



# Blue Peris Mountain Centre Vehicle Driving Procedures



## **Ability to Drive Mini Bus**

All drivers MUST have a D1 or hold a PCV on their driving license to drive minibuses at the centre. **Even in an emergency.**

All Drivers must be aged over 21 and have at least 2 years of experience of driving cars.

## **MIDAS or Equivalent for driving mini buses**

### **Instructors or Persons Working for Blue Peris**

All drivers working for Blue Peris and driving a minibus should strive to have a valid Midas Certificate. Under the terms of our insurance it's deemed good CPD. However in the interim they can hold another form of mini bus training. The centre manager will need to check the alternative out.

### **Visiting staff driving a mini bus.**

They must hold D1 / PCV (no Midas is required – As of Nov 2015)

### **Driving a mini bus in an ABSOLUTE emergency**

The definition of this is, that not to drive will result in loss of life or create a serious risk to health and or the safety of any individual (doing without a pizza is not serious enough emergency). In this situation THE DRIVER SHOULD STILL hold a D1 / PCV on their license.

### **Fusion staff with PCV who wish take out other learner drivers on mini bus driver training / trailer practice. This is in Fusion owned mini buses.**

This can only be carried out currently by the centre site agent. All learner drivers must discuss this with MW. Also requires insurance company approval first.

### **Freelance with PCV who wish take out other learner drivers on mini bus driver training / trailer practice. This is in Fusion owned mini buses.**

This currently isn't covered under the policy

### **Driving License's and Points**

If the driver has any points, the full details MUST be recorded. Our insurance company must be informed and permission given to drive. You must keep us up-dated. Failure to do so will result in our insurance being invalid if you have an accident.



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## **Blue Peris Driving Insurance Form**

All drivers must fill in a Blue Peris insurance form and copies of driving licenses (both paper and card). You must ensure that your license is up to date. They often only last 10 years

## **Hire Cars**

The person driving must have the full license to do so. Any convictions / points must be raised with centre manager / deputy and a driving form also completed.

## **Visiting Groups using their own vehicles**

Visiting groups may from time to time use their own minibuses to transport their own students on activities. When this is the case then it is wholly the visiting staff member's responsibility that any vehicles used are in a road worthy condition and that they are conforming to their organization's driving / transport policies. If a Blue Peris instructor is being transported in the vehicle then it is at their discretion that they travel in the vehicle. Should the vehicle be used for towing a Blue Peris trailer, and then the driver of the vehicle must ensure that the vehicle insurance covers this and the driver is competent to drive with a trailer. It may be the case that vehicles are not allowed to be used to tow Blue Peris trailers. Visiting staff may wish to check their organization's procedures and their insurance situation before they arrive at the centre.

## **Fueling up minibuses and Fuel Cards**

Each Blue Peris minibus has a fuel card. These cards are subject to Fusion auditing procedures and must only be used for the minibus for which they have been designated.

In all cases the total fuel costs and mileage must be recorded in the log supplied within the bus.

The fuel receipt must be kept and put in the log so it can be taken for audit purposes.

For hire buses we still use cash. This is gained from the centre manager, deputy manager, site agent and admin. Again all mileage / fuel must be recorded in the log and receipts given to the appropriate person within the office.

## **Accidents**

All accidents must be immediately reported to the Centre Manager / Deputy Manager / Site agent

## Vehicle Safety Checks

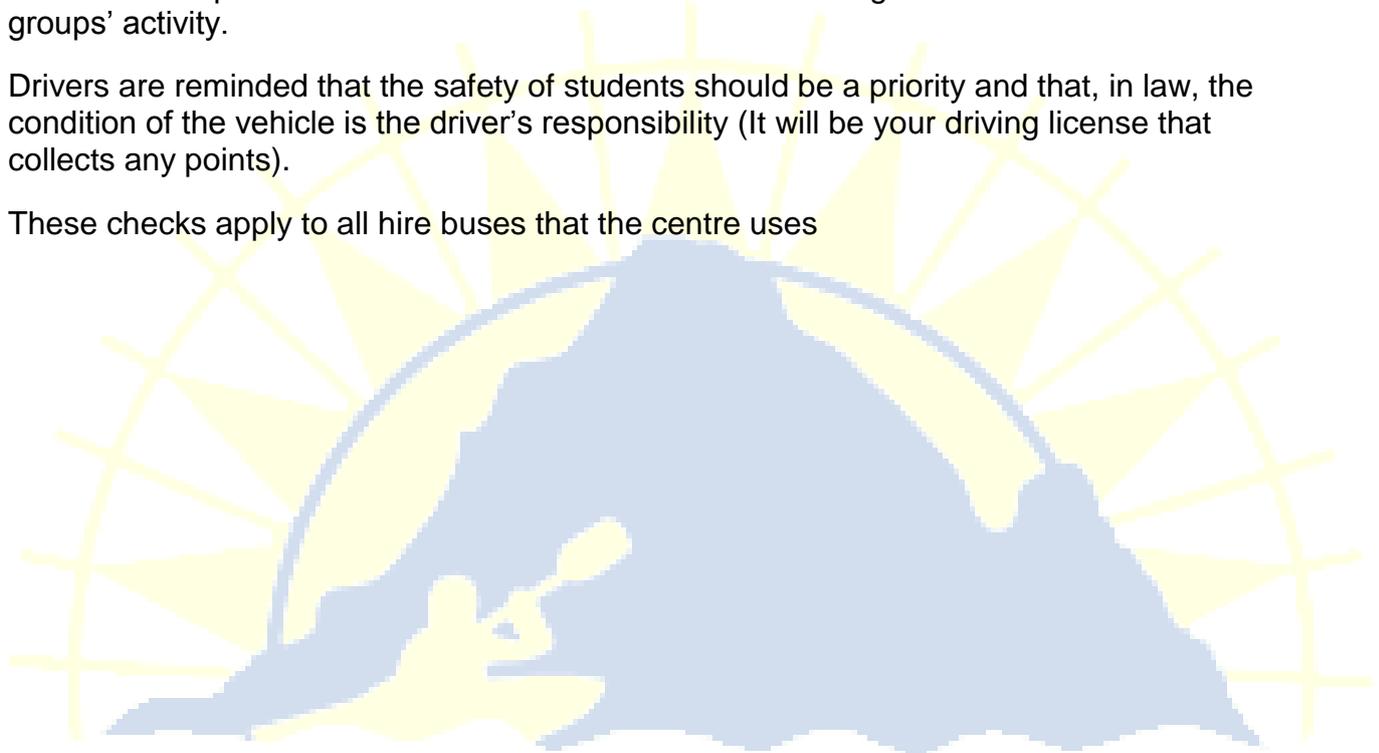
All vehicles should be inspected by the driver on a daily basis. Each bus has an inspection tick sheet that should be completed accordingly. You will find that the site agent may have done the fluid checks for you. However, NO ASSUMPTION should be made. All checks must be carried out it is the LAW.

