



- Drivers must be 25 years or over (but under 70, unless they have passed a PCV Medical test)
- Drivers must have held their category B driving licence for at least two years

**Before any journey, and every time a minibus is used, the driver must:**

- Plan the journey so that it can be completed safely and comfortably in accordance with the passengers' needs
- Ensure the minibus is suitable for the passengers being carried
- Conduct a pre-drive vehicle safety check
- Be fit and able to drive
- Conduct a moving brake test. The driver should complete a log book, provided by the operator, to show that they have conducted the necessary checks.

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### Driver Impairment

Drivers can be impaired by a number of factors, each of which can reduce their ability to drive safely and increase the risk of crashing. The main forms of driver impairment are:

#### Alcohol

#### Illegal Drugs

#### Medicines

### Distractions

Anything which distracts a driver could easily cause a collision. There are a number of distractions that should be discouraged while driving: eating or drinking, tuning a radio or other device, reading a map, writing, smoking (it is illegal to smoke in a work vehicle used by more than one person), using a mobile phone or other electronic equipment.

#### Mobile Phones

It is very useful to have a mobile telephone in the minibus. However, it is essential that drivers do not make or receive calls while they are driving, as the distraction this causes (even if it is a hands-free phone) significantly increases the risk of a crash. The mobile phone should be kept by the passenger assistant, or the driver should only use it when stopped in a safe place. Operators or Managers should not expect to be able to contact a driver while she or he is driving.

#### Tiredness

Thousands of crashes are caused by tired drivers.

They are most likely to happen:

- On long journeys on monotonous roads, such as motorways
- Between 2:00 am and 6:00 am
- between 2:00 pm and 4:00 pm (especially after eating, or drinking even one alcoholic drink)
- After having less sleep than normal
- After drinking alcohol
- If taking medicines that cause drowsiness
- On journeys home after night shifts.



Sleepiness reduces reaction time, alertness, concentration and decision making, all crucial driving skills. Tired drivers are much more likely to have an accident, and the crash is likely to be severe because a drowsy or sleeping driver does not usually brake or swerve before the impact. The Highway Code recommends a minimum break of at least 15 minutes about every two hours of driving.

### **Journey Planning**

A planned journey reduces the risk of drowsiness and falling asleep at the wheel, and is more efficient, saves time, stress and money. Operators should set out rules and procedures for journey planning, and ensure that their drivers are aware of, and adhere to, these rules. Operators, trip organisers and drivers should ensure that each journey is planned in advance in terms of its time and distance, and their own, and their passengers' comfort.

### **Route**

The route should include places for rest, refreshment, comfort breaks and re-fuelling if necessary. Before they set out, drivers should check information on road works and weather conditions that may affect their route, and check for travel advice when adverse weather is expected. Drivers should also plan an alternative route if there are likely to be any major delays on their main route, and plan where to stop for regular rest breaks (every two hours, or sooner if feeling tired, for at least 15 to 20 minutes).

### **Time**

Consider how long the journey will take, including time for rest breaks and unexpected delays. Avoid driving in the early hours of the morning, when drivers have had less sleep than normal, or in mid afternoon after eating a large meal - these are peak times for sleep related crashes. Avoid starting a long journey after a full day's (or shift's) work.

### **Navigation**

If using a SatNav, drivers should set the destination before starting the journey. They should know not to automatically follow the SatNav directions as it may sometimes send them on an inappropriate route. Drivers must obey road signs, markings and signals, no matter what the SatNav says, and, of course, be aware of what's happening on the road around them. If not using a SatNav, drivers should ask the second adult (if there is one) to navigate or take a road map or write out their route, but not try to read directions while driving. If necessary, they should stop somewhere safe to check directions.

### **Normal Sleep**

Time Drivers should avoid staying up late or reducing their normal sleep before a long journey. Journeys should be planned so that, as far as possible, drivers are not driving when they would normally be sleeping; in the early hours of the morning, for example. Eating a full meal before driving may result in a lower ability to concentrate and/or sleepiness. Drivers should not eat or drink while driving.

