

MINIBUS SAFETY POLICY

Date	Purpose of Issue / Description of Change	Equality Impact Assessment Completed
13 th Nov 2013	Initial Issue	
4 th Nov 2018	Review	
16 th Feb 2023	Reviewed and approved by the Health, Safety and Emergency Management Task Group	14 th Oct 2019 reviewed 16 th Feb 2023

Policy Officer	Senior Responsible Officer	Approved By	Date
Head of Health & Safety	Chief Operating Officer	Health & Safety Committee	13 th Nov 2013

This Policy will be next reviewed in 2026

1. INTRODUCTION

Minibuses provide a vital mode of transport for Colleges and Professional Services wishing to undertake activities that involve transporting groups of staff or students.

Under road traffic law it is also an offence, to cause, or permit, a minibus to be driven on the road when its condition, or the way in which it is used or driven, could cause danger to anyone in the minibus or other road users. As such, the University must implement systems to ensure compliance with all relevant legal requirements, the Highway Code and take all other reasonable measures to protect the driver, the passengers and other road users from a road traffic accident.

2. POLICY STATEMENT AND SCOPE

It is the policy of Bangor University, so far as is reasonably practicable, but in accordance with the relevant statutory requirements and good practice, to ensure the health and safety of staff, students and visitors to the University.

This Policy details the requirements placed on Colleges and Professional Services to ensure leased and hired minibuses that are driven by staff, students and volunteers on University related business are operated and maintained safely.

The Policy applies to:

- Minibuses that are hired / leased by the University for use in the UK.
- Each College and Professional Service that hire / lease minibuses.
- Those who drive or are passengers of minibuses operated on University business.

This Policy does not apply to:

- Minibuses driven abroad (includes Ireland).
- Multi-Purpose Vehicles (MPV) having fewer than 8 passenger seats.
- The use of Students' Union minibuses for Students' Union related activities.

3. RELATED POLICIES AND LEGISLATION

In addition to those general duties in law, the University and its constituent Colleges and Services have specific responsibilities and obligations under the Road Traffic Act and the Provision and Use of Work Equipment Regulations (PUWER) to ensure the safety of hired / leased minibuses and the competency of staff, students and volunteers driving minibuses on University related activities.

Further, specific guidance which incorporates good practice as described by the Vehicle & Operator Services Agency, Royal Society for the Prevention of Accidents, the Health and Safety Executive and the Highway Code can be found in the associated Bangor University Minibus Information Handbook.

4. DEFINITIONS / TERMINOLOGY

For the purposes of this Policy the following definitions apply:

- Minibus: Motor vehicles that have been constructed or adapted to carry more than eight but not more than 16, passengers in addition to the driver.
- Section 19 Permit: As an educational establishment the University may operate minibuses under a Section 19 Permit which exempts drivers operating minibuses on University related activities from some requirements of the Transport Act (as amended).
- Maximum Authorised Mass (MAM): Is the maximum weight of vehicle that a driver can operate and which **includes** the vehicle weight, the driver, all passengers and the load.

5. DUTIES OF THE UNIVERSITY

The University will:

- a. Establish, through this Policy and its supplementary documentation, a management system that seeks to comply with legislation and controls associated with the use of minibuses on University business in the UK.
- b. Provide adequate resources to support the implementation of this Policy.
- c. Delegate, in line with the University's health and safety management system, the duty to implement this Policy to Deans of College and Directors of Professional Services.

6. COLLEGES AND PROFESSIONAL SERVICES RESPONSIBILITIES

Each College/Service shall if using minibuses on University business in the UK:

i) THE VEHICLE - MINIBUS:

- a. Only hire / lease minibuses from a University approved supplier who will confirm that the minibus is Taxed, MOT'd, maintained etc. as required.
- b. Ensure only authorised drivers operate minibuses (see Section 6 ii).
- c. Report defective minibuses and concerns.

ii) AUTHORISED DRIVERS – including Non-University Staff / Students (Volunteers):

Ensure all drivers¹:

- a. **Are a minimum of 25 years of age.** This includes students who, even if authorised to drive a minibus on Students' Union activities may not drive a vehicle on College / Service activities until the age of 25.
- b. Have held a full driving licence (Category B) for at least two years.
- c. Have passed MIDAS or similar approved test with refresher training attended as required.
- d. Are issued with the Minibus Information Handbook and understand their specific responsibilities when driving on University related business.
- e. Are formally authorised to drive through completion of the Driver Authorisation Form with details provided to the Insurance Officer (see Section 6 iii) and annual Driving Licence Checks carried out thereafter.
- f. Provide their service for no hire or reward except out of pocket expenses as per the requirements of the Section 19 Permit (see Section 6 iv).
- g. Only drive a minibus with a MAM and passenger seat numbers as stipulated by their Driving Licence categories:

¹ The University Insurance Officer must approve any drivers who fall outside the requirements detailed in 6 ii (a – c) above.

