Minibus Driver's Handbook

THE FALMOUTH & EXETER STUDENTS' UNION

2026-27

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As the driver you have legal and health & safety responsibilities.

Minibus Information The SU has a minibus that is available for use by students from affiliated clubs, societies and activities.

Vehicle Information

Minibus & Reg	Ford Transit YT16 RXW
Fuel	Diesel
Capacity	11 passengers + 1 driver
GVW	3500kg Maximum weight including: Passengers, Fuel, Luggage, Driver (Exceeding this is a criminal offence and is punishable by law)
Speed limiter Fitted	Max Speed 62mph

Please fill out the Minibus Collection Form and Checklist before the journey:

Please return the keys and fuel receipts to The SU (in office hours) or drop box in front of SU (out of hours). Failing to fill out these forms might result in a penalty for your student group. If you are unable to access these forms via the QR code above, you can find them on our Transport Page: https://www.thesu.org.uk/activities/hub/events/transport/

Make sure you note your starting mileage. On return to the SU, please top up the fuel and record your ending mileage by filling out the Mileage Form:

Insurance Details

Insurer	QBE (through Endsleigh Insurance Services)
Policy No.	00038468MBP
Policy in the name of	Falmouth & Exeter Students' Union
Telephone No.	Accidents/claims 0800 389 1708 Breakdowns 0800 389 1708
Address	Claims Department, One Coval, Wells, Parkway, Chelmsford, Essex, CM1 1WZ

Breakdown Cover Details

Emergency Tel No.	0800 389 1708
Membership No.	Same as policy number above
UK Cover	AA cover provided by Insurance Policy (do not contact AA directly)
Cover in the name of	Falmouth & Exeter Students' Union
European cover	AICL European Breakdown Assistance

SU Contacts

Policy in the name of:	Falmouth & Exeter Students' Union
Address:	Penryn Campus Penryn TR10 9FE
Telephone:	01326 255861 (in office hours) 01326 253503 (Emergency out of office hours)
Email:	activites@thesu.org.uk

How do I become a minibus driver

As a driver of The SU minibus, you have legal and health and safety responsibilities, as well as an obligation to abide by The SU procedures. You will be authorised to drive The SU minibus when you have:

• Completed the required MIDAS training (see below) or hold an equivalent qualification as deemed by The SU in consultation with our Insurers

• Completed and returned the Authorised Minibus Drivers—Form A

Midas Training

Once The SU is satisfied that you meet the criteria listed below, you can book on- to a Midas (Minibus Driver Awareness Scheme) course:

• You are aged 21 years or over

• You have held a full UK car (category B) or a D1 licence for at least two years.

• You have a clean licence (in some cases a limited number of minor points may be acceptable)

• You do not suffer from any physical or mental disability that could affect your driving ability (defective vision corrected by glasses or contact lenses is acceptable)

• You agree to drive the minibus on a voluntary basis and not for hire or reward

• If you are a member of staff— your contract of employment and job description must not require you to undertake minibus driving duties. This scheme is a nationally recognised standard for the assessment and training of minibus drivers and lasts for four years. It involves a three-hour theory session and approximately 50 minutes practical driving training. In addition to the drive, The SU procedures of use and vehicle checks will be outlined.

Course Booking:

Pop into The SU Office or email **activites@thesu.org.uk** to be added to the mailing list.

Cost:

£100

Payments:

Training costs can be taken from Group/Society accounts or be paid personally. The SU must have a copy of your driving license before training is undertaken.

Booking a minibus

You can book a minibus by filling out Minibus Request Form online.

You will need to provide us with the following information;

- Date(s)
- Times
- SU Activity Group
- Destination
- Name, emails and telephone numbers for the person making the booking
- Drivers Name
- A contact name, e-mail and phone number for billing purposes. If applicable To ensure each student group has equal opportunities to use the minibus, we will be prioritising bookings based on:
- Distance
- Whether you can use public transport instead
- How many times your group used the minibus before
- Activity type—fixtures and trainings will take priority over socials.

