

MINIBUS USER GUIDE

September 2019



COVID minibus & general use guidance

Social distancing

- Some seats in the vehicle (mainly non-window seats) will be left empty to enable the best social distancing possible when traveling.
- The example below is a guide to show social distancing in a 12-seat vehicle



- Passengers to not sit in seats that have a sign on them

Fleet vehicle capacities

- 17 seat vehicle – 11 passengers
- 15 seat minibus - 10 passengers
- 14 seat vehicle – 9 passengers

Vehicle key collection

- Vehicle keys are still collected from either behind the bar or gateway reception we will let you know when you book the bus.

Symptoms of Coronavirus

- Drivers or passengers must not travel in the vehicle if they are suffering any symptoms of Coronavirus or other flu like symptoms. Clubs and Societies will be expected to check their members temperatures before getting on a bus. If the temperature is 37.8 C or above that person should be tested 10 minutes later, if it remains high the student will not be allowed to get on the bus. The student will be advised to keep an eye on their temperature and for any other symptoms. It is down to the student to report any COVID -19 symptoms to the Student Centre.

Track and Trace

- All passengers must use the QR codes for track and trace, they will not be allowed on until this is evidenced. The Minibus driver will do this first and it is up to the driver to ensure this is done for everyone. This is for every journey. For those that can't use the QR code there is a spreadsheet in the minibus box for students to add details to.

Face Coverings

- All passengers will need to wear a face covering at all times on the bus. For students that refuse to wear face coverings they will not be allowed on, unless exempt from wearing one.

Hand Sanitiser

- All passengers will need to wash their hands with hand sanitiser provided on entry and exit to the minibus

Vehicle cleanliness

- For everybody's safety, the interior of the vehicle must be cleaned thoroughly before and after use with disinfectant spray/wipes provided.
- For the driver this must include:
 - Steering wheel,
 - Steering column,
 - Handbrake,
 - Indicator and Light stems,
 - Gear shift,
 - Switches,
 - Dashboard,
 - All door handles,
 - Seat adjuster leavers,
 - Mirror adjusting switches
 - Keys and key fob etc
- All passengers will be provided with wipes by the driver to clean all touch points such as, seat belt buckle etc on entry and exit.

Good ventilation

- Ensure there is good ventilation in the vehicle by having windows open to maintain a flow of fresh air whenever possible.

Vehicle waste

- Passenger and driver Waste including wipes and gloves etc. must be discarded appropriately and safely – Do not leave waste in the vehicle.

Vehicle check form

- Drivers are still required to complete the vehicle check form at the start and end of their journey. If any of the requirements that are in bold are not up to standard, then the vehicle is not road worthy. Please report immediately to Fergus.adams@bucks.ac.uk or 01494 601600

Vehicle mileage form

- At the end of the trip, the total number of miles driven must be logged in the mileage book. Also, report any vehicle issues or concerns to Fergus.adams@bucks.ac.uk

COVID SSHH bus guidance

Don't react

- It might be tempting to retaliate if another driver does something you find annoying, but you never know how someone else is going to react so don't put yourself in unnecessary risk by reacting badly.

Responsibility

- The driver is responsible for passenger and vehicle safety.
- REMEMBER;
 - Never drive a vehicle you consider not road legal or safe
 - Never use your mobile phone whilst driving
 - Never drive under the influence of drink or drugs
 - Try to maintain social distancing at all times

Breaking the rules

- Failure to comply with these guidelines will result in removal of vehicle access. For more information, please refer to the minibus handbook

SSHH bus guidance

- All students getting on the bus at Halls will need to show evidence they have booked to go to the Students' Union Venue that evening.
- All passengers must use the QR codes for track and trace, they will not be allowed on until this is evidenced.
- All passengers will need to wear a face covering at all times on the bus
- All passengers will need to wash their hand with hand sanitiser provided on entry to the minibus
- All passengers will be provided with wipes to clean all touch points such as, seat belt buckle etc on entry and exit.
- Passengers to not sit in seats that have a sign on them
- For students that refuse to wear face coverings they will not be allowed on, unless exempt from wearing one.

Driver responsibility

- The driver will be accompanied by a member of security/fresher helper to assist students on and off – they will ensure students are sanitising, have a ticket for the event in the venue and wearing face coverings.
- The driver will be provided with some spray and a roll to clean the area at the front.

