



Regulations and Guidance Notes  
for the use of Minibus and other  
Passenger Carrying Vehicles  
owned and/or operated by all  
Oxfordshire County Council  
establishments/settings

To be read in conjunction with \_\_\_\_\_  
[OCC Driving at Work - Managing Work Related Road Safety](#)

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# Contents

## Introduction

### Section 1 – General Page 4

- 1.1 Responsibility
- 1.2 Safety
- 1.3 Carriage of Passengers in Wheelchairs
- 1.4 Maintenance and Inspection of Vehicle
- 1.5 Regulations Regarding Drivers
- 1.6 Record of Journeys
- 1.7 In the event of an Accident
- 1.8 Foreign Travel – Tachograph Regulations & Requirements
- 1.9 Audible Reverse Warning BEEPERS
- 1.10 The charging of passengers (Minibus Permits)
- 1.11 Information for Drivers
- 1.12 Changing & New regulations & legal requirements relating to vehicle use.

Section 2 – County Council Provided Vehicles Page 12

Section 3 – Vehicles not provided by the County Council Page 13

- 3.1 Purchase
- 3.2 Running Costs
- 3.3 Modification
- 3.4 Borrowing & Hiring

Section 4 – Loaning the Vehicle to other Groups and sharing with other Groups Page 14

- 4.1 Insurance
- 4.2 Vehicle Sharing
- 4.3 Minibus Permits
- 4.4 Costing

## Appendix A

The Purchase of Tyres, Batteries and Windscreens / Window Page 17

## Appendix B

The competence and testing of Drivers Page 18

## Appendix C

Minibus Driving Assessors – List of names & Telephone Numbers Page 19

## Appendix D

County Councils Maintenance Contract Page 20

## Appendix E

Vehicle Journey Log Sheets Page 22

## Appendix F

Weekly Vehicle Check Sheet Page 23

## Appendix G

Section 19 Permits Page 26

## Appendix H

D1 Driving Licence Required for Minibus Drivers Page 27

## Appendix I

Speed Limiters Page 28

## Introduction

The following revised regulations for the use of minibuses are divided into 4 Sections and Appendices (see content page).

Although primarily written for the use of minibuses much of the information contained will be of use to and should be followed by any Oxfordshire County Council establishment/setting that operates or uses any vehicle on behalf of the County Council. Further information can be obtained from The Vehicle Fleet Management Team within The Integrated Transport Unit.

The County Council's comprehensive motor insurance has been extended to give schools and colleges the option of allowing occasional use by outside bodies where their function or their journey is complementary to school activities. This provision therefore makes it possible for minibuses to be loaned to community groups as long as certain conditions are adhered to. This also incorporates aspects of the Public Passenger Vehicles Act 1981.

The uses which are covered by the Council's motor insurance include:

- Use by an Oxfordshire County Council establishment/setting for Oxfordshire County Council business and other bodies where the activity is complementary to business of the County Council.
- Use approved by ITU who issued the Section 19 Permit when approved within the Traffic Commissioner guidelines eg youth/community organisations.

These Regulations have been devised to allow the maximum flexibility to organisations wishing to make use of establishment/setting minibuses. However, members of the public or staff of any establishment/setting are not allowed to use these minibuses or any other Oxfordshire County Council vehicle for private purposes.

It is required that all vehicles running under the Oxfordshire County Council Insurance Scheme conform to the regulations, which include amongst other things the need for all drivers to pass the County Council's Minibus Proficiency Test, the vetting and approval of all activities by Heads of establishments/settings and the possession of Section 19 Minibus Permits by all organisations wishing to charge passengers.

## Section 1 – General

### 1.1 Responsibility

All OCC vehicles must have a named person in charge of the day to day operation of the vehicle. The Vehicle Fleet Management Team within Integrated Transport Unit must be informed of his/her identity and contact details. In addition, a named person must be responsible for all minibus visits whether they are school visits or not. These minibus regulations apply to all establishments/settings.

These named persons will be responsible to the Head of Establishment/setting to which the vehicle is attached and will maintain a close liaison with drivers of the minibus. The person responsible will ensure that the following requirements are complied with at all times.

### Minibus Driving Licence D1 Entitlement

The date on which an individual passed their car test (Cat B before or after 1<sup>st</sup> January 1997) dictates whether they can drive certain minibuses. A summary of minibus driving entitlement is shown in Appendix H. Further information & guidance is available from the Vehicle Fleet Management Team within the Integrated Transport Unit.

### 1.2 Safety

The safety of the occupants of the minibus must be the first concern of the driver and others responsible for vehicle. The driver and/or other responsible person need to have a current certificate in Emergency First Aid at Work.

#### (i) Seat Belts

Seat belts must be fitted to all minibuses. Where fitted, all seat belts must be worn. Any minibus use wholly or mainly for carrying a group of three or more children on an organised visit must have seat belts to every forward facing passenger seat. "Organised visits" include to or from school or from one part of the school premises to another. Where seatbelts have been fitted the 3 or 2 seat rule no longer applies. Each child must have his or her own seat with a seat belt. A "child" is defined as one aged between 3 – 16 years. A child booster seat must be used as required by law.