Booking reminders:

SU Activity Groups are reminded that bookings need to be made at least **2 weeks in advance**, after which, use of the minibus cannot be guaranteed.

Cancellations

It is important to contact The SU as soon as you are aware you no longer require a minibus you have booked. This allows The SU to offer it to another group.

Cost of hiring a minibus

Student (for SU use)

£80 Full day

£40 Half day

Mileage and penalties still apply.

Replace fuel using fuel cards.

The mileage and hire will be deducted from club accounts accordingly.

Mileage will be charged at 45 per mile.

Fuel

SU Affiliated Activity Groups: The minibus must be topped up at the end of your journey using the fuel card. A receipt must be handed into the SU along with the keys.

Penalties

Loss of keys – in the event that keys are lost, the full replacement cost will be charged to the driver.

Leaving vehicle dirty – if the minibus is not returned in a clean and tidy condition, the driver will be charged. Should anything be removed or broken, the full replacement will be charged. If the bus requires cleaning, the cost of professional valet will be charged (£100).

Damages — the minibus will be inspected on return to campus. The SU reserve the right to charge the driver the reasonable cost of repairing any damage resulting from the hire. Same applies if you fail to inform us about any damage that occurred to the mini-bus during your use.

Late return – if the vehicle is not returned on time and affects the next booking, a charge of £30 applies.

Not fuelling – if the minibus is not fuelled at the journey, the group will be charged fuel- ling costs plus £30. Drinking, smoking and improper use - the group will be banned from the use of vehicle for academic year.

Failing to submit relevant forms - on first instance, your group will receive a warning. On second instance, your

group will be banned from the use of minibus for a month. Further offences will result in further bans (up to the end of academic year).

Minibus Rules Minibuses should only be used for the purpose stated at time of booking. The SU will not accept any liability for any damage incurred. This will be the responsibility of the authorised driver.

The driver is responsible for the keys and the vehicle on collection and must en- sure the following are adhered to:

- Each time you use an SU minibus you are entering into a hire agreement.

- The doors are secured before setting off
- passengers are reminded to wear seat belts

- **NO ALCOHOL OR SMOKING IS PERMITTED IN SU VEHICLES**

- Use of mobiles phones while driving is illegal

- All passengers must behave responsibly whilst in the vehicle

- All gang ways and exits are not obstructed by luggage/equipment

- Any equipment/baggage on the roof rack must be secured adequately and safely using a sufficient number of straps

- When reversing you may wish to get another person to "spot" you

- For long journeys over 100 miles, there should be a second registered driver —please inform The SU of their name and contact details at the time of booking. These journeys should also include adequate breaks. No less than a 45 minute break must be taken after no more than 4.5 hours of driving. The break can be divided into

two or three periods of no less than 15 minutes during or immediately after the driving period, as long as the total break adds up to 45 minutes. Daily driving maximum of nine hours, extendable to ten hours, no more than twice a week.

- For more information on driving hours visit: **https://www.gov.uk/drivers- hours**

- Do not park the minibus in multi-story carparks.

- Do not enter the drive-thru's at restaurants.

- If a driver is caught speeding or found guilty of dangerous/reckless driving whilst driving an SU vehicle then they will lose the privilege of driving our vehicles and will be responsible for any charges imposed.

Fuel card

The fuel card can only be used in certan locations. The app **Right Fuel** can help you find thoes locations. https://www.rightfuelcard.co.uk

Collecting the keys

• Keys can be collected/returned between the hours of 9:00am-5:00pm, Monday—Friday, from The SU, Penryn Campus.

Penryn campus barriers

The Penryn Campus operates an automated vehicle plate recognition barrier system. The minibuses are authorised vehicles and so the barrier will raise automatically when you enter and exit the campus.

Before you leave

• Complete the Minibus Collection Form and note any damage to the minibus before departure.

• Record the mileage at the start of your journey.

During the trip

• If you are travelling further than 100 miles or two hours of driving there must be at least two authorised drivers.

Minibus speed limits

• Where the speed limit is 40mph for a car - **30mph**

• Single carriageway roads (where no lower limit applies) - **50mph**

• Dual Carriage ways - **60mph**

• Motorways - **62mph**

Returning the minibus

• The minibuses should be returned to the Penryn Campus at the time agreed.

