

Chapter 12 – Transport and travel arrangements

SUMMARY OF KEY POINTS – see rest of chapter below for full details

- **The Overall Group Leader must take reasonable steps to check that any transport used during the visit is suitable, satisfactory, and safe, and that any specific Local Authority or legal requirements are met.** For detailed guidance and recommendations on all specific forms of transport, refer to the Local Authority's generic risk assessments at <http://www.eriding.net/all-ages/educational-visits/risk-assessments/>
- **Visit leaders should ensure that group members comply with safety requirements and expected standards of behaviour, especially when getting on or off transport.** Visit leaders should carry out frequent head counts whilst travelling to check that everyone is present, especially before departing any venue. Buddy groups can help group members to keep a check on each other's whereabouts and welfare during travel.
- **Leaders should be briefed how to supervise groups whilst walking on pavements, or along roads with no pavements, and how road crossings will be managed.** Where available, pedestrian crossings, traffic lights, underpasses and footbridges should be used to cross roads.
- **The "Validation form (V4) for use of private vehicles" (see at this end of this chapter and in Appendix VGA 12.1) contains a suggested form with a checklist of assurances which should be completed by drivers who propose to transport young people in their private vehicles,** and drivers can then be assessed and approved as suitable by the headteacher/manager. For school visits that occur outside school hours (e.g. sports fixtures), it might be simpler for parents/guardians to make their own arrangements for the transport of children to and from an event, but it should be made clear (in writing) that the parents carry full responsibility for making these arrangements, and signed consent should be given to this effect.
- **Where seat belts are fitted in coaches/buses, leaders should take all reasonable steps to ensure that all group members use seat belts throughout the journey, and that the belts are fitted correctly to give maximum security.** The law requires that children up to 135cm tall (around 4'5"), or the age of 12 (whichever comes first) must travel in the correct child restraint (baby/child seat, booster seats/cushion) for their weight and with a seat belt properly fitted.
- **When hiring a bus/coach for an offsite visit, the Visit Organiser is responsible for ensuring that the coach/bus company is reliable and reputable.** The "Coach/minibus hire company enquiry form EV3" (see Appendix VGA 12.2) can be sent to other coach/bus providers to obtain assurances regarding their operating procedures and safety management systems. It is recommended that Leaders check beforehand with the Coach company what back-up is available in the event of an accident or vehicle breakdown.
- **Travel by underground train must be carefully planned as it can be an intimidating and potentially hazardous method of travel for parties of young people,** especially if they have not used it before. It is particularly difficult to keep the group members together, and to supervise them effectively, especially during busy times. The Group Leader must ensure strict supervision and discipline, and provide clear instructions to all group members and staff, especially regarding procedures for getting on and off trains, and what to do if separated from the party.
- **Schools/establishments should establish a clear management system and operating procedures for maintaining, hiring, and driving minibuses and MPVs,** and managers/headteachers should nominate a suitable officer to be responsible for overseeing this and ensuring that policies and procedures are complied with. Checks should be made at least annually to ensure that drivers have a full and correct driving licence, and that the driver has not been convicted of any driving offence, or is suffering from any significant medical condition. Schools and other voluntary organisations/establishments must possess and display a "Section 19 Small Bus Permit" in all self drive minibuses that are either owned or hired for use. Refer also to the Council's 'Driving at Work' policy.
- **Until the law is clarified further, schools/establishments are advised to only allow D1 or D license holders to drive minibuses. The Council's insurance requires all minibus/MPV drivers to have passed a Minibus Driver Awareness Scheme (MIDAS) training and assessment within the past 4 years.** Drivers should not drive if they are feeling tired or unwell. They should not drive for more than the recommended periods, and they must stop for adequate breaks during the journey (see details in 12.18 below).

12.1 Overall responsibilities

- As part of the overall risk assessment process, and in keeping with their legal duty of care, the Overall Group Leader must take reasonable steps to check that any transport used during the visit is suitable, satisfactory, and safe, and that any specific Local Authority or legal requirements are met.
- The level of supervision necessary should be considered as part of the risk management process when planning the journey. Whatever the mode of transport, group members should be made aware of the position of emergency evacuation exits, first aid stations and meeting points. The Visit Leader should also be aware of alternative routes or means of travel in the event of delay or cancellation.
- It is particularly important that young people should be made aware of safety requirements and expected standards of behaviour when getting on or off transport at pick-up and drop-off points (particularly when using UK vehicles abroad).
- Whether travelling on buses, trains, ferries or aircraft, the Visit Leader should set clear expectations about the amount of freedom to 'roam'. Inappropriate behaviour can be a major cause of accidents to young people when travelling, requiring effective supervision at all times.
- Appropriate supervision around busy airport and ferry terminals will depend on the age and maturity of the young people and their familiarity with this mode of travel. Once through security checks at airports it may be appropriate to adopt a slightly more relaxed supervision system.
- Passing through security and passport checks it is important to have staff appropriately placed in the group to deal with any issues that arise.
- For further information, see the Outdoor Education Adviser Panel national guidance via the following webpage: <https://www.oeapng.info>

12.2 Supervision of groups when travelling on foot near roads

- For detailed guidance and recommendations, please refer to the Local Authority's generic risk assessment on "Travel on foot near roads".
- When crossing roads during a visit, the Visit Leader should ensure that young people know how to observe the safety rules set out in the Highway Code and the Green Cross Code and are aware of the direction of traffic flow. It is important that all the staff are briefed as to supervise groups whilst walking on pavements, or along roads with no pavements, and how road crossings will be managed. Where available, pedestrian crossings, traffic lights, underpasses and footbridges should be used to cross roads.
- Visit Leaders should consider whether it is appropriate for young people to wear a high-visibility and easily distinguished article of clothing.

12.3 Planning transport arrangement – general considerations

- Key factors to consider include the following:
 - Number of places/seats
 - Number, type, and use of seatbelts and booster seats (UK and abroad)
 - Competence and qualifications of the driver
 - Driver concentration and judgement (e.g. may be affected by distractions, tiredness or illness)
 - Condition and safety of vehicle or means of transport
 - Length of journey and travel time
 - Number of drivers, driving hours and rest stops
 - Type of journey (e.g. narrow roads or motorways)
 - Traffic conditions
 - Weather and driving conditions
 - Contingency arrangements in event of a breakdown or other emergency
 - Supervision during stopping off points for toilet and refreshments
 - Insurance arrangements
 - Group behaviour and supervision whilst travelling
 - Travel sickness
 - Procedures for safe embarkation/disembarkation

- Drop off/pick up and collection arrangements

12.4 Supervision and group management whilst travelling – key principles

- The Group Leaders must seek to ensure the following:
 - ✓ that young people are actively supervised by appropriate placement of adult supervisors, especially on double-decker buses, trains etc;
 - ✓ that group members who are wheelchair users, or have limited mobility, have been appropriately catered for (specific training for leaders, or additional access/handling/lifting equipment, may be required);
 - ✓ that seat belts and booster seats are correctly fitted and used;
 - ✓ that behaviour does not cause any distraction to the driver or annoyance to members of the public;
 - ✓ that the party knows the location of the emergency exit, first aid, meeting point, fire equipment etc as appropriate;
 - ✓ frequent headcounts or registration as appropriate at key points (especially at getting on/off points). Buddy groups can also help group members to keep a check on each other's whereabouts and welfare during travel;
 - ✓ safety of the party whilst waiting at pick-up points and passage to and from the vehicle, especially during comfort stops;
 - ✓ safety of the party during a comfort stop;
 - ✓ with larger parties, consider buddy systems, and specific delegation of small groups to individual adult supervisors for the entire journey (travel groups);
 - ✓ that baggage is safely stowed and does not block aisles or emergency exits;
 - ✓ that all members of the party clearly understand what freedom they have to 'roam' on ferries, trains etc or use comfort facilities on any transport;
 - ✓ that any bookings on public transport are made early enough to ensure the party can travel together;
 - ✓ that appropriate arrangements are made to reduce the likelihood of travel sickness, and to deal with any incidence. Travel sickness medication should only be administered with the written authorisation of parents/guardians;
 - ✓ the planning for any special/additional needs;
 - ✓ that the predicted weather or any other known circumstance will not hinder the safe passage of the journey;
 - ✓ safety of the party in the event of an accident or breakdown (the possibility of having to supervise young people on the hard shoulder of a motorway at night needs to be considered before the event ever arises!);
 - ✓ access to a first aid kit and a mobile phone especially for long distance journeys;
 - ✓ that alternative plans will enable the journey to be completed in safety should there be a breakdown or other emergency.
 - ✓ adequate toilet and refreshment stops should be planned (and agreed in advance with the driver).
 - ✓ that before any departure, a careful check is carried out to ensure that all young people are on board.
 - ✓ that if the transport home is delayed for any reason, and is unlikely to return home at the planned time, the Overall Group Leader should telephone the home "base" to give advance warning to parents/guardians.

