



University of  
St Andrews

## Safe use of minibuses

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## 1. Introduction

- 1.1. This guidance applies to the use of motor vehicles, operating within the UK, which can carry between **nine** (plus 1 driver) and **sixteen** passengers (plus one driver). Vehicles with 8 passenger seats (plus 1 driver) and below do not fall under the definition of minibuses and may be driven under the provision of a standard UK license with a category B endorsement.
- 1.2. The guidance should be implemented by the Head of the Schools/Units/Residences, who own or hire minibuses for teaching, research, or other University activities.
- 1.3. The guidance set standards which are designed to minimise the risk of accidents to passengers and ensure compliance with relevant legislation. Schools/Units/Residences may impose any additional requirements which they consider to be necessary.
- 1.4. The term 'Head' in the following sections refers to the Head of the School/Unit/Residence.

## 2. Administration

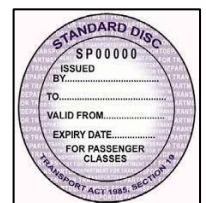
- 2.1. The Head is responsible for implementing this guidance. The Head may delegate specific duties relating to the 'day-to-day' management of minibuses to members of staff but cannot delegate responsibility.

## 3. Risk assessment

- 3.1. The School/Unit/Residence should carry out a suitable and sufficient risk assessment for the use of minibuses. This risk assessment can be a 'Generic' type where there is extensive use of minibuses by the School/Unit/Residence in low-risk activities. Generic risk assessments may be incorporated into the local health and safety policy. If minibuses are used infrequently, the minibus risk assessment can be part of the assessment for the project.
- 3.2. The assessment should identify all relevant hazards, determine who will be at risk, what is the probability of the hazards causing harm to human health or the environment (i.e., the risks) and identifying appropriate control measures to eliminate or minimise these risks. This assessment should be made available to all relevant employees who may operate or use the minibuses. The assessment should also be reviewed at regular intervals.

## 4. Vehicle permits

- 4.1. Minibuses used by the University of St Andrews will require a Department of Transport Permit under Section 19 of the Transport Act 1985 (hereafter called *Section 19 Permit*).
- 4.2. Under a *Section 19 Permit*, fees may be charged for the upkeep of the minibus, but not to make a profit.
- 4.3. Application forms for *Section 19 Permit* can be obtained by [clicking here](#).
- 4.4. The *Section 19 Permit* disc must be clearly displayed on the nearside of the windscreen visible from outside the vehicle.
- 4.5. Further guidance can be obtained from Environmental, Health and Safety Services.



Section 19 Permit disc

## 5. Driving licence requirements

- 5.1. To drive a minibus for the University, a full UK driving license endorsed with Passenger Carrying Vehicle (PCV) category D1 is required.
  - 5.1.1. Drivers holding a driving license from another European Country are allowed to drive on their license provided this category or equivalent is endorsed, in the UK for up to 12 months.
  - 5.1.2. Where drivers are from countries outside of the European Union, Heads should check with DVLA to ensure the licenses are valid for driving a minibus.
- 5.2. Drivers are responsible for knowing and complying with all relevant legislation and guidance (e.g., the [Highway Code](#)) relating to the use and operation of the vehicle they are in control of.
- 5.3. **Note: All licence endorsements should be reported to the Head by minibus drivers.**
- 5.4. The maximum weight of the minibus is no more than 3500kg MAM or 4250kg if ramps or a lift are fitted for the carriage of disabled passengers.
- 5.5. Where a category D1 license is held, the Maximum Authorised Mass of any trailer and load may not exceed 750kg. If the MAM is greater than this, and the combined mass of the vehicle, trailer and load do not exceed 12,000 kg, a category D1E will be required.
- 5.6. All drivers must be approved via Insurance (see the University [Insurance webpage](#)).
- 5.7. A list of all minibus drivers approved by the Head should be held by the School/Unit/Residence.

## 6. Health of drivers

- 6.1. All drivers are required to inform the Driver Vehicle Licencing Agency (DVLA) in Swansea of any disability which might affect their fitness to drive any vehicle. Details on the medical conditions which have to be reported to the DVLA are given in at: <https://www.gov.uk/driving-medical-conditions>.
- 6.2. All drivers are required to meet the DVLA Standards for vision. Details are given at: <https://www.gov.uk/driving-eyesight-rules>.
- 6.3. Any driver with such a disability, also intending to drive a minibus in the course of their employment, should also inform the Head.
- 6.4. **Note: Under legislation, no insulin-dependent drivers may drive a minibus or similar vehicle over 3.5 tonnes until cleared to do so by DVLA. Drivers where diabetes is treated with tablets, or by diet, are unaffected by the new legislation. Further guidance is available from: <https://www.gov.uk/government/publications/information-for-drivers-with-diabetes>.**
- 6.5. In addition to the health restrictions imposed under licensing requirements, drivers are also required to judge on a journey basis whether, due to a temporary impairment, they are capable of driving. Where drivers believe they are not capable of driving (e.g., due to severe headaches, flu etc.), they should stop driving till they have sufficiently recovered.