### **Second Driver**

A second driver is essential on long journeys or for shorter journeys where traffic conditions might significantly lengthen the journey time or create more stressful driving conditions. Second drivers should comply with all the same requirements as the main driver, and ideally both should be trained as passenger assistants. It is essential that a nominated person, not on the journey, knows the destination of the minibus, its route and its expected time of arrival and return, and that parents and relatives are aware of this person's role and telephone number and vice versa.

### **Speed Limits**

Minibuses are subject to lower speed limits than cars on some roads, therefore, it is essential that minibus drivers know what speed limits apply to them. Minibus Speed Limits Built-up Roads 30 mph (unless signed otherwise) Single carriageway 50 mph (unless signed lower) Dual carriageway 60 mph (unless signed lower) Motorway 70 mph (unless signed lower) Motorway 60 mph (if the minibus is longer than 12 metres) It is important that drivers know whether their minibus is fitted with a speed limiter, and understand how to drive a speed-limited minibus and especially how the speed limiter affects their ability to overtake, accelerate, change lanes and join high speed roads from a slip road

### **After the Journey**

The driver should conduct a post trip vehicle check, inside and outside the minibus and record any visible damage or faults, any emergency equipment that has been used and any incidents that have occurred during the journey. Any faults should be reported to the operator as soon as is practicable, and the minibus should not be used again until the fault is rectified.



### Passenger Assistants

The role of a passenger assistant in a minibus includes:

- Preventing the driver being distracted by passengers, especially when children are being carried
- Supervising children and in particular preventing any behaviour that could create a hazard
- Helping passengers whom the driver may not be qualified to help
- Assisting in the event of a breakdown or other emergency.

Passenger assistants are recommended under the following conditions:

- Where passengers' needs require a passenger assistant to be present (based on a risk assessment)
- Where children are being carried
- When a passenger's behaviour may cause a distraction to the driver or be dangerous to other passengers

### Breakdown Procedures

In the event of a vehicle breakdown:

- The driver should move the vehicle off the carriageway (onto the hard shoulder on a motorway) and switch on the hazard warning lights. If this is not possible, it should be moved as far away from moving traffic as possible. If a warning triangle is used, it should be placed on the same side of the road, at least 45 metres from the minibus. Always take great care when placing and retrieving a warning triangle and never use them on the motorway.
- The passengers should be moved out of the nearside of the vehicle and as far away from it and other traffic as possible. No one should stand between the vehicle and oncoming traffic.
- On motorways or other busy roads passengers should be taken onto the embankment or grass margin and as far from the traffic as is practicable. The hard shoulder on a motorway is very dangerous. On Smart Motorways, where the hard shoulder is used as a running lane, drivers should try to stop in one of the emergency refuges that are placed periodically along the hard shoulder.
- Passengers should be kept together in one group. Children should be kept calm and under constant supervision.
- In some circumstances, it is safer to leave the passengers in the vehicle. For example, if it seems too dangerous to unload passengers in wheelchairs or if there is not a safe waiting area. The driver (and passenger assistant if present) will need to assess the situation and decide whether or not to unload passengers.
- If necessary, the driver should go for help, leaving the passengers with the passenger assistant. If the driver is the only adult present, he or she should not leave the children alone. The driver will need to give the police, or breakdown service, accurate details of the vehicle's location, and inform them if children or passengers with mobility problems are being carried.
- The driver should also telephone the school or nominated contact person, preferably with a mobile telephone kept on board for this purpose, to tell them what has happened and ask them to relay messages to parents and others. They should have out-of-hours contact details for this purpose.
- If the breakdown occurs on a motorway, it is better to use the roadside emergency telephone as this will enable the Police to pinpoint the vehicle's location. The nearest emergency telephone is indicated by arrows and numbers on small marker posts at the edge of the hard shoulder