12.5 Use of private vehicles

- Transporting young people in private cars requires careful consideration.
- Establishments who wish to use staff members, volunteer helpers, or other young people to help transport young people to offsite activities and events in their own cars should fulfil their duty of care by carrying out reasonable checks of the drivers, vehicles, and travel arrangements.
- It is not feasible to carry out comprehensive checks on every aspect of the vehicles, driver documentation and history of staff and volunteers. However, an appropriate level of assessment and judgement should be exercised;

- In order to safeguard young people travelling by private car, Managers/Headteachers should ensure that:
 - reasonable evidence is obtained that the driver is suitably qualified, experienced and competent;
 - evidence is obtained that there is adequate and valid insurance covering the intended use (this requires that employees have added “business cover”),
 - evidence is obtained that the driver holds an appropriate and valid licence,
 - evidence is obtained that the vehicle is taxed and roadworthy (e.g. current MOT),
 - evidence is obtained that the vehicle has adequate seatbelts and booster seats, etc;
 - suitable Child Protection checks are carried out if considered appropriate (according to a risk assessment of the situation);
 - drivers are fully aware of school/establishment procedures, and their responsibilities and duty of care (e.g. use of seat belts, keeping to speed limits etc).
 - other than in an emergency situation, or where there is a specific job requirement as a day-to-day duty, staff or volunteer adult helpers transporting young people are not put in a position where they are alone with a young person. A central dropping point for all young people should be arranged, rather than individual home drops.
 - parents are fully informed and their written consent obtained (this may not be possible in emergencies);
- The “Validation form (V4) for use of private vehicles” (see at this end of this chapter and in Appendix VGA 12.1) contains a suggested form with a checklist of assurances (regarding the issues mentioned above) which should be completed by drivers who propose to transport young people in their private vehicles, and drivers can then be assessed and approved as suitable by the headteacher/manager;
- Where there is uncertainty as to a driver’s suitability (e.g. the driver has points on their licence), the Manager/Headteacher should risk assess the situation and make the final decision;
- Whatever the circumstances, drivers of private vehicles should not be permitted if they present a significant risk to the safety or welfare of the young people in any way;
- Schools/establishments can then create a list of ‘approved drivers of private vehicles’, and all parents/guardians can be reassured that reasonable checks have been carried out on all drivers.
- For school visits that occur outside school hours (e.g. sports fixtures), it might be simpler for parents/guardians to make their own arrangements for the transport of children to and from an event, but it should be made totally clear (in writing) that the parents carry full responsibility for making these arrangements, and signed consent should be given to this effect. It should also be made clear when (and how) responsibility for the children will be handed over to the staff supervising the visit, and returned again at the end of the event.
- The driver of any vehicle transporting children or young people cannot drive and supervise at the same time. Therefore a key judgement needs to be made about the likely behaviour and individual needs of the passengers. If any of the children or young people may require close supervision, then another adult should travel in the vehicle so that the driver is not distracted.
- There are specific requirements for Early Years settings. The Early Years Foundation Stage Statutory Framework 2008 requires that “Records should be kept about vehicles in which children are transported, including insurance details and a list of named drivers. Drivers using their own transport should have adequate insurance cover”.
- The law requires that children up to 135cm tall (around 4'5"), or the age of 12 (whichever comes first) must travel in the correct child restraint (baby/child seat, booster seats/cushion) for their weight and with a seat belt properly fitted. This indicates the need for those schools/establishments which transport children of this age/size in private cars to provide a range of restraints themselves, or request parents/guardians to provide these whenever needed. All child restraints must be inspected and reviewed regularly to ensure continued suitability and fitness for purpose. Further information can be obtained from the Council Road Safety team on 01482 395649.
- See also the ERYC Driving for Work policy for further information.

12.6 Use of private vehicles driven by young people

- Particular caution should be applied if it is planned for private vehicles to be driven by young people for official visits that are organised by a school/establishment, and this situation should be avoided wherever possible.
- By the nature of their age and experience, there is a significantly higher risk for young drivers and passengers. Schools/establishments should only consider this option where they are sure of the suitability of the driver, vehicle, and insurance cover (using the same checks as recommended for parents/volunteers above) and after parents/guardians of the drivers and passengers have been fully informed of the proposed arrangements and given their written consent. Drivers should also be briefed thoroughly regarding their responsibilities and the care needed when transporting others.

12.7 Travel by Bus/Coach

- For detailed guidance and recommendations, please refer to the Local Authority's generic risk assessment on "Travel by Coach".
- When hiring a bus/coach for an offsite visit, the Visit Organiser is responsible for ensuring that:
 - the coach/bus company is reliable and reputable (e.g. members of the Bus and Coach Council, the national body for operators of bus and coach services).
 - the operators have the appropriate Public Service Vehicle (PSV) Operators' Licence (professional operators of buses and coaches are legally required to be licensed)
 - the operators have adequate procedures in place to deal with emergencies such as vehicle breakdown.
 - the coach/bus company operates according to legal standards
 - the vehicles hired have the correct number of seats for the group
 - each seat is fitted with a seat belt.
 - a written agreement is obtained from the coach/bus company, clearly specifying departure and arrival times, and confirming the conditions of hire.
 - the driver is suitably qualified and has knowledge of the destination and the travel route to be undertaken.
- ERYC schools/establishments are advised to use only reputable and reliable providers, and appropriate checks should be made. Much of the information and many of the assurances required above may be made available via the company's website, but if in doubt regarding their suitability of an operator, the "Coach/minibus hire company enquiry form EV3" (see Appendix VGA 12.2) can be sent to coach/bus providers to obtain assurances regarding their operating procedures and safety management systems.
- Other than for travel on public service buses or local journeys not on high-speed roads, coaches/buses fitted with seat belts should be used for all educational/offsite visits. Laws and regulations regarding the use of seatbelts vary from country to country, and the Visit Leaders should be fully aware of local requirements. The practice of seating three children on two seats should not be allowed.
- Where seat belts are fitted in coaches/buses, leaders should take all reasonable steps to ensure that all group members use seat belts throughout the journey, and that the belts are fitted correctly to give maximum security. Regulations do not require child restraints (baby/child seats, booster seats/cushions) to be fitted and used for children on buses/coaches, but they can be used if considered appropriate, and the seats and seatbelt arrangements are suitable.
- In the event of an accident or breakdown, the group should remain under the direct supervision of the Visit Leader or Assistant Leaders. If the vehicle is in danger of being hit while broken down (e.g. if it is on the hard shoulder of a motorway or dual carriageway, or is partially blocking a road) the visit leader or driver should ensure that the vehicle's hazard lights are on, and the emergency services are contacted to provide safety support. Whether it is safer to keep the group on board the vehicle, or to disembark and wait elsewhere, is a matter that will need to be risk assessed on the basis of the specific circumstances (e.g. position of the vehicle, weather conditions, if there is a fire onboard etc.). If the decision is to keep the group on board the vehicle, then it is recommended that the rear seats are vacated and the young people moved forward towards the front in case a vehicle crashes into the

coach from behind (but Leaders should ensure that seat belts are refastened immediately after any changes in seat positions).

