**Requirements to drive the Minibus**

It is our policy to take all reasonable steps to manage the health and safety of those people who drive a YMCA vehicle. This is to comply with our legal duties as an employer/lender of a vehicle and to demonstrate that we have taken all reasonable steps to introduce safe systems of work.

We have a duty under the Health and Safety at Work Act 1974 (HSWA) to take steps as far as is reasonably practicable, to ensure the health, safety and welfare of those who need to drive a YMCA vehicle. In order to comply with these duties, we will take steps to set up safe systems in order to control and manage any risks which cannot be eliminated. These will be identified by the carrying out of a suitable and sufficient risk assessment as required by the Management of Health and Safety at Work Regulations 1999. Where applicable, this policy is also based on the relevant provisions of the Road Traffic Act 1988.

**PROCEDURES AND DOCUMENTATION**

In order to comply with our legal duties, we have introduced a set of procedures and drivers will be required to produce basic information. These are to be followed by all drivers at all times:

* The Driver Safety Checklist must be completed and returned to the Chief Operations Officer.
* The named driver’s driving licence (photo card only) will be supplied. As the paper copies are now not being used anymore we will also need access to ‘share my driving licence’ through [www.gov.uk/view-driving-licence](http://www.gov.uk/view-driving-licence) to let us have your check code.

(How to do this: <https://www.youtube.com/watch?t=69&v=zn2A8E2xo1I> )

* Appropriate previous experience of driving minibuses is required or training will be undertaken by the driver if not, especially If carrying young people where a Bournemouth Borough Council Driving Competence Permit or a MIDAS permit is recommended.

The law on the licensing requirements for driving minibuses is complicated. Anyone with entitlement to drive cars prior to 1 January 1997 – shown as group A on an old style green or pink licence, or as category B **and D1** not for hire or reward on a pink and green or photo-card licence, can drive a minibus provided;

* They are over 21, (25 to be insured by the YMCA) but under 70 years old
* They have held their licence for at least two years
* The minibus has a maximum of 17 seats including the driver’s seat, and
* The vehicle is not being used for hire or reward and is being used for social purposes (Hire or reward means any payment in cash or kind by or on behalf of the passengers that gives them a right to be carried).

If the vehicle is to be used for hire or reward in any way (even passengers paying towards costs of a trip) then an appropriate Section 19 permit should be obtained.

A person, who obtained entitlement to drive cars after 1 January 1997, will not have an entitlement to drive minibuses. To drive a minibus the ‘new driver’ will usually require a PCV licence. **There are certain circumstances where the driver may drive without a PCV licence but these are restricted and due to the weight of the YMCA minibus being over 3.5 tonnes the category D1 must be on the driver’s license or a PCV license held.**

If D1 is not on the license it can be obtained by attending additional Driver Standards Agency test (DSA test). This will consist of a medical examination, theory and practical test. The test is not cheap to attend and you would be looking in the region of £750 - £1000 to complete it.

The YMCA Chief Operations Officer will ensure that:

* the vehicle has a current MOT certificate.
* the vehicle is suitably insured and taxed.
* the vehicle is regularly serviced and maintained.

The driver should:

* Inform the Chief Operations Officer of any changes in their circumstances, e.g. penalty points or health changes.
* Ensure they have the correct entitlement on their licence
* Have regular eye tests and ensure that any necessary glasses for driving are worn.
* Complete the Vehicle Checklist before each use and report defects to the Chief Operations Officer. In the event that a defect is suspected, the driver should never take a risk and attempt to drive a vehicle. The driver/organisation will be responsible for payment of any damages caused to the outside or inside of the minibus and the excess on an insurance claim will be £250.
* Complete the Journey log for each journey.
* Complete the Minibus register if carrying any passengers.
* Ensure that sufficient breaks are built in to prevent fatigue and allow for any bad weather or traffic congestion etc. a rest break of 15 minutes should be taken every 2 hours.
* Never use hand-held mobile phones whilst driving and calls should only be made or taken when it is safe to do so in a parked vehicle.
* Always drive within speed limits and according to the prevailing weather conditions.
* Before a journey, familiarise themselves with the procedure to follow in the event of a breakdown.
* In the event of any accident whilst driving inform the Chief Operations Officer.

**REPORTING BACK OF DAMAGES TO VEHICLES**

The user shall indemnify YMCA Bournemouth for the cost of repair of any damage done to the bus that may result as a result of its use. This includes damages whilst driving or stationery or to internal décor/seats etc. The vehicle has an excess on insurance of £250 that may need to be paid in the event of an accident caused by the driver.

**ILL HEALTH AND DRIVING**

The Driver is responsible for ensuring that they are physically fit to drive. Should this change, the Chief Operations Officer must be informed as soon as possible. Drivers should also remember that some prescription drugs can cause drowsiness and affect their ability to drive safely. In the event that medication is necessary, drivers should check with their GP or pharmacist before driving, even short distances.

