Minibus Travel

The driver of the minibus must be satisfied that the minibus meets acceptable safety standards before driving it and the driver is responsible for ensuring that seatbelts are worn. Seating for children must comply with legislative requirements.

A passenger list with emergency contact details and any special needs should be taken by the driver on the journey with a copy being left with a nominated person at the club (base contact).

Before setting out, drivers must carry out a pre-journey check.

Do not drive if you believe that the vehicle is not roadworthy. Report any defects immediately. If you decide to drive a vehicle that is not roadworthy you are personally liable, so don’t do it.

Whilst travelling, regularly check that seatbelts are being worn. Stop the vehicle if they are not.

Silly and dangerous behaviour by young people whilst travelling creates a potential risk to the driver, other passengers and themselves. To minimise risk, ensure the following:

* Ensure that you discuss with staff and young people prior to travelling what behavior is acceptable and what is not.
* Be clear about what action will be taken if young people do not comply, e.g. calling parents, removal from future trips, being taken to a police station where parents can pick them up – you must commit to the actions if you are to be taken seriously.
* Ensure that one or two members of staff travel with the young people in the back of the minibus
* Provide an activity if possible – a quiz or travel board games

Should you experience a serious incident such as young people fighting, you must pull over as soon as it is safe to do so and deal with the incident.

**Procedures to be followed in the event of a minor accident/incident**

Make sure everyone in the vehicle is OK

Call emergency services – always call the police

Phone base contact and let them know

Never admit responsibility, the driver is to deal with other vehicle drivers – insurance details / names, etc

Other staff members, ensure safety of passengers foremost, and supervise contact to parents by phone, text or social media.

September 2022