

12. TRANSPORT

Travel by Air

12.01 Travelling Through Airports - Departure

Group Leaders should be aware that airports can be seen as a potential target for terrorist activity and therefore will probably have increased security as a result. The group should behave responsibly and the group should remain aware for any potential problems caused by other travellers. Bags etc should never be left unattended and it is advised that pupils do not carry or openly display expensive items such as mobile phones, lap tops etc.

The following guidance is to assist groups in ensuring that they have a smooth passage through such venues:

- It is recommended that groups all travel to the departure airport as one group to avoid having to wait for any late arrivals. Staff should carry contact lists so that they can check on students who have not turned up at the school departure point. It is recommended that all individual passports are checked at this stage.
- The group should move through the airport as one group with a staff member at the front and one at the rear at all times. They should check in and deposit bags as one group and should not move off from this area until all have cleared this point.
- The group should pass through the security check as one. All of the group should be reminded about carrying liquids and other metallic objects through this point.
- Once in the departure lounge the group should assemble at one point and not be allowed to wander from where the group are situated unless it is a toilet break. If this is the case it would be prudent for the party to go in small groups accompanied by a staff member. The purchase of duty free goods in this area is not recommended.
- Once the flight has been called the group should proceed to the departure gate and assemble in one line with a staff member at the front and rear of the group.

Party leaders and staff should have a contingency plan in the event of flight delays or other problems that may be encountered during the time of arrival at the airport and arrival at the destination airport.



12.02 On the Aircraft

- When boarding the leading staff member should assist in directing the group to their allocated seats.
- It is advisable to pre book seats so that the group are sitting as one group on the aircraft and therefore sitting next to members of the public can be avoided.
- Staff should be dispersed amongst the group.
- The group should all pay attention to the pre-flight safety check. Seat belts should remain fastened for the duration of the flight unless using the toilet facilities.

12.03 Travelling Through Airports - Arrival

- On landing the group should disembark and form a unit of one group prior to proceeding to passport control. If possible a designated toilet stop should be used by the whole group to avoid the group separating.
- If groups are transferring flights during the journey they should stay as one group, toilet visits should be monitored and the group should not leave the transfer airport.
- When passing through passport control there should be a staff member at the front and one at the rear to ensure that all of the group pass through with no problems.



- Once through passport control the group should proceed to the luggage collection point to collect the baggage. This should be done as a group and no-one should be left or allowed to go on ahead.
- The group should then proceed through the customs area as one with a staff member at the front and one at the rear.
- Once in the arrivals hall the group should remain together especially if being met by a tour representative.

Travel by Rail (under and over ground)

12.04 Train

Groups travelling by train face additional risks that are not experienced when travelling by coach and party leaders are required to research the journey and also have in place a comprehensive risk assessment;

All participants must be briefed on the nature of the journey and of the potential hazards that may exist.

12.05 At The Station

If groups are meeting at the station of departure they should be instructed to arrive at a particular time and to meet at a particular point. A roll call should be taken by the party leader.

They should remain in an orderly group and keep well back from the edge of the platform until the train has stopped and the doors have opened.

Supervisors should be appropriately positioned on the platform to provide effective supervision of the group. A member of staff should be first on and last off the train. The group should also be reminded about the gap between the platform edge and the train and if necessary a member of staff should be on hand to assist young people to board.

12.06 Boarding the train

If necessary only leaders should open train doors to either board or leave the train. Leaders should also ensure that the whole group have boarded and have also disembarked upon arrival at the destination.

Leaders should have a contingency plan in place if the train is overcrowded and some of the group cannot enter the train due to pressure of numbers.

12.07 The Journey

If at all possible the group should be seated and remain together during the journey possibly by block booking sufficient seats in advance. Staff should be positioned strategically through the group to ensure that the children are effectively supervised and safeguarded.

They should remain seated during the journey and not be allowed to lean out if windows are able to be opened. They should also not touch or open any exterior doors.

If unable to be seated young people should be briefed to hold on tightly.

The staff should know where the toilets are located and a contingency plan should be in place for any pupils who have to visit the toilets or a buffet car. They should never do so alone.

If carrying luggage children should be capable of carrying their own luggage and stowing it when on the train. Staff should check that all luggage is stowed securely and that heavy items are not stowed overhead.

12.08 Disembarkation

Having left the train the leader should check that all young people are present before moving from the Platform. If luggage is being carried it should be checked that everyone has their own luggage.

12.09 Emergencies

If a major emergency occurs that requires the train to stop a leader should be prepared to notify the Train guard or implement the emergency alarm.

Travel by Road

12.10 The Obligations of the Driver

When driving you are to obey all laws and regulations appropriate to driving vehicles on public roads. Failure to comply with the law may render you liable to prosecution by the police and, if issued with a fixed penalty notice or convicted of a civil offence, you will have to pay, out of your own pocket, any fine imposed upon you

12.11 Vehicle Log Books

Drivers must check that vehicles are roadworthy, ensure that they have all necessary documentation and that they drive safely and within the law.

All Bracknell Forest vehicles, including minibuses have a log book which must be kept up to date. Drivers are responsible for making appropriate entries before leaving the vehicle. It is strongly recommended that vehicles not owned by the Council that are used for Council business should also use such log books.

Log books should indicate:



- Who was driving;
- To where;
- When;
- For how long;
- Any defects on the vehicle.