- It is recommended that Leaders check beforehand with the Coach company what back-up is available in the event of an accident or vehicle breakdown.
- It is good practice to undertake a brief visual inspection of a coach/minibus before departure to check for obvious defects or hazards, such as worn tyres or blocked exits.
- The distraction of drivers as a result of the misbehaviour of group members on a coach or bus can be a significant danger, and leaders should consider carefully the most appropriate and effective means of supervision.
- Double-decker buses/coaches will normally require at least one supervisor on each deck. In any seating arrangements, thought should be given as to where it is best to place leaders, ensuring that the arrangements will support the management of discipline and adult proximity to emergency exits.
- It is recommended that one adult should be seated at the back to command a good view of the vehicle, and to supervise the emergency exit, whilst another adult should sit close to the driver. In some countries it is a legal requirement for adult leaders to be seated next to emergency exits (and onboard toilets), but this should generally be considered as recommended good practice.
- Young people should be instructed to stay seated during the journey, and not to tamper with windows or emergency doors.
- Embarking on planned visits in treacherous weather can have tragic consequences, and Visit Leaders should make contingency plans for this in advance, including agreeing arrangements with the coach/bus company. Visit Leaders will feel more confident about making changes if a pre-assessed plan B is available. Parents/guardians should be informed (in writing) that there is always a risk of a visit being cancelled due to adverse weather conditions, and they should be made aware of any financial risks involved and the extent of the insurance cover (provided by the Local Authority, School, or tour operator). Parents/guardians could be advised to take out their own travel insurance cover if considered necessary. If severe weather is forecast, and the safety of a planned visit is in doubt, the Visit Leaders should consult as soon as possible with the Headteacher/Manager and the LA Educational Visits Officer, as well as the coach/bus company involved before deciding upon the best course of action.

12.8 Travel by Rail

- For detailed guidance and recommendations, please refer to Local Authority's generic risk assessment on "Travel by Rail (and Underground)".
- Plan and book journeys involving rail travel as far ahead as possible in order to reserve seats, preferably together as a group.
- Check with the station the day before the visit in case of changes to rail schedules or other problems.
- Avoid travelling at peak times if possible – especially the London Underground.
- Explain clearly the meeting point - if it is at the railway station, parents/guardians should be informed that they are responsible for their children until the stated meeting time.
- Young people should register with staff on arrival at the station, and plenty of time should be allowed for boarding.
- Contingency plans should be available to deal with any young person who has not arrived at the station by the time the train is due to depart.
- Once on the train, supervising adults should be placed at regular intervals throughout the party of young people.
- A system should be in place to check that all young people board the train and disembark at the appropriate stop. This is particularly important if the party has to change trains in the course of the journey.
- For younger groups, young people may need to be escorted if going to the toilets.

12.9 Travel by Underground train

- For detailed guidance and recommendations, please refer to the Local Authority's generic risk assessment "Travel by Rail (and Underground)".

- This can be an intimidating and potentially hazardous method of travel for parties of young people, especially if they have not used it before. It is particularly difficult to keep the group members together, and to supervise them effectively, especially during busy times.
- The Group Leader must seek to ensure:
 - strict supervision and discipline, and provide clear instructions to all group members and staff regarding the procedures for getting on and off trains, and what to do if separated from the party;
 - avoidance of rush hours, whenever possible;
 - advanced purchase of tickets, whenever possible;
 - young people understand safe procedures for using escalators and lifts, waiting on platforms, getting on and off trains, and travelling whilst aboard (especially if standing room only is available);
 - group members do not, at any time, leave baggage unattended.

12.10 Travel by Ferry

- For detailed guidance and recommendations, refer to the Local Authority's generic risk assessment on "Travel by Ferry".
- Group members should be made aware of the need to respond promptly to any instructions given to them by the ship's personnel.
- Being on the open deck of a ferry is a wonderful experience but the decision as to whether students can be allowed on an open deck and how this is managed should be part of the planning process. Group members should be warned of the dangers of behaving foolishly on the decks and stairways, and the "no running" rule should be emphasised.
- Group members should be discouraged from using the bars, and should not be permitted to purchase alcoholic drinks or cigarettes.
- Group members should be given notes to remind them of the deck number and precise location of the coach, together with its colour and the name, so that group members can return to the coach in good time before disembarkation.
- Emphasise to young people that they must never go away from the public areas – whether invited or not – unless accompanied by a member of staff.
- Buddy systems are advised, and young people should be warned not to wander alone.
- Young people should be told not to carry anything for anyone else through customs.
- Young people should be warned not to tamper with any of the ship's equipment.

12.11 Travel using other forms of watercraft

- For detailed guidance and recommendations, refer to the Local Authority's generic risk assessment on "Narrowboating".
- Whilst it can be reasonably assumed that large vessels such as cross-channel ferries are operating within licence requirements, Leaders who are organising visits involving other forms of watercraft such as pleasure boats, barges, narrowboats and fishing boats should check that such craft and skippers are properly licensed by an appropriate authority and used within the remit of their licence, and that their operating procedures and safety management systems are adequate.
- The provider of the vessel must have adequate public liability insurance (normally at least £5 million).
- Leaders should undertake a risk assessment of the specific form of transport and the journey concerned.
- In particular, leaders should consider if, when, and where personal buoyancy (lifejackets etc.) should be worn. For large groups, especially of small children, the leader should check that the craft has sufficient lifejackets/buoyancy aids of the appropriate size.

Sea and Tidal Waters

- All vessels which carry more than 12 passengers must hold a Maritime and Coastguard Agency (MCA), Passenger Ship Certificate. The Certificate will indicate the number of persons which may be carried and the nature of the voyage for which the certificate is issued.
- A certificate will not be issued for more persons than there are lifesaving appliances for. The certificate should be displayed on the vessel and should show the names of those

responsible for piloting the craft who must, as a minimum, hold a "Boatmaster Certificate" issued by the MCA.

- All vessels under 24 metres in length used commercially for sport or pleasure, and operating from a nominated departure point (NDP) must comply with the Maritime and Coastguard Agency NDP code. These vessels will hold a yellow code certificate and be noted for a particular "area of operation".
- Vessels that carry less than 12 passengers and do not "proceed to sea" i.e. operate closer to land than three miles may, alternatively to the MCA NDP code, have a local authority licence. (Not all local authorities issue such licences.) As a minimum, such vessels should carry life saving and fire appliances. It should be possible to check these licences through the relevant local council offices.
- For further information contact the MCA 24 hour Helpline on telephone: 0870 600 6505.

Inland Waters

- Inland waterways fall mainly under the remit of the Canal and River Trust (see www.canalrivertrust.org.uk), the Environment Agency or the local authority.
- All craft operating on these waters need to be licensed by the relevant authority and licences need to be clearly displayed on the craft.
- The Inland Waters Small Passenger Boat Code is a best practice guide for vessels carrying no more than 12 passengers on inland waters designed to ensure safety, technical and competency standards are met. This includes trip boats, hotel boats and water taxis operating in harbour areas, estuaries, lakes, rivers and canals. The Code is available from http://www.dft.gov.uk/mca/final_brochure-2.pdf and it lays down benchmark safety standards.

Air Travel

- For detailed guidance and recommendations, refer to the Local Authority's generic risk assessment on "Travel by Plane".
- Air terminals are busy places and Group Leaders should ensure that the party stays together before embarkation.
- Visits to toilets, especially for younger children, should never be alone.
- Everyone must pass through the X-ray equipment so warn group members not to say or carry anything that might cause them to be searched or provoke a security alarm.
- Luggage should be securely fastened, and it is useful if all the party's luggage can be marked with the same easily identifiable label for quick removal from a carousel.
- Agree seating arrangements with the airline so that all members of the party are seated together.
- Young people should be told not to carry anything for anyone else through customs.