## 7. Vetting drivers and escorts

- 7.1. Heads should consider whether drivers or escorts have 'one to one' contact with children or 'vulnerable adults', the level and nature of their supervision and the length and duration of their contact. Under

specific legislation (see: <http://www.disclosurescotland.co.uk/publications/>), an appropriate check via 'Disclosure Scotland' must be undertaken. This is organised through Human Resources. Any such check **must** be with the consent of the employee(s) concerned.

7.2. For details on how to arrange such checks, the Head of the School/Unit/Residence should contact the Human resources ([hr.support@st-andrews.ac.uk](mailto:hr.support@st-andrews.ac.uk)).

## 8. Journey and driving times

8.1. Tiredness of the driver has often been a significant factor in minibus accidents. It is therefore vital that drivers take breaks and do not drive for excessively long periods.

8.2. The recommended maximum periods for driving a minibus are:

	Recommended limits for driving only	Recommended limits for driving plus other work	UK legal limits
Maximum time driving without a break from work	<b>2 hours</b> (or sooner if tired)	<b>2 hours</b> (or sooner if tired)	<b>5.5 hours</b>
Minimum length of break	<b>15 minutes **</b>	<b>15 minutes **</b>	<b>30 minutes</b>
Maximum length of working day ++	<b>10 hours</b>	<b>11 hours</b>	<b>16 hours</b>
Of which, spent driving	<b>9 hours</b>	<b>4 hours</b>	<b>10 hours</b>
Daily rest period	<b>11 hours</b>	<b>11 hours</b>	<b>11 hours</b>
Weekly Rest period	<b>45 hours</b>	<b>45 hours</b>	-----

++ Taking account of other work undertaken before starting a journey. As a driver you may not be on-duty for more than 11 hours.

\*\* After 4.5 hours of driving, the accumulated length of breaks from driving should be at least 45 minutes.

8.3. These recommendations apply to journeys within the United Kingdom only, further guidance is available from <https://www.gov.uk/drivers-hours/gb-domestic-rules>.

8.4. There are different rules for driving minibuses in other countries (see [Section 22](#) on Overseas Travel).

8.5. **N.B. It is vital that, if a driver feels tired, he/she should stop at the nearest appropriate stopping point regardless of how long they have been driving.**

## 9. Second drivers

9.1. If the risk assessment of the journey requires it (e.g., due to a long journey), the School/Unit/Residence should provide two drivers for the journey. This will allow drivers to have an appropriate rest period.

## 10. Consumption of alcohol or drugs by a driver

10.1. The consumption of alcohol or drugs during, or in an 8-hour period before any journey, is **forbidden**.

- 10.2. As the effects of alcohol consumption may significantly impair driving ability up to 8 hours after the last drink, no University driver is permitted to commence driving until 8 hours after consuming alcohol.
- 10.3. Certain medications can also severely impair driving ability, particularly medications that have sedative properties. It is therefore vital that the Head is informed of any medication (prescribed or non-prescribed) which may be required to be taken by a minibus driver which may have a bearing on their ability to drive. Guidance on the possible effects of prescribed medications can be obtained through the Occupational Health Adviser.

## **11. Communications - mobile telephones**

- 11.1. It is recommended that a mobile telephone should be taken on all journeys using minibuses. This is to obtain help in an emergency and to communicate any problems with the journey to a nominated person at the School/Unit/Residence.
- 11.2. **NOTE:** *Mobile telephones **must not** be used by the driver when the minibus is in motion.*

## **12. Planning journeys**

- 12.1. All journeys should be carefully planned before the trip. This includes identifying the route to be taken and if traffic jams can be foreseen, then identifying alternative route(s). Consideration should be given to height and width restrictions, and parking provision.
- 12.2. The planning should also include details of where breaks in the journey will occur and identify appropriate rest periods for the driver (e.g., overnight stops). The most likely times for drivers to feel tired are:
- Long monotonous roads;
  - Between 2.00am and 6.00am
  - Between 2.00pm and 4.00pm (after eating)
  - After having less sleep than normal;
  - After taking medicines that may cause drowsiness.

## **13. Passenger details**

- 13.1. A list of all the names of the passengers, with a contact address, should be lodged with the School/Unit/Residence before a journey begins.
- 13.2. The names of all those travelling on the journey should be held by the driver or escort. This register should be used to ensure that nobody is left behind.
- 13.3. The School/Unit/Residence may request any passenger with a medical condition that may need treatment on journey to notify the Driver. The School/Unit/Residences cannot demand passengers divulge this medical information they may only request it. Any passenger with such a medical condition who does not wish to divulge this medical information should as a minimum be encouraged to carry upon their person sufficient information to enable a first aider to assist in the event of an emergency.

