

Brenin Adventures



Vehicle driving – Operational procedures

Driver qualifications

All staff driving vehicles must have the relevant category on their driving licence.

For minibuses, drivers must have either D1, PSV or PCV.

All staff towing trailers must have the relevant category on their driving licence.

Vehicles

All vehicles must have a current MOT.

Minibuses must undergo 8 / 10 weekly checks by transport services / an approved garage.

Drivers are responsible for the safe condition of their vehicle and its load. You are required by law to carry out daily checks and report any defects found to your supervisor. All faults must be reported to management.

Before setting off adjust your seat so that you can comfortably reach all the controls.

Adjust your rear view mirrors and acquaint yourself with all the controls. Lighting and heating are important.

Once on the move, try your brakes and steering.

If you have any doubts about the safety of your vehicle, stop and report to your line manager.

The following items of equipment should be carried on the vehicle and checked:-

- Fire extinguishers
- First aid kit
- Torch [if driving at night]
- High visibility waistcoat

Any vehicle with less than 50% fuel must be refilled to reduce the chances of running out of fuel.

Speed limits must be adhered to at all times.

Weather limitations

All drivers must obtain an up to date weather forecast.

When inclement weather is forecast, or when road conditions are in any way dangerous, the driver must review the planned journey.

If the weather or road conditions deteriorate the driver must review the planned journey.

Transporting groups & equipment

Drivers must ensure that all passengers are wearing seat belts before the vehicle moves.

Wherever possible an additional responsible adult should be present in the vehicle when transporting children.

If passengers are causing a disturbance the driver should stop at the first safe opportunity.

Brenin Adventures

When equipment is carried in the vehicle it must be stored so that it will not move in transit. When equipment is carried along with passengers it must not block any of the aisles or exits, or in any way prevent safe evacuation of the vehicle. Flammable liquids must never be carried along with passengers.

Passengers must only enter and leave the vehicle when it is parked in a safe location, and should enter / exit on the side away from the road / other traffic.

Breakdown procedure

The driver's first priority must be safety.

In the event of a breakdown drivers should:

- Make sure that the vehicle, if at all possible, is not in a position that represents a hazard to other road users.
- Switch on the hazard lights, and at night switch on other lights including the interior lights.
- Evacuate passengers to a safe location [unless the vehicle is in a safe location off the road].
- Make sure no one stands or walks behind the vehicle as they may obscure the rear lights.
- Never spend more than a few minutes looking for the fault.
- Call for assistance.

Road traffic accidents

If you are involved in an accident, it is essential that you follow the correct procedures in order to ensure the safety of yourself and the vehicle, and so that you collect all the necessary information.

Remember that you may experience some shock. It is up to you to remain calm, reassure anyone else who may be involved in the incident and take control of the situation. Following the steps set out below should help you to do this. Only when you have made the situation as safe as possible and minimised the risk of further accident damage should you concern yourself with collecting and exchanging the necessary details.

If you are involved in an accident which causes injury to any person, or damage to any vehicle or roadside property, you must:

Stop! This may seem obvious, but it is also a legal requirement.

Not move the vehicle unless it would be dangerous to leave it where it is. This means you may need to pull in to the side of the road.

Safely immobilise the vehicle by applying the handbrake, putting the gear stick into high gear and switching off the engine. You should turn off any electrical or fuel isolating switches that may be fitted.

Evacuate everyone to a safe place away from the vehicle if there is a risk of fire or further accident.

Alert other road users where appropriate by switching on the hazard warning lights and at night switch on other lights including the interior lights. At night you should take care that no one walks behind the bus as they may obscure the rear lights.

If anyone is injured, the emergency services should be called and first aid administered by a qualified first aider. Remember that shock symptoms may not be immediately obvious and that shock can be a life-threatening condition.

Give their names and addresses if known, the vehicle owner's name and address, and the registration number of the vehicle to anyone having reasonable grounds for requiring them. If someone is injured and

Brenin Adventures

if for any reason, particulars cannot be exchanged, then the driver has a duty to report the accident to the police as soon as possible, and in any case within 24 hours. This applies regardless of whose fault it was.

Make a note of the following details:

- The name and address of any person involved, including any witnesses.
- The registration number, type of vehicle and insurance company of any other vehicle involved.
- Time of accident and, if possible, a diagram of what happened
- This information will be needed when you fill in an accident report form for management. Drivers should make sure that they obtain a copy of any statement made to the police.

Inform your centre / line manager as soon as possible, and anyone who may be waiting if the vehicle is significantly delayed.

Once any injuries have been dealt with, and as long as you are certain that the vehicle is road-worthy, you may continue or terminate the journey as appropriate. If the vehicle cannot be driven safely then you should follow the breakdown procedure. Under no circumstances should anyone who has been injured, or who is suffering from shock, be left alone.

Drivers must not

- Admit liability, even if they believe they were at fault. It may invalidate their insurance cover.
- Discuss the accident with anyone at the scene except the police.
- Visit other parties involved in the accident.
- Talk to the media about the accident.
- Use Defective or Damaged Vehicles

In the event of a motor vehicle accident drivers must

- Stop and exchange details with the Third Party.
- Report any accident involving personal injury to the Police.
- Use the 999 Emergency System where life may be at risk.
- Take note of all relevant conditions and names and addresses of any witnesses.
- Inform your line manager of any incident at the earliest possible opportunity.

The operating procedure / risk assessment must be reviewed on the day to take into account prevailing conditions and recent changes, and monitored throughout the journey.

Risk factor	Control
Road traffic accident	Qualified & experienced driver Vehicle maintenance Awareness of specific road hazards Awareness of prevailing weather and road conditions Appropriate speeds at all times
Loading and unloading passengers	Only enter and exit in a safe location Care to be taken when opening and closing doors to prevent entrapment

Brenin Adventures

Passengers	Seatbelts to be worn at all times Behaviour to be controlled to not distract driver
Carriage of equipment	All equipment to be secured No isles / exits to be blocked when also carrying passengers
Breakdown	Maintenance [service / 10 weekly checks] Fault reporting
Refueling	Care when refuelling Sand bucket for all spillages