

(ENTER ESTABLISHMENT NAME)

CODE OF PRACTICE FOR DRIVERS ON MINIBUS JOURNEYS

Prior to use

- Use of the vehicle must be pre-booked by *insert details*.
- Only drivers with a valid permit may drive the vehicle
- **The vehicle must not be used without prior permission/notification.**
- The vehicle must be checked using the sheet provided and any defect recorded and reported immediately to *insert details*.
- The vehicle must not be used with any defect unless approved by a competent person, such as a member of Transport Services staff.
- The vehicle must have enough fuel to complete the journey, or the driver must have means of obtaining sufficient fuel.
- Drivers using a particular vehicle for the first time, or after an extended break from driving the vehicle, should familiarise themselves without passengers on board.
- If there is a possibility of the driver being distracted by the passengers, an adult escort must also travel on the vehicle.

During the journey

- Drivers and passengers must wear seatbelts.
- The seatbelts of those who are unable to secure their own seatbelt must be checked by the driver prior to the journey.
- Prior to pulling away after a passenger has embarked, all passengers must be reminded to wear seatbelts.
- Passengers must be closely supervised and not be allowed to distract the driver in any way.
- Passengers must not be allowed to block gangways and exits with their luggage or equipment.
- In the event of a breakdown or collision, drivers must decide whether passengers should be kept on-board the vehicle or evacuated to a safe place (recommended on motorways).
- Evacuated passengers must be supervised and not allowed to return to the vehicle in order to collect belongings etc.
- If serious delays in arrival times are anticipated this information must be passed immediately to *enter details*.
- Details of any incident or unusual occurrence during the journey must be passed to *enter details*.
- Breaks from driving must be taken (15 minutes in every 2 hours and 45 minutes after two sets of two hours).
- Passengers must be dropped off on the kerbside.
- The vehicle must not be moved until all discharged passengers are clear of the vehicle.

At the end of the journey

- Any defect or damage must be reported to *insert details*
- The vehicle must be internally checked for damage and litter.
- Passengers belongings etc. left on the vehicle must be handed to *insert details*
- The keys must be returned to *insert details*