## 14. Insurance

- 14.1. The Head (or their nominated person) is responsible within the University for arranging or verifying that any minibus has suitable insurance coverage adequate to the proposed usage.
- 14.2. The Driver of the minibus, however, is responsible in law for ensuring that the vehicle under their control has a suitable level of insurance coverage.
- 14.2.1. The University fleet policy will cover any motor vehicle which is the property of, or under the control of the University, if the vehicle is registered in the UK, and for which the driver has been authorised to drive through the University Insurance procedures.
- 14.2.2. This includes vehicles leased and hired by the University in the UK from a hire company on the framework set up by Procurement (currently only *Enterprise* or *Arnold Clark*), but you must tell the insurance office about any hires longer than 2 weeks.
- 14.2.3. Vehicles hired out-with the UK and/or any vehicle hired from a hire company other than through the Procurement Framework will **NOT** be covered by the University fleet policy and the Head (or their nominated person) must arrange motor insurance via the hire company at the time of hire.
- 14.2.4. See the University [Insurance Webpage](#) or contact [Insurance@st-andrews.ac.uk](mailto:Insurance@st-andrews.ac.uk) for further details and advice.
- 14.3. The Head (or their nominated person) is responsible for ensuring that where minibuses are hired, that the principles and requirements of the procurement ***Guidance for booking vehicle hires when on University business (including car, van and minibus rentals)*** is followed.

## 15. Roadworthiness of the minibus

- 15.1. All minibuses owned by Schools/Units/Residences must be regularly maintained and kept in a roadworthy condition. All minibuses must have suitable up-to-date roadworthiness test certificates, for example, MOT Certificate or, if the minibus is being run under a PCV Licence, then a suitable PCV Test Certificate.
- 15.2. Where fitted roof, racks must be frequently checked to ensure proper fixing.
- 15.3. Before starting a journey, a driver of a minibus should perform certain checks on the minibus to ensure that there are no obvious faults with the minibus and then make a written record of the results. A sample checklist is given in [Appendix 1](#).
- 15.4. If, during the inspection, any item is found to be faulty, then it should be reported immediately to the person with the duty of managing the minibus. The minibus should not be used until the fault has been repaired.
- 15.5. It is essential that any alterations to a minibus are performed by an approved organisation and that the company providing insurance cover has been notified.

## 16. Seat belts

- 16.1. All minibuses purchased, leased, or hired should have seat belts fitted to all seats. These should be, as far as is reasonably practicable, lap and diagonal type belts. Where this is not feasible, lap type belts will suffice. Advice on the installation of seat belts in minibuses already in use should be sought from the manufacturer.
- 16.2. If the minibus is to be used for the transport of children, seat belts or appropriate child restraints (for young children) **must** be installed.
- 16.3. Seat belts must always be worn, and this must be ensured by the most senior member of staff present, or the driver.

## 17. Loading of the minibus

- 17.1. The total weight of travellers and luggage must not exceed the maximum weight limits specified by the manufacturer of the vehicle.
- 17.2. Luggage may shift during a journey and should therefore be safely secured.
- 17.3. Internally stored luggage should not block passageways or escapes.
- 17.4. If roof racks are fitted, their use should comply with the guidance provided by the manufacturer of the vehicle, however consideration must be given to how to safely access and secure luggage on the roof and details of this must be contained in the risk assessment. **Climbing onto a vehicle roof, even if the vehicle is fitted with a rear ladder is prohibited as this is an unprotected place of work at height.**
- 17.5. ***N.B. Drivers should be made aware that storage of luggage on a roof rack will alter the centre of gravity of the minibus and will therefore make it less stable.***

## 18. Towing of trailers

- 18.1. Towing a trailer can make emergency evacuation of a minibus difficult. If a trailer needs to be towed behind a minibus, and the minibus only has a rear exit, **no passengers may be carried except in the seating immediately next to the driver**. If there is a side entrance to the minibus, as well as an emergency exit at the rear, passengers may be carried in the minibus while it is towing a trailer.
- 18.2. When towing a trailer, drivers should be cautious about the vehicle speed. Vehicle/trailer combinations can become unstable even at speeds below the legal maximum, particularly when being passed by fast moving large vehicles, in windy conditions or when manoeuvring. On a long journey, the trailer and vehicle should be checked every two hours.
- 18.3. All loads carried should be capable of being contained within the trailer. If this is necessary, a maximum permitted rear overhang will be between 1 and 2 meters and due regards must be had to [government guidance](#). If the load will overhang by greater than 2 meters, than this must be reviewed with EHSS. No load should overhang from the side of a trailer.
- 18.4. Before towing a trailer, specific checks should be made (see [Appendix 2](#)).



