



Kent County Council Minibus Code of Practice

Foreword

Kent County Council take their responsibility to everyone involved/affected by their work activities extremely seriously. Minibuses are widely used throughout KCC, playing a vital role in transporting service users, pupils, volunteers and staff. KCC endeavours to ensure everyone can do so safely through good management practice and clear practical guidance.

When minibuses are involved in accidents the number of casualties can be higher than other forms of transport. Therefore, it is essential that staff are aware of their responsibilities, act upon them and reduce risks, where required.

This code, co-ordinated by the KCC Health & Safety (H & S) Team in conjunction with KCC Road Safety, Kent Fleet and KCC Insurance, will be of use to KCC managers, governing bodies, drivers and others with any degree of responsibility for a minibus or passengers.

Introduction

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, (with the exception of some new long wheelbase minibuses (e.g. Ford Transits) which have a MAM of 4.1 tonnes). Vehicles which have been modified to take wheel chairs, will be registered for more passengers than they can actually carry and in these circumstances their status as minibuses will depend on the “registered capacity”, as stated in the logbook or on the registration document, and not on the actual number of passengers carried.

Managers, drivers, escorts and supervisors need to be aware of this code of practice and their responsibilities for the safe use of minibuses and transportation of passengers for KCC.

Basic guidance for managers is set out below and more detailed information, including that for drivers, escorts and supervisors, is contained within the appendices to enable key sections to be easily found and focussed upon.

1. Roles and responsibilities

Managers should:

- refer to this code to understand their role, that of others, KCC, legislation and other requirements;
- ensure those responsible for a minibus or for anyone using it are aware of this code;
- ensure that standards are met.

Drivers and escorts have responsibility to:

- comply with this code;
- co-operate with the manager in the safe use of minibuses;
- be conscious of their own safety, passenger safety and the safety of all other road users and pedestrians.

2. Existing code and good practice

This KCC code supersedes all previous editions. Individual operating departments may have their own standards which are governed by service requirements and these may continue to be used but should not be of a lesser standard than those contained within this code.

KCC's Occupational Road Risk Policy should also be referred to.

<http://knet2/policies-and-procedures/health-and-safety/safetynet/Occupational%20Road%20Risk%20Policy%20Master.doc>

3. Sources of advice and training

Advice on passenger safety, wheelchairs, managing occupational road risk etc is available from KCC Road Safety, Kent Fleet, Transport Training and KCC Health and Safety Advisers.

Advice on insurance is available from KCC Insurance.

Driver training courses are provided through KCC Transport Training and KCC Road Safety to support the requirements of this Code. Information can also be provided by KCC Learning and Development.

Responsibilities of the Manager

For the purposes of this code a manager is the person with overall control for the establishment, service or group e.g. Centre Manager, Headteacher.

Managers are responsible for the minibuss and its use. The manager 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 minibuss. A record of this designated person should be kept.

For the vehicle:

- ensure that any minibuss used for KCC business whether owned, hired or donated is insured. ([See Appendix 3](#)).
- ensure all minibusses purchased or hired by KCC comply with the Road Vehicles (Construction & Use) Regulations 1986 and all subsequent amendments.
- ensure that the road fund licence disc is displayed.
- ensure the minibuss is maintained correctly and is not used in a dangerous condition.
- ensure daily, weekly and three monthly safety checks are carried out.
- ensure a record is kept of safety checks, defects, repairs and service history. Photocopies should be kept for three years after the sale or disposal of the vehicle.
- ensure there are clear and published procedures for reporting defects, arrangements for repair and subsequent inspection by a competent person. After any crash/accident or incident the vehicle must be inspected before further use. ([See Appendix 4](#)).
- ensure a Section 19 Permit ([See Appendix 5](#)) is obtained and displayed on windscreen.
- ensure that passenger lifts comply with the Lifting Operations and Lifting Equipment (LOLER) Regulations 1998. The lift must be inspected, by a competent person, at six monthly intervals and have a weight test and service at twelve monthly intervals. Visual inspections of tail lifts should also be carried out. For all forms and checklists please [See Appendix 9](#).

For the driver

- ensure risk assessments are undertaken to identify and reduce the risks associated with running a minibus. This process must be recorded to demonstrate that reasonable care has been taken. All risk assessments should be retained, periodically reviewed and amended as necessary. [See Appendix 1](#)
- ensure vetting procedures are followed for new drivers.
- ensure drivers' licences are checked annually or more frequently if required, and a record is kept.
- clarify drivers' responsibilities and procedures for checking the vehicle before each journey.
- ensure that all drivers receive adequate and timely training to meet KCC's required standards, including refreshers and initiating driver-training reassessment if necessary, following an incident.
- maintain a record of all those trained and authorised to drive a minibus; act as an escort or act as a supervisor.
- maintain driver records i.e. drivers details, licence, training etc.
- ensure drivers follow the drivers' hours' rules. ([See Appendix 2](#)).
- ensure drivers are made aware of, and follow the guidance set out in this document and adhere to KCC's Occupational Road Risk Policy.
<http://knet2/policies-and-procedures/health-and-safety/safetynet/Occupational%20Road%20Risk%20Policy%20Master.doc>
- ensure that a list of emergency contact details is available on the minibus for all journeys.
- ensure that drivers and vehicles are licensed to meet KCC and statutory requirements.
- ensure that procedures for booking out the minibus are clear and adhered to.
- ensure that procedures for reporting crashes/accidents or incidents are adhered to and the vehicle is inspected by KCC approved repairers before further use.
- ensure that second drivers are available, when necessary. [See Appendix 10](#)
- ensure that the names of drivers, escorts and passengers, their destinations and estimated arrival times are left with an appropriate person.
- ensure journeys are recorded in a log book to include details such as date, time, mileage and the name of the driver.

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About the driver

1. Definition of a driver

Anyone who:

- drives a minibus on KCC business and/or
- drives a minibus insured by KCC

2. Who can drive a minibus?

Any 'authorised' driver i.e. any appropriately licensed driver approved by the manager or delegated person provided they comply with the requirements below.

As part of the process for vetting a driver the manager should ensure that:

- a) drivers must be at least 21 years of age;
- b) checks are made with the Criminal Records Bureau where appropriate i.e. for drivers with unsupervised access to vulnerable client groups;
- c) drivers have held a full and current UK driving licence for at least 12 months;
- d) 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;
- e) a driver's licence does not:
 - contain more than 6 points;
 - have any drink/drive endorsements;
 - have a ban within the last 5 years;
 - have more than two current speeding endorsements.

NB: For endorsement codes, please see [Appendix 11](#).

3. Licence to drive a minibus

The type of licence that a driver will be required to hold is set out in the EC Directive on Driver Licensing. This states that:

- a) **Existing car drivers:**
Those who held a full entitlement to drive a car before 1 January 1997 will continue to be able to drive a 16 passenger seat minibus in the UK and throughout the EC without restriction, until their licence expires, but not for hire or reward i.e. for use as a taxi.
- b) **New car drivers:**
Those who pass their car test to obtain Category B entitlement on or after 1 January 1997 will not be entitled to drive vehicles with more than 8 passenger seats. To drive a minibus with 9 -16 seats new drivers will need to gain a category D1 driving licence entitlement by passing the D1 PCV driving test.

