



## TRANSPORT (MINIBUS) POLICY & PROCEDURES

### 1. General Statement:

To ensure that the Let's Play Project complies with current legislation and guidance concerning the maintenance and driving of the minibus(es).

To ensure that the safety of minibus users (both drivers and passengers) and other road users and pedestrians is paramount at all times.

To ensure that the Let's Play Project is meeting its health and safety and safeguarding obligations towards all members of the project community.

This policy and the procedures contained within it have been written to provide any members of staff who may need to drive vehicles on behalf of the Let's Play Project with the necessary knowledge and information in the light of growing legislation regarding the qualifications, insurance, operating, servicing and inspection requirements to safely operate our minibuses and carry passengers.

The behaviour and competence of the minibus drivers will be fully assessed to ensure the safe operation of the minibus(es) and to keep passengers and others free of harm.

This policy extends to the use of hired vehicles that are used by the project.

A copy of this policy will be provided to all minibus drivers and will be kept in the Staff Handbook and retained by the Charity Manager

This policy and the procedures contained within it will be reviewed regularly as part of the project's Health and Safety Review.

### 2. Responsibilities

#### 2.1. The Let's Play Project Trustees and Managers are responsible for:

- 2.1.1. Ensuring that the Let's Play Minibus and Integrated Transport Unit Fleet Services Vehicles operated on behalf of the project, fully comply in every respect, with all legal transport and health and safety requirements. This responsibility is delegated to the Charity Manager to ensure its appropriate implementation.



- 2.1.2. To monitor the implementation of this policy through the Health and Safety Trustee and review it on a regular basis.
- 2.1.3. Reporting any reportable accidents as per RIDDOR (Reporting of Injuries, Disease and Dangerous Occurrences Regulations 2013).
- 2.1.4. The Charity Manager will ensure that the school has appropriate safety procedures for the minibus based on the ROSPA Advice for Minibus Safety and their code of practice (in addition to the DfE guidance). A copy of the full code of practice is available at [www.rospa.com](http://www.rospa.com).
- 2.1.5. Ensure that servicing of the minibus(es) is performed at the correct mileage and that the service book kept is ready for inspection at any time.
- 2.1.6. Ensure that weekly checks (fuel, water, oil and battery levels, tyre pressures and lights) are conducted and recorded by a trained member of the core team.
- 2.1.7. The Core Management Team will arrange for appropriate insurance cover and for the payment of annual road tax.

## **2.2. All drivers, must ensure the following:**

- 2.2.1. Follow and comply fully with the requirements outlined in 'Procedures and Practices' section below.
- 2.2.2. Ensure that pre-use checks of the vehicle are conducted and complete the Vehicle Check List
- 2.2.3. Report any concerns about the safety and / or condition of the minibus to the Charity Manager immediately.
- 2.2.4. Familiarise themselves with the relevant ROSPA guidance.
- 2.2.5. Understand the personal legal implications if procedures are not adhered to. For example, "It is the driver's licence that will suffer if the vehicle is found to be defective. It is also the driver's responsibility to ensure the safety (including the use of seat belts) and welfare of all passengers". ROSPA February 2008
- 2.2.6. Comply fully with all road traffic laws, respecting speed limits and ensuring use of seatbelts at all times. For longer journeys, frequent rest breaks are to be taken.



2.2.7. Inform a member of the Core Management Team immediately if unfit to undertake a journey in order that alternative arrangements can be made.

2.2.8. Never use a mobile phone (handheld or hands free) as the driver of the vehicle unless it is parked in a safe place with the engine switched off. Making genuine emergency 999 or 112 calls whilst driving is legal.

### **3. Procedures and Practices**

#### **3.1. Driver Eligibility**

##### **3.1.1. Persons Entitled to Drive the Minibus**

- a. Drivers must be aged 25 or over. Minibus drivers must have a valid driving licence.
- b. Staff with a medical condition that needs to be declared to the insurers should advise the Charity Manager accordingly.
- c. It is the licence holder's responsibility to notify the Charity Manager of any changes to the driver's licence.
- d. Where a driver informs the project that he/she has acquired penalty points on his/her licence, the Charity Manager will determine whether he/she is permitted to drive the minibus.
- e. Only those named on the approved drivers list (a copy of which is held by the Charity Manager) will be eligible to drive the minibuses.

