BUCKS STUDENTS' UNION

Making life better for students at Bucks

TRANSPORT VEHICLE FLEET GUIDE

December 2026

CONTENTS

1. Introduction
2. Driver requirements
3. Licence requirements
4. Small Bus Permit - Section 19
5. Vehicle familiarisation
6. Students' Union register of drivers
7. Insurance
8. Vehicle booking procedure
9. Vehicle boxes
10. Fuel cards
11. Vehicle log book
12. Fuelling the minibus / AdBlue
13 Fuelling the 9-seater
14. Vehicle safety checks
15. Returning vehicles and keys
16. Incidents, minor knocks and scrapes
17. Vehicle cleanliness
18. Driver hours
19. Consumption of alcohol
20. Strikes
21. Mobile phones
22. Flat tyres
23. Following an accident
24. Vehicle fires
25. Accessible transport (17-seater Minibuses only)
26. Personal safety when driving alone
27. Roof racks
28. Motoring offences
29. Driving in London's Ultra Low Emission Zone
30. Adverse Weather
31. Purchasing / Leasing Vehicles



INTRODUCTION

Bucks Students' Union operates and maintains a fleet of vehicles for the use of staff, elected officers, and members of the Students' Union. The fleet currently consists of three minibuses and two 9 seaters (a hybrid and an electric). Vehicles may only be used for official Bucks Students' Union activities i.e. sports clubs, Bucks Students' Union affiliated societies, internal departments, and University departments for the benefit of students.

2. Driver requirements

To drive Bucks Students' Union's vehicles, you must:

Minibus

- Be Aged 21+
- Have a Full UK Driving Licence
- Have a minimum of 2 years driving experience
- Complete a MIDAS test or hold a D1 on their licence

9-seater

- Be Aged 18+
- Have a Full UK or EU Driving Licence
- Have a minimum of 1 years driving experience
- Complete a competency test with a member of SU staff

3. Licence restrictions

If you passed your driving test after 1997 these conditions apply:

Minibus

- 21 years old or over
- Held a full UK licence for two years
- Be driving on voluntary basis
- Minibus to be used by not-for-profit organisation for social purposes (under a permit)
- Minibus max. weight (MAM or GVW) no more than 3.5 tonnes (4.25 if wheelchair accessible)
- Must not tow a trailer
- Drive in the UK only

9-seater

- 18 years old or over
- Held a full, UK or EU licence for one year.

4. Small Bus Permit - Section 19

All minibuses owned or hired by Bucks Students' Union are required to display a small bus permit. The Activities Coordinator (Competitive Sport) will process permit application forms and ensure Bucks Students' Union minibuses display permits.

The use of vehicles under a Small Bus Permit is restricted to the United Kingdom. Vehicles operating under permits may be subject to spot checks by vehicle inspectorate examiners.

5. Vehicle familiarisation

Minibus

To drive a Bucks Students' Union minibus, drivers must have passed the MiDAS or hold a D1 on their licence. MiDAS is the Minibus Driver Assessment Scheme administered by the Community Transport Association. Successful completion of a MiDAS assessment entitles a driver to use all Bucks Students' Union vehicles. A MiDAS certificate is valid for four years and the MiDAS course costs £50.

9-seater

Have successfully completed a 9-seater competency test which involves driving one of our 9-seater vehicles with an elected member of the students' union staff. This is to check you, as a driver, are competent with a larger vehicle. You would also need to undergo a quick multiple choice question and answer test to check your road knowledge, after reviewing the provided presentation.

6. Students' Union register of drivers

Bucks Students' Union will keep a register of drivers (including staff) who have completed a MiDAS test or hold a D1 entitlement on their licence and those that have completed the 9-seaters competancy test. Everyone will be required to fill in the registration document. In which you will be asked to upload photos of your driving licence.

If someone has passed their driving license before 1st January 1997, they will have a restricted license entitlement for category D1. This restriction is shown as code (101) and means that the license holder cannot undertake hire and reward work. Once the 101 code is removed through attendance at PCV CPC qualifications which must be redone every 5 years then a driver can be used for hire or reward.

Students or staff that have done a MIDAS and those that have D1 entitlement on their license are eligible to drive the minibuses. Those drivers that have had their restriction 101 removed are allowed to be paid to drive the minibus.

7. Insurance

A Non-Standard Driver Declaration form [Appendix 1] must be filled out and returned to the Activities Coordinator (Competitive Sport).

Please note that if you answer 'yes' to any of the four questions, you may not be covered under our insurance policy so it's important that you complete the form before you drive any of the vehicles.

If your details change as in [2] and [Appendix 1], you must let us know and fill in another form.

Bucks Students' Union vehicle insurance does not cover equipment or personal belongings stolen from the vehicle. The driver must inform all passengers of this fact.

8. Vehicle booking procedure

This form details the purpose of the journey, date, and time the vehicle is needed, and for staff only, a purchase order is required before any booking is confirmed. Anyone who wishes to hire out a vehicle, would need to fill out a vehicle booking form. This can be found under the Policies, procedures and resources page of the Bucks Students' Union website. All bookings are approved centrally by the Activities Coordinator (Competitive Sport). Staff must ensure they have permission from their line manager before they use any vehicle covered under Bucks Students' Union insurance. It is worth remembering that Bucks Students' Union vehicle insurance only covers business use which means private use is forbidden.

9. Vehicle boxes

Each Bucks Students' Union vehicle has its own vehicle box containing vehicle keys, an Allstar Fuel Card, vehicle mileage logbook, vehicle check sheets (paper copies are provided alongside a QR code for pre and post checks to do online), a high vis vest and emergency procedures sheet.

10. Fuel cards

Vehicles are fuelled using an Allstar Fuel Card, so no cash transactions need to take place. Missing fuel cards must be reported immediately to Bucks Students' Union reception staff or the Activities Coordinator (Competitive Sport). Sports Clubs and Societies are charged 50p a mile for their use. This includes using the minibus to get to training, or any sessions. We prohibit the use of the 9-seater electric going any further than the distance required to go to and from the destination on a fully charged battery.

11. Vehicle log book

Drivers are responsible for completing the vehicle logbook [Appendix 2] in full. At the start of each journey drivers must record: the date of the journey, cconfirmed that the pre check has been completed. The name of the club/society/department; the reason for the trip; the destination; the time they took the bus out; and starting mileage. At the end of the journey, drivers must record the time they returned the vehicle, completed the post checks and the final mileage.

N.B. Failure to complete vehicle log-sheets may result in disciplinary action being taken against individual members, sports clubs, or societies in line with the Bucks Students' Union Members Disciplinary Policy or under the Staff Disciplinary Policy for Bucks Students' Union staff.

12. Fuelling the minibus / AdBlue

All minibuses take diesel, and each minibus has an Allstar Fuel Card registered to it and the card is accepted at all major garages and supermarket fuel stations. When filling the minibus, only regular diesel should be used and not premium diesel. The procedure is: fill the bus up, make a note of the mileage and take the fuel card into the garage. You will need to insert the card into the Chip and PIN device and enter the PIN, which can be found on the back of the minibus box lid and on the fuel card folder. You will then receive a receipt, place this with the fuel card into the minibus box.

When filling up at Morrisons in High Wycombe, you will need to swipe the card and follow the procedure: fill the bus up, make a note of the mileage and take the fuel card into the garage at which point the card will be swiped and you will have to sign a receipt. You will then need to place the one they give you with the fuel card in the minibus box.

Please make the Activities Coordinator (Competitive Sport) aware if the **AdBlue** is low so this can be topped up and ready for use.

N.B. If the bus is at ¼ of a tank or less, please ensure you fill prior to returning the bus.

13. Fuelling the 9-seater

The 9-seater hybrid requires Unleaded (petrol) and please follow the procedure as above.

The 9-seater electric is charged on-site and will only be allowed to be used for the distance required to go to and from the destination on a fully charged battery. When completing the post checks, please can you ensure you have relayed whether the vehicle will need charging (**under 30%**). Allstar process for charging offsite if there is an emergency is to head to a charging point that is capatable with Allstar. These can be found at **allstarcard.co.uk/tools/site-locator** Please then follow the instructions laid out on the charging points.

