STURRY PARISH COMMUNITY MINIBUS

CODE OF PRACTICE FOR DRIVERS

**THE MINIBUS OPERATES UNDER A ’SMALL BUS PERMIT’ AND THEREFORE IS GOVERNED BY ITS REGULATIONS**

1. Drivers are responsible for the state of their vehicle for the duration of the hire period. This includes tyres, steering, brakes, headlights etc. Also to ensure the Fire Extinguisher and First Aid Kit are in the vehicle. If in doubt don’t proceed with the journey.
2. It is illegal to drive whilst under the influence of drugs. Drinking any amount of alcohol will impair driving ability and may lead to a breach of the law. It is illegal to smoke in the vehicle at any time.
3. Drivers must obey the instructions of a uniformed police officer and if requested give their name, address, date of birth and the vehicle registration number. The name and address of the vehicle owner (Sturry Parish Council, 38 High Street, Sturry, Kent CT2 0BD) should also be given.

The driver may be asked to show his/her driving licence at a police station within seven days and the vehicle insurance certificate and MOT may also be requested.

1. If involved in an accident drivers must stop and exchange details with other parties. If this cannot be done immediately (e.g. if other vehicles do not stop) the matter should be reported to the police as soon as possible and in any case within 24 hours. In case of injury it MUST be reported - see Accident and Emergency Procedures sheet. CCCC advice - Make notes and a rough sketch of the accident scene and collect names and addresses of witnesses if possible.)

5. When driving with passengers, drivers must:

a) Ensure that all doors are unlocked.

b) Be able to see through all windows.

c) Ensure that all exit gangways are clear.

d) Switch the engine off when refuelling.

e) Behave in a civil manner.

f) Not engage in prolonged conversation.

g) Not allow alcohol to be consumed in the vehicle.

1. Where no traffic signs set a lower limit, speed limits are as follows:

Street lights set closer than 22 yds. - 30 M.P.H.

Other single carriageways - 50 M.P.H.

Dual carriageways - 60 M.P.H.

Motorways - 70 M.P.H.

(Note: This minibus may travel in the third lane on M-ways.)

1. To drive the minibus drivers must be at least 25 and have held a full (not provisional) licence for at least two years unless an appropriate PSV licence is held. Drivers over 70 years of age have to satisfy the requirements of the DVLA before being given a licence to drive minibuses.
2. Seat belts must be worn by the driver and all passengers. Adults over the age of 14 are legally personally responsible. The driver is legally responsible for ensuring that any child under 14 yrs. is wearing a seat belt AND FOR INFORMING ADULT PASSENGERS OF THE LAW. (Please note: Infants under 3 yrs. of age must be suitably restrained but this minibus is

NOT EQUIPPED for such a purpose.)

1. The horn should not be used in built up areas after 11.30 pm and before 7.00 am in the morning.
2. At night always park on the nearside of the road, at least 10 metres from the nearest junction and with side lights on if appropriate. (However SPC would prefer that the vehicle is not parked in this way for more than a short period. Where it is not possible to park the vehicle off-road at night, always park on the nearside at least 10 metres from any junction.)
3. In poor visibility always use dipped headlights when travelling. Hazard flashers must only be used when the vehicle is stationary or when moving on a motorway to warn of serious hazard ahead. Flashers should always be used when passengers are entering or leaving the vehicle on a main thoroughfare.
4. Do not carry more than one passenger in each seat.
5. ONLY DRIVERS AUTHORISED BY THE SPC ARE INSURED TO DRIVE THIS MINIBUS. Except in an emergency (as explained in your hire contract) unauthorised drivers will not be covered by the vehicle insurance.