



# **Driving at Work Policy and Procedure**

**May 2022**

## History of Changes

Version	Description of Change	Authored by	Date
<b>1</b>	New Policy and Procedure to replace the College Car and Minibus Procedures. Updated information on booking and returning vehicles. Changes to breakdown contact numbers. Minibus driving risk-assessment attached	K Drum	18/07/16
<b>2.1</b>	Changed reference to HoF to CLM	K Drum	12/08/19
<b>2.2</b>	Changed Minibus Permit to MiDAS Certificate	K Drum	12/08/19
<b>3.1</b>	Review of Policy and Procedure	K Fitzgerald	28/03/2022
<b>3.2</b>	Changed from bookings via Intranet to bookings to be emailed to Reception	K Fitzgerald	28/03/2022
<b>3.3</b>	With regards to late return or out of hours return of vehicle and keys: 01896 662655 and 01896 662644 telephone numbers removed and please contact the Facilities Team member on the telephone number displayed at Reception. This will change depending on staff member on duty	K Fitzgerald	28/03/2022
<b>3.4</b>	College switchboard number updated from 08700 505152 to 01896 662600	K Fitzgerald	28/03/2022
<b>3.5</b>	Reviewed and updated risk-assessment. Updated risk-assessment to current form revision. Update risk-assessment to include all college owned/ hired or leased vehicles, to include cars and vans.	K Fitzgerald	28/03/2022
<b>3.6</b>	Recommended Driving hours. In accordance with the Transport Act 1968. (2.2.3)	K Fitzgerald	24/05/2022

<b>3.7</b>	All Medical issues that affect driving must be notified to The College – this risk has been added to the body of the procedure as stated in the risk-assessment (2.1)	K Fitzgerald	24/05/2022
<b>3.8</b>	Added ROSPA Code of Practice	K Fitzgerald	24/05/2022
<b>3.9</b>	Tiredness	K Fitzgerald	24/05/2022

# Driving at Work Policy

## 1. Introduction

Borders College recognises it has a general duty under health and safety law for the on the road work activities of all staff, students and other users, who drive, or are driven, in connection with College business. The Health and Safety at Work etc Act 1974, states that you must ensure, so far as reasonably practicable, the health and safety of all employees while at work. The College must also ensure that others are not put at risk by our work-related driving activities.

The purpose of this Policy is to:

Ensure the College complies with current Health and Safety legislation, as it applies to work activities on the roads as much as it does to all other work activity. Any vehicle used to carry out business on behalf of the College is regarded as a place of work and as such is subject to said legislation

Promote safe and healthy business travel on behalf of the College, which may include travel to conferences and meetings, work placements, between sites and transporting students

Driver Fatigue and associated risks.

<https://www.rosipa.com/rospaweb/docs/advice-services/road-safety/practitioners/minibus-code-of-practice.pdf>

Avoid and/or reduce driving related incidents

Reduce the risks to the safety of other road users, students and members of the public by those driving whilst at work or on College business

## 2. Scope

- 2.1 This policy applies to all 'authorised drivers' and applies to the use of all College leased or hired vehicles and private vehicles when used for College business.
- 2.2 Driving at work refers to any College business that involves the employee, College representative or Board of Management member driving a vehicle.
- 2.3 A College vehicle is any vehicle leased, hired or owned by the College.
- 2.4 A private vehicle is any vehicle used by a person driving on College business that is not leased, hired or owned by the College.
- 2.5 Further detail of how this policy is delivered can be found in the procedures part of the document.

### **3. Key Principles**

- 3.1 The College will make arrangements to ensure that all drivers are appropriately qualified, licenced, insured and trained.
- 3.2 All driving at work activities must be risk-assessed, and staff must have the resources to complete i.e. training.
- 3.3 Procedures are in place to report, record and where appropriate investigate driving related incidents including vehicle breakdowns.
- 3.4 The College will ensure the safe and efficient use of College leased, hired or owned vehicles by having adequate arrangements and procedures in place.
- 3.5 Regular maintenance, safety checks and cleaning of all College leased, hired or owned vehicles will be carried out and faults recorded on the vehicle Fault Report Log are investigated.
- 3.6 In exceptional cases, when College cars are not available, members of staff may use their own car for College business. In such cases, you must have a valid driving licence and have received approval from your Senior Manager. In addition, your car insurance must provide cover for business use, and it is your responsibility to ensure that you have such cover at your own expense.