### Road Traffic Collisions

In the event of a collision, the driver and/or the passenger assistant must make the collision scene as safe as possible:

- Use hazard warning lights and any other safety devices supplied
- Do not move injured passengers unless they are in immediate danger of further injury
- Call the emergency services immediately, with information about the situation, any special circumstances (e.g., carrying oxygen bottles or passengers have special needs)

- Ensure one person (driver or passenger assistant) remains with the children if child passengers are involved
- Do not allow child passengers to assist with repairing or re-starting the vehicle and never allow them to push the vehicle.

If the emergency services are called, the driver must stay at the scene until the emergency services (and anyone else with reasonable cause) have taken all the details. If possible, the names and addresses of all independent witnesses should be obtained at the scene. If the collision is 'damage only' and no one is injured, the driver should ensure that the vehicle is roadworthy before continuing the journey. The incident must be reported to the operator on their return. A report book or form must be kept for this purpose. The operator should ensure that all repairs and insurance details are completed. If there is any injury or the names of people involved are not exchanged or there is damage to property other than the driver's vehicle (including street furniture), the driver must report the collision to the Police as soon as possible or in any case within 24 hours. Any other incident, including traffic offences, must also be reported to the operator.

### Emergency Evacuations

If an emergency evacuation is necessary (for example, in the event of a fire), the best way to evacuate the vehicle will depend upon the nature of the incident, the passenger group and the type of minibus. The driver and passenger assistant(s) will need to exercise their judgment at the scene. Drivers and passenger assistants who have been trained will be far better equipped to make appropriate decisions and cope with such difficult circumstances. Passengers should exit the vehicle as they would normally, if possible, and move as far away as possible. If passengers need assistance to exit the vehicle, the passenger assistants should provide the necessary help. If it is necessary to use the rear exit, care must be taken against approaching traffic. It may not be possible to remove wheelchairs quickly from a minibus, unless the passenger assistants and carers are trained to do so. It may be necessary to lift a passenger from the vehicle, which is not easy to do in a confined space and often requires two people. Drivers and passenger assistants should not attempt to tackle a vehicle fire, unless they have been trained to do so.

### Best Practice

The behaviour of passengers can also increase the likelihood of an accident occurring. Operators, drivers and passenger assistants have a duty of care to their passengers. Complying with the points outlined in the previous chapters will go a long way to fulfilling this duty.

To summarise some of the main points, ensure:

- The minibus is suitable for the needs of the passengers, including any passengers with disabilities
- The minibus is roadworthy
- All drivers are properly trained and regularly re-assessed
- A second driver is provided when appropriate
- There is a properly trained passenger assistant when appropriate
- All passengers have a seat and a seat belt
- Journeys are properly planned with adequate rest stops
- Drivers and passenger assistants know the emergency procedures
- All luggage and equipment is safely stored.
- The doors are closed, but not locked, before moving off
- That journey details are left with a nominated person
- That aisles and exits are clear.

Passengers may have a wide range of needs, which could include physical, mental, emotional, medical, behavioural and learning difficulties. Drivers and passenger assistants need to be aware in advance of the needs of passengers who are to be carried. It is important that the driver and passenger assistant(s) understand the nature of the needs and are qualified to assist the passengers.