• The minibus must be returned in a reasonable condition for the next user, all rubbish should be removed and floors swept if necessary (dustpan and brush provided in the minibus).

• Record your mileage.

• The minibuses should be returned with a full tank of diesel. Please return

receipts to the SU.

• The keys should be returned to The SU, on Penryn or the drop- box if it is out of hours.

Driving Green

• Drive smoothly, accelerate gently and read the road ahead to avoid un-necessary braking.

• Decelerate smoothly: when you have to slow down or to stop, decelerate smoothly by releasing the accelerator in time, leaving the minibus in gear.

• Rolling: if you can keep the minibus moving all the time, so much the better; stopping then starting again uses more fuel than rolling.

• Change up earlier: try changing up at an engine speed of around 2,000 rpm in a diesel minibus or around 2,500 rpm in a petrol minibus.

• Turn it off: electrical loads increase fuel consumption, so turn off your heated rear windscreen, demister blowers and headlights, when you don't need them.

• Stick to speed limits: the faster you go the greater the fuel consumption and pollution.

• Don't be idle: if you do get caught in a queue, avoid wasting fuel – turn the engine off if it looks like you could be waiting for more than three minutes.

• Check tyre pressures: A 2-psi drop in pressure can increase fuel consump-tion up to 3%.

Minibus equipment

The following equipment is provided in the minibuses and should be checked before departing for each journey.

Minibus Supplies Box Content:

• Warning torch and spare batteries

- Wind-up torch
- Jump leads
- Tyre pressure gauge
- Reflective vest
- Warning triangle
- Bungee cords (for securing luggage, etc.)
- De-icer and scraper
- Screen wash
- Oil
- Glass wipes
- Dustpan and brush & rubbish bags

NB: In the minibus you should also find:

- Minibus Information Folder
- Fire Extinguisher
- First Aid Kit

If there is anything missing from the Minibus or the supplies box, please inform The SU as soon as possible so it can be replaced.

Cleaning:

It is the driver's responsibility to make sure the inside of the bus is left clean and tidy at the end of every journey. Rubbish bags, dustpan and brush are provided. If the bus is left untidy, you/your group will be charged for cleaning to be undertaken and this could risk further use of The SU minibuses.

Breakdowns

The minibuses are checked and serviced regularly, however should there be a breakdown, the following procedure should be followed:

- Get your vehicle off the road if possible

- Warn other traffic by using your hazard warning lights if your vehicle is causing an obstruction

- Put a warning triangle on the road 45 metres (147 feet) behind your broken down vehicle on the same side

of the road. Always take great care when placing them and never use them on a motorway

• Keep your sidelights on if it is dark or visibility is poor

• Do not stand (or let anyone else stand), between your vehicle and oncoming traffic

• At night or in poor visibility, do not stand where you will prevent other road users seeing your lights

• Call QBE insurance who will contact the AA using the details below and be prepared to give your location. **Do not contact the AA directly.**

• Contact The SU to inform them of the situation by calling; During office hours (Mon-Fri from 9am-5pm): **01326 255861** Out of office hours (Evenings and weekends): **01326 253503**

Breakdown on a motorway

If the minibus breaks down or develops a problem, leave the motorway at the next exit or pull into a service area and call **QBE on 0800 389 1708** If you cannot do so, you should:

• Pull on to the hard shoulder and stop as far to the left as possible, with your wheels turned to the left

• Try to stop near an emergency telephone (situated at approximately one
mile intervals along the hard shoulder)

• Leave the vehicle by the left-hand door and ensure your passengers do the same

• Do not attempt even simple repairs

• Ensure passengers keep away from the carriage way and hard shoulder

• Walk to an emergency telephone on your side of the carriageway (follow

the arrows on the posts at the back of the hard shoulder) - the telephone is free of charge and connects directly with the police. Use these in preference to a mobile phone

• Give full details to the police. Make sure you have the QBE details with you in case they are requested

• Return and wait near your vehicle (well away from the carriage way and hard shoulder)

Accidents/Incidents

Step 1: Stop

You should always stop at the scene if you think that your accident/incident has caused:

- either injuries to people or domesticated animals and/or
- damage to vehicles or roadside fixtures

At the accident scene it is important that you do not admit liability as this could cause legal complications at a later date. Make sure you follow these guidelines

Ask if the other driver and passengers are ok, but do not apologise

- Do not admit liability
- You are obliged by law to give any person affected by the incident your details . Do this by using the Accident Report Forms which are located in the information Folder located in the minibus (see below Forms ARF 1,2 & 3).

