



Vranch House

USE OF THE CHARITY'S VEHICLES & MINIBUS PROCEDURES

GENERAL

1. No vehicle belonging to Vranch House is to be driven without the prior authority of the Chief Executive who is to ensure that the following statutory requirements are met:

a. That the user of any Charity vehicle hold a full UK Driver's License. Prior to requesting use of one of the Charity's vehicles, all staff must submit a copy of their license to the Executive PA to the Chief Exec, with evidence of any penalty points and declare that they have not previously been banned from driving or refused motor insurance.

b. Under the Road Vehicles (Construction and Use) (Amendment) (No.2) Regulation 1996 (SI No. 163) all minibuses carrying three or more children have to be fitted with seat belts; the minimum requirement is that a lap belt is fitted to each seat used by a child aged between 3 and 16. Under the Public Service Vehicles (Carrying Capacity) (Amendment) Regulations 1996 (SI No. 167) a forward-facing seat with a seat belt is to be available for each child when minibuses are used to take children on organised trips (which include journeys to and from school). A minibus is defined as a "small bus" under the regulations and must be capable of carrying between 9 and 16 passengers excluding the driver. Vehicles with a smaller capacity are excluded from the regulations.

c. Upon maintenance of the Standard Permit obtained under Section 19 of the Transport Act 1985, only staff who also meet the following criteria may drive a minibus:

- Those who passed their (car) driving test before 1st January 1997 and have the Category D1 (101) entitlement
- Those who passed their (car) driving test on or after 1st January 1997, provided they:
 - o are aged 21 or over and have held a category B license for a minimum of 2 years and the vehicle they are driving does not exceed 3,500kg maximum authorised Mass (MAM) and carrying no more than 8 passenger seats.

CONDITIONS OF USE

2. The following stipulations are conditions of use for any driver authorised by the Chief Executive to drive any other vehicle used by the Charity:

- a. The vehicle is only to be used for the purpose for which authority has been given. The authorised driver is to take care that *no other duty or journey is embarked on other than the duty or journey authorised by the Chief Executive.*
- b. It is the responsibility of the driver to make sure that appropriate vehicle safety checks are completed prior to any journey. *Any member of staff authorised to drive the minibus should arrange with the Groundsman to receive instruction on these checks before taking the vehicle. These will include checking tyre pressures and condition (Note that from 1 January 1992, the minimum tread depth is 1.6mm), brake fluid, fuel, oil, coolant and screenwash reservoir levels, and the operation of the lights and the tail-lift. If passengers are to be carried, the driver must be fully conversant with the procedures for securing wheelchairs.*
- c. When in use, *all doors must be unlocked so that access to the interior of the vehicle in the event of an accident or emergency is not impeded.*
- d. No passengers may accompany the authorised driver *unless they are on authorised Charity business (no hitch-hikers or lifts are authorised).*
- e. Vehicles exempt from Road Fund License may only be used for the carriage of disabled passengers and their authorised carers or assistants.
- f. The conditions applying to Blue Badge Holders (parking restriction exemptions) must be followed.
- g. The driver of the vehicle is responsible for ensuring that his or her load is properly secured before commencing a journey and for driving at a speed appropriate to that load.
- h. All drivers who carry passengers in wheelchairs *must have undertaken training on wheelchair carrying vehicles in the following categories:*
 - (1) The carrying of wheelchair passengers.
 - (2) The securing of wheelchairs (see Instruction Sheets 1 and 2).
 - (3) The securing of passengers travelling in wheelchairs by inertia reel belts (see Instruction Sheet 3).

(4) The use of hydraulic and tail-gate lifts (and standby, manual operation where fitted). *All hydraulic and powered lifts are only to be operated by the authorised driver* although the Charity's Driver may authorise another person trained by him or her to operate the hydraulic or powered lift on the vehicle he or she is driving. Passengers using the lift are to be told of the procedures, only one passenger may use the lift at any one time assisted by a trained person, guard rails should be used (where fitted) and clearances are to be checked (including those of people standing on the ground near the tailgate lift).

- i. There must be sufficient trained adult assistants to care for the welfare of handicapped passengers (for children at Vbranch House the ratio will rarely be less than 1:1).
 - j. Embarkation and disembarkation should be carried out in an orderly and controlled fashion under the direct supervision of the driver. Passengers should not approach the doors or leave their seats until the vehicle is stationary. Doors (other than emergency doors, where fitted, and used solely in emergencies) should be operated only by the driver.
 - k. Passengers on fixed seats should wear a child restraint harness (see Instruction Sheet 4) or inertia reel seat belt.
 - l. Passengers are to be made aware of the siting and use of the fire extinguisher and the location of the First Aid Kit by the authorised driver.
 - m. The authorised driver is to ensure that the vehicle is left in a clean and tidy condition after use and must make arrangements for the replacement of any consumed items (such as items from the First Aid Kit).
3. The Groundsman is to ensure that:
- a. The vehicles are kept in a clean and serviceable condition. He or she is to report any defect or need for additional maintenance/repair to the Chief Executive as soon as such needs are identified. Routine services by the Charity's authorised agents are to be carried out every six (6) months.
 - b. All appropriate Road Tax Licenses are displayed and renewed promptly.
 - c. All vehicles pass the MOT and any other inspections (including inspection of the fire extinguishers) at the due date.
 - d. That each vehicle has a contacts book (containing appropriate information in the event of a breakdown, accident or emergency).
 - e. That tail-lifts, where fitted, are serviced every six (6) months.
 - f. That all vehicles are properly parked and secured when not in use.

ATTACHMENTS

- 1. Instruction Sheet 1; 4-point Webbing Wheelchair Restraint.**
- 2. Instruction Sheet 2; Securing Wheelchairs in the Minibuses.**
- 3. Instruction Sheet 3; Use of Double Inertia Reel Harness.**
- 4. Instruction Sheet 4; Use of Full Body Restraint Harness.**