4. Driver training and assessment

All training and assessments can only be carried out by KCC approved service providers to pre-determined standards. For further details on this please contact KCC Road Safety, KCC Transport Training or [a KCC Health and Safety Adviser](#).

5. All drivers must have a minimum of:

- minibus driver training and appropriate training in driving for people with disabilities, where necessary;
- 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 their fitness to drive.

All drivers must be reassessed every 3 years in order to renew their KCC Minibus Driver Permit and more often if they drive infrequently. In addition to the “permit” requirements, training will include:

- vehicle familiarisation;
- checking and noting defects in vehicles;
- wheelchair clamping arrangements;
- loading/unloading wheelchairs;
- journey planning;
- emergency and evacuation procedures;
- legal responsibilities (vehicle roadworthiness, safety and welfare of passengers);
- disability awareness;
- first aid and vehicle emergency procedures;
- use of vehicle fire extinguishers.

Minibus drivers are legally required to conform to a ‘higher fitness standard’. The higher fitness standard means that, for example, people with Insulin Dependent Diabetes will not be able to drive minibuses, nor will people who have or have had any form of seizures. Full details are available from South East and Metropolitan Traffic Office on 0300 123 9000, DVLA or KCC Road Safety Team.

Training will be particularly relevant for those with no previous/recent minibus driving experience or training on legislative changes (e.g. seat belt laws).

All drivers of accessible minibuses will be required to complete training in the safe operation of passenger lifts and the use of associated safety equipment (e.g. clamps, inertia reels etc.) and the movement of service users in wheelchairs in and out of vehicles using passenger lifts or ramps.

All drivers, regardless of previous driving qualifications, must be reassessed **BEFORE** their Driver Permit expires. Once expired, the KCC Minibus Driver Permit is invalid and the driver is no longer authorised to drive a minibus on KCC business without reassessment.

Drivers' hours & responsibilities:

When a driver becomes tired the likelihood of having an accident increases. Long journeys, motorway driving and situations where drivers embark on such journeys following a full day of work, pose the greatest risk through driver fatigue.

Always consider:

- The number of hours worked already and the activities undertaken e.g. a full day of teaching;
- How much responsibility there will be other than driving? Distraction of the driver by passengers may be a particular factor for some groups, especially the very young, pupils with special needs or those with behavioural problems.

Drivers who drive for more than 2 hours after a full day of work, or drive when they would normally be asleep may be more likely to be involved in an accident. Journeys involving over 2 hours driving, will require appropriate rest periods to be taken. Professional drivers and drivers of minibuses on KCC business will be subject to the EC Drivers' Hours Regulations.

For EC Regulations on Drivers' Hours, please click on the following link:

<http://www.357ltd.com/busking/images/EC%20Drivers%20Hours.pdf>

Responsibilities of the driver:

- ensure that a correct and valid driving licence and permit to drive is held.
- report any notice of actual or intended prosecution arising from any traffic offence, whether incurred on KCC business or not, as soon as possible to the manager or designated person.
- not to drive under the influence of alcohol or drugs, including prescribed medication, which might impair driving ability. Drivers should be aware of the time it takes for alcohol levels to reduce in the body and the possible impact on early morning driving.
- report any involvement in a road traffic accident whilst driving a minibus. Drivers must complete an HS157 Accident/Incident Report Form <http://knet2/policies-and-procedures/health-and-safety/safetynet/HS157%201st%20April%2009%20Master.doc> and return it to their line manager within 24 hours of the incident, or as soon as reasonably practicable.
- not to use a mobile phone whilst the vehicle is moving. The message service must be used or let an escort/passenger make/answer the call. Please see KCC Mobile Phone Policy and Guidance <http://knet2/policies-and-procedures/health-and-safety/safetynet/Mobile%20Phone%20Leaflet.doc>
- ensure that all journeys are operated in accordance with the standards laid out in this code, as a minimum.

- ensure that all journeys are sensibly planned taking into account the prevailing conditions in terms of distance, roads, weather, night driving and that the chosen route provides adequate stops for comfort breaks at regular intervals. ([See Appendix 10](#))
- passenger safety is maintained and that there are sufficient appropriate adults on board as supervisors or escorts. ([See Appendix 6](#)).
- vehicle and passenger lifts are only used where training has been received and equipment maintained.
- ensure passengers wear seatbelts and that these are correctly adjusted.
- ensure that disabled persons using wheelchairs are not transported whilst seated in their wheelchairs, unless the vehicle has been specifically adapted for this purpose and appropriate safety equipment to secure the wheelchair and occupant is used. It must only be used by those who are trained to use it. ([See Appendix 6](#)).
- ensure that all seats are secure in their tracking, particularly those replaced by wheelchairs. ([See Appendix 8 for guidance](#)). ([See Appendix 9 form 5 for checklist](#)).
- carry out vehicle checks and report any defects as soon as possible. ([See Appendix 9](#)).
- ensure familiarity with breakdown and emergency evacuation procedures. ([See Appendix 4](#))
- ensure that luggage and equipment is securely stowed and evenly distributed throughout the vehicle; aisles and exit routes are clear and that driving techniques are appropriately adjusted i.e. reduce speed and allow for extra braking distance. Items that should not be carried at all include: bicycles; petrol cans; sheet glass; tins of paint; unboxed glass items; prohibited substances; weapons and gas cylinders (with the exception of oxygen required for medical reasons).

Insurance

1. Who is insured to drive?

Only KCC establishments and affiliated groups may drive minibuses insured by KCC.

Non-affiliated groups must provide their own fully comprehensive insurance when using a minibus hired from KCC. Originals of cover notes must be produced at the time of booking the minibus as proof of insurance. Photocopies will not be acceptable. Minibuses cannot be hired to non-affiliated groups where satisfactory evidence of insurance has not been provided.

2. Who can use minibuses and when?

- a) Fully comprehensive insurance is only provided for the official business of KCC e.g.
- organised trips for pupils, service users etc;
 - transportation of pupils, service users etc;
 - staff development days;
 - driver training and assessment purposes with an approved trainer.
- b) The vehicle can only be used for social, domestic or pleasure purposes if such use is authorised by the establishment manager. It must be on the strict understanding that the proposed user is personally liable for taking out comprehensive insurance to cover the usage, and providing evidence of such before the vehicle is released to the private user.
- c) Services and associations affiliated to KCC are permitted to use KCC vehicles on production of satisfactory evidence detailing the extent of the affiliation.

Affiliated services and associations should receive or benefit from some or all of the following:

- financial assistance from KCC;
- support of KCC staff;
- opportunity to participate in training courses provided by KCC;
- opportunity to work in partnership with KCC in developing specific services.