Driving Licence Categories				Specific Training
	B	D1 ²	D1E	
Maximum Authorised Mass (MAM) Restrictions	YES 3,500kg or less (or 4,250kg if specialist kit in place to aid disabled passengers)	YES Minibus of any weight (vehicle must not exceed 8m in length)	YES Minibus of any weight (vehicle must not exceed 8m in length)	
Minibus: 8 - 16 Passenger Seats	YES	YES	YES	YES MIDAS (or other equivalent)
Tow Trailer	NO	YES (<u>up to</u> 750kg)	YES (<u>over</u> 750kg)	YES Specific minibus and trailer training

iii) INSURANCE:

Notify the University Insurance Officer of:

- College and Professional Service leased and hired minibuses through completion of the on-line 'Vehicle Hire Insurance Form'.
- Authorised Minibus Drivers, through the Driver Authorisation Form.
- Driving Licence changes including endorsements, penalty points, medical restrictions.

iv) OPERATION – SECTION 19 PERMITS:

- Ensure all minibuses are operated under a Section 19 Permit.
- Purchase sufficient Section 19 Permits for the number of minibuses to be operated at any one time with these replaced as required³.

v) RECORDS

Maintain the following records:

- Details of leased minibuses (and relevant documents provided by the supplier).
- Minibus Driver Authorisations and annual resubmission, which includes driving licence checks (data held in accordance with the University's Data Protection Policy).
- Details of Section 19 Permit use.

² Drivers who passed their test before 1st January 1997 usually have category D1 on their licence. Technically they can drive minibuses up to 16 passenger seats and tow a trailer up to 750kg. Colleges / Services approving such drivers must confirm the driver has the ability / confidence to drive larger vehicles and tow with training provided on request.

³ Purchased through Health, Safety & Wellbeing, Campus Services.

7. MINIBUS DRIVER RESPONSIBILITIES

All staff, students or volunteers driving a minibus on University business must:

- a. Comply with the requirements outlined in (6 ii) 'Drivers' above.
- b. Meet their responsibilities as per the requirements of the Highway Code and Minibus Information Handbook.
- c. Report penalty points, endorsements, stipulations or medical restrictions to their College / Service and the Insurance Officer immediately.
- d. Display the Section 19 Permit in the minibus.
- e. Never smoke in a minibus or drive if under the influence of alcohol, drugs or any prescribed / over the counter medication that could affect their ability to drive.
- f. Ensure a Trip Registration Form is completed for each trip and which is accessible for use by others in case of emergencies.
- g. Ensure all materials and equipment are stored safely and securely.

8. PASSENGER RESPONSIBILITIES

All passengers in a minibus being used on University related activities must:

- a. Never distract the driver, following the driver's instruction at all times.
- b. Wear seat belts (if available) at all times whilst the vehicle is moving.
- c. Behave in a manner that will not endanger others.
- d. Never smoke, drink alcohol or take drugs other than prescribed / over the counter drugs in the minibus.

9. EQUALITY IMPACT ASSESSMENT

Every effort must be made to support individuals so they are able to participate in activities and are treated equally. This includes ensuring, as far as reasonably practicable, meeting the accessibility needs of all participants who may be travelling on and / or driving the minibus.

10. FURTHER GUIDANCE

Further information is available in the Minibus Information Handbook and on the Health & Safety Website.

11. REVIEW AND AUDIT PROCEDURES

Health and Safety, Campus Services, may undertake periodic audits or reviews to assess the effectiveness of and compliance with, this Policy.

Colleges / Professional Services must periodically review their own procedures to ensure the requirements of this Policy are implemented, suitable and effective.

The Health, Safety and Emergency Management Task Group will review this Policy in accordance with the agreed Review Schedule, with any significant changes considered by the University Executive.

End.