#### (ii) Loading

The vehicle must never be loaded beyond the capacity laid down by the makers. This also can be found in the V5 Registration Document and on a plate attached to the vehicle. If in any doubt contact the Vehicle Fleet Management Team at the Integrated Transport Unit.

When a vehicle is used and there is any doubt about the capacity, reference can also be made to the local dealers for that particular make or ITU.

- (iii) **Speed**  
Many minibuses are now fitted with speed limiters which limit maximum vehicle speed to 62 mph. Subject to local speed limits which must be complied with, the vehicle must not be driven at speeds exceeding those specified with the current edition of the Highway Code, applicable to the vehicle being driven and the type of road.
- (iv) All managers and drivers of Oxfordshire County Council owned and operated vehicles should be fully aware of the legal speed limits imposed on the type of vehicle being driven. Appendix (I) gives further details as well as the Highway Code.
- (v) **Legal**  
All legal requirements must be conformed with. For example all seat belts must be worn, windscreen washers and wipers must be in working order and sun visors fitted. All lights should be working and tyres meet legal requirements.  
N.B. Passengers must not stand whilst the vehicle is in motion.

It must be clearly understood that if there is any doubt concerning these requirements, the vehicle shall not be taken onto the highway even if this may mean the POSTPONEMENT, CANCELLATION OR ABANDONMENT OF A JOURNEY FOR WHICH PREPARATIONS ARE FAR ADVANCED OR ABOUT TO START.

- 1.3 **Carriage of Passengers in Wheelchairs**  
All wheelchair passenger carrying vehicles must conform to the Department Of Transport Code Of Practice Disabled Persons Transport Advisory Committee (DPTAC). Drivers must be given proper training in correctly securing wheelchairs and passengers must be fully aware of the various means of fitting and releasing passenger restraints.

Further information and guidance can be found from the Disabled Persons Transport Advisory Committee (DPTAC) which covers best practice regulations and detailed technical specification for road based transportation of passengers in wheelchairs which Oxfordshire County Council vehicles should comply with.

- 1.4 **Maintenance and Inspection of Vehicle**  
The person responsible must ensure that the vehicle is correctly serviced and maintained in accordance with the manufacturer's recommendations. Note for all vehicles with 9 or more passenger seats, an MOT must be arranged annually from year 1.
  - (i) (Vehicle Excise Duty Regulation). Minibuses with up to 12 seats excluding the driver may be tested at any garage authorised to carry out the standard test. Minibuses with more than 12 seats must be tested at either: (1) The Vehicle Testing Station, Launton Road, Bicester (01869) 242562; The Vehicle Testing Station, Hambridge

Lane, Newbury, Berks (01635) 47649 or any other dept. of Transport Testing Station. (2) The County Council's Vehicle Maintenance Contractor and Vehicle Fleet Management, Integrated Transport Unit can advise.

- (ii) In addition to daily vehicle checks which need to be recorded on the vehicle journey log sheets, the person responsible for the vehicle must ensure that a Vehicle Check Sheet (Appendix F) is completed by a competent person at least every two weeks and any defects/faults reported to a manager for action. Advice on this is available from the Vehicle Fleet Management Team in the Integrated Transport Unit.
- (iii) Maintenance must be carried out by either the County Council's Vehicle Maintenance Contractor, (a list of all the depots is given in Appendix D), one of the manufacturers' main dealers or a garage which is a certified MOT testing station.
- (iv) A record of all services must be kept within the setting and be available for inspection.
- (v) The person responsible must have an arrangement in place for reporting by drivers of any defects which come to their notice and arrange for defects to be rectified (see Appendix F).
- (vi) The Replacement of tyres and batteries may be arranged as set out in (Appendix A).

#### 1.5 Regulations Regarding Drivers

The responsible person must ensure that the regulations regarding the drivers of minibuses are observed, and that all drivers have passed the County Council's Minibus Proficiency Test. Permits will be valid for years and drivers are required to be re-assessed before the issue of a new permit.

- (i) Anyone nominated to drive a minibus should be over 21 years of age; must have at least 2 years of car driving experience and should hold a driving licence free of endorsements. These restrictions apply to any person, whether a County Council employee or not, except as specifically authorised in accordance with (ii) and (v) below.
- (ii) The position of any driver of a minibus who is involved in an accident will be reviewed. Under certain circumstances their names may be removed from the list of drivers.
- (iii) Any drivers who incur endorsements must notify the responsible person and also the Insurance Team in Customer Services immediately and provide a copy of the licence to each when the endorsement has been registered. Please note that depending on the number of points, an additional premium may be due if the establishment/setting wants them to drive the vehicle.

If a driver has lost their licence (been banned from driving) then that driver will only be considered to be allowed to return to driving under the insurance policy after 2 years of endorsement free driving.

- (iv) Please note, all drivers of minibuses and any other passenger carrying vehicle which has more than 4 passenger seats, i.e. mpv's / people carriers etc are required to take the Oxfordshire County Council Minibus Proficiency Test.

