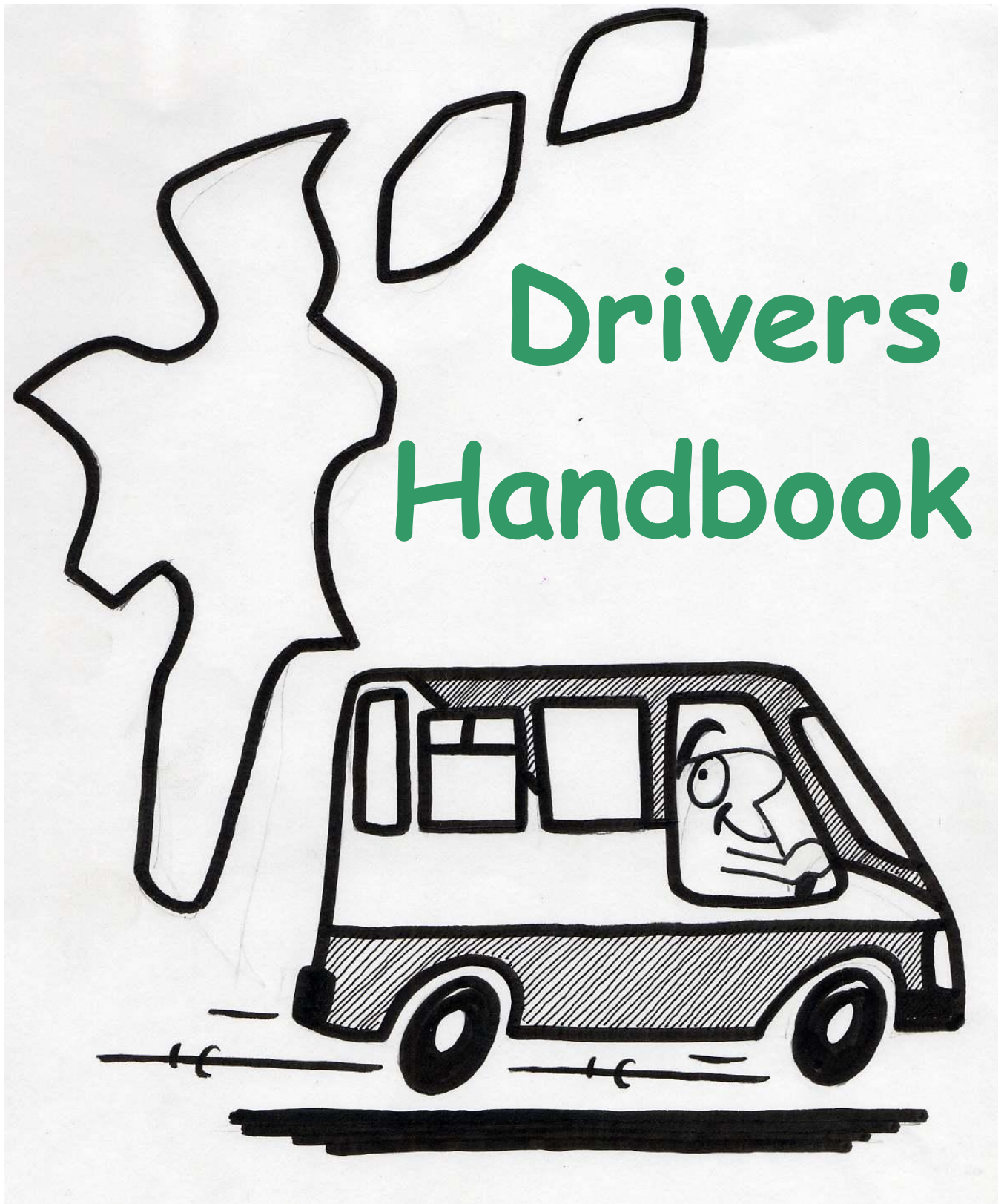


# COMMUNITY MINIBUS

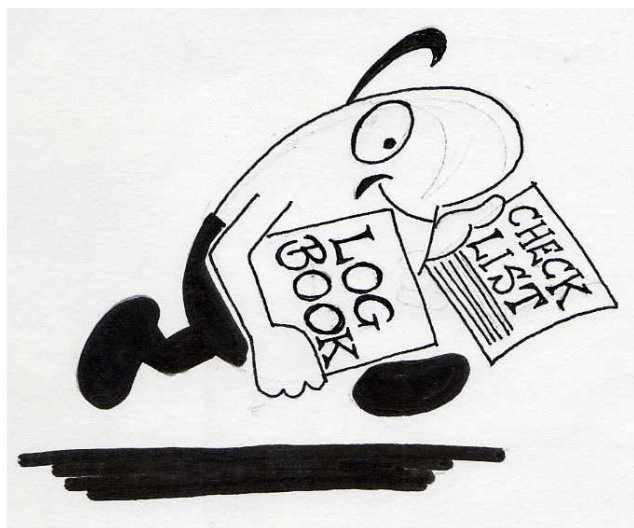


MINIBUSES ARE OPERATED ON BEHALF OF THE SHETLAND  
ISLANDS COUNCIL BY COMMUNITY WORK,  
EDUCATION & SOCIAL CARE



# CONTENTS

	Page
Introduction .....	3
Drivers .....	4
Driving Rules .....	5
Passenger & Passenger Safety ....	7
Breakdowns .....	8
