



**South Gloucestershire and Stroud College**  
**Policy for Use of SGS Fleet Vehicles**

If you would like this document in an alternate format  
 Please contact the Human Resources Department

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<b>Approved by:</b>	SLT
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# Impact Assessment



Main aim and purpose of the policy:		To outline the process for and use of SGS Fleet Vehicles – HEALTH AND SAFETY REQUIREMENT			
Is this policy (or its constituent parts) relevant to a general equality duty? (please tick)	This policy development will assist in the elimination of unlawful discrimination and/or harassment of identified groups?	Implementation of this policy will promote equal opportunities for identified groups?	Implementation of this policy will promote positive attitudes and participation between groups?	Implementation of this policy will promote good relations between groups?	
<b>Age</b>					
<b>Disability</b>					
<b>Gender Reassignment</b>					
<b>Race or Ethnicity</b>					
<b>Religion or Belief</b>					
<b>Marriage</b>					
<b>Pregnancy/ Maternity</b>					
<b>Sex</b>					
<b>Sexual Orientation</b>					
<b>Carers/ Care givers</b>					
<b>Persons in care</b>					
Specify any groups for which there is evidence or reason to believe that some groups or individuals could be affected differently:					
How much evidence is there:	None	A little	Some	A lot	
	✓				
<b>Is there any concern that the policy may operate in a discriminatory way?</b>	None	A little	Some	A lot	
	✓	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Assessed relevance to equality (tick one row only)	High	Med	Low	None	Brief reason for this assessment
Age	✓				This policy operates in a potentially discriminatory way insofar as it restricts the age at which persons may/ may not be provided with a permit and/or permission to use a vehicle. These restrictions are not intended to prevent any member of staff from accessing a vehicle but are stipulated as part of our current insurance arrangements. Age restrictions are reviewed in line with Group and College insurance renewal.
Disability			✓		
Gender Reassignment					
Race or Ethnicity					
Religion or Belief					
Marriage					
Pregnancy/ Maternity					
Sex					
Sexual Orientation					
Carers/ Care givers					
What is the next step? (tick one only)	What priority level is this policy?			Has the Policy been sent for Full EQIA, or do you believe the policy should have a Full EQIA?	
	High ✓	Medium	Low	Yes	No ✓
<b><i>I am satisfied that an initial screening has been carried out on this policy/procedure and a full Impact Assessment is not required</i></b>					
Completed by: <b>Gavin Murray</b> Position: <i>Head of Quality, Learning Resources &amp; Performance</i> Date:					

# Policy for USE of SGS Fleet Vehicles

## 1. Introduction

- 1.1. South Gloucestershire and Stroud College Group takes seriously and is committed to ensuring the safety of its learners, staff and other stakeholder when using SGS Fleet vehicles
- 1.2. This Policy applies to all vehicles used by the College whether owned, leased, hired or otherwise made available for use of or by SGS College Group.

## 2. Statement

### 2.1. Application

- 2.1.1. Compliance with this Policy is mandatory and the Policy applies to any use of vehicles for College business.
- 2.1.2. This Policy should be read in conjunction with all other College policies and procedures which include but are not restricted to Educational Study Visits (Trips) Procedure and the Health and Safety Policy.
- 2.1.3. The requirements of this Policy represent the minimum standard to be adopted. The Executive Team may impose additional requirements if they consider them appropriate or as have been stipulated by a member of the wider management team through the risk assessment process.

### 2.2. Minibuses

- 2.2.1. Further requirements applicable to driving minibuses are set out in **Appendices 1 to 6**. These are in addition to the requirements of the main body of this Policy.
- 2.2.2. There are complex driving licence and 'hire and reward' permit requirements for the use of minibuses. These are set out in **Appendix 2** and these are also in addition to the requirements of the main body of this Policy.

## 3. Responsibilities

### 3.1. Drivers

- 3.1.1. All drivers must be approved by an Estate Manager or their nominated deputy. Approval will only be given providing the following requirements are met:

- 3.1.1.1. Only employees of the Group may drive fleet vehicles or vehicles hired for group business. An employee of the Group is any person being officially paid by the Group, the College or any subsidiary company, for the time they are driving on the Group's behalf. Persons being paid a fee to drive for short periods such as the duration of a field trip are considered Group employees. Such persons must however meet all the other requirements of this Policy. Any person who is driving on the order or with the permission of the Group or College is covered by our insurance policy to drive SGS fleet vehicles. Such permission is only given to those who have been issued with a current permit to drive.
- 3.1.1.2. Drivers must be aged at least 21 to drive a vehicle with up to 16 passenger seats provided they have held a full driving licence with a minimum B category for at least two years, meet Group 2 medical standards, are driving on a voluntary basis, the maximum weight of the minibus is not more than 3.5 tonnes and a trailer is not being towed. Drivers must have a D1 to drive vehicles where the maximum weight of the minibus is more than 3.5 tonnes
- 3.1.1.3. The driver has a valid full driving licence for the vehicle to be used. Special licence conditions apply to the drivers of minibuses. See **Appendix 1**.
- 3.1.1.4. In the case of minibuses, cars or vans the driver has completed a formal Permit Application as detailed in **Appendix 3**. The completed form must be retained and be re-submitted annually
- 3.1.1.5. If there are more than six penalty points current on any license submitted as part of a permit application a permit to drive will not be issued (or will be revoked as the case may be).
- 3.1.1.6. All drivers will be required to undertake MIDAS training and maintain a valid certificate. Their Head of Department must ensure they are made available for this mandatory training.
- 3.1.1.7. Any drivers drafted in for whatever reason to cover special circumstances such as Permit Suspension will need to complete a formal permit application and be considered competent to drive the vehicle in question through assessment by the Head of Estates or his/her nominated deputy
- 3.1.1.8. In summary driver responsibilities include but are not limited to:

- i) Provision of a fully completed EV5 to be presented to WISE or Stroud Reception as appropriate prior to release of vehicle, detailing driver's name, date, duration of trip, registration of vehicle allocated and full names and emergency contact numbers for both driver and passengers
- ii) Pre-Drive Safety Check and Seating Plan to be completed before leaving campus
- iii) Any issues with the vehicle during the trip are to be recorded on the Pre-Drive Safety Check form in the allotted section
- iv) Vehicle to be cleared of all rubbish and swept prior to handing keys back to Reception
- v) Vehicle log book to be completed in respect of mileage at departure & return

### 3.2. Roadworthiness of the vehicle

- 3.2.1. All vehicles owned by the Group will be regularly maintained and kept in a roadworthy condition. The Estates Department will be responsible for this requirement.
- 3.2.2. All hired vehicles must be checked carefully by a member of the Transport Team on delivery.
- 3.2.3. Before accepting responsibility for any vehicle or leaving campus all drivers must carry out a Pre-Drive Safety Check and complete the relevant form, including the incorporated Seating Plan as detailed in **Appendix 5**.

### 3.3. General Driving Legislation

- 3.3.1. The requirements of legislation governing driving must be observed at all times. When driving abroad the legislation of the country to be visited should be checked for local variations from the UK. In the UK, adherence to the 'Highway Code' is essential but drivers should pay particular attention to:
  - 3.3.1.1. Seat belts must be worn at all times. The most senior member of staff present or the driver must ensure this.
  - 3.3.1.2. The driver must not use a mobile phone or engage in any other activity that may distract his / her attention from driving while driving e.g. eating and drinking or adjusting the radio etc.
  - 3.3.1.3. Smoking is banned in all SGS fleet vehicles.

### **3.4. Journey and Driving Times**

- 3.4.1. Tiredness of the driver has often been a significant factor in accidents involving minibuses. The presence of a second driver should always be considered both on account of possible incapacity of the first driver and also because of tiredness.
- 3.4.2. The maximum number of hours that a driver may drive in any 24-hour period is 9 hours subject to a weekly maximum of 56 hours. Every driver must take a continuous rest period of at least 11 hours in every 24-hour period.
- 3.4.3. The maximum continuous period of driving should not exceed two and a half-hours and should be followed by a minimum break of 10 minutes out of the vehicle. Time spent crawling in motorway type hold-ups should count as part of the driving period, as should any period spent driving to pick up a party.
- 3.4.4. Persons returning to the UK after a long journey abroad, even air travel, should be warned that they might not have had sufficient rest to undertake a further lengthy journey by road in the UK as soon as they have left the ferry or airport. Accidents frequently occur to drivers returning from abroad within one hour's driving distance from UK ports and airports because of tiredness and / or change from driving on the right hand to the left hand side of road.

### **3.5. Consumption of alcohol by any driver**

- 3.5.1. Blood to alcohol level must be zero during all driving activities. It is a requirement that a driver does not consume any alcohol for 24 hours before any journey and absolutely not whilst driving or taking a rest break.

### **3.6. Medication**

- 3.6.1. Drivers must adhere to any guidance accompanying medication, prescribed or otherwise. If driving ability may be affected by such medication then no driving should be undertaken.

### **3.7. First Aid and Emergency Procedures if a vehicle is involved in an accident:**

- 3.7.1. Make sure all passengers are safe and if necessary summon the emergency services for assistance
- 3.7.2. Obtain the registration number(s) and insurance details of any other vehicle(s) involved and complete the incident form in the drivers pack.
- 3.7.3. Take the names, addresses and if appropriate vehicle registration number of any witnesses and the number and base station of any Police Officer who attends

- 3.7.4. Write down as soon as possible after the accident all relevant details in a precise manner
- 3.7.5. Report all the above details to the College as soon as possible
- 3.7.6. The legal requirements for providing information after an accident are summarised in **Appendix 6**.

