



Driving a minibus

Best practice guidelines for volunteer drivers

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Foreword

This booklet provides useful information to help keep you safe on the road. Regardless of who owns the vehicle, the driver is legally responsible for it while driving and must have the correct licence and ensure that the vehicle is roadworthy and taxed with an MOT and insurance. This handbook provides practical advice and information on how to keep yourself, your passengers and your vehicle as safe as possible.

Becoming an authorised driver

In order to drive a minibus and before being able to undertake any training, assessment or driving duties, you **must** follow the driver Authorisation process articulated in the Driver Safety Policy.

1.1 Are you qualified to drive a minibus?

You could answer this in a variety of ways, e.g. do you have the necessary skills to drive a minibus safely? Do you have enough driving experience to take charge of such a large vehicle, especially with passengers? But initially we are looking at the legal requirements, including some additional conditions added by the University.

We define a minibus as...

A motor vehicle constructed or adapted to carry more than eight, but no more than sixteen, seated passengers and a Maximum Authorised Mass (MAM) not exceeding 3500kg (3.5 tonne), unless it has been adapted for carrying disabled passengers (3.2). Vehicles that carry specialist equipment have the weight restriction raised from 3500kg to 4250kg.



The minibus's maximum authorised mass (MAM) will be indicated on a plate on the vehicle (it's the first number), found usually in the driver footwell, on the doorframe or under the bonnet. It is this weight, the MAM, which denotes the category of licence required in order to drive the vehicle.

The following information will indicate if you can drive a minibus within this scheme:

Can I drive a Minibus?

You can drive a minibus provided you meet relevant parts of the following criteria:

- The purpose of your journey is 'not for hire or reward' (unless it is operated under a Section 19 or Section 21 Permit). This basically means that irrespective of the Maximum Authorised Mass (MAM), as plated on the vehicle, the minibus can be driven by someone with a car licence and they do not need to pass an additional PCV D1 test.

- The minibus does not exceed 3.5 tonnes or 4.25 tonnes if specialised equipment for disabled passengers are included (the additional weight can only be for the specialised equipment)
- The vehicle is used by a non-commercial body for social or educational purposes
- You must be over 21 but under 70 years and have held a full driving licence for not less than 2 years
- If you are 70 years or older, you have renewed your licence and passed a PCV medical test. When your driving licence is renewed at age 70, you will **automatically** lose the D1 and D1E entitlements unless you make a special application to retain it. Details will be enclosed in documents you receive at the time from DVLA, but it will involve meeting a higher medical standard.
- You do not receive any payment or consideration for driving the minibus, other than out-of-pocket expenses (e.g. fuel and parking costs)
- The minibus does not have more than 16 passenger seats (17 including the driver). If you intend to drive a vehicle with over 16 passenger seats this will require the passing on an additional test. Contact the travel and fleet team for further details if applicable.
- You do not have any endorsements or pending prosecutions that are unacceptable to the University or its insurance company
- You do not tow a trailer
- You must be a non-vocational driver (see note below)

*A **non-vocational** driver is someone who is not required by a contract of employment or a contract of services to drive a minibus as part of their duties. For instance, a teaching professional who drives a minibus, during or outside University hours, is regarded as a non-vocational driver, not driving for 'hire or reward' or required to drive by a contract of employment.*

However, please also note the following requirements that apply to your individual circumstances:

1. If you passed a car driving test before 1st January 1997, you have a D1 entitlement on your driving licence and you have previous experience of driving a minibus

If you meet all relevant criteria and you are nominated by your line manager as being someone who is deemed suitable to drive a minibus then, after reading this manual, you can:

- Check with the Travel & Fleet Team to ensure you are already classified as an authorised driver for minibuses. Apply to become an authorised minibus driver if you are not University authorised, **before** driving.
- Undertake appropriate practice/assessment in a minibus within the first 12 months of becoming an authorised driver and annually thereafter (or within your next 12 month recheck by the Travel & Fleet Team if you are already an authorised driver, and annually thereafter).