12.12 Medical and Consent Information

Appropriate medical and consent and contact information should be carried in the vehicle for each person travelling in it.

12.13 Drivers

All drivers of passenger carrying vehicles must be made aware of their responsibility not to drive if they feel incapable of doing so safely for whatever reason.

Anyone wishing to drive a vehicle must hold the appropriate driving licence category.

Where an adult accompanying a group is also driving there should be a non driving assistant to supervise children and young people, unless all of the following have been implemented:

- The driver is entirely confident that they can effectively supervise participants themselves and that a risk assessment of the route and passengers has been carried out.
- The journey is of short duration. In this context short duration is deemed to be a journey not exceeding +/- 45 minutes from the departure point e.g. from Bracknell this would include Slough, Windsor and Maidenhead, Reading, Newbury, etc. When journeying to these areas it is permissible to travel on the A329M and parts of the M4.
- This does not include any journeys to Greater London.
- The driver carries a means of communication in the event of a breakdown and that additional support from the school is readily available.
- This applies to secondary schools only.

Drivers should also be subject of Disclosure and Barring Service checks.

There must be adequate emergency procedures to deal with situations ifn the driver(s) become unable to drive.

12.14 Drivers' Hours

The total working day for Drivers, including driving time and all other duties, should not exceed 12 hours, excluding rest periods, in any 24 hour period. In this context other duties means any activity in which the person is obliged to undertake a task which carries a degree of responsibility. Supervision of young people during a rest period would count as work. Sleeping time would not, even if there is a continuing general responsibility for an activity.

Drivers must also have no supervisory duties while driving.

Drivers should either take a complete rest of at least 15 minutes before driving again after 2 hours or take a complete rest of at least 45 minutes before driving again after a maximum of 4.5 hours.

In making decisions about driving hours, drivers must take account of the road conditions. If conditions are difficult then it would be wise to take more frequent rests. By the same token if there is nowhere safe to stop then it would be unwise to do so.



A relief driver should be available on pre-planned journeys of more than 4.5 hours.

12.15 Alcohol

Drivers must not be under the influence of alcohol when driving any vehicle. Drivers must not drink any alcohol when driving any vehicle. This includes any period where they are on standby duty and liable to drive a vehicle at short notice. It is not only dangerous, but a serious offence to drive or be in charge of a motor vehicle whilst under the influence of alcohol. The consumption of even a small amount of alcohol may affect the ability to drive for many hours. Additionally no alcohol is to be consumed by passengers on the vehicles.

12.16 Drugs

Driving while unfit through the use of drugs, whether illegal or prescribed or over-the-counter medicines, is an offence that carries the same penalties as drink-driving. The Police can, and do, conduct roadside tests to help them assess whether a driver may be impaired. Drivers must not take legal (ones that may have an effect of driving) or illegal drugs prior to driving. If drivers are taking medicines, they are to talk to their doctor, pharmacist or healthcare professional before driving.

12.17 Seat Belts

When driving, all passengers including the driver are to wear a seatbelt. Drivers should assist with the fitting and adjusting of the seat belts where necessary. Each passenger must have their own seat and each seat should be fitted with an approved seat belt. They must never sit three to a double seat.

12.18 Mobile Phones

Drivers are not make or receive (or cause or permit to be made or received) any call on a hand held mobile device unless the vehicle is parked in a safe place with the engine switched off. Penalties for using a phone whilst driving could be 3 penalty points and a fine of £100 however the maximum fine is £1000 or £2500 for drivers of passenger vehicles.

12.19 Private Vehicles

When private vehicles are being used to transport participants on behalf of Bracknell Forest establishments neither the Council's third party liability policy nor employer's liability insurance is effective. Any claims, therefore, would in all probability have to be met through the driver's own insurance. Drivers must ensure that valid insurance must be in place for all journeys undertaken.

Group Leaders must also check that the following are in place for all journeys:

- Insurance policies are current and valid, are fully comprehensive and cover passengers carried within the vehicle;
- Driving licences are clean and current;
- Road taxes are current;
- MOT certificates are current;

- A Private Use of Cars form should be completed in respect of each vehicle to be used, and updated annually or whenever the vehicle is changed.

Road tax and MOT can be checked through the government website <https://www.gov.uk/check-vehicle-tax> using the vehicle registration number and the make of the vehicle.

Paper driving licences issued before 1998 are still valid. For photocard driving licences, drivers can share licence information by logging on to <https://www.gov.uk/view-driving-licence> and input their driving licence number, their National Insurance number and their postcode (without spaces). A licence 'check code' is created which can be shared with the establishment. The generated check code will last 21 days and can be used once.

Establishments can check what vehicles drivers can drive or any penalty points or disqualifications (<https://www.gov.uk/check-driving-information>). The driver should provide the last 8 characters of their driving licence number and the check code from the driver. The code will last 21 days and can be used once.



In addition where a vehicle is owned by a member of staff then the vehicle insurance policy must include a clause to the effect that they are allowed to use it for business use.

Where parents/carers are only transporting their own children, the liability does not rest with Bracknell Forest. The responsibility of ensuring that the car is taxed, has insurance and a driver's licence rests with the parents/carers.

12.20 Child Car Seat Restraints

All children up to the age of 12 years with a height of 135 cms or under must use a booster seat when travelling by car or taxi. For more detailed guidance follow the link below:

http://www.childcarseats.org.uk/carrying_safely/index.htm

12.21 Coaches

It is important to ensure that an appropriate vehicle for the duration of the journey and size of group is used, and that the vehicle which arrives meets these requirements;

Children and young people should not be sat in coach seats which overlook stairwells or are adjacent to entrances and exits, including emergency exits.