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1. 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. It is reviewed annually to ensure maximum cost/benefit to Bucks Students' Union. Vehicles may only be used for official Bucks Students' Union activities eg sports clubs, Bucks Students' Union affiliated societies and internal departments.

2. Driver requirements (minibus)

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

- be over 21 years old
- have held a driving licence for a minimum of two years
- successfully undertake a minibus familiarisation workshop (MiDAS), or hold a D1 entitlement on your licence.
- re-register annually as a driver
- notify us immediately of any changes to your licence or medical conditions which could affect your driving.

3. Licence restrictions

If you passed your driving test after 1997 you may drive a minibus in the UK only, but these conditions apply:

- 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 tones (4.25 if wheel chair accessible)
- must not tow a trailer.

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 workshop (MiDAS)

In order to drive a Bucks Students' Union minibus, drivers must successfully complete a MiDAS assessment. MiDAS is the Minibus Driver Assessment Scheme administered by the Community Transport Association. Assessment comprises of an on-the-road assessment with a qualified MiDAS assessor, a classroom theory session and a multiple choice question and answer test. Successful completion of a MiDAS assessment entitles a driver to use all Bucks Students' Union vehicles. A MiDAS certificate is valid for four years.

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. 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 has to be redone every 5 years then a driver can be used for hire or reward.

Only these people will be eligible to drive the minibuses. These drivers consist of student volunteer drivers and paid drivers. These paid drivers can be booked out with the minibus depending on availability, we charge £14 an hour and they have to be booked for more than 4 hours.

7. Insurance

A Non-Standard Driver Declaration form [Appendix 1] must be filled out and returned to the Activities Coordinator (Competitive Sport), along with a photocopy of the front and rear of your driving licence before driving one of our minibuses.

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

Anyone who wishes to hire out a minibus, would need to fill out a minibus booking form. This can be found under the committee hub of both the sports and societies pages 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. Also staff must provide a PO number before any booking is confirmed.

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, dashcam, car park entry cards (to be used after hours when the barriers are down) and emergency procedures sheet.

10. Fuel cards

Minibuses 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).

11. Vehicle log book

Drivers are responsible for completing the vehicle log book [Appendix 2] in full. At the start of each journey drivers must record: the date of the journey; the name of the club/society/department; 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 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

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.

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

13. 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. 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.

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, a 'DO NOT USE' sign should be displayed on the front of the vehicle folder noting the fault.

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.

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.

14. Returning vehicles and keys

When vehicles are returned they must be returned back to their designated parking space, the two Ford's are to be parked in their designated spaces in the main car park, the Peugeot is to be parked in the constructors bay in the Car Park accessible via Lily's Walk. 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.

15. 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. If this protocol is not followed then the individual will be disciplined.

16. 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 minibus 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.

17. 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 also 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.

18. 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.

19. 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.

20. 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.

21. 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].

22. Following an accident

No two accidents are exactly 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].

23. Vehicle fires

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

- unless already stationary, 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).

24. Accessible transport

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).

25. Personal safety when driving alone:

When driving alone, please ensure that you:

- lock all the doors
- don't pick up hitch-hikers
- 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 minibus
- if followed or harassed find a police station or public place, somewhere with CCTV.

26. Roof racks

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

27. 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 a minibus 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 the minibuses.

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

Minibuses will need to pay the daily charge anytime the bus is driven through Central London. The charge is £12.50 you must let the Activities Co-ordinator (Competitive Sport) know if you have driven through Central London so we can pay the fee immediately. If you fail to tell us, the fine will be taken from the Club or Societies fundraising account or passed on through an invoice. From 26 October 2021 this boundary will expand.

- 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.
- T – Charge:
All minibuses are exempt from the T -Charge.

29. Use of dashcams

Each bus has now been fitted with a dashboard camera (dashcam), you are now required to use these when driving the bus. You will find the camera in the vehicle box, please attach it to the stand underneath the rear-view mirror.

Once attached please make sure it is switched on and recording, instructions regarding the set-up of the dashcam can be found in the vehicle box.

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

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: (Own & Third Party costs, & 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:

/ /

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.

Endsleigh Insurance Services Limited (Company no: 856706) is authorised and regulated by the Financial Conduct Authority. This can be checked on the Financial Services Register by visiting their website at www.fca.org.uk/register. Endsleigh Insurance Services Limited is registered in England at Shurdington Road, Cheltenham Spa, Gloucestershire GL51 4UE.