14. Vehicle safety checks

Pre-journey checks must be made by the driver on a daily basis whilst the vehicle is in use. We ask all drivers to perform routine vehicle checks and to record the findings on the form provided [Appendix 3]. They all relate to the road-worthiness of the vehicle, for which you are legally responsible. These are listed in bold. In addtion, whilst completing the online pre checks, if any questions answered as no in the "To be road legal, please confirm the following" section, the vehicle must not be driven, as it will be deemed not roadworthy. Before you start the vehicle you should check the following:

- the engine oil level is correct
- the brake fluid level is correct
- the engine coolant level is correct
- there is an adequate supply of water in the windscreen wash reservoir, and that windscreen wash and wipers function correctly
- tyres appear to be inflated to the correct pressure and are free of dangerous cuts or cracks, tread depth appears acceptable (at least 1.6mm)
- all lights are clean and operate correctly (headlights, rear lights, brake lights, indicators and hazard lights)
- windscreen and other windows are clean enough to ensure that the driver's vision is not obscured.
- that the mirrors are clean and correctly adjusted
- a fully stocked first aid kit is available (can be obtained from the Sports Department)
- there is a fire extinguisher in the vehicle
- check that the brakes and steering operate correctly at the start of the journey for the 9-seater electric that there is enough charge in it.

When returning the vehicle please ensure that you inform the Activities Coordinator (Competitive Sport) of any problems you have had with the vehicle, using the vehicle returns check sheet provided [Appendix 4]. For serious vehicle faults, place a **'DO NOT USE'** sign on the front of the vehicle noting the fault and let the Activities Coordinator (Competitive Sport) know as soon as possible.

Failure by the driver to report known vehicle faults or damage to a vehicle whilst in their possession will result in disciplinary action being taken and potential legal action. You as the driver has full responsibility for the vehicle whilst it is in your care.

Both the minibus checklist [Appendix 3] and vehicle returns sheet [Appendix 4] must be signed by the driver.

N.B. Failure to do so may result in disciplinary action being taken against individual members, sports clubs or societies in line with the Bucks Students' Union Disciplinary Policy or under the Staff Disciplinary Policy for Bucks Students' Union staff.

15. Returning vehicles and keys

When vehicles are returned, they must be returned back to their designated parking space in car park A. When parked you should ensure that they are parked within the space correctly. Vehicle keys and box must be returned promptly, in line with the agreed return time, to the Students' Union reception between the hours of 9am-5pm and to the Bar Manager's office located in the Lounge from 5pm onwards.

Only If instructed to do so by the Activities Coordinator (Competitive Sport), the keys and box should be returned to Gateway Reception.

Bucks Students' Union vehicles are not permitted to be taken home and parked up over night at people's houses.

N.B. Failure to return vehicles and keys, particularly where this affects subsequent vehicle bookings, may result in disciplinary action being taken against individual members, sports clubs or societies in line with the Bucks Students' Union Disciplinary Policy or under the Staff Grievance and Disciplinary Policy for Bucks Students' Union staff.

16. Incidents, minor knocks and scrapes

If at any point whilst using a vehicle, or the vehicle is under your possession e.g. parked whilst training, and any incident occurs no matter how small, you must notify us as soon as possible, regardless of the time.

17. Vehicle cleanliness

It is the responsibility of the driver to ensure that the vehicle is left in an acceptable condition after use. There will be bin bags provided in each vehicle for this purpose.

Failure to adhere to this will result in the offending driver, sports club, society, group, or department being instructed to valet the vehicle or charged for a professional valet clean. Repeat offences will be penalised more severely, with the possibility of, sports club, society, group, or department use of vehicles being withdrawn.

18. Driver hours

National statistics show that driver tiredness can often be a significant factor in accidents. The presence of a second driver should always be considered both on account of possible incapacity of the first driver and because of tiredness.

There are legal requirements relating to driving times. The maximum number of hours that a driver may drive in any 24-hour period is nine 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. It is good practice for the maximum continuous period of driving not to exceed two hours and for this to be followed by a minimum break of 15 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 passengers.

19. Consumption of alcohol

Under no circumstances may the driver consume any alcohol during or before any journey. Since your blood alcohol level should be zero during all driving activities, care should be exercised if consuming alcohol even on the previous day. Alcohol must not be consumed in the 8-hour period immediately prior to driving.

Breaches in this respect would be dealt with through the Bucks Students' Union Disciplinary Procedure.

20. Strikes

A strike system is in place for any users failing to meet the requirements set out in this handbook. Any individual or group receiving three strikes will be suspended from using the minibus for a period of time determined by the Activities Coordinator (Competitive Sport) in conjunction with senior staff.

21. Mobile phones

Before using a mobile phone drivers must stop at a safe place away from the main carriageway, turn off the engine and apply the hand brake.

It is an offence under the Road Traffic Act for a driver to make/take calls or to send a text message whilst driving. The use of hands free whilst driving is not permitted.

22. Flat tyres

All Bucks Students' Union fleet vehicles carry a spare wheel but drivers should not attempt to change the wheel. If you do have a flat tyre park in a safe place and call the breakdown company for assistance, the number is in the vehicle box.

N.B. For this and any other breakdown please refer to the 'Vehicle Breakdown Procedure' [Appendix 5].

23. Following an accident

No two accidents are the same and the actions taken will vary, dependent upon the circumstances. As a general guide the procedure should be as follows:

- activate hazard-warning lights
- try to make sure the accident does not become any worse eg get someone to warn other traffic without endangering themselves – use a high visibility jacket
- follow the safest course of action to ensure passenger safety
- telephone the emergency services (if required) and remain at the scene
- refer to the accident and emergency vehicle procedures document for more information [Appendix 6].

N.B. In the case accident or incident, please follow the procedures set out in the Accident and Emergency Vehicle Procedures sheet [Appendix 6].

24. Vehicle fires

In the case of a fire, follow the Accidents and Emergency Vehicle Procedures sheet [Appendix 6], but also:

- unless already stationery, stop the vehicle where it is safe to do so
- everyone should be immediately evacuated and moved to a safe place as far away from the vehicle as possible
- the driver should never attempt to tackle an under bonnet engine fire. The fire extinguisher is provided to deal with cabin fires and thereby secure the safe evacuation of all passengers
- obtain assistance by ringing the emergency services
- on your return report the incident to the Activities Coordinator (Competitive Sport).

25. Accessible transport (17-seater Minibuses only)

Disabled passengers will fall into two categories: A and B, as far as transportation on minibuses is concerned.

Those in category A will require the use of the ramp to access the bus. They and their wheelchairs then need to be properly secured using the combined wheelchair restraint and seatbelt system to protect them in the event of an accident.

Those in category B may be able to access the minibus via the doors or they may require the use of the ramp to access the bus before they can move to a minibus seat. Their wheelchairs should then be properly secured to prevent them causing injury in the event of an accident.

Drivers or escorts must be trained in the use of the ramp and the fitting of wheelchair restraints before they carry wheelchair passengers.

Requests for training should be made through the Activities Coordinator (Competitive Sport).

26. Personal safety when driving alone:

When driving alone, please ensure that you:

- lock all the doors
- don't pick up hitchhikers
- always park in a well-lit place
- always lock the doors when leaving the minibus, even when just for refuelling
- have the keys ready when returning to a parked vehicles
- if followed or harassed find a police station or public place, somewhere with CCTV.

27. Roof racks

The use of roof racks on any vehicle covered by Bucks Students' Union insurance is prohibited.

28. Motoring offences

Drivers of Bucks Students' Union insured vehicles do so on the understanding that they are personally liable for any car-parking penalties, fines or points incurred whilst the vehicle is in their care.

Drivers who receive any penalty points on their licence, whether driving an SU vehicle or their own vehicle, must report them to the Activities Coordinator (Competitive Sport) as they will be required to fill out a Non-Standard Drivers Form [Appendix 1], again before they will be allowed to drive any vehicles.

