Shrewsbury School Minibus Fleet
Code of Practice

(All requirements detailed below apply also to ‘hired in’ vehicles and, mostly, to other school vehicles, vans etc.)

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1. **Introduction**

   It is greatly appreciated that members of staff are willing to take on the considerable responsibility for driving a minibus. It is hoped that everyone understands why the procedures need to be so carefully determined and adhered to, and that by doing so this helps to protect the driver as well. Safety is paramount and it is hoped that drivers will appreciate the need to adhere to the spirit as well as to the letter of this document.

   Driving a minibus requires additional skills to be able to handle the vehicle safely. It is not simply like driving a large car. The weight and size of the vehicle are greater and the driver is responsible for the safety of his/her passengers. Although rare, school minibuses have been involved in serious and sometimes fatal accidents. This document has been written to try to minimize the risk of such accidents.

   This Code of Practice applies to all minibuses owned and operated by Shrewsbury School and also to any minibuses hired in.

A minibus is defined as **‘a vehicle with forward facing seats constructed or adapted to carry more than eight, but not more than sixteen, passengers in addition to the driver’**.

2. **Who can drive**

   Shrewsbury School requires its minibus drivers to meet an approved standard. Any employee who wishes to drive a minibus must:

   - have held a full UK driving licence for private cars for at least two years (without a driving related conviction);
   - be between 21 and 65 years old, fit and in good health;
   - have submitted a photocopy of their driving licence to the Estates Office (and do so annually) and must immediately report any change to their licence, i.e. endorsements and/or court proceedings;
   - comply with any specific conditions as may be required by the School’s insurers;
   - have the opportunity of a formal assessment of their driving skills by a School nominated assessor, (see paragraph 18) and to renew this assessment every three years or as required by the School;
   - be fully conversant with the various legal issues (see Section 5) and any school regulations.

3. **Driver’s Licence**

   If you obtained your driving licence prior to 1st January 1997 and it shows the B and D1 entitlement, you are qualified to drive a minibus with up to 17 seats, including the driver, as long as you do not do so for hire or reward.

   *(Please be aware that since 01.01.1997, when submitting your driving licence to the DVLA for a change of address or other alteration, the D1 category will not necessarily be renewed automatically unless you specifically request it.)*

   If you obtained your driving licence after 1st January 1997, you are not able to drive certain minibuses unless you obtain the additional qualification PCV.

   The minibus booking system on the Intranet clearly indicates which vehicles require the driver to hold D1 entitlement. It is the responsibility of the driver to ensure that they hold the correct entitlement for the vehicle they are driving.

   All members of staff are to supply, on request, their driver’s licence to the Estates Department.
All relevant Shrewsbury School minibuses are registered under the Small Bus (S 19) Permit scheme.

4. **The Small Bus Scheme**

Drivers who do not hold the D1 entitlement are permitted to drive a minibus under the Small Bus Permit Scheme. Minibuses being driven by a Shrewsbury School employee operating under this particular scheme, as long as they comply with all of the following requirements:

- Cannot be driven for hire or reward (other than out of pocket expenses).
- Must display, at all times, a Section 19 Small Bus Permit;
- Cannot be a vehicle with a Gross Vehicle Weight (GVW) in excess of 3500 kg;
- Can only be driven within the UK (the permit scheme is not recognised by any other EU country);
- Cannot tow a trailer.

The Small Bus Permit Scheme can apply to hired-in vehicles as long as the above conditions are complied with and a permit (available from Works Bursar’s office) is displayed.

NB: if an individual’s competence to drive school vehicles or privately owned vehicles on school property is questioned, the Health & Safety Committee can issue a caution or ban from driving.

5. **Legal Issues and School Regulations**

- The Road Traffic Act 1972 requires THE DRIVER to ensure that the vehicle being driven on the public highway complies with the Act. You do this when driving your own vehicles but extra care is necessary to ensure the safety of students in a minibus.