### 3.8. **Documentation**

- 3.8.1. Drivers should carry their driving licences but, wherever possible, any hire agreement or insurance certificate should be kept by the College / Faculty. The driver should carry details of insurance in order to exchange information – a copy of SGS College vehicle insurance certificate is held in every vehicle wallet.

### 3.9. **Overseas Travel**

- 3.9.1. There are likely to be special insurance requirements for overseas travel. Check with the Finance Department and the operator of any hired vehicle.

### 3.10. **Security of valuables**

- 3.10.1. Always remove all valuables such as Sat-Nav instruments and laptops from sight and out of the vehicle altogether when parking up, since it is possible to scan vehicles for equipment fitted with blue tooth technology such as laptops etc.

### 3.11. **Insurance**

- 3.11.1. All questions of insurance should be addressed to the Finance Department.

### 3.12. **Monitoring**

- 3.12.1. All breaches of this Policy or occurrences leading to suspension of a permit, accident or fixed penalty notices will be brought to the attention of the Executive Management Team by the Head of Human Resources.
- 3.12.2. The Executive Management Team, on the advice of the Head of Human Resources, may determine that the breach or occurrence in question is also a breach of the staff code of conduct and as such it may result in disciplinary action in accordance with the College's disciplinary policy and procedure. Such disciplinary action may result in dismissal depending on the circumstances

### 3.13. **Appendices:**

- 1: Additional requirements for the Safe Use of Minibuses
- 2: Driving Licence Requirements for Driving College Vehicles
- 3: Application to Drive College Vehicles
- 4: Driver Permit Declaration
- 5: Minibus Pre-Drive Safety Check
- 6: Legal Requirements for Providing Information after an Accident
- 7: Vehicle booking process
- 8: Monitoring & Disciplinary Procedures
- 9: Driver Wallet Contents



## Guidance: On the use of College Fleet Vehicles

**This guidance is to be read in conjunction with the college's Use of College Fleet Vehicles Policy.** This document is available on line (SharePoint) together with Minibus Safety and A Safe Journey Planner (both ROSPA documents).

Staff use of SGS fleet vehicles is governed by the college's statutory declaration to HMRC on 'expenses and benefits'.

A fleet or 'pool' vehicle (cars and mini-buses) is deemed to be one that is available for general use as part of college business by authorised drivers subject to the following criteria:

- The vehicle is made available to and actually used by more than one employee
- The reason the vehicle is available to those employees is by reason of their employment
- It is not ordinarily used by one employee to the exclusion of others
- Any private use is merely incidental to the business use
- It is not normally kept overnight on or in the vicinity of an employee's residential premises
- Vans (eg Estates vehicles) are not considered as pool vehicles due to the specific nature of their use
- All vehicles must be returned to the respective campus each day unless specific written permission has been provided by the Head of Estates or nominated deputy.

An authorised driver is someone who holds a current SGS Permit to Drive. For clarification here, our fleet insurance does cover non SGS staff to drive college vehicles as long as they hold a valid permit to drive.

College Fleet vehicles are available to be used by authorised staff only where journeys are made as part of SGS business as follows:

- Travel between campuses (not WISE – FILTON)
- Planned and approved off-site educational visits
- Transport for college sports fixtures
- Any other approved travel on behalf of the college

Any use other than above is classed as 'Benefit in Kind' by HMRC. **The college does not permit such use without authorisation.**

Use of vehicles for business journeys can involve limited private use but only if it is incidental to a business journey – e.g. driving home to allow an early start the next morning.

Any private use must be approved in advance by Heads of Estates.

Requests for use of college vehicles are to be made as detailed in Appendix 7 **and should be submitted with ten working days notice.**

Bookings should not be considered approved until a written confirmation reply has been received from the Transport team. If a booking has been declined staff are expected to make alternative arrangements for their travel requirements.

Online bookings must specify nominated driver details; failure to disclose will lead to bookings being rejected at source. The vehicle will only be released to the driver named on the booking sheet who must sign for it at the collection point, (Stroud or WISE campuses). Vehicles must be signed back in by the named driver. Any variations to the initial booking must be made by email by the person initiating the original booking to [transport@sgscol.ac.uk](mailto:transport@sgscol.ac.uk) – verbal instructions will not be accepted.