3. How to insure a minibus

KCC **only** insures owned or hired minibuses recorded on its Motor Insurance Schedule. To be included on this Schedule, KCC Insurance must be notified by using the Vehicle Notification Form, of the purchase, or in the case of hired or leased vehicles, the proposed dates of hire prior to the commencement of use. A copy of this form can be found in [Appendix 9](#) or obtained direct from KCC Insurance.

Minibuses on hire from Kent Fleet are automatically insured by KCC and establishments need not notify KCC Insurance of such vehicles.

4. About insurance cover

a) Certificate of motor insurance

Due to the large number of vehicles insured by KCC it is not possible to issue a copy of the insurance certificate to every single authorised driver. Confirmation of cover can be obtained from KCC Insurance although copies of the insurance certificate will only be issued in exceptional circumstances.

b) What's covered:

- loss or damage to the vehicle itself and KCC trailers, whilst being towed by a KCC vehicle;
- **Note: non KCC trailers are only provided with third party cover whilst being towed by a KCC vehicle;**
- damage to third party property;
- injury or death of any third party (including passengers travelling in the vehicle);
- legal expenses incurred in defending a claim for compensation resulting from an accident; or
- in certain circumstances, defence of a prosecution brought against a driver.

c) Insurance cover may be invalidated by:

- a driver admitting liability after an accident;
- allowing an uninsured or non KCC approved driver to drive the vehicle;
- failure to report an accident to KCC Insurance;
- failure to operate under the conditions of the Section 19 Permit in [Appendix 5](#), where appropriate;
- failure to maintain the minibus properly or using it in an unsafe condition.

A £200 excess applies to all claims in relation to accidental damage, fire or theft.

d) What's not covered:-

- loss of use or any other consequential loss;
- wear and tear, depreciation or betterment;
- mechanical or electrical breakdown;
- damage to tyres caused by braking, road punctures, cuts or bursts;
- loss resulting from deception by a purported purchaser;
- trailers attached to any vehicle other than an insured vehicle;
- accidental damage to immobile property belonging to KCC or property in transit;
- use of vehicles for racing, competitions, trials, rallies (other than Road Safety rallies or treasure hunts) or speed testing;
- riot or civil commotion outside of Great Britain, Northern Ireland, Isle of Man, Island of Guernsey, Island of Jersey and Island of Alderney.

KCC owned property is covered under the Material Damage Policy subject to the usual policy conditions and exclusions. Any claim under this separate policy will be subject to an additional excess of £200.

Road Fund Licence

It should not be necessary to produce insurance documents to a motor dealer, Local Vehicle Licensing Office (LVLO) or Post Office when registering a new vehicle or renewing a vehicle excise licence.

A letter on KCC headed paper confirming that the vehicle is owned by Kent County Council should be accepted by dealers, LVLO's, Post Offices and the like when taxing a Kent County Vehicle in lieu of an insurance certificate.

e) Production of Insurance Documents to the Police

If the driver is asked by the police to produce insurance documents for the KCC insured vehicle, they should elect to do so at a Kent Police Station. Details of Kent County Council's motor insurance are supplied to Police Headquarters by KCC Insurance each year for distribution to all Kent Police stations, so as to avoid individual drivers having to produce same. Should the driver experience any difficulties, they should ask the police station to contact the General Services Manager at Police Headquarters for clarification.

Action to be taken in the event of a crash/ accident or incident

Managers must ensure that there is a clearly defined written procedure to be followed in the event of an accident, breakdown or other emergency incident, and that all drivers and escorts are aware of, and adhere to it. A copy of the procedure should be kept inside the vehicle. A suggested procedure is provided below.

1. Suggested procedure

At the scene of the incident:

- ✚ Where possible stop, in a safe place where no further damage is likely to be caused.
- ✚ The driver and/or the escort(s) must make the accident scene as safe as possible without putting themselves in danger.
- ✚ Use hazard warning lights and any other devices supplied.
- ✚ Where the vehicle cannot be moved to a place of safety, evacuate the vehicle and ensure that the passengers are safe. **Do not** move injured passengers unless they are in immediate danger of further injury from other vehicles, fire or explosion.
- ✚ Ensure, where possible, one person (driver/escort or nominated person) remains with the passengers.
- ✚ Call the emergency services immediately, if necessary. The driver must stay at the scene of the incident until the emergency services (and anyone else with reasonable cause) have taken all the details.
- ✚ Exchange drivers' and vehicle owners' names, addresses, insurance details and the registration number of the vehicles involved.
- ✚ In the event of injury the incident **must** be reported to the police as soon as possible.

At no time should any admission of liability, any offer, or promise to pay compensation or view on liability be made or given by, or on behalf of Kent County Council.

After the incident:

- ✚ As soon as possible details of the event should be written down and include any helpful diagrams.

Any correspondence received from a third party or their representatives should be unanswered and referred to KCC Insurance immediately.

2. Reporting to KCC Insurance

a) Central Hire Vehicles

- Any accidents to Kent Fleet minibuses should be reported to Kent Fleet immediately who will advise on appropriate procedures and liaise with KCC Insurance.

b) Non Central Hire Vehicle

- For any other minibuses involved in an incident that causes damage to the vehicle, injury to any person or damage to a third party's property the incident must be reported by telephone to KCC Insurance as soon as is practicable, no later than 5 days after the event.

For all types of minibuses; serious or fatal accidents must be notified to KCC Insurance within 24 hours of the event. KCC Insurance will then issue a Motor Claim Form.

The Motor Claim Form should provide the fullest details possible about the incident to assist in processing the claim where the circumstances suggest a claim for the cost of repairs can be made against any other vehicle involved, or a claim made against KCC can be defended. All incidents of theft or attempted theft must be reported to the police and a crime reference number obtained.

- It is essential that full details of any other driver (name, address, vehicle registration and insurance details) are obtained and incorporated in the form.
- If the driver of a KCC vehicle is to be prosecuted as a result of an incident which has given rise to a claim against the insurance policy, KCC Insurance must be notified immediately.
- Any incident, including traffic offences, must also be reported to the manager and the driver's own line manager.

N.B. These procedures are in addition to the statutory requirements of the Highway Code to report an accident.

3. Arranging repairs

How to arrange repairs to Non Central Hire Minibuses:

In certain circumstances emergency repairs may be required. If this is the case, the establishment should contact KCC Insurance in order to obtain authorisation to proceed. However, for non-urgent repairs in excess of £200 the following should be followed:

Repairs to accident damaged vehicles over £200:

If repairs are not being undertaken by Transport Engineering, two estimates should be obtained and forwarded to KCC Insurance for consideration before repairs commence. This is particularly important where third party vehicles are responsible for the damage to Council vehicles as it will be necessary to show that repairs were carried out at the most economic price to ensure full recovery from the third party's insurers. An independent motor engineer will be appointed to inspect the damaged vehicle, when deemed appropriate, and always if a 'total loss' is suspected.

The establishment manager/budget holder should settle repair accounts direct and forward copy accounts to KCC Insurance for reimbursement. If this causes difficulty consult KCC Insurance.

