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| **29.0** | **Minibuses** | **Issue:2** |
|  | | **Date: March 2018** |
| **Ref:** |

**29.1 OBJECTIVE**

To set out the legal and other requirements relating to operation of minibuses.

To ensure that the undertakings of the HC Operators License are adhered to

**29.2 SCOPE**

All users of HC minibuses have responsibility for adherence to legislation and HC Policy on driving minibuses.

**29.3 POLICY AND PROCESSES**

**1. Definitions**

1.1 The legal definition of a minibus is a motor vehicle that has been constructed or adapted to carry between 9 and 16 passengers in addition to the driver.

1.2 People carriers or cars which can carry up to 8 passengers are not classified as mini buses and can be driven on a car licence with no additional training required.

1.3 Licence requirements:

You might be able to drive a minibus with up to 16 passenger seats using your current car driving licence as long as there’s no payment from or on behalf of the passengers (it’s not for ‘hire or reward’), and only in the UK, provided you meet the following conditions:

* you’re 21 or older
* you’ve had your driving licence for at least 2 years
* you meet the [‘Group 2’ medical standards](https://www.gov.uk/government/publications/at-a-glance) if you’re over 70 - check with your GP if you’re not sure you meet the standards
* you’re driving on a voluntary basis and the minibus 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, e.g. a wheelchair ramp
* you’re not towing a trailer over 750Kg

Licence requirements additional explanation:

* A full car driving licence obtained prior to 1997 usually has a D1 category and permits the holder to drive a vehicle with a maximum capacity of 16 passengers, providing this is not for hire and reward. (shows as 101 restriction on Driving license)The gross weight is not relevant.
* A full car driving licence obtained after 1997 permits the holder to drive a vehicle with a maximum capacity of 8 passengers, providing the gross weight does not exceed **3500kgs**.
* There is a dispensation for a volunteer to drive a Minibus with a higher capacity of 16 passengers, providing the gross weight does not exceed **3500kgs,** unless the Minibus is modified for the carriage of disabled persons, when the gross weight may be as high as **4250kgs.**
* The definition of “modified for the carriage of disabled persons”, has not been tested in the courts, but is generally held to be a Minibus modified for the carriage of wheelchairs. This should include an electro-hydraulic tail lift or a full width, folding ramp to provide wheelchair access. Individual channel ramps are no longer acceptable on a new Minibus. The Minibus will almost certainly feature removable track mounted seats to create space for at least one wheelchair, equipment to secure the wheelchair and occupant, and other features mandated by Type Approval regulations. The additional 750kg gross weight allowance is intended to provide for all the extra necessary equipment.
* With the arrival of the new regulations in October 2011 the construction weight of basic Minibuses has increased, as has the required payload allowance per passenger. Only a very few models are available with 14-16 seats as a new Minibus with a gross weight of 3500kgs, and registered in accordance with the law.
* \* Gross weight also known as Gross Vehicle weight (GVW), Gross Vehicle Mass (GVM) or Maximum Authorised Mass (MAM)
* A vehicle’s gross weight is shown on the chassis plate; also known as the VIN (vehicle identification number) plate.
* Other conditions apply for volunteers: the driver must be at least 21 years old and have held the licence for at least two years.
* A volunteer making use of this dispensation **may not tow a trailer.**
* This provision for volunteers may only be relied upon while driving in the UK.
* **Who can take advantage of the provision?**
* A qualifying volunteer is someone who drives a Minibus for a non-commercial organisation, for social purposes, who is not paid to drive. They are allowed to receive out of pocket expenses.
* Many people taking advantage of this provision are teachers, where driving is not included as part of their contract of employment.
* Individuals driving a Highland Council minibus on a part time basis should follow the rules governing “Domestic Driving Hours Regulations”, even though they are not legally required to do so.
* Even though minibuses do not currently legally require to display or require an “Operator Licence“ they come under the care and well-being of motor vehicles, which are used by the HC This means we have declared that all minibuses will be maintained in line with the manufactures maintenance guidelines and will have Inspections every eight weeks.

