

Checklist for minibus drivers.

The following checklist must be displayed in all University minibuses.

If you have not passed the approved University driving assessment course, contact the Insurance Officer immediately on extn 8309.

The Driver is personally liable for each of the following if stopped by the Police, so please check before you begin your journey:

- Is the Road Fund Licence visible and valid?
- Is the Small Bus Permit visible?
- Is the First Aid Kit present and contents correct?
- Is the Fire Extinguisher present and maintained?
- Are lights working?
- Do the tyres appear to be in good condition and are they inflated to correct pressure?
- Are the aisles and doorways unobstructed?
- If towing a trailer, is there a near side passenger exit?
- Is the vehicle likely to be over the gross vehicle weight?
- If carrying an external load, is it securely fixed?

Children of 14 and under **MUST** wear seat belts if fitted.

Please note: leave side lights on when parked on the road at night.

Arrange for faults/deficiencies in any of the above, to be rectified before you go out on the road.

You should consider the following items especially if you are going on a long journey:

- Taking a back-up driver
- Adequate breakdown assistance
- Oil
- Coolant
- Fuel
- Screen wash
- Brake/clutch fluid
- Jack (brace + handle)
- Mirrors
- Spare tyre

On the road, please remember the following:

- The 2 second rule
- To do a rolling brake test ASAP
- Speed limits for minibuses are: 30 mph in built up areas, 50 mph where the national speed limit is in force, 60 mph on dual carriageways and 70 mph on Motorways.
- If towing a trailer, the speed limit on Motorways is 60 mph and you may not use the outside lane.
- Do not drive for more than 2 hours/120 miles without a 30 minute break.

When you have finished with the vehicle, please ensure that you report any damage or problems with the vehicle to the appropriate person.

This document, Checklist for minibus drivers, is also included in the 'Guide to driving a minibus on behalf of the University'.

If you have any queries please contact the Insurance Office who will be happy to assist you.

Summary of contact names

Insurance Office 0118 378 8309 insurance@reading.ac.uk