### Pick-up and Drop-off

Places where passengers are picked up and dropped off should be pre-arranged. Consideration should be given to the safety of passengers waiting for the minibus to arrive and boarding and leaving the minibus at these places. This is particularly important for children and other vulnerable passengers. They should not be left alone at a drop off point if their parents or carers have not arrived to collect them. Parents must, of course, know when and where they are expected to collect their children. Drivers must make certain that all passengers have boarded, are safely seated and are wearing properly adjusted seat belts, if fitted, before moving off. The doors must be properly closed, but not locked, before the driver moves off. Equally, they must make sure that all passengers have left the minibus and are clear of the doors before moving off. They should be aware of the danger of passengers' clothes becoming trapped in a door. Drivers should only use suitable, agreed, drop off points. They should ensure that passengers do not exit from doors opening into traffic. When collecting or dropping off passengers from/to premises on the offside of a one-way street, the vehicle should stop on the nearside and the passengers escorted across the road when it is safe to do so. Drivers must make certain that all passengers have boarded, are safely seated and are wearing properly adjusted seat belts, if fitted, before moving off. The doors must be properly closed, but not locked, before the driver moves off. Equally, they must make sure that all passengers have left the minibus and are clear of the doors before moving off. They should be aware of the danger of passengers' clothes becoming trapped in a door. Drivers should only use suitable, agreed, drop off points. They should ensure that passengers do not exit from doors opening into traffic. When collecting or dropping off passengers from/to premises on the offside of a one-way street, the vehicle should stop on the nearside and the passengers escorted across the road when it is safe to do so

### Comfort

Everybody will be happier and enjoy the trip more, if they are comfortable. The minibus should not be too hot, cold or stuffy, and appropriate rest stops should be planned into the journey. Passenger Briefing

Passengers should be aware of the behaviour expected of them, and the need to wear seat belts. Children in particular should be briefed before the journey begins so that they understand why boisterous behaviour is inappropriate. Passengers should be aware of the time when they must return to the minibus after rest stops, or for the return journey

### Passenger Illness

Drivers should also know what to do in the event of passenger illness. This will require the driver to have details and a contact number for the relevant persons and understand how to deal with the safety of other passengers whilst dealing with the unwell passenger

### All Seat Belts

It is important that seat belts and child restraints are correctly adjusted for the wearer to maximise their effectiveness.

The basic points to note are:

- The belt should be worn as tight as possible
- The lap belt should go over the pelvic region, not the stomach
- Child restraints should be securely fitted according to the manufacturer's instructions and the child should be securely held in the restraint.

### Types of Seat Belts

Three point seat belts (lap and diagonal) provide greater protection than lap belts. However, lap belts are far better than no belt at all. The lap belt should be placed over the pelvis (not the stomach) and worn as tight as possible.

### Passenger Restraints

Some disabled passengers may need postural support during the journey, and a variety of passenger restraints to assist people with disabilities to remain upright in their seat are available. Under no circumstances should they be used instead of a suitable seat belt as they do not conform to a recognised standard nor are they designed for this purpose.

### Fire Hazards

In the event of a fire, the passengers should be evacuated first, and moved as far away from the vehicle as possible before any attempt is made to extinguish the fire. Under bonnet fires should never be tackled, but left for the Fire and Rescue Service. Drivers can assist the Fire and Rescue Service by pulling the bonnet release (but not opening the bonnet any further) as they evacuate the vehicle. Never carry a fuel can, either empty or full, in the minibus



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### Luggage

There are three ways of carrying luggage and equipment in a minibus: inside the vehicle, on the roof or in a trailer. However it is carried, all luggage and equipment must be securely stored. It should also be evenly distributed so one side of the vehicle is not weighed down. The Gross Vehicle Weight (specified in the vehicle handbook) must not be exceeded by the combined weight of the passengers, luggage and equipment.

### Inside the Vehicle

In a crash, or emergency stop, unsecured luggage and equipment may be thrown around inside the vehicle, injuring passengers. It is vital that luggage and other equipment is stored safely and securely. It must not obstruct access to any of the doors, the aisles or any occupied seats

### **Appendix 1: Pre-drive Safety Check**

Every day the minibus is used, the driver should conduct a pre-drive safety check. This should be repeated whenever another driver takes over the vehicle. Walk around the vehicle, including the trailer if applicable, to check for visible defects.

