# Minibus Policy

## Introduction
JoyCare's minibus provides Pirton's elderly community with access to social activities such as shopping trips, lunches out and local outings.

## Purpose of policy
The purpose of this policy is to:
- Ensure that JoyCare complies with current legislation and guidance concerning the maintenance and driving of a minibus.
- Ensure that the safety of minibus users (both drivers and passengers) and other road users and pedestrians is paramount at all times.
- Provide clear procedures to drivers regarding the safe use of the minibus.

## Responsibilities of the Minibus Coordinator
The Minibus Coordinator is responsible for:
- Ensuring that the minibus is properly maintained and licensed.
- Maintaining a list of approved drivers. A check of the driver's licence must take place when a new driver is enlisted and a copy of the driving licence retained on file.
- Maintaining the Minibus Folder which will provide emergency contact details and instructions as to what to do in the event of an accident or breakdown. The Minibus Folder will be kept in the minibus.
- Ensuring the Section 19 permit is displayed in the minibus windscreen for all journeys and the associated paperwork is retained.
- Use of the minibus for anything other than JoyCare business requires the permission of the Minibus Coordinator and in anything other than exceptional circumstances will not be permitted.

## Maintenance / licensing of the minibus
The Minibus Coordinator is responsible for arranging:
- Regular service of the minibus according to manufacturer's recommended practice.
- Safety inspection of the vehicle on a 13 week basis by an external contractor and a record maintained.
- The minibus has a valid Section 19 permit and that all road tax, insurance and MOT certificates are up to date.
- JoyCare's blue disabled parking badge will be kept in the minibus and displayed as required..

## Eligibility to drive the minibus
JoyCare requires volunteer drivers to:
- Be aged over 30 and under 70 and to have held a full driving licence for 2 years.
- All approved volunteer drivers will be required to undertake specific minibus driver training unless they are able to provide evidence of previous appropriate training.

## Responsibilities of volunteer drivers

- Drivers are required to read and adhere to the guidance contained in the Minibus Policy.
- Drivers must comply fully with all road traffic laws, respecting speed limits and ensuring use of seatbelts at all times.
- Drivers must never use a mobile phone (hand held or hands free) as the driver of the vehicle unless it is parked in a safe place with the engine switched off and the key out of the ignition.
- Drivers must inform the Minibus Coordinator of any changes to their driving licence (e.g. addition of penalty points).

**Procedures for using the minibus**

- The minibus should be collected from and returned to its parking space in the village hall car park. Keys should be returned to the Minibus Coordinator if requested to do so.
- Prior to any journey, the driver must conduct a visual pre-use check of the vehicle using the form which is kept in the Minibus Folder. This is to ensure basic but necessary safety checks are undertaken. The completed checklist should be left in the Minibus Folder.
- Any defects noted should be reported to the Minibus Coordinator. Serious defects must be reported immediately. Minor defects can be reported after the journey has taken place. If the driver is in any doubt the vehicle must not be taken onto the road.
- Prior to the start of each journey the driver is to inform all passengers of the requirement to wear a seatbelt for the entire journey.
- Reimbursement for expenditure which specifically relates to the minibus (i.e. fuel) should be requested from the Minibus Coordinator. Receipts must be provided.
- The minibus cannot be used to transport fixed wheelchair users unless this has been authorised in advance by the Minibus Coordinator and specific training has been undertaken. Transportation of passengers who use a foldable wheelchair is allowed provided that the user transfers to one of the minibus seats for the journey and the wheelchair is securely stowed on board.

**In the event of an accident**

- The driver must stop and make the accident scene as safe as possible. If necessary it may be appropriate to move the vehicle to a safer position.
- Where it is safe and reasonable to do so, passengers should be removed from the vehicle and taken to a safe area away from the accident site. Any injured person should be dealt with.
- The driver must stay at the scene of the accident and if necessary call the emergency services.
- Insurance details, names, addresses and contact numbers should be swapped with any third party at the scene including any witnesses. Take photos of the scene if possible. Insurance details are kept in the Minibus Folder.
- A visual check of the vehicle should be undertaken before the journey resumes. If the vehicle is not roadworthy, the driver should contact the breakdown service (details in the Minibus Folder).
- The driver should inform the Minibus Coordinator as soon as is reasonably possible.