All passengers must be seated at all times when the vehicle is moving.

Staff should be distributed on the coach so as to provide adequate supervision of children and young people.

Entrances, exits and the driver's rear view should not be obstructed in any way.

Toilet facilities on coaches should not be used while the vehicle is in motion.

Only reputable coach companies should be used, establishments might find it helpful to contact other establishments to see if they have used the company in question. The Council's OVA can also advise whether the company is a member of the Bus and Coach Companies Operators Association which might also be a useful guide.

It is sometimes the case that coach companies will sub-let contracts to other companies, so it is essential to require the company to indicate in advance who is going to supply the coach that is ordered.

All coaches used by children and young people within the UK must be fitted with seat belts that must be used for the whole time the vehicle is in motion.

British law is not binding for foreign companies and therefore foreign coaches supplied or are being used within the UK by foreign visitors on exchange visits might not be fitted with seat belts. Similarly groups using foreign transport while abroad may find that the coaches are not fitted with seatbelts, Parents/Carers should be fully aware of this and must agree to the participant travelling in these circumstances. This should be done in writing.

12.22 Minibuses

Definition: A minibus can be defined as a passenger carrying vehicle which can carry more than eight but not more than sixteen, seated passengers in addition to the driver. This definition covers the majority of self driven vehicles. A vehicle with more than sixteen passenger seats is defined as a large bus, and falls outside the scope of this document.



Responsibility for Minibuses: The safety and legality of a minibus is the responsibility of the operator. The Passenger Vehicles Act 1981 defines the operator as: " **The driver, if he or she is the owner, or the person who employs the driver.**" Responsibility does not lie, therefore, with any other parties who might be involved such as vehicle suppliers, hirers, leasing companies, bodybuilders, repairers and maintainers. At the same time the operator has the right to expect that drivers of vehicles and those responsible for their management will act responsibly.

In effect this means:

- Bracknell Forest Council establishments must operate minibuses safely and legally which are fitted with forward-facing seats with diagonal / lap seat belts;

- Bracknell Forest Council establishments must take all reasonable steps to ensure that any minibus they use to transport children or young people and staff is safe, legal and is used and driven safely and legally;
- Drivers must check that vehicles are roadworthy, that they have all necessary documentation, and that they drive safely and within the law;
- Drivers' abilities have been assessed (currently assessments are undertaken by Kim Driver Training), testing is arranged through the Integrated Transport Unit.

Minibuses must not be used if there is any doubt about safety or legality. This applies no matter what the pressure of operational demands.

Speed Limiters: Speed limiters are required by law to be fitted and a sign will be displayed in the vehicle accordingly.



Section 19 Permits: Are necessary for establishments and voluntary groups who may or may not wish to charge for providing transport for their own members, or other people whom the organisation serves, without having to comply with the full passenger carrying vehicle licensing requirements. Permits do not allow establishments to provide services for the general public. Any charges made must be on a non-profit making basis. In addition minibuses operating under permits cannot

be used as part of a profit making activity. In this context a charge covers more than just the payment of a fare. Any payment in cash or in kind that gives passengers the right to be carried is considered to be a charge in law. This would include part of a larger payment, such as a subscription to a club or a contribution to the cost of an offsite activity for example, even if the payment were not directly related to particular journeys. Permits are required for all occasions when a minibus that can carry between nine and sixteen passengers, excluding the driver. All Bracknell Forest minibuses, including schools, must display a permit which can be obtained from the Integrated Transport Unit at Central Depot.

How do Minibus Permits work?: Permits are issued to organisations not to vehicles. For each permit granted a disc will be issued. When a minibus is being used under a permit by a council establishment the disc must be fixed to the inside of the windscreen so that it can be easily seen from the outside but does not obstruct the driver's view of the road. Each vehicle used under a permit must also carry a notice to the driver outlining the conditions under which the vehicle may be used. This must be fixed to the inside of the vehicle where it does not interfere with the driver's control of the vehicle and must be easily readable. An establishment can have more than one permit but it can only use one vehicle at a time under one permit. Discs can be moved from one minibus to another, including hired minibuses. This means for example that a school using two hired minibuses and two minibuses of its own for a major event such as an annual camp will require four permits. If a disc is lost or destroyed or becomes defaced or faded duplicates can be issued. There is no time limit to the validity of a permit and normally an establishment will be able to hold a permit indefinitely. The Traffic Commissioner can however, revoke permits. They would also become invalid if the issuing body, in the case of Bracknell Forest Council, the Council, ceased operating.

Minibus Road Tax: Establishments with minibuses of their own will have to pay Vehicle Excise Duty, commonly referred to as 'road tax', in the same way and at the same price as that for a private car. The only exception to this is vehicles that are classed as ambulances. The constraints involved in this are considerable and there are very few run by schools.