Step 2: Do you need emergency services?

Call 999 immediately if:

- Any of the people involved are in need of urgent medical attention (ask for an ambulance)
- The road is blocked or damaged (ask for the police)
- Someone leaves the scene without exchanging details (ask for the police)

Step 3: Are there any witnesses?

- Try and get the names, addresses and vehicle registrations of any wit-nesses

Step 4: Exchange details with other drivers

- All the forms you will need to exchange details with the other drivers in- volved can be found in the folder located in the minibus.
- Form ARF 1 - Minibus SU Driver &

Insurance Details (Add your name

- and contact and then give the form to other driver)
- Form ARF 2 - Minibus Third Party Driver & Insurance Details (Ask the other driver to complete the form, retain the form and submit to The SU).

Step 5: Make a sketch plan or take photographs

- Complete Form ARF 3 - Accident Report Form and submit to The SU. Please provide as much detail about the incident/accident as possible. Along with a description of the accident (you may find a sketch is helpful in explaining). Make notes of street names, vehicle locations and directions of travel, skid marks, collision points etc. If you have a camera or camera phone take pictures. Note down any other information which you feel may be of interest on this form.

Step 6: Inform The SU

- During office hours (Mon-Fri from 9am-5pm): **01326 255861**
- Out of office hours (Evenings and weekends): **01326 253503**

Step 7: Call QBE who will contact the AA

- Unless instructed otherwise by the police call QBE if necessary to recover the minibus.
- Giving Assistance
- If you arrive at the scene of an accident:
- Use your hazard warning lights to warn other drivers
- Ask drivers to switch off their engines (and stop smoking if applicable)
- Arrange for emergency services to be called immediately providing full details of the accident location and any casualties (on a motorway, use the emergency telephone which allows easy location by the emergency services. If you use a

mobile phone first make sure you have identified your location using the marker posts on the side of the hard shoulder)

- Move uninjured people away from the vehicles to safety, on a motor- way this should, if possible, be well away from the traffic, the hard shoulder and the central reservation. •
- Do not move injured people from their vehicle unless they are in im- mediate danger from fire or explosion
- Do not remove a motorcyclist's helmet unless it is essential to do so
- Be prepared to give first aid if you are trained
- Stay at the scene until emergency services arrive

Bad Weather Advice

This section is not set out to tell people how to drive in bad weather, but to make suggestions, as to how to improve safety and avoid accidents. All advice is based on the RoSPA (Royal Society of Prevention of Accidents) guidelines.

Good road observation is essential so that you can interpret conditions accu- rately and adjust your speed accordingly. If you drive too fast on a slippery or wet road surface, your tyre grip will be substantially reduced and the risk of skidding increased. **If you feel the driving conditions are unsafe, you should not attempt to drive.**

Weather Hazards – Please be very vigilant when driving in bad weather snow, ice, fog, rain, wind.

Before you Drive – Pay particular attention to the following guidelines: • Before making any journey, listen to the news and weather broadcasts. • The best thing to do in extremely bad weather is to stay off the road. If you feel conditions are dangerous don't drive.

- Make frequent rest stops (every 2 hours), for fresh air and comfort breaks for yourself and your passengers.
- Keep your vehicle well ventilated. The vehicle heater when on full can make you drowsy.

Remember as the designated driver you are responsible for the vehicle and your passenger. Do not allow yourself to be pressurised by anyone to do any- thing you do not wish to do or that may be illegal. Ultimately in bad weather, remember to **KEEP YOUR SPEED DOWN.**