29. Driving in London's Ultra Low Emission Zone (ULEZ)

From 8th April 2019 all vehicles will need to pay the daily charge anytime the bus is driven through Central London. The charge is £12.50 students are told to let the Activities Co-ordinator (Competitive Sport) know if they have driven through Central London, so the fee is immediately paid. If the journey is undertaken for a match, then this will be paid for from the central sports account, if it's for any other reason, then the club/society or external person will be expected to pay. If the student fails to tell us, the fine will be taken from the Club or Societies fundraising account or passed on through an invoice. The ULEZ boundary can be updated on a regular basis. To see the current boundaries, you can view this link - **https://tfl.gov.uk/modes/driving/ultra-low-emission-zone/ulez-boundary-description**

- **Dartford Tunnel:**
- If you travel through the Dartford Tunnel, then let the Activities Co-ordinator know so we can pay the charge. Failure to do so will result in the fine being taken from the Club or Societies fundraising account or passed on through an invoice.
- **Congestion Charge:**
- All minibuses are exempt from the Congestion Charge.
- ULEZ Expansion: If you are playing any university in London, we will need to check beforehand for the ULEZ.

30. Adverse Weather

If there is adverse weather such as snow, ice and high winds, the decision will be made by the Students Union if the vehicle should be used or not. The driver would need to come in half an hour before the journey is to take place to de-ice and remove snow.

Ice scrapers, de-icer and a broom will be made available to drivers. If at any point the driver feels that they are not comfortable to drive, they should not feel pressured into doing so.

APPENDICES

Appendix 1

NON-STANDARD DRIVER DECLARATION FORM

HOWDEN

1 Non-Standard Driver Declaration Form

Full Name of Union / Policyholder	Policy Number

E-mail Address for Reply (should be a Union address, not driver's own email address)

Full Name of Driver	Date of Birth	Type of Licence (circle)
	/ /	UK / EU / Non-EU

Date Driving Test Passed	Country of Licence Issue	How long since test passed

Please answer all of the following questions by circling the appropriate answer and providing full details where applicable:

1. Do you have any medical conditions requiring notification to the DVLA or which may affect driving? YES / NO

If "YES" please give details of condition(s), medication and any special terms imposed:

2. Have you had any motor accidents or made any claims (including theft) in the last **3** years? YES / NO

If "YES" please give full details here:

Incident Date:	Circumstances: (Brief description of what happened).	Total cost/reserve: (Own, Third Party costs including Injury claims, & whether claim made or not):	No Claims Discount affected?
/ /		£	
/ /		£	
/ /		£	

3. Have you had (or have pending) any convictions in connection with a motor vehicle in the last **5** years? YES / NO

If "YES" please give details here

Date of Conviction	Conviction (Offence) Code	Circumstances	Disqualification Period (Length)	Fine (£)
/ /				£
/ /				£
/ /				£
/ /				£

4. Has any insurance company or underwriter refused you any insurance or imposed any special terms? YES / NO

If "YES" please give full details including reason, date and any terms applied here:

I declare that the above particulars are true and correct to the best of my knowledge and that no material information which could affect the insurer's assessment or acceptance of this risk has been withheld.

Driver's Signature: Date: / /

Non-Standard Additional Drivers Declaration
Driver Guidance Notes:

If you are a Non-Standard driver:

- Please complete all sections of the form. Forms submitted with blank fields, which state "Unknown" or similar for a required question, or forms which are not signed and dated by the driver will be rejected.
- Drivers under the age of 21 years may only drive vehicles with 8 or fewer passenger seats.
- All drivers must have held their full licence for at least 12 months, increased to 24 months for drivers of vehicles with 16 passenger seats or less.
- If you have any queries relating to this form, please contact us on 0333 234 1388 or student.drivers@howdeninsurance.co.uk

Question 1: If answered "YES", please give details of all medication taken, confirm whether the DVLA have been made aware of your condition and detail any driving restrictions imposed.

(Defective vision corrected by glasses or contact lenses does not need to be declared).

Question 2: Please explain the actual circumstances of the accident or claim (what happened).

Please include details of all incidents involving vehicles owned and/or driven by you.

Please confirm the total costs arising from the accident, irrespective of whether you made a claim and include any own repairs, third party repairs, compensation and costs etc. "Unknown" or similar cannot be accepted and we will be unable to approve you.

Question 3: Please ensure that you quote the correct conviction (Offence) code (e.g. SP30).

The date must be the date of the conviction, not the date of the offence.

If you have a drink-driving conviction, please give the blood/alcohol level at the time of the offence.

Offences must be declared where the date of conviction is within the last **five years,** regardless of whether or not the conviction is still shown on the licence.

Question 4: Please give full reasons for any refusal of insurance or any special terms applied by insurers. Please also include the date(s) of when this occurred.

Additional Info: Please ensure you provide a full clear and legible copy of your driving licence (front and rear of photo card).

Please ensure you have signed and dated the form before passing to the Union.

Please note you must not drive until approval has been granted by the Union.

It remains the responsibility of the Union to ensure that all drivers driving under your policy hold a suitable valid licence to drive the class of vehicle in question.

Data Protection

Howden is committed to being transparent about how we handle your data and protect your privacy.
Full details can be found within our privacy policy. Please visit howden.co.uk/privacy for details.

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Appendix 1A

NON-STANDARD DRIVER DECLARATION FORM GUIDANCE NOTES

If you are a Non-Standard driver:

- Please complete all sections of the form. Forms submitted with blank fields, which state "Unknown" or similar for a required question, or forms which are not signed and dated by the driver will be rejected.
- Drivers under the age of 21 years may only drive vehicles with 8 or fewer passenger seats.
- All drivers must have held their full licence for at least 12 months.
- If you have any queries relating to this form, please contact us on 0333 234 1388 or student.drivers@endsleigh.co.uk

Question 1: If answered "YES", please give details of all medication taken, confirm whether the DVLA have been made aware of your condition and detail any driving restrictions imposed.

(Defective vision corrected by glasses or contact lenses does not need to be declared).

Question 2: Please explain the actual circumstances of the accident or claim (what happened).

Please include details of all incidents involving vehicles owned and/or driven by you.

Please confirm the total costs arising from the accident, irrespective of whether you made a claim and include any own repairs, third party repairs, compensation and costs etc. "Unknown" or similar cannot be accepted and we will be unable to approve you.

Question 3: Please ensure that you quote the correct conviction (Offence) code (e.g. SP30).

The date must be the date of the conviction, not the date of the offence.

If you have a drink-driving conviction, please give the blood/alcohol level at the time of the offence.

Offences must be declared where the date of conviction is within the last **five years,** regardless of whether or not the conviction is still shown on the licence.

Question 4: Please give full reasons for any refusal of insurance or any special terms applied by insurers. Please also include the date(s) of when this occurred.

Additional Info: Please ensure you provide a full clear and legible copy of your driving licence (front and rear of photo card).

Please ensure you have signed and dated the form before passing to the Union.

Please note you must not drive until approval has been granted by the Union.

It remains the responsibility of the Union to ensure that all drivers driving under your policy hold a suitable valid licence to drive the class of vehicle in question.

Data Protection

Endsleigh is committed to being transparent about how we handle your data and protect your privacy. Full details can be found within our privacy policy. Please visit endsleigh.co.uk/privacy for details.

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N.B. If you need help filling out this form, please get in touch (see back page).

Appendix 2

VEHICLE LOG BOOK

	EXAMPLE	PLEASE COMPLETE
DATE	TUESDAY 1 SEPTEMBER 2015	
PRE-INSPECTION	COMPLETED: ☑	COMPLETED: ☐
USERS	BUCKS F.C.	
DRIVER'S NAME	RUSTY BUCK	
DESTINATION	BRUNEL	
REASON FOR TRIP	FIXTURE	
TIME OUT	8am	
MILEAGE	60159	
TIME IN	4pm	
MILEAGE	60200	
RETURN INSPECTION	COMPLETED: ☑	COMPLETED: ☐
BUS CLEAN	COMPLETED: ☑	COMPLETED: ☐
DRIVER'S SIGNATURE		

Appendix 3

MINIBUS CHECKLIST - Pre-travel digital checklist

Please follow the below QR code to fill in this survey. A paper copy can be found in the appendices of this document, if you have no internet connectivity. This checklist must be filled in before every journey.