Minibus Driver Licences, Testing and Training: It is important that the operator of a vehicle checks the driver licences of all drivers on an annual basis. If a driver has offences noted on his or her licence these may mean that they are no longer covered by the vehicle insurance. It is strongly recommended that this be checked. The Driver Licence Counterpart will be abolished by DVLA in June 2015. Operators unsure of how to check licences are to seek assistance from the Integrated Transport Unit. Bracknell Forest Council approves minibus drivers who are:

- over 25 years old;
- holders of a category B and D1 driving licence that has been current for at least two years and which carries no endorsements for drink driving or dangerous driving;
- either members of staff or are volunteers under the supervision and control of Bracknell Forest Council who are assisting the council to discharge its function;
- approved by the Council as minibus drivers. All minibus drivers have to successfully undertake the council's Minibus Driver's Test and register their driving licence with the Integrated Transport Unit.

If a minibus has 9 or more seats including the driver's and is used for hire or reward then the driver must hold a Passenger Carrying Vehicle licence (PCV). If a minibus is driven under a Minibus Permit (see above) then a PCV is not necessary unless the vehicle is being driven abroad where a PCV licence may well be a requirement.

The Royal Society for the Prevention of Accidents produces a useful and informative Code of Practice entitled 'Minibus Safety'. It gives advice about the key elements of driving and using minibuses. Establishments might well find it a useful document to have available. It can be obtained from:

http://www.rospa.com/roadsafety/info/minibus_code_2008.pdf

Minibus Ministry of Transport Test Certificate (MOT) Requirements: All minibuses must undergo MOT tests depending on their size and age and, where indicated below, must have a current test certificate. The Ministry of Transport divides permit minibuses into classes for this purpose as follows.

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| Class IV | Eight or fewer passenger seats. First examination after three years, then annually. |
| | More than eight but less than thirteen passenger seats.
First examination after one year, then annually. |
| Class V | More than twelve passenger seats. First examination after one year, then annually. |

When a vehicle is submitted for a test it is important to check that the test station has the authority to conduct tests for the class of vehicle involved. Class IV minibuses can be tested at a normal MOT testing station. Class V minibuses can only be tested at a limited number of testing stations that have the facilities to examine larger vehicles. The Council's usual testing facility is:

Forest MOT
Easthampstead Road
01189 773380

Minibus Insurance: The minimum legal requirement for insurance of minibuses is third party cover. Anyone driving a minibus must comply with the terms of the policy. Schools should take particular care here. It may be for instance that any drivers with endorsements are not covered. If a minibus is hired out to a third party the hirer and anyone driving on their behalf must comply with the terms of the council's policy on the vehicle. A copy



of the current insurance policy must be with the vehicle when it is being used. It is strongly recommended that establishments should take out fully comprehensive policies for minibuses. Where the use of a minibus is essential, establishments should seriously consider taking out extra insurance cover to provide for a situation where a vehicle is off the road for an extended period. In this way a replacement vehicle can be hired. This applies particularly where a minibus might be hired out and the establishment has less control over who drives and how they drive. Establishments may be able to recover the costs of such additional cover, at least in part, through any hire charge for their vehicle. There are additional insurance issues when travelling abroad (see below).

Regulations Regarding the use of Permit Minibuses: There are a number of key regulations which must be observed including:

- No passenger must cause or permit any unnecessary obstruction to any entrance, exit or gangway of the vehicle.
- Passengers must not unnecessarily obstruct the driver or divert his or her attention from controlling the vehicle.
- All windows must be maintained in a clean and good condition.
- Removal of the fuel cap and filling of the tank must not take place while the engine is running.
- Inflammable or dangerous substances must not be carried in minibuses.
- **The permit system only applies to journeys entirely within the UK.**

Minibus Tachographs: although not yet a legal requirement for UK permit minibuses, these are a helpful way of keeping a record of and checking the use of a minibus. The charts could also provide evidence in the case of legal action. It is recommended that where a tachograph is fitted it should be used for all journeys. It is strongly recommended that, whilst it is not a legal requirement for permit minibuses in this country, drivers should not drive for more than the hours indicated elsewhere in this document. **Please note: for all foreign journeys a tachograph must be used.**

Minibus Equipment: It should be noted that new minibuses will not necessarily meet the requirements of the Minibus Permit Act in terms of construction and equipment. By the same token hire companies have no legal responsibility to ensure that a vehicle meets the requirements. The following equipment must be included in permit minibuses:

- All Bracknell Forest minibuses must have forward facing seats.
- All minibuses hired, purchased or leased must be fitted with high backed seats and 3 point lap and diagonal inertia reel restraints.
- Existing minibuses must be fitted with three point lap and diagonal inertia reel restraints.
- Wheelchairs must be secured to the vehicle, and wheelchair passengers should be secured to their wheelchairs by suitable harnesses.
- Every minibus must have adequate internal lighting to illuminate exits.
- Every emergency exit must be clearly marked as such both inside and outside the vehicle and have doors which open outwards, are not power operated and that can be opened from inside the vehicle and be readily accessible to passengers. Exits must be positioned so those passengers can step directly out of the vehicle. This means that if you are towing a trailer the vehicle must have a side exit.
- Doors means of operation must be clearly indicated and any such means of operation on the outside of the vehicle must be readily accessible to persons of normal height standing outside the vehicle.
- There must be at least one fire extinguisher that meets British Standard BS 5423 and which
 - Contains water with a minimum test fire rating of 8A; or
 - Contains foam with a minimum test fire rating of 8A or 21B; or
 - Contains, and is marked to show that it contains, halon 1211, or halon 1301, with a minimum test fire rating of 21B.
- Fire extinguishers must be readily available for use, clearly marked with the appropriate BS number and maintained and in good working order.
- It is recommended that Fresnel screens or a suitable alternative such as a reversing camera should be fitted to rear windows on all minibuses.