Other forms of transport

- There are many other different forms of transport (including trams, cable cars, smaller watercraft, etc) and these each have individual requirements. Visit leaders should carry out a specific risk assessment to identify any significant hazards involved, and to agree control measures which will reduce risks to an acceptable level. Contact the LA Educational Visits Officer (tel. 01482 392417) to discuss any specific areas of doubt or concern
- Group Leaders should obtain or have previous experience of all forms of transport that the group plans to use so that risks can be realistically assessed and managed.
- Sufficient time should be allowed before use to allow group members to be fully briefed regarding safe operating procedures.

12.12 Travel by Minibus and MPVs – Licensing requirements (including Section 19 Permits) and responsibilities for school/establishments

- For further detailed guidance and recommendations, please refer to the Local Authority's generic risk assessment on "Travel by Minibus" and consult with the Local Authority's Passenger Services.
- Minibus users should also be familiar with, and comply with the East Riding of Yorkshire Council's 'Driving for Work' policy.

- The term “Minibus” refers to passenger carrying vehicles fitted with between 10 and 17 seats including the driver (9 to 16 passenger seats). Further information is available at www.direct.gov.uk/motoring and www.direct.gov.uk/en/TravelAndTransport. The terms “Multi-Purpose Vehicle” (MPV) or “People Carrier” refers to vehicles with more than 4, but less than 9 passenger seats (i.e. between 5 and 9 seats in total, including driver).
- For schools/establishments that use their own minibuses, both national and Local Authority regulations and guidance apply.
- It should be noted that:
 - the Manager/Headteacher (and Governing Body in schools and academies) are responsible for the management, maintenance, and usage of their vehicles;
 - the driver is responsible for any vehicle they are driving, and must observe all legal requirements, Local Authority Guidelines and school/establishment policy;
 - any use abroad is subject to the prevailing regulations of the countries concerned;
- Schools/establishments should establish a clear management system and operating procedures for maintaining, hiring, and driving minibuses and MPVs, and managers/headteachers should nominate a suitable officer to be responsible for overseeing this and ensuring that policies and procedures are complied with.
- The responsible person must maintain a list of authorised minibus drivers and checks should be made at least annually to ensure that a full and correct driving licence is held, and that the driver has not been convicted of any driving offence, or is suffering from any long term medical condition. (Any significant concerns or changes must be notified to the LA Transport Services team and Insurance Services team for consideration). The list, together with copy of driving licences, should be retained centrally by the school/establishment and be available for audit as required.
- The responsible person should ensure that vehicles are maintained and serviced regularly and that suitable checks are routinely carried out to inspect for defects and to identify necessary repairs. Managers should provide a suitable checklist for drivers to carry out and record these systematic checks (see details below).
- When a school/establishment runs a minibus (whether it owns or hires the vehicle) for Hire or Reward, then a Public Service Vehicle (PSV) Operator’s Licence is required, and the vehicle must have a tachograph, unless a Section 19 Permit is held for the vehicle.
- “Hire or Reward” includes when:
 - A payment is made, directly or indirectly, which gives passengers the right to be carried in the minibus (e.g. payment for a school trip).
 - A payment is made, directly or indirectly, to the driver of the minibus (e.g. driving during paid employment).
- Schools and other voluntary organisations/establishments must therefore possess and display a “Section 19 Small Bus Permit” in all self drive minibuses that are either owned or hired for use.
- The law is such that a charge of any description, either direct or indirect, made to passengers of a vehicle with 8 or more passenger seats will deem the vehicle to be operating for “hire or reward”, and a “Section 19 Small Bus Permit” must be displayed.
- This permit enables non profit-making bodies such as schools/voluntary organisations/charities etc. to charge for providing transport without having to comply with the full PCV operator and PCV driver licensing requirements.
- Therefore, with a Section 19 Permit, schools/establishments can legally drive minibuses for hire and reward (but not profit). As some payment is made for most minibus journeys, either directly or indirectly, schools/establishments must be in possession of and display a permit in each vehicle used, or else the driver risks endorsements and/or substantial fines.
- Schools/establishments should obtain a separate permit for each of its own minibuses (and the permit should be clearly displayed and be easily readable in the windscreen like a tax disc) and have available a number of spare permits that can be placed temporarily in any hired minibuses.
- Ignoring the regulations on driver and vehicle licensing could be very costly for the driver and/or the school/establishment.
- The permits are not minibus or person specific, but can be transferred from bus to bus.
- Section 19 Permits are not valid outside the UK.

- East Riding schools/establishments can obtain a permit from ERYC Passenger Services provided that evidence can be provided that minibuses will be operated in accordance with this guidance. Permits last for 5 years and must be renewed before the expiry date. Permits can also be sourced from the Community Transport Association or the Vehicle & Operator Services Agency (VOSA) at a cost of approximately £10 a permit.
- Systems must be in place though to ensure that the permit(s) are not lost, and to ensure that any out-of-date licences are replaced. If the permit is faded and the content cannot be read easily, it is important that it is replaced immediately.
- Operating MPV's is a little more complex and upto date guidance should be sought from the Community Transport Association. No additional licensing is normally required by a school/establishment for the use of MPVs or People Carriers and a Section 19 permit is not normally required for these vehicles.
- School/establishment managers should take copies of driver licenses to ensure that they can legally drive the minibus, and check these licenses for any points or codes (N.B. for example, the code DR10 indicates a drink driving conviction and IR codes indicate driving without insurance. It is vital that copies are taken of driver licenses to ensure that they can legally drive the vehicle and check these licenses for any points or codes. It is important to note that DR10 = a drink driving conviction and IR codes involve driving without insurance. There can also be endorsement codes which need to be checked - for example, if someone has an O1 code against their license this means that they must wear eye sight correction when driving.
- For further guidance on minibus legislation, contact the ERYC Fleet Services Manager on (01482) 395508.

12.13 Travel by Minibus – Drivers Licensing requirements

- Everyone who passed their test before the 1st of January 1997 should have a D1 entitlement on their license which allows them to drive minibuses of up to 16 passenger seats for hire and reward (N.B. If drivers have had to renew their driving licence, then D1 is not automatically renewed unless requested. Drivers should therefore check their licences and ensure that D1 is still on their licence, and request for it to remain whenever the licence needs renewing).
- Drivers who passed their driving test on or after 1 Jan 2007 were not automatically issued with D1 on their licences and do not therefore have an entitlement to drive a minibus. These drivers can obtain a D1 by undertaking a PCV course and assessment.
- However, a D1 licence is not legally required to drive a minibus when ALL of the following conditions apply:
 - The driver is acting as a volunteer (i.e. receives no consideration for driving the vehicle).
 - The minibus is being operated by a non-commercial body for social purposes.
 - There is a Section 19 Permit, OR no payment is being made which gives passengers the right to be carried in the minibus (e.g. payment for a school trip).
 - The minibus's Maximum Authorised Mass is below 3.5 tonnes (4.25 tonnes if including specialist equipment to carry disabled passengers).
 - The driver is over 21 and has had a car licence for at least 2 years.
 - No trailer is being towed.
 - The vehicle is within the UK.
- There is no clear legal definition of when a driver is acting as a volunteer. The Department of Education and Department of Transport have issued guidance which states that there are certain circumstances when a teacher could be regarded as acting as a volunteer, but this has not been tested in the courts, and some advisers maintain that as teachers are being paid for their overall professional services, they would be indirectly paid for any minibus driving that they might undertake as part of their work.
- The driver risks potential prosecution (and the possibility of a fine or the loss of their licence) if found to be driving not in accordance with their licence. The driver may also find that they are not covered by the Council's insurance, which could have serious consequences.
- Consequently, until the law is clarified further, schools/establishments are advised to only allow D1 or D license holders to drive minibuses.
- Staff in this position can only gain entitlement to drive minibuses if they pass a further PCV test. This test normally involves a period of specific training, together with a full medical

assessment, a written examination, and a practical driving assessment. For further advice, contact the LA Educational Visits Officer (tel. 01482 392417).

