

SOAR VALLEY COLLEGE

THIS DOCUMENT IS TO BE READ PRIOR TO USING THE SCHOOL MINIBUS – IF YOU ARE UNSURE ABOUT ANY OF THE CONTENTS, PLEASE CONTACT JENNY BRANDWOOD IMMEDIATELY.

Driving Licence

Even though you may not have minibus entitlement on your driving licence (Category D1), you may drive a minibus with up to 16 passenger seats under certain criteria – please check your own details against the attached matrix (Appendix A).

You may only drive minibuses in the U.K.
Drivers over 70 need to make a special application involving medical checks.

Driver Training

The minibus can only be driven by those people that have passed a current minibus ‘competency’ test and health check (aged 45 or more).

Our records show that the following people are, therefore, currently eligible to drive;

Charlotte Loasby (SEN)
James Cherrington (PE)
Ashley Dunstan (PE)
Richard Hatto (PE)
Jason Kelly (History)
Jas Patel (Admin)

Amanda Jeffery (English)
Madhu Lad (Admin)
Julie Robinson (Principal)
Claire Whibley (PE)
Annie Brett (PE)

If your name is not on the above list you cannot drive the minibus. Should you wish to take a competency test, please contact Jenny Brandwood

Risk assessment

Always carry out a risk assessment before each journey. A copy of the College’s standard minibus risk assessment is attached (Appendix C).

Defect Reporting

As several drivers will be using the vehicle, it is important that all defects detected are recorded and attended to. Please complete the relevant section within the log book and report the defect to Simon Granger for action.

Maintenance

The vehicle will be regularly checked/maintained but before each journey check lights, brakes, tyres (visual), windscreen washers/wipers and that side mirrors are set at the correct angle for you.

Driver Fatigue

When planning a trip, work out journey times and distances in advance in order to structure your journey and avoid the risk of driver fatigue. LEGISLATION IN RESPECT OF DRIVERS HOURS IS CONTAINED WITHIN THE LEA MINIBUS POLICY DOCUMENT.

Do not agree to drive unless you are fit: free from illness, medication, alcohol. If you are in any doubt as to your fitness to drive, you should seek advice from your doctor.

Emergencies

Make sure that the vehicle carries a fully equipped first aid kit and a fire extinguisher (see Appendix B) and you know how to use them. Drivers should know what to do in case of an emergency such as illness, vehicle breakdown (see inside cover of log book for cover details) or accident. Before leaving on a longer trip, arrangements should be made for a telephone contact point in the home base area. (See Appendix D for useful telephone numbers).

Passengers

Passengers should remain seated while the vehicle is moving and seatbelts should be worn at all times (also see Appendix E – new seatbelt/booster seat legislation). Keep doors closed until you have brought the vehicle to a complete stop.

Always park so that passengers can alight onto the pavement and not onto the road. Where passengers have to leave the bus via the rear doors, they should be supervised until safely away from traffic hazards.

Luggage

Stow luggage and equipment carefully in order not to obstruct gangways and exit doors. If using a roof rack, make sure that luggage is securely fastened and be aware of the additional height of the vehicle.

APPENDIX B

REGULATIONS RELATING TO EQUIPMENT AND USE APPLYING TO ALL PERMIT MINIBUSES

Equipment

The following equipment must be carried:

1. At least one fire extinguisher that complies with BS5423 (1977) or BS5423 (1980) or BS 5423 (1987) and which;
 - has a minimum test rating of 8A or 21 B and
 - contains water or foam or contains, and is marked to indicate that it contains, Halon 1301 or Halon 1211.
2. A suitable and clearly marked first aid box that meets the requirements of Schedule 7 to the Road Vehicles (Construction and Use) Regulations 1986.
 - a 'Public Service Travel Kit', available via ESPO, meets these requirements.
 - the first aid kit should be readily available and the contents kept stocked and in good condition.

Use

- 1) Passengers must not:
 - unnecessarily obstruct any entrance, exit or gangway; or
 - Unnecessarily obstruct the driver or take his attention away from controlling the vehicle.
- 2) The vehicle must not:
 - be used to carry inflammable or other dangerous substances unless properly packed so that it will not cause damage to the vehicle or injury to passengers;
 - be used unless all windows are clean and in good condition;
 - Be filled with fuel or have the fuel tank cap removed while the engine is running.
- 3) If the bus is used to transport children to and from school, the yellow signs showing two children in silhouette must be displayed.