

CHRIST CHURCH  
**STUDENTS'**  
**UNION**



'to better student life and enrich students' experiences'

**MINIBUS PROCEDURES**  
**2019/20**

## Introduction

The purpose of these procedures is to inform and advise all Christ Church Students' Union (CCSU or the Union) drivers of their role and responsibilities, specifically including the safeguarding of passenger safety and following of relevant policies and procedures.

## Driver Eligibility

To drive the minibus' here is what you need:

- Overall, to feel confident with driving and taking responsibility for the safety of others;
- To be aged between 18 and 69;
- To have held a full UK /EU driving licence for more than 1 year;
- To not have had any driving convictions in the past 5 years;
- To not have had a motor accident within the past 5 years;
- To not have had car insurance refused in the past 5 years;
- To not have any medical conditions that require notification to the DVLA; and
- To pass a quick driver competency assessment and driver induction.

The Union requires you to confirm the above, and may request proof and hold this on file according to our Data Protection Policy. If any of your circumstances change and you no longer meet the above criteria **you must** inform the Union ASAP as this may impact upon your eligibility and mean you are uninsured. You must only drive for social purposes, providing a service on a voluntary basis. The vehicles must not be used for hire or reward.

## Driver Competency Assessment

If you qualify then the Union will pay for you to have a 45 minute driver competence assessment. The competency assessment will involve you driving the minibus for a short period across a variety of road types to assess your competence to drive the vehicle. This will usually be conducted by a qualified driving instructor. You will be formally assessed, feedback will be given, and this will be kept on record by the Union. On successful completion of the assessment you will be added to the list of authorised drivers.

## Driver Responsibilities

Driving a passenger vehicle is a significant responsibility, and one that should be approached with due care and seriousness. Drivers are responsible for:

1. Ensuring a Passenger List has been completed and uploaded to iAuditor prior to the journey. This is important so the Union is aware of who is in the vehicle should an accident occur;
2. Checking the general safety of the vehicle before departure and recording this in iAuditor;
3. Picking up and returning vehicles from and to the agreed locations arranged at the time of booking. If this is not possible, then the Union should be notified;
4. Topping the vehicle up with **diesel**, ensuring the vehicle is returned with adequate fuel;
5. Driving safely, responsibly, and within the law and Highway Code at all times;
6. Ensuring only authorised people drive the vehicle, even on private land;
7. Being aware of the height and size of the vehicle, especially when entering car parks, etc;
8. Reporting any loss, accidents, damage, faults, or breakdowns;
9. Keeping the vehicle secure at all times; and
10. Ensuring the vehicle is returned as you would wish to find it.

## Passenger Responsibilities

In addition to drivers, passengers have an individual and collective responsibility to ensure the safety of the vehicle. Passengers must:

- Not distract the driver in any way. Drivers can refuse to carry a passenger if they persist with any behaviour that endangers safety;
- Remain seated and belted whilst the vehicle is moving;
- Not drink alcohol on board;
- Not smoke in the vehicle; and
- Ensure the vehicle is returned free of rubbish.

## Union Minibus'

The Union has two brand new Toyota Proace Verso 9 seater vehicles.

- Minibus One - VE69 CNC
- Minibus Two - VE69 CNJ

These have been leased as they are smaller, safer, more comfortable, and more car-like to drive than the old 17 seater minibus. Although we use the term minibus to describe these, they are technically not, as a minibus should have a minimum of 9 seats not including the driver. This is why you are eligible to drive it from 18 years old, instead of 21.

Although more car-like than a full fat minibus, they are still big, tall, heavy vehicles so please take care and expect them to take longer to accelerate, stop, and lean more in corners than your car.

Before driving for the first time, please take time to familiarise yourself with the vehicle, where the lights are, how to adjust the mirrors, etc. Here are some pointers:

- To help with parking, sensors have been fitted to the rear;
- There is built-in sat nav for your convenience;
- It has automatic headlights, so please leave it in the auto setting;
- It has automatic wipers, so please leave it in the auto setting;
- There is AC with climate control in the front, and hot/ cool air in the rear;
- The steering wheel, seats, and mirrors all adjust so take your time to get comfortable;
- You have autonomous emergency braking with pedestrian detection. All being well you won't ever discover how effective this is; and
- In the boot of each minibus is a safety kit including a high-vis jacket, warning triangle, fire extinguisher, first aid kit, and torch.

## Fuel

Both minibus' use **standard diesel** only. They are checked weekly to ensure all other fluids and air are topped-up. Drivers are responsible for refueling when necessary, and so please be considerate and do not return them with less than an  $\frac{1}{8}$  of a tank at any time, and never less than  $\frac{1}{4}$ .