#### **Brake Checks**

Check the brakes before the passengers board. With the engine running, check the handbrake is working properly, and that the brake pedal is firm when pressed. Then conduct a moving brake test (off-road if possible). Reach a speed of not more than 15 mph, check the mirrors and if it is safe, apply the brakes fairly firmly. The brakes should work effectively, the vehicle should not pull to one side, luggage should be stored securely. If faults that might affect the vehicle's or passengers' safety are found, the vehicle must not be used until they are all remedied.

### **Appendix 2: Advice for Minibus Drivers**

On journeys where a passenger assistant is present, the items below should be divided between the driver and passenger assistant, with the driver concentrating on those tasks which directly relate to driving the vehicle.

#### **Before Setting Off**

- If the minibus is being operated under a permit scheme, make sure the permit disc is displayed in the windscreen.
- Make sure your driving licence entitles you to drive the minibus.
- Make sure you have the relevant phone numbers, and a mobile phone, in case of a delay or emergency.
- Allow sufficient time for the journey. If using a SatNav, set it before you start. Check for any problems on your route (eg, road closures, road works or severe weather warnings)
- Avoid long spells of driving, and plan breaks to ensure you are fresh to continue and that children do not get restless. Consider whether a second driver is required.
- Conduct a pre drive safety check before every drive.
- Never allow passengers to board until the minibus is at a complete standstill, and safely parked by a pavement or traffic free area. If you leave the vehicle, switch off the engine.
- Try to make sure the passengers enter the minibus from the pavement, not the road (unless using a ramp or lift at the rear). If the nearside door opens onto the road, take extra care.
- Ensure that children are supervised when boarding the vehicle, especially if they are using a rear door. Plan which passengers will sit in the front seats and by the doors.
- Do not exceed the carrying capacity of the minibus. Make sure everyone is sitting, one to a seat, and that passengers are using seat belts.
- When school bus signs are used, make sure they are in position only while children are being transported, and that they do not obstruct your vision
- Always ensure that ambulant disabled passengers are seated safely and comfortably and that passengers travelling in their wheelchairs are safely restrained. Wheelchairs not in use must also be securely stored.
- Make sure there is a complete list of the passengers being carried with a note of any special medical or other needs, such as travel sickness. Keep the list with other relevant documents in a place where it can be readily found in the event of an accident. Check that passengers have any necessary medication with them.
- Take care when using passenger lifts and other specialist equipment. Always comply with the manufacturer's instructions.
- Check that no bags or clothing are caught in the doors, and check all mirrors every time before moving away in case latecomers are approaching the vehicle.
- Check that all luggage is secured, and that gangways and exits are clear.
- Know the height, width, length and weight of the vehicle, and the position of the fuel cap.
- If you have a passenger with an oxygen cylinder, display signs to warn emergency services in the event of a fire



### During the Journey

- Do not allow noisy or boisterous behaviour, or passengers to trail flags or any other article from the vehicle.
- Enforce a 'No Smoking' rule. It is now a legal requirement that minibuses are 'No Smoking'
- Enforce a 'No Alcohol' rule.
- Do not allow child passengers to operate the doors, and supervise any operation of the doors by responsible persons.
- Approach each stop slowly and with care.
- Use hazard Warning Lights on school trips when children are boarding or leaving the vehicle.
- If there is a serious delay during the journey inform the school or organisation so that information may be passed to parents. A mobile telephone is very useful for this purpose, but must not be used by the driver while driving.
- Children must not be left unaccompanied in the minibus (this is another reason for having a passenger assistant).
- If the vehicle breaks down, or if there is a collision, give clear instructions to the passengers and see that children remain together and supervised: their safety is paramount.. If there is a risk of fire, however small, evacuate the vehicle and move the occupants to a safe place.
- If you have to stop for an emergency or breakdown whilst on a motorway, only stop on the hard shoulder, and as far away from the carriageway and passing traffic as possible. Again ensure that passengers, especially children, remain together and are supervised.
- If requested by the police, or any other person having reasonable cause, give particulars of the driver's name and driving licence, and the name and address of the minibus operator or owner