Accident Procedure .....	9
Fire! .....	11
Fuel .....	12
Security .....	13



# INTRODUCTION

- All the information in this handbook is relevant and important
- Please read it thoroughly before you drive any of Shetland Islands council's community minibuses

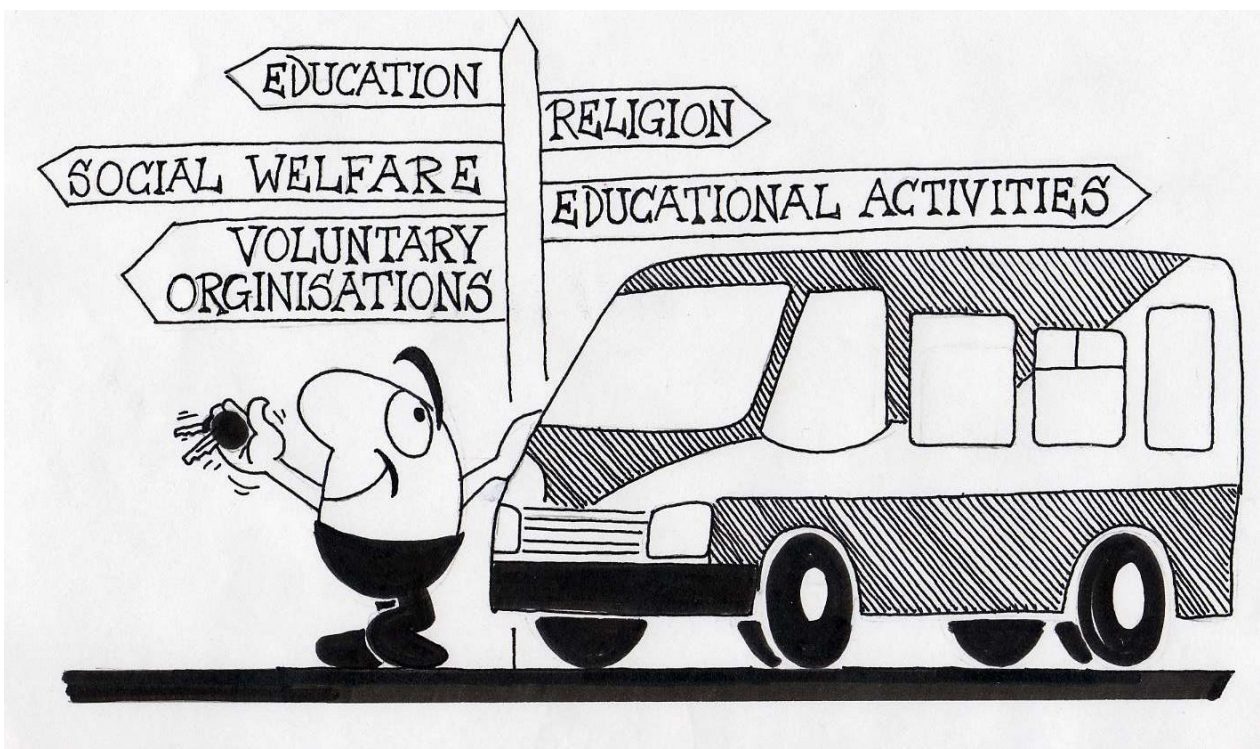
*If you have any questions, please ask a member of staff.*