The vehicle driver must have completed and had approved a risk assessment for each trip where college learners are being transported, (except the 'shuttle bus' which is covered by generic assessment), together with an EV5 form, (offsite education), detailing full passenger names, emergency contact details, driver's name, date or duration of trip & allocated vehicle registration number. Vehicles will not be issued without evidence of these forms having been completed. In the event of Minibus or Car hire where the vehicle is to be collected directly from the hire company it is the driver's responsibility to provide WISE Reception with a fully completed EV5 from prior to any vehicle collection specifying that the form relates to a hire vehicle.

The driver collecting a vehicle from WISE or Stroud Campus must carry his/her Driving Licence and Driving Permit at all times when in possession of a College vehicle and will be issued with a driver's pack which includes all the information that could be required on a trip, (Appendix 9). It is the individual driver's responsibility to undertake a risk assessment of the vehicle as they will be personally responsible for the vehicle, its passengers and the safety of everyone on board. Pre-Drive Safety Check forms incorporating Seating Plans must be completed by the driver before the vehicle is taken out and additionally on its return to record any faults/problems experienced during the trip. It is also to be used to detail any internal damage to the vehicle and any issues with cleanliness of the vehicle on collection. If faults are found that might affect the vehicle or passengers' safety the vehicle must not be used until they have been remedied. The vehicle mileage logbook should also be completed. Failure to fulfil any of the above requirements may result in suspension of driving permits.

For vehicles in continual use by the same driver for more than seven days a Pre-Drive Safety Check must be completed on a weekly basis.

In the event of permit suspension, the responsibility to arrange substitute drivers will fall on the department in question; there is no obligation for Estates (Transport) to cover. Any substitute external driver will not be granted access to any college vehicle unless they hold a valid SGS Driving Permit and have been competency assessed in their driving abilities by either the Head of Estates or his nominated deputy.

Fuel cards are issued with vehicle keys and are specific to a vehicle registration. These cards should only be used for the purposes of college business and receipts must be returned with the driver's pack and keys when a vehicle is signed back in.

All vehicles must be returned with a full tank of fuel.

All vehicles must be returned to the respective campus each day unless specific permission has been granted by Head of Estates (or a nominated deputy).

All fleet vehicles are installed with tracking devices so that fleet vehicle journeys can be tracked in real time.

The Policy for Use of SGS Fleet Vehicles clearly states both the college's expectations and statutory obligations for drivers using fleet vehicles.

Any member of staff incurring a highways traffic offence notification is responsible in full for all associated costs and penalties. In such a case the college may take appropriate disciplinary action.

Head of Estates

January 2020

Reference documents: HMRC – GOV.UK; SharePoint; Driving Permit declaration, Minibus Driving Policy, On-line booking form, RoSPA documents.

## Appendix 1 Additional Requirements for the Safe Use of Minibuses

### Additional Requirements for the Safe Use of Minibuses

#### 1. Introduction

- 1.1. The skill and care exercised by the driver is undoubtedly the most important aspect of minibus safety. Driving a minibus, especially a fully- laden one over long distance, is much more demanding than driving a large car. The weight and the size of the vehicle are greater. In addition, the driver takes on the responsibility for the safety of passengers.
- 1.2. The RoSPA booklet "Essential Minibus Driving" contains useful hints and all drivers will be issued with a copy by the College. Supplies can be obtained from RoSPA, Cannon House, The Priory Queensway, Birmingham, B4 6BS. Tel: 0121 248 2000.

#### 2. Definition

- 2.1. Minibuses are defined as vehicles "Constructed or adapted to carry more than eight, but not more than sixteen passengers, in addition to the driver".

#### 3. Seatbelts

- 3.1. All minibuses purchased, leased or hired must have seat belts fitted to all seats. These should, as far as possible, be lap and diagonal belts, but where this is not feasible lap belts should be fitted. New minibuses must not have any sideways facing seats.

#### 4. Minibus speed limits

- 4.1. **The relevant limits for minibuses not towing a trailer towing a trailer are:**
  - Motorways - 70 m.p.h.
  - Dual Carriageways - 60m.p.h.
  - Other roads where a lower limit is not signposted - 50 m.p.h.
- 4.2. **The relevant limits for minibuses towing a trailer are:**
  - Motorways - 60 m.p.h.
  - N.B. The outside lane of a three or four lane motorway must not be used
  - Dual Carriageways - 60 m.p.h.
  - Other roads where a lower limit is not signposted 50 m.p.h.

## 5. Loading of minibuses

- 5.1. The number of people and the weight of luggage carried must not exceed the maximum limits specified by the manufacturer of the vehicle. If a large amount of luggage is to be carried it may be necessary to reduce the number of passengers or take a separate vehicle. All luggage that may shift due to the movement of the vehicle must be safely secured. The use of roof racks must comply with the guidance given by the manufacturer of the vehicle.

