



TITLE	REF	VERSION
Driving at Work Procedure	Gov	1.0

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## DRIVING AT WORK PROCEDURE

### Scope

These procedures refer to college staff that may be required to drive on college business or may manage staff that are required to drive on college business.

### Definitions

**PCV / D1:** A formal course of instruction (theory and practical) which includes a medical, allowing drivers to drive a minibus.

**D1(101):** A license category held by drivers who passed their 'B' car license prior to 1997 which allows them to drive a minibus.

**MiDAS:** Minibus Driver Awareness Scheme. A formal assessment of the drivers competency in driving a minibus. Arranged by the Governance & Compliance team. Required by all authorised drivers of College transport. The only exceptions are if the driver has completed a formal D1/PSV course or the driver has D1(101) on their license and they can evidence a history of driving minibuses with passengers.

**Minibus Permit:** Section 19 Standard Permits are issued to bodies to enable them to provide transport for their own members or other people whom the organisation exists to help. The vehicle must not be used for carriage of members of the general public. Category B and category D1 (101) licence holders are entitled drive minibuses that are operated for hire or reward in accordance with a Section 19 permit.

**Vehicle before use and after use inspection:** A means of checking a vehicle is safe and road worthy by using a formal checklist before the vehicle is used and again after completing the journey.

**College vehicle:** A vehicle owned or on lease for use by competent and trained College staff and in some cases by authorised and trained students. Such vehicles may include minibuses, cars, tractors, plant equipment and all terrain vehicles.

### Driving at Work Procedure

#### 1. Authorised Drivers

The Governance & Compliance team will maintain a register of minibus authorised drivers which will be available to view by all managers. All staff required to drive College minibuses must be registered as authorised drivers by submitting their driving license (which must be in date) to the Governance & Compliance Department (email [healthandsafety@activatelearning.ac.uk](mailto:healthandsafety@activatelearning.ac.uk)) for inspection.

Any alterations, endorsement or suspension of an authorised minibus driver's license must be immediately notified to the Governance & Compliance Department (email [healthandsafety@activatelearning.ac.uk](mailto:healthandsafety@activatelearning.ac.uk)).

Please note that if the photo card license has expired, staff will not be covered by the College insurance, and they will be unable to drive a College vehicle until a valid photo card license has been sent to the Governance & Compliance Department.

Authorised drivers should book transport for official journeys by contacting their campus P&E dept (contact Facilities Helpdesk for Surrey Colleges).

#### 1.1. Business Use Car insurance

Staff that are required to use their own vehicles when driving on College business are to ensure

they have Business Use Car insurance cover. Managers are required to check that their staff have appropriate Business Use Car insurance if required to drive on College business.

## **2. Use of College Vehicles**

**2.1. College vehicles are only to be driven by competent and trained College staff or in exceptional cases by College students.** The 'fleet' manager responsible for the vehicle is to maintain a record of authorised drivers and their means of competency. A register of minibus drivers is maintained centrally.

### **2.2 When using a College vehicle, all staff must:**

- Be the named driver on the booking sheet and supply a mobile contact number as part of the booking process.
- Check the vehicle in accordance with the checklist issued with the keys.
- Drivers must observe the Highway Code and Road Traffic Act.
- Complete the mileage log for each journey made.
- Observe the NON-SMOKING restriction.
- Ensure the seating capacity is not exceeded, and all passengers behave in a safe manner.
- All fuel obtained must be recorded on a garage receipt showing the vehicle registration number.
- Any incidents, such as punctures, accidents or breakdowns, must be recorded on the Fault Report log which is contained within the vehicle pack and reported to the P&E dept (or Rural Estates team for Surrey Colleges) once the breakdown has been dealt with according to procedure.
- Any faults with the vehicle should be logged in the Fault Report Log.
- Any misuse of the vehicle, whether through failure to comply with regulations laid down by the College or misconduct of the passengers, will mean withdrawal of the privilege of use for a specific period of time. Further instances will result in complete withdrawal of privilege of use.
- On return to campus, the vehicle and keys are to be returned to the P&E dept (for Merrist Wood College they are to be returned to the Rural Estates).
- In the event of late return of keys Reception or P&E (Rural Estates team for Surrey Colleges) must be notified as soon as possible
- Clean out the vehicle when finished.

### **2.3 Using College Minibuses**

A minibus is a motor vehicle with between 9 and 16 passenger seats. It is described as a category D1 vehicle by the Driving Vehicle Licencing Authority.