- All trips involving pupils should be covered by a Risk Assessment including details on transport arrangements, risks and mitigation. Risk Assessments should be sent to the Deputy Head Co-Curricular before setting off. When planning the journey, make sure you allow for suitable rest breaks. It is recommended that a second adult be present to supervise the pupils and act as a relief driver.

- A full passenger list must be logged with the Senior Master before beginning the journey.

- Under no circumstances may a member of staff drive a minibus when unwell. Certain medications (prescribed or non-prescribed) may impair a driver’s abilities to control a vehicle properly. The Property Surveyor’s office will contact the School’s insurers, in complete confidence, to check on any restrictions they may place on certain medications, if so requested.

- The number of passengers must never exceed the number of seats (one person per seat). Passengers are not permitted to stand and should remain in their seats while the vehicle is moving. The law requires that seat belts be used. **The driver is responsible for ensuring that all those in the vehicle utilise the belts fitted.**

- Neither smoking nor the consumption of alcohol is permitted in any school vehicle. Under no circumstances may anyone drive a School minibus having consumed alcohol or drugs which might affect his/her control of the vehicle for at least 12 hours and preferably 24 hours prior to driving.

- The total weight of passengers and luggage must not exceed the maximum gross weight of the vehicle weight (see **Payloads**, paragraph 7, for further details). Aisles and exits must always be kept clear for emergency escape.
➢ The use of any school vehicle on official school business is automatically covered by the School's insurance. All private use journeys must be authorised in advance by The Property Surveyor. Unauthorised private use of any vehicle is not covered by the School's Insurance policy.

➢ A full list of pre-journey checks is detailed at the end of this document (see appendix 6).

➢ Using a mobile phone while driving, or when in control of a stationery vehicle that is not parked up with the engine switched off, is illegal and the school does not recognise any situation where the use of a mobile phone whilst in control of a vehicle is acceptable.

6. Trailers

➢ Trailers up to 750 kg (laden) can be towed by a minibus providing that it is not driven under the Small Bus Permit Scheme. Trailers can be towed:

   In the UK: by those who passed their driving test prior to 1st January 1997 and whose licence shows the entitlement D1 + E

   Those who have passed their driving test after 1st January 1997 must obtain the qualification D1 + E on their licence. This involves a separate test for the D1 entitlement and a further test for the D1 + E entitlement.

   In the EU: all those who drive with a trailer must have the qualification D1 + E on their licence.

➢ The minibus towing the trailer should have an offside emergency door as well as a rear door - all school buses comply with this requirement.

➢ Shropshire Council Road Safety unit advises against carrying passengers in any vehicle towing a trailer on the basis that one emergency escape exit is compromised and only passengers in the front row of seats have access to two escape doors.

➢ Any vehicle with only three doors (two front and one rear doors) being used to tow a trailer can carry passengers only in the front row immediately next to the driver.

➢ Before commencing towing, further specific checks should be made (see appendix 9).

➢ Be aware that vehicle/trailer combinations can become unstable even at speeds below the legal maximum, particularly when being overtaken or passed by fast moving, large vehicles, in windy conditions or when manoeuvring.

➢ The trailer, tyres, lights and load as well as the hitch and controls should be checked before the journey commences and every two hours on a long journey.

➢ Those towing boat trailers should have read and be familiar with the Amateur Rowing Association’s ‘Trailer Towing’ document.

7. Payloads

➢ The driver of a vehicle is responsible for the load it is carrying, ensuring that the total payload is within the legal limits and that the load is secure.

➢ Drivers should be aware that storing luggage on a roof rack will alter the vehicle’s centre of gravity and, therefore, make it less stable.
➢ Please note that all gangways, access to the side and rear door of any minibus must be kept clear at all times and not obstructed by baggage or other equipment. If it is necessary to take baggage, sports kit etc with you, this should be stored securely on the rear seats.