**MINIBUS PERMITS**

Minibus permits allow certain organisations to use a minibus for hire or reward purposes without having to comply with the full public service vehicle operators’ requirements or the driver needing a PCV licence. These organisations are restricted to those concerned with education, religion, social welfare and providers of community benefit.

The permit does not exempt a driver from having to comply with the licencing requirement above. It does however allow a driver who obtained their ordinary car licence prior to 1 January 1997 to drive a minibus on NCC business without having to have a PCV licence. Those employee drivers who obtained their car driving licence after 1 January 1997 will still normally need a PCV licence to drive the vehicle.

Section19 permits are issued to the establishment and are not vehicle specific. Each minibus should display a permit whenever it is on the road, and so if the establishment uses more than one vehicle at a time, they should obtain the same number of permits.

Permits are issued under Section 19 of the Transport Act 1985 and can be obtained for a small fee from the local Traffic Commissioner. The permit is only valid in the UK. Outside the UK, a PCV licence is required to drive for hire or reward.

**DRIVING A MINIBUS ABROAD**

Strict regulations govern the use of minibuses on international journeys. Operators of minibuses abroad will be subject to the laws of the countries they will be visiting, and these can vary depending on whether the country is part of the EU or not.

Any minibus going abroad must be fitted with a tachograph. This minibus has one fitted but before the minibus can be taken abroad the driver has to obtain a card to operate it. Please discuss with the YMCA’s Chief Operations Officer if you wish to consider taking the minibus abroad.

**CANCELLATION POLICY**

We understand that sometimes your circumstances will change and that you will no longer require use of the minibus.

* **Cancellations for one-off bookings** must be notified to the Chief Operations Officer as soon as possible and giving at least 48 hours’ notice. If less than 48 hours’ notice is given, the client will be responsible for paying the total value of the booking. If the vehicle is not used on the day for any reason the full charge is still payable.
* **Cancellation for block bookings** must be notified to the Chief Operations Officer as soon as possible, giving one month’s notice. If less than one month’s notice is given the client will be responsible for paying the total value of the bookings.

The YMCA reserve the right to cancel a booking due to the vehicle becoming unsafe to use or requiring maintenance work to be completed on it.

**Driver’s Information**

**IN CASE OF EMERGENCY CONTACT:**

**Mark Inkpen – Chief Operations Officer - 07799 887858 /**

**- 01202 290451 – YMCA**

Insurance through – **QBE Insurance (Europe) Limited**

*An excess of £250 may be charged on the insurance or the cost of repairs to any vehicle involved in an accident (£50 for windscreen damage)*

**QBE Motor Breakdown (AA): 0800 389 1708**

**Cover Provided by QBE: Policy Number: Y012959FLT0122A**

In the case of any fines or tickets issued whilst the bus is in your care you will be expected to reimburse the YMCA for any of these or pay yourself directly.

Please note: This vehicle requires **DIESEL ONLY!**

**SAFETY**

The driver has a legal ‘duty of care’ responsibility to avoid danger to the minibus, other road users or pedestrians. The driver could be prosecuted if they are found to have been negligent.

* The highway code is to be followed at all times.
* Speed limits must be observed at all times – 30 in built up areas, 50 on single carriage ways, 60 on dual carriage ways, 70 on motorways. However sometimes the vehicle is much better to move slower depending on its surroundings.
* All legal parking requirements are to be observed.
* If a red light appears on the dashboard or a bleeping noise sounds the vehicle should be stopped immediately and the ignition turned off. After 2 minutes turn back on and see if the light has gone off. If it has not then the vehicle should not be moved but instead help phoned for.

The vehicle is fitted with the following safety features:

* Fire Extinguishers
* 1st Aid Kit
* Speed Limiter

Any defects to any of the safety equipment must be reported (using the Vehicle Inspection sheet to the YMCA), including discharge of fire extinguisher, use of items from the 1st Aid Kit.

**THE JOURNEY LOG** and **MINIBUS REGISTER** must be completed on every journey made.

**VEHICLE INSPECTION**

The driver is responsible for the roadworthy condition of the minibus at all times. The vehicle checklist must be completed before each use and report defects to the Chief Operations Officer. In the event that a defect is suspected, the driver should never take a risk and attempt to drive a vehicle. Allow plenty of time before commencement of the journey for carrying out checks.

**SMOKING, ALCOHOL, DRUGS**

It is illegal to smoke whilst driving a minibus or when there are people on the vehicle. It is illegal to drive whilst under the influence of drugs. It is also well known that any amount of alcohol will impair driving ability. For these reasons, we insist that there be no smoking, drinking of alcohol and use of drugs (except prescribed medication which does not affect driving ability) by the driver or anybody on board in the front or back of the minibus.

