

## **Safety tips for infrequent minibus drivers**

- 1) Ensure that you have the correct and valid licence for the vehicle - Class D1 licence is required for a minibus with over 9 and up to 17 seats<sup>1</sup>. If you got your driving licence after 1st January 1997, you'll need to apply for a Class D1 licence. Note that photo licences expire and need to be updated every 10 years. Drivers over the age of 70 years require a licence renewal every 3 years, which includes a medical report from your doctor and an eye test from an optician.
- 2) Ideally attend a minibus awareness course (such as the MiDAS Minibus Driver Awareness Scheme<sup>2</sup>) before first using a minibus. These can be arranged locally in Sussex.
- 3) Ensure that you are insured to drive the minibus.
- 4) Ensure that you have a valid 'Section 19 Permit' on display<sup>3</sup>.
- 5) When picking up the minibus, please use a checklist<sup>4</sup> to check that the vehicle is road worthy (i.e. to include check lights and horn work, that tyres are in good condition, that seat belts work and that a first aid box, fire extinguisher and hi-viz jackets are present). Do not accept a minibus that is not road worthy.
- 6) Ensure that a suitable and sufficient risk assessment has been undertaken to transport adults/YPs.
- 7) Ensure you know what fuel the vehicle uses (petrol or diesel) and check where the fuel cap is. Some vehicles (diesel engines) will also require Ad-Blue, so ensure that you know where the separate Ad-Blue cap is and top up as needed.
- 8) Check location of spare tyre and jack.
- 9) Check the height of the vehicle as some car parks will have a height barrier.
- 10) Ensure you know who to contact in case of a breakdown.

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<sup>1</sup> Including the driver.

<sup>2</sup> More details on MiDAS here: <https://www.midas-training.org.uk/midas-minibus-driver-assessments-training.php>

<sup>3</sup> More information on Section 19 permit here: <https://www.scouts.org.uk/volunteers/running-your-section/programme-guidance/administration-and-management/section-19-minibus-permits/>

<sup>4</sup> An example of a vehicle checklist can be found here: <https://www.rosipa.com/media/documents/road-safety/minibus-pre-drive-checklist.pdf>

- 11) Pick-up the vehicle in good time so that the driver(s) can find time to practice driving the vehicle and getting acquainted with it before collection YPs. This should include reversing and parking.
- 12) Each vehicle should have two adults and a co-driver to share the driving on longer journeys.
- 13) The driver and all passengers must wear seat belts. Do not allow people to take off their seat belts until the vehicle is parked and the doors are open.
- 14) Know your route (together with any possible alternatives for traffic problems) before you leave. Do not rely solely on Sat Nav. Check traffic conditions on your route before setting off.
- 15) Driving sessions should be limited to under 2 hours before the driver should take a break. Where possible, driving should be shared.
- 16) Plan comfort and meal breaks at suitable locations (e.g. motorway services).
- 17) If tired or if driving conditions become difficult – always find a suitable place to stop and rest.
- 18) Always reverse park or park so that you can drive out forwards.
- 19) When parking, use the co-driver to watch you into parking bays.
- 20) If parking on a road, ensure that the side door where YPs will exit is on the nearside.
- 21) Return vehicle clean and in good order. Report any issues, faults and damage.

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