## 6. Towing of Trailers

**Use of trailers will only be permitted in exceptional circumstances and is subject to MiDAS trailer training certification.**

- 6.1. If a trailer is being towed no passengers may be carried behind the front row of seats unless there is a side door which is easily accessible to passengers.
- 6.2. Before towing a trailer, the following checks must be carried out to ensure that the vehicle being used is appropriate for this use:
- that the gross weight of the vehicle plus the trailer is within the vehicle gross weight limit;
  - that the kerbside weight of the towing vehicle is clearly marked on the front nearside of the vehicle;
  - that the downward force from the loaded trailer on the towing ball is within the limits imposed by the towing vehicle manufacturer;
  - that the axle loads of the towing vehicle are not exceeded;
  - that a breakaway chain is in use, which will activate the handbrake should the coupling break. Advice on this matter should be sought from the trailer manufacturer or approved dealer;
  - that the un-laden weight of the trailer and trailer tyre pressures are clearly marked on the trailer;
  - that the total gross weight (trailer weight plus maximum load to be carried) is clearly marked on the front of the trailer;
  - that the trailer handbrake/overrun brake functions properly;
  - that the trailer lights and indicators work;
  - that the load is securely lashed to the trailer body or frame; and

- that there is suitable marking of any rear overhang greater than one metre by using a "Long Vehicle" sign or other approved method (e.g. warning tape) or an approved light in hours of darkness or bad weather.
  - Trailer pre-drive safety check (PDSC) must be completed in addition to vehicle PDSC
- 6.3. When towing a trailer drivers must be very cautious about the vehicle speed. Vehicle / trailer combinations can become unstable at speeds below the legal maximum, particularly when being passed by fast moving large vehicles, in windy conditions, or when manoeuvring. On long journeys the trailer and vehicle should be checked at least once every two hours of travel.
- 6.4. Users of boat trailers are strongly advised to refer to the Amateur Rowing Association's booklet "Towing of Boat Trailers".

## **7. Overseas Travel**

- 7.1. Vehicles seating more than 9 and travelling outside the British Isles will encounter different driving and transport regulations in Continental EC countries, and different standards again outside the EC. Minibuses driven outside the British Isles require 'own account certificates' if they are College owned and 'waybills' if hired. Check requirements with the Estates Department (Safety Office) if in doubt.

## **8. Training**

- 8.1. SGS College is dedicated to safeguarding the well-being of our learners and staff. It is therefore appropriate to ensure all drivers of minibuses are competent in their driving ability. We are committed to ensuring ALL staff who transport learners on a voluntary basis will be trained to a nationally recognised standard before being authorised to drive a relevant vehicle. The MIDAS scheme is organised by the Community Transport Association. This training will consist of a classroom-based module and a driving assessment. When both modules have been successfully completed, a nationally recognised certificate will be awarded. From September 2016, drivers who have not completed this training will not be permitted to drive minibuses. Refresher training is required after four years.

## **9. Administrative**

- 9.1. The Heads of all departments that manage or regularly hire minibuses must ensure they have effective mechanisms in place to oversee compliance with this code of practice.
- 9.2. All members of any educational study group [ESV] must have their names, contact details and emergency contact details left at the relevant campus reception.

## Appendix 2 Driving Licence Requirements for Driving College Vehicles

### Driving Licence Requirements for Driving Group and College Vehicles

1. Minibuses are defined as vehicles "constructed or adapted to carry more than eight but not more than sixteen passengers, in addition to the driver". The legal requirements relating to minibus driving licences depend upon whether the vehicle is being driven for 'hire and reward'. 'Hire or reward' encompasses any payment in cash or kind by (or on behalf of) passengers which gives them the right to be carried.
2. To drive a minibus for 'hire or reward' a driver will normally need a passenger carrying vehicle (PCV) D1 or D licence. To obtain this the driver must meet higher medical standards and take a further driving test. **However**, the College has a number of '**Minibus Permits**' which remove this strict requirement. The age and driving licence requirements for driving a minibus covered by a College permit on a journey within the UK are therefore:
  - 2.1. the driver must hold a full United Kingdom driving licence (for at least two years) to drive a car issued before 1 January 1997 - shown as group A (B for automatics) on an old style licence or be at least 21 years old and be licenced under category B and D1, not for hire and reward, on a new style licence; **OR**
  - 2.2. the driver must be at least 21 years old and hold a full driving licence to drive a car issued by a member state of the European Community. The licence must have been issued before that state implemented the Second EC Directive on the Driving Licence (91/439/EEC). The licence must indicate that it is valid for driving minibuses with more than 8 passengers plus the driver; **OR**
  - 2.3. the driver must be at least 21 years old and hold a full driving licence, issued either by the United Kingdom or by another member state of the European Community, to drive Passenger Carrying Vehicles (PCV) Category D1