Heads of Establishments/settings can arrange for drivers (whether County Council employees or not) to take the County Council Minibus Proficiency Test by contacting the appropriate assessor (address in Appendix C) or, in case of difficulty, the Vehicle Fleet Management Team. Anyone driving a minibus must either:

- (a) be nominated from an approved list of experienced, competent drivers (i.e. have passed the OCC Minibus Proficiency Test);
- (b) be a driver who is under instruction who is of suitable age and experience as above who is driving only with a person holding a minibus proficiency test approval and no other passengers.

Note: Pupils in secondary school, students in colleges or establishments/settings of further education and members of youth organisations are Not Eligible to drive.

- (v) Drivers must exercise due care at all times and observe all the traffic regulations. They must ensure that the behaviour of passengers is such that it does not distract/interfere with his/her concentration. The driver must also be aware of the effect of drugs and alcohol over a period of time on skills needed to drive a vehicle and ensure that it is taken into account when preparing for driving on the same day or the following day.
- (vi) Drivers will benefit from reading „Essential Minibus Driving“. (ROSPA).
- (vii) It is essential that all establishments set up a procedure for checking annually the driving licences for all approved drivers for endorsements received during the previous 12 months. Details of endorsements should be referred to the Insurance Team.
- (viii) Escort - the need for escorts will depend on the risk assessment based on the individual needs of the passengers. These may be physical or psychological. Appropriate levels of support will depend on the severity of the needs of the individuals. When escorting passengers who pose a known risk to safety due to their challenging behaviour, the driver must be satisfied that the requirements of the Risk Assessment have been met with regard to the training received by escorts, particularly if restrictive physical intervention is required.
- (ix) All drivers must take a break of 15 minutes after 2 hours of driving. Where

a long journey is planned after normal working additional competent/qualified driver must be used.

#### 1.6 Record Of Journey's (Vehicle Log Sheets)

- (a) The responsible person will ensure that all drivers record mileage covered by noting the milometer reading in the log-book. Log-books must be kept up to date and must be available for inspection by the County Council's authorised monitoring officers. The drivers name must also be recorded in the log-book against any journeys made. See Appendix E for an example of the Vehicle Log Sheets.
- (b) The responsible person must ensure that the log-book is always kept in the minibus and is always available for users, and that pre-use checks are made as specified in the log-book. Drivers must check the log-book before the journey is made to ensure that the vehicle is roadworthy.

If the vehicle is not road worthy it must be taken out of service until repairs have been carried out by a competent contractor and these should be rectified as soon as possible.

- (c) The responsible person will ensure where applicable, the fuel purchases are made using a „Fuel Card“ available from Integrated Transport Unit Vehicle Fleet Management Team and accurately recorded and invoices properly dealt with.
- (d) Completed log-sheets with a record of journeys travelled should be held in the establishment's/settings" vehicle folder/file available for inspection by the County Councils authorised officer (Vehicle Fleet Management) and is also required to be produced when requested by the enforcement authorities.

#### 1.7 In the event of an Accident

- (i) The Road Traffic Act requires that:

In the event of an accident where personal injury is caused to any person, or domestic animal and/or damage of any vehicles or other property, the driver shall stop and exchange names and addresses etc., with the driver/other person, or owner of the animal or property. If names and addresses are not exchanged at the time of the accident the incident must be reported to the police as soon as possible or in any case within 24 hours. Details of witnesses and relevant insurance details should also be obtained.

- (ii) Drivers should in no circumstances admit liability as an admission may adversely affect any claim.

- (iii) If the vehicle is roadworthy, the driver must decide whether to continue the

journey or return to base. Otherwise the vehicle should be removed to the nearest garage or to one of the County Council's Vehicle Maintenance Contractor's depots. A list of all Depots is attached under Appendix D. Vehicles not maintained and under an OCC vehicle maintenance contract will need to make their own arrangements.

- (iv) Vehicle Accident Report Forms should be obtained from the Insurance Team, Shared Services (or downloaded from the Insurance intranet page) and should be completed and returned within 72 hours of the accident date.
- (v) In the event of a personal injury, an on line Accident Report Form AR1 must be completed for each injured person.
- (vi) At least three estimates for the cost of repair should be obtained from the County Council's Vehicle Maintenance Contractor or from a vehicle repairer.
- (vii) Where the estimated cost of the repair is less than £500 (including labour and parts) please forward a copy of the estimate to the Insurance Team for them to approve before the repairs are carried out. When the work is completed the repair invoice should be certified and passed to the Insurance Team for settlement and payment. Repair costs exceeding £500 are subject to an inspection by a Motor Assessor, who can be contacted through the Insurance Team. It is not acceptable for the assessor to be called in after the work has been undertaken, or for work above this limit to be undertaken without the assessor's involvement and approval.

The assessor will usually inspect the vehicle within 7 days and will need to see a copy of the repair estimate. He will agree a labour figure with the repairer and will authorise the commencement of the repairs with them. All estimates must be forwarded to the Insurance Team within 5 days of the incident date.