- In terms of practice, assess (perhaps with a colleague) when you are ready
- Book your assessment (which must be funded by individual departments). Contact the Travel & Fleet Team to find out with whom to book the assessment.

2. If you passed a car driving test before 1st January 1997, you have a D1 entitlement on your driving licence but you have no previous experience of driving a minibus

If you meet all relevant criteria and you are nominated by your line manager as being someone who is deemed suitable to drive a minibus then, after reading this manual, you can:

- Apply to become an authorised driver for minibuses
- Undertake appropriate practice/assessment in a minibus before driving (and annually thereafter).
- In terms of practice, assess (perhaps with a colleague) when you are ready
- Book your assessment (which must be funded by individual departments). Contact the Travel & Fleet Team to find out with whom to book the assessment.

3. If you obtained your full car driving licence on or after 1 January 1997 (non-vocational driver) and you have previous experience of driving a minibus:

If you meet all relevant criteria and you are nominated by your line manager as being someone who is deemed suitable to drive a minibus then, after reading this manual, you can:

- Check with the Travel & Fleet Team to ensure you are already classified as an authorised driver for minibuses. Apply to become an authorised minibus driver if you are not University authorised, **before driving**.
- Undertake appropriate practice/assessment in a minibus within the first 12 months of becoming an authorised driver and annually thereafter (or within your next 12 month recheck by the Travel & Fleet Team if you already an authorised driver, and annually thereafter).
- In terms of practice, assess (perhaps with a colleague) when you are ready
- Book your assessment (which must be funded by individual departments). Contact the Travel & Fleet Team to find out with whom to book the assessment.

4. If you obtained your full car driving licence on or after 1 January 1997 (non-vocational driver) and you have no previous minibus driving experience:

If you meet all relevant criteria and you are nominated by your line manager as being someone who is deemed suitable to drive a minibus then, after reading this manual, you can:

- Apply to become an authorised driver for minibuses
- Undertake appropriate practice/assessment in a minibus **before driving** and annually thereafter (and annually thereafter).
- In terms of practice, assess (perhaps with a colleague) when you are ready
- Book your assessment (which must be funded by individual departments). Contact the Travel & Fleet Team to find out with whom to book the assessment.

Driving Licence - Useful Information:

For matters concerning driving licence entitlements and other motoring information, please visit the Government's official website:

<https://www.gov.uk/browse/driving/driving-licences>

For information on how to obtain full **PCV D1** (Minibus) entitlement please follow this link:

<https://www.gov.uk/become-lorry-bus-driver/applying-for-a-bus-or-lorry-provisional-entitlement>

2.1 Safety and welfare of your passengers

See also section 3: Passenger Safety.

Driving a minibus is a demanding and responsible task, and we expect you to be both knowledgeable in the task and professional in your actions.

A minibus driver is legally responsible for the safety and welfare of their passengers, and everyone will expect you to take the greatest care.

This responsibility must take priority at all times, and it starts from the time you first plan the drive.

- Ensure that you and the vehicle are fit for the task, that your passengers understand what's expected of them, and that they can appreciate your concern for safety in everything you do.
- You should always assess the risks for every journey, using whatever guidance is approved by the University. In addition to considering the route(s), journey times, contact numbers, etc, this should also include relevant information about your passengers, e.g. medical, behaviour, etc.

Be able to answer the "What if ... ?" questions.

What if a passenger is unwell? What if a passenger is injured? What if the vehicle breaks down? What if you are involved in an accident? What if you are delayed? What if ... ?