***College employees with UK driving licences issued after 1 January 1997 will NOT be able to drive any minibus weighing more than 3.5 tonnes without passing the full PCV, D1 test. Based on the weight the employee MAY be permitted to drive a minibus weighing less than 3.5 tonnes***

3. **The age and licence requirements to tow a trailer with a minibus on a College permit.**
  - 3.1. the driver must be aged 21 or over and hold a full United Kingdom driving licence to drive a car and the licence must have been issued before 1 January 1997 and hold MiDAS trailer certification; **OR**
  - 3.2. the driver must be aged 21 or over and hold a full driving licence to drive a car issued by a member state of the European Community and hold

MiDAS trailer certification. The licence must have been issued before that state implemented the Second EC Directive on the Driving Licence (91/439/EEC). The licence must indicate that it is valid for driving minibuses with more than 8 passengers plus the driver; **OR**

- 3.3. the driver must be aged 21 or over and hold a full driving licence, issued either by the United Kingdom or by another member state of the European Community, to drive Passenger Carrying Vehicles Category D1 and hold a MiDAS trailer certification. The maximum authorised mass (MAM) of the trailer must not exceed 750kg; **OR**
- 3.4. the driver must be aged 21 or over and hold a full driving licence, issued either by the United Kingdom or by another member state of the European Community, to drive Passenger Carrying Vehicles Category D1+E and hold a MiDAS trailer certification. The combined MAM of the trailer and the towing vehicle must not exceed 12 tonnes and the laden weight of the trailer must not exceed the un-laden weight of the towing vehicle.

#### 4. **Display of minibus permits**

- 4.1. A minibus permit disc must be fixed to the inside of the windscreen so that it can be easily seen from outside the vehicle but does not obstruct the driver's view of the road.

#### 5. **Overseas travel**

- 5.1. In addition to 'own account certificates' and waybills (see **Appendix 1, Section 7**) drivers of vehicles with more than 9 seats require a full PCV D1 Licence. Minibus permits do not apply abroad.

## Appendix 3 Application to Drive College Vehicles

### Application to Drive College Vehicles

To enable a Driving Permit to be issued Transport is to be presented with the following original documents to be presented to the Transport office at Wise Campus:

- i) Both parts of the applicant's driving licence;
- ii) An eyesight test less than 24 months old; and
- iii) A printed DVLA search detailing
  - a) Personal details verifying full name and address;
  - b) Categories permitted to drive under the licence; and
  - c) Confirmation of any penalties or convictions
  - d) A current and valid MiDAS certificate

A formal application must be completed & a permit issued before driving any College vehicle or vehicle hired for College business. Copies of all documentation presented should be checked, photocopied and copies stored.

When satisfied, the Estates Department will issue a relevant declaration and permit to drive appropriate minibuses and/or car.

Permits must NOT be issued if:

1. Either part of the license is not available or has expired;
2. There are more than six penalty points assigned to the applicant;
3. Until the MiDAS training certificate has been received;
4. The eye test is more than 24 months old; and / or
- 5: Any information or documentation requested is not provided.



## Driver Permit Declaration

I \_\_\_\_\_ hereby agree to the following terms in return for permission to drive a vehicle(s) belonging to South Gloucestershire & Stroud College, or hired to the College. I understand that should I be found in breach of any of the below terms, my permit to drive may be revoked by the College, pending an investigation.

By signing this form, I agree to:

- Obey the laws of the road set by the country in which I am driving.
- Undertake to complete MIDAS training by September 2016.
- I will NOT bring the College name into disrepute.
- I am driving strictly on a voluntary basis.
- Ensure the safety of all passengers and members of the public whilst in charge of the vehicle.
- Carry out safety checks on the vehicle before departure and complete relevant forms.
- Report and damage / incidents immediately to the Estates Department.
- Accept that I am responsible for payment of any congestion charge fine, toll, road traffic offence and the like whilst responsible for the vehicle.
- Inform the Estates Department of any changes to my licence during the validation period of the permit including any penalty points received.

I know of no medical reason why I should not be permitted to drive a College vehicle under the terms set by the Companies Insurance provider.

Signed: \_\_\_\_\_

Print: \_\_\_\_\_

Date: \_\_\_\_\_

Permit Number: \_\_\_\_\_

***The permit remains the property of South Gloucestershire and Stroud College, and should be returned on request. Please keep it safe, and carry it with you each time you are using a College vehicle.***

# Appendix 5 MINIBUS / Vehicle Pre-Drive Safety Check




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MINIBUS / Vehicle Pre-Drive Safety Check – for cars page 1 only

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**All vehicles are equipped with a dustpan & brush to ensure swept after every trip**

This safety check is to be carried out prior to driving the minibus for the first time (in any period). Then weekly, thereafter, if continually used by the same driver. This should be repeated whenever another driver takes over the minibus. The driver should walk around the minibus to check for defects, and check the items listed below.

