



## **Minibus Hire Procedure**

### **Booking**

Please email [community@testbourne.school](mailto:community@testbourne.school) with booking request. Driver name, school details, contact details, and driving qualifications need to be provided before collection. The minimum age for drivers is 21 when used by the school and 25 when loaned or hired to outside groups. There is no maximum age set for the drivers. Drivers should have no more than 5 penalty points on their licence in the last five years. (The insurance company may consider drivers with 6 or more points on an individual basis, but it is likely that an additional charge will be made). A maximum advance booking will be 6 weeks and for no longer than 6-week periods, in order for a fair share for all. Unless otherwise agreed (for example residential trips maybe taken into account.)

### **License**

All drivers using the 17-seater must have a category D1 entitlement on a full driver's licence. This must be shown prior to driving the bus.

### **Personal Responsibility**

The driver is at all times legally responsible for the condition of the vehicle that they are driving. Please check that the minibus is safe and legal to use before each journey. The driver is responsible for any fines; regarding speeding, parking etc and must act within the law at all times.

### **Starting off**

At the start of the journey the driver should check:

- Bodywork damage
- All doors are unlocked
- Tyre conditions
- Oil, water, brake fluid, washer fluid and fuel levels
- Lights, indicators and horn
- Windscreen wipers and washers
- Mirrors and windows
- Seatbelts & seating
- Fire Extinguisher and first aid kit is complete
- Paperwork is complete.



## **Completion of Journey**

At the end of each journey the driver should check:

- There is no bodywork damage
- The bus is parked safely with handbrake secure
- All switches are off
- The bus is left in a clean and tidy condition
- Paperwork is completed. Log sheet, Accident reports, Defects etc.
- Use of first aid kit/ extinguisher is notified.

## **Manual Handling**

Please see additional information regarding manual handling awareness.

## **Personal Safety**

Drivers should plan their journey well in advance. It is advisable to take the following equipment:

- Maps
- Torch
- Loose change
- Mobile phone if available

When driving alone, drivers should lock all the doors and keep windows closed. Valuables should be kept out of sight at all times. If you are stopped by someone claiming to be a Police officer but are suspicious, they should ask for some form of identification or drive to the nearest Police station. Drivers should park in a well-lit place at all times. Ensure the bus is locked when leaving. When returning ensure keys are in hand for easy access. Check nobody is acting suspicious and visually check the inside, get in quickly and lock the door immediately. Lock all doors when paying for additional fuel at service stations.

## **Seat belts**

All passengers are required by law to wear seat belts at all times. It is the driver's legal responsibility for ensuring that all children under the age of 14 are wearing seatbelts. However as good practice we recommend that all children should be enforced to wear seatbelts before driving off.

## **Damage**

Please report any damage on the booking sheet and hand in to the Community Office upon return. If the damage is considered dangerous, please ensure that a member of the Testbourne staff is verbally informed and noted on booking sheet.



## **Breakdown**

Generally assess the situation, take account of circumstances and follow the safest course of action.

If at any stage, you should experience mechanical difficulties or breakdown. Please contact: 0800 581710 (membership number: 0054224) who will provide roadside assistance. This is arranged through Hampshire Transport Management: 01962 873930.

If you have to leave the bus, do this quickly and return to the vehicle as quickly as possible and lock the doors.

It is generally safest to stay in the bus on ordinary roads, with hazard lights on, however if it is stopped on a blind bend, it may be safer to leave it and find a safe haven until assistance has arrived. Passengers should only leave the bus if they are at risk. They should remain seated with seatbelts left on in all other circumstances.

In the case of a breakdown on a motorway, drivers should try to coast to one of the emergency telephones. Hazard lights should be switched on. At night interior lights should also be turned on. The bus should be left by the nearside exit and all doors locked except the near side door which should be left ajar then wait on the motorway embankment for assistance. If the driver is approached by a suspicious individual, the driver should return to the minibus and lock the door. When the possible risk (individual) has passed it would be safe to return to the embankment.

Passengers should also evacuate the bus and wait safely on the embankment; however individual circumstances may dictate that this maybe more hazardous. E.g., small children, driving rain, cold etc. A judgement would need to be made at this point.

## **Accident Procedure**

Your first priority is to ensure the health and safety of the passengers on the bus. Take any action to prevent further accidents and carry out any further action necessary. The driver should immobilise the vehicle and switch off the engine. Activate any fuel isolation switches. If there is a risk of fire or further collisions, everyone should move to a safe place away from the vehicle. Otherwise remain seated with belts on. Hazard lights should be operated. The driver should check for any injuries and call the emergency services (999) if needed. Contact: 0800 581710 to arrange for recovery of the vehicle.

Should you be involved in any accident it must be reported to the Headteacher or deputy of your representative school. Also please contact Testbourne Community School: 01256 892061/ 01256 892261 at your nearest possible convenience to inform the Community Office.

A driver involved in a collision is legally obliged to stop and exchange details with the other driver involved with the collision. However, if you feel vulnerable this should be done with the doors locked and window open slightly.



## **First Aid and Fire Extinguisher & Driving Manual**

The first aid kit is situated at the side of the 2<sup>nd</sup> row of seating. Please inform the Community office and note on booking sheet if any equipment has been used. The Fire extinguisher is situated underneath the middle passenger seat of the front row. Only tackle the fire if it is safe to do so. Evacuation of the vehicle is the main priority. The driving manual is in the front glove box for your reference.

## **Fire/ Evacuation**

The driver should:

- Stop, switch off the engine, put gear stick into a high gear
- Ask passengers to leave by nearest exit- Assist if necessary
- Start with passengers who are quickest to move
- Get everyone to a safe distance
- Head count
- Contact emergency services
- Do not endanger yourself or others by take unnecessary risks

## **Hire Charges/Mileage/Fuel**

- Please ensure you mileage is recorded on the log sheet before and after your journey.
- You will be charged for the mileage you have used at £1.30 per mile if over the set hire charge rate. (see table below)
- Refuel minibus after use using the fuel card.

<b>Hire Charges</b>	<b>12-Seater</b>	<b>17-Seater</b>
Half day hire	£35.00	£45.00
Full day hire	£60.00	£70.00
Charged at £1.50 per mile after: -	40 miles	50 miles

## **Cleaning**

The minibus should be in a clean and tidy order upon collection. Bin liners will be found in the glove box. A dustpan and brush is available from the Community Office. However, if for any reason it is not, please report this to the Community team. When returning the minibus please ensure that any litter, lost property or other items are removed. Please leave the bus in a clean condition. If it is not found in a clean and tidy manner a cleaning charge of £50 will be payable.