**Also all drivers prior to driving the minibus will complete a walk round check and record this in the HC Defect book.**

Even though at present HC does not yet insist that minibuses have a Digital Tachograph fitted, all drivers are to follow the ruling of Domestic Hours; this means that you can drive as per the legal advice in the link. <https://www.gov.uk/drivers-hours/passenger-carrying-vehicles>

In summary, the Domestic Driver Hours specify that:

You must not work more than 16 hours between the times of starting and finishing work - including non-driving work and any times when you’re off. Within this 16 hours there must be no more than 10 hours driving

After 5 hours 30 minutes of driving you must take a break of at least 30 minutes for rest and refreshment.

You must take a rest of at least 10 hours between 2 working days (or spread over) - this can be reduced to 8.5 hours up to 3 times a week.

* **All driving duties must be recorded in a drivers log book stored in each individual minibus**
* Daily Driving/Duty: This means being on duty (whether driving or otherwise).This includes all periods of work and driving, but does not include rest or breaks. HC has obligations to ensure that drivers receive adequate rest under health and safety legislation.
* **Please remember whenever you are driving a minibus it is your actions that will determine a safe journey**.

1.4 If the minibus is heavier than 3.5T then a D1 category on driving license is required.

1.5 There will be a sticker on the windscreen indicating the weight of the minibus and the licence requirements.

1.6 To drive any mini bus on behalf of HC, the driver must have undertaken MiDAS training, hold a full PCV license or if they have completed training and test to obtain **a full D1 license** with no (101) restriction.

1.7 It is the responsibility of Highland Council managers to ensure that they carry out regular licence checks, as per section 11 of the Driver’s Handbook.

**2. HC Minibus Driver Registration**

2.1 To drive any mini bus on behalf of HC, the driver must have undertaken MiDAS training, hold a full PCV license or if they have completed training and test to obtain **a full D1 license** with no (101) restriction, be recorded on the Drivers database by HC Fleet Hire and Travel Team.(to ensure compliance with HC O license conditions “all Drivers which HC is responsible for must be qualified to drive the class and weight of vehicles” There are no exceptions to this.

2.2 This applies to HC staff and drivers of any organisations, including parent groups and community groups, who use HC mini buses.

2.3 You should not, under any circumstances, drive a Council minibus or any minibus insured by HC before registering your driving qualifications with the Fleet Hire and Travel Team. [Travel.Desk@ highland.gov.uk](http://ntsp2010web/sites/CSSSD/TS/Performance%20and%20Resources/Shared%20Documents/Transport%20and%20Logistics/Transport%20and%20Travel%20Procedures/Travel.Desk@%20highland.gov.uk).

2.4 Staff who hold an existing Highland Council Drivers Card at the time of writing April 2018 may continue to drive a minibus until April 2021. Staff and volunteers by then should have made their qualifications clear to HC Fleet Hire and Travel Team using only [Travel.Desk@ highland.gov.uk](http://ntsp2010web/sites/CSSSD/TS/Performance%20and%20Resources/Shared%20Documents/Transport%20and%20Logistics/Transport%20and%20Travel%20Procedures/Travel.Desk@%20highland.gov.uk)

**3. How to ensure you are legal to drive an HC Minibus**

3.1 To gain a permission and registration to drive a HC Minibus you must first pass the MiDAS test, have a full PCV license or if you have completed training and test to obtain **a full D1 license** with no (101) restriction, be recorded on the and forward your certificate/license with a copy of your driving licence details and DVSA code to the Fleet Hire and Travel (Transport)Team HQ, Inverness. [Travel.Desk@ highland.gov.uk](http://ntsp2010web/sites/CSSSD/TS/Performance%20and%20Resources/Shared%20Documents/Transport%20and%20Logistics/Transport%20and%20Travel%20Procedures/Travel.Desk@%20highland.gov.uk)

3.2 We will require an access code to allow us to check your driving licence information. You will obtain an access code from the DVSA <https://www.gov.uk/view-driving-licence>. Once we have checked all the details on your license you will be informed in writing that you are permitted to drive HC mini buses and are recorded on the database.