**2.3.1. In addition to holding a full driving license there are additional criteria that staff must fulfil before being able to drive a minibus.**

- The majority of schools, colleges and universities are non-profit making bodies and will be eligible to operate under a Section 19 Standard Permit (formerly known as a small bus permit).
- Employees of the College must be a minimum of 21 years of age and have at least 2 years driving experience before they can apply to drive a college minibus.
- Drivers who passed their car driving test before 1st January 1997 will normally have a D1(101) – minibus, not for hire or reward – entitlement on their license. This will remain on the license until it expires at age 70 or unless removed by DVLA (DVA Northern Ireland), usually for medical reasons.

- Drivers who passed their car driving test before 1st January 1997 who have a D1(101) category can drive a minibus carrying up to 16 passengers with no maximum weight restriction on the vehicle. Drivers with a D1 + E (101) (not for hire or reward) entitlement can tow a trailer over 750 kg.
- Drivers who passed their car driving test on or after 1 January 1997, may drive a minibus that is not being used for hire and reward if the following conditions are met:
  - you are over 21 and have held a category B license for at least 2 years.
  - you receive no payment other than the recovery of your out of pocket expenses (e.g. fuel and parking costs).
  - you provide the service on a voluntary basis.
  - the total weight of the minibus including passengers is not more than 3.5 tons – plus up to 750kg of equipment for disabled passengers, for example a wheelchair ramp. The weight of the vehicle (sometimes known as the ‘maximum authorised mass’ or MAM) is shown on a metal or plastic plate situated in the engine shell or on a door pillar.
  - you do not tow a trailer.
- Even though the license restriction says ‘not for hire or reward’ these license holders can drive a minibus operated under a Section 19 without additional conditions. There are restrictions on towing a trailer.
- Apart from D1 drivers who have completed a formal minibus course or drivers (with D1(101)) who can evidence regular minibus driving with passengers, all other drivers will be assessed and trained in minibus driving and passenger safety before they take students out. MiDAS – Minibus Driver Awareness Scheme – provides a structured programme for the assessment and training of drivers and this can be delivered in-house at the College. Any staff who are required to drive a minibus should discuss the requirement with their line manager and complete the above training.
- Persons wishing to use minibuses equipped for carrying wheelchairs will be required to receive separate instruction in the use of tail-lift and wheelchair restraints. Refer to Appendix 1.
- A register of authorised minibus drivers will be maintained by the Governance & Compliance Department and only such authorised drivers will be allowed to drive College minibuses.

### **2.3.2. Using a Trailer**

- The driver must hold the appropriate license. A D1 and a D1(101) entitlement permits the driving of a minibus with a trailer of up to 750kg maximum authorised mass (MAM). A D1E and a D1E(101) should be on the driver’s license where the maximum authorised mass of the trailer is over 750kg. In this case the minibus/trailer combination must not exceed 12 tons MAM and the laden weight of the trailer must not exceed the unladen weight of the towing vehicle.
- The gross-train weight of the minibus must not be exceeded.
- Regulations state that when a minibus has rear passengers there must be unobstructed access to at least two exits.
- Additional training may be required to ensure they are competent in managing the attachment of the trailer to the minibus and in driving the minibus/trailer combination.

### **2.3.3. Hours of Driving**

- Drivers should consider the number of hours required to complete the journey and also how many hours may have already been worked – e.g., full days teaching. Drivers should plan their journey to include plenty of breaks. Think of distance, breaking and stopping points, arrival and departure times.

- The College recommends that staff members should carry out no more than two hours continuous driving after which the accumulated length of break from driving should be at least 15 minutes.
- **During a normal working day drivers should not drive for more than six hours in total.** Drivers should not be required to supervise students during their breaks, as this would not be a break for the driver. With each additional driving period, the break time should be extended. Drivers should **NEVER** be expected to do a full day's work or be awake for a full day and then drive for several hours in the evening. Staff should re-arrange their work schedule if this is the case.

#### 2.3.4. Seating Capacity

- The number of passengers including the driver must not exceed the number of seats provided. A minibus has a maximum of seventeen seats including the driver. In all cases the driver must ensure that all passengers use their seatbelts.
- A very small number of individuals may have a good medical reason why they should not wear a seatbelt and may have a medical exemption certificate. Such passengers must travel in the rear of the vehicle.