Fuel can be bought using the Soldo card in the glove box on the CCSU lanyard. The pin number will be on the lanyard. **Please ask for a VAT receipt and ensure this is placed back in the glove box with the Soldo card.** The receipts will be collected at least weekly.

## Tracking

For your safety, and to keep a record of our assets (each minibus cost £35k), and to help reclaim VAT on your behalf, we have fitted each minibus with a tracking device. This shows us in real-time where the vehicle is, the trip data, **and the speed**, so be mindful of this when driving.

## Fines

Student groups will be liable for all parking tickets and fines issued by a local authority or the police. The Union will receive and pay these and then re-charge to your club or society account.

In addition to the above, the Union may fine student groups for persistent breach of these procedures, particularly in relation to respect for others (arriving late, returning with low fuel, etc.), and respect for the vehicle (leaving it dirty, full of rubbish, etc).

## Insurance

All **permitted drivers** are fully insured. The insurance certificate and documents are kept in each minibus and should not be removed. Please note that there is conflicting information on the documentation, but it has been confirmed by QBE insurers that drivers over 18 years old with one years' experience can drive the vehicles and are insured to do so.

## Booking

We are encouraging the whole Christ Church community to use the minibus', however, sports clubs and societies will always have first refusal. [Booking requests must be made via this form.](#)

- [Here you can view the booking calendar for Minibus One.](#)
- [Here you can view the booking calendar for Minibus Two.](#)

Bookings will only be actioned Monday to Friday between 08:30 and 16:30. If your request comes in outside these hours they will be actioned on the next working day. You will receive confirmation of booking from Reception, and until this email has been received, please note your booking has not been approved.

Keys and the minibus can be collected and returned from and to the Security Office in Anselm on North Holmes Road Campus, opposite the Chapel.

## Vehicle Checks

Safety is always the number one priority. The vehicles are subject to the following safety and maintenance inspection regime, as recommended by the AA:

- Pre-journey spot check - driver responsibility on iAuditor
- Weekly in-depth check - SU staff responsibility on iAuditor
- Quarterly professional check - conducted by a trained mechanic

On your driver induction you will be shown how to use the iPhone to complete the **mandatory pre-journey spot check including the passenger list**. Please ensure the phones are returned to the security desk with the keys. The phones do not have passcodes on them, but also do not have SIM cards and so can't make calls. They connect to wifi via Eduroam.

## Parking on Campus

The minibuses have two dedicated bays off North Holmes Road which should be free at all times. These are marked in blue on the map. If the spaces are not free then seek the advice of security in Anselm as to where to else to park.



## Breakdown or mechanical failure

The minibuses have breakdown cover via **0800 389 1708** for help. Please then call the Union so we can support you on 01227 923485 or 01227 922109.

## Accidents

If you are involved in an accident follow these recommended steps:

1. Stop the minibus in a safe place as soon as you can and turn the hazard lights on.
2. Check yourself and then your passengers for any injuries.
3. Check that there are no injuries to anyone else involved in the incident and make a note of this even if everyone is okay.
4. Dial 999 if anyone is injured and requires an ambulance, or the police if the road is blocked, you believe drink or drugs are involved, or you suspect the collision was on purpose.
5. Unless any injuries prevent it, remove all passengers from the vehicle and make sure they're taken to a safe place.
6. Exchange details with anyone involved - name, address, car registration number. Take photos and videos of the scene if it is safe to do so.
7. Don't apologise or admit fault - this verbal statement could be used against you when making a compensation claim and ultimately invalidate your claim.
8. Call the Union to update us so we can help you - 01227 923485 or 01227 922109.

Depending on the situation and circumstances we will provide advice as to what to do next to ensure your safe return to Canterbury. If necessary and feasible a member of Union staff will endeavour to come to you. In the event of a serious accident where the driver or passengers are injured and next of kin needs to be informed this will be managed by the CCCU Security Team and/or the Union. Please do not share any information that may be inaccurate or cause distress.

Remember, **Drivers or the club or society they represent will never be charged for any accidental damage**, but any damage not reported to the Union means we will unlikely be able to recover the cost of repair on insurance, which will cost us unnecessarily. We promise to not be mad, so please ensure all damage is reported with full details.

## Driver Disciplinary Procedures

In all situations, the driver of the vehicle will take full responsibility for the vehicle and its passengers. The Union reserves the right to impose penalties if needed on any committee/club or individual who have not followed these Procedures.