- There must be a suitable, clearly marked first aid box that is readily available for use and kept in good condition. The following items must be kept in it in good condition:
 - 10 antiseptic wipes, foil packed;
 - 1 conforming disposable bandage not less than 7.5cm wide;
 - 2 triangular bandages;
 - 1 packet of 24 assorted adhesive dressings;
 - 3 large sterile unmedicated ambulance dressings not less than 15cm x 20cm;
 - 2 sterile eye pads, with attachments;
 - 12 assorted safety pins; and
 - 1 pair of rust proof blunt ended scissors.

Taking Minibusses Abroad: It is not recommended to take vehicles abroad due to the regulations around international driving. Hire of a vehicle and driver through a reputable company would be more suitable. If a vehicle is used abroad then the following must be adhered to where minibuses are driven in foreign countries:

- The rules governing use of tachographs in the European Union must be rigidly adhered to.
- When a minibus is used on an international journey care should always be taken to ensure that the laws of the countries involved are known about and observed. Motoring organisations such as the AA and the RAC can advise on the situation in different countries.
- It is recommended that drivers should have had experience of driving on non UK road systems, preferably in the country that they wish to drive the minibus.
- A copy of a current insurance certificate must be with the vehicle. An insurance certificate by a Member State suffices as proof of third party cover within the European Union but it is strongly recommended that the operator checks that it will also provide cover for all comprehensive risks. In some cases this will require the issue of a 'green card' by the insurer. This incorporates an accident report form on which agreed and non-contentious facts can be recorded and signed against by both parties after an accident. Without the 'green card' only third party cover may apply in EU countries.
- An insurance 'green card' is essential on journeys to countries outside the European Union.
- It is strongly recommended that additional insurance should be taken out on international journeys to cover such risks as roadside assistance in the event of breakdown, location and dispatch of spare parts, emergency vehicle hire, emergency credit facilities, and additional hotel and travel expenses which might



be incurred in emergencies. Such cover is available through a number of motoring organisations such as the Automobile Association (known as 5 Star) and the Royal Automobile Club (known as Eurocover). If further advice is required on this type of insurance it can be obtained from the Insurance section of Bracknell Forest Council.

- The vehicle registration document is essential for all international journeys. In some countries the original document is needed. It is recommended that the original document be carried in all cases. Where a minibus is on a lease hire arrangement the original document will be held by the leasing company as owner. In this case establishments should ask the leasing company for a letter of authority to allow them to take the vehicle out of the country. This should then be presented to acquire a Hired Vehicle Certificate (Form VE103A) which can be obtained through the Integrated Transport Unit.
- The current Ministry of Transport Test Certificate, relevant to the vehicle must be with the vehicle.
- A Warning triangle is a legal requirement in most European countries.
- In some countries it is a legal requirement that certain basic spare parts are carried in the vehicle. Detailed advice is available through the motoring organisations.
- First Aid Kits in the vehicle are compulsory in many countries.
- Cash to cover on the spot fines, and bail bonds are a sensible precaution. Police in many countries are empowered to levy 'on the spot' fines for motoring offences such as exceeding speed limits or driving on motorways without a required permit. They should give an official receipt for any fines imposed. They are also entitled in some countries to demand security from visitors if they suspect that there has been an infringement of regulations or that an offence has been committed. The amount of security is fixed according to the fine expected or the administration costs that are likely to be involved. If the visitor is not prepared to pay police can seize the vehicle, in exceptional cases valuables, and in countries such as Spain, may even detain the driver until bail is provided. A wise operator will obtain an adequate bail bond for staff whilst in such countries. Bail bonds are a written guarantee that a cash sum will be paid to a court as surety for bail. The national motoring organisations such as the AA and RAC can advise.



Minibus Tachographs must be fitted and used on all vehicles used on international journeys (including Eire). In European Union countries drivers must observe drivers' hours regulations and keep a record of their driving hours using the tachograph. EEC rules for drivers' hours are complex. It is strongly recommended that where long journeys are involved each vehicle has at least two drivers who share the driving in roughly equal proportions. It is also helpful to have a third person who can navigate and support the person driving so that the second driver does not have to be involved in work. In this way it is possible to ensure that there is no possibility of the rules being breached, there would be back up in case a driver becomes incapacitated and young people could always be supervised during a journey.

Please note: it is important when adding up hours under these regulations that other work must be added to the total. As an example, if a driver works for say 6 hours that must be added to the hours spent driving during the same day. That person would only be able to drive for three hours without breaching the rules. If the same driver was at work say one hour before the day started in order to prepare for the journey at the end of the day, then they would only be able to drive for two hours after work and that assuming that they had an hour's break from work during the day. On the assumption that most minibuses journeys will be of no more than two days duration before drivers are able to take a number of days rest, the key rules are as follows.