For example, a 17 seat minibus being used for a golf trip, where all those travelling are taking golf bags etc, would probably be able to carry eight to ten passengers maximum.

8. Maintenance

➢ The Estates Office will administer the vehicles and arrange for scheduled and essential maintenance & repairs.

➢ A local garage is contracted to inspect the vehicles on a regular basis to check fluids, tyres, pressures and to make a general visual inspection. Further, regular inspections will be scheduled to ensure that the vehicles are kept in good order.

➢ Please appreciate that unexpected breakdowns will occur, and that this will inevitably cause inconvenience to others who have made subsequent bookings. Alternative arrangements will be made as soon as possible, depending on the availability of vehicles.

➢ When away from the School for a prolonged trip, or after a very long journey, the driver should check all oil, water, tyre pressures etc on a daily basis.

➢ Should a fault develop whilst away on a trip, the School has breakdown/ recovery cover in place, details are in the file in each vehicle log book.

➢ All faults or concerns must be reported immediately to the Estates Office, no matter how trivial. If the fault means that the vehicle is not safe or is illegal to drive, the keys must be retained by the last driver before being handed in to the Property Surveyor.

➢ All defects, even if someone has been informed verbally, should be reported by email to maintenance@shrewsbury.org.uk as soon as possible after the vehicle has returned to the School. Please do not simply write a note in the Vehicle Log Book.

9. Booking a Vehicle

➢ Vehicles must be pre-booked using the intranet based ‘Vehicles’ database. This will allow any member of staff to reserve a school vehicle up to 90 days in advance.

➢ Please book the vehicle most suitable for your needs. For example, please do not book the 15 seater for a trip involving only 8 people, unless they need to carry a large amount of baggage/equipment.

➢ It is the responsibility of the person booking the vehicle to check that the driver can legally drive the vehicle (e.g. if they are driving a vehicle in excess of 3500 Kg, that they hold D1 accreditation on their licence.

➢ If the trip is subsequently cancelled, please delete your booking as soon as possible.

➢ If the vehicle is marked ‘unavailable’ in the database, it is not available for use for the entire 24-hour period midnight to midnight.

➢ Dogs should not be transported in minibuses, as they can distract the driver.

➢ The Estates Office reserves the right to re-allocate vehicles if it does not compromise a trip and means that the school does not have to hire in another vehicle. If this occurs, as much notice as possible will be given to all parties.
10. **Keys**

- The keys to all vehicles are kept in the locked cabinet on the wall immediately outside the main entrance to the Bursary, first floor Kingsland House. Please return them to the cabinet as soon as you return to the school.

- The access code is **1 2 3 6 7** — follow the instructions adjacent to the cabinet door.

- In case of emergencies spare keys to all vehicles are retained by the Estates Office.

11. **Log Books**

- All trips must be recorded fully in the Log Book in each vehicle. **As the minibuses are registered under the ‘Small Bus Permit Scheme’, this is a legal requirement.**

- When there is more than one driver it is advisable to record the driving times of each driver to avoid any uncertainty should any speeding notices or similar documents be received by the school. (The driver at the time of any offence is personally responsible for any incurred speeding fines, parking tickets, congestion charges not paid etc.)

- All Log Book entries should show the department/faculty to be charged. The relevant budget holder should be aware of any trips being made and charged to their budget.

12. **Fuel**

- The school has an account at The Mount Garage. **The mileage, vehicle registration and the name of the driver must be clearly printed onto the till receipt every time a vehicle is refuelled, and the receipt must be handed into Purchase Ledger in the Bursary on the same day as the fuel is dispensed.**

- Fuel purchased whilst away on a trip will be reimbursed **upon production of a valid receipt showing the vehicle registration, mileage at the time of refuelling and the name of the driver.** Receipts should be submitted to Purchase Ledger for authorisation, along with details of the trip/budget holder, so that the correct account can be credited/debited.

