



Making the difference

Charity's Vehicles & Minibus Procedures



Use of the Charity's Vehicles & Minibus Procedures

GENERAL

1. No vehicle belonging to Vbranch House is to be driven without the prior authority of the Chief Executive who is to ensure that the following statutory requirements are met:

- a. That the user of any Charity vehicle holds a full UK Driver's License. Prior to requesting use of one of the Charity's vehicles, all staff must submit a copy of their license to the Executive PA to the Chief Exec, with evidence of any penalty points and declare that they have not previously been banned from driving or refused motor insurance.
- b. Under the Road Vehicles (Construction and Use) (Amendment) (No.2) Regulation 1996 (SI No. 163) all minibuses carrying three or more children have to be fitted with seat belts; the minimum requirement is that a lap belt is fitted to each seat used by a child aged between 3 and 16. Under the Public Service Vehicles (Carrying Capacity) (Amendment) Regulations 1996 (SI No. 167) a forward-facing seat with a seat belt is to be available for each child when minibuses are used to take children on organised trips (which include journeys to and from school). A minibus is defined as a "small bus" under the regulations and must be capable of carrying between 9 and 16 passengers excluding the driver. Vehicles with a smaller capacity are excluded from the regulations.
- c. Upon maintenance of the Standard Permit obtained under Section 19 of the Transport Act 1985, only staff who also meet the following criteria may drive a minibus:
 - Those who passed their (car) driving test before 1st January 1997 and have the Category D1 (101) entitlement
 - Those who passed their (car) driving test on or after 1st January 1997, provided they are aged 21 or over and have held a category B license for a minimum of 2 years and the vehicle they are driving does not exceed 3,500kg maximum authorised Mass (MAM) and carrying no more than 8 passenger seats.

CONDITIONS OF USE

2. The following stipulations are conditions of use for any driver authorised by the Chief Executive to drive one of the 2 minibuses or any other vehicle used by the Charity:

- a. The vehicle is only to be used for the purpose for which authority has been given. The authorised driver is to take care that *no other duty or journey is embarked on other than the duty or journey authorised by the Chief Executive*. The single exception to this is granted to the Charity's Driver who is given the authority to use the Charity's vehicles at his or her discretion only providing that the vehicles are used exclusively in pursuance of the Charity's business.
- b. It is the responsibility of the driver to make sure that appropriate vehicle safety checks are completed prior to any journey. *Any member of staff authorised to drive one of the minibuses should arrange with the Charity's Driver to receive instruction on these checks before taking the vehicle. These will include checking tyre pressures and condition (Note that from 1 January 1992, the minimum tread depth is 1.6mm), brake fluid, fuel, oil, coolant and screen wash reservoir levels, and the operation of the lights and the tail-lift. If passengers are to be carried, the driver must be fully conversant with the procedures for securing wheelchairs.*
- c. When in use, *all doors must be unlocked so that access to the interior of the vehicle in the event of an accident or emergency is not impeded.*
- d. No passengers may accompany the authorised driver *unless they are on authorised Charity business (no hitch-hikers or lifts are authorised).*
- e. Vehicles exempt from Road Fund License may only be used for the carriage of disabled passengers and their authorised carers or assistants.
- f. The conditions applying to Orange Badge Holders (parking restriction exemptions) must be followed.
- g. The driver of the vehicle is responsible for ensuring that his or her load is properly secured before commencing a journey and for driving at a speed appropriate to that load.
- h. All drivers who carry passengers in wheelchairs *must have undertaken training on wheelchair carrying vehicles in the following categories:*
 - (1) The carrying of wheelchair passengers.
 - (2) The securing of wheelchairs (see Instruction Sheets 1 and 2).
 - (3) The securing of passengers travelling in wheelchairs by inertia reel belts (see Instruction Sheet 3).