### At the End of the Journey

- Ensure that passengers are supervised when leaving the vehicle, especially if they are using a rear exit.
- Never allow passengers to leave until the vehicle is at a complete standstill, and safely parked by an adjacent pavement or other traffic free area, and the hand brake is engaged.
- Always park so that passengers step onto the footway and not onto the road.
- Take particular care when reversing the vehicle. Avoid unnecessary reversing, but if it is unavoidable, seek adult assistance for direction, and but ensure the assistant does not stand directly behind the vehicle.
- Children alighting from the vehicle should be closely supervised.
- Do not leave children or vulnerable passengers alone if no one has arrived to collect them. Ensure you know what to do if a passenger is not collected.
- Report any problems or incidents that occurred during the trip to the operator

### **Appendix 3: Duties of Passenger Assistants**

#### Before Setting Off

- Reserve the most appropriate seat for yourself to allow you to supervise the passengers. This is likely to be near the side door.
- Never allow passengers to board until the vehicle is at a complete standstill, and safely parked by an adjacent pavement or other traffic free area.
- See that passengers are supervised when boarding the vehicle, especially if they are using a rear door.
- Always ensure that ambulant disabled passengers are seated safely and comfortably and that passengers travelling in their wheelchairs are safely restrained.
- Ensure that any wheelchairs, and other equipment, not in use are securely stored.
- Make sure there is a complete list of the passengers being carried with a note of any special medical or other needs. Keep the list with other relevant documents in a place where it can be readily found in the event of an accident.





- Only operate the passenger lift and other specialist equipment if trained and qualified to do so. Always comply with the manufacturer's instructions.
- Check that no bags or clothing are caught in the doors, and no latecomers are approaching the vehicle before it moves off.
- Check that all luggage is secured, and that all gangways and exits are clear.
- Ensure the driver does not move off until everyone is safely seated, facing the front and wearing a properly positioned and adjusted seat belt (if fitted), or using a securely fixed and properly adjusted special harness, seat or child restraint if appropriate.
- Help to direct the vehicle if the driver needs to reverse, but do not stand directly behind the vehicle out of the driver's sight. Children must never direct a reversing vehicle

### During the Journey

- Do not allow noisy or boisterous behaviour.
- Try to keep the children occupied the journey will seem much quicker.
- Enforce a 'No Smoking' rule.
- Enforce a 'No Alcohol' rule.
- Do not allow passengers to operate the doors, unless supervised.
- Make sure that all passengers have returned to the vehicle after any rest stops.
- If there is any serious delay during the journey inform the school or organisation so that information may be passed to parents. A mobile telephone is very useful for this purpose.
- Children and vulnerable passengers must not be left unaccompanied in the minibus.
- If the vehicle breaks down, or if there is a collision, give clear instructions to the passengers and see that children remain supervised: their safety is paramount.
- If there is a risk of fire, however small, evacuate the vehicle and move the occupants to a safe place.
- Ensure that litter is disposed of carefully (in a litter bag or bin) as cans rolling around the floor can be distracting.

### At the End of the Journey

- Never allow passengers to leave until the vehicle is at a complete standstill, and safely parked by an adjacent pavement or other traffic free area. If travelling in a country that drives on the right, be aware that some doors may open onto the roadside.
- Ensure that passengers are supervised when leaving the vehicle, especially if they are using a rear exit, and that no parts of their clothing are caught in the vehicle's doors.
- Do not leave children or vulnerable passengers alone if no one has arrived to collect them.
- If necessary, assist the driver to reverse the vehicle. Never allow a child to do this. Do not stand directly behind the vehicle while it is reversing
- Ensure that passengers take all their personal belongings with them

### Appendix 4: Advice to Parents and Guardians

Teaching road safety is one of the most important duties of a parent. It must include teaching children to behave properly when they use public transport. Minibuses are not places for play. Please read and make sure you understand and agree to these guidelines before allowing your child to make a minibus journey

#### Be Punctual

Make sure your child is ready for collection at the proper time. Remember, it is your responsibility to ensure your child gets to and from the minibus safely. Make sure your child knows what to do if the minibus is late or does not arrive.