- Make sure you know the location of emergency equipment – fire extinguisher and first aid box (possibly with additional specific medical items) – and know how you would use each. The University expects minibuss owners to take full responsibility for ensuring that emergency equipment remains both in date and serviceable. Regular visual inspections of all portable fire extinguishers must be completed monthly by vehicle custodians, as will a monthly fire extinguisher inspection comprising of a quick visual check of the extinguisher for damage or deterioration, check the pressure gauge (if present) is in the green zone and the anti-tamper pin and seal are present.

Every 12 months, fire extinguishers must be serviced in accordance with British Standard 5036-6. A competent person should carry out the service.

- Ensure that all doors are unlocked when carrying passengers – it's a legal requirement.

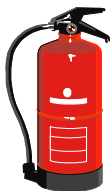


A suitable first aid kit is a legal requirement on all passenger-carrying vehicles.

If used, it must be replenished immediately. The minimum contents are:

- 10 antiseptic wipes, foil packed
- 1 conforming disposable bandage (not less than 7.5 cm wide)
- 2 triangular bandages
- 1 packet of 24 assorted adhesive dressings
- 3 large sterile unmediated ambulance dressings (not less than 15x20 cm)
- 2 sterile eye pads with attachments
- 12 assorted safety pins
- 1 pair of rustproof blunt-ended scissors

First aid kits and their contents need to be monitored and maintained to remain serviceable. If any contents are beyond serviceable dates (as applicable) please contact HS&E on Tel: 622169 / 622073 Email: hasstaff@aber.ac.uk or visit the first aid website - <https://www.aber.ac.uk/en/hse/proc-prac/first-aid/>



A suitable fire extinguisher is also a legal requirement in a minibus.

This must comply with BS EN3 or BS 7863, and contain either foam or dry powder, but not Halon. Minibuses carrying wheelchair passengers must have a second fire extinguisher close to the rear door.

If you have no access to a suitable fire extinguisher or an extinguisher with a full service record then please contact Estates, Facilities, and Residences Helpdesk on extension 2999 (external number 01970 622999) or e-mail campushelp@aber.ac.uk

2.2 Highway Code and basic driving law

You need to read the latest edition of the Highway Code especially if it's been some time since you last saw a copy. You can now view this online at:

<https://www.gov.uk/guidance/the-highway-code>

Remember, though, that items in the Highway Code such as road signs are not intended to be comprehensive, and you need to keep up-to-date with all road signs and markings that are in current use. Be alert, too, for new legislation that can take a year or more to be included in the Highway Code.

As an experienced driver you should already be familiar with the basic driving laws and common practice.

Know your speed limits. Read the Highway Code Rules 124 - 125. **Remember that all roads with street lighting carry a 30mph maximum speed limit unless signed otherwise.** An absence of street lighting generally indicates National Speed Limit unless otherwise marked.

Under certain circumstances your vehicle may have been fitted with a 'Speed Limiter Device'. This would limit your speed to a maximum 62mph (100kph) and you would not be allowed to use the third lane on a motorway.


A sticker is usually fixed to the inside of the vehicle warning drivers that a limiter device is fitted.

Understand the road markings! They give valuable information about the road you are driving on, and the road ahead. Know about the different types of centre line markings, the hatched areas that are sometimes in the centre of the road, including box junctions, and the way in which junctions and the severity of bends is indicated. Do you, for example, know the current rules about crossing double white lines? (Highway Code Rules 128/129)

Most of the rules that apply to cars also apply to minibuses. The National Speed Limit above was one exception. Another is that the minimum tyre tread depth for a minibus is 1mm, not the 1.6mm as it is for a car. However, the ability of a tyre to displace water reduces dramatically for a depth of less than 3mm and you should consider changing tyres when their depth reaches 2mm. Consult the Travel & Fleet Department for advice.

While driving a minibus, we advise you **not** to use bus lanes nor take advantage of other bus priority areas. These areas are designed to be used by Local Service buses on scheduled service routes.

Bus lanes are often one-way, and near to pedestrian areas and the associated hazards. They sometimes also lead into contra-flow lanes that can be confusing.