- Vehicles should always be returned to site with at least a half tank of fuel.

- If the incorrect fuel is put in a vehicle, the costs of pumping out and cleaning the tank, pipelines etc will be charged to the budget holder for the trip.

- Spare cans of fuel are not to be carried in vehicles at any time.

- The engine should always be turned off when refuelling & no mobile phones should be operated in the forecourt of the filling station.

13. **Fleet Recovery**

- Details of the emergency contact number are in each vehicle log book.

- If a relatively simple fault can be rectified at the scene, the journey can probably continue as planned – those alerted to your arrival time should be warned as soon as possible of any delays and the Senior Master kept informed at all times.
If the fault is serious and cannot be resolved at the scene or without major works in a garage, the vehicle should be sent back to the School by ‘Relay’. Fleet Cover will provide alternative transport for the passengers.

The Deputy Head Co-curricular /Estates Office should be informed of any vehicles being sent back to the School and the instruction for the drop off point should always be ‘rear of Kingsland Hall’.

Relay drivers/vehicles should be advised that access to the school grounds should be via Kennedy Road gates.

14. **Tachographs**
If any School minibus is taken overseas, the use of a tachograph is compulsory.

15. **Length of driving**

The driver must take the following breaks, and away from the vehicle:

- At least 15 minutes after the first two hours of driving,
- At least 45 minutes after the second two hour session of driving,
- At least one hour after the third two hour driving session before any further driving is undertaken.

A sample journey planner for one driver would be:

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
<th>Break</th>
</tr>
</thead>
<tbody>
<tr>
<td>0800</td>
<td>Start</td>
<td></td>
</tr>
<tr>
<td>1000</td>
<td>Drive</td>
<td>15 min break</td>
</tr>
<tr>
<td>1015</td>
<td>Drive</td>
<td></td>
</tr>
<tr>
<td>1215</td>
<td>Drive</td>
<td>45 min break</td>
</tr>
<tr>
<td>1300</td>
<td>Drive</td>
<td></td>
</tr>
<tr>
<td>1500</td>
<td>Drive</td>
<td>60 min break</td>
</tr>
<tr>
<td>1600</td>
<td>Drive</td>
<td>No further driving</td>
</tr>
</tbody>
</table>

Any one individual must not drive for more than 8 hours in one 24 hour period.

16. **Accident and Emergency: (see Appendix 3)**

In the event of an accident or other emergency the driver’s priority is the health and safety of the passengers.

The driver must ensure that passengers leave the vehicle as quickly as possible and make their way to an area of safety. Wherever possible passengers should leave the vehicle by the route which is furthest from any hazard (e.g. other moving vehicles). The driver and passengers should not attempt to collect personal belongings, but if warm clothing is at hand this should be taken with them as they leave the vehicle, if collection does not delay leaving the vehicle etc.

In the event of an engine or other fire, the vehicle is to be evacuated. The fire should be left to the emergency services unless an adult can access the fire extinguisher and tackle the fire without compromising his/her own safety.

In School owned minibuses reflective “Hi-Viz” jacket is provided for the driver to use and it should be worn wherever possible when dealing with an emergency which involves leaving the vehicle. A reflective warning triangle is also provided in School minibuses and this should be deployed a minimum of 45 metres (147 feet) behind the vehicle. Never attempt to place a warning triangle on a motorway.

In the event of an accident all drivers must comply with the accident and insurance procedures as printed in the log book and notify the School immediately, so that the relevant parties can be informed and, if necessary, the critical incident plan put into action.
➢ If involved in an accident, you must stop and exchange details with the other parties, at no time admitting any liability. If you are unable to do this at the time, you must report it at a police station within 24 hours. Full details of the incident must be reported to the School authorities immediately, i.e. Second Master, HM office, D/H Co-curricular.

➢ A written report, along with any witness contact details and/or statements, must be made at the time (if practicable) or as soon as possible afterwards, and forwarded to the Deputy Head Co-curricular and Property Surveyor.