Step 1

Details

Section 1 of 7

Driver's name *

test

Driver's email *

test@test.test

Which club/society/department are you driving for? *

test

Vehicle registration number *

- (●) GU12 HHN - 14 seats
- ( ) GY11 WBD - 15 seats
- ( ) ML64 SYU - 17 seats

Cancel Next

Step 2

The minibus

Section 2 of 7

Please confirm which model minibus you are driving? *

(●) Ford ( ) Peugeot

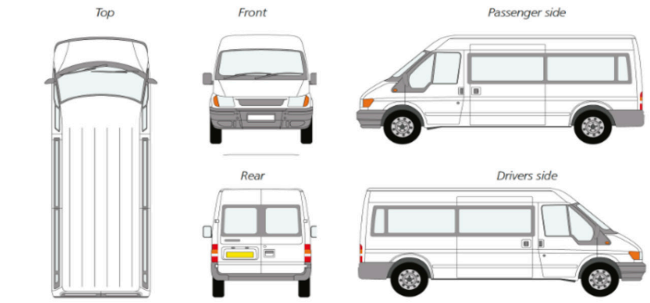
Back Cancel Next

Step 3

Ford

Section 3 of 7

Please indicate where there is any damage *



☐Top
☐Front
☐Rear
☐Passenger side
☐Drivers side
☑N/A

Add any details about damage to the area you have specified above

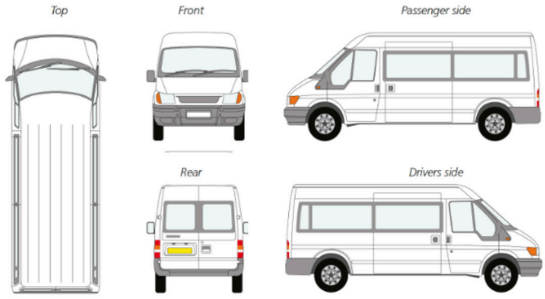
Please indicate what damage there is and where this is located.

Back Cancel Next

Peugeot

Section 4 of 7

Please indicate where there is any damage *



☐Top
☐Front
☐Rear
☐Passenger side
☐Drivers side
☐N/A

Add any details about damage to the area you have specified above

Please indicate what damage there is and where this is located.

Back Cancel Next

Step 4

Please confirm the following

Section 5 of 7

Fuel card is present? *
○Yes◉No

Vehicle key is present? *
○Yes◉No

Do tyres appear properly inflated?
○Yes◉No

Is the oil level okay? (check dip stick)
○Yes◉No

Is the brake fluid level okay?
○Yes◉No

Do all vehicle doors open and shut properly?
○Yes◉No

The condition of the interior is okay?
○Yes◉No

The emergency procedures document is present
○Yes◉No

Back Cancel Next

Step 5

To be road legal, please confirm the following

Section 6 of 7

Please tick yes/no for the following. If anything in this section is a 'no' then the minibus is deemed as not road worthy and therefore should not be driven. Please report this to the Activities Coordinator (competitive sport) or reception immediately.

Tyres have at least 2mm of tread? *
○Yes◉No

Is there enough windscreen washer fluid? *
○Yes◉No

Head lights are working (normal and full beam)? *
○Yes◉No

Rear lights and reversing lights work? *
○Yes◉No

Indicator and hazard lights work? *
○Yes◉No

Step 6

Brake lights and fog lights work? *

○Yes ◉No

Interior lights work *

○Yes ◉No

All vehicle seat belts work correctly *

○Yes ◉No

The horn works *

○Yes ◉No

Mirrors are in working order (no cracks etc) ? *

○Yes ◉No

First Aid kit is present in the vehicle *

○Yes ◉No

Back Cancel Next

Step 7

Surveys

Click on sections below to see and complete current surveys

Any other info - please answer N/A if none.

Section 7 of 7

Any other info? *

Back Cancel Finish

MINIBUS CHECKLIST - Post-travel digital checklist

Please follow the below QR code to fill in this survey. A paper copy can be found in the appendices of this document, if you have no internet connectivity. This checklist must be filled in after every journey.

Step 1

Details

Section 1 of 3

Driver's name *

Driver's email *

Which club/society/department are you driving for? *

Vehicle registration number *

- GU12 HHN
- GY11 WBD
- ML64 SYU

Is there anything you need to make us aware of regarding your journey?

Please report any incidents, issues, likely fines, entering the Ultra Low Emissions Zone (ULEZ) or anything similar.

Cancel Next

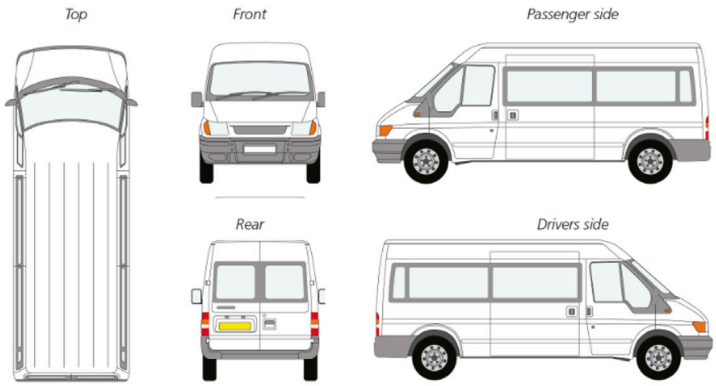
Step 2

Checklist

Section 2 of 3

Please indicate where there is any damage

Please be honest when returning the vehicle.



- ☐ Top
- ☐ Front
- ☐ Rear
- ☐ Passenger side
- ☐ Drivers side
- ☐ N/A

Add any details about damage to the area you have specified above

Please indicate what damage there is and where this is located.

Back Cancel Next

Step 3

Any other info - please answer N/A if none.

Section 3 of 3

Any other info

Back Cancel Finish

Appendix 4

MINIBUS CHECKLIST

Minibus checklist

BUCKS STUDENTS' UNION

Bucks Students' Union (Mon - Thu, 9am - 7pm. Fri, 9am - 4.30pm) **01494 601 600**

Activities Coordinator **01494 601 600 Ext. 4252**

DO NOT DRIVE THE VEHICLE IF YOU CONSIDER IT NOT TO BE ROADWORTHY.

Drivers are expected to carry out the following checks before taking any vehicles out on the road. Any defects that are found should be documented on this form. **If anything is in bold in the below table, it must be checked** and working for the vehicle to be 'road-worthy'. Should you consider the vehicle not to be 'road worthy' you should report it immediately to reception - **01494 601 600**, or the Activities Coordinator (Competitive Sport) during work hours **01494 601 600 Ext: 4252**

Date: ..... / ..... / .....

Driver's name: .....

Club / Society /

Department: .....

Vehicle folder	Yes	No
Fuel card present		
Vehicle key present		
Emergency Procedures document present		
Tyres		
Tyres appear properly inflated		
At least 2mm of tread		
Under the bonnet		
Oil level okay (dip stick) - NOT RELEVANT FOR ELECTRIC		
Enough windscreen washer fluid		
Brake fluid level okay		
Vehicle lights		
Head lights work (both normal and full beam)		
Rear lights and reversing light work		
Indicator and hazard lights work		
Brake lights and fog lights work		
Interior lights work		
General checks		
All vehicle doors open and shut properly		
All vehicle seat belts work correctly		
Antibacterial wipes and hand sanitizer are present		
First aid kit is present in the vehicle		
The horn works		
Mirrors		
Fire extinguisher present		
The condition of the interior is okay		

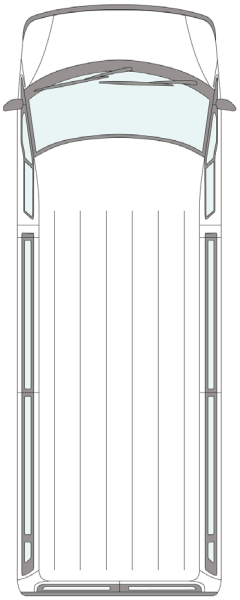
Drivers are reminded that they are legally held responsible for vehicles in their charge.