12.14 Travel by Minibus – Employer requirements for drivers

- It is important to appreciate that drivers have a legal duty of care for any young people they may transport in a minibus or MPV, and that the handling characteristics of a minibus or MPV may differ significantly from a standard car.
- See also the latest ERYC Driving for Work policy for further information.
- The East Riding of Yorkshire Council's insurance therefore requires all persons who intend to drive a minibus carrying young people to meet the following requirements:
 - be over 25 years of age (even if they hold a PCV licence);
 - have held a full driving licence for at least two years;
 - have no significant convictions for moving traffic offences. All offences (including fixed penalty offences, apart from fixed penalty parking offences) and any involvement in motor vehicle accidents must be declared and referred (in writing) to the Council's Transport Services team and the Council's Insurance Team for specific consideration. Staff should cease to drive until specific approval is given.
 - to be medically and physically fit to drive. Drivers must not be suffering from a serious medical condition, e.g. heart condition, epilepsy or diabetes, history of fainting or blackouts, or be on a course of medication or treatment which might affect their ability to drive. All significant medical conditions must be declared and referred (in writing) to the Council's Transport Services team and the Insurance Services team for specific consideration. Staff should cease to drive until specific approval is given.
 - have completed and passed a Minibus Driver Awareness Scheme (MIDAS) training and assessment within the past 4 years. MIDAS is a nationally recognised qualification in driving minibuses and MPV's, and the training and assessment courses last for 1 day. MIDAS training can be undertaken with Passenger Services (please email transport.operations@eastriding.gov.uk) or with any other suitably qualified trainer (www.ctauk.org can advise). Where an outside body does MIDAS training or if a member of staff arrives already having one a copy of their certificate should be forwarded to ERYC Passenger Services. Training must have occurred within the last four years as MIDAS certificates are only valid for 4 years and must then be renewed. MIDAS is strongly recommended as a requirement for all minibus/MPV drivers in all schools/establishments, even if they do not use ERYC insurance.

12.15 Travel by Minibus – Minibus maintenance and repair

- Establishment Heads/Managers have responsibility for the maintenance and standard checks of vehicles based at their establishment, unless such responsibility is specifically delegated elsewhere.
- Schools/establishments that own or lease vehicles should nominate a suitable responsible person for ensuring that suitable systems are in place for checking that minibuses are properly maintained and that drivers are qualified and fit to drive.
- School/establishment-owned minibuses should be serviced and maintained at regular intervals, and records kept of reported faults and defects, and any repairs/work carried out.
- There must be a clear procedure for informing others of any repair work that is still outstanding.
- Every time a vehicle is used, the driver (who is responsible) should carry out a systematic check of the vehicle to ensure that the vehicle has no significant defects. Records of these checks should be signed and kept for a minimum of 15 months. Hire vehicles are not exempt and are subject to the same system. Suitable stationary for this purpose is provided by ERYC Fleet Services for all vehicles which they maintain. In other cases the Community Transport Association can provide suitable stationary. There must also be a clear system for reporting, recording and informing others when a vehicle is not roadworthy and not to be used (see details in following section).
- The person responsible must ensure that the service history, insurance and other relevant documents are kept up-to-date.

- If tachographs are not fitted, simple records of all journeys must be kept, giving details of the destination, miles travelled, length of journey and name(s) of driver(s).
- Where a vehicle is hired, the hirer should be asked to provide appropriate written information and assurances regarding their maintenance system. This should show who is responsible for maintenance and how often it is carried out. A copy of this should be kept on file as this will provide evidence that staff have taken responsible steps to ensure that the vehicle is safe.
- Schools/establishments which have an owned or leased vehicle should source a suitably qualified and reputable maintenance contractor. The agreement with the maintenance contractor should outline:
 - how often the vehicle is to be maintained – there is no legal stipulation on this; it must be what is appropriate for the vehicle's mileage. In general, however, maintenance inspections are recommended at least every 10 weeks, irrespective of how often the vehicle is used.
 - who is responsible for day to day defects and how quickly they will be rectified.
- Copies of all maintenance records and inspection sheets should be kept and available on demand to VOSA. VOSA will hold schools/establishments liable for maintenance of the vehicle, not the maintenance contractor, and so it is vital that managers ensure that these records are kept safely. All inspection sheets should be checked to ensure that they have been signed and any defects rectified.
- ERYC Fleet Services can undertake maintenance of schools and college vehicles. Contact (01482) 39 5781 for more details.

12.16 Minibus travel – Council insurance

- The Council's Motor Vehicle policy operates to cover school-owned minibuses that have been registered with the Council's Insurance team, provided establishments comply with these regulations or any subsequent guidelines issued by the Council.
- Additional self-drive hired vehicles can also normally be insured, providing details are given to the Council's Insurance team (tel. 01482 394191 email insurance@eastriding.gov.uk).
- The insurance only applies to:
 - official activities in line with any organised programme for the visit.
 - the use of the minibus by any East Riding of Yorkshire Council establishment for official journeys.
 - liability to the public, including passengers, in respect of claims for personal injury and damage to property.
 - legal costs and expenses incurred with the insurance company's consent, via the Insurance Group, including the defence of proceedings under the Road Traffic Acts.
 - loss or damage to the vehicle arising through accident, wilful damage, fire, explosions, self ignition, theft or attempted theft.
- There is no insurance cover by the Council's insurers for any of the following:
 - drivers who have not been authorised by the Transport Services team to drive minibuses.
 - family and personal use by members of staff or friends, e.g. holidays and visits to the theatre.
 - hire or use by outside organisations, e.g. Scouts, Guides and Charity organisations.
 - equipment carried in vehicles should it be damaged, unless specially covered.

12.17 Travel by Minibus – Driver responsibilities and supervision requirements

- Minibus drivers must:
 - Understand that they are legally responsible for the condition of the vehicle, including compliance with requirements for carrying safety equipment (e.g. fire extinguisher, warning triangle, first aid kit, reflective jackets).
 - Ensure that they meet the driver licensing requirements.
 - Comply with transport regulations and the requirements of the vehicle's insurance cover.
 - Comply with their employer's and establishment's policy requirements.
 - Ensure that the vehicle is not overloaded, and that the total weight does not exceed the vehicle's Maximum Authorised Mass (MAM).
 - Use a tachograph if it is fitted or if required to do so (e.g. driving abroad; driving for hire or reward in the UK without a Section 19 Permit).

