

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 who 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. Before driving the minibus, drivers must declare if they have acquired penalty points on their licence, if they have received 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.
8. Approval of a driver may be withdrawn at any time and for any reason, at the discretion of two trustees.
9. The vehicle may only be used for:
 - a) KLCF activities
 - b) Other activities on the agreement of two trustees
10. 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.
11. The number of passengers carried must never exceed the recommended maximum number for the vehicle.
12. On long journeys there should normally be two qualified drivers available.
13. For trips involving young people under 18 years old, a chaperone aged 18 or over must accompany the driver. The driver or chaperone should have a DBS check recognised by KLCF.

- 14.** 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.
- 15.** 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. Drivers must ensure that they follow these procedures whenever they drive the minibus.
- 16.** For each journey the names of the driver and passengers must be recorded and made available in line with the procedures.

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

Name _____

Signed _____

Date _____