## 19. Speed limits

	Speed
<b>For minibuses, not towing a trailer, the speed limits are:</b>	
Motorways	70 mph
Dual Carriageways	60 mph
Other roads where a lower limit is not sign posted	50 mph

<b>For minibuses, towing a trailer, the speed limits are:</b>	
Motorways	60 mph
Dual Carriageways	60 mph
Other roads where a lower limit is not sign posted	50 mph

## 20. Emergency equipment

20.1. All minibuses should have at least one foam fire extinguisher which has a minimum fire rating of 8A or 21B and a first aid kit that complies with the relevant regulations (see [Appendix 3](#)). If there are passengers in wheelchairs, then a minimum of two fire extinguishers are required.

20.2. It is recommended that the operator of the minibus should have other appropriate equipment that may be required in an emergency (see [Appendix 3](#)).

## 21. First aid and emergency procedures

21.1. If the vehicle is involved in an accident:

- Make sure all passengers are safe and, if necessary, summon the relevant emergency services;
- Complete the University Motor Accident Card (see [Appendix 4](#))
  - Obtain the registration number(s) and insurance details of any other vehicles involved;
  - Take the name(s) and address(es) of any witness(es) and the number/base station of any police officer who attends the accident;
  - Write down all the details of the accident in a precise manner;
- Report the details of the accident to the Head (or to the member of staff who manages the minibus).

21.2. If you are involved in an accident, you are legally required:

- To stop at the site of the accident;
- To give your own and the vehicle owner's address and the registration number of the vehicle to anyone having reasonable grounds for requiring them;
- If a person is injured, to report the accident to the police as soon as practicable (within 24 hours);
- If a person is injured, to produce your driving licence and insurance certificate to the police when reporting the accident or, if this is not possible, at least within seven days to a Police Station you select.

21.3. **NOTE: All accidents or dangerous occurrences/near misses should be reported on the [University Incident, Accident and Near Miss form](#) to the Director of EHSS via the School/Unit/Residence Safety Co-ordinator.**

## 22. Overseas travel

22.1. Travelling in a minibus overseas may involve different transport regulations from the United Kingdom and different insurance requirements. Transport regulations for overseas trips can be obtained from the Department of Transport (International Office). The insurance requirements can be obtained from Insurance ([Insurance@st-andrews.ac.uk](mailto:Insurance@st-andrews.ac.uk)), or from the operator hiring the minibus.

22.2. Holders of a UK driving license may drive a minibus in the EU, Switzerland, Iceland and Lichtenstein without the need to obtain an international driving permit, although this may be required in some EU countries and Norway if you have a paper driving license or a license issued in Gibraltar, Guernsey, Jersey or the Isle of Man. Further guidance on this is available from the [UK Government website](#).

22.3. The vehicle must display the UK identifier when driving a UK-registered vehicle abroad. If the vehicle number plate includes the UK identifier with the Union flag, then not further UK stickers are required. However the UK sticker will be required if the number plate has any of the following:

- A GB identifier with the Union flag
- A Euro symbol
- A national flag of England, Scotland or Wales
- Numbers and letters only with no flag or identifier.



*Approved UK identifiers for travelling overseas in a UK-registered vehicle*

UK-registered vehicles in Spain, Cyprus or Malta must display a UK sticker regardless of what is on the license plate.

22.4. All the necessary requirements must be met before the journey starts.

22.5. For further information or guidance please contact the [University Global Office](#).

## 23. Documentation

23.1. When driving a minibus, drivers should always carry appropriate documentation (see [Appendix 5](#)).

## 24. References

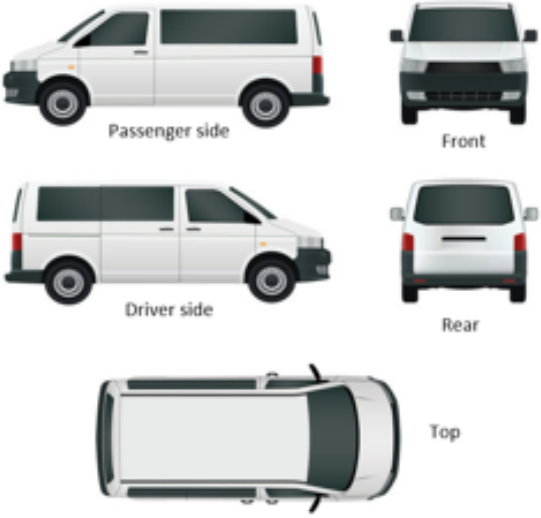
- [Minibus Safety - A Code of Practice.](#) Published by the Royal Society for the Prevention of Accidents (RoSPA). (2015).
- [Driving a minibus.](#) Published by HM GOV.UK
- [Section 19 and 22 permits and obligations: not for profit passenger transport.](#) Published by Department of Transport.
- [The Road Vehicles \(Construction and Use\) Regulations 1986 \(and Amendments\).](#) Published by the National Archives.