#### 2.3.5. Wheelchair Passengers

- Persons wishing to use minibuses equipped for carrying wheelchairs will require to receive separate instruction in the use of tail-lift and wheelchair restraints.
- There are special training requirements for drivers of wheelchair accessible buses, including the use of passenger seats, seat removal and wheelchair restraint systems.
- Passengers may have a wide variety of needs; these include physical, emotional, mental and medical needs and behavioural and learning difficulties. The needs of the passengers need to be known in advance of the journey so that they can be catered for and planned for. Passengers should only be carried on a minibus suitable for their needs. Full guidance attached as Appendix 1

### 3. Responsibilities of Driver

The driver will be responsible for the collection and return of the vehicle and the following tasks before commencement of the journey:

- Each driver is not only responsible for the safe driving of the vehicle, but also for ensuring that its operation is legal in all respects. The vehicle should be checked in order that it complies to being roadworthy.
- The driver should check over the vehicle as per the vehicle checklist and should any listed mechanical defect be found; the vehicle **MUST NOT BE DRIVEN**.
- Conducting a pre-use check of the vehicle to make sure it is not overloaded.
- Ensure that all doors are securely fastened.
- If the vehicle is a minibus, ensure that it is carrying a fully stocked first aid kit and fire extinguisher.
- Ensure you take the vehicle pack as it contains important information relating to the vehicle.
- P&E staff will check the vehicles on a regular basis. Vehicles at Merrist Wood College are managed by the Rural Estates team).

The following tasks will be completed by the driver at the end of the journey:

- Completion of the logbook
- The reporting of any defects which occurred during the journey.
- The replenishing of the fuel.

- Ensure that the vehicle is left in a clean and tidy condition.
- Return vehicle pack to P&E (for Merrist Wood College they are to be returned to the Rural Estates).

#### **4. Advice for Drivers**

##### **4.1 Before Setting Off**

- Allow sufficient time for the journey, avoid long spells of driving and plan breaks.
- Never allow passengers to board until the vehicle is at a complete standstill, and safely parked by an adjacent pavement or other traffic free area.
- DO NOT overload the capacity of the vehicle and ensure that all passengers are wearing seatbelts.
- Check road and weather conditions.

##### **Additional points for Minibus.**

- Always ensure that the ambulant disabled passengers are seated safely and comfortable and that passengers travelling in their wheelchairs are safely restrained. Wheelchairs not in use must also be securely stored.
- Ensure any luggage or equipment is stored safely and keep the gangways clear.
- Take care when using passenger lifts and other specialist equipment. Always comply with the manufacturer 'instructions
- Consideration should always be given to the safety of the passengers waiting for the minibus to arrive and during the time they are boarding and leaving the minibus at pick-up and drop-off places. Always identify a safe pick-up point
- Passenger comfort is important. The minibus must not be too hot, cold or stuffy. The driver must be aware that driving too fast, especially when this may involve vehicle swing and sway, is likely to induce travel sickness. There must also be regular and appropriate rest stops. Passengers must be made aware of what type of behaviour is expected of them.
- Drivers cannot safely drive and supervise up to 16 students at the same time. It is neither predictable nor safe. Escorts are recommended whenever large groups are being carried, especially on longer journeys.

##### **4.2 During the journey**

- Enforce a NO SMOKING rule.
- NEVER use a mobile phone whilst driving
- If you have to stop for an emergency or breakdown whilst on a motorway, only stop on the hard shoulder and as far away from moving traffic as possible.

##### **Additional points for a Minibus**

- Ensure all passengers remain seated and no horseplay.
- Do not allow passengers to operate doors while in motion.

##### **4.3. At the end of the journey**

- Never allow passengers to disembark until the vehicle is at a complete standstill and safely parked.
- Always park so that passengers step onto the footway and not onto the road
- Report any problems or incidents that occurred during the trip to the College.
- Replenish the fuel.
- Clean and tidy the vehicle and ensure all rubbish is removed and disposed of

appropriately.

- Return the keys and pack to P&E (return to Rural Estates at MWC)

## **5. Emergencies**

### **5.1 If the vehicle breaks down:**

- Get the vehicle off the carriageway, if possible.
- Use hazard warning lights and other lights as necessary.
- Do not spend very long trying to find the problem.
- Call for assistance as per the information in the vehicle pack, without leaving the vehicle, if possible. Use your mobile phone if you have one or ask a passenger to do so on your behalf. If you have to leave passengers in the vehicle in order to summon assistance, always instruct them to stay in or with the vehicle until you return.