Maximum speeds for a minibus where the National speed limit applies	
Single carriageway	50mph
Dual carriageway	60mph
Motorway	70mph

2.3 Vehicle roadworthiness

As with any vehicle, the driver of a minibus is legally responsible for the vehicle being roadworthy. This is a problem with any shared-use vehicle and so you should always allow time for a pre-journey check.

You should not attempt any repairs. Know the limit of your ability, and seek help when necessary.

Even when someone else has overall responsibility of the vehicle, **you** must still carry out the pre-journey checks, and report any problems to that person.

Do not drive the vehicle unless you are satisfied about its roadworthiness.

- A minibus requires a current MOT certificate every year after the first year of registration.
- You should know and use the system the University has in place for reporting faults.
- Check that you have the Breakdown telephone number and membership details.
- In the event of mechanical failure, remember you have a primary responsibility for your passengers, the vehicle comes second.

2.4 Pre-journey check

On each occasion that you drive the minibus you should carry out a pre-journey check. With a bit of practice, it should only take a few minutes, but you might prefer to do this before your passengers arrive at the minibus.

Whilst details of pre-journey checks are contained in the Driver Safety Handbook, minibus drivers should also consider the following:

- 1 Look when you are approaching the minibus for anything unusual, e.g. external damage, or fluids under the vehicle.
- 2 Check for the fire extinguisher and first aid kit. Release the bonnet catch. Switch on the side-lights and hazard warning lights.
- 3 Unlock the rear door. Check the gangway is clear.

2.5 Vehicle insurance

Check that the University's insurance is valid for you to use the minibus to carry passengers on official business. The Travel & Fleet Department will be able to advise you.

2.6 Driver's hours

Past accidents involving minibuses have highlighted fatigue as a common element. Remember, most minibuses are driven by staff on a voluntary basis, and often outside their normal working hours.

We assume that the total working day will be one of the significant factors in determining the duration/distance of any planned journey, and therefore we strongly recommend the following restrictions:

	LIMIT	NOTES
<i>Daily driving</i>	<u>Maximum</u> of 10 hours	This relates to a 24 hour period from midnight to midnight. Driving your own vehicle to and from your place of work is not counted. Also see clauses below relating to breaks.
<i>Daily duty</i>	<u>Maximum</u> of 11 hours	Daily duty is the sum total of all time spent working including associated driving tasks. A lecturer, for example, needs to include fieldwork preparation time, travelling, delivering the fieldwork, driving the minibus, etc. These 11 hours can be spread out over a 15-hour period. At least 4 hours must be off-duty, ie 'a period where one is free to dispose of one's own time'.
Continuous driving	<u>Maximum</u> of 2 hours	If it is not possible to stop immediately, open a window for fresh air and stop as soon as it is safe and legal. Your concentration will be much improved if you plan your journey with regular breaks for rest and refreshments.
<i>Break period</i>	Minimum of 15 minutes	
Daily rest period	Minimum of 11 hours	This must be between two working days but can be reduced to 8½ hours only once within any given working week.

Please note the hours displayed overleaf are restricted to the activity of driving only, however due consideration should be given to any additional activities the driver may be engaged in as part of their duties during the period in question.

For example, if an individual drove for several hours, was then required to participate in an activity or meeting for several hours, and was then required to complete a further extended period of driving, consideration should be given as to the range of suitable options to reduce risk to a tolerable level, such as sharing the driving with another colleague or whether an overnight stay would be more appropriate. Guidance on completing Risk Assessments can be found on the HS&E webpages or from the HS&E Team.

Significant and unavoidable delays, eg motorway hold-ups and/or diversions need not restrict the completion of the journey so long as the driver considers it safe to continue.

If your journey is a long one, or if it includes either motorway or particularly remote areas, you should consider

- including a second adult/driver
- planning a route and driver schedule, and agreeing it with your line manager

Where a journey may extend beyond the boundaries of your normal working hours you should discuss with your Head of Department prior to the journey the arrangements for any additional hours worked as a result of the requirement to drive the minibus as part of your role, whether this be Time off in Lieu or Overtime.