**In the event of a breakdown**

- Where it is safe and reasonable to do so, passengers should be removed from the vehicle and taken to a safe area away from the breakdown site.
- The breakdown service (details in the Minibus Folder) should be contacted.
- The driver should inform the Minibus Coordinator as soon as is reasonably possible.

**Other safety considerations**

- The driver and number of passengers should not exceed the vehicle capacity.
- Before setting off, the driver must ensure that passengers are wearing seat belts. Seatbelts should only be removed once the driver has switched off the engine.
- Drivers are responsible for driving within the law and in accordance with the Highway Code.
- Where possible the minibus should be parked with the side doors to the kerb.
- The driver must always assess if they are safe to drive a minibus before commencing a trip:
    - Drivers should have had sufficient rest prior to undertaking a journey.
    - Drivers should remember that prescribed medication or over the counter medications may affect their ability to drive.
    - Drivers who have had any alcohol within the previous 12 hours should not drive a minibus.
    - Drivers must not drive for longer than 2 hours without taking a break for at least 15 minutes.
- Smoking, including e-cigarettes, is prohibited on the minibus at any time.
- The maximum laden weight for the minibus is 3850kg.
- The minibus must not tow a trailer

**Equipment**

It is recommended that the following equipment is carried on board the minibus.

- First Aid Box
- Fire Extinguisher (which complies with BS 5432 or equivalent and has a minimum test rating of 8A or 21B) that contains foam.
- Warning Triangle which 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

**Policy governance**

This policy will be reviewed every two years. It will be published on JoyCare's website and a copy of the policy will be retained in the Minibus Folder.

| Version | Reviewed by | Approved By | Date | Next review due |
|---|---|---|---|---|
| 1 | | PJC Trustees | January 2024 | January 2025 |
| 2 | Keith Hooton | PJC Trustees | February 2025 | January 2027 |
| 3 | Keith Hooton | PJC Trustees | October 2026 | October 2028 |

## Driver pre-use check of vehicle

| **This form must be completed prior to driving and retained in the Minibus Folder.** | | | |
|---|---|---|---|
| Date: | | | |
| Vehicle Registration Number: | | **LJ66 DLO** | |
| Odometer Reading: | | | |
| **Item** | ✔ × | **Item** | ✔ × |
| Engine Oil (no warning light) | | Indicators * | |
| Coolant (no warning light) | | Reverse Lights * | |
| Power Steering (no warning light) | | Hazard Lights * | |
| Brake/Clutch fluid (no warning light) | | Mirrors - side and internal * | |
| Windscreen Wash * | | Horn * | |
| Windscreen Wipers * | | In-cab height indicator | |
| Windscreen Clean/Serviceable * | | First Aid Kit (sealed) * | |
| Interior & Step Lights * | | Fire Extinguisher(s) * | |
| Side Lights * | | Seat Belts * | |
| Dipped Beam * | | Tyres-Pressure/Wear/Age Visual Check * | |
| Full Beam * | | Vehicle Steering (no excessive play) * | |
| Number Plate Lights * | | Brakes (pedal resistance) * | |
| Brake Lights * | | Bodywork (damage) | |
| Fog Lights * | | Section 19 Permit | |
| CONDITION OF YOUR VEHICLE<br>If there are any other defects or comments on the condition of your vehicle, please write it here:<br><br>* The vehicle should not be used if a defect affects the vehicle or passenger safety or those items that are a legal requirement | | | |
| DRIVER LEGAL RESPONSIBILITY FOR CONDITION OF VEHICLE<br>As the driver you are legally responsible for the condition of the vehicle that you are driving. This responsibility cannot be passed on to the organisation that owns the vehicle. The vehicle should not be used if a defect affects vehicle or passenger safety or those items that are a legal requirement. Brakes; Lights; Steering; Horn; Tyres; Windscreen wipers & washers; Mirrors; Windows; Fire Extinguisher; First Aid Kit. | | | |
| Driver Name: | | Driver Signature: | |