# Appendix 1

[Click here](#) to download a copy – this is printable as a double-sided page.



## University of St Andrews University Minibus daily checklist

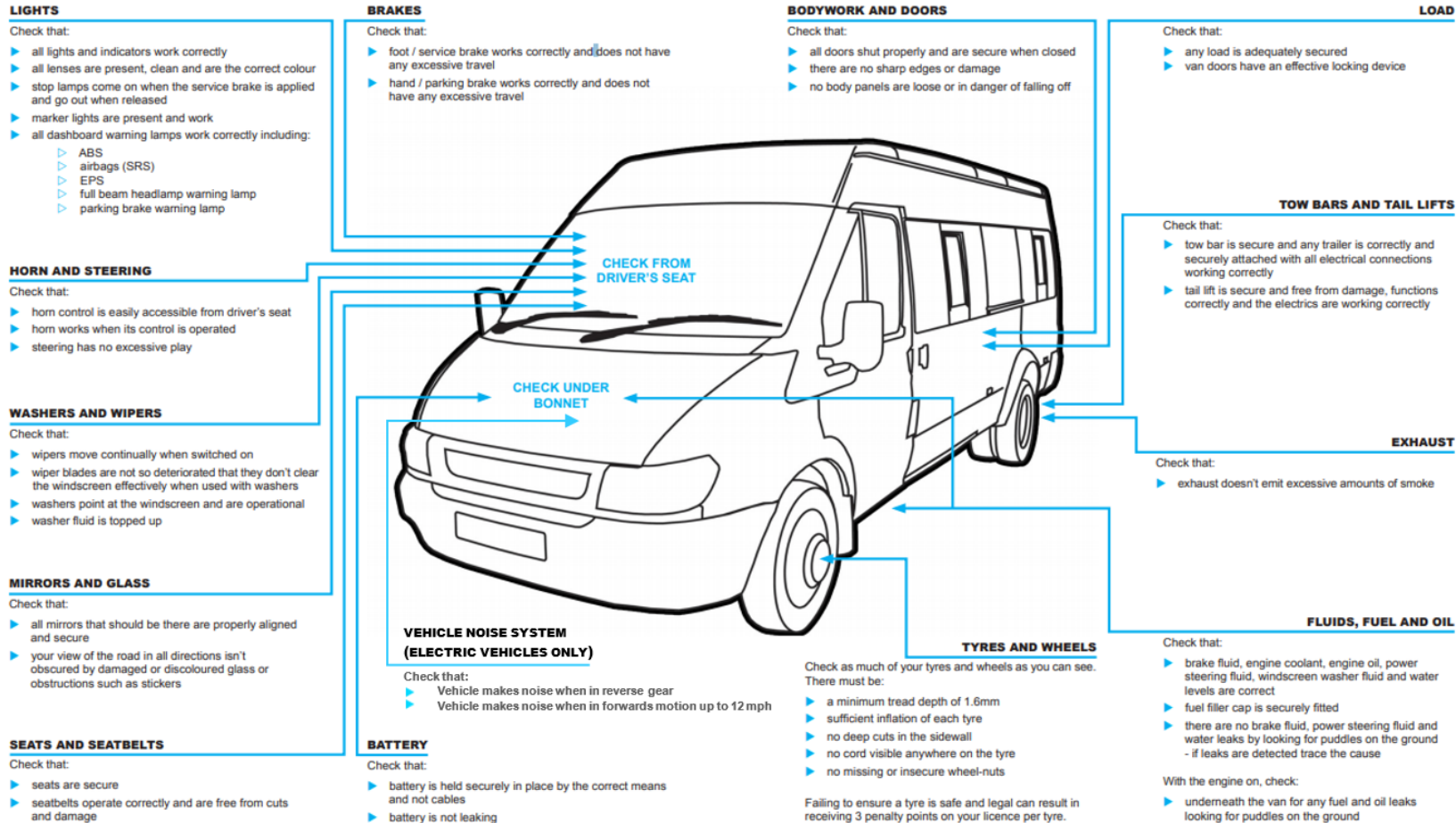
Driver Name								Date			
Vehicle Type								Vehicle Registration			
<b>ANY FAILS MUST BE REPORTED TO VEHICLE MANAGER IMMEDIATELY</b>											
Exterior checks		Pass	Fail	Comments	Interior checks		Pass	Fail	Comments		
Lights	Indicators	<input type="checkbox"/>	<input type="checkbox"/>		Brakes	Main	<input type="checkbox"/>	<input type="checkbox"/>			
	Brakes	<input type="checkbox"/>	<input type="checkbox"/>			Parking	<input type="checkbox"/>	<input type="checkbox"/>			
	Headlights	<input type="checkbox"/>	<input type="checkbox"/>		Steering		<input type="checkbox"/>	<input type="checkbox"/>			
	Reversing	<input type="checkbox"/>	<input type="checkbox"/>		Horn		<input checked="" type="checkbox"/>	<input type="checkbox"/>			
	Hazard	<input type="checkbox"/>	<input type="checkbox"/>		Mirror	Rear	<input type="checkbox"/>	<input type="checkbox"/>			
Mirrors	Driver side	<input type="checkbox"/>	<input type="checkbox"/>		CCVT	N/A	<input type="checkbox"/>	<input type="checkbox"/>			
	Near side	<input type="checkbox"/>	<input type="checkbox"/>		Acoustic Vehicle Alarming system	Electric vehicles	<input type="checkbox"/>	<input type="checkbox"/>			
Windscreen	Glass cracks	<input type="checkbox"/>	<input type="checkbox"/>		Seatbelt	Driver	<input type="checkbox"/>	<input type="checkbox"/>			
	Glass obscured	<input type="checkbox"/>	<input type="checkbox"/>			Front Passengers	<input type="checkbox"/>	<input type="checkbox"/>			
	Wipers	<input type="checkbox"/>	<input type="checkbox"/>			Rear Passengers	<input type="checkbox"/>	<input type="checkbox"/>			
