

Kent Mountain Centre

Information for Drivers of KMC Minibuses

The following guidance notes are a brief description of the main points, which need to be remembered by persons driving KMC minibuses. They are only intended as a guide and drivers should already be familiar with the Highway Code and KCC Minibus Safety Code of Good Practice, both of which should have been studied prior to taking a KCC minibus test. If drivers are unfamiliar with the contents of these documents or wish to refresh themselves with the details, both are available on loan from the KMC office. **Above all remember-**

- the safety and comfort of your passengers is your first priority
- the driver is responsible for the safety and road worthiness of the vehicle

WHO CAN DRIVE?

Persons with a PCV licence or D1 entitlement accompanied by a KCC recognised certificate, (please note these are renewable). Proof of entitlement and a valid driving licence must be brought to KMC on each visit and shown before driving. A statement to the effect that a driver will follow KCC regulations must also be signed by on each visit.

CHECKS AND REPORTING FAULTS

Although we do our own checks remember it is the responsibility of the driver to carry out all the selected checks as listed on the log book. Any faults should be reported immediately to the Head of Centre.

DRIVING WITH PASSENGERS

1. All doors must be unlocked.
2. You must be able to see through all the windows
3. All gangways and exits must be clear of obstructions at all times
4. You must switch off the engine when refuelling
5. You must behave in a civil manner
6. You must not talk to anyone when the vehicle is in motion, unless it is necessary to do so on the grounds of safety
7. It is illegal to drive when under the influence of drink or drugs (no alcohol is allowed on day of driving)
8. No smoking is allowed on the vehicle
9. Every person carried in the bus is required to wear a seat belt unless a medical certificate is produced to exempt him or her. YOU are responsible for everyone under the age of 14 years. Over 14, under 'duty of care' you should remind them to wear a seatbelt.

10. Rear doors must be secured from the outside by the driver and passengers should alight to and from the vehicle using the side door. The back doors are for use in emergency only.
11. A designated non driver or escort must remain in the back of the vehicle to ensure adequate supervision of young people
12. Young people may travel in the front of the vehicle but only when all the seats in the back are used

SPEED LIMITS

- De-restricted single lane 50 mph
- Dual Carriageway 60 mph
- Motorway 70 mph
- Towing Trailers reduces the motorway speed to 60 mph

REST PERIOD

Drivers must have at least one hour's rest between the end of the day's activities and going out in the evening. If you feel tired or unwell do not drive.

USE OF MOBILE PHONES

Drivers must not use a mobile phone when the vehicle is in motion. Should an emergency occur, then the minibus should be parked safely prior to using a mobile phone.

BREAKDOWNS - Passengers are your main priority

On roads other than motorways keep the passengers in the bus if it is safe to do so.

On motorways the advice is to get passengers out of the bus and onto the bank. This is necessary because the hard shoulder of a motorway is regarded as **EXTREMELY DANGEROUS** because of the speeds associated with motorway driving.

Inform the Police, they will do everything to help. Keep the passengers (especially young people) well supervised.

EVACUATION - Passengers are your main priority

Calmly ask the passengers to leave the bus starting with the most able persons. Get them away from the bus, **DO A HEAD COUNT**.

Phone KMC on 01286 870216

And/or inform one of the following staff who may be able to help

Anne Vowles	01286 870729 or 07748 715656
Mike Russell	01248 722944
Jez Hayes	01248 351821 or 07799 410969