## Who can use the community minibuses?

Community minibuses are licensed for use by organisations concerned with education, religion, social welfare or any other educational or social activities, which benefit the community.

The law says the vehicles can be lent to voluntary community groups or organisations "for use in carrying out their activities". The law allows us to recover costs by charging users - but not to make profit.

*Community minibuses may not be used for private use.*



**All drivers** of community minibuses must hold a current and Valid **SIC MiDAS Registered Drivers Card** and be able to show this when booking or collecting keys.

If you operate within the Registered Drivers Scheme you are covered by the Council's insurance. This cover however, may be invalid if:

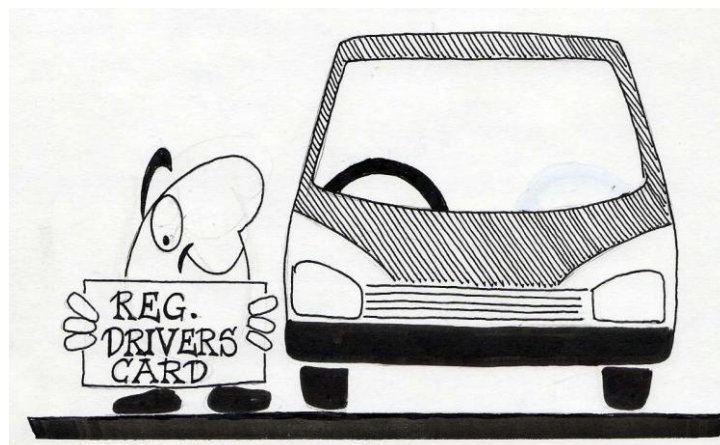
- a) **You drive with undisclosed endorsements on your licence; or**
- b) **You use the vehicle for private purposes or inappropriate activities.**
- c) **You drive the vehicle with a SIC MiDAS Registered Drivers Card which has expired.**

**If you are in doubt, please check with the Community Work staff who hire you the minibus.**

If you are a registered driver you must report any change in your circumstances immediately to us. These changes could be a change of address, change in your health, or prosecution for a driving offence. Permission to drive may be withdrawn as a result of certain changes.

## **Remember**

**Should the competence of any registered driver be questioned, the Council has the right to withdraw permission to drive.**



# Driving Rules

These rules apply to anybody who drive a Council community minibus

- The Highway Code must be obeyed at all times
- The driver and all passengers are required by law to wear seat belts
- The driver is also legally responsible for making sure that children under the age of 14 sitting in the front wear seat belts
- No person may drive under the influence of alcohol or drugs
- No alcohol may be consumed or carried in the minibus at any time
- Smoking is not permitted in any Council community minibus

You must observe the legal speed limits.

- The driver of the community minibus is legally responsible for the roadworthy condition of the vehicle at all times, please carry out the following checks before setting off:

## ENGINE

- fuel
- oil
- water

## TYRES

- tread
- pressure
- any damage

## ELECTRICS

- lights
- indicators
- horn

## BODYWORK

- any damage

## EQUIPMENT

- spare wheel
- tool kit
- first aid kit
- fire extinguisher
- interior

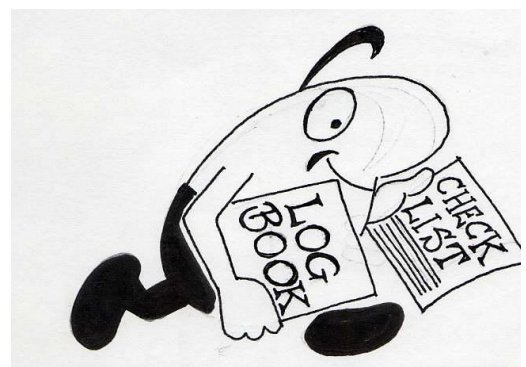
## CLEANLINESS

- windows
- mirrors
- lights
- registration plates

- Should any of the dashboard warning lights come on, **STOP THE VEHICLE IMMEDIATELY.** Driving on could result in engine damage.