Windscreen repair/replacement

Vehicles with damage to a windscreen, or other glass on a KCC insured vehicle, should be taken to one of the approved repairers detailed below for attention. Where possible screens should be repaired, the repairer will be able to advise whether this can be done, if not then they will replace them.

Budget Windscreens	0800 282785
RAC Auto Windscreens	0800 919700

Other repairers may be used with prior agreement from KCC Insurance where repairs exceed £200 excess.

Section 19 Permits

1. Use of Section 19 Permits (also known as Small Bus Permit)

Full details of the conditions relating to Section 19 Permits are contained in the Minibus and Other Section 19 Permit Buses Regulations 1987. The Permit, accompanied by a disc, is organisation rather than vehicle specific. An organisation must be involved in one or more of the following: education, religion, social welfare, recreation, or other activities beneficial to the community. If more than one organisation wishes to use a vehicle then each must hold a permit. Discs can be moved from vehicle to vehicle but the one appropriate to the group must be displayed when it is in use.

- The permit is not valid if the minibus is used by an organisation other than the one which applied for it. Any organisation using a minibus will be required to hold their own permit;
- Each permit allows the operator to use one vehicle. Additional permits are needed for each additional vehicle;
- Permits remain in force until revoked by the issuing authority or until the body named on the permit ceases to exist;
- Certain organisations such as the Scouting Association are able to supply their own permits;
- Organisations which are registered as a charity are able to apply for a permit. Organisations not registered would normally not qualify and therefore be subject to full PCV licensing and operating arrangements;
- The vehicle being used under a Section 19 Permit must comply with the Construction and Use Regulations as contained either in the Minibus (Conditions of Fitness, Equipment and Use) Regulations 1977, or the Road Vehicles (Construction and Use) Regulations 1986. Before purchasing or hiring a vehicle, it should be checked to ensure that it complies with the regulations.

Section 19 Permits are not valid outside the U.K.

2. Obtaining a Permit

Section 19 (Small Bus) Permits can be obtained from South East & Metropolitan Traffic Commissioners Office ([See Appendix 12](#)).

Passenger care & safety

All reasonable safety measures should be taken when transporting passengers and these guidelines, together with any directorate specific procedures must be followed.

Passengers should be informed that these measures are taken for their own safety so they understand that they can only be transported if these procedures and standards are adhered to.

Risk assessments should be carried out as required, including journey planning ([See Appendix 10](#)).

1. The Journey

Before setting out, the driver must carry out vehicle checks and ensure that wheelchairs and their occupants are securely clamped and belted into the vehicle (All vehicles that carry people in their wheelchairs must have a secure clamping system).

All luggage and equipment must be securely stowed while carried in the vehicle. Minibuses are often lacking in boot space, particularly if they are adapted to allow rear wheelchair access. In these vehicles, webbing should be provided to allow luggage and equipment to be stowed safely. Care should also be taken when transporting oxygen ([See Appendix 7](#)).

After the journey the driver should complete part 2 of the minibus log book. The manager must be informed of any defects and repairs should be undertaken by a competent person before the vehicle is used again for transporting passengers. The interior of the vehicle should be cleaned for the next use.

2. Loading and disembarking

Passengers must embark and disembark from a safe position and not be exposed to hazards such as other road users (pedestrians, cyclists and drivers).

Nothing must hamper an emergency evacuation from the vehicle. For this reason there must always be a clear gangway to the exit doors wide enough to allow a passenger to move freely.

The driver has overall responsibility for the safety of the minibus and only a fully trained authorised operator may use any passenger lifts provided. When using lifts, operators should ensure that:

a) For pedestrian passengers:

- passengers are clear of platform edges and hold onto handrails;
- passengers do not climb on to the platform;
- passengers do not leave the platform before it reaches the ground;
- use of the lift is supervised at all times.

b) For passengers in wheelchairs:

- the platform wheel stop is raised;
- the operator is behind the wheelchair;
- the wheelchair is stable and handbrakes applied;
- the wheelchair does not overhang the platform;
- for electric wheelchairs, disengage battery, engage neutral and apply brake if fitted.

c) Passenger/tail lift safety:

- do not operate lift if you are unsure of its operation;
- ensure the emergency procedures for operating the lift are known;
- secure the vehicle doors in the open position, well clear of the platform;
- keep within the maximum safe working load (clearly marked on the tail lift);
- keep people away from the operating area (inside/outside vehicle);
- ensure that the platform is level;
- do not operate lift on a hill, high camber or uneven ground;
- ensure the tail lift is switched off before being left unattended.
- ensure the platform is properly stowed after loading;
- do not move the vehicle with the platform lowered near the ground;
- do not move the vehicle with a person or a load on the platform.

d) Wheelchair ramp safety:

- ensure ramps are locked safely in position;
- secure the vehicle doors in the open position, well clear of the platform;
- keep within the maximum safe working load;
- keep people away from the operating area (inside/outside vehicle).

e) Hoists and ramps:

Drivers must understand the importance of safe positioning of the vehicle in the operation of rear access lifts and hoists. Vehicles should always be in a flat place, or parked facing downhill before a rear access lift is used. If a tail-lift is to be used when a minibus is parked on a slope there should be someone in the driver's seat who will operate the foot brake in emergency. If it is necessary to park facing uphill, extra care is needed.

■ **Hoist**

If a hoist or tail lift is fitted to a vehicle, prior to its first use, it must be inspected by a 'competent person' and the findings must be recorded. (Please see the inspection checklist, [Appendix 9, form 6](#)). Training must be provided for everybody who will operate the lift.

NB: A quick run through of the controls by the vehicle's delivery driver is not sufficient.

A hoist or tail lift will need regular, recorded inspections as per the LOLER Regulations 1998 by a competent person. Although the assessment should set the intervals between inspections, they should be no longer than six months, as stated in the LOLER Regulations 1998.

■ **Ramps**

Ramps are, in general, not as safe as hoists, and should only be considered where a tail-lift / hoist is not practicable. In particular they increase manual handling risks and may be a trip or fall hazard. In the event that ramps are fitted to vehicles, extra care should be taken when parking due to the room that the ramps take up, the aim should be to minimise the slope as much as possible. Ramps need to be made highly visible for visually impaired people and be regularly checked to ensure that anti-slip properties and mechanical integrity are maintained.