12. Transport and travel arrangements

- Not drive when taking medication or undergoing treatment that might affect their ability or judgment.
- Have regular medical checks including eyesight tests, and not drive if there is any suggestion that the driver's eyesight is not sufficiently good to drive safely.
- Know what to do in an emergency, including how to use fire fighting and first aid equipment.
- Avoid driving for long periods and ensure that rests are taken when needed (see guidance on Drivers Hours below).
- Observe minibus speed limits (which are generally lower than those for a car).
- As the driver is responsible for the vehicle, before departure, he/she should undertake a brief visual inspection of the vehicle, checking for obvious signs of damage, oil and fuel leaks etc., and to assess the proximity of other vehicles, obstacles and persons. In addition the driver should carry out a reasonable check of the vehicle for any damage/defects to the following:
 - Levels of brake fluid, coolant, engine oil, windscreen washer fluid, and power steering fluid (if applicable);
 - Tyre pressures, damage and wear;
 - Lights, horn, indicators, mirrors, windscreen wipers and washers;
 - Seat belt condition and operation
 - Brakes, handbrake, foot controls and steering
 - Speedometer and other dashboard instruments
 - Access and egress - ensure all doors are unlocked and aisles are not obstructed
 - Fire extinguisher and first aid kit complete and operational
- Findings of the vehicle check should be recorded and any defects reported, and the check signed and dated. Managers should provide a suitable checklist for drivers to carry out and record this systematic check.
- If possible, correct/repair any defects, but the vehicle must not be driven if any essential maintenance/repairs have still not been completed, and the vehicle is not fully roadworthy:
- Before departure the driver should also:
 - familiarise themselves with all the controls and their operation;
 - make any adjustments to mirrors, seat position etc;
- Wherever possible, an additional adult, besides the driver, should normally accompany minibus journeys carrying young people, as the driver cannot reasonably be expected to drive and supervise at the same time.
- It is preferable if the additional adult is also authorised to drive establishment minibuses – this gives extra flexibility, especially on longer journeys, or if the main driver feels tired or unwell. In determining the staffing ratio necessary to ensure effective supervision, schools/establishments should consider the factors that might influence the safety of the driver and passengers. These factors include:
 - The length of the journey and time of day when it takes place.
 - The weather and road conditions.
 - The route and the familiarity of the driver with this route.
 - The nature of the group (e.g. age/maturity/special needs/behavioural issues) and the level of behaviour management or support they are likely to require during the journey. In any seating arrangements, thought should be given to where it is best to place leaders, ensuring that the arrangements will support the management of discipline and adult proximity to emergency exits.
 - The overall workload of the driver during the day (other responsibilities and duties undertaken or planned by drivers).
- Based on an assessment of these factors, schools/establishments should decide whether a sole leader (who is also the driver) is sufficient (e.g. short journey, small groups of young people who are unlikely to present any supervision issues), or if additional staffing is required to supervise young people and/or share driving duties during the journey.
- However, where the young people involved are generally of a responsible nature, such that their safety is unlikely to be in jeopardy, the Manager/Headteacher may exercise discretion and permit the minibus to be driven without an additional adult being present. This decision can only be taken by the Manager/Headteacher, and after a suitable risk assessment has been carried out and recorded.

- On journeys of over 2 hours, or 100 miles (one way) a reserve driver should normally be available. This may be the additional adult, as described above.
- Minibus drivers should be aware of:
 - Speed Limits - these are not the same as for a car - see Highway Code for current limits.
 - Payload - the appropriate weights and capacities may be found in the vehicle handbook. These are determined by the manufacturer, and exceeding them may cause the vehicle to become unstable and dangerous. In addition the driver may be liable to prosecution.
 - Carriage of goods, including timber and furniture may bring a minibus into the “goods” range. Any such goods that are the property of the establishment may be carried, provided no modifications are made to the vehicle to enable such carriage to be effected.
 - Emergency procedures in the event of a breakdown or accident – under most circumstances, group members should be evacuated from the minibus to a safe position, preferably some distance beyond the roadway/hard shoulder.
 - Passenger numbers in the minibus must never exceed the number of seats detailed on the vehicle’s registration document.
 - Any accident involving the minibus must be notified at once to the Council’s Insurance Services team, whether or not injury or damage occurs.
 - No charge either direct or indirect may be levied on passengers travelling in a minibus with more than eight passenger seats unless the minibus is licensed as a passenger carrying vehicle and the driver holds a PCV drivers licence, or alternatively the minibus has a Section 19 “Small Bus Permit” (see section above). Whatever the case, the charge must not be to provide a profit. If direct charges are made, the Insurance Services team must be notified as it may jeopardise the insurance policy.
 - Seat Belts regulations:
 - Each child should have their own separate seat and seat belt.
 - The basic minimum requirement in minibuses is for a lap belt to be fitted to each seat used by a child who is 3 to 15 years of age inclusive.
 - Seats used by children must be forward facing. Bench seats facing inwards must not be used by children.
 - For children under the age of 14, it is the driver’s responsibility to ensure seatbelts are worn (N.B. drivers should go around each passenger and check that seat belts are worn and fitted correctly).
 - Group members should be instructed to keep the belts on whilst travelling, and the driver should stop the vehicle if this instruction is not being adhered to.
 - The regulations apply, irrespective of whether a vehicle is owned, hired or loaned without charge.
 - Regulations do not require child restraints (baby/child seats, booster seats/cushions) to be fitted and used for children on minibuses, but they can be used if considered appropriate, and the seats and seatbelt arrangements are suitable. The regulations do apply to MPVs.

12.18 Travel by Minibus – Drivers hours and use of tachographs

- A volunteer driving with a Section 19 Permit in the UK does not have to comply with any legal requirements on driving hours. However, an employee driving with a Section 19 Permit in the UK must comply with UK Domestic Regulations, unless they drive for less than 4 hours a day in any week. Driving is defined as “being at the controls of a vehicle for the purposes of controlling its movement, whether it is moving or stationary with the engine running, even for a short period of time”. The UK Domestic Regulations state that in any working day, the maximum amount of driving is 10 hours. After 5.5 hours of driving a break of at least 30 minutes must be taken, during which the driver is able to obtain rest and refreshment. Alternatively, within any period of 8.5 hours in the working day, total breaks amounting to at least 45 minutes must be taken so that the driver does not drive for more than 7 hours and 45 minutes. The driver must in addition have a break of at least 30 minutes to obtain rest or refreshment at the end of this period, unless it is the end of the working day. However, the East Riding of Yorkshire Council provides stricter guidelines on minibus driver hours which should be complied with (see details below). This is because many drivers will need more

frequent rests than required by law. The legal driving hours requirements assume that drivers do not do other work on the days they are driving: if a driver is doing other work (e.g. teaching) on the same day as driving, then special care should be taken not to drive while tired.

- Driving a minibus carrying young people can be more tiring and stressful than driving a car, and it is a significant responsibility that should never be undertaken lightly. If a driver feels tired or unwell, he/she should assess carefully if they are still fit to drive, or if a period of rest is required. If in any doubt, the driver should not continue to drive, and alternative arrangements must be made (even if that means an additional unplanned overnight stop).
- In consideration of the above, the East Riding of Yorkshire Council recommends that any person driving a minibus carrying young people should work within the following guidelines:

Maximum working day (inclusive of any other work activity - e.g. 8 hours teaching + 5 hours driving)	13 hours (one driver, including driving hours) 16 hours (two drivers, including driving hours)
Minimum daily rest period (i.e. period in 24 hrs when not working or driving)	11 hours
Maximum time spent driving without a break (drivers may require shorter time to remain alert)	2 hours 30 minutes
Maximum total driving time per driver (in any 24 hr period)	5 hours
Minimum rest period (between periods of driving)	45 minutes

- The working day is not limited to driving time or to time spent working on, or in connection with, the minibus. It includes any other time spent acting under an employers' specific instructions, e.g. teaching. Any time spent driving for another employer (e.g. part time coach driving) must be notified to the principal employer.
- Where a tachograph is fitted to a vehicle, all drivers should have tacho cards/charts and use them to record their journeys. For trips within the UK there is no current requirement for vehicles to have a tachograph, although where the trip is over 50kms it is advisable to keep some form of record which shows when the driver took a rest. ERYC Fleet Services can assist schools/establishments in setting up the tachograph systems – for more details, contact (01482) 39 5781.
- Anyone driving outside the UK, or in the UK under a PSV Operator's Licence (i.e. without a Section 19 Permit), must comply with EU/AETR (European Agreement Concerning the Work of Crews of Vehicles Engaged in International Road Transport) regulations on driving hours and tachographs. Further guidance, including detailed information on EU/AETR regulations can be found in 'PSV 375 – Rules on Drivers' Hours and Tachographs' published by VOSA (the Vehicle and Operator Services Agency). Severe penalties can be administered by the courts for contravention of these regulations. For any trips to Europe advice should be sought from the Community Transport Association before the trip.
- These guidelines on minibus driving hours are subject to change. Although any person working within these guidelines will be working within the current British law, uptodate advice on drivers' hours regulations can be sought from the Community Transport Association (tel.0845 130 6195 or email at advice@ctauk.org)

12.19 Travel by Minibus – Use of Trailers and Roof Racks

- The use of roof racks on minibuses is not recommended - the addition of extra weight on the roof will raise the centre of gravity and make the vehicle more unstable.
- If the use of a roof rack is unavoidable, users must ensure the minimum weight possible is carried and extra care taken, especially when driving around corners.
- Ensure that any roof rack is securely fitted to the vehicle and access is available (on a minibus this is usually a ladder permanently attached to the vehicle).
- Securely stow luggage using appropriate restraining straps ensuring no loose or trailing ends.