	Washers	<input type="checkbox"/>	<input type="checkbox"/>		Cleanliness		<input type="checkbox"/>	<input type="checkbox"/>			
Tyres • Sidewall • Pressure • Tread	DS Front	<input type="checkbox"/>	<input type="checkbox"/>		Documentation	Insurance	<input type="checkbox"/>	<input type="checkbox"/>			
	NS Front	<input type="checkbox"/>	<input type="checkbox"/>			Accident forms	<input type="checkbox"/>	<input type="checkbox"/>			
	DS Rear	<input type="checkbox"/>	<input type="checkbox"/>			Tax & MOT	<input type="checkbox"/>	<input type="checkbox"/>			
	NS Rear	<input type="checkbox"/>	<input type="checkbox"/>			University contact no's	<input type="checkbox"/>	<input type="checkbox"/>			
	Spare	<input type="checkbox"/>	<input type="checkbox"/>			Section 19 disc	<input type="checkbox"/>	<input type="checkbox"/>			
Wheels	Wheel nuts	<input type="checkbox"/>	<input type="checkbox"/>		Record all damage/marks to bodywork on diagram below						
Exhaust		<input type="checkbox"/>	<input type="checkbox"/>								
Battery		<input type="checkbox"/>	<input type="checkbox"/>								
Tow bar	N/A	<input type="checkbox"/>	<input type="checkbox"/>								
Tail lift / Ramp	N/A	<input type="checkbox"/>	<input type="checkbox"/>								
Roof rack	N/A	<input type="checkbox"/>	<input type="checkbox"/>								
Fluids	Brake	<input type="checkbox"/>	<input type="checkbox"/>								
	Oil	<input type="checkbox"/>	<input type="checkbox"/>								
	Fuel	<input type="checkbox"/>	<input type="checkbox"/>								
	Windscreen	<input type="checkbox"/>	<input type="checkbox"/>								
Emergency arrangements	Fire extinguishers	<input type="checkbox"/>	<input type="checkbox"/>								
	First Aid kit	<input type="checkbox"/>	<input type="checkbox"/>								
	Wheel brace & Jack	<input type="checkbox"/>	<input type="checkbox"/>								