3.3 Highland Council does not allow anyone who has 9 points or more on their license to drive HC mini buses. Any driver who obtains points on their licence, whether obtained at work or out with work, must notify their line manager who will inform the HC Fleet Hire and Travel Team. [Travel.Desk@ highland.gov.uk](http://ntsp2010web/sites/CSSSD/TS/Performance%20and%20Resources/Shared%20Documents/Transport%20and%20Logistics/Transport%20and%20Travel%20Procedures/Travel.Desk@%20highland.gov.uk)

**29.4 GUIDELINES ON THE USE OF HC MINIBUSES**

**1 Purpose**

1.1. These Guidelines are intended to advise all users of Highland Council (HC) minibuses of the legal and other requirements around the operation of minibuses. The Guidelines apply to Care and Learning (including schools and health and social care establishments), Community Services, High Life Highland, and Voluntary Sector users. The overall intent of the Guidelines is to allow maximum flexibility in the use of minibuses whilst ensuring that the Council, and individual staff who are driving vehicles, operate within the law. Amongst the issues covered below are:

* The principle is that all minibuses; whether purchased, leased, or contract hire; are considered as owned by HC.
* HC defect reporting procedures, which apply to all users of minibuses, including Voluntary Sector users. Any defects or damage must be recorded in the defect book, including marking none if there are none. All defects should be reported to their local HC Workshop for advice on what action may be required.
* Driving entitlements and driver competence.
* S.19 Permits issued by the Transport Coordination Unit.
* Rules and regulations around the use of vehicles, including towing.

1.2 The Guidelines are intended to as far as is reasonably practicable lay out the procedures to be followed by the Care and Learning Service when loaning minibuses to the Voluntary Sector.

1.3 HC recognises that the operation of minibuses by schools is a vital part of delivering the modern curriculum and that minibuses also provide a vital function within the care sector. HC has a long-term objective to assist the voluntary sector by giving them access to HC minibuses. It is recognised that a number of logistical issues require to be addressed before this objective can be fully realised and applied consistently, particularly with respect to schools. At present the decision on whether to provide access to school minibuses lies with the Head Teacher, but it is also recognised that some schools and other establishments do allow the voluntary sector to use minibuses. In such cases, the vehicle will only be released provided the following conditions are met;

* If the group is performing a function on behalf of HC. In some cases, a financial charge may apply.
* If the group is carrying out a function that is ancillary to the educational, social and recreational responsibilities of HC and High Life Highland. In such cases financial charges will be levied to recover the running costs of the vehicle.

1.4 It is important that minibuses are only loaned to constituted community groups for one of the purposes above and that each Head Teacher of a school that allows access by the voluntary sector maintains a list of eligible groups that are entitled to access minibuses. This list should be reviewed annually.

1.5 The implementation of this Policy is the responsibility of the management of the Care and Learning Service, Community Services, and High Life Highland, and the management of Health and Social Care facilities using HC minibuses.

1.6 Responsibility for the operational implementation of the Policy is as follows:

* Where the minibus is located at a school the Head Teacher shall be responsible.
* Where the minibus is the responsibility of the Transport Coordination Unit based at Drummuie and operated under the auspices of the Bus Operations Supervisor, then the Supervisor shall be responsible.
* Where the minibus is located at an education centre the Head of Centre shall be responsible, except when it is one of the vehicles based at Drummuie when the Bus Operation Supervisor is the responsible person.
* Where the minibus is located at a youth or community centre the Head of Centre shall be responsible.
* Where the minibus is located at a Children’s Services establishment the Head of Establishment shall be responsible.

**2 Scope**

2.1 All minibuses registered to HC are covered by this Policy. This includes:

* Minibuses that are owned by HC and where HC capital or revenue budgets are the sources of funding used to purchase a minibus outright, to lease it or to secure it through a contract-hire arrangement.
* Minibuses owned by HC and where money generated by fund-raising activities is used by HC to purchase outright, to lease or to secure through contract-hire the vehicles.
* Minibuses which may be gifted to HC by an external source are owned by HC

2.2 For High Life Highland this covers:

* Minibuses previously transferred to High Life Highland by HC.
* Minibuses replaced ‘at end of life’ by HC for High Life Highland.
* Minibuses that are registered to High Life Highland which are gifted to High Life Highland by an external source.
* Minibuses that are registered to High Life Highland and have either been purchased outright or acquired via lease or contract hire arrangements by High Life Highland.

2.3 For Health and Social Care this includes HC vehicles utilised by NHS staff involved in the provision of adult care services.