- (viii) Any correspondence received from the other party involved in the Accident must be passed to the Insurance Team to be dealt with by the Council's insurers. Only an acknowledgement to this effect should be made. Note that the establishment/setting is responsible for the first £500 of any repairs/claims.

#### 1.8 Foreign Travel

The organiser will need to take an original copy of the motor insurance certificate, which is available from the Insurance Team at Customer Services. A record of all journeys abroad will have to be kept by the Insurance Team for insurance purposes and therefore full details be provided by the organiser to the County Insurance Team.

## Tachograph Regulations & Requirements

Many of our vehicles do not have tachographs fitted and therefore the record cards etc are required to comply with the legislation. It is therefore illegal to take these vehicles outside the UK. If a journey outside the UK is required, the activity needs to be outsourced to a competent transport organisation. [Please note that vehicles covered by OCC Vehicle Maintenance Contract applies to the UK breakdown cover only].

### 1.9 Audible Reverse Warning Bleepers

A reverse warning system (bleeper) must be fitted to all minibuses. This bleeper may be connected to the reverse light switch so that it operates automatically when the reverse gear is engaged. Advice & information available from Vehicle Fleet Management Team at the Integrated Transport Unit.

### 1.10 The charging of Passengers (Section 19 Permits)

Where establishment/setting or any other non-profit making group make any charge to their passengers for journeys, the organisation must have a permit under Section 19 of the Transport Act 1985 – usually referred to as a “Minibus Permit”.

Where a charge is made (even an indirect charge through say, the School Fund) a Section 19 Permit will be required. For small buses carrying 16 passengers or less permits are issued by ITU Vehicle Fleet Management Team who have powers to issue permits to County Council establishments/settings and to certain organisations which co-ordinate others in the use of transport.

For each permit granted a disc will be issued. When a vehicle is being used under a permit the disc must be fixed to the inside of the windscreen so that it can be easily seen from outside the vehicle but does not obstruct the drivers view. You may be issued with more than one permit but you can only use one vehicle at a time under each permit. You may move a disc from one vehicle to another as long as a small bus disc is not used with a large bus (a large bus disc may be used with a small bus).

To be issued with a permit an /setting or group must not run their minibuses at a profit, must not serve the public at large, and the passengers must fall into one or more of the following categories: -

- Members of the organisation to which the permit has been granted.
- Persons who are seriously disabled by illness, injury or disability and persons assisting them.
- Pupils or students of any educational institution providing pre-school, nursery, primary, secondary or higher education and any person attending them including staff and members of parent/teacher organisations.
- The permit will only cover use by the establishment/setting or group to which it is issued. It does not cover any other body using a vehicle under loan or hire arrangements. (see further Section 4) e.g if two or more groups

use / share the same vehicle they must each have a Section 19 permit and display it in the vehicle when being used by them.

#### 1.11 Information for Drivers

The establishment/setting must ensure that all drivers are fully informed as to what is expected of them when taking the vehicle out. To this end it would be useful for the establishment/setting to compile a Driver's Handbook which either could be issued to each driver, or a single copy placed permanently in the vehicle. The Handbook should contain details about the minibus. For example: the make and type of vehicle; the vehicle registration number; the year of manufacture; the maximum permitted number of passengers (this is available on document V5, therefore put a copy of V5 in the Vehicle Document Folder; type of fuel; tyre pressures; details of pre-journey check; arrangement for the dropping off of vehicles, and the depositing of keys; regulations regarding drivers; accident procedures; position and content of emergency kit; position of fire extinguisher; and any other information relevant to the use of the vehicle. Drivers must also be familiar with all the vehicle controls as well as how to carry out pre-checks on levels, oil, water etc. This must be monitored by the responsible person.

#### 1.12

Please be aware that laws, regulations and guidelines may be changed at any time, if you have any doubts contact the Vehicle Fleet Management Team within Integrated Transport Unit for further guidance.

## Section 2 – County Council Provided Vehicles.

Any Oxfordshire County Council establishment/setting considering the purchase of any vehicle should seek approval of the budget holder who should in turn consult with the Vehicle Fleet Management Team about method of purchase suitably, costs, specification etc. They should not enter into any private arrangement/purchase before contacting Vehicle Fleet Management Team, within the Integrated Transport Unit or County Procurement.

### Section 3 – Vehicles not provided by the County Council.

Any Establishment/setting considering a non OCC purchase or the acceptance of a gift of a vehicle, the manager must seek the guidance from Integrated Transport or County Procurement before concluding any agreement or commitment.

#### 3.1 Purchase

- (i) All vehicles purchased must be registered in the name of the Integrated Transport Unit and insured through the Council's Insurance Team at Customer Services.
- (ii) Establishments should refer to the Vehicle Fleet Management Team at the Integrated Transport Unit, for details regarding the purchase of new minibuses or other vehicles.
- (iii) Applications for Vehicle Excise Duty renewal should be made through the Vehicle Fleet Management Team at the Integrated Transport Unit.
- (iv) Before second-hand vehicles are purchased, they must be inspected and approved by the County Council's Vehicle Maintenance Contractor, or have a satisfactory A.A./R.A.C. report. Any repairs and modifications arising from an inspection must be completed before the vehicle is used.
- (v) Certain regulations concerning the conditions of fitness of the vehicle must be complied with whether the vehicle is new or second hand. The Vehicle Fleet Management Team will be able to help you with these regulations, which include the carrying of an approved First Aid Kit, an approved Fire Extinguisher, clearly labelled exits and handles and a number of mechanical points, eg testing of tail lifts/ramps, servicing of auxiliary equipment heaters, additional entrance steps etc.