Appendix 4

MINIBUS CHECKLIST CONTINUED

Pre-journey damage: Please illustrate on plan (FORD TRANSIT)

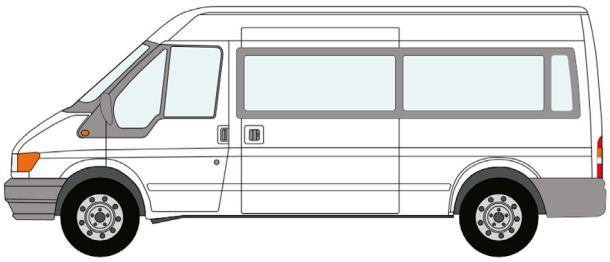
Top



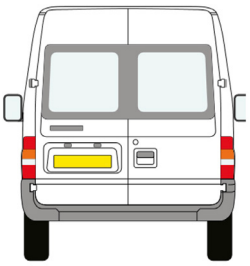
Front



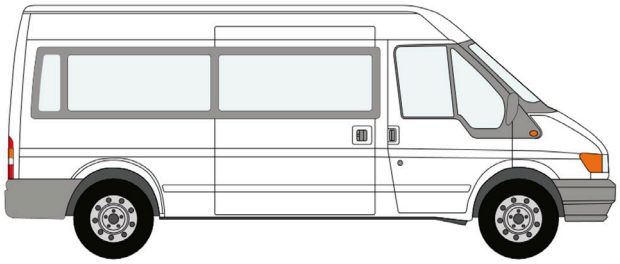
Passenger side

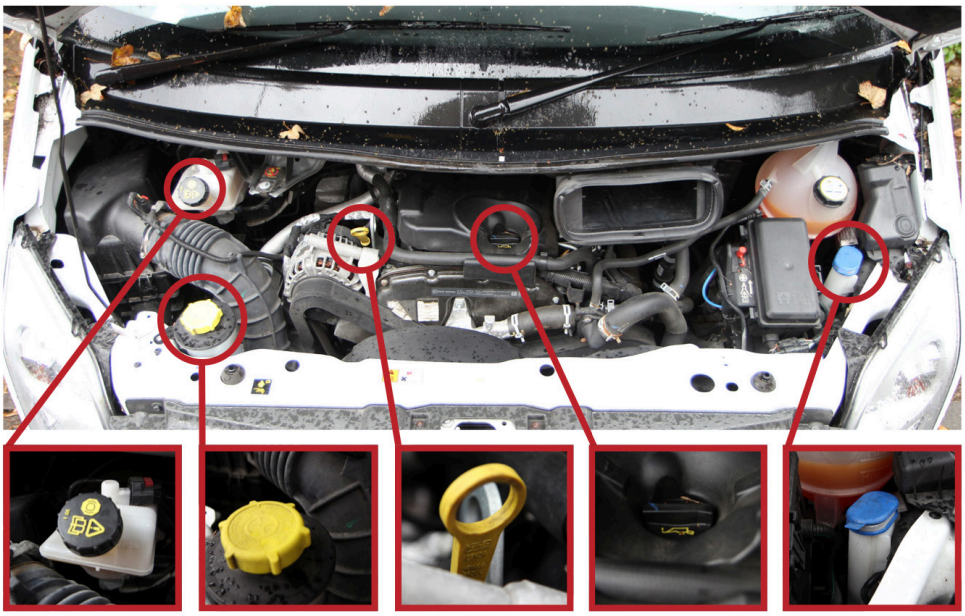


Rear



Drivers side





Brake fluid *Power steering* *Dip stick* *Oil top-up* *Washer fluid*

Driver sign: ..... **Union staff sign:** .....

Print name: ..... **Print name:** .....

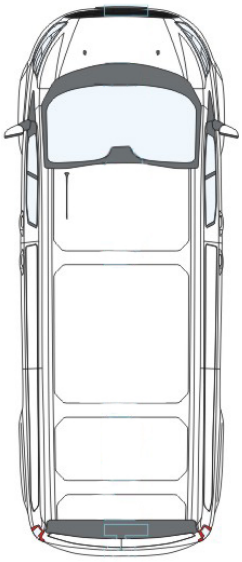
Drivers are reminded that they are legally held responsible for vehicles in their charge.

Appendix 4

MINIBUS CHECKLIST CONTINUED

Pre-journey damage: Please illustrate on plan (FORD TOURNEO)

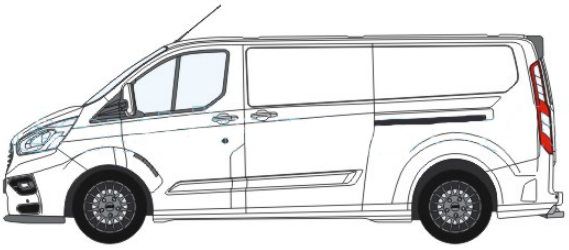
Top



Front



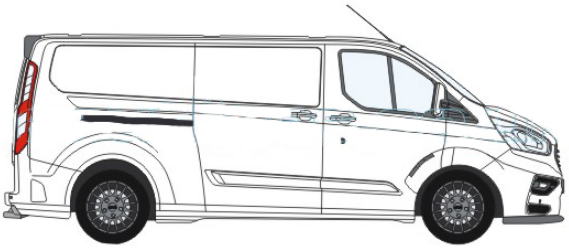
Passenger side



Rear



Drivers side

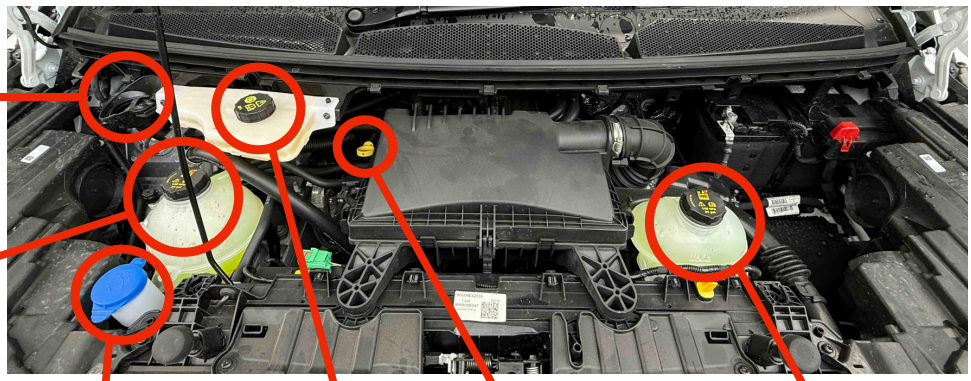




Oil top up



Coolent





Washers Fluid



Brake Fluid



Dip Stick



Coolent

Driver sign: ..... **Union staff sign:** .....

Print name: ..... **Print name:** .....

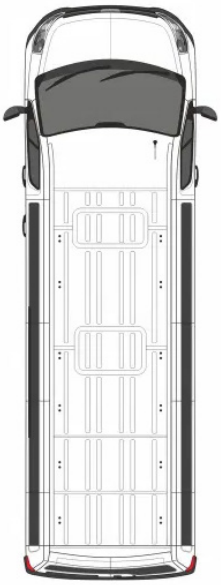
Drivers are reminded that they are legally held responsible for vehicles in their charge.

