**MINIBUS FAMILIARISATION CHECKLIST (14 Seater)**

**Things to mention Pre Drive:**

* Has the student handed in the correct documentation?
* The procedure of booking the minibus
* Where to pick the keys up from (only the driver can collect keys, photo ID will be required)
* What’s in the box (Fuel genie card, Sat Nav, Movement form)
* The driver must complete all parts of the movement form for all journeys.
* Under no circumstances can alcohol be consumed on the minibus. Failure to comply will result in a total ban for the student group for that academic year
* You also cannot smoke or us e-cigarettes on the bus. Failure to comply will result in a total ban for the student group for that academic year.
* The minibus must be returned to the SU in a clean and tidy condition.
* All passengers must wear their seatbelt, this is the driver’s responsibility
* Regular breaks must be taken
  + 15 minute break after 2 hours of driving
  + 1 hour break after four hours of driving.
  + Maximum of 9 hours driving in one day
* Any fines incurred for parking, speeding, including congestion charges are the student group/drivers responsibility
* Any damage must be reported to the SU on return. Complete the incident part on the movement form.
* Any damage that is deemed to be caused through careless driving the Student group/driver will be liable for the repair costs.
* If you are involved in an accident which is your fault you will be liable to pay the insurance excess.
* You are required to advise your insurance company if you are involved in an incident in the Students’ Unions minibus.
* You are required to notify the SU if you are involved in any incidents involving other vehicles that you drive.
* You are required to notify the SU if you acquire any points to your driving licence.
* Aware of Charges and action sheet.

**When at the Mini Bus Pre Drive:**

* Run through the Pre-drive checklist
* Spare Wheel and Jack location – In the event of a puncture, please contact the emergency recovery to change the wheel do not change it yourself.
* Explain that the central locking doesn’t work because of the immobiliser.
* What to do if you break down (Call number on the QBE card)
* What’s in the glove box
* Where is the first aid kit and emergency breakdown kit

**Starting the engine before setting off:**

* Make driver aware of Pre-drive checklist
* Start as usual
* Check that windscreen wipers work
* Check that lights work (Front, rear, brake and reverse)
* Demisting the windscreen
* Chair is correct position
* Mirrors are ok (use of side mirrors when bus is full)
* Taking corners slightly wider when turning due to length of vehicle
* Use high Revs because you are on a hill to start

**Beginning the drive:**

* Chose route that will take in similar roads to planned trip/regular trips
  + Motorways- M1 J16 down to 15a and back to campus
  + A-roads- Moutlon Park to A43, off at Weston Favell (Opportunity to fill up). Re-join A43 heading back towards Park Campus.
  + Local routes- Replicate the route that the driver has planned (less than 10 miles) or take similar local rote if planned journey is over 10 miles.
* Speed limits
* 50 mph on single carriageway (National Speed Limit)
* 60 mph on dual carriageway (National Speed Limit)
* 70 mph on motorway (National Speed Limit)
* N.b Bus is limited to 62 mph, and as a result you cannot use the outside lane of a motorway when it has 3 or more lanes.
* Braking distances increase drastically when bus is full (2.5 tonnes when empty, more like 3.5 tonnes when full)
* Are they happy driving? Are they having any issues?
* Head back to University.

**Manoeuvres:**

* Highlight the importance of using the mirrors especially when reversing
* Highlight the length of the vehicle and the need to turn early
* Reversing around a corner
* Turn in the Road
* Bay Park
* Warn against ever parallel parking
* Use passengers to help guide you if necessary when driving around
* Check height restrictions of minibuses

Has everything been explained on the list?

There may be occasions where the SU need volunteers to take the minibus to the garage for work to be carried out. The minibuses should also be cleaned regularly to ensure that they look clean and tidy when in use. You may be asked to assist with these occasions. Reimbursements for car wash will be given back through petty cash so please keep the receipt as you will need this.

Signed………………………………………… Driver Signed …………………………………...... Date…………………….