### **4. Responsibilities**

- 4.1 The Health and Safety Committee have the responsibility for approving this Policy.
- 4.2 The Health and Safety Manager has responsibility for:
  - 1. Updating the Policy.
  - 2. Ensuring that those required to drive minibuses have the correct entitlement on their licence (D1)
  - 3. Ensuring that staff required to drive minibus complete MiDAS training
  - 4. Investigating any driving at work incidents
  - 5. Giving advice on Risk-assessments when required
- 4.3 All staff have the responsibility for implementing the Policy.
- 4.4 All staff and College representatives have a responsibility to abide by the Key Principles of this Policy.
- 4.5 Curriculum Learning Managers and Departmental Manager have a responsibility to:
  - 1. Ensure all driving at work activities are risk-assessed.
  - 2. To make those they manage aware of this policy.

Generic driving risk-assessment attached which can be adapted to suit if circumstances require it.

4.6 The Facilities Manager will ensure:

1. There is a mechanism and checks in place to ensure all drivers are licenced to drive College vehicles.
2. There is a system in place to ensure all College leased and owned vehicles are maintained, checked, cleaned and have a valid MOT, road tax and insurance
3. That all faults recorded on the vehicle Fault Report Log are investigated.

## **5. Related Documents**

5.1 Health and Safety Procedures Manual

5.2 Health and Safety Policy

5.3 Staff handbook

5.4 Alcohol and Drugs Policy

### **5.5 Relevant Legislation, Approved Codes of Practice and Guidance**

The requirements fall directly under the following:

Health & Safety at Work etc Act 1974

The Provision and Use of Work Equipment Regulations 1998

The Management of Health & Safety at Work Regulations 1999

Driving at work – managing work-related road safety (INDG382)

The Highway Code

Road Traffic Act 1988

Road Safety Act 2006

We also expect all employees to observe the normal rules of the road as set out in the Highway Code. This includes not parking in a disabled people's parking space unless they have a blue disabled people's parking badge.

## **6. Review**

This policy will be reviewed every three years or more regularly if required.

# Driving at Work Procedure

## 1. Authorised Drivers

All staff must be registered as authorised drivers by submitting their Driving Licence (which must be in date) to the HR Department for inspection.

Any alterations, endorsement or suspension of an authorised driver's licence must be immediately notified to the HR Department.

Please note that if your photo card licence has expired you will not be covered by the College insurance policy and you will be unable to drive a College vehicle until a valid photo card licence has been handed into Reception.

Authorised drivers should book transport for official journeys by emailing Reception who will deal with all requests.

Staff based in Newtown St Boswells can book a vehicle using the booking chart and staff in Hawick: book vehicle via reception.

## 2. Use of College Vehicles

2.1 When using a College vehicle, all staff must:

Be the named driver on the booking sheet and supply a mobile contact number to Reception.

All medical issues that affect driving must be notified to the College.

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.

Obtain supplies of fuel from local garage, details of which will be in the vehicle pack, by showing the official fuel card which is attached to the car keyring.

- All fuel obtained must be recorded on a garage receipt showing vehicle registration number, as well as recorded against the logbook entry for that journey.
- 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 Reception once the breakdown has been dealt with according to procedure.
- Any faults with the vehicle should be logged on the Fault Report Log.

- Any misuse of the vehicle whether through failure to comply with regulation 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 the Galashiels campus, give the vehicle keys to Reception – out with Reception hours keys must be returned to a member of evening Facilities staff so that keys can be stored securely. Relevant telephone numbers will be displayed at Reception.
- In the event of late return of keys Reception must be notified as soon as possible – out with Reception hours you must contact a member of the evening Facilities staff on the numbers displayed at Reception. This number will change depending which staff member is on duty.
- Clean out the vehicle when finished.

### 2.2 Using College Minibus

2.2.1 In addition to holding a full driving licence 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 25 years of age and have at least 2 years driving experience before they can apply for a permit 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 licence. This will remain on the licence until it expires at age 70 or unless removed by DVLA (DVA Northern Ireland), usually for medical reasons. Even though the licence restriction says 'not for hire or reward' these licence holders can drive a minibus operated under a Section 19 without additional conditions. There are restrictions on towing a trailer.
- In all cases 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 with 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.
- A register of authorised drivers will be kept at each site and only such authorised drivers will be allowed to drive vehicles.