Appendix 4

MINIBUS CHECKLIST CONTINUED

Pre-journey damage: Please illustrate on plan (VAUXHALL MOVANO)

Top



Front



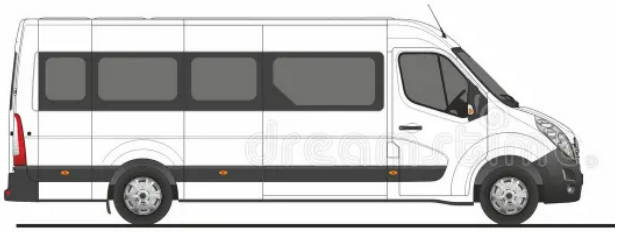
Passenger side



Rear



Drivers side

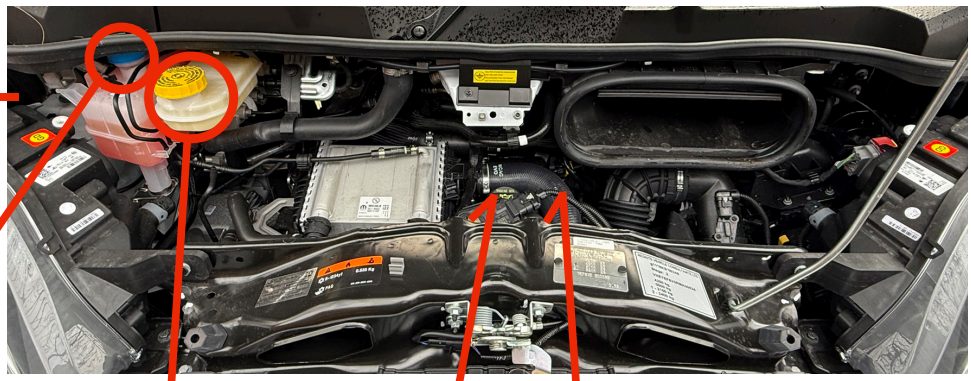




Washers Fluid



Coolent





Brake Fluid





Dip Stick

Driver sign: ..... **Union staff sign:** .....

Print name: ..... **Print name:** .....

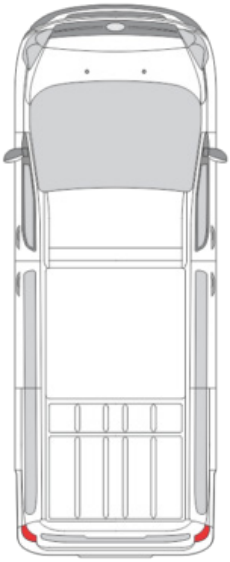
Drivers are reminded that they are legally held responsible for vehicles in their charge.

Appendix 4

MINIBUS CHECKLIST CONTINUED

Pre-journey damage: Please illustrate on plan

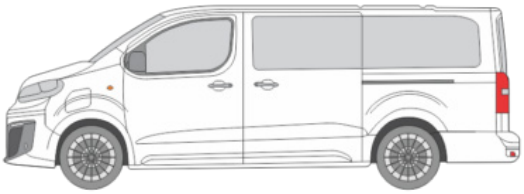
Top



Front



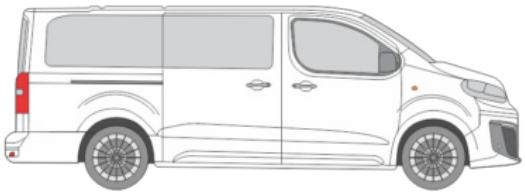
Passenger side

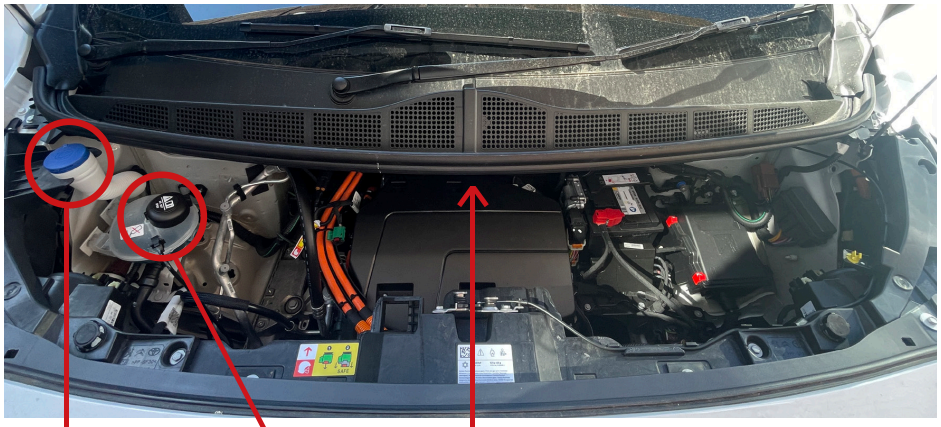


Rear



Drivers side



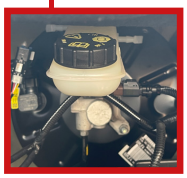




Washer fluid



Coolent



Brake fluid



Charging Port
(passenger side)



Charging Cable
(plug in vehicle)



Charging Cable
(Charging station)

Driver sign: ..... **Union staff sign:** .....

Print name: ..... **Print name:** .....

Drivers are reminded that they are legally held responsible for vehicles in their charge.

Appendix 5

VEHICLE RETURNS CHECK SHEET

Vehicle returns check sheet

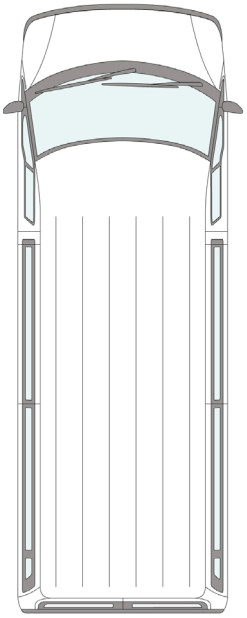
BUCKS STUDENTS' UNION

Bucks Students' Union (Mon - Thu, 9am - 7pm. Fri, 9am - 4.30pm)	**01494 601 600**
University Reception (7am - 10pm Mon-Fri)	**01494 603 399**
University Security (24 hours)	**01494 605 070**
Breakdown Company (24 hours)	**0333 202 3000**

BE HONEST WHEN RETURNING VEHICLES.

Vehicle return – Please illustrate on plan

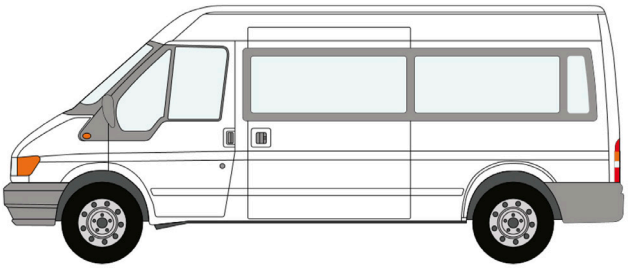
Top



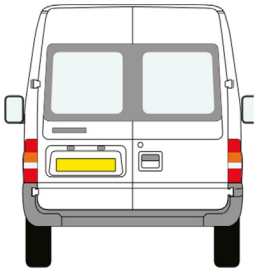
Front



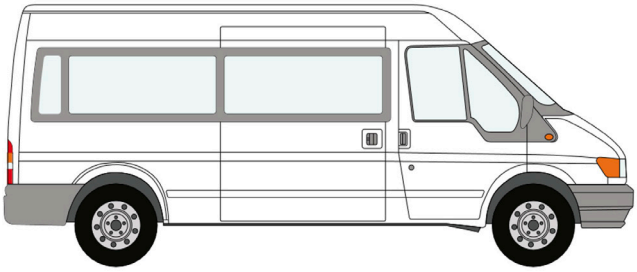
Passenger side



Rear



Drivers side



Vehicle Registration (circle): **GY11 WBD**

Any issues to note down? .....

.....

.....

Driver sign: ..... **Union staff sign:** .....

Print name: ..... **Print name:** .....

Club/Society: .....

Appendix 5

VEHICLE RETURNS CHECK SHEET

Vehicle returns check sheet

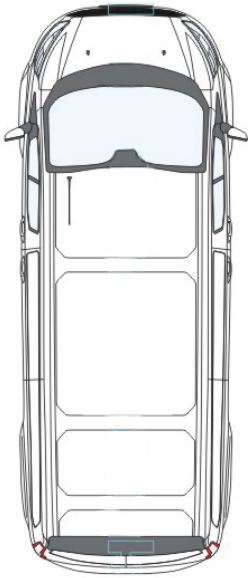
BUCKS STUDENTS' UNION

Bucks Students' Union (Mon - Thu, 9am - 7pm. Fri, 9am - 4.30pm)	**01494 601 600**
University Reception (7am - 10pm Mon-Fri)	**01494 603 399**
University Security (24 hours)	**01494 605 070**
Breakdown Company (24 hours)	**0370 500 4499**

BE HONEST WHEN RETURNING VEHICLES.

