

# Rushton Parish Council Community Minibus

## Transport Policy

### Management

This policy details the operation of the Rushton Parish Community Minibus providing:

- Regular community services.
- Non-commercial private hire service
- Private hire for schools and local organisations

The Community Minibus is owned and operated by Rushton Parish Council on a not-for-profit basis, and all income from our Private Hires is used to operate and maintain the vehicle for the Rushton Parish Community.

Rushton Parish Council recognises its duty of care under Health and Safety Law, to take all reasonable precautions to ensure that the service is operated safely and complies with all relevant legal requirements and the advice in the Highway Code, taking reasonable measures to protect the driver, the passengers and other road users from collision and injury risks.

### Risk Assessment

Written risk assessment of the minibus service will be conducted by 'competent persons' and will be recorded and regularly updated, demonstrating that reasonable care has been taken to enable the service to be monitored to ensure that standards, once set, are maintained, reviewed, and improved.

### Minibus (Section 22) Permit

Rushton Parish Council holds a Section 22 Community Bus Permit (CB002386) having demonstrated to the traffic commissioner that the vehicle is operated without a view to profit and is concerned for the social and welfare needs of the Rushton Parish Community and the running of a local bus service on a not-for-profit making basis.

Community Bus Permits are issued under Section 22 of the Transport Act 1985, as amended, to bodies that run a local bus service on a voluntary not-for-profit basis. Members of the public can be carried in the minibus.

Rushton Parish Council are members of the **Community Transport Association**  
**Membership Number 133611.**

## Our Vehicle

Ford Transit 115 T430 17S RWD 2404cc Diesel. Registration Number KN59 EPU,

The vehicle is fitted with a speed limiter as required by law. The maximum speed is limited to 62mph

The vehicle can carry a maximum of 16 Passengers, 14 located in the rear and 2 in the front next to the driver.

The vehicle is correctly registered and taxed with the DLVA the annual renewal date is the 1<sup>st</sup> October.

The Vehicle is covered by a fully comprehensive insurance with QEB International Policy Number 00021431MBP with an annual renewal date of the 1<sup>st</sup> April. The policy covers:

- All the services for which the minibus is used
- The number of passengers allowed and the total weight (including passengers and luggage)
- All the people authorised to drive the minibus
- Journeys for which passengers pay a contribution

Vehicle Register Keeper: Rushton Parish Council

C/O 46 Ashby Road,  
Welton,  
Daventry,  
Northamptonshire,  
NN11 2JS

The vehicle has a valid current Class V MOT test with an annual renewal date of the 29<sup>th</sup> October.

The vehicle is serviced and maintained in accordance with the manufacturer's schedules, in addition to the recommended service intervals. Regular safety inspections are carried out every 8 weeks

The service, maintenance and repairs are managed by Tyetune Auto Service on behalf of Rushton Parish Council.

In the event of a breakdown the insurer QBE (Helpline 0800 389 1708) will arrange with the AA for someone to attend the breakdown.

All seats are fitted with seat belts,

The design and construction of the minibus seating, and restrictions on space available, do not allow us to safely accommodate very young children from age 0 to 6 years (up to 22kgs). We can carry children aged 6 (from 22kgs) and over who do not need a car-seat as seatbelts are adjustable.

The minibus is unable to carry passengers in wheelchairs and is not equipped with a passenger lift.

The storage capacity or room for luggage, equipment or packages is very limited.

## Drivers

Only drivers approved by Rushton Parish Council will be authorised to drive the vehicle and they have demonstrated that they hold the correct driving licence and have disclosed any driving offences, unspent points on their licence and accident history.

All our approved drivers of the Minibus are volunteers and have the appropriated level driving licence and have been MiDAS trained.

MiDAS is the Minibus Driver Awareness Scheme and is administered by the Community Transport Association. The scheme provides a nationally recognised standard for the assessment and training of minibus drivers and has been designed to enhance minibus driving standards and promote the safer operation of minibuses.

A re-assessment will take place at least once every four years, and more often if an incident merits it; for example, drivers who have penalty points, been involved in a blameworthy collision, or if complaints have been received.

Every day the minibus is used, the driver will conduct a **pre-drive safety check**. This will be repeated whenever another driver takes over the vehicle.

The allocated driver who undertakes school hire's for carrying children will have a current Enhanced DBS Certificate.

## Emergency Equipment

### **Fire extinguisher**

As specified by Regulation 42 and Schedule 7 of the Road Vehicles (Construction and Use) Regulations 1986 our minibus carries a British Standard fire extinguisher

The fire extinguisher complies with BS 5432 and has a minimum test rating of 8A or 21B.

The fire extinguishers will be checked annually in accordance manufacturer's instructions.

### **First Aid kit**

A first aid kit is kept readily available and in good condition and the contents are regularly checked to ensure they are in date and any out-of-date item will be replaced.

### **Other Equipment**

An emergency warning triangle - In the event of breakdown where the vehicle is in a hazardous position this will be deployed approximately 50m (on a Motorway 100m) away on the same side of the road to warn of the approaching the hazard.

High-visibility jackets complying with BS EN 471 or BS EN ISO 20471 are provided for the driver and the designated passenger assistants when overseeing the boarding or aligning of passenger during lowlighting conditions or in the event of a breakdown or accident.

## Records.

We are required by law to keep records of how we ensure the service provided is safe. Records are kept for a minimum of 15 months, or longer particularly if there is a risk of litigation following an incident. These records will enable us to demonstrate that the service is being managed and operated with all reasonable care and efficiency, that drivers are properly trained, adequately monitored, and perform their duties effectively.

When a fault that affects the safe operation of the vehicle or the safety of the occupants, is recorded, the vehicle will not be used until the fault is rectified.

A nil-reporting procedure, which requires the driver to record the results of the check even if there are no faults and the nil-reports are recorded on the Pre-drive Safety Check section of the Journey Details & Record.

The approved drivers' licences validity and MiDAS accreditation are regularly checked, monitored, and recorded by the Parish Council.

## Contact Details.

Minibus Coordinator & Administrator - Mike Brightman

Phone - Number 07850 236833

Email - mgbrightman@aol.com

<b>Transport Policy Document Approval/Review - Doc Ref – RCMB TP R1 8.22 mb</b>			
<i>Prepared by</i>	<i>Signature</i>	<i>Title</i>	<i>Date</i>
Mike Brightman Author	<i>M Brightman</i>	Minibus Coordinator for Rushton Parish Council	<i>29/09/22</i>
Bob King Verifier	<i>R King</i>	Vice Chairman Rushton Parish Council	<i>29/09/22</i>
Peter Hooton Approver	<i>P F Hooton</i>	Chairman Rushton Parish Council	<i>29/09/22</i>
<b>Date of Next Review not later than the 1<sup>st</sup> March 2023</b>			
<b>(Original Signed Copies held in Minibus Coordinators file.)</b>			