

Guide to driving a minibus on behalf of the University.

This guide details University minibus driver safety policies, training requirements and the minibus driver check list.

VERY IMPORTANT

If you hire a minibus on the business of the University, you **MUST** display a SECTION 19 MINIBUS PERMIT (also known as a "Small Bus Permit"), obtainable in laminated form from the University's Insurance Office (extn 8309). Only authorised drivers over 21 with a category D1 (101) licence entitlement can drive minibuses.

Since 1 January 1997 drivers no longer receive automatic category D1 entitlement when they pass Category B car test. There is a restricted allowance for drivers who only hold a category B driving licence and have not passed a D1 (minibus) driving test for incidental driving under the following conditions:

- The driver is over 21 years of age/under 70.
- The driver has held the category B driving licence for at least 2 years.
- The driver receives no payment or consideration for driving the vehicle other than out-of-pocket expenses.
- The minibus has a gross weight not exceeding 3.5 tonnes (4.25 tonnes including any specialised equipment for carriage of disabled passengers). You need a special certificate to be able to carry disabled passengers.
- The minibus is being driven for social or educational purposes and the driver is driving under section 19 permit which is clearly displayed on the vehicle.
- The minibus has up to 14 passenger seats. Please note that there are few minibuses that are in this category, for instance; a Ford 17-seater bus could not be driven as it exceeds the weight allowance, but a 14-seater would be suitable.

It is your responsibility to ensure that you have the correct vehicle license.

University minibus driver safety policy

The University requires that its minibus drivers meet an approved driving standard. Any driver who has not attended a theory session and passed the associated practical assessment will not be permitted to drive University minibuses, or hire minibuses on behalf of the University, in the course of their duties.

The University has made arrangements with Reach Training Services **0118 988 1313** to provide training and practical assessments. The associated costs must be met by the departments concerned and it is therefore for them to review and rationalise their future departmental driver and minibus purchasing arrangements accordingly.

University driver training requirements

Candidate driving licence requirements must be met before a practical assessment is arranged – ie, drivers must be over 25 years old; an unendorsed UK car driving licence must have been held for 3 years or more; a theory session outlining the drivers legal responsibilities must be attended; a practical driving assessment must be taken and passed; those who fail must retake the practical assessment within one month; those who fail a retake will not be permitted to drive minibuses on University business; and training records must be kept by the Insurance Office and by the departments concerned.

For current up to date minibus legislation please click here to be redirected to DVLA web site at: www.dvla.gov.uk

The following checklist must be displayed in all University minibuses:

The Driver is personally liable for each of the following if stopped by the Police, so please check before you begin your journey:

- Is the Road Fund Licence visible and valid?
- Is the Small Bus Permit visible?
- Is the First Aid Kit present and contents correct?
- Is the Fire Extinguisher present and maintained?
- Are lights working?
- Do the tyres appear to be in good condition and are they inflated to correct pressure?
- Are the aisles and doorways unobstructed?
- If towing a trailer, is there a near side passenger exit?
- Is the vehicle likely to be over the gross vehicle weight?
- If carrying an external load, is it securely fixed?

Children of 14 and under **MUST** wear seat belts if fitted.

Please note: leave side lights on when parked on the road at night.

Arrange for faults/deficiencies in any of the above, to be rectified before you go out on the road.

You should consider the following items especially if you are going on a long journey:

- Taking a back-up driver
- Adequate breakdown assistance
- Oil
- Coolant
- Fuel
- Screen wash
- Brake/clutch fluid
- Jack (brace + handle)
- Mirrors
- Spare tyre

On the road, please remember the following:

- The 2 second rule
- To do a rolling brake test ASAP
- Speed limits for minibuses are: 30 mph in built up areas, 50 mph where the national speed limit is in force, 60 mph on dual carriageways and 70 mph on Motorways.
- If towing a trailer, the speed limit on Motorways is 60 mph and you may not use the outside lane.
- Do not drive for more than 2 hours/120 miles without a 30 minute break.

When you have finished with the vehicle, please ensure that you report any damage or problems with the vehicle to the appropriate person.

If you have any queries please contact the Insurance Office who will be happy to assist you.

Summary of contact names

Insurance Office

0118 378 8309

insurance@reading.ac.uk