



### Belt Up – You and your passengers

No belt, no trip is best

Don't move off until all passengers are wearing their seatbelt and all wheelchairs are properly restrained.

### Don't let the sat nav be a distraction



### No Mobile when Mobile



### No Smoking!

### Have a safe journey

Work with the passenger assistant.



### Remember

*you* are responsible for the safety of the passengers.

### Know your Highway Code

It's on-line:

[www.direct.gov.uk/en/TravelAndTransport/Highwaycode/index.htm](http://www.direct.gov.uk/en/TravelAndTransport/Highwaycode/index.htm) (in GB)

[www.nidirect.gov.uk/the-highway-code](http://www.nidirect.gov.uk/the-highway-code) (in Northern Ireland)

### Other Useful Links

The CTA UK web site has lots of useful information about permits, driver licensing, seatbelts as well as the MiDAS and PATs training schemes:

[www.ctauk.org](http://www.ctauk.org)

Information about child seats:

[www.childcarseats.org.uk/](http://www.childcarseats.org.uk/)

Driver licensing information can be found via:

[www.direct.gov.uk](http://www.direct.gov.uk) (GB) or [www.nidirect.gov.uk](http://www.nidirect.gov.uk) (NI)

[www.dft.gov.uk/dvla/](http://www.dft.gov.uk/dvla/) (GB) or [www.dvani.gov.uk/](http://www.dvani.gov.uk/) (NI)

### Community Transport Association

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Advice line: 0845 130 6195

E-mail: Advice@CTAUK.org

[www.ctauk.org](http://www.ctauk.org)

## Minibus Driver's Pocket Guide

For not-for-profit minibus driving



**Community  
Transport  
Association**



### Is it a minibus?

If it's got 9 to 16 passenger seats plus driver - yes

### Is a permit disc displayed?

Most voluntary sector / school minibuses are operated using a Section 19 permit (Section 10B in Northern Ireland). Make sure the disc is displayed in the windscreen, and is readable.

Other operator licences are Section 22 (GB only), or PSV operator's licence.

Check the tax disc is there too.

### Before setting off

Check the minibus following the check list provided.

Don't drive a minibus with a fault – know who to report it to. You may be liable if there is anything wrong.

### Do I have the right driving licence?

D1 (101) is fine for driving a minibus under Section 19, 22 or 10B permit.

B is OK too but only when:

- You're 21+ and held the licence at least 2 years
- You're not being paid to drive
- The minibus  $\leq$  3500kg Maximum authorised mass ( $\leq$ 4250kg if wheelchair accessible)
- No trailer is towed
- You're under 70, unless you've taken a medical and got code 120 on your licence

D1 (without the 101) is required for a PSV operator's licence

### Am I fit to drive?

Do not drive if you are:

- Too unwell
- Too tired (take a break of 15 minutes after 2 hours of driving)
- Have been drinking alcohol or taking drugs
- Taking medication that causes drowsiness (including over the counter medicine)

Make sure your eyesight stays up to the job and wear corrective lenses if required. You must be able to read a number plate from a distance of 20 meters (new style) or 20.5 meters (old style).

Some medical conditions must be notified to DVLA.

### You should expect:

- Your driving licence to be checked every 6 months
- To be asked to have a CRB check every 3 years if working with children or vulnerable adults
- To have regular driving assessment and training, using a scheme such as MiDAS.

Please don't be offended by these.

Report any changes in your fitness to drive, points on your licence etc. as soon as possible. Do not wait for the next licence check.

### Don't speed

Minibus maximum speed limits:

- Built up area – 30mph
- Single Carriageway – 50mph
- Dual Carriageway – 60mph
- Motorway – 70mph (unless speed limited then 62mph and must not use the outside lane of a 3 or more lane motorway).

These are *maximum* speeds.

### Broken down or been involved in an incident?

A breakdown - follow the organisation's procedures. With an incident involving damage to people, animals or property:

- Stop, remain calm and check the passengers are OK.
- Do not admit liability at the scene
- Give your name and the vehicle owners name and address to anyone having reasonable grounds to request it. Report to police within 24 hours.
- Follow the organisation's incident procedures.