**3 HC Minibuses**

3.1 The Transport and Logistics Manager is responsible for the provision and supply of all fleet assets used by HC including the arrangements for the repair and maintenance of vehicles in accordance with the Fleet Management Guidance.

3.2 The Transport and Logistics Manager will ensure that all vehicles meet the specification for operational usage set out by the requesting Service and are fit for purpose when submitting requests for new and/or replacement assets.

3.3 Vehicles will be invoiced and paid for by the Transport and Logistics Manager. A decision will then be made, in accordance with a Cost Benefit Analysis, as to whether they are to be leased or paid via capital funding. Some vehicles may be funded via Service Revenue or other funding and this must be made clear prior to ordering.

3.4 When purchasing minibuses or replacing minibuses the Care and Learning Service and High Life Highland must ensure that the replacement is if required an accessible vehicle.

3.5 Where fund-raisers wish to donate the sums they have raised to HC or to High Life Highland for the purposes of acquiring a minibus it must be understood that the vehicle will become the property of HC and will become subject to this Policy and Guidelines.

3.6 Equally, where a minibus is gifted to HC or High Life Highland it must be understood that the vehicle will become the property of HC and will become subject to this Policy and Guidelines.

3.7 To ensure that the Council meets its statutory obligations with regard to fleet assets the Transport and Logistics Manager will liaise with the Corporate Procurement Unit on purchasing, hiring and leasing fleet assets to comply with the Council’s and EU Policies on procurement.

**4. Driver Competence Standards**

4.1 All drivers must have a Category D1 entitlement on their full UK driver’s licence as a pre-requisite to driving any minibuses of more than 3.5 tonnes gross vehicle mass.

4.2 A driving licence from out with the UK shall require assessment by HC’s Transport and Logistics Manager as to whether there is an acceptable equivalent category on the licence.

4.3 For all drivers with or without the D1 or equivalent category on their licence there is a further level of competence which must be evidenced. Drivers must either have passed an minibus assessment test - Minibus Driver Awareness Scheme (MiDAS), possess a valid Passenger Carrying Vehicles (PCV) driving licence. or if they have completed training and test to obtain **a full D1 license** with no (101) restriction. Advice on achieving these competence standards can be obtained from the Transport Co-ordination Unit by contacting Senior Transport Officer, based at HC HQ Inverness. [mike.cooper@highland.gov.uk](file:///C:/Users/JamesMacD/Desktop/MINIBUSES/mike.cooper@highland.gov.uk)

4.4 All potential drivers must produce their original driving licence to their line manager, and obtain a check code from DVSA before being allowed to drive a HC vehicle. Their entitlement to drive a minibus must be checked by their line manager if a HC employee or, in the case of a volunteer driver, by the person specified in Section 1.6 above as being responsible for the minibus

4.5. It is the responsibility of all drivers to advise HC of anything that may affect their ability to drive or any loss of entitlement.

4.6 Drivers with penalty points on their licence may be refused inclusion on the l*ist* of authorised drivers and all drivers have a responsibility to inform HC when any endorsements and penalties are incurred. [Travel.Desk@ highland.gov.uk](http://ntsp2010web/sites/CSSSD/TS/Performance%20and%20Resources/Shared%20Documents/Transport%20and%20Logistics/Transport%20and%20Travel%20Procedures/Travel.Desk@%20highland.gov.uk)

4.7 All drivers must comply with the speed limits set out in Appendix B of the Drivers’ Handbook:

<http://www.highland.gov.uk/staffsite/downloads/file/623/drivers_handbook>

4.8 Towing is only permitted by those drivers who have the necessary entitlement on their licence. A risk assessment must be carried out for each type of towing operation and a copy forwarded to Transport and Logistics Manager clearly mentioning the registration and plant numbers of what has been assessed. The law requires that minibuses carrying passengers must have two emergency exits for the rear passengers and that these must not be obstructed. Drivers must therefore ensure that when towing trailers the towing weights are not exceeded and that all passengers have access to two emergency exits that are not impeded by the trailer.