- **Aggregate driving limit: 4.5 hours.** This refers to the maximum period of driving, whether continuous or accumulated, after which the driver must take a break.
- **Breaks:** 45 minutes For each rolling period of 4.5 hours driving a break or breaks totalling 45 minutes must be taken. If several breaks are taken each break must be at least 15 minutes. During such breaks the driver is not allowed to carry out any other work. This would include supervision of young people. Waiting time, that is when the engine is switched off and the vehicle is not in motion, is not regarded as other work. So time spent on a ferry, for example, is not of itself classed as work.
- **Daily Driving:** Drivers should not drive for more than 9 hours in any one day without taking at least a daily rest.
- **Daily Rest:** This must be 11 hours. It can be split into two or three separate periods as long as each period is at least one hour, one is at least 8 hours and the total is at least 12 hours. For minibuses, daily rest has to be taken outside the vehicle. Where vehicles have more than one driver, therefore, one cannot be taking a daily rest whilst the other is driving.
- **Weekly Driving:** This is not an issue as long as a driver has the equivalent of at least 2 days rest in any one period of 7 days.

Tachographs should be checked every two years and recalibrated every six years either by the fitting agent or by a tachograph testing station. Further advice can be obtained from the Integrated Transport Unit at Bracknell Forest Council.

Minibus Roof racks: Vehicles should only be fitted with roof racks in accordance with the manufacturer's recommendations. Whatever the type of roof rack used, the maximum gross weight of the vehicle when loaded, a figure which can be found in the manufacturer's handbook, must not be exceeded. To do so could be dangerous and may invalidate the insurance policy on the vehicle. If there is ever any doubt then the fully loaded vehicle should be weighed at the nearest available public weighbridge. The location of weighbridges can be obtained from the Integrated Transport Unit at Bracknell Forest Council. When loading roof racks the weight should be as low down as possible.

Minibus Towing and trailers: It is not recommended to tow trailers using a minibus. All trailers must be towed in a safe and stable condition. If a trailer is used it may then be necessary to use a tachograph to remain road legal. On a minibus fitted with a trailer the trailer and its load must not stop the rear doors opening. On the towing vehicle there must be either a second access door on the passenger side or the front

seat must be capable of tipping forward in order to allow an alternative way out of the vehicle.

- **Unbraked Trailers:** may be used when the weight of the trailer and its load (the gross weight) does not exceed 750kg and when the towing vehicle is at least twice the weight of the trailer and its load. It is an offence to load the trailer to more than its marked gross weight. The gross weight can be found by reference to the manufacturer's recommendations. All unbraked trailers must be clearly marked with their maximum gross weight in kilograms. The police have authority to check this at any time at a public weighbridge. Safety chains are recommended on all unbraked trailers. They should be short enough to prevent the front end of the trailer from striking the road surface should the trailer become detached from the tow vehicle.
- **Braked Trailers:** must have a parking brake capable of holding the trailer at a standstill on a slope of 18%. All trailers manufactured since April 1989 must be fitted with auto reverse brakes. These allow the trailer to be reversed without use of a manual override system. The braking system on new trailers must comply with the EU directive 71/320 (ECE 13). This states that the trailer's braking system must have a minimum braking of 45%. In case of doubt you should refer to the manufacturer of the trailer or have it checked by a reputable trailer manufacturer or supplier. Trailers must be fitted with an emergency braking device that will stop the trailer if it becomes detached from the tow vehicle.
- **Size of Trailers:** A trailer on a minibus must not exceed 7 metres in length, not including the drawbar or coupling. The maximum width is 2.3 metres, and loads must not project more than 305 mm on either side of the trailer. It is recommended that the overall height of a trailer does not exceed 3 metres, but this is not a legal requirement.



Trailer Speed Limits: The maximum speed when towing a trailer is 50mph on ordinary roads, providing no lower speed limit is in force, and 60mph on dual carriageways and motorways.

- **Trailer Tyres:** Cross and radial ply tyres must not be mixed on one axle, and tyres must be designed for the load capacity of the trailer. Tread depth and fitness apply to a trailer in the same way as to the towing vehicle. It is most important to use the correct tyre pressure for the load being carried. Where there is any doubt consult the trailer manufacturer or a reputable supplier.
- **Towbars and Couplings.** It is very important that these are of good quality. It is recommended that well known brands should be chosen and should be fitted by a reputable specialist. It is also recommended that where trailers are used frequently, operators should seriously consider fitting a stabiliser in order to reduce the risk of the trailer swinging violently or uncontrollably.

- **Trailer Number Plates** must be fitted with a plate bearing the same number as the tow vehicle. It must be of yellow reflective material with black numbers and letters. The plate must be BS AU 145A approved and marked accordingly. The plate must be mounted on a vertical surface.
- **Trailer Construction:** It is not recommended that trailers of 'home' construction are used on minibuses unless they have been thoroughly checked by a reputable specialist.
- **Trailer Driving licence:** It is recommended that minibus drivers intending to tow must have the appropriate driving licence category and should have experienced towing a trailer using an unloaded minibus prior to the journey taking place.
- **Trailer Insurance:** It is important to check that the vehicle policy covers the use of trailers in all the circumstances applying. The load is unlikely to be covered.
- **Trailer Road Tax:** Additional road tax is not required when towing a trailer behind a passenger carrying minibus.
- **Trailer Passengers:** Trailers must not be used for the carriage of passengers.
- **Trailer Mirrors:** An additional nearside exterior mirror must be fitted if the trailer and its load prevent the driver seeing clearly through the interior mirror. The mirror must be of a type that allows a clear view behind the trailer.
- **Trailer Mudguards:** Trailers must be fitted with mudguards unless the body of the trailer provides adequate protection from spray and dirt.
- **Trailer Lights:** The following is a summary of the lighting requirements on trailers of a size that are likely to be towed by minibuses.