### **5.2. Breakdown on the Motorway**

- If practicable leave the motorway at the next exit and seek assistance.
- Otherwise pull safely off the carriageway onto the hard shoulder and park as far to the near side of the hard shoulder as possible.
- Try to stop near an emergency phone, which is a mile apart, or use your mobile phone when stationary. Red and white posts positioned every 100 metres have an arrow indicating the direction of the nearest telephone. The emergency phones are free and connect you directly with the Motorway Police Control Room. They will arrange any help you need. The emergency phones are coded so your exact location is known.
- Switch on the vehicle's hazard warning lights and at night switch on all other lights except headlights.
- If possible, get all the passengers out of the vehicle using near side exits. Then keep passengers well away from the carriageway, preferably on the embankment. In the case of passengers in wheelchairs, it may not be practicable or safe to do so.
- **NEVER CROSS THE CARRIAGEWAY**

### **5.3 Vehicle Fire**

- Stop and switch off the engine.
- Leave the gear lever in neutral in case the engine re-starts due to an electrical short circuit.
- **GET THE PASSENGERS OUT OF THE VEHICLE** and away from it. Always evacuate the vehicle if possible BEFORE tackling the fire
- For wheelchair users, use the lift, as even in an emergency it is the safest way to evacuate the vehicle. If power to the lift is cut, use the hand-pump to lower the lift halfway and evacuate the wheelchair users in two steps – from bus to lift platform, from lift platform to the ground – the wheelchair should be lifted out backwards, use two people for this procedure.
- If no help is available or the wheelchair cannot be released from the clamps, the passengers must be carried from the vehicle. Check with the passenger how best to carry them. If they are unconscious drape their arms around your shoulders and with their face to your back carry them to safety.
- Tackle the fire **ONLY IF IT IS SAFE** to do so and you have received training. If you suspect an engine fire, release the bonnet catch from the inside of the vehicle if possible. **DO NOT OPEN THE BONNET**. Use the fire extinguisher, if vehicle has one fitted, through the aperture between bonnet and grill.
- **CALL THE EMERGENCY SERVICES**

- When the emergency services arrive, inform them if all passengers are out of the vehicle, and if there are any hazardous containers on board, i.e., gas cylinders.

#### **5.4. IF A PASSENGER IS TAKEN ILL**

- Stop in a safe place.
- Administer first aid if you feel able to do so.
- Call for an ambulance if required, either by mobile phone or by stopping traffic, to get them to call for help. If near a hospital or Health Centre, it may be appropriate to drive there directly.
- Contact the College with details of the circumstances.
- Offer reassurance to the other passengers.

### **6. Insurance**

All passengers travelling in College vehicles are covered by College insurance. Drivers should ensure that the number of passengers carried does NOT exceed the number of seats, otherwise the insurance cover will be void. When using a minibus, the driver must hold a current MiDAS certificate, or their insurance cover may be void. The only exceptions are if the driver has completed a formal D1/PSV course, or the driver has D1(101) on their license and they can evidence a history of driving minibuses with passengers.

A vehicle pack will be included in each vehicle consisting of breakdown and insurance details.

### **7. Drinking or Medication and Driving**

In keeping with the College's policy on the above, you are prohibited from driving when under the influence of alcohol or drugs. This includes prescription medication, where the supporting information indicates that it may have an effect on your ability to drive. You must bear in mind that anyone involved in heavy drinking the night prior to driving can still be over the legal limit to drive well into the following day.

### **8. Accident/Incident**

**If a breakdown/accident or incident occurs, then the procedure on the Immediate Action Card (held with the vehicle documents) should be followed:**

#### **Care of the Group**

- Ensure the safety of the group from further danger.
- Arrange search, rescue, medical care or hospitalisation as necessary.
- Ensure the welfare of all concerned.

#### **Next Steps**

- Inform the contact person at home/College as soon as possible.
- Inform the Breakdown Service Provider as soon as possible (this information can be found on the front of the vehicle pack).

**All College minibuses are covered by Breakdown Recovery Service for roadside assistance and relay.**

**A driver's guide to the service provided by the Breakdown Recovery Service is listed on the front of the vehicle pack.**

- The person you will contact will need to know what has happened and the current situation.
- Try to provide a telephone number/destination where you can be contacted.
- In case of a serious incident, notify the police.
- Do not interfere with any equipment etc., which could be relevant to the subsequent

investigation.

A **SERIOUS ACCIDENT OR INCIDENT** is described as:

- An accident leading to a fatality, serious or multiple fractures, amputation or other serious Injury.
- Serious illness
- Circumstances in which one or more party members might be at serious risk.
- Any situation in which the presence or possible involvement of the press or media could have significant implications.

### **Warnings and advice**

- Without the approval of the establishment head or appointed authority, politely decline to comment to the media.
- Avoid making any statement admitting liability.
- Those involved in an accident need not communicate with anyone other than those in an official capacity.
- Be compassionate with anyone involved.
- Preserve any vital evidence and keep a written record of all relevant facts on the incident form within the vehicle pack.