(4) The use of hydraulic and tail-gate lifts (and standby, manual operation where fitted). *All hydraulic and powered lifts are only to be operated by the authorised driver* although the Charity's Driver may authorise another person trained by him or her to operate the hydraulic or powered lift on the vehicle he or she is driving. Passengers using the lift are to be told of the procedures, only one passenger may use the lift at any one time assisted by a trained person, guard rails should be used (where fitted) and clearances are to be checked (including those of people standing on the ground near the tailgate lift).

- i. There must be sufficient trained adult assistants to care for the welfare of handicapped passengers (for children at Vbranch House the ratio will rarely be less than 1:1).
- j. Embarkation and disembarkation should be carried out in an orderly and controlled fashion under the direct supervision of the driver. Passengers should not approach the doors or leave their seats until the vehicle is stationary. Doors (other than emergency doors, where fitted, and used solely in emergencies) should be operated only by the driver.
- k. Passengers on fixed seats should wear a child restraint harness (see Instruction Sheet 4) or inertia reel seat belt.
- l. Passengers are to be made aware of the siting and use of the fire extinguisher and the location of the First Aid Kit by the authorised driver.
- m. The authorised driver is to ensure that the vehicle is left in a clean and tidy condition after use and must make arrangements for the replacement of any consumed items (such as items from the First Aid Kit).

3. The Groundsman is to ensure that:

- a. The vehicles are kept in a clean and serviceable condition. He or she is to report any defect or need for additional maintenance/repair to the Chief Executive as soon as such needs are identified. Routine services by the Charity's authorised agents are to be carried out every six (6) months.
- b. All appropriate Road Tax Licenses are displayed and renewed promptly.
- c. All vehicles pass the MOT and any other inspections (including inspection of the fire extinguishers) at the due date.
- d. That each vehicle has a contacts book (containing appropriate information in the event of a breakdown, accident or emergency).
- e. That tail-lifts, where fitted, are serviced every six (6) months.
- f. That all vehicles are properly parked and secured when not in use.



ATTACHMENTS

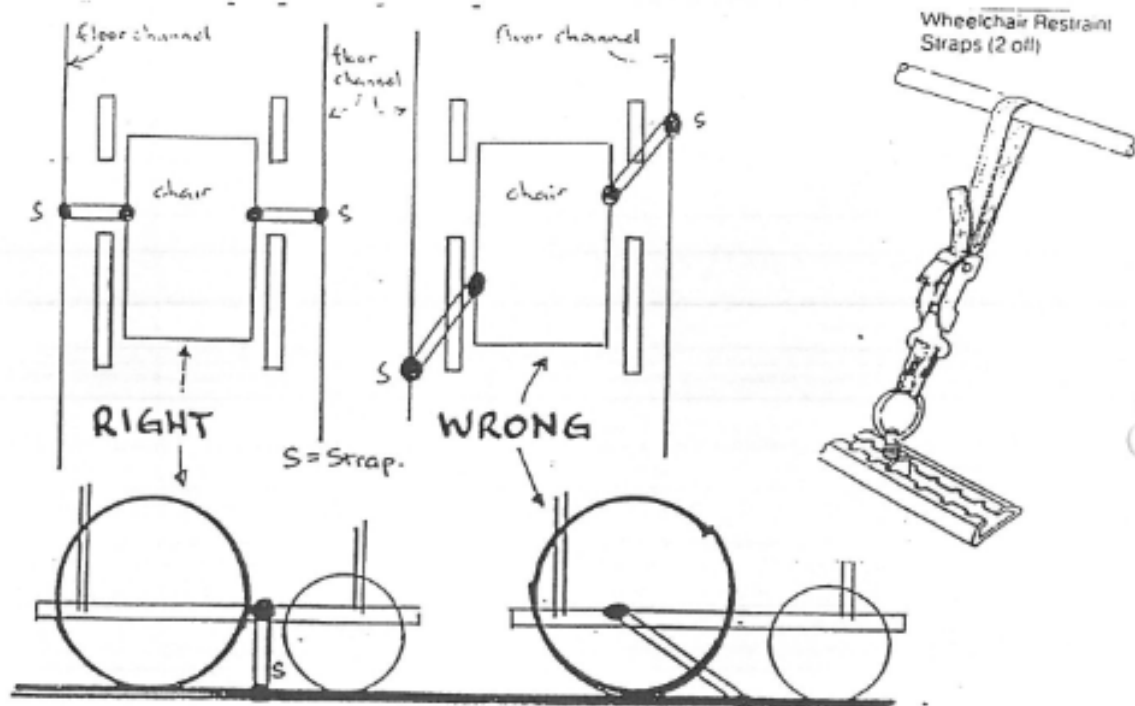
1. Instruction Sheet 1; 4-point Webbing Wheelchair Restraint.
2. Instruction Sheet 2; Securing Wheelchairs in the Minibuses.
3. Instruction Sheet 3; Use of Double Inertia Reel Harness.
4. Instruction Sheet 4; Use of Full Body Restraint Harness.