➢ All near misses/dangerous occurrences should likewise be reported.

17. On return to site

➢ The vehicle should have at least a half tank of fuel.

➢ All personal effects should be removed; all litter bagged and binned; and the vehicle swept out with the brush provided. Hire vehicles returned in a poor state of internal cleanliness are likely to be the subject of a surcharge for extra cleaning.

➢ All windows and doors should be locked and internal/external lights switched off. It is the driver’s responsibility to check this.

➢ The vehicle should be parked at the rear of Kingsland Hall – reversed into its parking bay so that it is left pointing towards the Grove/Mary Sidney Hall – this makes it safer for the next user to pull out.

➢ The log book should be completed fully.

➢ The keys are to be returned to the Bursary cabinet.

➢ Report immediately any faults, damage etc to the Estates Office by leaving a message on ext 826 and emailing maintenance@shrewsbury.org.uk.

18. Driver Training

All drivers are encouraged to undergo approved training to drive School minibuses carrying pupils.

For those individuals who passed their driving test before 1 January 1997 the D1 entitlement should be shown automatically on your driving licence.

For those who passed their driving test after 1 January 1997 (or if the D1 entitlement is not shown on your licence):

➢ The School will fund a number of staff members to undergo training each year, invitation/selection will be based on a number of criteria, including frequency of minibus usage, total mileage accrued, driving history. Any staff can request training and their request will be considered.
19. Private Use

➢ A school booking takes priority at all times, even if it is made after the private booking. Private bookings must be authorised in advance by the Property Surveyor (or in the absence of the Property Surveyor, the Head of Estates).

➢ Private bookings cannot be made more than 14 days in advance and can be for a maximum of 96 hours.

➢ The School does not guarantee that a vehicle will be available at any particular time.

➢ All documentation, vehicle checks and procedures must be complied with as if for a school booking.

➢ The School is not responsible for any subsequent loss or additional costs should any vehicle used privately break down or be unavailable for any reason.

➢ Only school employees can request the use of a school vehicle for private use and only School employees can drive the minibus.

➢ If a vehicle breaks down and Fleet Recovery is used to recover the vehicle, the ‘onward journey’ (for the vehicle) is for it to be returned to the School, not to continue the original anticipated journey. Fleet recovery may provide alternative means of transport for the passengers but this is not guaranteed.

➢ In the event of damage or an accident during private use, the £250 insurance excess must be paid by the person using the vehicle.

➢ Private use cannot be for hire or reward.

➢ The person who made the booking will be invoiced afterwards, the invoice to be paid within seven days of receipt.

➢ In order to comply with HMRC regulations around the private use of company owned vehicles all private use will be charged. The rates applied will be:

\[ £34 \text{ per day, or part day, plus} \]

\[ 40 \text{ pence per mile travelled} \]

➢ Private use will be charged at the rate of 40 pence per mile. The cost of any fuel will be reimbursed on presentation of a valid receipt, showing the registration number and mileage the vehicle at the time of refuelling.

➢ Receipts must be given to Purchase Ledger within 24 hours of the end of the hire. Fuel costs will be reimbursed by offsetting the amount against the total amount of the invoice for use of the vehicle.

➢ Future requests for private use of a School vehicle will be refused if any of the above conditions are not complied with fully.

January 2020 (RSB)
To be reviewed September 2021
Appendix 1: Vehicle Defect Report for School owned vehicles

This form should be returned to the Estates office immediately.

If the fault/defect is such that it affects the safe driving of the vehicle, the keys must be returned to the Property Surveyor’s office together with this form.

Faults/defects with any hired in vehicle should be reported immediately to the supplier. The Estates Office should also be informed so that we can monitor vehicles/suppliers.