In all instances, all Minibus drivers are required to observe the Working Time Directive, a summary of which has been provided in the greyed out box below

Working Time Regulations:

The following is intended to be a helpful summary but should there be specific advice required please contact the H&S Department and/or Human Resources.

You cannot work more than 48 hours a week on average, averaged over a 'reference' period of 17 weeks. This means you can work more than 48 hours one week, as long as the average over 17 weeks is less than 48 hours a week.

In general a worker has a right to:

- At least a 20 minute break if they will work longer than six hours;
- 11 consecutive hours rest in any 24-hour period
- One day off each week or two consecutive days off in a fortnight
- A limit on the normal working hours of night worker to an average eight hours in any 24 hour period.

A working week includes:

- Job-related training
- Time spent travelling if you travel as part of your job, eg sales rep
- Working lunches, eg business lunches
- Time spent working abroad
- Paid overtime
- Unpaid overtime you're asked to do
- Time spent on call at the workplace
- Any time that is treated as 'working time' under a contract
- Travel between home and work at the start and end of the working day (if you don't have a fixed place of work)

A working week doesn't include:

- Time you spend on call away from the workplace
- Breaks when no work is done, eg lunch breaks
- Travelling outside of normal working hours
- Unpaid overtime you've volunteered for, eg staying late to finish something off
- Paid or unpaid holiday
- Travel to and from work (if you have a fixed place of work)

2.7 Local practices

In addition to the legal requirements, the University has a driver safety policy and three supporting handbooks (including this one).

Where such rules exist, relevant copies should ideally be kept in the vehicle.

You should ensure that you have received adequate training in the safe use of any equipment provided. Discuss any concerns you may have with your line manager.

3.1 Loading & unloading passengers

Reminder: the driver is responsible for the safety and welfare of the passengers.

You need to make sure that your passengers know the behaviour expected of them and anything that causes a distraction to the driver is potentially dangerous.

- Before loading or unloading passengers ensure that the vehicle is stationary and the handbrake is fully applied. If the vehicle has an automatic gearbox, make sure you have selected 'park'. If it has a manual gearbox and the engine is running, ensure you have selected neutral. Hazard warning lights should be considered if their use would make the vehicle more visible.
- If you leave the driving seat, eg to supervise the loading, remove the keys from the ignition.
- Irrespective of age, there must only be one passenger per seat and seat belts must be worn.
- Passengers should normally enter or exit by the nearside sliding door, onto the footway, and should be supervised. Always ensure that the door safety catch is in position. At night, make sure the sidelights (not headlights) are on, and if possible park the vehicle facing the direction of traffic flow.
- When parking, take care to select a suitable location. If you have to stop on the main carriageway, the minibus must be clearly visible to other road users. Consider wearing a high visibility jacket, particularly in the dark.
- In specific cases, such as with elderly or disabled passengers, the exact position in which you park may be particularly important, e.g. closeness to the kerb, distance to walk, space at the rear to operate a wheelchair ramp, etc.
- If there is no alternative except unloading passengers from the side door onto the road, there must be a responsible adult by the door, facing on-coming traffic, and supervising the unloading.
- Normally, use the rear doors as an emergency exit only. Opening these doors can put your passengers on the road instead of on the footway, and at night can mask the rear lights.
- If you have to use the rear doors there must be a responsible adult by the door, facing on-coming traffic, and supervising the unloading. You have a legal requirement to always allow for access to the rear doors.
- Passengers must remain seated whilst the vehicle is in motion. They should not remove their seat belts until instructed. The most common accident when parked is a rear-end shunt and the passengers most at risk are those at the rear of the vehicle.