##### **3.1.2. Pre-Use Vehicle Checks:**

- a. The minibus must be maintained to high levels. As well as MOT, servicing and half termly checks, drivers should satisfy themselves that the vehicle is safe to drive. If the serviceability of the vehicle is in doubt, it is not to be used until it has been repaired.
- b. Pre-use checks are to be recorded on the Vehicle Check List found in the Office which must be signed for on collection and return of keys from the Office. Completed Vehicle Check Lists are to be given to the Charity Manager on return of the minibus who will take any action necessary. These lists will be retained by the project.



- c. Pre-use checks must include lights (headlights, hazards, brakes, reversing, side and indicators), horn, mirrors, doors (open, close and lock correctly), steering, seatbelts and windscreen wipers (including windscreen wiper wash). A walk around the vehicle should occur to check for damage / defects and to assess tyre condition.
- d. If the driver has concerns about the condition of the vehicle it must not be used and these concerns must be reported to the Charity Manager.
- e. Mileage records should be used to help monitor fuel consumption.
- f. Prior to the start of each journey, the driver is to go through a brief talk with Young People and Young Adults regarding the wearing of seatbelts, journey time, being seated at all times, behaviour, noise levels and escape procedures. The journey is not to commence unless the requirements of the driver are complied with.

### 3.1.3. Fuel

- a. A member of the Core Management team will regularly check the minibus(es) to ensure that the vehicles have adequate fuel (at least half a tank). It may, however, be necessary for the minibus driver to refuel whilst on a journey.
- b. The fuel level should not go below a quarter, this helps prevent primer damage and fuel tank sediment entering the engine.

### 3.1.4. Equipment

- a. The following equipment is carried on board the Minibus. If items are used during a journey, please inform the team who will replenish supplies:

#### ***First Aid Box*** containing

- 10 antiseptic wipes, foil packed
- 1 conforming disposable bandage (not less than 7.5cm wide)
- 2 triangular bandages
- 1 packet of 24 assorted adhesive dressings
- 3 large sterile un-medicated ambulance dressings (no less than 15cmx20cm)
- 2 sterile eye pads with attachments
- 12 assorted safety pins
- 1 pair rustproof blunt-ended scissors
- Disposable gloves
- Mouth mask for resuscitation



### ***Fire Extinguisher***

- At least one fire extinguisher (which complies with BS 5432 or equivalent and has a minimum test rating of 8A or 21B) that contains foam.

### ***Warning Triangle***

- This should be used in the event of breakdown and carefully positioned 50m behind the vehicle to warn other road users of the broken-down vehicle.

### ***Hi-Visibility Vest***

The minibus file with emergency contact details in

## **1. Vehicle Operation**

### **1.1. Capacity**

1.1.1. No more than the legally allowed number of passengers may be carried in a hired minibus or 7 seated passengers and 1 wheelchair in the Let's Play Project Minibus.

### **1.2. Seat Belts/Luggage**

1.2.1. Before setting off, the driver and/or driver's assistant must ensure that passengers are wearing seat belts and any luggage is securely stowed. Young People and Young Adults are to be informed that seatbelts are to be worn at all times when the vehicle is in motion.

### **1.3. Driving Rules**

1.3.1. Drivers are responsible for driving within the law and in accordance with the Highway Code (a copy is held in the Main Office and in each minibus). The project will not refund fines or other costs incurred by drivers as a result of any road traffic or parking offence. Drivers must inform the Charity Manager of any penalty points received whilst using the minibus; failure to do so will result in disciplinary action. It is the Let's Play Project policy that under normal road conditions, a minibus should not be driven in the third lane of a motorway.

1.3.2. Vehicles are not to be driven by anyone who has consumed any amount of alcohol or illegal substance.

1.3.3. Some medication may impair a driver's ability and drivers who are taking medicines of this nature are not to drive vehicles.



1.3.4. All accidents, whether or not they cause injury to persons or damage to property, are to be reported to the Charity Manager as soon as possible after they occur.

1.3.5. Vehicles must not be driven at any time if the load being carried exceeds the maximum allowable weight capacity.

#### **1.4. Driver's Assistant**

1.4.1. A second member of staff (or an adult volunteer) will be on every journey, when Young People and Young Adults are in attendance, as the driver's assistant.

1.4.2. This person should be positioned near the back of the minibus to observe behaviour and maintain good order. They can also make and receive phone calls, so the driver does not have to. They should also help with reversing and need to be visible at all times to the reversing driver. They should assist in a breakdown or accident and can act as a relief driver if they are trained and authorised to do so.