4.9 Only HC trailers may be towed. These can be identified by the Fleet plant number.

**5 Minibus Permits**

5.1 A Section 19 Permit allows organisations that operate on a “not for profit” basis to operate transport services without having to apply for a full Public Sector Vehicle (PSV) licence. All HC minibuses and those hired in or loaned to the HC are required to have and display a Section 19 Permit and display a disc on the windscreen when the vehicle is used on HC business. These discs are specific to HC and must not be used by others unless they are carrying out a function on behalf of the Service.

5.2 Permits are issued by the Transport Coordination Unit to the Service and will have a life of 5 years. A Permit is required for each vehicle to be operated, although Permits are not vehicle specific.

5.3 Advice on Section 19 Permits can be supplied by the Transport Coordination Unit at HQ. [public.transport@highland.gov.uk](mailto:public.transport@highland.gov.uk)

**6 Use of Vehicles**

6.1 Prior to driving a minibus all drivers must carry out checks in accordance with The Highland Council Safe Driving at Work Policy.

<http://www.highland.gov.uk/staffsite/downloads/file/632/safe_driving_at_work_policy>

and it’s associated Guidance Notes

<http://www.highland.gov.uk/staffsite/downloads/file/626/safe_driving_guidance>

All drivers must familiarise themselves and comply with the content of The Highland Council’s Drivers’ Handbook.

<http://www.highland.gov.uk/staffsite/downloads/file/623/drivers_handbook>

In addition to the normal checks minibuses are subject to the following:

* When carrying passengers, all the doors should be unlocked.
* Highly flammable or dangerous substances should not be carried. Acid in wheelchair batteries is considered safe as long as the chair is clamped down.
* There must be a clear gangway for every passenger to at least two exits (apart from those next to the driver). This means that luggage etc. should not be stowed in gangways.
* The fire extinguishers should be easily accessible and the driver and accompanying staff should know how to use them.
* The first aid kit should be easily accessible and checked regularly to ensure it is complete.
* Fire extinguishers and first aid kits must be in date. Replacements can be obtained by taking the out of date item to local HC stores.
* You should be able to see clearly the area immediately inside and outside the main and rear passenger doors.

6. 2 Seat belts are compulsory for all occupants of the vehicle. In HC minibuses seat belts are provided for all seats and drivers must ensure they are worn at all times.

6. 3 Drivers are exempt wearing a seatbelt when:

* Reversing
* Medically exempt

6.4 All wheelchairs must be clamped and their occupants secured by a safety belt or harness. This should only be carried out by trained and certified personnel.

6.5 With very few exceptions, children must use a car seat until they are 12 years old or 135cm tall, whichever comes first. It is the driver’s responsibility to ensure that children under 14 are properly restrained. Advice on car children are car seats can be found at:

<http://www.childcarseats.org.uk/>

6.6 As a driver of a minibus, a certain code of conduct is required. You must:

* Not smoke in or on a vehicle.
* If requested by a police officer, or other persons having reasonable cause, give particulars of your licence, name and address and the name and address if your employer.
* Take all reasonable precautions to ensure the safety of all passengers entering or exiting the vehicle.
* Not obstruct or omit any information and assistance to any person having authority to examine the vehicle.
* Not speak to any other person unless it is necessary on grounds of safety when the vehicle is in motion.
* Not allow passengers to stand in gangways, when the vehicle is in motion.

6.7 The Blue Badge scheme supports drivers or passengers with severe mobility problems. The badge provides parking concessions for on-street parking, allowing badge holders to park close to where they need to go. Although parking restrictions are eased in circumstances where a driver or passenger has a blue badge, this does not mean that vehicles can be parked anywhere. Advice on parking rules applying to the Blue Badge Scheme can be found at: <http://www.bluebadgescotland.org/>

6.8 Bus Lanes are primarily for the use of public service buses. You will need to check with the relevant local authority as to whether this includes minibuses. If in doubt, stay out.

**7 Accidents**

7.1 In the event of an accident, drivers should follow the following and ensure they complete HC accident forms:

* Stop and switch off the engine in a safe area.
* Ensure your passengers are safe.
* Summon help, or render first aid if trained.
* Complete an accident form and get names and addresses of any witnesses and details including insurance company, of other vehicles involved.
* Contact your line manager as soon as possible.

You must not:

* Move any injured people unless it is unsafe to leave them where they are.
* Move the vehicle, if it is damaged, until it is has been inspected and authority given by Transport and Logistics Manager; or unless allowed to do so by a police officer or mechanic.