### 2.2.2 Using a Trailer

- The driver must hold the appropriate licence. D1 entitlement permits the driving of a minibus with a trailer of up to 750kg maximum authorised mass (MAM). D1 + E should be on the driver's licence where the maximum authorised mass of the trailer is over 750kg. In this case the minibus/trailer combination must not exceed 12 tonnes MAM and the laden weight of the trailer must not exceed the un-laden weight of the towing vehicle.
- The gross-train weight of the minibus must not be exceeded.
- Regulations state that for every passenger seat in a minibus there must be unobstructed access to at least two exits. With some trailers it could be argued that they are obstructing one of the 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.

### 2.2.3 Hours of Driving

- Drivers should consider the number of hours requires to complete the journey and also how many hours may have already been worked – e.g. full days teaching. Driver should plan their journey to include plenty of breaks. Think of distance, breaking and stopping points, arrival and departure times. Book overnight accommodation if necessary, to ensure recommended driving hours are not exceeded.
- 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 full day's work or be awake for full day and then drive for several hours in the evening. Staff should re-arrange their work schedule if this is the case.

## GB Domestic Rules

The GB domestic rules, as contained in the Transport Act 1968, apply to most vehicles that are exempt from the EU rules.

Driving is defined as being at the controls of a vehicle for the purposes of controlling its movement, whether it is moving or stationary with the engine running, even for a short period of time.

Again, these rules can become quite complex, but some general rules are laid out below:

### **Breaks and continuous driving**

After **5.5 hours** of driving a break of at least **30 minutes** must be taken in which the driver is able to obtain rest and refreshment.

Alternatively, within any period of **8.5 hours** in the working day, total breaks amounting to at least **45 minutes** are taken so that the driver does not drive for more than **7 hours and 45 minutes**. The driver must in addition have a break of at least **30 minutes** to obtain rest or refreshment at the end of this period, unless it is the end of the working day.

### **Daily driving**

In any working day, the maximum amount of driving is 10 hours. The daily driving limit applies to time spent at the wheel, actually driving, and includes any driving done under EU or AETR rules.

**Note:** Drivers should be aware regardless of the GB Domestic rules they will still have to comply with the Road Transport (Working Time) Regulations 2005.

#### **2.2.4 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.

#### **2.2.5 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 and planned for. Passengers should only be carried on a minibus suitable for their need. 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 with being roadworthy.
- The driver should check over the vehicle as per checklist on the mileage sheet and should any listed mechanical defect be found the vehicle **MUST NOT BE DRIVEN**.
- FM assistants will check the vehicles on a weekly basis
- A check of the vehicle to make sure it is not overloaded
- Ensure that all doors are securely fastened
- If vehicle is minibus ensure that it is carrying a fully stocked first aid kit and fire extinguisher.
- Ensure you take vehicle pack as it contains important information relating to vehicle.

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 tank
- Ensure that the vehicle is left in a clean and tidy condition
- Return vehicle pack to reception

### 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 stowed safely and keep 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 Tiredness

Thousands of crashes are caused by tired drivers. They are most likely to happen:

On long journeys on monotonous roads, such as motorways

Between 2:00 am and 6:00 am

Between 2:00 pm and 4:00 pm (especially after eating, or drinking even one alcoholic drink)

After having less sleep than normal

After drinking alcohol

If taking medicines that cause drowsiness

On journeys home after night shifts.

Sleepiness reduces reaction time, alertness, concentration and decision making, all crucial driving skills.

Tired drivers are much more likely to have an accident, and the crash is likely to be severe because a drowsy or sleeping driver does not usually brake or swerve before the impact.

The Highway Code recommends a minimum break of at least 15 minutes about every two hours of driving.

Drivers who drive for more than two hours after a day's work are more likely to be involved in a crash.

### The Minibus Driver

If a driver begins to feel tired during a journey, he or she should find somewhere safe to stop (not the hard shoulder), drink one or two cups of strong coffee or other high caffeine drinks and (if possible) take a nap of about 15 minutes.

If there is a second driver, they should take over. Ultimately, sleep is the only cure for tiredness.