#### **1.5. Reversing of vehicles**

1.5.1. Reversing vehicles can be particularly hazardous. The best way of avoiding a reversing accident is to avoid reversing a vehicle wherever possible.

1.5.2. Always check behind your vehicle before reversing – if necessary, ask someone to watch the area into which you will be reversing.

1.5.3. If you use a guide, ensure they can be seen at all times whilst manoeuvring – if two members of staff are present, one must at all times be the guide when reversing.

1.5.4. Ensure rear view mirrors are clean and properly adjusted at all times.

#### **1.6. Distraction during driving**

1.6.1. The use of mobile phones is strictly prohibited whilst operating the vehicle. There are other similar activities, which can be unsafe and thus may attract the attention of the police, such as drinking (soft drinks), eating, or even changing a radio channel. To this end, any action whilst driving, which could cause distraction must be avoided.



## **1.7. Tiredness**

- 1.7.1. Driving when tired greatly increases the risk of an accident. The Highway Code recommends that a driver takes a minimum break of at least 15 minutes after every two hours of driving. However, after a full working day, drivers **MUST NOT** drive for a continuous period of more than two hours without taking a suitable break.
- 1.7.2. If an authorised relief driver is available to drive a journey can be continued without a break.
- 1.7.3. Drivers should use common sense to ascertain their suitability to drive at a given time (consider tiredness, recent alcohol or medicine consumption, illness etc).

## **1.8. Safety**

- 1.8.1. Whilst driving the minibus, drivers should ensure that all doors are unlocked to assist with emergency egress if the need arises.
- 1.8.2. Drivers should ensure that internal lights are off whilst driving so that their vision is not impaired by the internal light.
- 1.8.3. Exits/gangways should be clear of obstructions (such as bags) at all times. Bags can go on spare seats and under seats.
- 1.8.4. Dealing with 'road rage':
  - a. If threatened by another driver, do not retaliate by flashing lights, sounding the horn or making offensive gestures; this only attracts a response and will often make a situation worse
  - b. If forced to stop, stay in the vehicle with windows closed and doors locked and be prepared to drive off
  - c. If necessary, use your mobile phone to contact the police for assistance
  - d. Note the registration number of the vehicle, and the make and colour, plus a description of the driver and occupants and give the police these details



- e. Unsafe situations: if you feel that driving cannot be in complete safety, do not continue. Members of staff are not required to put themselves at risk at any time whilst driving on behalf of the project

## **1.9. Security**

- 1.9.1. Whenever the vehicle is left unattended, all windows are to be closed and doors locked.
  - a. Due consideration must be given to parking in secure areas as much as possible, particularly where overnight stays are required
- 1.9.2. Keys must not be left in an unattended vehicle at any time.

## **2. Accidents and Breakdown Procedures**

### **2.1. Breakdown Procedures**

- 2.1.1. If on a public road, get out of the vehicle on the safe side – nearest the path or verge.
- 2.1.2. If on a motorway, follow the instructions of the emergency operator, which may include staying in the vehicle, or getting out of the vehicle and not getting back into the vehicle again. Ring police to create a safe environment for wheelchair users.
- 2.1.3. Avoid going near the traffic flow and exercise extreme caution at all times.
- 2.1.4. If possible, leave a motorway, dual carriageway or main road if a fault occurs, which will reduce the risk of collision, but park in a well-lit place so that the vehicle can be seen by other road users.
- 2.1.5. Call the 24-hour EMS Rescue Control Centre on: 0800 587 8872 or 01277 720778, where the trained staff will deal with your request quickly. If you have hearing/speech difficulties, you can use the SMS text messaging service on 07786 204387.
- 2.1.6. The project should also be contacted, when practical, in the event of a breakdown.
- 2.1.7. Staff should not change a tyre or attempt repairs. This should be carried out by a breakdown team.

### **2.2. Accident**





#### 2.2.1. In the event of an accident:

- a. Deal with any injured persons
- b. Ensure the safety of everyone involved
- c. If necessary, call the emergency services

2.2.2. In all cases, stop at the scene and take the names, addresses and telephone numbers of people involved, including independent witnesses. Take photos of the accident scene from various angles if possible. Breakdown procedures should be carried out if necessary.

2.2.3. In the event of a serious incident, emergency contact numbers are available in the Minibus File (carried on all journeys).

### 2.3. General

- a. Smoking is prohibited in the minibus(es) at any time. The Minibus should be left tidy. Eating and drinking in it should be discouraged (exceptions can be made in circumstances of long delay)
- b. Bin bags are to be carried and made available for rubbish