

Minibus Policy

General

1. Only people who have been approved by two trustees of KLCF are permitted to drive the KLCF minibus; and it may only be used in connection with KLCF activities and may not be hired out to any outside organisation.
2. Minibus Drivers must be over 21 years old.
A photocopy of his/her driving licence must be given to the staff of the KLCF office. Drivers must inform the office if they acquire points for an offence on their licence.
3. The number of passengers carried must never exceed 16.
4. For journeys over 2 hours it is advised to have two qualified drivers and for trips involving young people under 18 years old, a chaperone must accompany the driver.
5. A risk assessment will be completed every year, along with monthly checks, an annual service and MOT. Monthly checks will include
 - a) Oil and water levels
 - b) Screen wash
 - c) Lights and indicators in working order
 - d) Tyre pressure and wear and tear
 - e) Brakes functioning correctly
 - f) Fuel level

A record of all checks, service and MOT are held in the Minibus file in the office.

6. For all trips carrying any people under 18 years of age, not accompanied by a parent, or journeys of more than 10 miles from the King's Centre, all names of passengers must be recorded in the log book with emergency contact numbers and a copy left in the church office.

Before a Journey

It is the responsibility of every driver to complete a pre-journey check for safety reasons and to minimise the possibility of breakdown, to include

- a) Windscreen and rear window to be clean
- b) Mirrors positioned correctly
- c) Fuel levels
- d) Dashboard instruments to be checked for warning lights

The driver must ensure all passengers are wearing seatbelts before setting off.

During a Journey

1. Breakdown

In the event of a breakdown the minibus is covered by RAC membership. The driver must call 0845 2190494, policy number 45A5250025803. These details are kept in the glove box of the minibus.

2. Accident

In the event of an accident, the driver must complete the European Accident Statement Form at the scene of the accident obtaining names and addresses of third parties and witnesses; this form is kept in the glove box. If no passenger is injured, the driver must inform a member of the KLCF trustees' on return to base. If a passenger is injured, once the driver has contacted emergency services, they must contact a trustee of KLCF to inform them. In the event of the passenger being under 18, the leader/driver will then contact the child's parents/guardian.

The trustees' contact details are held in the glove box.