- It is recommended that a qualified instructor gives additional specific training, and assesses the driver as competent, before any journeys involving trailers are undertaken.
- When using trailers with minibuses, the extra length of the combination and reversing frequently cause problems.
- On every occasion that a trailer is used, apply the relevant checks listed above and, in addition, ensure that the trailer and its connections, together with any break away cable, are securely attached to the vehicle and all locking devices are inserted.
- Electrical connections must enable a full set of lights to be operated on the trailer, and these must be checked to ensure they work correctly.
- The vehicle's registration plate should be clearly fixed and visible on the rear of the trailer.
- Do not exceed the load capacity of the trailer or the towing capacity of the vehicle.
- Ensure that any load is properly secured using appropriate restraining straps and there are no loose or trailing ends.
- When fully loaded, a trailer must not weigh more than the unladen weight of the vehicle. A driver with a D1 licence can tow a trailer of up to 750 kg when loaded. A category E licence is required for a heavier trailer. However, a driver who obtained a D1 licence before 1997 can drive a heavier trailer, with a Maximum Authorised Mass of 8,250 kg for the vehicle and trailer combined.
- The use of a trailer should not restrict emergency access from the vehicle. If a trailer prevents the back doors of a minibus being used in an emergency, then an alternative exit must be provided, such as an additional sliding door on the offside.
- Different speed limits apply when a trailer is being towed. These are available at www.direct.gov.uk/en/TravelAndTransport/Roadsafetyadvice.

12.20 Travel by Minibus – Driving Abroad

- Before driving a minibus in any country outside the UK, the current specific regulations of that country should be checked carefully. Many European Union regulations apply in the UK, but the UK has negotiated certain exemptions, and these exemptions do not apply when driving outside the UK.
- Vehicles of up to 9 seats, including the driver, may be driven by those holding a valid car licence, but for minibuses with more than 9 seats, the driver must hold a valid Passenger Carrying Vehicle (PCV) licence.
- A D1 licence is valid for temporary visits to Europe. However, Section 19 (or 10B) Permits are not valid outside the UK, and so the following considerations apply if the minibus is driven for hire or reward (which will be the case for the majority of educational/offsite trips etc.):
 - The D1 licence must have been obtained by passing a PCV driving test (i.e. have been obtained since 1st January 1997).
 - The employer or establishment must hold a Public Service Vehicle (PSV) Operator's Licence.
 - Outside Europe, an International Driving Permit may be required (in some countries a translation of a UK licence is permitted).
- In Europe, the following documents must be carried (this list may not be exhaustive):
 - a control document ('Waybill'), or an Own Account Certificate (OAC) for nonprofit organisations using their own minibus;
 - insurance certificate;
 - European accident form;
 - Vehicle Registration Document or Vehicle Hire Certificate;
 - permission to drive from the vehicle's registered owner;
 - driver's licence;
 - passports for the driver and all passengers;
- A tachograph must be used in Europe, and in the UK when on an international journey even if a tachograph would not be required for a domestic journey. The driver must comply with EU driving hours rules, even when within the UK. Journeys to the Republic of Ireland do not require a tachograph. In addition, extra equipment such as the following may be required (this is not a comprehensive list and may vary from country to country):
 - GB sticker

- Warning triangle
- First Aid
- Fire extinguisher
- 2 high-visibility vests
- Spare bulbs
- Breathalyser
- Any minibus taken abroad should have a full mechanical service prior to departure.
- Minibuses taken outside Great Britain require special insurance cover and special attention must be paid to European Union drivers hours regulations.
- Advice on such regulations may be obtained from the ERYC Passenger Services well in advance of a planned journey. Applications for extended insurance must be submitted to the Council's Insurance Services team (01482 394191), at least one month prior to the intended departure date.
- All group members need to be made aware of unfamiliar right hand traffic. Extra care must be taken when parking UK coaches and minibuses to avoid left side passenger doors opening straight onto passing traffic.

12.21 Travel by Minibus - Drivers' Hours When Driving Abroad

- EC regulations concerning drivers' hours require a tachograph to be installed and used for international journeys by passenger vehicles with ten or more seats, (including the driver).
- The tachograph must be used continuously from the departure point in the UK until the journey is completed back to the UK.
- The rules limiting driving hours should be understood and adhered to by drivers, more detailed information is available from the Department for Transport.

12.22 Travel by Minibus - Green Card insurance and Breakdown Cover

- In spite of many of the European Countries being member states of the EU, it may still be necessary to obtain additional Green Card Insurance to cover the period of your visit abroad.
- It is advisable to take out a motoring organisation's Overseas Breakdown Insurance to cover any possible vehicle failure whilst abroad. This will ensure the safe repatriation of both vehicle and passengers to the UK or to the destination, in the event of vehicle breakdown.

12.23 Travel by Minibus - Road tolls when driving abroad

- Motoring Organisations can supply you with details of any road and motorway tolls.
- A number of countries, such as Austria and Switzerland, require motorists to pay for specific permits in order to use the country's motorways, and financial penalties for non-compliance may be quite severe.
- Other non-EU countries may also levy a charge for entering the country and using the road network.

12.24 Travel by Minibus – Documentation when driving abroad

- The following documents are necessary for passenger vehicles undertaking international journeys:
 - passenger Waybills (or Own Account Certificate for school's own minibuses) listing all drivers and passengers and full details of journeys to be undertaken;
 - a model Control Document that gives translation in different languages for the Passenger Waybill;
 - sufficient tachograph charts for all drivers for the total duration of the visit;
 - all drivers must carry their ordinary Driving Licence plus an International Driving Licence if necessary;
 - passports, visas and relevant personal documentation;
 - a copy of the vehicle Registration Document.

12.25 Travel by Minibus - Vehicle preparation before driving abroad

- A thorough preparation of the vehicle is vital before undertaking a journey abroad.
- Drivers should contact a suitable Motoring Organisation to establish what equipment is required by each country to be visited.

- Requirements or recommendations are likely to include:
 - headlamp deflectors or amber headlight paint to enable the beams to dip to the other side of the road;
 - a spare set of all bulbs, a warning triangle and fire extinguisher;
 - a GB plate should be affixed to the rear of the vehicle and any trailer;
 - it is advisable to carry some spare parts such as fan belts etc;
 - ensure all tyres are legal and are inflated to the correct pressures including the spare wheel;
 - always make sure that the vehicle is topped up with fuel; spare cans of fuel must not be carried in a passenger vehicle;
 - luggage must be distributed evenly across any roof rack. Any luggage or equipment in the vehicle must be securely fastened clear of all windows, emergency exits and aisles;
 - any hand luggage must be securely stored under the seats.
- For regulations concerning towing trailers abroad, contact the ERYC Transport Services team for detailed guidance.

12.26 Travel by Minibus - on the spot fines when driving abroad

- Drivers who infringe the rules on documentation, drivers' hours and other traffic regulations such as speeding may be charged with an offence by enforcement officials in other countries and may be liable to on the spot fines.
- Be careful to obey all regulations when travelling abroad.

12.27 Use of private cars abroad

- If using private cars abroad, Visit Leaders should refer to the relevant sections above and, for safety reasons, are recommended to observe the drivers hours required for minibuses.



VALIDATION FORM (V4) FOR USE OF PRIVATE VEHICLE

Your offer of support to transport young people to offsite activities and events that are organised by the school/establishment is greatly appreciated. To safeguard everyone involved, all drivers of private vehicles are asked to provide the following information and assurances by placing a tick or cross in each box below and adding comments where appropriate. Managers/Headteachers can then use this information to assess the suitability of drivers and vehicles for transporting young people. (N.B. a crossed box does not necessarily mean that you cannot be used as a driver, but managers need to be aware of all relevant issues to make informed decisions). Thank you for your assistance and support.