Vehicle Registration No:

When/where was the defect/fault first noticed:

Details of the fault/defect:

Actions taken:

Signed: 

Name: 

Date:
Appendix 2:  Use of a minibus in the EU **[CHECK WITH RSB POST 31/1/20]**

Whilst the Estates Office will assist, where possible, the driver/journey organiser is ultimately responsible for ensuring that all the documentation is correct.

School owned vehicles taken into the EU will require:

- A copy of the School Vehicle insurance cover.
- Separate travel insurance may need to be arranged to cover the individuals travelling.
- Separate insurance will need to be arranged for personal possessions, luggage or specific items carried in the vehicle, e.g. musical instruments, climbing equipment etc.
- Written permission from the Estate’s office to use the vehicle abroad. The same authority will be needed from any hire company supplying a vehicle. In both cases original documents, not copies, will be required.
- Vehicle Registration Certificate (the original, not a photocopy, is required. Loss of the original will result in a charge to obtain a duplicate and this will be charged to the user’s budget).
- EU Vehicle breakdown cover.
- EU Accident Form.
- Driver’s licence for each nominated driver. A full UK licence is valid in other EU countries.
- Own Account Certificate (OAC)

Note: The OAC is only available to a non-profit making body, and should therefore be available to not-for-profit educational establishments provided that the vehicle used is the school’s property and driven by a member of staff. The OAC is available free of charge from the International Road Freight Office (tel. 0191 2014090) and the certificate will remain valid for up to five years.

N.B: The OAC cannot be used if the school is using a hired vehicle.

Drivers will also need instruction in:

- Tachograph use – tachograph use has to start from the commencement of the journey – not when arriving in the EU.
- Fuel purchasing and reimbursement procedures;
- Vehicle safety inspection procedures;
- Local rules, i.e. localised Highway Code requirements, speed limits etc.
Appendix 3: In case of an Accident

➢ **The School must be informed immediately or as soon as is reasonably practical.**

➢ By law you must stop if there is injury or damage to any person, vehicle, property or certain animals, including dogs and horses.

➢ You must give your name and address and insurance details to anyone with good reason to ask.

➢ You must obtain the names, addresses and phone numbers of any drivers, passengers or pedestrians involved together with the details of any witnesses. By law drivers must provide details of their insurance company and their policy number.

➢ **Never** admit blame or liability for an accident or offer to pay for any damage. If anyone else admits blame or offers to pay for the damage, full details must be recorded.

➢ A written report must be made at the time (if practicable) or as soon as possible afterwards: a sketch of the area, ideally with measurements, including details of weather and road conditions. Mobile or digital camera photographs should be taken and submitted with the written report on return to the school. The report should be given to the Senior Master and Property Surveyor as soon as possible.

➢ Details must be taken of any injuries sustained by any passengers in the school vehicle, what treatment they have received and whether they have been taken to hospital and where. All such details are to be passed on to the School immediately.

Formal contact details (with regard to the ownership of the vehicle or any insurance matters) to be given to any third party are as follows:

Estate Office  
Kingsland House  
Shrewsbury School  
Shrewsbury  
Shropshire   SY3 7AA

01743 280826  
01743 272094 (fax)

Details of the School's insurers should be in the vehicle log file or can be obtained from the Estates Office on 01743 280826.
Appendix 4: Pre-use driving checks

➢ All minibuses (whether owned by the School, or hired in) are provided with an information pack which details the pre-use checks which should be undertaken by the driver.