**If faults that might affect the minibus or passenger’s safety are found, the minibus must not be used until they are remedied.**

### Exterior Check

### Interior Check

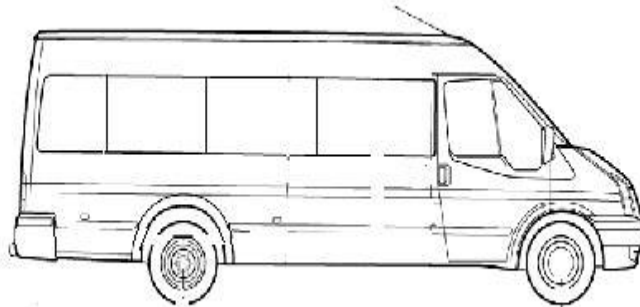
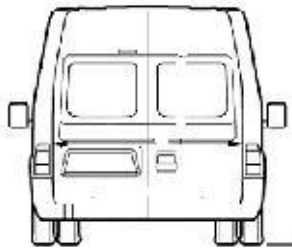
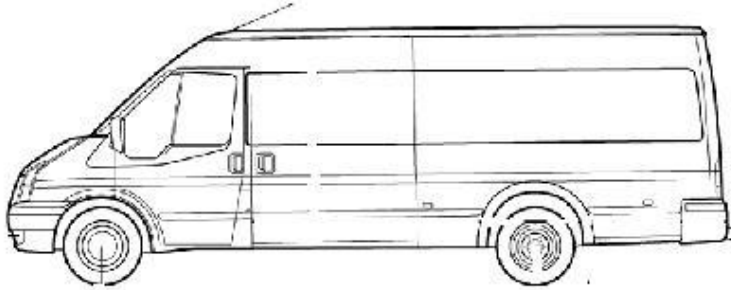
	Ok	Not ok		Ok	Not ok
Oil level	<input type="checkbox"/>	<input type="checkbox"/>	Mirrors are correctly adjusted, clean and unobstructed	<input type="checkbox"/>	<input type="checkbox"/>
Coolant level	<input type="checkbox"/>	<input type="checkbox"/>	Position and function / purpose of all the dashboard controls	<input type="checkbox"/>	<input type="checkbox"/>
Brake Fluid & Power Steering levels	<input type="checkbox"/>	<input type="checkbox"/>	Position of driving seat so that all controls can be operated comfortably	<input type="checkbox"/>	<input type="checkbox"/>
Windscreen and windows are clean and undamaged	<input type="checkbox"/>	<input type="checkbox"/>	Wipers and washers are working properly	<input type="checkbox"/>	<input type="checkbox"/>
Wiper blades are clean and undamaged	<input type="checkbox"/>	<input type="checkbox"/>	Fuel level (and type of fuel: diesel, LPG or petrol)	<input type="checkbox"/>	<input type="checkbox"/>
<b>PLEASE RETURN BUS WITH A FULL TANK OF FUEL AFTER EVERY TRIP</b>					
All lights, including brake lights and indicators, are clean and working	<input type="checkbox"/>	<input type="checkbox"/>	Seat belts, where fitted, are undamaged and working properly	<input type="checkbox"/>	<input type="checkbox"/>
Tyre Visual Check – wear & tear, treads and any visual cuts or bulges, inc. spare	<input type="checkbox"/>	<input type="checkbox"/>	Location and contents of first aid kit and location of break glass hammer (minibuses only)	<input type="checkbox"/>	<input type="checkbox"/>
Doors open and close correctly	<input type="checkbox"/>	<input type="checkbox"/>	Location of wheel brace & jack	<input type="checkbox"/>	<input type="checkbox"/>
			Location of relevant paperwork e.g. Emergency Numbers, etc.	<input type="checkbox"/>	<input type="checkbox"/>
			Equipment / Luggage is securely stowed and the aisles & exits are clear	<input type="checkbox"/>	<input type="checkbox"/>
			Heating & Ventilation Control / Systems are working	<input type="checkbox"/>	<input type="checkbox"/>
			Damage or sharp edges	<input type="checkbox"/>	<input type="checkbox"/>

**Faults / Problems experienced following Pre-drive Safety Check / condition of vehicle interior pre trip e.g. rubbish etc.**

Print Drivers Name: \_\_\_\_\_ Date: \_\_\_\_\_ Vehicle Reg No: \_\_\_\_\_

## Outgoing Damage

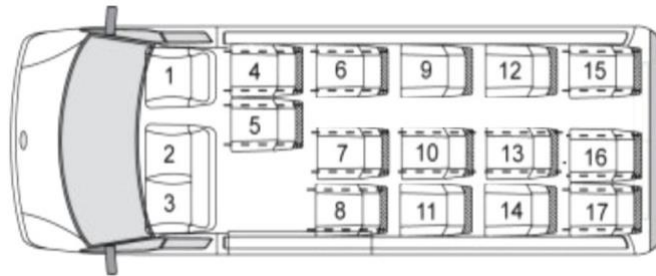
### Ford Transit 17-Seat Minibus



**Please mark any damage or defects with an X in the corresponding position prior to taking the vehicle onto the highway**