NAME OF DRIVER	MAKE AND MODEL OF VEHICLE(S)	REGISTRATION NUMBER(S)

- The vehicle has a valid MOT certificate (where required – i.e. all vehicles over 3 years old);
- The vehicle is regularly serviced, and kept in safe roadworthy condition;
- I understand that I am not covered under the establishment’s insurance for the use of my vehicle;
- I have current motor vehicle insurance covering the vehicle(s) and myself;
- My vehicle insurance cover includes the voluntary transport of young people (parents/adult helpers);
- My motor vehicle insurance includes business cover (employees) – also complete section overleaf;
- I am aged 23 years or over;
- I have a valid full driving licence suitable for the type of vehicle;
- I am an experienced driver who has held a full driving licence for at least 2 years;
- I have not had past convictions (in the last 5 years), and am not facing impending prosecution, for any significant driving offences (e.g. drink driving) ;
- I have no points or endorsements on my driving licence (if yes, please state details below);

- I have no previous convictions or ongoing investigations regarding offences against young people;
- I am healthy and fit to drive, and will not drive under the influence of alcohol or drugs;
- I shall ensure that all passengers wear correctly fastened seatbelts;
- I am aware that any formal payment for petrol or mileage cost could invalidate my insurance unless it had been previously declared to the insurance company;
- I will not transport a young person on their own (other than my own child) as part of any journey;
- I agree to show supporting documentation of the above to relevant managers, if requested;

Further information provided by the driver:

Under the terms of the Data Protection Act 1998, we must inform you of the following:

By signing this form you are giving your explicit consent to East Riding of Yorkshire Council to process your data for the purpose of monitoring health and safety, in accordance with relevant legislation. This may involve sharing relevant information with local regulatory bodies.

- I will immediately notify the Manager/Headteacher in writing of any changes to the information provided above, and will not transport young people until further written approval has been given.
- I consent to East Riding of Yorkshire Council processing the information detailed in this form.

Signed..... (driver)

Date.....



VALIDATION FORM (V4) FOR USE OF PRIVATE VEHICLE

Recommended checks:

	Date checked	Copy taken?	Signed by
Driving licence			
Vehicle MOT			
Vehicle insurance			

I am satisfied that this driver is suitable to transport young people using their private vehicle

Signed..... (Headteacher/Manager) Date.....

ADDITIONALLY, FOR EMPLOYEES:

My insurance includes business use in addition to social, domestic and pleasure.

The vehicle I shall be using is/is not* insured in my name. (N.B. If you are driving as a “named driver” on someone else’s insurance, the cover is usually restricted to social, domestic and pleasure purposes. As an employee, you will need to check that you may use the car for business.) As a named driver and an employee, I confirm that the insurance covers me for business use.* (* Delete as appropriate or if not applicable).

Signed..... (driver) Date.....

I am satisfied that this driver fulfils the necessary requirements to transport young people by private vehicle

Signed..... (Headteacher/Manager) Date.....

Parental/Guardian Consent form for their child to be transported in another adult’s vehicle

- There may be occasions in which your child could be transported to an offsite activity or event in the car of a staff member, parent/guardian or other adult helper.
- The conditions under which other adults are approved to use their own vehicles are listed above.
- I give permission for my son(s)/daughter(s)..... (full names) to be transported in the vehicle of another parent/adult helper or staff member providing the driver and vehicle have been assessed as suitable by the Headteacher/Manager using the information provided on this form.

Signed: Date.....

Relation to child..... (Parent/Guardian/Carer)

Name and address:.....



EDUCATIONAL VISITS COACH/MINIBUS HIRE COMPANY ENQUIRY FORM EV3

From: Position:
 Name of school/establishment.....
 Address.....
 Telephone number: Fax number:
 Email address:

To the Director/Senior Manager,.....(Company Name)

In order to safeguard young people when travelling by coach, East Riding schools/establishments are required by the LA to only employ bona fide, reputable companies that can provide written assurances that suitable safety management systems are in place, and that appropriate operating procedures are followed.

A Senior Manager, who represents your company/organisation, is asked to answer the questions below, and to sign at the end of the form, as assurance of the safety and quality of services provided.

To ensure that the information provided remains correct and up to date, and to avoid unnecessary administration time and paperwork, it is highly recommended that companies place and maintain current answers to these questions on their own website (if available). This ensures that up to date information is always available and accessible to potential users of the service.

If a website does not exist, it is recommended that answers on this printed form are kept up to date, and routinely sent out, with other booking information, to potential users.

Alternatively, companies that regularly provide services to organisations from the East Riding of Yorkshire will usually be requested to supply and update this information annually.

Please note that companies are responsible for notifying and updating all relevant organisations of any significant changes in their circumstances and arrangements during the course of the year.

Please could you answer the following questions by placing a tick (to indicate “yes”) in the box beside all specifications you can meet? Leave the box blank (to indicate “no”) beside any specifications that you cannot meet, or that are not applicable to your company. Please note that a “no” answer does not automatically mean disqualification from school use.

1. ERYC Dynamic Purchasing System

- Is your company currently included within East Riding of Yorkshire Council’s dynamic purchasing system which requires operators to hold a valid PCV operator’s licence for the type of work they are undertaking?

2. Does your company ensure that all drivers:

- are suitably fit and healthy to drive?
- are currently DBS checked and cleared?
- have a full, current PCV licence?
- have current Certificates of Personal Competence (Driver CPC)
- do not have recent (within the past 10 years) or impending convictions for serious driving offences – e.g. drink/driving?
- are informed about and prohibited to drive under the influence of alcohol or drugs?
- are prohibited to use mobile phones or radios in the coach unless the bus is stationary, or the equipment is fully “hands-free” operated?

(please see overleaf)

3. Can your company give assurance that:

- it has a current and appropriate PCV Operator's Licence?
- it has a current Safeguarding Policy (which is available for inspection if requested)
- it is currently accredited by BUSK or has the CoachMarque or other kite mark which provides assurances regarding the quality of the company's service and safety standards
State which, if any:.....
- it is a member of the Confederation of Passenger Transport UK (CPT) or similar national body that monitors and upholds standards, such as the FTA (Freight Transport Association) and/or the Guild of British Coach Operators and/or Coach Tourism Association?
State which, if any:.....
- it has full insurance for all its drivers and vehicles, including at least £5 million public liability cover and £10 million employers liability (where 5 or more employees)?
- it has suitable 24hr breakdown cover and/or other arrangements to ensure that a replacement vehicle for onward travel can be guaranteed if required?
- in the event of a vehicle accident or breakdown, all drivers are familiar with, and trained in, recommended emergency procedures?
- it is not at present under investigation, pending possible disciplinary action by DVSA or possible prosecutions?
- it is fully compliant with all the obligations under its Operator's Licence including:
 - all coaches have a current MOT certificate?
 - all drivers adhere strictly to driver hours regulations?
 - all coaches are maintained and serviced frequently and regularly?
 - all emergency exits and door closures on coaches are checked daily and in good working order?
 - all coach seats are fitted with fully operational seat belts?
 - all coaches are fitted with fire extinguishers and a fully maintained first aid kit?
 - all coaches are fitted with CCTV
 - all coaches are satellite tracked

4. If any of the above specifications cannot be met or are not applicable, please give details below:

5. I declare that the statements and assurances above are correct at the present time, and agree to inform you immediately, and prior to any future journey, should circumstances, that might adversely affect the health and safety of passengers, change in any way:

Signed:

Date:

Name in capitals:

Position in organisation:

Address:

Telephone number:

Fax number:

Email address:

Thank you for completing this form.

Please return it to the person and organisation named overleaf.

For further assistance, please contact East Riding of Yorkshire Council's Educational Visits Officer (Tel. 01482 392417)