#### 3.2 Running Costs

Establishment/setting provided vehicles should have all expenditure of whatever nature met from an official Establishment account under the Head of Establishment's/setting's jurisdiction.

Those with Section 19 minibus permits may charge passengers for travel in the bus, so long as no profit is made.

Head of Establishments/settings may loan the vehicle to other approved community groups and charge accordingly. (Reference should be made to Section 4).

### 3.3 Modifications

To be examined and approved by County Council's Vehicle Fleet Engineer and reported to the Insurance Team.

### 3.4 Borrowing and Hiring

Hired vehicles are normally insured by the Hire Company, but this should be checked by the intending hirer. Hirers are recommended to pay any waiver fee. If a private vehicle is being borrowed, short term insurance can be arranged, and when necessary through the County Insurance Team. These Regulations continue to apply in these instances.

## Section 4 – Loaning the vehicle to other Groups and sharing with other Groups.

The loaning of establishment/setting vehicles can be of benefit to the establishment/setting. By making a mileage charge, the fees help to offset the cost of running the vehicle; it also represents a good use of resources.

Heads of Establishments/settings may wish to consider loaning their vehicles to community groups, approved by the service manager of Integrated Transport Unit operations. Contact must be made with the Manager to ascertain whether the interested group and driver have been approved by O.C.C. Any approved group will require their own section 19 permit when using any minibus.

### 4.1 Insurance

All County Council insured vehicles are covered for use by approved bodies, and for educational activities. (The only exception to this insurance cover are vehicles owned by particular charitable organisations used by special schools. The Head of Establishment/Setting must check insurance cover for activities).

The Head of Establishment/Setting must ensure:

- (1) That the vehicle is being used by an approved voluntary organisation and not for profit, i.e. passengers are not charged for their journey, or when a charge is made to passengers under the conditions of the Section 19 Minibus Permit, the total is equal to or less than the running costs.
- (2) That the driver is considered suitable. The Head of Establishment/setting must satisfy himself/herself that the driver's experience and previous record is acceptable and that the driver fulfils the following specific requirements:

Minimum age: 21

Minimum 2 years of a full car driving licence

Test requirement: County Council's Minibus Proficiency Test Status of driving Licence: Full with no penalty points.

If the Head is in any doubt about the suitability of a driver, permission to drive the vehicle should be withheld.

(3) That the vehicle is not being used to pick up the public at large and/or any of the groups listed below which are specifically excluded from insurance cover: adult sport teams (e.g. local football teams, table tennis teams, or darts teams); Political Parties; Trade Unions and Visits to Professional Football Matches.

(4) Under no circumstances must a vehicle be used for private use. If an accident occurs whilst the vehicle is being used for an unauthorised private trip, the insurance cover will be invalidated and the establishment will be responsible for the cost of any resulting claim and potential prosecutions.

Private use is defined as:

1. Use of a minibus for non-council related activities
2. Use of a minibus or vehicle by members of staff for social events (such as Christmas parties)
3. Use of a minibus or vehicle as a „private“ taxi service
4. Use of a council vehicle by a staff member for personal use

#### 4.2 Vehicle Sharing

If a vehicle is to be purchased then it is well worth the establishment/setting considering buying jointly with other groups in the neighbourhood, so that responsibility for fundraising, maintenance and running is shared. Insurance should still be arranged through the Councils Insurance Team.

A sample constitution is available from the Oxfordshire Rural Community Council for schools or other establishments/settings wishing to join with other community groups to share a vehicle.

Heads of establishments/settings should be aware that all the Minibus Regulations regarding drivers and safety still apply at all times.

#### 4.3 Section 19 Permits

A summary of the rules for Section 19 permits are in Appendix G. Contact Vehicle Fleet Management Team in Integrated Transport Unit for details on applications.

In order to charge groups for the use of the minibus, each establishment/setting must have a Section 19 Minibus Permit. If the vehicle is to be lent out to groups who do not intend to charge then there will be no need for additional action to be taken. The owner may simply charge a non-profit mileage rate to the organisation for the use of the bus.

If the borrowing organisation does intend to charge its passengers to cover all or part of the cost of the journey then a Section 19 Permit must be applied for by them. In general, so long as the organisation is voluntary and is not running any minibus services at a profit, there is unlikely to be any difficulty. The borrowing organisation must obtain a Permit from their own parent organisation if they have one, or from the Vehicle Fleet Management Team.

When a number of organisations are borrowing one vehicle it may be worthwhile forming an “umbrella” minibus club, to which any user group considered suitable may join. The club can have as many or as few members as appropriate.