#### Wait With Your Child



Wait with your child on the side of the road where the minibus stops. Make sure you stand on the side of the road where the minibus sets them down on the return journey. Always avoid calling your child across the road to you. Children are excited when they have just come back and traffic will be the last thing on their mind.

### Safe Walking and Crossing

Make sure your child knows and understands the Green Cross Code. Young children cannot judge speed or distance of traffic very well and must not be allowed to cross the road unaccompanied.

### Meet Your Child

Make sure that you, or another carer, are at the pre arranged meeting point when your child returns home, and have the telephone number of other parents, the school or other relevant contact person to pass on messages if required.

### Safe Route

Make sure that both you and your child know the safest route home after leaving the minibus, and always use it.

### On the Minibus Behaviour

Teach your child to act sensibly on or around minibuses. Make sure your child knows that bad behaviour on the minibus is dangerous and to listen to the driver's and passenger assistant's instructions. Children should understand that misbehaviour may result in the minibus returning to its base, the child being taken to a place of safety and/or the minibus remaining stationary until the parents have collected the child. Contact Details Make sure that the person responsible for the minibus has up to date information about the child making the journey, including contact details for emergencies.

### Medical Details

Make sure that the person responsible for the minibus has up to date information about any special requirements the child may have and relevant medical information in writing.

### Medication

Giving medicine to passengers is not the responsibility of a passenger assistant, driver or teacher and they should not give any medical treatment, other than immediate first aid. If your child needs to take medication during the trip, discuss this in advance with the trip organisers. It may be possible for them to take a medically qualified assistant on the journey, or to arrange for a medically qualified person to train a non- medically qualified assistant to give medication. They will need time, and written consent from the passenger's carer to make these arrangements. If a child is going out on a school trip, provision must be made to ensure the child's health and safety.

### Other Details

Advise the driver and passenger assistant if there is a particular difficulty with your child on a particular day. But it is your duty to decide whether your child should go on the journey in such circumstances. It is the parent's responsibility for assessing whether a child is fit to undertake the journey.

### Damage

Vandalism caused by your child whilst on a journey, is your responsibility. Persistent offenders may not be accepted on future journeys. Unreasonable behaviour may endanger your own, or someone else's, child. Parents will be expected to reimburse the operator for any damage caused by their child. Concerns Discuss and resolve any concerns you may have with the responsible person, eg: the headteacher or group leader.



**Appendix 5: Advice for Children on Minibuses**

- Go to the toilet before you get on the minibus. Arrive on time, and wait for the minibus away from the road.
- Don't push or rush towards the minibus when it arrives.
- Find a seat quickly and quietly without pushing and put on your seatbelt.
- Make sure your bags are correctly stored so they do not block the gangways or take up seats.
- Stay seated when the minibus is moving and keep your seat belt on at all times.
- It's dangerous to kneel on your seat.
- Only speak to the driver when he or she is not driving, or in an emergency. Speak to the passenger assistant (if there is one) rather than the driver
- If you need to use the toilet or you feel unwell during the journey, tell the passenger assistant, or the driver if the passenger assistant is not present.
- Don't throw things or play about in the minibus.
- Wait until the minibus has stopped and the driver has told you to undo your seatbelt before getting up to leave.
- Take your belongings with you when you leave the minibus, except in an emergency when you should leave them behind.
- Be careful, if you have forgotten something and you return to the minibus the driver may be pulling away. Tell the passenger assistant.
- If you have to cross the road after getting off the minibus, wait for it to move away first. Use the Green Cross Code