The Securing of Wheelchairs (Alternative to 4-point Webbing Wheelchair Restraint)

The following general points MUST be observed to obtain a secure fixing.

1. When fixed, the length of the strap must be as short as possible, in other words, the point where the strap is fixed to the floor channel must be as near as possible to the point where the strap is fixed to the chair. This means the strap may have to be moved in the floor channel to the correct position. A wheelchair should not be automatically fixed to straps which are still in the position left by the previous user without checking that they are appropriate in the new position.
2. The strap must where possible be fixed to a horizontal bar of the wheelchair.
3. At least two straps must be used for each wheelchair. These straps must be as near to the mid-line as possible, and if possible at seat height.
4. The straps must be used so that they are tightened by an upward pull of the strap. They should be as tight as possible, and tightened against the pressure of the tyres.
5. A third side strap can be used to give more stability.

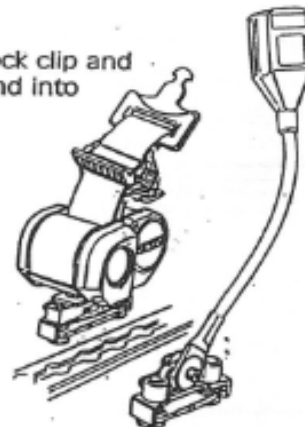


To move a strap from one position to another in the floor channel, lift the rectangular clip against the spring, slide the fixture along to the new position, and release the rectangular clip so that it locks down in the circular part of the groove in the floor channel. It is important that the floor channel is kept clear of sand, dirt, etc. which would prevent it sliding.

INSTRUCTION SHEET 3

UNWIN**Safety systems****INSTRUCTIONS FOR USE OF
DOUBLE INERTIA REEL HARNESS**

- 1.** Place the stalk in the track approximately 16" behind the Wheelchair clamps with the buckle adjacent to the rear side of the Wheelchair.
- 2.** Place the double inertia reel in the opposite rail with the clip to the rear and unlocked so that it is free to slide.
- 3.** Pull the tongue and the webbing will unreel from both reels, the front forms the lap belt and the rear the shoulder/ diagonal and the tongue is then plugged into the socket on the stalk.
- 4.** Pull out an inch or two of both straps for comfort and lock the clips which will prevent it being reeled back.
- 5.** When harness is removed unlock clip and the webbing will be free to wind into both reels.



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Fitting and Wearing Instructions for

Full Body Restraint Harness For Hyperactive Child

AE7-007 Seat Fixing Straps, AE7-120 Full Body Harness

Britax

IMPORTANT

1. Please read instructions right through before starting to fit straps and harness.
2. No alterations should be made to the assembly or the method of fitting. If in doubt, consult Britax.
3. Fittings should be assembled in the correct order as illustrated.
4. Webbing should be looked after and not allowed to rub against sharp surfaces. Belts which have been cut, frayed or fitted to vehicles involved in accidents should be replaced.
5. This harness does not have a quick release function.