#### 4.4 Costing

If you are loaning out a vehicle you will need to work out a suitable charge to borrowing groups.

You should start off with a realistic idea of what the vehicle actually costs to run. You may decide to only pass on part of the cost, for example costs which increase as the mileage increases (fuel and servicing). Alternatively, the charge could reasonably reflect the real cost of running a vehicle, and therefore make a contribution to the fixed costs too. An element for depreciation may be added, as this does constitute part of the costs of running a vehicle. You should not, however, charge the predicted cost of replacing the vehicle as this would be considered a profit.

If the total vehicle mileage is low the cost per mile is higher. Costs also vary with the age of the vehicle and change from year to year as different parts need to be replaced due to wear and tear. In calculating the costs of your own vehicle it is advisable to take the costings over at least two years. Of course it is always open to any organisation to help fund the minibus. In the case of OCC provided minibuses the full cost of using the vehicle as defined above should be charged. It is generally advisable to include the cost of fuel in the charge so that there is no doubt that all the fuel used is paid for regardless of whether the vehicle is taken on a full tank or not. Similarly, it is advisable to include the costs of increased insurance premiums caused as a result of increased community use in the charge.

Appendix A  
The Purchase of Tyres, Batteries, window/window glass  
and other items.

The following procedure should be followed when new tyres, batteries and window/window glass are needed for any minibus under your control:

Consult Vehicle Fleet Management Team at the Integrated Transport Unit for advice. Give details of the tyres or items required, eg heavy duty 6-ply tyres are recommended on all minibus wheels.

<p style="text-align: center;">Appendix B The Competence &amp; Testing of Drivers</p>
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Heads of establishments/settings are asked to arrange sufficient instruction and driving experience for those who are likely to be required to drive the minibuses. This should involve advising drivers on suitable techniques and point out faults to be rectified.

When trainees are considered proficient, application for testing must be made to the appropriate assessor for your area (see appendix C) or if in difficulty telephone ITU Vehicle Fleet Management Team.

The fee for the test is approximately £45.00 as of April 2012 plus expenses which is payable to the assessor at the time of the test.

Before the assessment, each applicant should read „Driving School Minibuses“ (GOV.UK) „Minibus Safety code of practice“ (ROSPA) and the current Oxfordshire County Council Minibus Regulations. This is the responsibility of Line Managers to ensure compliance and record before allowing the individual to undertake the test.

The assessment of all drivers will include: competence to control the minibus, awareness of hazards and normal driving conditions, questions on the Highway Code and the Minibus Regulations and a vision test. On successfully completing the assessment, their name will be forwarded to the ITU Vehicle Fleet Management Team, who will issue them with a permit.

N.B Drivers must produce a current full driving licence (all parts) including categories B,C,D and/or a passenger carrying vehicle driving licence or a driver's certificate of competence on the day of the test. This will be checked before the test by the assessor.

Appendix C  
Minibus Driving Assessors- List of Names and  
Telephone Numbers

North Oxon.	James Waddup Tel: (01869) 241243 Mobile: 07702 174373
East Oxon.	Refer to Vehicle Management Team
Oxford City	Refer to Vehicle Management Team
West Oxon.	Mr Sab Hussain Tel: (01993) 775911
South Oxon. (East)	Mr Mark Wiltshire Tel: (01844) 354961
South Oxon. (West)	Refer to Vehicle Management Team

This list is always subject to change. Contact ITU Vehicle Fleet Management Team for updated information.



Appendix D  
County Council's Vehicle Maintenance Contract  
Vehicle Breakdown Procedure



Vehicle Maintenance Contract  
Contract Details & Vehicle Breakdown Procedure

The following Vehicle Breakdown Procedure is for vehicles on the Oxfordshire County Council vehicle maintenance contract operated by SKANSKA UK

**Vehicle Breakdown, Defect & Recovery Procedure**  
**Oxford County Council (OCC) As at 05<sup>th</sup> October 2013**

The procedures below are for all vehicles being maintained on the Oxfordshire County Council vehicle maintenance contract operated by Skanska Infrastructure Services.

**"Normal working Hours Breakdown/Defect Procedure":**

Please follow the procedure below when reporting a vehicle breakdown or defect during normal working hours. Please ensure you have your vehicle registration number, location and contact telephone number available before making the call:

Contact the Skanska Infrastructure Services Vehicle Workshop central administration team at Milton Common on the dedicated breakdown/defect number below between:

**07.30 – 16.30 (Monday – Friday)**

**"Telephone Number"**

**01865 - 815190**

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Should you have a vehicle breakdown outside the times stated above, please contact the Freight Transport Association (FTA) ensuring you quote the Skanska membership number, vehicle registration number, your location and contact telephone number:

**"Out of Hours Breakdown Procedure":**

**FTA Recovery Number: 0800 581710**  
**Skanska FTA Membership Number: BCASP174825**

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**Defect & Breakdown Procedure Customer Guidance Notes:**

The FTA will manage the onward transportation of the driver and passengers, if your vehicle can't be repaired at the roadside. Should your vehicle have to be recovered it will be taken to the Skanska Workshop at Milton Common. The FTA will contact the Skanska duty Technician Oxfordshire on the duty mobile number (07803 258568) to confirm arrangements to recover your vehicle back to the Milton Common Depot Workshop for repairs.

