

HEALTH & SAFETY POLICY FOR THE SAFE USE OF THE TVM



1 Introduction

Driving a minibus requires additional skills in order to be able to handle the vehicle safely. It is not the same as driving a large car. The weight and the size of the vehicle are greater. In addition, the driver takes on the responsibility for the safety of passengers. Although rare, serious, sometimes fatal, accidents have occurred when educational establishments use minibuses. This Policy has been written in order to minimise the risk of such accidents occurring. It should be read in conjunction with the TVM Hire Policy Terms & Conditions and the Generic Risk Assessment.

2 Application

This Policy applies to

- Use of the Three Villages Minibus (TVM) which is operated under Section 19 Permit– Small Bus Permit Operation
- There is 1 minibus in **The TVM** fleet.
- The saloon seats in **The TVM** are fitted with inertia reel restraint systems and all passengers must use the available restraint systems at all times, unless they hold a medical exemption certificate.
- The seating capacity (excluding the driver) of the **THREE VILLAGES MINIBUS** is 15
- **The THREE VILLAGES MINIBUS** is equipped with:
 - Jack & Wheel Brace
 - A first aid kit.- checked regularly
 - A fire extinguisher – checked and certified annually
 - A de-icer and scraper.
 - 2 high vis. Jackets.
- **TVM Driver's Pack** contains a copy of:
 - TVM** Minibus Information Sheets including the log sheet which must be completed for each journey.
 - TVM Driver's rules.**
 - TVM_Damage & Defect Form (use log book and/or book under front passenger seat to record accidents to TVM or its passengers)**
 - Mobile phone**
 - Single use Camera.**
 - Vehicle Manual.**

3 Roadworthiness of the vehicle

The TVM must be regularly maintained and kept in a roadworthy condition. The driver, before making a journey must carry out the pre-journey check using the checklist found in the folder in the TVM. (see **Appendix 1**)

The TVM management committee will also carry out regular checks to ensure that the minibus is roadworthy.

- Regular checks to ensure that there are correct fluid levels in hydraulic systems, particularly the braking system, and the engine oil level is correct.
- There is an adequate supply of water in the windscreen wash reservoir, and that windscreen wash and wipers function correctly
- There is an adequately stocked first aid kit; any items used from the kit must be replaced immediately.
- There are two in-date vehicle fire extinguishers mounted in an easily accessible position.
- That the Tail lift is working.
- The following checks will be undertaken by approved garages
 - Safety check on Tail Lift
 - Regular servicing of the vehicle
 - Tyre checks

4 Provision and use of Seat Belts

The TVM has seat belts fitted to all seats. The saloon seats in **The TVM** are fitted with inertia reel restraint systems and all passengers must use the available restraint systems at all times, unless they hold a medical exemption certificate.

Where groups who hire the TVM minibus carry children, it is the responsibility of the hirer to ensure that, if necessary, appropriate booster seat are used and these must be provided by the hirer.

5 Loading of minibuses

The seating capacity of the TVM is 15 excluding the driver. If wheelchair passengers are carried then the seating capacity is reduced. When carrying luggage, the maximum load level must not be exceeded (see vehicle handbook)

6 Competence of drivers and the provision of information and training

The skill and care exercised by the driver is undoubtedly the most important aspect of minibus safety. Driving a minibus is much more demanding than driving a private car.

The RoSPA booklet “Essential Minibus Driving” contains useful hints

All drivers must be registered with and approved by the TVM Chairman or other appropriate committee member. Approval may only be given providing the following requirements are met:

- Entitlement to drive TVM is partly determined by the date when a driver passed his/her UK manual car driving test. Drivers who passed the test before 1 January 1997 have an automatic entitlement (until the age of 70) to drive a minibus with 9-16 passenger seats. The old style of driving licence will show a driving entitlement of category A (cars). The new style of driving licence will show category B (cars) and D1 (9-16 passenger seat minibuses).
- Drivers who passed the test after 31 December 1996 are required to pass a further driving test in order to gain entitlement to drive a minibus with 9-16 passenger seats (category D or D1 on the new style driving licence). However, under certain circumstances, a driver may drive such a vehicle without the need for such a test. These circumstances are that:
 - a) The driver has held a full driving licence, with entitlement to drive a car (category B), for at least two years.
 - b) The minibus is used for social purposes by a non- commercial body.
 - c) The driver is providing his/her services on a voluntary basis (i.e. unpaid except for reimbursement of expenses).
 - d) The gross (i.e. laden) weight of the minibus is not over 3.5 tonnes (or 4.25 tonnes if the vehicle has a passenger lift and is capable of carrying people with disabilities).
 - e) No trailer is towed.
- A driver who wishes to drive under the above exemptions will be required to sign a statement certifying that s/he meets the requirements set out in (b) and (c).
- A driver who passed the manual car driving test after 31 December 1996, and who has subsequently passed a further driving test which gives an entitlement to drive category D or D1 vehicles, is required to have held his/her driving licence for a minimum of 1 year.
- When a driver reaches the age of 70, entitlement to drive a minibus with 9-16 passengers is lost unless s/he passes a medical.

