

VISITING STAFF DRIVING EAST BARNBY MINIBUSES

The Centre's minibuses are available for visiting school use for off-site evening program's and weekend courses. Any visitor to the Centre is eligible to drive they present original evidence of:

- 1. 4 years driving experience**
- 2. A clean driving licence clearly showing entitlement to drive a minibus (category A on very old licences, or D / D1 on newer licences) (Photocard & paper section please)**
- 3. A current MIDAS certificate (Please note no other training and assessment certificate will be accepted any longer due to changes in NYCC policy)**
- 4. The permission of the School Head Teacher.**

Before you drive the bus, a Centre member of staff will familiarise you with the vehicle including details of legally required vehicle checks. Remember, the driver is always responsible for the roadworthiness of the bus.

Before taking passengers in the bus, please read the following:

1. Students are allowed in the front seats
2. All passengers must wear seat belts.
3. Do not allow pupils to open or close doors. Do not allow use of the rear doors.
4. Run the engine for ½ minute before moving off and after stopping to prevent damage to the turbocharger.
5. Do not allow the fuel gauge to fall below ¼ full (inform Centre staff if this is likely to happen).
6. The seating capacity is driver + 16. This must not be exceeded.
7. All buses have power steering.
8. Do not switch off the reversing bleeper.
9. YOU are liable for any parking fines.
10. Ensure that the bus is left clean and tidy at the end of the day.
11. You are legally required to complete the vehicle record book before and after your journey. Centre Staff will provide you with guidance on this.
12. Ensure any damage and accidents are reported to Centre Staff.
14. Please return bus packs to Centre Staff or office.

Each bus MUST have: First aid kit, fire extinguisher

Each bus should have: bucket, brush, sponge, tow rope and shovel (winter).

In the event of a breakdown phone the Centre (01947 893333). If no reply, see information in the defects book.