

Dunkirk Fun Club Policies

37:Transport

**COVID addendums

Where possible, the club will use a minibus when escorting children longer distances. When escorting children by minibus or other private vehicle, staff will ensure that the following rules are always adhered to:

- In addition to the driver, there will always be at least one adult supervising at all times. This adult will be seated in the back of the vehicle and nearest to the door. All adults, who are involved in the transportation of children will have appropriate and up to date enhanced Criminal Records Bureau checks.
- Children should not sit at the front of a minibus.
- The driver will have a valid Section 19 Small Bus Permit, suitable for driving a minibus and escorting children.
- All vehicles are suitably insured and all children are wearing seat belts.
- Booster seats are provided for children who are legally required to use them.

If, on occasion, a taxi is required, DG Cars is the preferred hire firm.

****we are currently using AJ Minibuses for transporting Abbey children to Highfields. AJ Minibuses have their own COVID risk assessment. In summary:**

- Face masks/coverings must be worn by everyone over 11 years of age on public transport, this includes Minibuses.
- Any child under 11 years of age does not need to wear a face mask, although it would be preferred if they did.
- All buses will be sanitised before and after each booking, to include door handles etc, this includes the spraying of antibacterial spray all over the interior of the vehicle.
- Hand sanitiser, wipes and spare face coverings are available in all our vehicles for customers use.
- AJ Minibuses have installed plastic screens in some of our vehicles (where required by law) to protect our customers and drivers during your travel.
- Our drivers all wear masks/face coverings, if required they can also wear plastic gloves.
- We ask that all our customers please wash their hands before and after using the minibus and/or use hand sanitiser for general protection.

- Where possible please observe social distancing wherever possible.
- COVID-19 PASSENGER LOG FOR TRACK & TRACE. Government guidelines ask for a temporary record of all customers using our vehicles, so we can help the NHS Test and Trace services to manage Covid-19.

Walking children

Minimum requirements (adult/child ratios) must be maintained at all times when taking children out. To maintain good practice and to lessen the possibility of potential dangers, the number of adults can be increased to as many as possible.

- Consider the route to be taken – is it the safest route possible? Does it avoid busy roads? **Always use available crossings.**
- Procedures adopted should be regularly reviewed to ensure arrangements continue to be suitable for the needs of current children. **The development stage of children should always be taken into account.**
- At least one member of staff who collects the children should be first aid trained, and a first aid kit and emergency consent forms are taken along with them.
- A member of staff should carry a mobile phone at all times when transporting children.
- Staff who do not have DBS clearance **must not go unaccompanied to collect children.**

When using transport to collect children, all the above apply plus:

- Is the car/minibus safe/well maintained.?
- Does it have a current MOT certificate?
- Does it have appropriate insurance?
- Are there appropriate restraints in the car/minibus?
- Supervision must be maintained at all times so two people are needed in the car/minibus. One to supervise the children in the car/bus and the other to collect the children.
- Written consent forms are needed from parent/carers to say that it is alright for their children to be transported in a car/minibus.
- Children need to be collected from an identified pick up point, so liaison needs to be made between the club and the school.

Vehicle

- If the vehicle is less than eight seats then you do not require a permit.

- If the vehicle has nine to sixteen seats then it will require a small bus permit.
- If the vehicle seats more than sixteen then it will require a large bus permit.

Signage.

Road Vehicle Lighting (Amendment) Act 1994

Two figures holding hands displayed on a yellow reflective background, on the front and rear of the vehicle.

Front: minimum 250mmx250mm with maximum 20mm border

Rear: minimum 400mmx400mm with maximum 30mm border

From 1st April 1995 all buses taking children to and from school must display these signs.

Seatbelts

If a minibus (a vehicle which is designed to carry 8 or more, but less than sixteen) is carrying a group of three or more children on an organised trip (including being driven to and from school), legislation dictates that any seat that is forward facing must have a seatbelt.

- A child is seen as 3-15 inclusive
- Minimum lap belt
- Seat to have a minimum width of 400mm

A single seatbelt must not be shared, nor an adult sit with a child on their lap with a shared belt.

The legislation requires that children may only sit in forward facing seats with belts, and that children must not use side seats and rear facing seats.

Permits (non-profit making)

D1 – not for hire or reward i.e. not for financial gain directly or indirectly
Category B – standard car driving test.

If a vehicle is lent by another non-profit making organisation, they cannot use the same permit. They must use the vehicle under their own permit.

All permit holders must be over 21. If the driver passed their test before 1/1/97 (category B) have automatic entitlement to drive a minibus. (9-16 passengers) so long as it is not for hire or reward. (D1)

Drivers passed their (category B) car test after 1/1/97 are not entitled to automatically drive a minibus. (D1). Their licence allows them to drive a vehicle with no or more than eight passengers.
However if the following criteria are met they will be able to drive a minibus.

Licence has been held for two or more years.
The driver is paid no payment or consideration for driving the vehicle other than out of pocket expenses.
The minibus does not have a gross weight in excess of 3.5 tonnes (4.25 if carrying specialist equipment for carrying disabled passengers).
If the driver is aged 70 or above they must pass a medical examination.

Paying drivers

Drivers are permitted to receive payment if they hold a full PCV driving entitlement, if they don't have this entitlement the whole of the following criteria must be met;

The driver was first granted a full British licence before 1/1/97
And
They have full category (D1) entitlement.

Vehicle checks.

The permit allows the Vehicle Inspectorate examiner to spot-check the vehicle.
Minibuses are exempt from the PSV (Class V1) test.
Minibuses, which carry 12 or fewer passengers, may be tested at a normal test centre.
Minibuses that carry 13-16 passengers (Class V) must be tested at approved HGV/LGV test stations or special MOT test stations approved.
Large minibuses (17 or more passengers) must comply with Class V1 test, which are tested by Department of Environment, transport and the Regions examiner. (DETR)

Training

Both the CTA and RoSPA run driver courses in the operation of minibuses.

Source

Information taken from DETR ' Passenger transport provided by voluntary managed groups under Section 19/22 permit system'

The Community Transport Association.

Date of review/update: 19.10.2019

****COVID addendums: 03/09/20**

By Linda Moualek and Jamie Curtis

Next review date: October 2020