Vehicle return – Please illustrate on plan

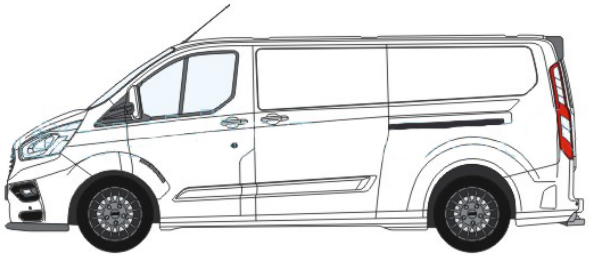
Top



Front



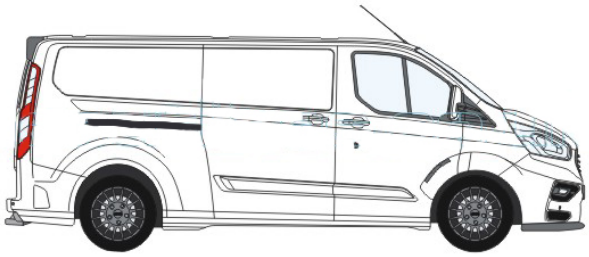
Passenger side



Rear



Drivers side



Vehicle Registration (circle): **HK74 JYA**

Any issues to note down? .....

.....

.....

Driver sign: ..... **Union staff sign:** .....

Print name: ..... **Print name:** .....

Club/Society: .....

Appendix 5

VEHICLE RETURNS CHECK SHEET

Vehicle returns check sheet

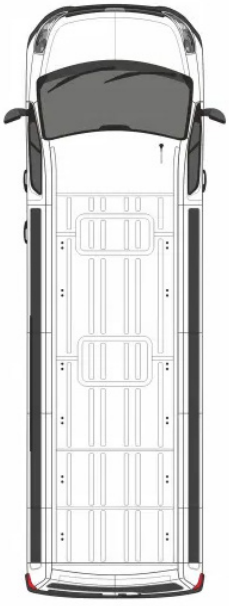
BUCKS STUDENTS' UNION

Bucks Students' Union (Mon - Thu, 9am - 7pm. Fri, 9am - 4.30pm)	**01494 601 600**
University Reception (7am - 10pm Mon-Fri)	**01494 603 399**
University Security (24 hours)	**01494 605 070**
Breakdown Company (24 hours)	**01489 580333**

BE HONEST WHEN RETURNING VEHICLES.

Vehicle return – Please illustrate on plan

Top



Front



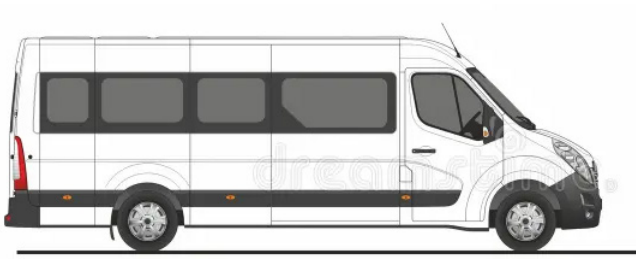
Passenger side



Rear



Drivers side



Vehicle Registration (circle): **KS74 RNU** **KS74 RPX**

Any issues to note down? .....

.....

.....

Driver sign: ..... **Union staff sign:** .....

Print name: ..... **Print name:** .....

Club/Society: .....

Appendix 5

VEHICLE RETURNS CHECK SHEET

Vehicle returns check sheet

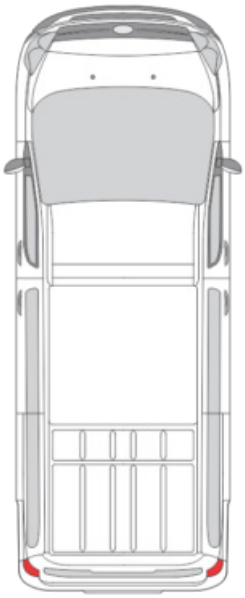
BUCKS STUDENTS' UNION

Bucks Students' Union (Mon - Thu, 9am - 7pm. Fri, 9am - 4.30pm)	**01494 601 600**
University Reception (7am - 10pm Mon-Fri)	**01494 603 399**
University Security (24 hours)	**01494 605 070**
Breakdown Company (24 hours)	**0344 463 2900**

BE HONEST WHEN RETURNING VEHICLES.

Vehicle return – Please illustrate on plan

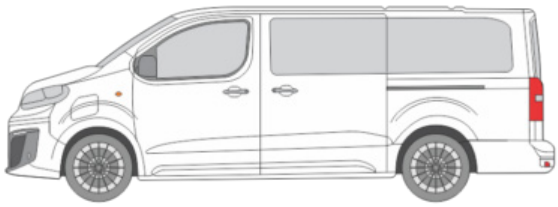
Top



Front



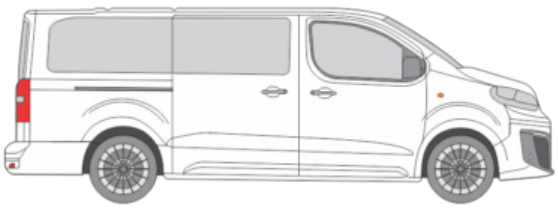
Passenger side



Rear



Drivers side



Vehicle Registration (circle): **DS25 KMF**

Any issues to note down? .....

.....

.....

Driver sign: ..... **Union staff sign:** .....

Print name: ..... **Print name:** .....

Club/Society: .....

Appendix 6

VEHICLE BREAKDOWN PROCEDURE

Vehicle Breakdown Procedure

BUCKS STUDENTS' UNION

IN THE EVENT OF AN EMERGENCY CONTACT:

Bucks Students' Union (Mon - Thu, 9am - 7pm. Fri, 9am - 4.30pm)	**01494 601 600**
Membership Services Manager	**07739 365 115**
University Security (24 hours)	**01494 605 070**
Breakdown Company (24 hours)	**Numbers are below**

THE SAFETY OF YOU AND OTHERS IS PARAMOUNT.

All roads

- ensure that the vehicle is not left where it is likely to cause a danger to other road users
- put on your hazard warning lights
- call below the recovery service:
  - 2x Vauxhall Movano (17 seaters) - with PHVC **01489 580333**
  - 1x Vauxhall Fully Electric E-life (9 seaters) - with Novuna **0344 463 2900**
  - 1x Ford Cutom Tourneo Hybrid (9 seaters) - with Arval **0370 500 4499**
  - 1x Ford Transit (15 seaters) - with RAC **0333 202 3000** (You can text us on **0785 582 8282)**
  - do not attempt to repair the vehicle yourself.

Additionally on motor ways

- pull on to the hard shoulder and stop as far to the left as possible, with your wheels turned to the left
- try to stop near an emergency telephone
- leave the vehicle by the left hand door and ensure all passengers do the same
- ensure all passengers keep away from the hard shoulder and if possible are behind the crash barriers.

What the breakdown company need to know

- your name
- your phone number
- vehicle registration number
- vehicle type
- location of vehicle or prominent land marks
- number of passengers
- symptoms of breakdown
- weight of minibus
  - Vauxhall Fully Electric E-life **(DS25 KMF)** - 2,830kg
  - Vauxhall Movano **(KS74 RNU)** - 4,250kg
  - Vauxhall Movano **(KS74 RPX)** - 4,250kg
  - Ford Transit **(GY11 WBD)** - 3,500kg
  - Ford Tourneo **(HK74 JYA)** - 3,400kg
- any disabilities of passengers on board

MAKING LIFE BETTER FOR STUDENTS AT BUCKS

Appendix 7

ACCIDENT AND EMERGENCY VEHICLE PROCEDURES

Accident and Emergency Vehicle Procedures

BUCKS STUDENTS' UNION

IN THE EVENT OF AN EMERGENCY CONTACT:

Bucks Students' Union (Mon - Thu, 9am - 7pm. Fri, 9am - 4.30pm)	**01494 601 600**
University Reception (7am - 10pm Mon-Fri)	**01494 603 399**
University Security (24 hours)	**01494 605 070**

Breakdown Company (24 hours) - **LOOK AT 'VEHICLE BREAKDOWN PROCEDURE'**

DO NOT ADMIT LIABILITY.