- You must distribute the load evenly across the vehicle (front/back and left/right). Apart from being a legal requirement, not doing so will definitely affect the handling of the vehicle (particularly the braking and steering).
- Luggage must be stored so that it will not block any of the exits. It would be illegal to do so, and it's one of the first things that the police would look for if you were stopped.

3.2 Maximum permitted load

You, the driver, are legally responsible for ensuring that the total weight of the minibus and its passengers does not exceed the design maximum for the vehicle – referred to as Maximum Authorised Mass (MAM) You'll find this, and other information, on the weight plate that's on all vehicles (it may be by the driver's door pillar but there's no standard place).

For a minibus, the maximum MAM is 3500kg (3.5 tonne) unless fitted with specialist equipment for carrying disabled passengers when a maximum of up to 4250kg (4.25 tonne) may be allowed.

Ensure you don't overload either front or rear axles – distribute the passenger load between the front and rear of the vehicle.

- The MAM should never be exceeded.
- Carrying the maximum permitted number of passengers is unlikely to overload your minibus, although with older teenagers or adults you may be close to the limit. However, the carriage of luggage either internally or on a roof rack, or the towing of a trailer, may do so.

A typical 17-seat minibus might have a gross vehicle weight of 3500kg, and an unladen weight of 2200kg. The difference in these figures, 1300kg, is the capacity to carry you, your passengers and any luggage.

You should allow for the average weight of an older teenager or adult to be about 75kg (that's 12 stone). Sixteen passengers like this would have a total weight of 1200kg – just within the limit in the example above of 1300kg.

Weighbridges

A list of weighbridges can be obtained by contacting your Local Authority.

3.3 Seatbelts

All minibuses are now required to have seat belts fitted and wearing them is a legal requirement. No standing passengers are allowed.

Front Seats in Minibuses

- The law requires children, and adults, travelling in the front of all vehicles, including vans, buses, coaches, minibuses and goods vehicles to use an appropriate child restraint or adult seat belts.

Rear Seats in Minibuses

Passengers sitting in the rear of minibuses must wear the seat belts that are provided. It is the driver's responsibility to ensure that:

- Children under 3 years of age use an appropriate child restraint if available.
- Children aged between 3 and 12 years and under 1.35 metres tall use an appropriate child restraint if available or, if not available, wear the seat belt.
- Children aged 12 and 13 years (and younger children who are 1.35 metres or taller) use the seat belt.
- Passengers over the age of 14 years wear a seat belt.
- The University requires the driver to take responsibility for ensuring that appropriate restraints/seat belts are used/worn by all passengers at all times. **No exceptions.**

3.4 Journey planning

It is essential that all journeys are properly planned. Along with familiarising yourself with the Journey planning section in the drivers safety handbook you need to consider:

- Drivers' hours and rest/comfort stops at least every two hours - This is the maximum time before a break. Don't be surprised if one of your passengers needs to stop after an hour!
- Journey details - Risk assessment, distance, duration, type of roads, loading, condition of the vehicle and weather.
- Fitness to drive - *You, your passengers, and the vehicle.*
- Emergency contact - *Someone not travelling with you, and available at all times.*
- *Provide details of your destination, planned route and times.*
- Anticipate problems
 - *Be aware of any individual passenger needs and the operation of all safety equipment carried.*
 - *Know what you will do in any emergency.*
 - *Check the internet, radio or similar in advance. Some RDS radios can be set to zero volume but will still interrupt for traffic problems.*
 - *Consider sat nav for less familiar areas but have a map as a backup. Have alternative routes in mind, and useful phone numbers to hand – and a phone.*
- Second driver and/or escort
 - *Essential if your circumstances require it.*
 - *Recommended for an extended journey.*

3.5 People with disabilities /Passengers with wheelchairs

If you carry passengers with disabilities the University will be able to arrange specific additional training and/or support that is appropriate. These specialised trainers are the experts and they are all extremely professional in this kind of work.