You must remain with your vehicle until the FTA out of hours breakdown assistance service arrives. Should you manage to overcome the problem and no longer require the FTA breakdown assistance service? **"Please cancel it immediately or you may still incur costs."**

A description of the breakdown or defect must be recorded in the vehicle defect book and must be signed off by the FTA Technician if the vehicle is repaired at the roadside.

Should your vehicle be recovered to a Skanska Workshop the Skanska Technician will sign off the repair in your defect book once it has been rectified before your vehicle goes back into service?

If you have had to arrange breakdown assistance through the FTA out of hours, you must inform the workshop administration team at the earliest opportunity and provide them with the full details of the breakdown, so that they can update the vehicle maintenance records accordingly.

## Skanska Infrastructure Services Vehicle Tyre Replacement Procedure Oxford County Council (OCC) As at 05<sup>th</sup> October 2013

The procedure below is to be followed by all vehicles being maintained on the Oxfordshire County Council vehicle maintenance contract operated by Skanska Infrastructure Services.

### **"Normal working Hours Procedure"**

All customers must contact the Skanska Infrastructure Services Workshop administration team (WAP) on the number below to report any tyre defects on their vehicle (s). The Workshop Administration Team will make all the necessary arrangements to get your Tyre(s) repaired or replaced as quickly as possible with our supply chain. **(We aim to have someone with you within 60 minutes)**

07.30-16.30 (Monday – Friday)

01865 - 815190

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### **"Out of Hours Procedure":**

Should you require to report any tyre defects to your vehicle outside normal working hours, please contact the **(24hour)** dedicated tyre line number below:

#### **Farols (24hour Tyre Services:**

01844277699

If you have made contact with our (24hr) mobile tyre supplier out of hours, they have been instructed to contact the Administration team (WAP) to update them during normal working hours, with the information relating to the call out on your vehicle. **"There is no need for any further follow up action by the customer"**.

**Please remember tyre defects must be recorded in your vehicle defect book and it must be signed off by the technician who repairs or replaces the tyre(s) on your vehicle. The tyre Fitter will provide you with a Wheel Change Safety Notice indicating what wheels have been removed from the vehicle for your records, which must be attached to your defect sheet.**

**Vehicle Manufactures recommend that any wheel(s) removed are re- torqued after 30 minutes standing time or when the vehicle has travelled between (25- 50 miles). It is the responsibility of the end user to book their vehicle into the nearest Skanska Infrastructure Services Workshop to have their wheel(s) re- torqued after the vehicle has travelled a maximum of 50 miles. The Technician will provide you with a Wheel Re-Torque record tag indicating what wheel(s) have been re-torques for your records, which must be attached to your defect sheet.**

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### **Tyre Replacement Procedure Customer Guidance Notes:**

Skanska Infrastructure Services have put in place a (24/7) service level agreement with our supply chain to respond to a vehicle tyre defect as quickly as possible.

The supply chain has been requested to fit GT radial tyres to vehicles as standard to ensure Skanska Infrastructure Services meet the requirements of the contract. If you wish to upgrade tyres on your vehicle to a specific manufacturer this must be approved by your Budget Holder.



VEHICLE CHECK SHEET

ANNEX 2

<b>Vehicle Reg No:</b>	<b>Plant Code:</b>	<b>Mileage:</b>
<b>Make / Model:</b>	<b>Department:</b>	<b>Date :</b>

Results of check codes: √ = Satisfactory    R = Repair Required    X = Safety Item Defect    N/A = Not Applicable

**EXTERNAL**

CHECK NO	ITEM INSPECTED	RESULT	DEFECT FOUND FURTHER COMMENTS / PTO
1	Vehicle Exterior - Look Under Vehicle - For any Leaks		
2	Vehicle Exterior - Livery, Rear Markers, Mudflaps		
3	Vehicle Exterior - Condition of Body & Accident Damage		
4	Road Wheels - Condition of Rims (dents) & Security		
5	Tyres - Condition, Uneven Wear & Pressures		
6	Spare Wheel - Condition, Pressure & Security		
7	All doors/Entrances/Exits - Operation & Locking		
8	RFL (TAX DISC) & Section 19 Permit - in Windscreen		
9	Engine Compartment - All Fluid Levels - Engine Oil, Coolant/ Antifreeze, W/Screen Washer, Power Steering, Brake Fluid.		
10			

**INTERNAL**

11	All Seats : Drivers, Passengers - Security & Operation		
12	All Seats Belts - Condition & Operation		
13	All Driving Mirrors - Condition, Security & Operation		
14	All Driving Controls, Switch Gear & Horn - Operation		
15	Windscreen Wipers & Washers - Condition & Operation		
16	All Glass (including windscreen) - Any Damage & View of the Road		
17	Foot Brake - Firm Pedal, Even Braking, Fluid Level		
18	Hand Brake - Operation		
19	Vehicle Interior - Condition/Security of fittings & fixtures, Emergency Hammers, Warning Signs/Notices, Operation of Interior Lights		
20	Safety Kit - Warning Triangle, First Aid Kit, Spill Kit, Reflective		
21	Fire Extinguishers - Pressure Gauge, Safety Seal, Expiry Date		
22	Wheelchair fixings - Condition & Operation		
23			