# Driving Rules

- All damage, even of a minor nature **MUST** be reported to Education and Social Care staff as soon as possible
- Do not drive a vehicle if you consider it to be unsafe
- When the minibus is parked and left unattended, it is the driver's responsibility to make sure all doors and windows are locked
- You must observe all legal parking requirements. Any fines for illegal parking are the responsibility of, and must be paid by, the driver in charge of the vehicle at the time
- No additional signs, posters or exhibition material can be displayed on or inside the minibus. Windows must be kept clear at all times
- No form of trailer may be towed
- The minibus must not be overloaded with luggage. None of the exit doors should be blocked with luggage.
- The log book must be filled in at the start and finish of every journey. "Dead mileage" refers to the number of miles driven in collecting and returning the minibus. Mileage will be charged at the current departmental rate (plus VAT) and an account will be sent to you at the end of the month
- Vehicle defects must **ALWAYS** be noted in the log book **AND** reported to a member of staff
- The minibus must be returned to the collection point and the keys handed back as instructed (see section on Security)
- A dustpan and brush is provided, please leave the minibus clean and tidy
- **Any groups who leave the minibus dirty may be used use in the future and may be charged for cleaning.**



# Passengers & Passenger Safety

The maximum number of passengers, in addition to the driver, is 14. This number must not be exceeded and the bus must not carry three children on two seats, no matter how young they are.

The driver must ensure that there is adequate supervision of passengers. If more than eight people under the age of 16 travel as passengers, it is recommended that another adult accompanies the driver.

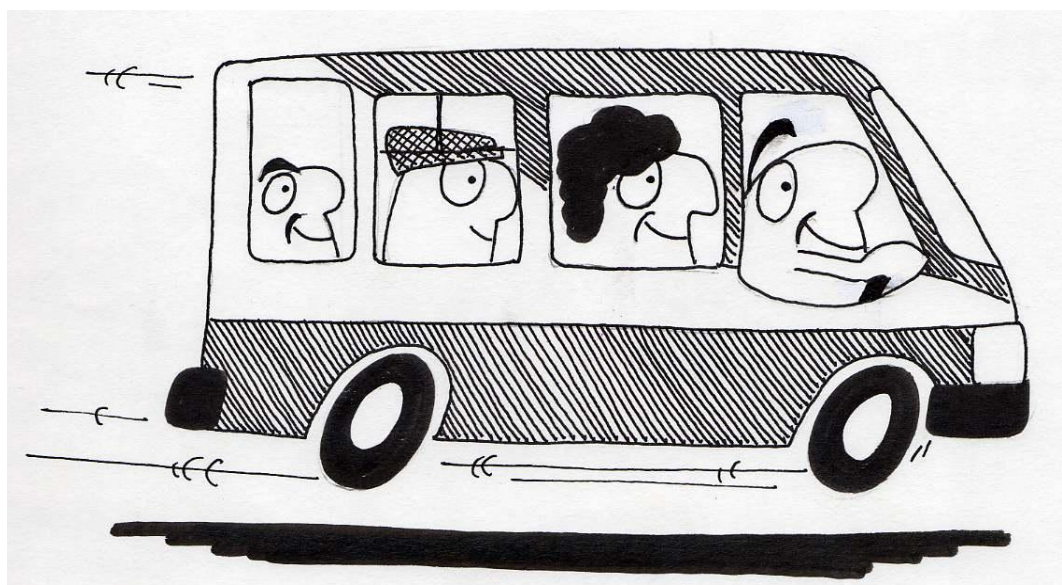
**ALL** passengers must wear seat belts where these are fitted.

Passengers must not stand up while the minibus is moving. If they do so, and the vehicle is involved in an accident, insurance cover may be affected.