Please ensure passengers are seated in same position on return trip

**Seating Plan**



<u>SEAT No.</u>	<u>Passenger Name</u>
01	.....
02	.....
03	.....
04	.....
05	.....
06	.....
07	.....
08	.....
09	.....
10	.....
11	.....
12	.....
13	.....
14	.....
15	.....
16	.....
17	.....

## Appendix 6: Legal Requirements for Providing Information after an Accident

The information below is taken from The Highway Code, 1993

If you are involved in an accident which causes damage or injury to any other person, or other vehicle, or any animal (horse, cattle, ass, mule, sheep, pig, goat or dog) not in your vehicle or roadside property

### You **MUST**:

- Stop;
- Give your own and the vehicle owner's name and address and the registration number of the vehicle to anyone having reasonable grounds for requiring them;
- Complete the accident / incident report form in the vehicle wallet.
- If you do not give your name and address at the time of the accident, report the accident to the police as soon as reasonably practicable, and in any case within 24 hours;
- If any other person is injured and you do not produce your Insurance Certificate at the time of the accident to the police or to anyone who, with reasonable grounds has requested it, **you MUST also**:
- Produce your Insurance Certificate to the police either when reporting the accident or within seven days at any police station you select.
- A copy of SGS College vehicle insurance certificate is held in every vehicle wallet

## Appendix 7: Vehicle Booking Process

- 1: Vehicles can only be booked by the designated driver
- 2: Complete word document template and submit by email to [Transport@sgscol.ac.uk](mailto:Transport@sgscol.ac.uk) This is used irrespective of vehicle type
- 3: Risk Assessment to be completed by requestor/driver and retained in your department
- 4: Ensure all fields are completed in full as failure to do so could lead to your booking being rejected
- 5: Any amendments to be provided by driver in writing
- 6: Bookings will only be processed up to a maximum of 6 weeks in advance
- 7: Any trailer requirement must be specified on the booking form but will only be approved subject to policy requirements
- 8: The requestor/driver will receive an email notification of approval or rejection once the booking has been processed

**Any cancellation is subject to a minimum of 48 hours' notice in writing by the requestor/driver to avoid any fees levied by respective hire companies being passed back to the department making the booking**

## **Appendix 8: Monitoring procedures**

The driver responsibilities summarised in Section 3.1.1.8 are monitored and reviewed by Transport on the return of all vehicle wallets.

Any failings to adhere to policy and procedure will be recorded, the driver in question will be e-mailed advising of their failing and this will be recoded against his or her valid Permit status.

On the occurrence of any serious breach of policy, failure to comply with Group and College procedures; including occurrences of accident or acts or omission attracting a fix penalty notice or notice of intended prosecution will be recorded and referred to the SGS Group Executive Team. The Head of Estates may impose a temporary permit suspension for a period no longer than is deemed necessary to investigate the circumstances surrounding the breach.

Notification of any permit suspension will be communicated by e-mail to the individual and their Head of Department; the Permit must be returned to Transport and it will be the responsibility of the Department in question to seek alternate drivers – there is no obligation on Transport to provide cover. Re-instatement of any permit rests with the discretion of the Head of Estates acting in consultation with the Head of Human Resources.

Pursuant to section 3:12 of the Policy: All breaches of Policy and/or failures to comply with Group and College procedures; including occurrences of accident or acts or omission attracting a fix penalty notice or notice of intended prosecution will be reported to the SGS Executive Team annually; serious breaches will be reported on an ad-hoc basis via the Head of Human Resources and in compliance with the relevant HR policies and procedures.

The Executive Management Team, on the advice of the Head of Human Resources, may determine that the breach or occurrence in question is also a breach of the staff code of conduct and as such it may result in disciplinary action in accordance with the College's disciplinary policy and procedure. Such disciplinary action may result in dismissal depending on the circumstances

## **Appendix 9: Driver Wallet Contents**

**1: Vehicle Log Book**

**2: Instructions re engine check requirements**

**3: Minibus Driving Do's / Don't's / The Law\***

**4: Certificate of Motor Insurance**

**5: Accident Report Form**

**6: Accident & Third Party Cards**

**7: Pre-Drive Safety Check incorporating \*Seating Plan**

**8: Keys & Fuel Card**

**9: Extract from MiDAS handbook detailing driver responsibilities**

**\*Minibuses only**