### **4.3 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 Minibus

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

### **4.4 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 tank
- Clean and tidy vehicle and ensure all rubbish is removed and disposed of appropriately
- Return the keys and pack to Reception

## **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.
- If you breakdown within the Borders Region, contact the nearest College site via the switchboard on 01896 662600.

### **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 including saloon lights.
- 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. 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 passing 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 should 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.

## 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 your Immediate Action Card 1 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 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 give 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
- Keep a written record of all relevant facts and preserve any vital evidence 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 –12C 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 other safe environment).

In the event that the transport becomes stuck because of blocked roads, students should be instructed to stay in the bus until help arrives.

## **10. Maintenance and Recovery**

For all college vehicles if you require breakdown recovery services or windscreen damage repair, 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 open.
- 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 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 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. All the accessible buses are being equipped with a suitable belt, which locates in the same track as the wheelchair clamps. Electric wheelchairs take 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 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 in 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 in 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.

<b>DATE:</b> March 2022				<b>RISK ASSESSMENT ASSESSED BY:</b> Katrina Fitzgerald				<b>DATE OF NEXT REVIEW:</b> March 2025			
<b>TASK:</b> Minibus Driving								<b>Campus – All</b>			
No.	Unsafe Condition/ Activity/Plant/ Materials	Hazard/ hazardous event and expected consequence	Persons at Risk (occupations and number of persons)	Severity (S) 1-5	Likelihood (L) 1-5	Risk Rating (SxL)	Result	Control Measures in place or required/comments	Residual Severity (S) 1-5	Residual Likelihood (L) 1-5	Residual Risk rate (SxL)
1.	<b>Minibus driving by staff taking students on excursions using College Minibus</b>	Minibus Driver – inexperience, tiredness, reckless driving, under the influence of drink or drugs, untrained or unfit on medical grounds	Staff, students and members of the public	5	2	10	H	All drivers to be trained to MiDAS, qualification record held by the College and audited. Valid driving licence to include D category. Copy of all driving licence held by the College and checked annually. Licence re-evaluation following penalty points. Any medical issues that may affect driving, must be notified to the College. Age limit for driving minibuses is 25 years or over, (over 21 if insurance company clear). Pre-employment Police check. Limited driving time.	5	1	5
2.	<b>Minibus driving by staff taking students on excursions using College Minibus</b>	Passengers creating excessive noise and horseplay, causing the driver to be distracted	Staff, students and members of the public	3	3	9	M	Students to be made aware of the dangers if the driver is distracted, by lecturing staff. Discipline by driver. Driver to be escorted when/where necessary	3	1	3
3.	<b>Minibus driving by staff taking students on excursions using College Minibus</b>	Other road users – Carelessness, reckless driving	Staff and students	5	2	10	H	Driver to be vigilant at all times. Driver to always drive in accordance with the Highway code and training guidelines.	5	2	10

4.	<b>Minibus driving by staff taking students on excursions using College Minibus</b>	Travel route – Traffic condition road conditions and the weather	Staff, students and members of the public	3	2	6	M	Driving at Work Policy/Procedure in place. Excursions Policy/Procedure in place for international journeys. Vigilance when driving. Driver to always drive in accordance with The Highways Code and training guidelines. Driver to always drive in accordance with the weather conditions. Driver to carry a charged mobile phone for emergencies			
5.	<b>Driving a college vehicle (owned, hired or leased)</b>	Driver – inexperience, tiredness, reckless driving, under the influence of drink or drugs, untrained or unfit on medical grounds	Staff, passengers and members of the public	4	2	8	M	Valid driving licence. Copy of all driving licence held by the College and checked annually. Licence re-evaluation following penalty points. Any medical issues that may affect driving, must be notified to the College. Limited driving time.	4	1	4
		Other road users – Carelessness, reckless driving	Staff, passengers and members of the public	4	2	8	M	Driver to be vigilant at all times. Driver to always drive in accordance with the Highway code and training guidelines.	4	1	4
		Travel route – Traffic condition road conditions and the weather	Staff, passengers and members of the public	4	3	12	H	Driving at Work Policy/Procedure in place. Vigilance when driving. Driver to always drive in accordance with The Highways Code and training guidelines. Driver to always drive in accordance with the weather conditions. Driver to carry a charged mobile phone for emergencies	4	1	4

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