Passengers must not obstruct the driver or divert his/her attention from controlling the vehicle.

Passengers using wheelchairs use the ordinary bus seats with their wheelchair stowed safely.

Emergency exits are marked and must be kept clear at **ALL** times - not blocked by luggage or folded wheelchairs.



# Breakdowns

The Shetland Islands Council community minibuses are covered to include Roadside Assistance. Should Roadside Assistance be required you should contact Mr Leslie Henderson on **01595 744133** in the first instance. If he is unavailable on this number, call **07771846859**.

If the vehicle breaks down, remember passenger comfort and safety. Don't spend too long trying to find out what is wrong.

In the event of a puncture, only change a wheel if:

- a) **ALL** the passengers are off the vehicle;
- b) They are safe and comfortable
- c) You can do the job safely and competently

**Do NOT, under any circumstances, attempt to change the wheel with any passengers in the vehicle.**

1. When you phone Leslie, tell him:
  - a. What minibus it is
  - b. Description of the fault
  - c. Your exact location
  - d. The number of passengers
  - e. And the number of wheelchair passengers (if any)
2. Also phone and inform:
  - a) Those still to be collected

- b) Those waiting at the destination
- c) Those waiting for passengers to come home

3. If you can, telephone the Education & Social Care office from which the minibus was issued. Staff may be able to pass on messages to save people worrying unduly

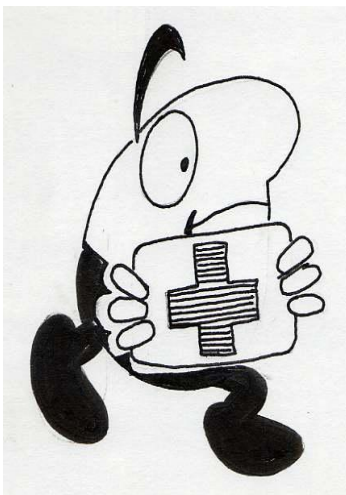
**If the Community Work Manager has authorised for a minibus to be taken outwith Shetland, roadside assistance is not included. Groups must make their own arrangements for breakdown cover.**



# Accident Procedure

If you are involved in an accident which causes injury to any person or animal not in your vehicle, or damage to any other vehicle, or roadside property, you **MUST**:

- **STOP!** This may seem obvious, but it also a legal requirement
- Phone the police and, if necessary, fire and ambulance. Do not move the vehicle unless it would be dangerous to leave it where it is
- If there is any risk of fire, serious damage, or further accident, turn off the engine and evacuate all the passengers to a safe place
- Check carefully for any injuries amongst the passengers. If anyone is injured, take appropriate action - all vehicles carry an approved First Aid Kit. Use of the First Aid Kit should be noted in the log book and reported to the Education and Social Care office where you got the bus
- Apply First Aid to any injured people, but only to the limits of your ability. Remember that shock or concussion may not be experienced until later
- You must give your name and address, that of the vehicle owner, and the vehicle registration number to anyone having reasonable grounds for requiring them
- Once injuries have been dealt with, and if you are certain the vehicle is roadworthy, continue the journey as appropriate
- Under **NO** circumstances should anyone who has been injured, or who is suffering from shock, be left alone at their home
- If the vehicle is involved in an accident, everyone involved is likely to be upset. However, it is important to follow the correct procedure and collect the necessary information.



# Accident Procedure

## Make a note of the following details

- a) Name and address of any person involved, including any witnesses
- b) Registration number, type of vehicle and insurance company of any other vehicle involved
- c) Time of accident and, if possible, a diagram of what happened.