Any defects must be recorded written on the white board in the staff room. If possible the site agent should be informed so that arrangements can be made to rectify the defects and make the vehicle safe to drive. Spare bulbs, top up fluids etc. are kept in the cupboard in the Rhiwbach room

Should there be any faults with the vehicle that make it unsafe to drive then the driver must not feel under pressure to drive the vehicle. Alternative arrangements will be made for the groups' activity.

Drivers are reminded that the safety of students should be a priority and that, in law, the condition of the vehicle is the driver's responsibility (It will be your driving license that collects any points).

These checks apply to all hire buses that the centre uses





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## Towing Trailers with Mini buses

Anyone driving with a trailer must conform to mini bus requirements previously mentioned in this document.

**Canoe, Large and Medium box, Surf and Sea kayak Trailers:** These can ONLY be towed by people with a D1+E on their driving license or have passed the trailer test. The trailers have a Gross Weight that exceeds 750kg. By law it is the capability of the trailer that is relevant not the actual weight it is carrying.

**Small Box Trailer and Raft Building Trailer:** As these are rated less than 750kg they can be towed by anyone suitably experienced. It is very difficult to reverse them and they should be driven with great care as when un-laden they are very light and bounce around when driven on rough roads.

However, you need to have experience of towing. If not then the centre needs to assist you in this. **Trainees MUST BE SIGNED OFF BY THE CENTRE**

If using a minibus for towing then the drivers must satisfy themselves that the trailer and the towing vehicle fulfill the VOSA rules governing this. Some guidance for this is listed below. If there is any doubt, advice should be sought from centre manager or site agent. If unsure then do not drive.

## The Laws applied to towing and driving vehicles by VOSA

### ***Driver with Category B on their License:***

- These are drivers that have passed their driving test after Jan 1997 and have not passed their D1.
- The vehicle can have up to 8 passenger seats (9 including the driver!).
- The vehicle must not have a Gross Weight of more than 3500kg. This can be checked by looking at the vehicle identification plate.
- When towing, the train weight (the combined weight of the towing vehicle and trailer) cannot exceed 3500kg. Also the un-laden weight of the towing vehicle cannot exceed the weight of the trailer. I.e. A mini cannot tow the canoe trailer!

### ***Driver with Category D1 only;***

- Drivers with a D1 can drive a minibus with up to 16 passenger seats (17 seats if you include the driver!).
- If towing, the trailer must not have a stamped Gross Weight more than 750kg. Drivers can tow the sheep trailer and raft building trailers but no other trailers as they have a stamped MAM of 1350kg to 2100kg.



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## ***Driver with Category D1 + E;***

- Drivers with a D1 can drive a minibus with up to 16 passenger seats (17 seats if you include the driver!).
- If towing the train Gross Weight (the combined Gross Weight of the towing vehicle and trailer) can be up to 10,000kg. We will never exceed this!

The un-laden weight of the towing vehicle must be more than the weight of the trailer.

## **Recap for Learners both in view of mini bus and trailer**

### **Fusion staff with PCV who wish take out other learner drivers on mini bus driver training. This is in Fusion owned mini buses only, not allowed in hire buses**

- This can only be carried out currently by the centre site agent. All learner drivers must discuss this with MW. Also requires insurance company approval first.

### **Learner Drivers in regards to driving mini bus and towing a trailer over 750, under supervision of another driver with a PCV**

- Not Allowed

### **Learner Drivers in regards to driving mini bus and towing a trailer under 750, under supervision of another driver with a PCV**

- Can only be carried out with M Warland and must have D1/PCV. SO MUST HAVE PASSED THEIR MINI BUS TEST FIRST.