

## Policy for the Management of the Minibus

### Document History:

Version :	Date:	Drafted by:	Authorised by:	Reason for Revision:

This policy was approved on 10/08/2011 and will be reviewed within one calendar year.

# Policy for the Management of the Minibus

## 1. The vehicle:

It is the responsibility of the Co-ordinator to ensure that:-

- The vehicle is kept properly insured for use by the charity
- A valid MOT certificate remains in place
- The vehicle is serviced according to the manufacturers recommendations
- All mechanical and electrical faults are reported and addressed in a timely manner
- The tyres are regularly checked and kept in a road worthy condition
- A first Aid Kit, Warning Triangle, life hammer and two fluorescent vests (for use by the driver and drivers assistant) are kept in the vehicle and readily accessible and they are checked annually.
- A safety check is completed every 10 weeks and signed off on the log.
- The vehicle is kept clean inside and out
- That all drivers and driver assistants are fully appraised of their responsibilities
- A copy of all documentation pertaining to the vehicle is kept in the Woking Mind office
- Relationships are maintained with the company providing 'outside operating hours' parking facilities

## 2. The Driver(s):

It is the responsibility of the driver of the vehicle to ensure that:-

- The vehicle is only driven in accordance with the scope of the insurance
- They are named on the insurance
- They provide a copy of their driving licence so that it can be retained with the vehicle file
- That they abide by all traffic regulations
- That they maintain passenger safety as paramount
- That they report any concern regarding the road worthiness of the vehicle to the co-ordinator
- That they report any accident/incident or near miss to the co-ordinator and record it on the reporting form
- That they ensure the vehicle is clean and tidy on completion of a journey

### **3. Driver's Assistant:**

It is the responsibility of the driver's assistant to:

- Support passengers to enter and leave the vehicle where necessary
- Ensure each passenger has applied the seat belt correctly
- Ensures all aisles are kept free of baggage so that egress is not hindered
- Undertake any duties requested by the driver in support of maintaining the safety of passengers
- Report any concerns regarding health and safety to the driver

### **4. Passengers:**

It is the responsibility of all passengers to:

- Heed advice given by the driver and driver assistant concerning personal safety
- Wear a seat belt at all times and not remove it until the driver has advised it is safe to do so
- Abide by legislation and not smoke in the vehicle
- Ensure all personal belongings are tucked away so that they do not impede the aisles or cause nuisance to fellow passengers
- Report any concerns about health and safety to the driver
- Keep the inside of the vehicle in a clean state

### **5. Reporting and Recording of accidents/incidents/near misses/defects:**

- All accidents/incidents/defects and near misses must be reported to the co-ordinator and recorded in the incident log that is kept in the vehicle.
- The co-ordinator must inform the chairman/vice chairman of all such recordings and in a timely manner
- The chairman will use discretion in deciding if further investigation is required and will set the parameters concerning this
- The co-ordinator will appraise the Management Committee at each meeting of all accidents/incidents and near misses that had occurred since the previous meeting