## *Ask the police for a copy of any statement you make*

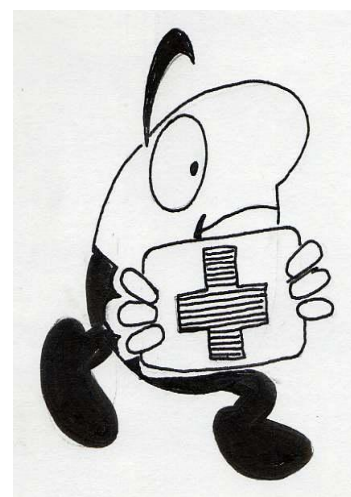
**DO NOT** admit to anyone that you are at fault

**DO NOT** discuss the accident with anyone except the Education & Social Care staff and the police

**DO NOT** visit anyone involved

**DO NOT** talk to the press about the accident

- You must inform the Education & Social Care Department issuing office as soon as possible. This should be done in the event of any accident involving damage to vehicles or injury to passengers, no matter how minor
- You must fill in an accident report form, a copy may be in the vehicle or they are available at the Education & Social Care issuing office
- If your vehicle can't be driven, contact the AA (See Breakdowns)
- Complete a personal incident notification form.

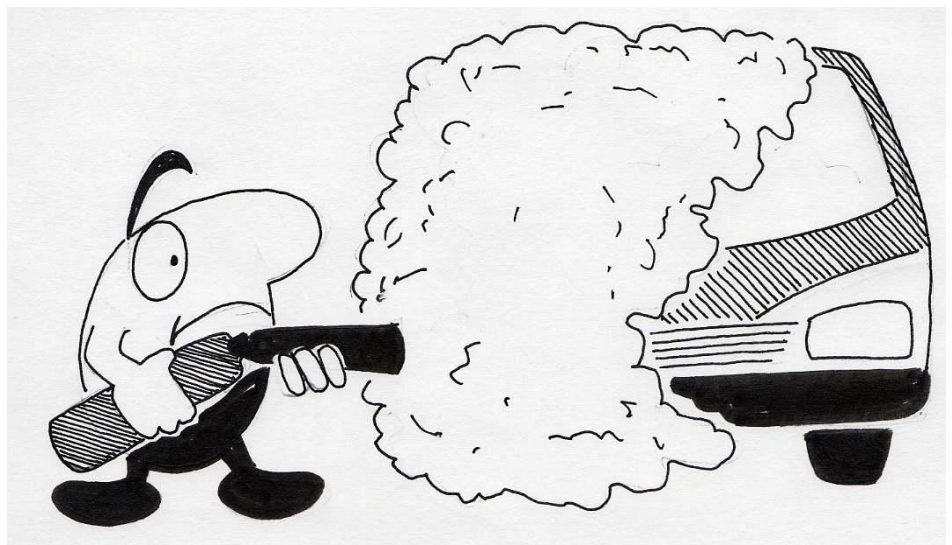


# Fire!

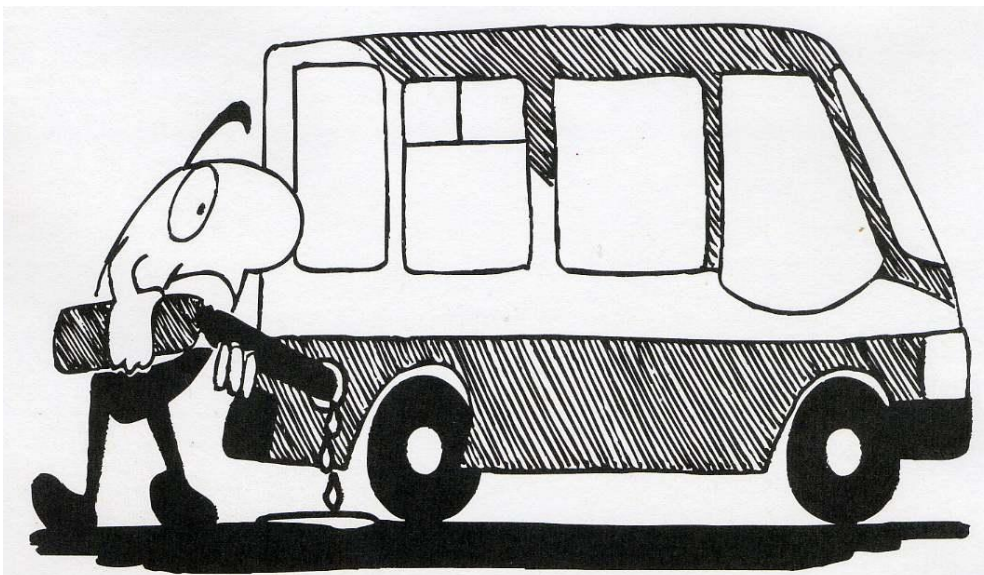
The first priority in the event of fire is the evacuation of the passengers, but you should not endanger your own life.