7.2 Accidents which cause injury to domestic animals (asses, cattle, sheep, dogs, goats, horses, mules and pigs, but not cats) should be reported.

7.3 If you are involved in an accident which causes damage to any person or animal or any other vehicle or roadside property, you are required by law to give the following information to any person having reasonable grounds for requiring it:

In all cases:

* Your name
* The vehicle owner’s name and address (HC address not their own home address)
* The registration number of the vehicle
* The name and address of your insurance company (the Council’s insurer and the policy number are contained in the books provided with the vehicles).

You should also obtain the same information from any other driver(s) involved in the accident.

N.B. In cases involving injury, details of the accident must be reported to the police.

**8 Use of Minibuses by the Voluntary Sector**

8.1 Eligible community groups wishing to use a minibus covered by these Guidelines must accept and, should an incident occur, agree to pay the sums specified in the minibus insurance excess arrangements which are in force at the time of their using the vehicle. Guidance can be found at Section 5 of the Drivers’ Handbook.

<http://www.highland.gov.uk/staffsite/downloads/file/623/drivers_handbook>

8.2 Eligible community groups must provide sight of a valid Section 19 permit where appropriate. These permits allow the holder to operate transport services not for hire or reward

Eligible community groups may also provide sight of a valid Section 22 permit where appropriate. These permits allow the holder to operate transport services for hire or reward

without the need for a full public service vehicle (PSV) operator’s licence. The permit must be displayed on the windscreen during the period of minibus use. Guidance on securing a permit and when it is necessary to have one can be accessed at:

<https://www.gov.uk/government/publications/section-19-and-22-permits-not-for-profit-passenger-transport/section-19-and-22-permits-not-for-profit-passenger-transport#section-19-permits>

8.3 They must also provide evidence that their driver meets specific competence standards and holds HC Authorisation as defined in Section 3 of these Guidelines on Driver Competence Standards.

8.4 Use of minibuses for school off-site excursions is subject to the EVOLVE system. Advice on EVOLVE processes can be obtained from your school’s Education Visit Co-ordinator (normally either the Head Teacher or a Depute Head).

8.5 The person responsible for the operation of these Guidelines (see list at Section 1.6 above shall maintain records of the use and maintenance of the minibus. A defects book should be provided for the purpose.

8.6 Volunteers driving minibuses on behalf of a Council Service will operate under the Service’s own S.19 permit.

8.7 Voluntary groups using minibuses will return the vehicle in line with cleanliness requirements specified by the school at the outset of the hire. Any maintenance issues arising during the period of hire must be recorded in the defects book in the vehicle.

**9 Costs and Charges**

9.1 HC fuel cards must not be used by community groups to pay for fuel. Where a minibus has been used by an external group, fuel costs must be met by the user and a minibus must be returned at the same fuel gauge level as recorded at the outset of the period of use. Guidance on the payment for, and replenishment of, fuel can be accessed at:

<http://www.highland.gov.uk/staffsite/downloads/file/3214/fuel_card_user_guide>

9.2 Where a minibus has been used by a volunteer to provide an activity directly on behalf of the school, that has been subject to approval via the EVOLVE system, then the minibus should be refuelled by an employee of HC following its return to the school.

9.3 Where a vehicle used by an external group is returned without having been refuelled HC is permitted to charge the voluntary group for the actual cost of the fuel plus VAT.

9.4 In the event of an accident, the Care and Learning Service is entitled to recover up to the maximum of the insurance excess applying at the time. There may also be a need to consider the recovery of any uninsured costs in the event of loss of use of the vehicle or when a third party is involved. Advice on insurance can be sought from the council’s Insurance Manager as there are specific Council criteria covering this.

**10.** **CHECKLIST**

For Managers

1. Does the driver hold the correct Licence Entitlement for the vehicle?

2. Does the driver have the required qualification and/or certification as required?

3. If a trailer is to be used, does the driver have the correct Licence Entitlement?

4. Is the trailer on the fleet register of assets? This must be checked to ensure the trailer has been maintained to the appropriate standard.

