

WIVENHOE TOWN COUNCIL



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Minibus Policy

Management

This policy details the operation of the Wivenhoe Town Council Minibus providing:

- Community transport use for local community groups
- Non-commercial private use service

The minibus is owned and operated by Wivenhoe Town Council on a not-for-profit basis, and all income from our users is for operating and maintaining the vehicle for the Wivenhoe Town.

Wivenhoe Town Council recognises its duty of care under Health and Safety law, to take all reasonable precautions to ensure that the service is operated safely and complies with all relevant legal requirements and the advice in the Highway Code.

Risk Assessment

Written risk assessment of the minibus service will be conducted by 'competent persons' and will be recorded and regularly updated, demonstrating that reasonable care has been taken to enable the service to be monitored to ensure that standards, one set, are maintained, reviewed, and improved.

Minibus (Section 19) Permit

Wivenhoe Town Council holds a section 19 Community Bus Permit (SP169556) having demonstrated to the Community Transport Association that the vehicle is operated without a view to profit.

Community bus permits are issued under Section 19 of the Transport Act 1985, as amended, to bodies that run on a voluntary not-for-profit basis.

Wivenhoe Town Council are members of the Community Transport Association Membership Number 11045.

Our Vehicle

Grey Peugeot Boxer 440 L4 BLUDHDI Minibus 2200CC diesel. Registration Number WA70 EHB.

The vehicle is fitted with a speed limiter as required by law. The maximum speed limited to 62mph.

The vehicle can carry a maximum of 15 passengers, 12 located in the rear and 3 in front for driver and 2 passengers.

All seats are fitted with seatbelts.

The vehicle can carry one passenger in a wheelchair and is equipped with a passenger lift. This will reduce the seating to 14 passengers, 11 located in the rear and 3 in front for driver and 2 passengers.

The design and construction of the vehicle seating, and restrictions on space available, do not allow us to safely carry very young children from age 0 to 6 years (up to 22kgs) unless a suitable car seat is provided by yourself. We can carry children aged 6 (from 22kgs) and over who do not need a car-seat as seatbelts are adjustable

The storage capacity or room for luggage, equipment or packages is very limited.

The vehicle is covered by fully comprehensive insurance with QBE, policy number 00021875MBP with an annual renewal date of the 24th of April 2027. The policy covers:

- All the services for which the minibus is used
- The number of passengers allowed and the total weight (including passengers)
- Who is authorised to drive the minibus

The vehicle is serviced and maintained in accordance with the manufacturer's schedules, in addition to the recommended service intervals. Regular safety inspections are carried out every month.

The service, maintenance and repairs are managed by Wivenhoe Town Council.

In the event of a breakdown the insurer QBE (Helpline 0800 389 1708) will arrange for someone to attend the breakdown.

The vehicle has a valid current category M2 MOT test with an annual renewal date of 15th of March 2027.

Vehicle Registered Keeper: Wivenhoe Town Council

C/O 77 High Street
Wivenhoe
Colchester
CO7 9AB

Drivers

Only drivers approved by Wivenhoe Town Council will be authorised to drive the vehicle and they have demonstrated that they hold the correct driving licence and have disclosed any driving offences, unspent points on their licence and accident history.

All our approved drivers of the Minibus are volunteers and have the appropriate level driving licence.

A reassessment will take place annually and more often if an incident merits it: for example, drivers who have penalty points, been involved in a blameworthy collision, or if complaints have been received.

Emergency Equipment

Fire Extinguisher

As specified by Regulation 42 and Schedule 7 of the Road Vehicles (Construction and Use) Regulations 1986 our minibus carries a BS fire extinguisher.

The fire extinguisher complies with BS 5432 and has a minimum test rating of 8A or 21B.

The fire extinguisher will be checked annually in accordance manufacturer's instructions.

First Aid Kit

A first aid kit is kept readily available and in good condition and the contents are regularly checked to ensure they are in date and any out-of-date item will be replaced.

Other Equipment

An emergency warning triangle – In the event of a breakdown, where the vehicle is in a hazardous position, this will be deployed approximately 50m (on a Motorway 100m) away of the same side of the road to warn of the approaching hazard.

High-visibility jackets complying with BS EN 471 or BS EN ISO 20471 are provided for the driver and the designated passenger assistants when overseeing the boarding or alighting of passengers during lowlighting conditions or in the event of a breakdown or accident.

Records

We are required by law to keep records of how we ensure the service provided is safe.

Records are kept for a minimum of 12 months, or longer particularly if there is a risk of litigation following an incident. These records will enable us to demonstrate that the service is being managed and operated with all reasonable care and efficiency. That drivers are familiar with the vehicle and have completed a practical driving evaluation.

When a fault that affects the safe operation of the vehicle or the safety of the occupants is recorded, the vehicle will not be used until the fault is rectified.

The approved driver's licences validity is regularly checked, monitored, and recorded by the Town Council.