

Minibus Driver Basics

General

- **Do not** use a mobile phone (even hands free) whilst driving
- Do not drive a vehicle if you consider it none roadworthy
- Do not have any alcohol /drugs if driving
- Do not drive if tired
- Do not engage in lengthy conversation with passengers
- Do not allow smoking or the consumption of alcohol in the vehicle

- **Do allow** extra room as stopping distance, will be greater than a car
- Do obey all speed limits, and reduce speed in adverse weather
- Do make sure everybody in the vehicle is securely belted in
- Do refuel the vehicle if it is less than a quarter of tank before returning the keys
- Do fill in the vehicle log sheet in fully before returning the keys

Vehicle Checks

- The driver is personally liable for each of the following, so check them before you begin your journey
- Are all the lights working?
- Does the driver have a clear unobstructed view through windows and mirrors?
- Do the tyres appear to be in good condition and fully inflated?
- Are all the fluid levels correct?
- Are the doors and gangways clear of luggage and equipment?
- Is a first aid kit and fire extinguisher present and in good order?

Breakdown

- ❖ Try to get the vehicle safely off the road
- ❖ Switch on the hazard warning lights
- ❖ If the vehicle is not situated safely, ensure everybody leaves it
- ❖ The hard shoulder of a motorway or dual carriageway is not a safe place! Get passengers out
- ❖ Call the breakdown company for assistance, the number is on the vehicle log sheet

Accident

- ❖ Summon medical assistance if needed
- ❖ If the vehicle is causing an obstruction the Police should be notified
- ❖ The crash position should be noted, witness details taken and where a camera is available, photographs taken of the accident location.
- ❖ Remember to take other vehicles registration number and driver details including address and phone number. **Do not admit liability.**
- ❖ Contact the breakdown company if the vehicle is not driveable
- ❖ Inform colin.hutchinson@su.ntu.ac.uk as soon as possible of the accident

Emergency Contact Details

- ❖ Breakdown company - **08003891708**
- ❖ University emergency number - **0115 8482222** - *To be used only in an emergency situation*

Remember speeding, tailgating & not paying attention kills!