Fire extinguishers are fitted in all minibuses. These should only be used (in accordance with the manufacturer's instructions) to facilitate passengers evacuation, and only if you can do so without endangering your own life.

Discharge of fire extinguishers and any incident should be noted in the log book and reported to the issuing office.



- ✓ Unless informed otherwise, community minibuses should be filled with DIESEL fuel and the amount and cost entered in the log book
- ✓ Please ensure that the minibus is returned with a full tank
- ✓ Fuel required should be charged to the Education & Social Care department (Community Work)
- ✓ If you have to pay for fuel or minor repairs, get receipts
- ✓ Your costs can then be deducted from your account



# Security

When not in use, the community minibuses should be kept locked at all times.

The minibuses are parked at Islesburgh Community Centre, Brae and Sandwick Community Offices and the West Mainland Leisure Centre. Keys are held at these offices and are available when the offices are staffed.

## How do I collect keys outwith hours the offices are staffed?

### ISLESBURGH

Arrangements can be made in advance to collect keys from staff.

### BRAE

A set of keys are held at the Brae Garage and are available on production of a Registered Drivers Card.

### SANDWICK

Keys are held at the Sandwick Swimming Pool and are available on production of a Registered Drivers Card.

### WEST MAINLAND LEISURE CENTRE

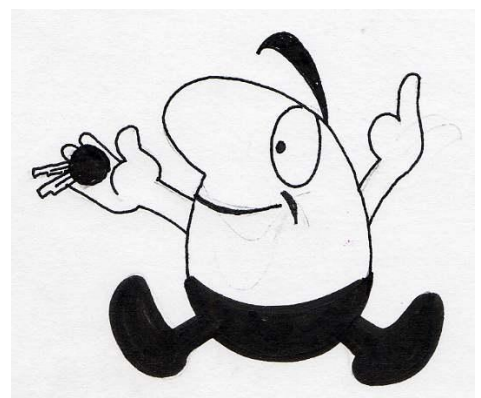
Staff are usually available at the Leisure Centre.

*Keys should be signed for when they are collected*

On return, minibuses must be left securely locked and keys should be returned to the point of collection.

**If this is not possible, keys should be dropped into letter boxes at:**

- a) Islesburgh - back door
- b) Brae Community Work Office
- c) Sandwick Swimming Pool



# Child Safety

Appropriate child restraints must be used.

	Front seat	Rear seats	Who is responsible?
Child up to 3 years	Correct child restraint <b>MUST</b> be used.	Correct child restraint <b>MUST</b> be used  If one is not available in a taxi, then the child may travel unrestrained in the rear	Driver
Child from 3rd birthday up to EITHER 1.35m in height, OR 12 years old	Correct child restraint <b>MUST</b> be used	Where seat belts fitted, correct child restraint <b>MUST</b> be used  <b>MUST</b> use adult belt if the correct child restraint is not available in three scenarios:  - in a in a licensed taxi or private hire vehicle; - for a short distance for reason of unexpected necessity; - two occupied child restraints prevent fitment of a third.  In addition, a child 3 and over may travel unrestrained in the rear seat of a vehicle if seat belts are not available	Driver
Child over 1.35 metres, or 12 to 13 years	Seat belt <b>MUST</b> be worn if available	Seat belt <b>MUST</b> be worn if available	Driver
Adult passengers (ie 14 years and over)	Seat belt <b>MUST</b> be worn if available	Seat belt <b>MUST</b> be worn if available	Passenger

An appropriate child restraint is one which:

- Conforms to the United Nations standard, [ECE Regulation 44-03](#)
- Is suitable for the child's weight and size
- Is correctly fitted according to the manufacturer's instructions.

Child restraints are divided into categories, according to the weight of the children for whom they are suitable. These correspond broadly to different age groups, but it is the weight of the child that is most important when deciding what type of child restraint to use.