**FIRE EXTINGUISHERS AND EMERGENCY EXITS**

Fire regulations require that at least one readily accessible fire extinguisher is carried on the vehicle, which complies with the British Standard Institution, BS 5423 or EN3. You will find that there is a fire extinguisher by the driver on the minibus.

Please check that the emergency exits and gangways leading to them are kept clear at all times.

In the event of a vehicle fire, the priority is to evacuate people on the bus and yourself and move as far away as possible from the vehicle. The best way to evacuate will depend on the nature of the incident but where possible disembark using the normal exit route at the front or back of the bus.

Extreme caution should be used before any attempt is made to extinguish the fire, the driver should not put themselves at risk but wait at a safe distance for the Fire Brigade. Under bonnet fires should never be tackled, but left for the Fire Brigade.

**FIRST AID KIT**

A first aid kit is in the minibus by the driver and one in the back. Please check that they are present and full. An accident report is also with the first aid kit.

**SECURING THE VEHICLE**

When leaving the vehicle unattended please ensure the bus ignition is turned off, all windows are closed and the doors shut and locked.

**USE OF MOBILE PHONES**

Mobile phones are a useful means of communication away from the work place and for motorists they can be an important security asset in the event of an emergency, so we encourage the driver to have one with them. However, using a mobile phone while driving has been found to distract attention from the road, and increase risk of an accident.

The law states that drivers must have proper control of their vehicle at all times. Drivers found to be using a phone whilst driving can be prosecuted. The penalties include an unlimited fine, disqualification and up to two years imprisonment.

Never use a hand-held phone whilst driving and remember that the operation of a hands-free phone is also a significant distraction while driving and should not be used either.

The phone should only be used when the vehicle is parked in a safe place!

**REFUELLING AND RETURN OF THE MINIBUS AT END OF USE**

Please note that we require fuel to be replaced at the end of each journey. If you fill up please note that it is **DIESEL ONLY**.

On arrival back at St Christopher’s Church please park the bus where you found it and then return the keys to Mark Inkpen or as agreed.

**HYGIENE / CLEANING**

Please return the minibus in the same condition as it was found. Please ensure that all rubbish and personal belongings are removed from the minibus at the end of each journey and the interior brushed as necessary. The YMCA cannot be held responsible for anything loss/theft of items left in the minibus.

**IN THE EVENT OF A BREAKDOWN**

If the minibus breaks down, think firstly of your safety, passengers and that of other road users.

* Get the vehicle off the road if possible
* Warn other traffic by using the hazard warning lights
* Please wear the high visibility waistcoat that is supplied on the minibus.
* Get passengers out of the minibus to a place of safety, keep passengers calm and under constant supervision.
* Place a warning triangle on the road at least 45 metres (147 feet) behind your broken down vehicle on the same side of the road. Always take great care when placing the triangle and never use on motorways.
* Keep your side lights on if visibility is poor or it is dark.
* Do not stand or let anyone else stand between your vehicle and oncoming traffic.
* At night or in poor visibility do not stand where you will prevent other road users seeing your lights.
* Phone for roadside assistance from QBE.

If your vehicle develops a problem whilst on the motorway, leave at the next exit or pull into a service area. If you cannot do so you should;

* Pull on to the hard shoulder and stop as far as possible to the left, with your wheels turned to the left.
* Try to stop near an emergency telephone. They are sited at approximately one mile intervals along the hard shoulder.
* Do not attempt even simple repairs
* Inform your establishment as soon as possible of any change to your estimated time of arrival at your destination.

**IN THE EVENT OF A ROAD TRAFFIC ACCIDENT**

* Use your hazard warning lights to warn other traffic
* Arrange for the emergency services to be called immediately with full details of location and any casualties. If on a motorway the emergency telephone should be used for easy identification but if a mobile phone is used ensure you identify your location from the marker posts on the side of the hard shoulder.
* Move people away from the vehicle to safety if injuries allow. On a motorway this should be well away from the traffic, the hard shoulder and the central reservation.
* Do not move injured people from their vehicles unless they are in immediate danger from fire or explosion.
* Do not remove a motorcyclist helmet unless it is essential to do so.
* Be prepared to provide or assist with the provision of emergency first aid. Comfort and reassure casualties pending the arrival of emergency services or other first aid assistance.

If you are involved in an accident, which causes damage or injury to any other person, vehicle, animal or property you MUST, in accordance with the Road Traffic Act 1988, section 170:

* Stop
* Give our own and the vehicle owner’s name and address and the registration number of the vehicle to anyone having reasonable grounds for requiring them.
* If you do not give your name and address at the time of the accident, report the accident to the police as soon as possible and in case within 24 hours.
* Do not make admission of liability, verbally or in writing, to any other party involved in the accident.
* As soon as possible after the accident the driver will need to complete an accident report and inform the YMCA Chief Operations Officer.