3. Transporting passengers:

- a) the driver should ensure that seat belts are worn by all those travelling on the minibus. If a passenger is, for whatever reason, unable to wear a seat belt they must have a letter confirming this from their GP or consultant and a risk assessment must be completed considering alternative transportation needs. New seat restraints are extendable and can fit all passengers - please ensure that appropriate seat restraints are available. Vehicles hired from contractors and driven by KCC drivers should all be fitted with appropriate seat restraints;
- b) passengers in wheelchairs must be secured with appropriate safety equipment and wheelchairs individually secured to tracking with approved equipment, following manufacturers' guidelines. **NB: The recommended position is facing forwards; however there are occasions when facing backwards is required e.g. when the design of the wheelchair and/or service user considerations require it. This is acceptable as long as a suitable headrest is in place and a risk assessment has been carried out. Passengers in wheelchairs must never face sideways;**
- c) all passengers must remain in their seats during transit;
- d) smoking is not permitted in vehicles;
- e) luggage etc. must be stored and secured safely and gangways kept clear;
- f) if seats are removed for any journey, they must be replaced securely and properly in their tracking. This is the responsibility of the driver who removed them and can only be undertaken where training has been provided. Any driver aware that seats are occasionally removed should assure themselves that they have been replaced correctly. ([See Appendices 8](#) and [9, form 5](#));
- g) all vehicles must be fitted with a door which can be locked from the outside. This door when locked must be capable of being opened from the inside of the vehicle when stationary;
- h) passenger lifts should be up and stowed in accordance with the manufacturer's instructions when the vehicle is moving. Ramps should be stored in their correct locations;
- i) vehicle capacity must not be exceeded in any circumstances;
- j) always carry out vehicle checks ([See Appendix 9](#));
- k) passengers should be accompanied or supervised when using a passenger lift and should not be left in front of or behind the vehicle;
- l) do not leave the engine running or the keys in the ignition when the vehicle is unattended.

4. Passenger supervisors and escorts:

Operators must ensure that the risks involved in transporting specific groups of passengers are assessed to decide whether an additional responsible adult needs to be present in the minibus. Any local policies that may specify particular circumstances when

supervisors or escorts are required (e.g. youth groups, school trips that involve long journeys etc) should be taken into account.

Who is a Passenger Supervisor?

A designated person aged 18 years or over who is appointed to travel in the back of the vehicle on appropriate journeys and who is sufficiently skilled to supervise passengers.

Who is an Escort?

A person aged 18 or over employed or appointed and judged as having the ability to provide specific supervision and assistance to passengers who have been assessed as presenting a particular risk (e.g. special needs pupil, adults with physical or learning disabilities, the frail, elderly and wheelchair passengers). The primary focus must be on the people being transported and reducing/eliminating driver distraction.

A risk assessment of the planned journey should be conducted to determine the need for escorts.

The escort's role is to:

- prevent the driver from becoming distracted;
- assist passengers;
- assist in a breakdown/emergency;
- act as a 'second driver' (in emergency and on long journeys providing they meet the requirements as stated in [Appendix 1](#) – "Who can drive a minibus?").

Minimum Standards

If, following a risk assessment, it is determined that a supervisor or escort is required the following minimum standards must be met:

a) Passenger Supervisors:

As per "Who is a Passenger Supervisor?" plus training in emergency breakdown and evacuation procedures.

b) Escorts:

As per "Who is an Escort?" above and;

- trained in emergency first aid;
- trained in emergency breakdown and evacuation procedures;
- trained in dealing with specific types of passenger;
- trained in removal/replacement of seats and secure fixing of wheelchairs etc.

c) Training should be refreshed every three years.

Specialised training for escorts in passenger care and emergency breakdown procedures can be obtained from Transport Training.

5) Passenger restraints / seatbelts

The safety of passengers is paramount so the correct use of restraints, clamps, belts etc. is essential. All vehicles which are required to carry wheelchairs must have suitable tracking correctly fitted to the floor of the vehicle.

a) Use of belts

Seatbelts must be worn by the driver and passengers at all times (unless a medical reason is given and confirmed in writing from a GP or specialist. This will prompt a review of the service user's transportation needs).

b) Belt fitment and maintenance

A seat belt must be properly secured to anchorage points provided for it. The anchorage points must comply with the EC regulations as set out in the Road Vehicles (Construction and Use)(Amendment)(No 2) Regulations 1986, section 46(4)(b) or (4A)(b)(ii).

Both the belts and anchorage points must be maintained in a proper condition at all times. All parts of the belt and its anchorage must be free from any obvious defects. Anchorage points and all load bearing parts of the vehicle structure or panelling within 30cm of each anchorage point must, at all times, be free from serious corrosion, distortion, or fracture.

c) Wheelchairs / seat belts and clamping

All vehicle occupants must wear suitable seatbelts while the vehicle is moving, where wheelchairs are carried, appropriate diagonal or harness type over the shoulder seatbelts must be purchased and used. **NB: A wheelchair's lap-belt on its own does not provide sufficient protection in the event of an accident.** Seat belts are checked by the Vehicle Inspectorate at Goods Testing Stations to ensure that anchorage points are sufficient and strong. Seat belt testing is part of the MOT test.

Signs should be fitted in the vehicle showing the use of seatbelt and clamping systems. Managers should note that the presence of signs is not a substitute for adequate training in the use of the clamping system. Staff (both escorts and drivers) and volunteers must be properly trained before they use the clamps. There must be separate restraint systems for the wheelchair and the occupant. Restraint systems must be professionally fitted to vehicles.

Wheelchairs must not be facing sideways, but always frontwards or backwards. Electric wheelchairs must be switched off. There must be appropriate and safe stowage for restraint systems when not in use. Stowage must take into account the potential for restraint equipment to act as projectiles in the event of a collision.

Key Points

- Seatbelts must be worn by the driver and passengers at all times (unless a medical reason is given and confirmed in writing from a GP or specialist. This will prompt a review of the service users' transportation needs).
- Lap and diagonal belts must be available;
- Only one person to one seat/restraint is permitted;
- Belts should be checked regularly to ensure they are not frayed;
- Securing nuts must be welded on;
- The anchorage points must be correctly positioned;
- New vehicles: "All vehicles purchased must conform to VCA witnessed IN-VEHICLE seat belt anchorage testing to EED/76/115 (as amended)." A letter must be produced by the manufacturer or converter to confirm this;
- When hiring a minibus, it must have seatbelts available for all passengers and be suitable for their needs.

6. Fire Safety

a) Fire extinguishers

Vehicle fires can be particularly dangerous as they can develop very quickly and burn with great intensity.

All vehicles must be fitted with at least one fire extinguisher, preferably 2, conforming to BS 5432. Kent and Medway Towns Fire Authority recommend an 'AFFF' Foam Extinguisher (red with a cream or white colour coded panel affixed). Fire extinguishers must be checked and serviced annually by an approved contractor.

Drivers must be trained and familiarise themselves with the extinguisher's location, method of removal from its mounting and operating instructions.

If the extinguisher is missing, damaged or appears to have been used, this must be reported and replaced. If this cannot be rectified immediately the minibus must NOT be used.

In the event of a fire:

- When safely parked, evacuate the passengers to a place of safety, away from the vehicle and off the highway immediately;
- call the Fire and Rescue Service;
- In circumstances where persons are trapped in the vehicle after an accident and awaiting help from the emergency services, the fire extinguisher should be made ready to extinguish any fire in its early stages.

7. First Aid

There must always be a qualified first aider, either driver or escort, on each journey.

Every minibus must carry a first aid kit in a suitable protective container. It should be readily available and clearly marked with a white cross on a green background. The kit should contain a minimum quantity of first aid equipment as set out in the Motor Vehicles (Construction & Use) Regulations 1986 as amended, please see below.

