



Registered Charity N° 269698

Fordingbridge & District Community Association [Minibus]

36 Shaftesbury Street, Fordingbridge, Hampshire SP6 1JF

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Email: Avonway@btconnect.com

Instruction Notice to Drivers

Authorisation to Drive

The minibus may only be driven by drivers (with valid D1 licence) authorised by the F&DCA Transport Coordinator and for the purposes declared by the hirer. Note that the Minibus weight is 5 tonnes therefore anyone obtaining their D1 Licence after 1996 will be required to undertake special training to obtain an additional entitlement on their driving licence before being permitted to drive this minibus. The possession of a MIDAS Certificate (Minibus Driver Awareness Scheme, a nationally recognised standard for the assessment and training of minibus drivers) is desirable but not essential. All prospective drivers must complete the requirements listed in the F&DCA Driver Authorisation Procedure (available from the Avonway website or the Avonway office) before being allowed to drive the minibus.

Driver Responsibilities

It is the responsibility of the driver to obey all traffic regulations and also the conditions for the use of the Disabled Parking Disc, the 'Blue Badge.' This should only be used when the minibus is transporting at least one person who has a blue badge of their own and allows the minibus to be parked in spaces reserved for the use of drivers with a disability. Please do not abuse this parking privilege if you are not carrying any eligible passengers. The badge does not necessarily permit free parking.

Drivers are responsible for the safety of the vehicle and its occupants whilst loading, unloading and in motion, and must ensure that passengers do not ride in the vehicle in such a manner as to cause danger to themselves or other persons or property. It is a requirement that all passengers wear seatbelts. Wheelchairs, walking aids and other items must be stowed securely during transit, wherever possible using the fixing straps provided.

Electric wheelchairs cannot be carried.

The seating configuration will have been indicated on the Vehicle Booking form. For safety reasons seating configurations may only be changed by persons authorised by the F&DCA Minibus Committee to do so.

Whenever the vehicle is left unattended the ignition key must be removed and the doors securely locked.

Alcohol Consumption: Drivers must ensure that they are compliant with the law at the start of the hire and must not consume alcohol during the period of the hire.

Drivers should note that they are legally responsible for ensuring that all passengers are using their seat belts when the vehicle is in motion.

Collection Procedure

On the day of the hiring, the keys to the minibus and the yard should be collected from the Avonway office unless otherwise directed. The minibus is kept in a locked yard adjacent to Avonway between the Car Park Approach and Shaftesbury Street. The exit is via the Car Park Approach, Barton's Road. Please note that it is important to secure the gates into the 'open' position using the ground bolts.

The minibus has to be backed out of its parking space and it is a requirement that the driver has a second person to assist with completing this manoeuvre safely.

Drivers are responsible for locking the yard gates on exit.

At the commencement of hire, drivers should enter the start mileage in the logbook and on the Vehicle Return Form. If the start mileage differs from the last finish mileage entered in

the logbook, then leave a line blank for officials to fill in subsequently. The driver check list of vehicle condition on the Vehicle Return Form should be completed, with a brief description of any defects found. Defects should be reported to the telephone numbers listed in the tick box section of the form.

Operation of Tail Lift

The procedure for operation of the tail lift, the method of securing wheelchairs to the vehicle floor fixings and the method of securing seats are detailed in instructions attached to the inside of the rear nearside of the saloon. These instructions are to aid the safety of the passengers and vehicle, and must be followed. It is necessary to keep the engine running whilst using the tail lift in order to protect the battery charge state. If for security reasons it is necessary to lock the vehicle during the lift operation, the ignition key may be removed after operating the 'RUN LOCK' switch on the dashboard to the left of the steering wheel. The ignition key must be replaced before switching the RUN LOCK off.

Vehicle Safety and Other Equipment

A fire extinguisher is situated at the front of the vehicle. High visibility jackets are provided for the driver and accompanying carer and should be worn at all times when operating outside the minibus.

A saloon climate control system is fitted with a heater, separate from the normal engine heater and an air-conditioning unit. The air-conditioning unit has an isolator switch located on the dashboard next to the RUN LOCK switch. The system is operated via a control box located over the central console. Select AUTO. Adjust the temperature setting to the desired value. The saloon environment should be controlled by this value in either hot or cold external temperature conditions. Fan speed is automatic, but can be adjusted by the controls to the right side of the control unit. Adjustable outlets are provided along each side of the saloon roof. Closure of all outlets will affect the performance of the system and may cause damage, therefore ensure that a number are left open.

The air-condition unit should be isolated when not required.

The vehicle uses diesel fuel. If a fuel top-up is necessary this should be recorded on the Vehicle Return Form and a VAT receipt obtained and attached to the form.

In the Case of Accident or Emergency

In all cases where passenger injury is involved dial 999 to contact the emergency services.

Do not admit liability for any accident by word or deed. Full particulars of any accident, if not taken by the police at the time, must, where appropriate, be reported to the police within 24 hours.

Every accident (however minor) must (a) be reported in full on an Insurance Accident Form, copies of which are located in the glove compartment in the driver's cab or obtained from the Manager's office at Avonway, (b) be recorded in summary on the Return Form and (c) reported to the Transport Coordinator.

Drivers will be required to provide all the information for the completion of the accident form, including a sketch map, and if possible photographs, of the accident area showing the road and the position & direction of all vehicles, names and addresses of the other persons involved and of all persons who witnessed the accident, together with details of other vehicles involved and names and addresses of their insurers.

Details regarding assistance in the case of an accident, mechanical breakdown or other emergency will be found in the minibus logbook. Advice and possible assistance can also be obtained by contacting the offices of I N Newman Ltd in working hours on 01425 656 286, or the Transport Coordinator on 01425 652 269.

Return Procedure

Upon return, the yard should be entered forwards via the Car Park Approach, Barton's Road. After the hire, the driver should complete the Logbook entry, fill in the Vehicle Return Form, updating the vehicle checklist if necessary, and ensure that the vehicle and the gates of the storage yard are securely locked. Keys should be returned to the Avonway office unless otherwise directed.

Approved 12 02 16