Following an accident or incident:

- do not admit liability
- stop the vehicle in a safe place
- take note of:
  - the name and address of any persons involved, including eye witnesses
  - make, model and registration numbers of vehicles involved
  - insurance company details
  - the time, date and exact location of the accident
  - a brief description of the incident
  - the number of passengers in the other vehicle(s)
  - if possible make a quick sketch or take photos of the vehicles and area. Include road markings and signs.
- You are legally obigated to call the emergency services if:
  - there is damage to property
  - someone outside of the vehicles involved in the incident or accident is injured
  - you are unable to exchange details
- when you return, report the accident or incident to **suminibuses@bnu.ac.uk**
- do not correspond with the driver after the incident, leave it to the insurance companies

continued...

Appendix 7 continued...

ACCIDENT AND EMERGENCY VEHICLE PROCEDURES CONTINUED...

Accident and Emergency Vehicle Procedures

BUCKS STUDENTS' UNION

IN THE EVENT OF AN EMERGENCY CONTACT:

Bucks Students' Union (Mon - Thu, 9am - 7pm. Fri, 9am - 4.30pm)	**01494 601 600**
University Reception (7am - 10pm Mon-Fri)	**01494 603 399**
University Security (24 hours)	**01494 605 070**
Breakdown Company (24 hours) - **LOOK AT 'VEHICLE BREAKDOWN PROCEDURE'**	

DO NOT ADMIT LIABILITY.

In the event of a serious incident or accident:

- do not admit liability
- contact the emergency services - **999 / 112**
- In the case of a serious injury or emergency students are advised to ring the Activities Coordinator (Competitive Sport) during work hours **01494 601600** or the University outside of 9am – 5pm **01494 605070** immediately to alert us to the incident.
- First Aid should be administered as appropriate by a qualified First Aider or on instruction from the emergency services operator.
- establish the names of any injured and the extent of their injuries
- attempt to ensure that the injured are accompanied to hospital
- give full details of the accident to the emergency services
- ensure the rest of the group are accounted for
- do not make comments to the media
- arrange for the party to return as appropriate
- at the earliest opportunity visit the Student Activities department and complete an accident/near misses form.

In the event of a stolen vehicle or vehicle break-in:

- call **999** and report the incident to the police and ask for a crime reference number
- following a break-in call the breakdown company to report any broken windows in need of replacement
- contact University reception - **01494 603 399** - to arrange onward transportation if the vehicle has been stolen or is inoperable
- when you return, report the incident to **suminibuses@bnu.ac.uk**.

MAKING LIFE BETTER FOR STUDENTS AT BUCKS

Appendix 8

ACCIDENT SHEET

Time and date

Time: ..... : ..... am / pm **Date:** ...../...../.....

Location

Road name/number: .....

Nearby landmarks/junctions ect: .....

Additional location details: .....

Person involved 1

Name: .....

Address: .....

.....

.....

Person involved 2

Name: .....

Address: .....

.....

.....

Vehicle involved 1

Make: .....

Model: .....

Registration: .....

Vehicle involved 2

Make: .....

Model: .....

Registration: .....

Insurance details 1

Insurer: .....

Insurance details 2

Insurer: .....

The incident

A brief description of what happened: .....

.....

.....

.....

.....

.....

.....

.....

.....

If possible make a quick sketch or take photos of the vehicles and area. Include road markings and signs.

PURCHASING / LEASING VEHICLES

Weight

There are restrictions of what a person can drive depending on when they got their license. If the person has

NOT got D1 on their license (passed after Jan 1997) they can drive up to 3.5tonne. (I.e., Not a minibus)

HOWEVER, you may still be able to drive a minibus with your car license provided all the following apply:

- you're 21 or older
- you've had your driving license for at least 2 years
- the maximum weight of the minibus is 3,500kg (or 4,250kg including specialist equipment for disabled passengers, e.g., a wheelchair ramp)
- you're not towing a trailer
- the minibus is used by a non-commercial body for social purposes
- you don't get paid except for expenses, eg fuel, parking costs
- you provide the service on a voluntary basis

You can't drive for 'hire or reward' (you can't be paid to drive). If someone has passed their driving license before 1st January 1997, they will have a restricted license entitlement for category D1. This restriction is shown as code (101) and means that the license holder cannot undertake hire and reward work.

Disabled Access

If you are buying a minibus with wheelchair conversion then be aware that the minibus should not exceed 3.5 tonnes maximum authorised mass prior to conversion, then not exceeding 4.25 tonnes with the inclusion of specialist equipment for the carriage of disabled passengers. Make sure you have this in writing before purchase. On the chassis there will be the original weight as it came out of the factory. After the conversion they must put the new weight, that isn't in a specific place on the bus so ask to see it when you pick up or they drop the bus off.

Training for Disabled Access

Ask when you are shown the bus for them to demonstrate how you would safely secure a wheelchair in the bus.

Be aware there are different fixings for wheelchairs for different specs of a minibus. For further information regarding classifications of vehicles then please check with the leasing company.

Insurance

Minibus operators must secure appropriate insurance coverage to protect both the driver and passengers in the event of an accident. Insurance providers often have specific policies designed for minibuses, considering factors such as the number of passengers, the purpose of use, and the driver's experience. It's advisable to shop around and compare insurance quotes to find the most suitable coverage for your minibus fleet.

Branding

All the buses are branded, for help with this speak to the Communications and Marketing Manager.

MIDAS

The Union runs MIDAS training, which is currently delivered through Nottingham Trent, and booked by the Activities Co-ordinator (Competitive Sport). MIDAS training is booked for the end of September/beginning of October and if needed in January, this is open to all students and staff however priority is given to students who will drive their club/society to training and matches. If you have any further questions, then please contact;
colin.hutchinson@su.ntu.ac.uk

Minibus Providers

We have bought the last few minibuses through **PVHC** our contact there is Phil Diggens; **phil@phvc.co.uk**. It is common practice to attain three quotes to make sure you get the best option available.

Small Bus Permit – Section 19

All minibuses owned or hired by Bucks Students' Union are required to display a small bus permit. The Activities Coordinator (Competitive Sport) will process permit application forms and ensure Bucks Students' Union minibuses display permits. The use of vehicles under a Small Bus Permit is restricted to the United Kingdom, the bus can therefore not be used for international activities. Vehicles operating under permits may be subject to spot checks by vehicle inspectorate examiners. Each bus will be booked in for a safety inspection every 10 weeks, this is a requirement of the small bus permit.

Driving in London

Ultra Low Emission Zone (ULEZ)

All minibuses will need to pay the daily charge anytime the bus is driven through Central London. The charge is £12:50 students are told to let the Activities Co-ordinator (Competitive Sport) know if they have driven through Central London, so the fee is immediately paid. If the journey is undertaken for a match, then this will be paid for from the central sports account, if it's for any other reason, then the club/society or external person will be expected to pay. If the student fails to tell us, the fine will be taken from the Club or Societies fundraising account or passed on through an invoice. The ULEZ boundary can be updated on a regular basis. To see the current boundaries, you can view this link **- tfl.gov.uk/modes/driving/ultra-low-emission-zone/ulez-boundary-description**

Dartford Tunnel

If anyone travels through the Dartford Tunnel, then they are asked to let the Activities Co-ordinator know so we can pay the charge. Failure to do so will result in the fine being taken from the Club or Societies fundraising account or passed on through an invoice.

Branding

All the buses are branded, for help with this speak to the Communications and Marketing Manager.

Congestion Charge

All minibuses are exempt from the Congestion Charge.

Useful websites & links:

ctauk.org

gov.uk/driving-a-minibus

nidirect.gov.uk/articles/driving-passenger-carrying-vehicles-pcv-car-driving-licence

Section 19 & 22 permits (not for profit passenger transport) definitions

Ultra low emission zone guidance

CONTACT US



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Help is only ever a phone call or email away, please get in touch with any problems or queries.