Use only after consultation and check its suitability for use in specific applications.

6. These instructions must be passed on to the vehicle user.
7. The performance of the restraint system in accident conditions will be affected by the strength of the vehicle seat-back to which it is anchored. Consideration must be given to seat-backs strength before installation. Seating of a tubular or fabricated steel construction securely anchored to the vehicle floor structure should prove adequate.

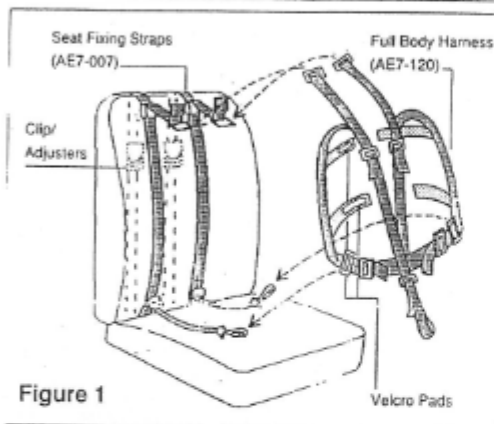


Figure 1

FITTING THE SEAT FIXING STRAPS (AE7-007)

See fig. 1.

Step One

Feed each of the two universal seat straps (AE7-007) between the back-rest and seat cushion, so that:

- a) the hook for the waist belt and the upper shoulder fixing are in front of the back-rest - the distance between the upper and lower harness fixings can be altered to suit different seats and shoulder heights.

It is essential that the two lower straps are positioned at the junction of seat-belt and cushion.

- b) the clip/adjuster is positioned behind the back-rest, pointing downwards.

Step Two

Clip the adjuster to the rectangular ring and tighten the strap assembly around the seat-back, by pulling on the webbing through the adjusters.

FITTING THE FULL BODY HARNESS (AE7-120)

The body harness (AE7-120) is fitted to a child outside the vehicle with the velcro pads at the rear, see fig. 1.

Step One

Feed the arms through the shoulder straps so that the shoulder adjusters are facing forwards.

Step Two

Take the crotch strap under the body and feed the ends of the waist belt through the loop in the crotch strap and fix together the velcro pads.

Step Three

Adjust the waist belt to fit snugly by tightening (i.e. pulling) the webbing through the adjusters on each side of the waist.

Ensure that the waist belt is secured on the waist proper, and not higher up on the body.

Adjust the shoulder straps in the same manner.

I.B. To loosen harness, depress the forward facing button on the adjuster which will enable the webbing to move freely - this operation can be readily carried out using one hand only.

Step Four

The child is secured to the seat straps at waist and shoulder level. The lower hooks on the seat straps are clipped into the rings on the waist belt and the shoulders are secured by feeding the three bar adjusters on the upper straps through the square links at the shoulders, as illustrated in fig. 2.

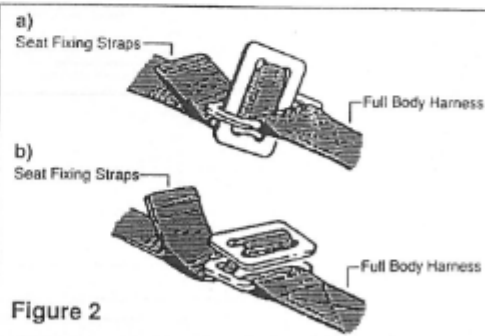


Figure 2

Step Five

Adjust the four connecting straps as necessary to ensure that the child sits firmly and comfortably against the seat-back.

CLEANING

An occasional wipe with a warm soapy sponge will keep the webbing clean. Take care not to use bleach, dye or solvents.

TOOLS

For the correct installation of the Full Body Restraint Harness, no tools or additional fitting kits are required.

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