Appendix 5: Before driving off

➢ Familiarise yourself with all controls, where lights are turned on etc
➢ Make sure you know the length, height and width of the vehicle
➢ Adjust the driver’s seat to achieve a comfortable posture
➢ Test the horn
➢ Test windscreen washer and wipers (front and rear)
➢ Check engine warning lights
➢ Check mirrors are at correct angles
➢ Seat belts fastened by all passengers and driver
➢ Visibility – i.e. all windows clear, no frosting or steaming up
➢ Sufficient fuel
➢ The log book has been opened and mileage etc recorded
➢ Brief the passengers on their behaviour and standards expected during the journey.
➢ Test the brakes. It is suggested (road conditions permitting and without endangering anyone) that all those in the minibus are warned that the driver will attain a speed of 15 mph and then make an emergency stop to test the brakes, prior to commencing the journey. Upon reaching 15 mph, check the mirrors and, if safe to do so, apply the brakes firmly. The brakes should work effectively, the vehicle should not pull to one side and all luggage should remain secure.
➢ Check the hand brake works
➢ Explain to all on board the procedures to be followed should an emergency occur and evacuation become necessary.
Appendix 6: Whilst driving

➢ Observe all the requirements of the Highway Code, including speed limits.

➢ Start off slowly to become accustomed to the weight/size of the vehicle, if necessary driving around the school to familiarise yourself before going on a public highway.

➢ Ensure all doors are unlocked, windows are clear and offer full visibility.

➢ Do not use a mobile telephone at any time the engine is running (even when parked with the engine idling).

➢ Make use of a co-driver or other responsible individual when reversing or manoeuvring in restricted spaces or high volume pedestrian areas - do not simply rely on mirrors.

➢ Do not leave the vehicle unattended with the keys in, even when refuelling – this invalidates any insurance!

➢ Ensure that the School is aware of any major delays in returning to site so that parents and other parties can be informed. Please also keep Kingsland Hall informed of any change of arrangements if late meals have been ordered in advance.

➢ The driver must obey the instructions of a uniformed police officer at any time. You may be required to give your name, address, date of birth, details of the vehicle owner and vehicle registration number. You may also be required to produce your driving licence, the insurance certificate and the latest MOT test document at a police station within 7 days. If this is necessary, you have to produce the documents, a third party cannot do it for you.

➢ Minibuses are not permitted to enter the ‘fast’ lane on motorways.

➢ Minibuses parked on a roadway at night where the speed limit is in excess of 30 mph should be on the nearside of the road, at least ten metres from the nearest junction and have their sidelights on. You are not permitted to use the horn after 2330 hrs and before 0700 hrs in built up areas. Hazard warning lights can only be used when the vehicle is stationary.

➢ Statutory speed limits:

The driver of a school vehicle should obey all indicated speed limits. Please note that in parts of Shrewsbury town centre this is only 20 mph.

No minibus can be driven in excess of 62 mph / 100 km/h, whether it has a speed restrictor fitted or not.

➢ Minibuses that can carry in excess of eight passengers are permitted to use Bus Lanes unless the word ‘Local’ appears.
Appendix 7: Trailers

Some further checks that should be undertaken prior to the commencement of a journey.

Using a trailer is not simply a matter of loading one up and hitching it to another vehicle. Payloads and gross weights etc have to be taken into account and all vehicles have specific maximum loads that they can tow.

- Are the tyres in good condition, at correct pressure for the load currently being carried?
- Does the trailer board carry the correct number plate? Is the board securely attached?
- Do the trailer board lights operate correctly?
- Is the breakaway chain in use?
- Is the gross weight of the vehicle, plus the trailer, within the gross vehicle weight limit?
- Is the kerbside weight of the vehicle clearly marked on the front of the nearside of the vehicle?
- Is the downward force from the loaded trailer on the towing ball within the limits imposed by the towing vehicle manufacturer?
- Ensure the axle loads of the towing vehicle are not exceeded.
- Are the unladen weight of the trailer and the tyre pressures clearly marked on the trailer?
- Is the total gross weight (i.e. trailer plus max load to be carried) marked on the front of the trailer?
- Do the trailer handbrake / over run brake function correctly?
- Is the load secure and properly strapped etc?
- Is any rear overhang in excess of one metre suitably marked by the use of a ‘Long vehicle ’ sign or other approved method or approved light in the hours of darkness?
- Will any part of the load on the trailer 'snag' the towing vehicle when turning?