- Ten foil packed antiseptic wipes;
- One conforming disposable bandage (not less than 7.5cm wide);
- Two triangular bandages;
- One packet of 24 assorted adhesive dressings;
- Three large sterile non-medicated ambulance dressings (min 15 x 20 cm);
- Two sterile eye pads, with attachments;
- Twelve assorted safety pins;
- One pair of rustproof blunt-ended scissors;
- Sterile gloves;
- Mouth mask for resuscitation;
- Anything else required following risk assessment, dependent on passenger needs.

Managerial responsibilities for looking after the minibus

The manager is legally responsible for the lawful use of the minibus. This may be the Centre Manager, Head Teacher, Parent Teacher Association or whoever has assumed responsibility for use of the vehicle. The manager has responsibilities for ensuring that all the processes and checks are adhered to.

1. Vehicle checks

The Manager should ensure that there are published procedures for checks of the vehicle and identify who is responsible for carrying these out, ensuring they are appropriately trained.

- The vehicle must be inspected by a qualified engineer every three months. (See [Appendix 9](#) for suggested Three Monthly Check List).
- The vehicle must have a weekly safety check of all items included on the sample Minibus Visual Weekly Inspection Record. (See [Appendix 9 form 4](#)). The completed check list must be left in the vehicle so that all drivers can verify that the checks have been carried out.

The items listed in the Minibus Log Book ([Appendix 9 form 3](#)) must be checked before every journey. The completed checklist must be left in the vehicle so that all drivers can verify that the check has been carried out.

2. Driver checks

Before using the minibus with passengers on board, drivers must assure themselves that the vehicle is in good condition and that the daily and weekly checks have been carried out.

Drivers should ensure that they have enough fuel to complete the journey or ensure that they can refuel en-route and have the resources to do so.

Any deficiencies/defects should be reported to the manager and remedied before use. ([See Appendix 9](#)).

The vehicle should also have displayed:

- a valid tax disc;
- passenger maximum numbers/weight limit;
- tyre pressures (painted on each wheel arch);
- name and telephone number of school or centre;
- Section 19 Permit relevant to the group using the minibus;
- road speed limits.

3. Speed limits

Speed limits must not be exceeded.

National speed limits for minibuses are as follows:

- Main roads with traffic in both directions = 50mph;
- Dual carriageways = 60mph;
- Motorways = 70mph if limiter not fitted;

- Most minibuses are now fitted with speed limiters which limit top speed to 62 mph (100kph). If fitted with a limiter, the vehicle cannot use the extreme right hand lane of a motorway which has more than two lanes.

NB: The 30mph limit applies to ALL TRAFFIC on all roads with street lighting indicating a built-up area (unless repeater signs show otherwise). A vehicle towing a trailer is not permitted to drive in the outside lane of a three or more lane carriageway.

4. Recommended items to be carried:-

- pen and paper;
- the establishment's internal instructions and contact details;
- insurance details;
- motoring breakdown policy details;
- mobile 'phone, 'phone card or change for the 'phone;
- webbing cutter;
- high-visibility coat or tabard complying with BS EN 471;
- emergency warning triangle or a flashing beacon (not fitted to the vehicle);
- working torch and spare batteries;
- sterile gloves and mouth masks;
- spillage kits;
- first aid kit;
- fire extinguishers.

5. Towing of trailers

Towing trailers significantly alters the handling of the minibus. Directorates may operate local rules prohibiting the towing of trailers. When towing trailers, there must be unobstructed access (except by tilting/folding seats or ramps) from every passenger seat to at least two doors of the minibus, one of which must be on the nearside and one either at the rear or offside. If the rear doors are to be used as an emergency exit, drivers must ensure that the trailer, or its contents, does not prevent the rear doors opening.

6. Roof and cycle racks

Where used, they must be loaded properly in accordance with the vehicle manufacturer's recommendations and not overloaded. Checks should be made at regular intervals throughout the journey.

Cycle racks, and the cycles, should not be attached to minibuses in such a way that they obstruct the opening of the rear doors, and registration plates and lights must remain clearly visible.

7. Transporting oxygen

Oxygen cylinders can be transported, providing the following steps are taken:

- always display a warning sticker in the back (offside rear) window when cylinders are being carried and remove it when they are not. Stickers may be obtained by calling Air Products Homecare Helpline 0800 373580;
- the oxygen cylinders are safely secured;
- do not use oxygen cylinders in a fuel station.

Further advice is available from the KCC H&S Advisers and from Air Products Homecare Helpline 0800 373580.

8. Breakdown Procedure

Ensure the safety of the passengers at all times and where possible follow the safety procedures included in Appendix 4 'Action to take in the event of a crash/accident or incident'.

Contact a KCC approved repairer for roadside assistance. Individual operating departments may have their own breakdown procedures.

9. Fuel

Under no circumstances may petrol or diesel fuel be carried inside the vehicle.

10. Repair and Servicing

At the required intervals, the vehicle must be serviced following the manufacturer's recommendations and a record kept. Drivers should note that they are by law required to co-operate with KCC in carrying out any safety related tasks.

All vehicles owned or operated by KCC must have a service and maintenance file in the service/school office. The Manager/designated person must check this file at six-monthly intervals against other records to ensure that it is up to date. This file will also contain all the documents relating to the vehicle such as:

- the registration document or logbook;
- MOT certificates (required from **first** birthday of minibus);
- records of insurance;
- hoist/tail lift inspection checks (if appropriate);
- lease agreements;
- records of any fitted equipment tested or maintained under the Provision and Use of Work Equipment Regulations 1998 and the Lifting Operations and Lifting Equipment Regulations 1998; this would include ramps, power hoists and tail lifts.

Repairs and servicing must be carried out by a professional, competent vehicle service company.

Guidelines for removable seating

Any removable seating that is positioned in your vehicle must be subjected to the following checks before use:-

- all seats fitted must be of the same specification of seating originally designed for that vehicle;
- the seating capacity must not exceed the amount registered to that vehicle;
- all removable seating must be checked for any excessive movement;
- any seat deemed to have excessive movement that cannot be satisfactorily tightened must be taken out of action and checked by a professional and competent vehicle maintenance company;
- all seat clamps should be checked and tightened as necessary;
- all seats fitted should have the seat belt clip nearest to the vehicle aisle in case of evacuation;
- all seat belts fitted to the seat must function correctly;
- all passengers must wear the seat belts fitted unless a medical exemption has been given to the individual user by a GP or consultant. A risk assessment must then be completed and an alternative restraint system would be required;
- the fitment of removable seating should not obstruct any exits including the rear doors;
- all floor tracking should be kept clean, clear and any dirt removed.

The removable seating check form ([Appendix 9; Form 5](#)) must be completed prior to use when carrying passengers and all forms retained.