# Child Safety

Retailers often describe child restraints in terms of 'Stages':

Stage 1 = Groups 0 and 0+

Stage 2 = Group 1

Stage 3 = Group 2

Stage 4 = Group 3

Some child restraints are capable of being converted as the child grows and, therefore, fit into more than one group or stage.

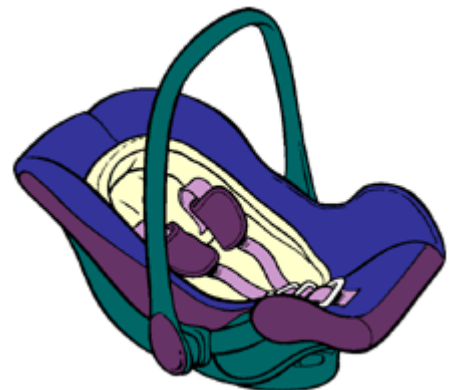
The main types are:

## Rearward-facing Baby Seats

Group 0: for babies up to 10 kgs. (22 lbs) roughly from birth to 6-9 months, or

Group 0+: for babies up to 13kg (29lbs) roughly from birth to 12-15 months

They can be used in the front or rear of the car. It is safer to put them in the rear. **DO NOT** put them in the front passenger seat if there is a passenger airbag. Rearward-facing seats provide greater protection for the baby's head, neck and spine than forward-facing seats. So, it is best to keep your baby in a rearward-facing seat for as long as possible. Only move them to a forward-facing seat once they have exceeded the maximum weight for the baby seat, or the top of their head is higher than the top of the seat.



# Child Safety



## Forward-facing child seat

Group 1: for children weighing 9-18 kgs (20-40 lbs) roughly from 9 months - 4 years. Once children have outgrown a rearwards facing seat, the best option is to use a Group 1 seat with an integral harness, the large area of the harness helps to reduce the risk of injury if there is a crash. The bottom attachment between the legs will also prevent the child from sliding under, and out of, the harness.

They can be used in the front or rear of the car, but it is safer to put them in the rear, especially if there is a passenger airbag in the front.

Once again, it is safest to keep children in this type of system until they have outgrown it. Only move your child to a booster seat once they have exceeded the maximum weight for the child seat, or the top of their head is higher than the top of the seat.

## Booster seats and booster cushions

for children weighing 15 - 25 kgs (33 - 55 lbs) to 6 years.

Group 3: for children weighing 22 - 36 kgs (48 - 79 roughly from 6 - 11 years.

Booster seats that only fit into Group 2 or only into are no longer produced and modern booster seats are children between 15kg and 36kg (33 - 79 lbs).

Booster cushions can be approved for Groups 2 and Group 3, although some are only approved for just Group 3. You should ensure your child is within the weight range of any booster seat or booster cushion.



than the

Group 2:  
roughly 4  
lbs)

Group 3  
designed for



# Child Safety

Some booster seats are designed to be converted into a booster cushion by detaching the backrest, and you should always check the manufacturers advice about when and how to do this.

Booster seats and booster cushions do not have an integral harness to hold the child in place. The adult seat belt goes around the child and the seat. So it is important that the seat belt is correctly adjusted. The basic points to note are:

- The belt should be worn as tight as possible
- The lap belt should go over the pelvic region, not the stomach
- The diagonal strap should rest over the shoulder, not the neck

When children first move out of the forward-facing child seats into booster seats and cushions, initially, ones with backs may provide a better fit for the seat belt. Booster seats with side wings will also help to prevent injury in a side impact by protecting a child's head, and on several seats, the height of the side wings can be adjusted as the child grows.

Booster seats and booster cushions can be used in the front or rear of the vehicle, but it is safer to put them in the rear, especially if there is a passenger airbag in the front.







**Published by:**

Shetland Islands Council  
Education & Social Care  
Community Work

**Illustrations by:**

Stephen Gordon

**For more copies of this booklet  
or further information, please  
contact:**

**Community Work  
Education & Social Care  
Shetland Islands Council  
Hayfield House  
Hayfield Lane  
Lerwick  
Shetland  
ZE1 0QD**

**Tel: 01595 744060**

**Fax: 01595 744056**