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: <input checked="" type="checkbox"/>	COMPLETED: <input type="checkbox"/>
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: <input checked="" type="checkbox"/>	COMPLETED: <input type="checkbox"/>
BUS CLEAN	COMPLETED: <input checked="" type="checkbox"/>	COMPLETED: <input type="checkbox"/>
DRIVER'S SIGNATURE		

Appendix 3

MINIBUS CHECKLIST

Minibus checklist



Bucks Students' Union (Mon - Thu, 9am - 7pm. Fri, 9am - 4.30pm)
Activities Coordinator

01494 601 600
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:

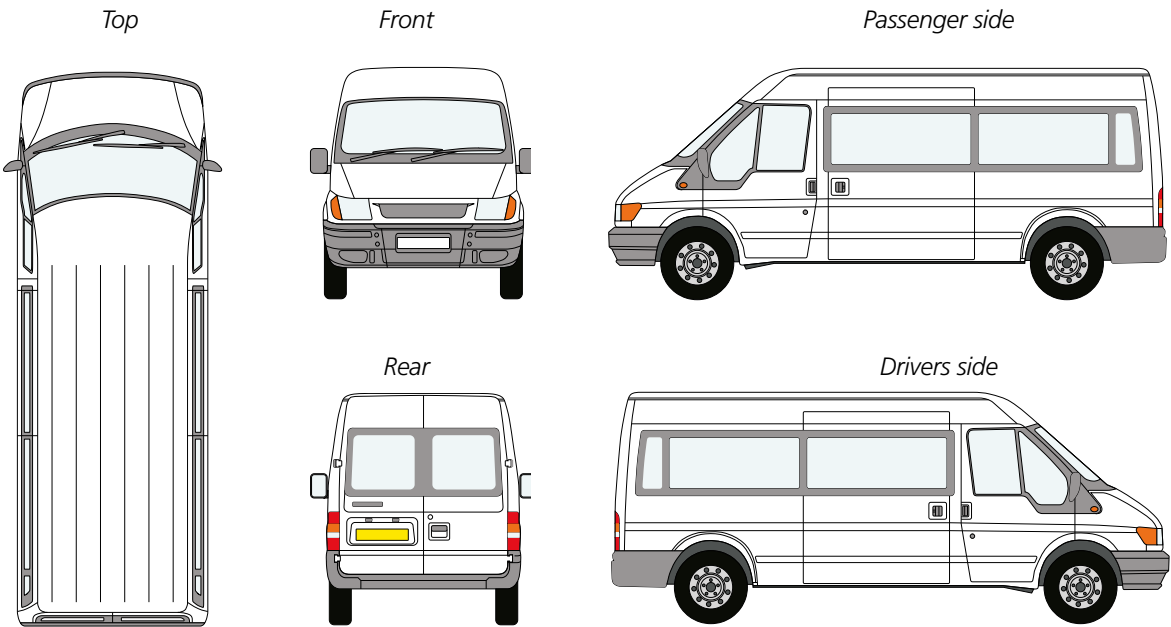
Vehicle folder	Yes	No
Fuel card present		
Vehicle key present		
Emergency Procedures document present		
Tyres		
Tyres appear properly inflated		
At least 2mm of tread		
Under the bonnet		
Oil level okay (dip stick)		
Enough windscreen washer fluid		
Brake fluid level okay		
Vehicle lights		
Head lights 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 3

MINIBUS CHECKLIST CONTINUED

Pre-journey damage: Please illustrate on plan



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

VEHICLE RETURNS CHECK SHEET

Vehicle returns check sheet



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

University Reception (7am - 10pm Mon-Fri)

University Security (24 hours)

Breakdown Company (24 hours)