**STATIC TEST / DRIVING**

24	All Lights - Operation & Condition of Lens (crack etc)		
25	Auxiliary Heater/Climate Control - Full Operation		
26	Tail Lift/Ramp/Side Step - Operation & Test Date		
27	Winch - Test Operation, Fittings & Security		
28	Suspension - Operation (lowering) Unusual Noise		
29	Steering Mechanism - Smooth Operation, Unusual Noise		
30	Exhaust System - Security, Emissions & Unusual Noise		
31	Transmission - Selection of Gears, Unusual Noise		
32	Speedometer / Tachometer - Operation		

**FURTHER COMMENTS ON FAULTS FOUND**

CHECK NO	FAULT DETAILS

Inspection Carried Out By : \_\_\_\_\_

Print Name \_\_\_\_\_

Signature: \_\_\_\_\_

Position \_\_\_\_\_

Date: \_\_\_\_\_

I confirm that the defects found have been reported to:

(Name) \_\_\_\_\_

(Position) \_\_\_\_\_

On Date: \_\_\_\_\_

**ACTION TAKEN ON FAULTS FOUND**

CHECK NO	DETAILS OF ACTION TAKEN	NAME: DATE:

I; (Name) \_\_\_\_\_

confirm that the defects found have been Actioned as above:

(Position) \_\_\_\_\_

Date: \_\_\_\_\_

**SHEETS MUST BE HANDED INTO OPERATIONAL SUPERVISOR / LINE MANAGER**

**NOTE:**

IT IS THE RESPONSIBILITY OF THE DRIVER TO ENSURE THAT THE VEHICLE IS IN A SAFE,LEGAL AND ROADWORTHY CONDITION BEFORE USE ON THE ROAD

Appendix G  
Section 19 Permits

A Section 19 permit assists the School & Community Institution or Charity in 3 ways:

- It permits the charging of reasonable running costs (non profit making) against the users of the vehicle.
- The requirement for a Tachograph is exempted.
- It permits a non D1 licence holder to drive a Minibus up to 17 seats providing the following rules are followed:
  1. The driver is aged 21 years or over.
  2. The driver has held a category B licence for at least 2 years.
  3. The driver receives no payment or consideration for driving the vehicle other than out of pocket expenses.
  4. The minibus has a gross weight not exceeding 3500kg (4250 kg if the vehicle is adapted and carries specialist equipment (ramp or lift) for the carriage of the disabled).
  5. The vehicle must display a valid section 19 permit.
  6. VOSA publication PSV 385 gives further information on this subject.

N.B Almost all 17 seat Minibuses exceed 3500kg GVW in standard configuration.

<p>Appendix H Minibus Driving Licence(s)</p>
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D1 Minibus Entitlement Holders (not for hire or reward)

A driver who holds a D1 entitlement which was automatically gained when passing their car driving (category B) test taken prior to January 1<sup>st</sup> 1997 may drive the following vehicle type on a not for hire or reward basis:

A minibus not exceeding 17 seats (this includes the driver's seat) of any weight.

Non D1 Licence holders, person who took their driving test (category B) after January 1<sup>st</sup> 1997.

A category B Licence normally entitles the holder to drive vehicles with no more than 9 seats (this includes the driver). However, under certain circumstances they may drive a 9 – 17 seats (including driver) vehicle subject to the following criteria which must be rigidly enforced.

- The driver must be aged 21 years or over.
- The driver must have held a full category B license for at least 2 years.
- The driver receives no payment or consideration for driving the vehicle other than out of pocket expenses.
- The minibus has a gross vehicle weight not exceeding 3500kg (4250kg if the vehicle carries specialist equipment for the carriage of disabled passengers (e.g wheelchair ramp or lift).  
The school or organisation must be in possession of and display a valid
- Section 19 permit on the vehicle, which has been issued to that school/organisation.

## Appendix I Speed Limiters

### Speed Limiters

The range of vehicles requiring a road speed limiter is widening and will include:

#### New Vehicles

Goods vehicles with a design weight over 3.5 tonnes and buses with more than 8 passenger seats (regardless of weight) registered on or after 1 January 2005, will be required to be fitted with a road speed limiter. The limiter will restrict the maximum powered speed to 56mph (90km/h) for goods vehicles, and 62 mph (100 km/h) for buses.

#### Older Vehicles and Second Hand Vehicles

Vehicles registered between 1 October 2001 and 31 December 2004 (inclusive), will also need a road speed limiter if they are:

- A diesel engined goods vehicle with a design weight over 3.5 tonnes, but not exceeding 12 tonnes, or;
- A diesel engined bus fitted with more than 8 passenger seats and has a design weight not exceeding 10 tonnes.

Vehicles used on international journeys need to be fitted with a speed limiter.