PLEASE RETURN THIS COMPLETED FORM TO THE VEHICLE MANAGER



## Van Walkaround Checklist

You should check the condition of your van every day and get any problems checked out or repaired as soon as you can



### How to check your tyres

The legal depth of a tyre tread in the UK is 1.6mm across the central 3/4 of the tyre – this represents 75% of the complete circumference of the tyre



Start by turning the steering wheel so you can see across the entire surface of the tread. You are looking for any signs of irregular wear that could be effecting one area of the tread more than another. If the tyres are wearing evenly, you should then determine if you have enough tread on your tyre.

Remember to check the inner middle and outer of the tyre. Use a tyre gauge or a 20p piece (if the outer rim of the coin fits in the tread it is ok. If not it is not ok.



## Appendix 2

[Click here](#) to download a copy – this is printable as a single-sided page.



# University of St Andrews University Trailer daily checklist

Trailer type		Trailer manufacturer			
Trailer length	m	Serial Number			
Heading	Element	Pass	Fail	Comment	
Loading	Are the key weight limitations (unladen weight / total gross weight) clearly marked on the trailer?	<input type="checkbox"/>	<input type="checkbox"/>		
	Is the actual gross weight being towed within the towing vehicle manufacturer's recommended maximum towing limit?	<input type="checkbox"/>	<input type="checkbox"/>		
	Is the load within the trailers official payload – i.e. not overloaded?	<input type="checkbox"/>	<input type="checkbox"/>		
	Is the load correctly distributed – i.e. not too much/little nose weight?	<input type="checkbox"/>	<input type="checkbox"/>		
	Is the load correctly secured?	<input type="checkbox"/>	<input type="checkbox"/>		
Number plate	Is the number plate present, clean & legible, & match towing vehicle?	<input type="checkbox"/>	<input type="checkbox"/>		
Wheels and tyres (including spare)	Are the tyre pressures clearly marked on the trailer?	<input type="checkbox"/>	<input type="checkbox"/>		
	Do the tyres have the correct pressure?	<input type="checkbox"/>	<input type="checkbox"/>		
	Are the tyres free from cuts and damage?	<input type="checkbox"/>	<input type="checkbox"/>		
	Do they have adequate tread (at least 1.60 mm across the centre ¾ of the width)	<input type="checkbox"/>	<input type="checkbox"/>		
	Are they properly secured – are the wheel nuts / bolts tightened to the correct torque?	<input type="checkbox"/>	<input type="checkbox"/>		
Wheel bearings	Check for excess wheel wobble	<input type="checkbox"/>	<input type="checkbox"/>		
Draw bar	Free from rust, bends or cracks in welds	<input type="checkbox"/>	<input type="checkbox"/>		
Coupling	In good condition, well lubricated?	<input type="checkbox"/>	<input type="checkbox"/>		
	Correctly coupled to tow-ball or pin?	<input type="checkbox"/>	<input type="checkbox"/>		
	Is the trailer level when coupled to the towing vehicle?	<input type="checkbox"/>	<input type="checkbox"/>		
Main body	Free from rust, holes or bends, no cracks in welds?	<input type="checkbox"/>	<input type="checkbox"/>		
Mudguards (if fitted)	In satisfactory condition and secure?	<input type="checkbox"/>	<input type="checkbox"/>		
Tail gate	Good condition, opens & closes freely. Locks into position?	<input type="checkbox"/>	<input type="checkbox"/>		
Lights	Brakes - undamaged, clean and functional?	<input type="checkbox"/>	<input type="checkbox"/>		
	Indicators - undamaged, clean and functional?	<input type="checkbox"/>	<input type="checkbox"/>		
Brakes (if fitted)	Operational	<input type="checkbox"/>	<input type="checkbox"/>		
Safety devices	Is the breakaway cable/secondary coupling undamaged, correctly connected to a suitable point on the towing bar or towing vehicle?	<input type="checkbox"/>	<input type="checkbox"/>		
Jockey wheel	Operational and secure?	<input type="checkbox"/>	<input type="checkbox"/>		
Corner steadies (if fitted)	Operational and secure?	<input type="checkbox"/>	<input type="checkbox"/>		
Trailer plug	Is the 7 core cable and plug free from damage and risk of entanglement?	<input type="checkbox"/>	<input type="checkbox"/>		
Overhangs	Are there suitable markings of any rear overhang greater than 1 meter by using a "long Vehicle" Sign or other approved method or approved light for hours of darkness?	<input type="checkbox"/>	<input type="checkbox"/>		

**PLEASE RETURN THIS COMPLETED FORM TO THE VEHICLE MANAGER**

## Appendix 3

# Emergency Equipment

### First aid kit

- 10 Antiseptic wipes (foil packed)
- 1 Conforming disposable bandage (not less than 7.5cm wide)
- 2 Triangular bandages
- 1 Packet of 24 assorted adhesive dressings
- 3 large sterile un-medicated ambulance dressings (not less than 15 x 20 cm)
- 2 Sterile eye pads with attachments
- 12 Assorted safety pins
- 1 pair of rustproof blunt-end scissors
- Disposable gloves
- Mouth mask for resuscitation

### Fire extinguisher

At least one\* foam fire extinguisher which has a minimum fire rating of 8A or 21B.

*\*Two if wheelchair passengers are present.*

### Other equipment

- Pen and paper
- Organisation's internal instructions and contact details
- Insurance details
- Driver's licence
- Motoring Accident Card
- Mobile phone, phone card or money for the telephone
- Webbing cutter
- High visibility coat complying with British Standard BS EN 471
- Emergency warning triangle or a flashing beacon (not fitted to the vehicle)
- A working torch (and spare batteries)



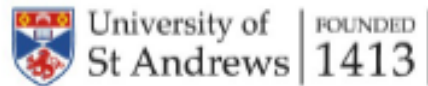
*Image of high visibility jacket to BS EN 471 for road safety - note the long sleeves and the high visibility tape on the arms and torso.*

***This equipment is only of any use if it is kept clean and the tape is present.***

## Appendix 4

[Click here](#) to download a copy – this is printable as two single-sided pages.