5. Is the driver aware of the legislation concerning driver hours in passenger vehicles?

6. Is the S.19 Permit displayed on the vehicle?

For Drivers

1. Are you aware of the legislation concerning driver hours in passenger vehicles?

2. Does the vehicle have a defect book and a log book to record driving hours?

3. Have you filled in the defect book even if there are no defects?

4. Have you checked?

Tyre Pressures?

Tyre Treads?

Fire extinguishers

First Aid Kit(s)

Lights (including towing lights if applicable)?

Oil, Water and Windscreen Washer Levels?

Windscreen Wipers?

Seatbelts and Head Restraints?

5. Are the gangways clear?

6. Are the exits unobstructed?

**12. Medical Conditions**

12.1 Please note that we cannot accept an application for a minibus permit from anyone who has any medical conditions which affects their ability to drive. If you are in any doubt as to whether a medical condition will affect your ability to drive please contact the Fleet Hire and Travel Team or check <https://www.gov.uk/health-conditions-and-driving> webpage for further information.

12.2 Please note that if you develop a medical condition which affects your ability to drive while you hold a permit you must notify us of the condition and, if necessary, return the permit.

**13. Next Steps**

13.1 You should apply direct to High Life Highland, to book a MiDAS course if required: [willie.mcleod@highlifehighland.com](file:///C:/Users/JamesMacD/Desktop/MINIBUSES/willie.mcleod@highlifehighland.com)

13.2 If you wish to use an HC minibus for MiDAS, D1, or D1 to remove 101 restriction or trailer training, this is usually arranged with the school whose bus you would drive. Contact the local head teacher of the school concerned. or seek advice from HC Fleet Hire and Travel Team

**Frequently Asked Questions**

Q: What is a D1?

A: D1 is a license category that allows the driver to drive a minibus legally in the UK

Q: What is a D1 with a 101 restriction?

A: Allows the driver to drive a minibus legally in the UK but the 101 restriction means not for hire and reward

Q: What does HC expect in relation to last question?

A: HC would insist on training and test to remove the 101 restriction or a Midas qualification.

Q: What is MiDAS?

A: See the information on MiDAS on the Community Transport Association

<http://www.ctauk.org/training/midas.aspx>

Q: How much does MiDAS training cost?

A: The fee is approximately £85 per person for an accessible vehicle course. This is payable by the organisation you are driving on behalf of, direct to the training establishment. Your chosen training provider will provide you with their current prices.

Q: What does the course involve?

A: The MiDAS course is there to enhance your driving abilities and the training organisation is there to help you do that. The course includes basic defensive driving and legal aspects of driving a minibus. If you undertake the accessible vehicle course then safe use of wheelchair accessible minibuses is also included.

Q: How long does the certificate last?

A: 4 Years, then refresher MiDAS training must be carried out. Your HC minibus permission will also be suspended at this time. Once you are re-certified it will be renewed

Q: Where can MiDAS training be undertaken

A: Highlife Highland [willie.mcleod@highlifehighland.com](file:///C:/Users/JamesMacD/Desktop/MINIBUSES/willie.mcleod@highlifehighland.com) or any external training provider

Q: How long does the training take?

A: MiDAS comprises both theory and practical training. The theory training is approximately 8 hours, usually undertaken in a one day session. The practical driving assessment takes around 1.5 hours. For further information on timescales for training contact the provider.

Q: Is it possible to fail the training?

A: MiDAS aims to enhance your driving abilities and the training organisation is there to help you with that, however, if you have difficulty with the training then you should discuss the situation and the options for further training with the trainer and with your line manager/organisation.

Q: I've passed MiDAS, how do I get authorisation and record my qualifications?

A: Return the Certification together with a copy of your driver’s licence information to the HC Fleet Hire and Travel Team. [Travel.Desk@ highland.gov.uk](http://ntsp2010web/sites/CSSSD/TS/Performance%20and%20Resources/Shared%20Documents/Transport%20and%20Logistics/Transport%20and%20Travel%20Procedures/Travel.Desk@%20highland.gov.uk)

Q, what speed limits apply when driving a mini bus?

A. For all minibuses there is a 60 miles per hour speed limit on motorways and dual carriageways, and a 50 miles per hour speed limit on unrestricted roads.

Trailer limits will be lower and trailers must never use the fast lane of a Motorway