

Guidance on Safe use of minibuses

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What is a minibus?

- A Passenger Carrying Vehicle (PCV) which can carry more than 8 but not more than 16 seated passengers.

Responsibility for Minibuses

- The safety and legalilty of a minibus is the responisibility of the operator.
- “The driver, if she or she is the owner, or the person who employs the driver”

Who can drive a minibus? (The ideal solution)

- D1 entitlement
- This requires a separate test

Who can legally drive a minibus?

- 21 or older having held a Cat B for 2 years
- The minibus is used for social purposes by a non-commercial body
- Meets the [‘Group 2’ medical standards](#) if over 70 - check with GP
- Volunteer driver and vehicle is used for social purposes by a non-commercial body
- the maximum weight of the minibus is not more than 3.5 tonnes - or 4.25 tonnes including specialist equipment for disabled passengers, eg a wheelchair ramp
- Cannot tow a trailer

Section 19 Permits – Non profit making organisations

- 21 or older
- The vehicle can carry between 9 and 16 passengers
- Voluntary organisation that benefits the community - eg an educational, religious or sports organisation
- The minibus service is only available for members of that organisation - not to the general public
- Any charges are to cover running costs and are not for profit
- Apply for a minibus permit from your local authority, or contact DVSA

Safe Drivers – “ Not for hire or reward”

- Job Specification – No driving
- No payment from or behalf of the passengers
- Correct Category on Licence
- Licence Checks
- Suitably assessed to drive a minibus

Safe Drivers

- Understands their responsibilities
- Medically fit to drive
- Drives for limited periods to avoid fatigue
- Accompanied by 2nd driver on appropriate journeys
- Is accompanied by a passenger assistance if required

Driver Responsibilities

- Be fit and able to drive
- Ensure the minibus is suitable
- Conduct a pre drive vehicle safety check and brake test
- Plan the journey
- Complete a log book

Safe Vehicles

- MOT Annually
- Time based Safety Inspections (every 6 -13 weeks)
- Seat Belts
- Passenger Lifts & Ramps – Trained Staff
- Passenger Lifts & Ramps – tested every 6 weeks

Safe vehicles

- Daily walk around Checks
- Reporting & Recording Faults
- Drivers' Responsibilities
- Teachers cars.....

Operator Responsibilities

- Minibus permits
- Insurance
- Maintenance & MOT
- Record Keeping
- Driver Licence Requirements

Operator Responsibilities

- Driver assessment, training and re-assessment
- DBS

Integrated Transport Unit - Transport Services

- Car and commercial vehicle hire
- Driving assessments (required for minibus hire)
- Driving licence checks and reminders – D1 essential for minibuses
- Section 19 permits for carrying passengers
- Legislation questions answered
- Maintenance arrangements including collection and delivery

Integrated Transport Unit - Hire Services are Offered

- Minibus hire
- 17 seats (16 + driver) for hire
- 12 seats wheelchair accessible vehicle
- 9 seats (8 +1) hire
- With or without driver and passenger assistant
- Half or full day rates

Example Lease Costs

- 17 seater minibus costs for 4 years - £5,237 pa
- Insurance / management costs - £1,100 pa
- Fuel - £369 pa (based on 2,000 miles p/a)
- Total - £6,706 (or £3.35 per mile)
- Doesn't include driver, storage, or down time costs

ITU Minibus Hire Rates (Office Hours)

- With driver
 - Full day (8 hours) - £150 + 0.40ppm
 - Half day (4 hours) - £75 + 0.40ppm
- Without driver
 - Full day (8 hours) - £35.00 + fuel (0.40ppm)
 - Half day (4 hours) - £20.00 + fuel (0.40ppm)

Example Lease Costs

- 17 seater minibus costs for 5 years - £4,842 pa
- Insurance / management costs - £1,100 pa
- Fuel - £1,267 pa (based on 10,000 miles p/a)
- Total - £7,209 pa (or 0.72p per mile)
- Doesn't include driver, training, or storage costs

References

- DVSA Guide to maintaining roadworthiness
- RoSPA Minibus safety
- <https://www.gov.uk/g-passenger-transport>

QUESTIONS?



Contact Details

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