# Vehicle Accident Advice



What to do if you are involved in accident whilst driving a university vehicle.

**STOP** the vehicle as soon as possible – it's an **offence** not to do so.

- Turn off the engine
- Switch on the Hazard Lights
- Check for any injuries to yourself or your passengers
- Call the police and an ambulance if anyone is hurt or the road is blocked
- Try to remain as calm as possible – it's normal to be shaken after accident, take a few deep breaths and try to take stock of the situation the best you can

What to do at the Accident Scene.

- **No admission of liability should be made**, either written or verbal
- Money should not be offered (or accepted) as payment towards repair
- **Take photographs** of damages to all vehicles involved including surrounding area
- If no other parties were involved e.g., you caused damage to a parked car or property, you should leave a note where the owner can see it with your details.
- Complete the **Vehicle Accident Card**.

What information to record on the Vehicle Accident Card.

- Details surrounding the accident including weather/road conditions, location, and the circumstances of the event
- Your details and that of your passengers including any damage and injuries.
- Third party details, please ensure as much information is taken as possible, especially Name, Phone Number, Address, Vehicle Registration, Make and Model.
- Details of third part injuries and damages including any passengers should also be taken.
- Any other witnesses other than passengers of the vehicles should also be taken.

What to do after the accident.

- **Report the accident** to the University, at [insurance@st-andrews.ac.uk](mailto:insurance@st-andrews.ac.uk) as soon as possible
- Inform your personal insurance provider.



# Vehicle Accident Card

To be completed by University of St Andrews (Driver), please forward immediately to [insurance@st-andrews.ac.uk](mailto:insurance@st-andrews.ac.uk)

Accident Details					
Date of Accident	*	Time	*		
Weather Conditions			Road Conditions		
Location of Accident	*				
Emergency Services	Police	Yes	No	Ref	
	Ambulance	Yes	No		
Circumstances of Accident: *					
University Driver and Vehicle Information					
Name	*	School / Unit	*		
Phone Number	*	Email Address	*		
Vehicle Reg.	*	Status	Staff	Student	Other
Address					
Passenger 1	Name		Email		
Passenger 2	Name		Email		
Describe Vehicle Damage / Injuries (attach additional sheets if required) *					
Other Driver and Vehicle Information					
Name		Phone Number			
Address (inc. Postcode)					
Vehicle Reg.		Make		Model	
Passenger 1	Name		Email		
Passenger 2	Name		Email		
Describe Vehicle Damage / Injuries (attach additional sheets if required)					
Witnesses (Other than passengers)					
Name		Phone Number			
Address (inc. Postcode)					
Name		Phone Number			
Address (inc. Postcode)					

(\* denotes a mandatory field)

## Vehicle Accident Card

To be completed and passed to the Third Party

### Accident Details

Date of Accident	
Time of Accident	
Location of Accident	
University Vehicle Reg.	

### Insurance Details

Policyholder	University of St Andrews
Insurer	Zurich Municipal
Policy Number	06CA0300013

If you need to contact our insurer, please call 0800 232 1928, quoting our policy number [06CA000013](#).

## Appendix 5

### Documentation

The following documentation should be kept by the driver during the journey:

- Risk assessment for the use of the minibus and for the purpose of the journey
- Up to date road tax disc
- If appropriate, a relevant Permit disc
- Driver's licence
- Insurance
- List of passengers' names
- Contact address and telephone numbers for a nominated person in the relevant School/Unit/Residence
- Motoring breakdown policy
- Vehicle checklist before the journey and after the journey
- Planned journey route (and if necessary, an alternative)
- Appropriate documentation if travelling overseas. These should include vehicle log book (V5C) if you have one, and a VE103 to show you're allowed to use your hired or leased vehicle abroad.

### University switchboards contact details (general call handling during working hours)

Tel +44 (0)1334 462100

### University Security and Response services (call handling out-with normal working hours)

Tel +44 (0)1334 46 8999

### Environmental Health & Safety Services contact details

Tel: +44 (0)1334 462771

Email: [ehss@st-andrews.ac.uk](mailto:ehss@st-andrews.ac.uk)

### Insurance contact details

Tel +44 (0)1334 462465

Email: [insurance@st-andrews.ac.uk](mailto:insurance@st-andrews.ac.uk)

### Main Facilities address

University of St Andrews  
Eden Campus  
Walter Bower House  
Main Street  
Guardbridge  
Fife  
KY 16 0US  
Scotland, United Kingdom