Item	Quantity	Additional information
Amber direction	2	These must flash in unison with the indicators of the towing vehicle lights at a rate of 60 to 120 flashes per minute.
Front marker lights	0	These will not be necessary on most trailers towed by minibuses. They are not required if side markers are fitted. They are for use on trailers of more than 1.6 metres wide or if the load projects more than 400mm on either side of the tow vehicle front lights.
Orange side facing	2	For trailers exceeding 5 metres in length each side excluding the drawbar. One should be a maximum of 3 metres from the front, including drawbar. The other should be a maximum of 1 metre from the rear.
Red brake light	2	Must be fitted at rear and operate with the towing vehicle lights.

Red tail light	2	Must be fitted at rear and operate with the towing vehicle lights.
Reversing lights	2	Not compulsory but if fitted they must not dazzle from eye level at a reasonable distance.
Triangular red reflectors	2	These must be fitted to all trailers
White number plate	1 or 2	These must illuminate the whole number plate area as required.

Minibus Maintenance: The primary aim of any vehicle maintenance system is **safety**. There are the responsibilities of the driver, the person with direct responsibility for management of the vehicle, the repairer and the operator.

- **The Driver's Responsibilities for Maintenance:** The driver **must** carry out daily checks at the start of the day or journey. Any defects found should be noted in the driver's defect report book carried in the minibus. If the defect affects the safety of the minibus it must be attended to at once and the defect report signed to that effect. If necessary this could mean taking the vehicle to the repairer. In that case the repairer should sign the defect report. Any minor defects can be left for a convenient time or the next time the minibus has to go to the repairer. All completed defect reports should be kept for at least 15 months as part of the vehicle record. The drivers checklist includes the following:
 - fuel level;
 - engine oil level;
 - radiator water level;
 - operation of steering and brakes, and associated fluid levels;
 - operation of headlights, sidelights, indicators, interior lights and reversing buzzer if fitted;
 - operation of horn and windscreen wipers;
 - condition of tyres, checking for wear, cuts, splits, under inflation and tread depth;
 - general condition of bodywork, particularly the cleanliness of windows.

- **The Person with Direct Management Responsibility for the Vehicle:** Is responsible for undertaking the following weekly checks:
 - top up windscreen washer reservoir;
 - check tyre pressures;
 - check battery level;
 - check security and condition of first aid kit and fire extinguisher;
 - check number and condition of wheelchair clamps and restraints, if fitted;
 - operation of tail lift, if fitted;
 - clean vehicle inside and out.

- **The Repairer's Responsibility:** Provided that drivers carry out their daily checks correctly, the minimum should be a service and safety inspection every three months or 6,000 miles, whichever comes first. More frequent services will be necessary if required by the manufacturer's recommendations. The annual major service should coincide with the MOT test when brake drums should be removed



to enable brakes to be overhauled. If linings and/or pads will not last to the next service they should be replaced. If an annual tail lift check is relevant it should also be done at this time. The intermediate service should not require the removal of brake drums. Care must be taken to ensure that the correct MOT Test is carried out. Some repairers are not familiar with the requirements listed in section three above. The authorised repairer should have the following:

- undercover facilities to work on the minibus;
 - trained staff regularly updated on technical and legal requirements;
 - diagnostic equipment to ensure the minibus is maintained efficiently irrespective of whether diesel or petrol engined;
 - the technical expertise to service, inspect and repair the minibus to a safe standard;
 - the technical expertise to carry out, or the ability to arrange annual inspections on, tail lifts and any other specialised equipment fitted to the vehicle;
 - the facilities to carry out or arrange the annual MOT test on the minibus;
 - the facility to supply job sheets and inspection sheets to form meaningful vehicle records;
 - public liability insurance.
- **The Vehicle Operator's Responsibility for Maintenance:** The Operator should ensure that:
 - the driver carries out daily checks;
 - drivers complete defects reports and have defects attended to;
 - the person with direct management responsibility for the vehicle carries out the weekly checks;
 - the minibus is booked into the repairer at the proper intervals for service, safety inspections, and MOT Test;
 - the work that has been charged for by the repairer has been carried out;
 - vehicle records and documentation are maintained.

Minibus Security: It is recommended that all new vehicles should be fitted with immobilisers in order to reduce the risk of theft. These come in a variety of forms and at a range of prices. Insurance companies may be prepared to reduce premiums if an immobiliser is fitted.

Minibuses Further Advice: Can be obtained from the Integrated Transport Unit at Bracknell Forest Council.

12.23 Instructions in the Event of a Road Accident

Road safety and Accident Procedure: All drivers should ensure that they are aware of the principal considerations of UK traffic accident procedure. The key elements are:

- switch off the engine;
- switch on hazard warning lights;
- take any necessary precautions with regard to fire;
- prevent further injury;
- control other traffic as necessary;
- obtain the names and addresses of any witnesses;
- take care to ensure as far as is reasonably possible that passengers are safe and comfortable, if necessary remove them from the vehicle to a place of greater safety;
- do not move the vehicle if the accident necessitates calling the police (Leave it in the position where it came to rest. If it seriously obstructs traffic, mark the position on the road and try to obtain corroboration from an independent witness before moving it.), in the case of minor accidents, try to move off the road.

Warning triangles: It is advisable and in most countries legally necessary, to place warning triangles at the scene of an accident. These should take account of overtaking and oncoming traffic and should be strategically placed having regard to local circumstances such as bends in the road at or approaching the scene. In most countries distances for siting warning triangles are specified in regulations. These can most easily be obtained from motoring organisations such as the AA or the RAC. All traffic must make way for emergency vehicles.