Example Forms

1. [KCC Insurance Vehicle Notification Form](#)
2. [Three Monthly Checklist](#)
3. [Minibus Logbook](#)
4. [Minibus Visual Weekly Inspection Record](#)
5. [Removable Seat Check Form](#)
6. [Tail Lift Visual Check List](#)
7. [Minibus Defect Report](#)

FORM NO. 1

KCC Insurance Vehicle Notification Form

This form must be completed where a minibus is to be insured through KCC and sent to KCC Insurance via Email, fax 01622 694500 or post to Sessions House, County Hall, Maidstone, Kent ME14 1XQ.

Directorate:	
Establishment/Unit:	
Address:	
Tel:	Contact Name:
Fax:	Date Notified:

Short Term Hire

New Vehicle

Vehicle registration number	
Vehicle Types i.e. coach/minibus	
Vehicle make e.g. Ford	
Vehicle model e.g. Focus	
Vehicle style e.g. Zetec	
Number of seats, including driver (applicable to coaches/minibuses only)	
Gross vehicle weight, in tonnes (applicable to commercial vehicles/vans only)	
On cover date - date on which insurance cover under KCC motor policy becomes effective	
Off cover date - date on which insurance cover under KCC motor policy ceases	
Estimated annual mileage	
Estimated value at the time cover commences	
Details of any modifications to manufacturer's standard design	
Will insurance premium be met from a Voluntary Fund (VF) or Delegated Budget (DB)	
Is the vehicle a crew bus i.e. does it have sideways facing seats? (Y/N)	
Are any goods of a toxic, explosive or inflammable nature carried? For example oxygen cylinders.	
Will the vehicle go "airside" i.e. onto a runway at any airport, airfield or heliport?	
If a minibus, have all drivers had access to/seen the KCC 'Minibus Code of Practice'? Are only those holding appropriate licences to drive minibuses permitted to drive?	
Fleet number	

FORM NO. 2

Three monthly check list

Vehicle Odometer
Reg. No: reading:

Make
& type:

Date of
Inspection:

A: Inside cab				
Check No.	Item Inspected	Defect found	Action required	Rectified by
1	Driver's seat			
2	Seat belts			
3	Mirrors			
4	Glass & view of the road			
5	Windscreen wipers & washers			
6	Speedometer / tachograph			
7	Horn			
8	Driving controls			
9	Steering control			
10	Service brake pedal			
11	Service brake operation			
12	Hand levers operating mechanical brakes			
13	Interior of body			
14	Passenger doors, driver's door and emergency exit			
B: Ground Level & Under vehicle				
Check No.	Item Inspected	Defect found	Action required	Rectified by
15	Road wheels & hubs			
16	Size and type of tyres			
17	Condition of tyres			
18	Spare wheel and carrier			
19	Condition of chassis			
20	Wings & wheel arches			
21	Vehicle to trailer coupling			
22	Speed limiter			
23	Engine and transmission mountings			
24	Oil & waste leaks			
25	Fuel tanks & system			
26	Exhaust systems			
27	Steering mechanism			
28	Suspension			
29	Axles, stub axles and wheel bearings			

Check No.	Item Inspected	Defect found	Action required	Rectified by
30	Transmission			
31	Brake systems and components			
32	Lamps			
33	Direction indicators & hazard warning lamps			
B: Ground Level & Under vehicle (continued)				
Check No.	Item Inspected	Defect found	Action required	Rectified by
34	Service brake performance			
35	Parking brake performance			

Additional comments:

Check carried out by:

Name: Job title:

Signature:

FORM NO. 3

Minibus Logbook

Group: Vehicle registration:

Part 1:- Journey check

	Checked	Comments	Action
Oil level			
Tyre pressure			
Water / coolant			
Tyre condition			
Brake function			
Screen wash			
Wipers / washers			
First aid kit			
Indicators			
Clear visibility through windows			
Emergency triangle			
Fire extinguishers			
Relevant licences / permits			
Lights			
Mirrors			
Brakes			
Reflectors			
Bodywork			

Checker's name: Date:

Part 2:-

	Journey 1	Journey 2	Journey 3	Journey 4	Journey 5	Journey 6
Driver's name						
Mileage (start)						
Mileage (end)						
Notes on safety related problems						
Notes on any other problems						
Wind screen wash check						
Brakes tested						

Notes for completion: If safety related problems are noted, do not just note them, inform the Manager / Head Teacher or nominated person verbally and do not use the vehicle until the problem is made safe. These forms should be kept in the vehicle where they can be seen by drivers. They should be kept in the vehicle for one month and then stored for one year in the vehicle folder in the office.

FORM NO. 5

Removable seat check form

Date	
Time	
Registration No.	
Odometer	
No. of seats fitted	
Driver's name	

Please tick as appropriate

Security of seats fitted

Satisfactory?

Unsatisfactory?

Seat belts checked

Yes

No

Specify any areas of concern and actions taken (including any seats tightened, row position and if on the nearside or offside)

Vehicle booked into contractor?

By who:..... Date..... Signature.....

Defect repaired

Yes

No

Date Signature.....

FORM NO. 6

Tail lift visual check list

Vehicle registration:

Date:

Date of next inspection:

Name of person conducting check: Signature:

	Yes	No	Action required	By whom	By when
Overall condition acceptable					
Weight limit clear					
Condition of guard rails good					
Operating cycle works					

Notes for completion:

Overall condition: look for rust, check for loose bolts, leaks, damaged controls and cables. You are only looking for obvious defects, the regular service engineers will pick up other defects.

Weight limits: should be clearly marked, guardrails should lock firmly into place.

Operating cycle: raise and lower the hoist under load and check for excessive noise, juddering and any other irregularities e.g. hissing from air leaks.

FORM NO. 7

Minibus defect report

Service			
Reg number			
Vehicle			
Date			
Mileage			
Mirrors			Battery
Glass			Oil / water
Tyres			Horn
Wheel hubs			Heating
Spare tyre			Brakes
Doors			Steering
Reflector			Fire extinguisher
Wipers			First aid kit
Washers			Seat belts
4 ways			Wheelchair restraints
Lights			Removable seating
Indicators			Tail-lift

Defects found:

Reported by: Name:

Signature: Date:

Action taken:

By: Name:

Signature: Date:

Journey planning and risk assessments

The journey should be planned well in advance and will generally fall into one of two broad categories:

- routine journeys – one which will be taken at regular intervals with little variety;
- occasional or unusual journeys – journeys to places which may be visited once a year or less.

The journey plan will allow for adequate time to complete the journey and should not be viewed as a rigid schedule. In particular, drivers must never feel under pressure to drive at unsafe speeds in order to meet deadlines. The time allowed should take account of safe driving speeds or any other restrictions and allow for delays. Drivers must never exceed speed limits. If possible, a passenger, or the escort should phone the destination to advise them of the changed arrival time.

The plan for all journeys will need to allow for any particular needs associated with the passengers, and will therefore indicate whether an escort or additional driver is needed.

For routine journeys: Plans must be clear and contain sufficient detail such as information about likely journey times etc. The advantage is that this plan will only need to be prepared once, and will only need to be reviewed if there is a major change in traffic conditions, such as the construction of a new road. The plan must include some degree of flexibility to take into account varying weather or traffic conditions.