## **9. Adverse Weather Conditions**

Where there is adverse weather conditions forecast, the driver is advised not to plan or undertake a journey unless absolutely necessary. In periods of ice and snow the driver must use their discretion to decide whether a road is passable or not, and where possible choose a safer alternative. When the air temperature is below  $-12^{\circ}\text{C}$ , diesel fuel will stop flowing due to wax build up in the pipeline. Drivers are advised not to attempt journeys in such low temperature conditions. At their discretion drivers may abandon a journey and take students back to College (or another safe environment). In the event that the transport becomes stuck because of blocked roads, students should be instructed to stay on the bus until help arrives.

## **10. Maintenance and Recovery**

If you require breakdown recovery services or windscreen damage repair (all college vehicles), please call the number listed in the vehicle information pack and follow instructions.

## Passengers Travelling in Wheelchairs

Most minibuses with passenger lifts are fitted with a standard under-floor lift. Basic operating instructions are located at the rear of the vehicle, inside the rear doors.

### Operation of Tail-lifts

- Park the bus on level ground whenever possible. If sloped ground cannot be avoided, always face the vehicle downhill.
- Stop the engine – there is enough battery power to use the lift. Ensure that the handbrake is on, and rear doors are secured when opened.
- Passengers should be guided on to the lift by the driver or escort. Always approach the platform from the rear in a straight line.
- Advise passengers to hold handrails, wheelchair users to apply brakes and ensure that the wheelchair stops at the rear bridge plate and at the front of the lift are both raised.
- Passengers who use electric wheelchairs should be advised to turn off the power until the lift has stopped moving. If the driver is concerned about any possibility of the wheelchair being moved by accident, they should ask the passenger how to disconnect the power drive to the wheels.
- The driver or escort should stand on the lift with the passenger while the driver operates the controls.
- Always ensure that the lift is raised to floor level before passengers start moving to the back of the bus.
- When folding the lift away, keep hands and feet clear of moving parts including the gap between the operating arm and the vehicle body.
- If the electrical power supply fails a manually operated pump is located by the lift motor (inside bus at rear side) The lift can be raised and lowered by operating control valves and pump handle. Instructions are on the pump case or side wall of the bus.
- Passenger lifts are available for people who have difficulty walking as well as for wheelchair users. The driver or escort must stand on the tail lift with the passenger and support them while the lift is in motion.

### Carrying Passengers in Wheelchairs

The requirements of the Code of Conduct for carrying passengers in wheelchairs must always be followed:

- **Passengers must not be carried in wheelchairs facing sideways.**
- All wheelchairs must be restrained by use of a webbing harness. See advice sheet in Appendix – for correct use of clamps. Some wheelchairs (especially sport models and some electric wheelchairs) do not have a conventional frame which will accept clamps. Passengers with such wheelchairs must transfer to an ordinary seat and must not travel in an unrestrained wheelchair.
- Passengers in wheelchairs must be offered the use of a track-mounted seat belt. Electric wheelchairs take up more space in the bus and could present a hazard if power is not switched off. Always ask the passenger to switch off power when the wheelchair is in position. On some wheelchairs it may be possible to disconnect the drive to the wheels to prevent any accidental movement of the controls.
- If a passenger transfers to a fixed seat, their wheelchair should be folded and stowed safely on the vehicle. Restraint straps are available to secure a folded wheelchair.
- Other items such as Zimmer frames should also be restrained.
- A gangway must always be maintained between seats and wheelchairs, sufficient for

the driver to raise the rear door handles.

- All restraint equipment must be stowed safely when not in use. Clamps, seatbelts etc., may be attached to the tracking or stowed in storage boxes such as the one above the windscreen. Loose equipment is a hazard for tripping and would fly around in the event of emergency braking.

### **Seat Removal and Refitting**

Drivers need to know before starting a journey how many passengers will be travelling, including any who remain in wheelchairs. The seating layout must be adapted to suit. Two systems are in use for locating seats in tracking.

- a. Lockable seat fixture – this can be identified as a bar joining the base seat legs with a central spring loaded plunger. The track must be clean and free from small stones or grit. Locate the seat on the track with the base plate flush with the top of the track. Release the locking plunger and move the seat forward or back by approximately half an inch. The plunger should then drop into place. The seat is only secure when the top of the plunger is flush with its housing.
- b. Hook seat fixing – Locate the seat on the track. Fix the hook base in the track and pull the hooks over the seat bar. Tighten the knurled nut until the seat is secure.