01494 601 600

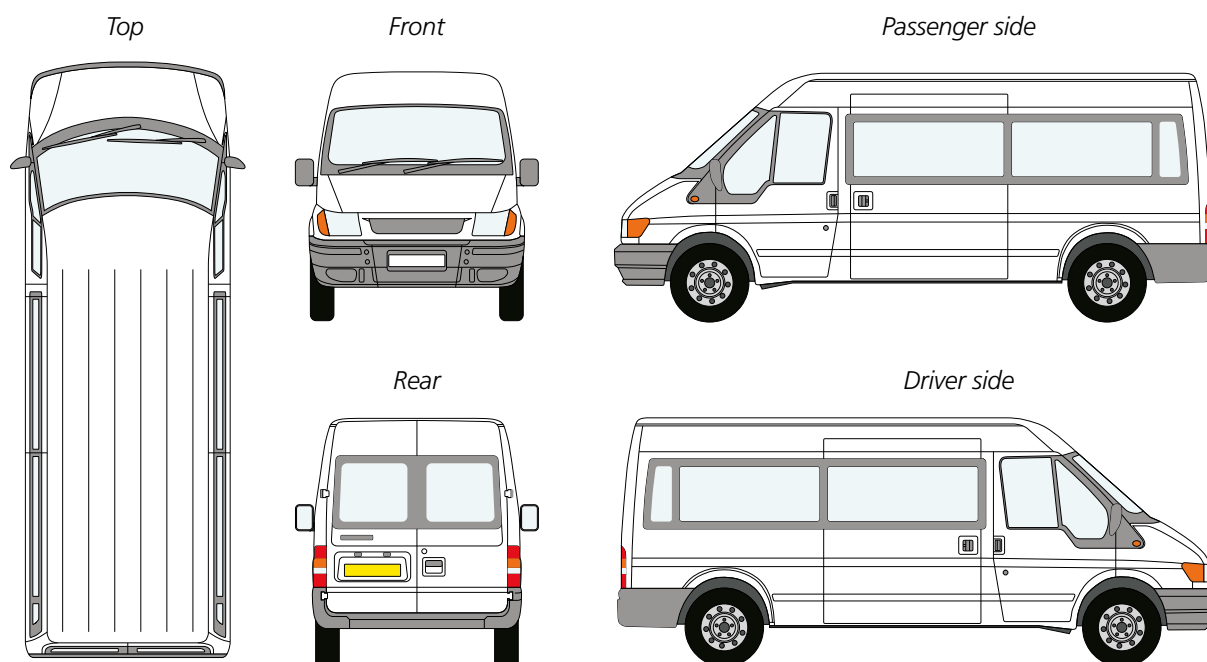
01494 603 399

01494 605 070

0800 389 1708

BE HONEST WHEN RETURNING VEHICLES.

Vehicle return – Please illustrate on plan



Vehicle Registration (circle): **GU12 HHN** **GY11 WBD** **ML64 SYU**

Any issues to note down?

.....

.....

Driver sign:

Union staff sign:

Print name:

Print name:

Club/Society:

Appendix 5

VEHICLE BREAKDOWN PROCEDURE

Vehicle Breakdown Procedure



IN THE EVENT OF AN EMERGENCY CONTACT:

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

University Reception (7am - 10pm Mon-Fri)

University Security (24 hours)

Breakdown Company (24 hours)

01494 601 600

01494 603 399

01494 605 070

0800 389 1708

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 the recovery service (AA) – **0800 389 1708** give the registration number and policy number
 - Ford (GY11 WBD) policy number: **00023921MBP**
 - Ford (GU12 HHN) policy number: **00023920MBP**
 - Peugeot (ML64 SYU) policy number: **00023919MBP**
- 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
 - Ford (GY11 WBD) - 3,500kg
 - Ford (GU12 HHN) - 3,500kg
 - Peugeot - 3,850kg
- any disabilities of passengers on board

MAKING LIFE BETTER FOR STUDENTS AT BUCKS

Appendix 6

ACCIDENT AND EMERGENCY VEHICLE PROCEDURES

Accident and Emergency Vehicle Procedures



IN THE EVENT OF AN EMERGENCY CONTACT:

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

University Reception (7am - 10pm Mon-Fri)

University Security (24 hours)

Breakdown Company (24 hours)

01494 601 600

01494 603 399

01494 605 070

0800 389 1708

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 obligated 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@bucks.ac.uk**
- do not correspond with the driver after the incident, leave it to the insurance companies

continued...

Appendix 6 continued...

ACCIDENT AND EMERGENCY VEHICLE PROCEDURES CONTINUED...

Accident and Emergency Vehicle Procedures



IN THE EVENT OF AN EMERGENCY CONTACT:

Bucks Students' Union (Mon - Fri, 9am - 5pm))

University Reception (7am - 10pm Mon-Fri)

University Security (24 hours)

Breakdown Company (24 hours)

01494 601 600

01494 603 399

01494 605 070

0800 389 1708

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@bucks.ac.uk**.

Appendix 7

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.



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.