For occasional or unique journeys: The plan should define the route to be used, state the expected duration of the journey and if it is likely to involve more than two hours driving, should include details of break points at prescribed time intervals (which will allow the driver to rest). The time allowed should take account of safe driving speeds or any other restrictions and allow for delays. Consideration must also be given to the needs of the passengers when planning breaks; it may be that the journey will need to be broken at more frequent intervals if passenger comfort requires this. In all cases, the plan should indicate how the expected risk of the journey would be reduced, for example, by avoiding schools in the early morning or late afternoon. The local police or driving associations will give advice about safer routes, however, some of their general advice is:

- use motorways for long journeys;
- use arterial routes in built up areas;
- avoid driving through residential areas wherever possible.

NB: The plan detailing the duration, departure and arrival time, will be given to the manager. Managers and Head teachers, or named delegated persons should always be aware of where the service / school vehicles are.

DVLA Offence Codes

Code	Description	Penalty Points
Accident Offences		
AC10	Failing to stop after an accident	5-10
AC20	Failing to give particulars or to report an accident within 24 hours	5-10
AC30	Undefined accident offences	4-9
Disqualified Driver		
BA10	Driving whilst disqualified by order of court	6
BA30	Attempting to drive while disqualified by order of court	6
Careless Driving		
CD10	Driving without due care and attention	3-9
CD20	Driving without reasonable consideration for other road users	3-9
CD30	Driving without due care and attention or without reasonable consideration for other road users	3-9
CD40	Causing death through careless driving when unfit through drink	3-11
CD50	Causing death by careless driving when unfit through drugs	3-11
CD60	Causing death by careless driving with alcohol level above the limit	3-11
CD70	Causing death by careless driving then failing to supply a specimen	3-11
Construction & Use Offences		
CU10	Using a vehicle with defective brakes	3
CU20	Causing or likely to cause danger by reason of use of unsuitable vehicle or using a vehicle with parts or accessories (excluding brakes, steering or tyres) in a dangerous condition	3
CU30	Using a vehicle with defective tyre(s)	3
CU40	Using a vehicle with defective steering	3
CU50	Causing or likely to cause danger by reason of load or passengers	3
Reckless/Dangerous Driving		
DD40	Dangerous Driving	3-11
DD60	Manslaughter or culpable homicide while driving a vehicle	3-11
DD80	Causing death by dangerous driving	3-11
Drink or Drugs		
DR10	Driving or attempting to drive with alcohol level above limit	3-11
DR20	Driving or attempting to drive while unfit through drink	3-11
DR30	Driving or attempting to drive then failing to supply a specimen for analysis	3-11
DR40	In charge of a vehicle while alcohol level above limit	10
DR50	In charge of a vehicle while unfit through drink	10
DR60	Failure to provide a specimen for analysis in circumstances other than driving or attempting to drive	10
DR70	Failing to provide specimen for breath test	4
DR80	Driving or attempting to drive when unfit through drugs	3-11
DR90	In charge of a vehicle when unfit through drugs	10
Insurance Offences		
IN10	Using a vehicle uninsured against third party risks	6-8
Licence Offences		
LC20	Driving otherwise than in accordance with a licence	3-6
LC30	Driving after making a false declaration about fitness when applying for a licence	3-6

LC40	Driving a vehicle having failed to notify a disability	3-6
LC50	Driving after a licence has been revoked / refused on medical grounds	3-6
Miscellaneous Offences		
MS10	Leaving a vehicle in a dangerous position	3
MS20	Unlawful pillion riding	3
MS30	Play street offences	2
MS40	Driving with uncorrected defective eyesight or refusing to have an eye test	3
MS50	Motor racing on the highway	3-11
MS60	Offences not covered by other codes	As Appropriate
MS70	Driving with uncorrected defective eyesight	3
MS80	Refusing to submit to an eyesight test	3
MS90	Failure to give information as to identity of driver etc	3
Motorway Offences		
MW10	Contravention of Special Roads Regulations (excluding speed limits)	3
Pedestrian Crossings		
PC10	Undefined Contravention of Pedestrian Crossing Regulations	3
PC20	Contravention of Pedestrian Crossing Regulations with moving vehicle	3
PC30	Contravention of Pedestrian Crossing Regulations with stationary vehicle	3
Speed Limits		
SP10	Exceeding goods vehicle speed limits	3-6
SP20	Exceeding speed limit for type of vehicle (excluding goods or passenger vehicles)	3-6
SP30	Exceeding statutory speed limit on a public road	3-6
SP40	Exceeding passenger vehicle speed limit	3-6
SP50	Exceeding speed limit on a motorway	3-6
SP60	Undefined speed limit offence	3-6
Traffic Direction and Signs		
TS10	Failing to comply with traffic light signals	3
TS20	Failing to comply with double white lines	3
TS30	Failing to comply with "Stop" sign	3
TS40	Failing to comply with direction of a constable / warden	3
TS50	Failing to comply with traffic sign (excluding - stop signs, traffic lights or double white lines)	3
TS60	Failing to comply with a school crossing patrol sign	3
TS70	Undefined failure to comply with a traffic direction sign	3
Special Code		
TT99	To signify a disqualification under totting-up procedure. If the total of penalty points reaches 12 or more within 3 years, the driver is liable to be disqualified	
Theft or Unauthorised Taking		
UT50	Aggravated taking of a vehicle	3-11
Aiding, Abetting, Counselling or Procuring		
Offences as coded, but with the end 0 changed to 2		
Causing or permitting		
Offences as coded, but with the end 0 changed to 4		
Inciting		
Offences as coded, but with the end 0 changed to 6		

Sources of reference

More detailed and up to date advice on using minibuses is available from:

- ✚ Driving Standards Agency at www.dsa.gov.uk
- ✚ Highway Code at http://www.direct.gov.uk/en/TravelAndTransport/Highwaycode/DG_070202
- ✚ South East and Metropolitan Traffic Commissioners Office <http://www.dft.gov.uk/topics/tpm/traffic-commissioners/>
- ✚ Department for Transport at www.dft.gov.uk
- ✚ Royal Society for the Prevention of Accidents (ROSPA) at <http://www.rosipa.com/>

KCC:-

- ✚ Road Safety
- ✚ Health & Safety Advisers
- ✚ KCC Insurance
- ✚ Kent Fleet
- ✚ Transport Training

Useful documents:

- ✚ Vehicle and Operator Service Agency (VOSA): [The Safe Operator's guide](#)
- ✚ Driver and Vehicle Licensing Agency (DVLA): [Guide to the current medical standards of fitness to drive](#)
- ✚ Medicines and Healthcare Products Regulatory Agency (MHRA): [Guidance on the safe transportation of wheelchairs](#)
- ✚ Vehicle and Operator Service Agency (VOSA): [Rules on Drivers' Hours and Tachographs \(Passenger carrying vehicles in the GB and Europe\)](#)
- ✚ Health and Safety Executive / Department for Transport (HSE/DFT): [Driving at Work – Managing Work Related Road Safety](#)