**Requirements to drive the Minibus**

It is our policy to take all reasonable steps to manage the health and safety of those people who drive a YMCA vehicle. This is to comply with our legal duties as an employer/lender of a vehicle and to demonstrate that we have taken all reasonable steps to introduce safe systems of work.

We have a duty under the Health and Safety at Work Act 1974 (HSWA) to take steps as far as is reasonably practicable, to ensure the health, safety and welfare of those who need to drive a YMCA vehicle. In order to comply with these duties, we will take steps to set up safe systems in order to control and manage any risks which cannot be eliminated. These will be identified by the carrying out of a suitable and sufficient risk assessment as required by the Management of Health and Safety at Work Regulations 1999. Where applicable, this policy is also based on the relevant provisions of the Road Traffic Act 1988.

**PROCEDURES AND DOCUMENTATION**

In order to comply with our legal duties, we have introduced a set of procedures and drivers will be required to produce basic information. These are to be followed by all drivers at all times:

* The Driver Safety Checklist must be completed and returned to the Senior Operations Officer.
* The named driver’s driving licence (photo card only) will be supplied and copied. As the paper copies are now not being used anymore we will also need access to ‘share my driving licence’ through [www.gov.uk/view-driving-licence](http://www.gov.uk/view-driving-licence) and let us have your check code.

(How to do this: <https://www.youtube.com/watch?t=69&v=zn2A8E2xo1I> )

* Appropriate previous experience of driving minibuses is required or training will be undertaken by the driver if not, especially If carrying young people where a Bournemouth Borough Council Driving Competence Permit or a MIDAS permit is recommended.

The law on the licensing requirements for driving minibuses is complicated. Anyone with entitlement to drive cars prior to 1 January 1997 – shown as group A on an old style green or pink licence, or as category B and D1 not for hire or reward on a pink and green or photo-card licence, can drive a minibus provided;

* They are over 21, (25 to be insured by the YMCA)
* They have held their licence for at least two years
* The minibus has a maximum of 17 seats including the driver’s seat, and
* The vehicle is not being used for hire or reward and is being used for social purposes (Hire or reward means any payment in cash or kind by or on behalf of the passengers that gives them a right to be carried).

If the vehicle is to be used for hire or reward in any way (even passengers paying towards costs of a trip) then an appropriate Section 19 permit should be obtained.

A person, who obtained entitlement to drive cars after 1 January 1997, will not have an entitlement to drive minibuses. To drive a minibus the ‘new driver’ will usually require a PCV licence. There are certain circumstances where the driver may drive without a PCV licence but these are restricted and due to the weight of this minibus being over 3.5 tonnes the category D1 must be on the driver’s license or a PCV license held.

If D1 is not on the license it can be obtained by attending additional Driver Standards Agency test (DSA test). This will consist of a medical examination, theory and practical test. The test is not cheap to attend and you would be looking in the region of £750 - £1000 to complete it.

The YMCA Senior Operations Officer will ensure that:

* the vehicle has a current MOT certificate.
* the vehicle is suitably insured and taxed.
* the vehicle is regularly serviced.

The driver should:

* Inform the Senior Operations Officer of any changes in their circumstances, e.g. penalty points or health changes.
* Ensure they have the correct entitlement on their licence
* Have regular eye tests and ensure that any necessary glasses for driving are worn.
* Complete the Vehicle Checklist before each use and report defects to the Senior Operations Officer. In the event that a defect is suspected, the driver should never take a risk and attempt to drive a vehicle. The driver/organisation will be responsible for payment of any damages caused to the outside or inside of the minibus and the excess on an insurance claim will be £1,000.
* Complete the Journey log for each journey.
* Complete the Minibus register if carrying any passengers.
* Ensure that sufficient breaks are built in to prevent fatigue and allow for any bad weather or traffic congestion etc. a rest break of 15 minutes should be taken every 2 hours.
* Never use hand-held mobile phones whilst driving and calls should only be made or taken when it is safe to do so in a parked vehicle.
* Always drive within speed limits and according to the prevailing weather conditions.
* Before a journey, familiarise themselves with the procedure to follow in the event of a breakdown.
* In the event of any accident whilst driving inform the Senior Operations Officer.

**REPORTING BACK OF DAMAGES TO VEHICLES**

The user shall indemnify YMCA Bournemouth for the cost of repair of any damage done to the bus that may result as a result of its use. This includes damages whilst driving or stationery or to internal décor/seats etc. The vehicle has an excess on insurance of £1,000 that may need to be paid in the event of an accident caused by the driver.

**ILL HEALTH AND DRIVING**

The Driver is responsible for ensuring that they are physically fit to drive. Should this change, the Senior Operations Officer must be informed as soon as possible. Drivers should also remember that some prescription drugs can cause drowsiness and affect their ability to drive safely. In the event that medication is necessary, drivers should check with their GP or pharmacist before driving, even short distances.

**MINIBUS PERMITS**

Minibus permits allow certain organisations to use a minibus for hire or reward purposes without having to comply with the full public service vehicle operators’ requirements or the driver needing a PCV licence. These organisations are restricted to those concerned with education, religion, social welfare and providers of community benefit.

The permit does not exempt a driver from having to comply with the licencing requirement above. It does however allow a driver who obtained their ordinary car licence prior to 1 January 1997 to drive a minibus on NCC business without having to have a PCV licence. Those employee drivers who obtained their car driving licence after 1 January 1997 will still normally need a PCV licence to drive the vehicle.

Section19 permits are issued to the establishment and are not vehicle specific. Each minibus should display a permit whenever it is on the road, and so if the establishment uses more than one vehicle at a time, they should obtain the same number of permits.

Permits are issued under Section 19 of the Transport Act 1985 and can be obtained for a small fee from the local Traffic Commissioner. The permit is only valid in the UK. Outside the UK, a PCV licence is required to drive for hire or reward.

**DRIVING A MINIBUS ABROAD**

Strict regulations govern the use of minibuses on international journeys. Operators of minibuses abroad will be subject to the laws of the countries they will be visiting, and these can vary depending on whether the country is part of the EU or not.

Any minibus going abroad must be fitted with a tachograph. This minibus has one fitted but before the minibus can be taken abroad the driver has to obtain a card to operate it. Please discuss with the YMCA’s Senior Operations Officer if you wish to consider taking the minibus abroad.

**CANCELLATION POLICY**

We understand that sometimes your circumstances will change and that you will no longer require use of the minibus.

* **Cancellations for one-off bookings** must be notified to the Senior Operations Officer as soon as possible and giving at least 2 weeks’ notice. If less than 2 weeks’ notice is given, the client will be responsible for paying the total value of the booking. If the vehicle is not used on the day for any reason the full charge is still payable.
* **Cancellation for block bookings** must be notified to the Senior Operations Officer as soon as possible, giving one month’s notice. If less than one month’s notice is given the client will be responsible for paying the total value of the bookings.

The YMCA reserve the right to cancel a booking due to the vehicle becoming unsafe to use or requiring maintenance work to be completed on it.