- A driver must:
 - Be between the ages of 25 and 70.
 - Be able to answer "NO" to the following questions:
 - a) Have you had any convictions within the last 5 years, or do you have any prosecutions pending?
 - b) Have you had an accident whilst driving a motor vehicle in the last 3 years?
 - c) Has any period of a ban from driving been operative within the last 5 years?
 - d) Has any company or underwriter ever declined, cancelled or refused to renew any motor insurance, or increased the premium or policy excess, or imposed special conditions?
- Provide details about any medical condition, or medical history (whether physical or mental, including defective vision not corrected by glasses or hearing loss not corrected by a hearing aid) that may affect his/her ability to drive a minibus. In addition, details about any medication that is currently being taken, including dosage, should also be provided.
- All drivers must abide by the TVM Driver's Rules (copy kept in the Driver's Pack in the bus).
- The driver has completed the approval form shown in **Appendix 2**. The TVM Chairman will keep the completed form

7 Journey and Driving Times

Tiredness of the driver has often been a significant factor in accidents involving minibuses.

The maximum continuous period of driving should not exceed 2 hours and should be followed by a minimum break of 10 minutes out of the vehicle. Time spent crawling in motorway type hold-ups should count as part of the driving period, as should any period spent driving to pick up a party.

8 Consumption of alcohol or drugs by any driver

It is an absolute rule that a driver does not consume any alcohol or drugs during or in the period before any journey. Care should be exercised if consuming alcohol even on the previous day. Alcohol or drugs must not be consumed in the 8 hour period immediately prior to driving.

9 First Aid and Emergency Procedures

If a vehicle is involved in an accident:

- (a) Make sure all passengers are safe and off the road if necessary, summon the emergency services for assistance (TVM has 'AA' breakdown recovery cover).
- (b) Obtain the registration number(s) and insurance details of any other vehicle(s) involved.
- (c) Take the names, addresses and if appropriate vehicle registration number of any witnesses and the number and base station of any Police Officer who attends. Do not admit any liability.
- (d) Write down as soon as possible after the accident all relevant details in a precise manner.
- (e) Report all the above details to the TVM Chairman and complete the damage form
- (f) If any immediate or emergency assistance is needed from the TVM call the contact numbers provided in the Drivers handbook.

10 Documentation

Drivers should carry their driving licences but, the Hire agreement and drivers' registration form will be held by the TVM Chairman. Insurance details for the TVM is found in the Drivers handbook

Appendix 1 – Driver’s Pre journey check List

| Three Villages Minibus (HJ63 JNX) Check List to be completed for each journey | Date |
|---|-------------------|
| Item | Tick if OK |
| Section 19 permit | |
| Body work | |
| Tyre wear (visual check) | |
| Mirrors including rear mirror) | |
| Horn | |
| External reversing warning beeper | |
| Internal reversing beeper | |
| Front warning beeper | |
| Wipers | |
| Screen wash | |
| Front window (for chips/cracks) | |
| Side lights | |
| Dipped headlights | |
| Full headlights | |
| Indicators | |
| Hazard warning lights | |
| Brake lights | |
| Rear number plate light | |
| Reversing lights | |
| Interior light | |
| Seat belt (operational) | |
| First aid kit | |
| Fire extinguisher x 2 | |
| Roof vents | |
| All removable seats secured (if previously removed) | |
| Wheelchair lift | |
| Any defects please state | |
| | |
| Name | |
| Signature | |

Appendix 2

THREE VILLAGE MINIBUS (TVM)

DRIVER'S AGREEMENT FORM

I confirm that I am over 25 years old and hold a current driving licence.

In order to comply with new regulations, I confirm that:

- I have no convictions within the last 5years, or do not have any convictions pending,
- I have not had a motor vehicle accident in the last 5years,
- I have not had a driving ban in the last 5years,
- No company or underwriter ever declined, cancelled or refused to renew me motor insurance,
- I have no medical condition or disability which will affect my ability to drive,
- I have passed the necessary medical if I am over 70 years old and the form 'D4' has been lodged with our insurers and a 'D1' code is on my licence,
- I have shown my licence to TVM.

As the named driver, I accept responsibility for ensuring compliance with TVM loan rules:

- to maintain best practice in all aspects of motoring, vehicle and passenger care
- To ensure that **all passengers wear a safety belt** unless they have a medical certificate explaining that they are not so required,
- to ensure that the minibus is returned in a clean and tidy condition (otherwise a £20 fine may be imposed),
- to comply with the TVM no smoking no eating or drinking policy,
- to replace any diesel used on the journey and leave the diesel receipt
- to **complete the TVM log sheet of the journey and to ensure the safe return of the key and leave any receipt for fuel bought in the log book or with the key**
- **to report any vehicle problems, defects or damage,**
- **TVM is not responsible for speeding or parking fines**

NAME..... DATE.....

ORGANISATION.....

ADDRESS.....

..... Tel.....

DRIVER'S SIGNATURE.....

In accordance with the General Data Protection Regulations of 25th May 2018, I agree that all personal information supplied by me to the Three Villages Minibus can be used by them to contact me and to carry out the organisation's administration; your data will not be shared with any other third parties unless we are required or permitted to do so by law. I understand that this information will be kept securely by TVM and that I may request to see any data about me at any time by submitting a request to the Data Protection Officer (the chairman of TVM).

SIGNATURE..... DATE.....