

KING'S LYNN CHRISTIAN FELLOWSHIP

ALSO KNOWN AS THE KING'S CENTRE

MINIBUS POLICY

- 1.** This policy applies to any vehicle owned by the church, whether officially described as a minibus or not.
- 2.** King's Lynn Christian Fellowship (KLCF) will seek to comply with the latest government guidelines.
- 3.** The minibus may only be driven by people who meet legal requirements and the requirements of the insurers.
- 4.** The minibus may only be driven by people who have been approved by two trustees of KLCF, and have read this policy and signed to indicate their acceptance of it.
- 5.** In an emergency it would only require one trustee to approve the driver and the form can be signed retrospectively. Trustees will be informed at the earliest opportunity.
- 6.** A photocopy of each approved driver's driving licence must be provided for the King's Centre Office.
- 7.** A list of approved drivers will be kept in the King's Centre Office. The list will be updated at least annually, when each driver will be asked to confirm the number of points on their licence, and a declaration of their fitness to drive.
- 8.** Drivers must inform the office immediately if they acquire penalty points on their licence, if they receive notification of an offence that may lead to penalty points or disqualification, or if there is any medical, or other, reason why they may not be permitted to drive.
- 9.** Approval of a driver may be withdrawn at any time for any reason at the discretion of two trustees and the driver's name will be removed from the approved list.
- 10.** The vehicle may only be used for:
 - a) KLCF activities
 - b) Other activities on the agreement of two trustees
- 11.** The minibus may not be hired out. For non-KLCF activities, no charges will be made for the use of the vehicle, although it is expected that contributions may be made for depreciation, and wear and tear. Fuel used must be replaced.
- 12.** The number of passengers carried must never exceed the recommended maximum number for the vehicle.
- 13.** For journeys expected to take over 2 hours there should normally be two qualified drivers.

- 14.** For trips involving young people under 18 years old, a chaperone aged over 18 must accompany the driver. The driver or chaperone should have a DBS check recognised by KLCF.
- 15.** For journeys carrying any people under 18 years of age, not accompanied by a parent, and for journeys of more than 10 miles from the King's Centre, names and emergency contact details for all passengers must be recorded on the document provided, which should be kept in the minibus (but away from public view) and handed back to the office at the end of the journey. A copy should be left in the King's Centre Office. Where the minibus is being used for a period of time away from the King's Centre for multiple journeys, and the passengers vary from journey to journey, it may not be practicable to send a list to the King's Centre Office. In this case a list of the passengers for each journey must be given to the most appropriate responsible adult who is not in the minibus.
- 16.** The Centre Manager is responsible for ensuring that risk assessments, servicing and MOT tests are completed every year and that regular maintenance and checks are carried out. Records of all checks, services and MOTs will be held in the minibus file in the King's Centre Office.
- 17.** Separate procedures exist for what to do before and after a journey, and what to do in the event of accident or breakdown. A copy of these procedures will be given to any new driver, and each approved driver every year. Drivers must ensure that they follow these procedures whenever they drive the minibus.

I agree to abide by the terms and conditions set out in this policy.

Name _____

Signed _____

Date _____