



WHITEFRIARS CHURCH MINIBUS

DRIVER POLICY DOCUMENT

All Drivers of Whitefriars Church Minibus are to conform with the items listed in this policy document.

Bookings are to be made in advance of the date by contacting Michael Gordon (tel. Number/email address). He will confirm the booking with the driver.

Whitefriars Church holds a risk assessment form that may be used for your hire: please let Michael know when you book the minibus if you require a copy of the risk assessment.

Drivers must hold a current, clean driving license with full D1 entitlement (or equivalent if the license was issued before 1 January 1997). The driver must also hold a current Midas certificate. Details of both will be required at the time of applying to hire the vehicle if this is the first time the driver has asked to do so.

Drivers must have informed DVLA of any medical condition that affects their ability to drive.

Drivers must not use a mobile phone or radio in the minibus: if it is necessary to make a phone call, another adult on the minibus is to do this.

Drivers will not drive for more than two hours during any one stage of a journey, and for no more than 14 hours in any one 24 hour period. Drivers are not to drive if they feel too tired or ill to drive safely. Drivers are not to drive if they have consumed any alcohol, drugs or medication (that may affect their ability to drive safely).

Drivers must carry out a complete safety check before driving the vehicle and record this on the appropriate form supplied when the hire starts: if the hire is over a period of days, this check is to be completed at the start of each day. Any minor faults/damage are to be recorded on the form.

Drivers must not use the minibus if any one of the following items is identified during the safety check: punctured tyre(s), low levels of engine oil, brake fluid, coolant, power-steering fluid.

Drivers are responsible for ensuring that the windscreen, mirrors and front side windows are clean and clear.

Drivers are responsible for having any faulty, external light bulbs replaced as a matter of urgency.

Drivers are to ensure that the minibus is internally cleaned at the end of the hire period.

Drivers are to ensure that all passengers are wearing seat belts. If any passenger is under the age of 16 years, then a responsible adult (chaperone) is to sit on the single seat at the rear of the minibus: this person is also responsible for the behaviour of the passengers. For younger and smaller passengers, the slide on the seat belt must be moved down on to the shoulder to provide maximum safety: these can be used for any child aged 5 years and over; for children under the age of 5 years, either a booster seat or a child safety seat that can be correctly secured using the fitted seat belts should be used instead. No-one under the age of 16 years is to sit in the front of the minibus (though some school groups may have a policy that allows for one child to be seated in the front if there is insufficient space in the main body of the minibus).

Drivers are to wear high visibility jackets when in charge of the minibus (one is kept in the driver door pocket).

Drivers must ensure that passengers are getting on/off the minibus: the hazard lights should be used if this location is not within a lay-by, bus-stop or car-park.