Medical Attention: It is morally and, in some countries, legally obligatory to summon medical assistance to injured persons.

Calling the Police: In the UK one is not legally obliged to call the police to the scene of a road traffic accident unless death or bodily injury has occurred, or unless there has been damage to a vehicle or property and there is no one present to represent the interests of the party suffering damage. If the police are not to be called all involved must:

- agree that police presence is not required;

- exchange particulars such as names, addresses, and name of insurance company being careful as you do this that you do not inadvertently admit liability;
- agree on the spot a sketch plan of the scene.

The emphasis here is on all. Should even one party dissent, all must await the arrival of the police.

Notifying The Establishment: The Establishment should be notified asap via the established Emergency Contact Number. The Establishment emergency contact will require details of any injuries to persons or damage to vehicles or property, and can summon and co-ordinate any necessary support e.g. replacement vehicles etc.



Assisting the police: It is the duty of everyone to assist police investigation into an accident but drivers should consider carefully making any statement that could be construed as an admission of liability.

Leaving the scene: If the police are to be called, do not leave the scene without their permission. The only exceptions to this are where one leaves the scene temporarily to obtain care for the injured or to summon the police.

Notifying insurers: Once an accident has occurred and there is damage to vehicles, property or persons, an insurance accident form must be completed. Such forms are normally supplied by insurance companies along with details of the policy. The form should be sent to the insurance company, via the school or organisation responsible for the vehicle, as soon as reasonably possible after the accident. A copy of the form should be retained. It is important that these should be completed with all the facts. No information should be withheld. All possibly relevant facts should be included. Opinions should not be included. It is for the driver to provide the information.

12.24 London Low Emission Zone (LEZ)

The Low Emission Zone (LEZ) covers most of Greater London and operates 24 hours a day, every day of the year. It was introduced in 2008 to encourage the most polluting heavy diesel vehicles driving in the Capital to become cleaner.

Charging days run from midnight to midnight. So if you were to drive within the LEZ between 23:30 and 01:00 the next day, you'd need to pay for two days.

Vehicles parked in the zone but not driving are not subject to the LEZ requirements for that day.

Remember, the LEZ isn't the same as the central London Congestion Charge zone. The Congestion Charge applies 07:00-18:00 Monday to Friday, excluding public and Bank Holidays. If you drive within the charging zone during these times you will have to pay the Congestion Charge, even if you meet the LEZ emissions standards and have paid the LEZ daily charge

Before travelling into the LEZ it is recommended that the vehicle operator or driver visits: [About the LEZ - Transport for London](#)

Travel by Water

12.25 Ferries

All ferries should comply fully with all current international and national Maritime Safety regulations.

12.26 Loading and Embarkation

Group leaders should be aware that berthing areas are subject to normal road traffic regulations and strict road laws should be adhered to under Health and Safety Regulations.

Such areas are usually extremely busy with freight and tourist vehicles manoeuvring to and from vessels.

If on foot, groups should follow the designated walkways whenever they may be moving around the harbour area to access food outlets and other facilities.

If on coaches, pupils should not be allowed to disembark from the coach until the coach has loaded on to the ferry.

12.27 Dismounting from a Coach

Pupils should be briefed beforehand on the disembarking procedure.

A member of staff should disembark first and locate the best pathway from the coach across the road deck to the exit to the passenger areas.

Pupils should disembark in an orderly manner and proceed to the passenger areas supervised by the staff. They should be advised about high door sills leading to stairways.

Stairways are often steep and pupils should hold on to the rails and not run up the steps. They should not carry excessive baggage which may cause them to lose balance when ascending or descending steep stairways.

12.28 Passenger Lounge

Pupils should proceed to the passenger lounge as a group. They should not congregate at stairway exits which may cause access problems for other passengers.

As far as possible the group should sit in one designated area all together. If this is not possible they should be in small groups with a staff member supervising each group.



Movement from this area should be strictly controlled and should only be by permission of the supervising staff.

12.29 Behaviour

Pupils should be briefed about expected levels of behaviour.

- There should be no running around the passenger areas.
- They should not make excessive noise which may cause distress to other passengers.
- They should not congregate in areas which may cause access problems.
- They should not touch any safety equipment or enter areas closed off by watertight doors or access the vehicle deck whilst at sea.

12.30 Muster Stations

Staff and pupils should be made aware of their relative muster stations where they should congregate in the event of any emergency.

12.31 Outside Decks

The outside deck areas have increased hazard especially in bad weather.

Pupils should remain in the interior areas unless the weather and sea conditions are calm.

If access to the outside deck areas is allowed it should be strictly controlled and supervised.

Pupils should not be allowed access to the outside decks on night crossings.

12.32 Cabins

On longer crossings where cabins are used supervising staff should know where pupils are located. Pupils should also know where staff are located and a staff rota should allow for constant supervision of the cabin areas.

12.33 Returning to the Vehicle Deck

Pupils should not return to the vehicle deck until they are requested to do so.

The groups should not leave the passenger lounge until they have all been accounted for.

Groups should be briefed on descending steep stairwells and instructed to hold the hand rails.

A staff member should lead and be responsible for negotiating the road deck to the vehicle.

When all are on the in the vehicle a further head count should be taken to ensure that all of the group are present.