



## PROCEDURE GUIDE

(March 2005)

Follow the procedure relevant to the date that a driver passed their car driving test.

### Test passed before 1<sup>st</sup> January 1997

1. Complete a Minibus booking form, 'MB05' (all sections must be filled in. Incomplete or previous version forms will be returned. Head Teacher/Manager/Supervisor declaration must be completed).
2. Forward the form to the Road Safety Unit (Address and Fax no on form)

Medical Clearance: -

The Road Safety Unit will add the driver's name to the minibus authorised driver's database and send him/her a 'self declaration medical questionnaire'. This must be completed by the driver who then contacts the relevant Occupational Health Unit, details will be included with the questionnaire, to make an appointment for a minibus medical clearance consultation. The Occupational Health Unit will notify the Road Safety Unit whether or not the driver is classed as medically fit to drive a minibus.

Once the necessary medical clearance has been obtained, the Road Safety Unit will forward the driver an 'Authorisation' form, a manual entitled, 'Driving a Minibus' and a Highway Code. On receipt of these, drivers should: -

3. Study the contents of the manual 'Driving a Minibus' and the Highway Code
4. Gain sufficient practice in driving a minibus (drivers must not carry passengers but a supervising colleague who has a permit is allowed to accompany the driver)
5. Contact a Minibus Assessor to arrange an appointment for a practical driving assessment (Telephone numbers are on the Authorisation form. Drivers must make sure they meet all the criteria laid down in this form)
6. Attend practical assessment. (Hand 'Authorisation' form and photos to practical Assessor)

Upon satisfactory completion of the assessment, the Assessor will give the driver a copy of their assessment marking sheet, forwarding the duplicate and their 'Authorisation' form and photos to the Road Safety Unit who will update their records and issue an ID permit. (Drivers are insured to drive immediately upon satisfactorily completion of their assessment. They do not have to wait for their permit first. Permits take a couple of weeks to issue)

### Test passed on or after 1<sup>st</sup> January 1997

Persons gaining a car licence on or after the above date will not have category D1 on their licence. Unless they are a genuine 'volunteer' driver, see *note* below, they will need to obtain category D1 on their licence before being allowed to join the County Minibus scheme. This would entail drivers passing the Driving Standards Agency theory test and a practical driving test but in a minibus.

Once a driver has obtained category D1, follow the procedure from (1) above.

*Note:* - anyone who drives a minibus for the organisation that pays his or her salary cannot be classed as a volunteer. (DVLA legislation change from 01/01/97)