of wheelchair accessible vehicles, for drivers who will be transporting passengers with disabilities. Refresher training is a significant part of MiDAS and in order to retain their MiDAS Certificate, MiDAS certification is valid for 4 years from the date of issue.

The requirements for UTC Leeds drivers are listed in 3 and 3.1. The MIDAS training outlined in 3.3 is optional for UTC Leeds drivers. However, we also use the Leeds City Council EVOLVE procedure which assumes all drivers are MIDAS trained. As long as the requirements of 3 and 3.1 are in place, all UTC Leeds drivers filling out the EVOLVE procedure should indicate they are MIDAS trained to allow the form to be completed.

### 3.4 Section 19 Permits

A Section 19 permit provides an exemption for not-for-profit organisations to operate minibuses for “hire and reward” without an Operator PSV Licence. Section 19 is a UK government initiative designed to provide exemptions to charitable organisations from an EU legislation, this is important to note as you will **not** be able to rely on a Section 19 when, for example, taking a school trip to France or other parts of the EU.

Section 19 allows schools and academies to operate their own minibuses and deploy teachers or other direct employees as drivers without the need for a full D1 Licence.

Schools operating under the provisions of the Section 19 permit scheme must maintain maintenance and inspection records as they would if they held a PSV licence (daily, weekly, 10-weekly, deficiency log, etc), failure to do so may invalidate the licence.

The vehicles operating under the licence must also have a gross weight of under 3.5 tonnes or 4.25 tonnes if including specialist equipment for disabled passengers.

Each vehicle in the trust requires an individual license and the Section 19 Permit disc must be displayed on the nearside of the windscreen, visible from the outside of the vehicle.

### **3.5 Mobile Phones**

Since 1 December 2003 the use by drivers of hand-held mobiles has been illegal. Anyone found to be using such devices whilst driving will face a fine and three penalty points on their licence.

The use of a properly installed hands-free kit is permitted but drivers will continue to risk prosecution if, when using a mobile phone in this way, they are found not to have proper control of their vehicle.

UTC Leeds expects any driving employee to act within the law. UTC Leeds therefore expects all employees not to receive or to make calls on a mobile phone whilst driving (this includes whilst stationary in traffic jams). To make and receive calls safely the vehicle must be properly parked and the engine switched off.

## **4 Vehicle Maintenance**

The Designated person is responsible for the record keeping and arrangement of regular checks, servicing and MoT of the minibus vehicle(s) at the College. Every minibus requires an annual MoT test from the first anniversary of its registration date.

To stay compliant with legislation under the section 19 permits, minibus operators must conduct regular safety inspections. There are two types, MOTs notwithstanding;

- Daily/Pre-use vehicle checks – a check of lights, tyres etc. before every trip, conducted by the driver *See 6-Pre-Use Vehicle Checks*

### **5 Regular safety inspections – a more in-depth safety check, similar to an MOT conducted by a technically competent person.**

Advice from the DVSA that safety inspections must be conducted every 10 weeks or 6 weeks if the minibus is over 12 years of age.

## **6. Vehicle Checks**

5.1 Weekly Check form (To be carried out by designated person)

### Weekly Vehicle Checklist

This form must be completed by the designated person on a weekly basis.

Academy		Date		Time	
Vehicle Reg No.		Name			

<b>Checklist</b>	<input type="checkbox"/> if ok <input type="checkbox"/> if not
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<b>Exterior Checks</b>	
Oil level	
Coolant level	
Windscreen washer fluid level	
Brake fluid level	
Windscreen and windows clean and undamaged	
Lights including brake lights and indicators are clean and working	
Tyre pressures, including spares	
Tyre tread, including spares (and inner tyres as above). At least 3 mm across centre ¾ is recommended. Any cuts and bulges?	
Doors open and close properly	
<b>Interior Checks</b>	
Mirrors correctly adjusted, clean and unobstructed.	
Position and function of all dashboard controls	
Position of driving seat so all pedals can be operated comfortably	
Pressure on brake pedal	
Lights and indicators are working	
Wipers and washers working properly	
Fuel level	
Seat belts are undamaged and working properly	
Location of wheel brace, jack, warning triangle and hi-vis vests	
Location and contents of first aid kit and fire extinguisher(s)	
Check Minibus Folder for all relevant paperwork	
Section 19 permit is displayed in the windscreen	
Luggage securely stowed, aisles and exits clear	
<i>Other Comments:</i>	
<b>Brake Checks</b>	
Check brakes with engine running, check handbrake is working properly and brake pedal is firm when pushed.	<input type="checkbox"/>

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

5.1 Pre-Use Checks (To be carried out by driver before journey)

## Pre-Use Vehicle Checklist

This form must be completed by the Driver each time before a vehicle is used.

Academy		Date		Time	
Vehicle Reg No.		Driver			

<b>Checklist</b>	✓ if ok X if not
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Exterior Checks	
Windscreen and windows clean and undamaged	
Lights including brake lights and indicators are clean and working	
Tyre pressures, including spares	
Doors open and close properly	
Interior Checks	
Mirrors correctly adjusted, clean and unobstructed.	
Position and function of all dashboard controls	
Position of driving seat so all pedals can be operated comfortably	
Lights and indicators are working	
Wipers and washers working properly	
Fuel level acceptable for journey	
Seat belts are undamaged and working properly	
Luggage securely stowed; aisles and exits clear	
The number of passengers plus the driver does not exceed the maximum capacity for the vehicle.	

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