In most cases it will be essential to have another adult acting as an escort, as you may be required to carry and/or use additional items of equipment.

Where a vehicle is fitted with a tail-lift to facilitate the boarding and alighting of passengers who use wheelchairs then, for health & safety reasons, it is essential that such equipment is used appropriately and that wheelchairs are properly secured within the vehicle. If such equipment is installed, drivers must liaise with their line manager to ensure that the University's policy is followed correctly and to gain access to any available appropriate training.

3.6 Role of an escort

Escorts are recommended where passengers' needs require it (eg people with disabilities and for long journeys), and are essential where establishment guidelines deem them necessary. In the latter case, you will be given specific guidelines about responsibilities and actions required.

In general, the escort's role is to assist in the supervision and safety needs of passengers at all times. You will need to be aware of risk assessments, especially in relation to particular passengers.

- The driver still has the normal responsibilities for the vehicle and passengers, but the escort will provide support and assistance and it is essential to understand how the duties are best shared.
- An escort can provide valuable supervision during the journey that is beyond the ability of the driver, and can often help with any issues whilst the vehicle is in transit.
- An escort may also be able to assist the driver when manoeuvring the vehicle.

4.1 Speed Limiters

Minibuses first used on or after 1 October 2005, and those used abroad, must have a speed limiter fitted. This restricts the speed to 62mph and means you cannot use the outside lane of a motorway that has three or more lanes.

Make sure you know whether your minibus is fitted with a speed limiter, and understand how it affects your ability to overtake, accelerate, change lanes and join high speed roads from a slip road.

5.1 Passenger illness

Part of any journey risk assessment should be to know about any of your passengers that have a serious medical problem, the symptoms to watch for, and the action that you may need to take.

The University will have policies about how you must deal with a range of these situations and you should therefore know what you are expected to do, including any less serious problems such as headaches, minor cuts or bruises, etc. This should include information about using the first aid kit which must be in the vehicle, and whether sterile gloves and mouth masks must be used (they are not part of the standard first aid kit).

There may be specific guidance, for instance, about when to call the emergency services, and procedures to follow.

In some cases, you may have to plan your route with additional care. At other times you may be required to have another adult in the minibus as an escort.

You should always keep the appropriate people fully informed by using your contact number.

6.1 Taking a minibus abroad

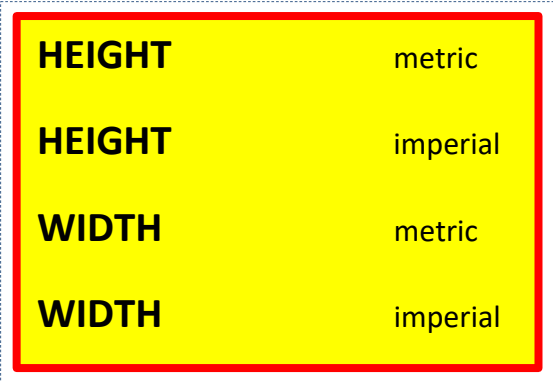
Taking a minibus abroad is complicated and involves a considerable amount of preparation since different regulations apply. The driver may have to take a further DSA driving test for passenger-carrying vehicles, the vehicle may need modifications, and additional insurance will probably be required.

There are unlikely to be any cost savings overall, and little if any advantage. The University would advise you to consider hiring a bus and driver from a reputable coach hire company. Consult the Travel & Fleet department for guidance.

7.1 Minibus height sign

It's always a good idea to know the height of your vehicle. You can use the template below to produce a sign that can be put somewhere prominent in the vehicle, we suggest to the rear of the driver's sun visor.

Never place anything on the windscreen or other windows as this may obstruct the drivers view and is likely to be illegal.



Print label, preferably in colour.

Cut around the dotted line, insert vehicles height and width in both metres, feet and inches.

We suggest you laminate and adhere to the rear of the driver's sun visor.