



TRANSPORT POLICY & GUIDELINES

INTRODUCTION

DRH provide transport for the use of staff for the benefit, convenience and pleasure of the service users in our care. These vehicles are either owned by DRH or leased to DRH and consist of cars and mini-buses based at individual homes. (**DRH vehicles**) The leased vehicles are supplied in liaison with Dorset PCT via Leasing Companies.

DRH also supply individual lease vehicles to staff carrying out high mileage in the course of their employment. (**Personal vehicles**)

The Transport Manager for DRH is Philippa Dobinson Dorset PCT. She is based at Forston Clinic and her direct dial number is 01305 361279.

REQUESTS FOR LEASE VEHICLES

All requests for lease vehicles should be made by appropriate Managers to the Chief Executive. All requests should be formalized within the Home Development Plan.

Once agreed that the vehicle is to be supplied an application should be made in writing and signed by the Chief Executive to the Transport Manager, Dorset PCT.

RECEIVING LEASE VEHICLES

All vehicles will come with a pack containing information on the vehicle, insurance and breakdown cover. This information should be read carefully by drivers. If there is anything that is not understood reference should be made to the Transport Manager at Dorset Primary Care Trust for an explanation.

When a mini-bus is to be supplied the Manager at Dorset PCT will arrange a convenient date for delivery with the appropriate Manager. Upon delivery the Supplier will give instructions on the operation of tail lifts, seat belts and other technical details as appropriate. The Transport Manager from the Dorset Primary Care Trust can be on site at this time but only if requested by DRH Manager otherwise she will not normally attend the actual delivery.

It is the Managers responsibility to ensure that the vehicle is received with all the required facilities and that the technical details demonstrated by the Supplier are clearly understood.

Staff whose application for a personal vehicle has been approved will be advised of the date, time and place that their vehicle will be ready for collection by the Transport Manager.

MANAGERS RESPONSIBILITIES

It is the Managers responsibility to ensure that all the legal requirements concerning their Vehicles are complied with. This includes, tax, mot, insurance cover, maintenance, servicing and tail-lift checks. Also, as The Traffic Commissioner has granted DRH a Small Bus Permit under Section 19 of the Transport Act 1986 that all the regulations concerning this are adhered to.(see Appendix 1 for further information) Support will be given by The Transport Manager Dorset PCT and the Administrative Assistant at Connaught House.

DEFINITION OF A MINI BUS

A mini bus is a small bus carrying 9 – 16 passengers plus a driver..

MINI BUS DRIVERS

Mini-buses must only be driven by Drivers who have received training, passed as competent drivers, hold a current appropriate driving licence and be aged over 25..

DRIVING LICENCES

The Manager should check Driving Licences prior to permission being given to drive a DRH vehicle. A check list is available on Page 14 of this Policy. A photocopy should be made of the driving licence and then checked again annually. If the licence is unsatisfactory permission should not be given to drive a DRH vehicle. When checking driving licences ensure that the following standards are met:-

- **Age of Driver** – The minimum age to drive a mini bus is **25** years. For all other DRH vehicles a minimum of 2 years clean driving experience.
- **No points on the driving licence** unless nearly out or of a minor nature. This to be at the discretion of the Manager checking the licence or if in doubt advice from the Chief Executive. However, the offences **must not** include serious items such as drink driving, manslaughter, etc.
- Be aware that different conditions apply to people holding licences prior to the 1 January 1997 to drivers with licences after this date. An automatic entitlement to drive a minibus is not included in the later licences. It is the Manager's responsibility to ensure that the driving licence does include the correct entitlement to drive. As DRH do not have to comply with PSV licensing regulations it is not necessary for Drivers passing their test after 1st January 1997 to have a full PSV driving licence but they do have to pass an assessment by a suitably qualified Driving instructor before being allowed to drive a DRH minibus
- Any changes, i.e. driving endorsements, change in physical condition that could affect ability to drive safely must be reported to the manager before driving a DRH vehicle.
- Check the category of vehicle the employee is entitled to drive i.e. car licence is not only for automatic vehicles.

MINI BUS DRIVER TRAINING

Mini-bus driver training is supplied under the Dorset County Council safe driving scheme. Application forms should be sent to Connaught House in the same manner as for other training. Managers must state if the Driver passed his/her test after 1st January 1997 as only certain Driving Instructors have agreed to train this category of driver. Training will then be arranged at a convenient date. Please note that the Trainer will look at the drivers licence and will not train anyone that they do not consider hold a suitable licence. Certificates are issued to Drivers that have been assessed and are valid for 4 years.

Records of Driver training should be kept by the Manager.

CARE OF VEHICLES

The Manager should nominate one person to look after the vehicle. The following items should be included in the responsibilities:-

- Ensure that the vehicle provided is well-maintained and in a clean state.
For expensive repairs on DRH vehicles always ensure that the expenditure is approved before having the vehicle repaired. This should be authorised by the Chief Executive
- Ensure the reasonable security of the vehicle at all times
- Conform to all instructions and recommendations in the manufacturer's handbook and all other instructions and advice given by the Leasing Company.
- Ensure a current tax disc is displayed and renewed when due.
- In the case of vehicles with more than 10 seats including the driver, that it is MOT'd once a year from new and serviced on the manufacturers recommended mileage.
- In the case of other vehicles that the manufacturers recommended servicing is carried out
- A current MOT certificate is available when due.
- That a driver check is carried out on the vehicle before proceeding on a journey and a more in depth check carried out weekly as a general routine (**see Vehicle checklist Page 10 of this Policy**)
- Driver must ensure that they are fit to drive the vehicle.



MAINTENANCE

Leased Vehicles

Follow the instructions in your Information Pack supplied with the lease vehicle.

DRH owned vehicles

Normal servicing and MOT testing should be carried out as required. Estimates should be obtained for damage repairs and non routine maintenance of a more expensive nature before proceeding with the actual work. These estimates should be sent to the Chief Executive for approval. Always use the Main Dealers as appropriate for the vehicle and not endeavour to find the cheapest garage. See attached list for your nearest Dealership.

TAIL-LIFTS

Any tail-lifts fitted to vehicles and which are used for lifting service users come under the Lifting operations and Lifting equipment (LOLLER)1998 regulations and these regulations must be complied with.

Service & weight test annually

Service check 6-monthly

For DRH owned vehicles there is a contract with Dorset Works Organisation, Charminster Depot, Wanchard Lane, Charminster, Dorchester DT2 9RP for this work. The telephone number is 01305 228132. When the tail lift is due for servicing contact should be made with the Vehicle Maintenance Manager. This does not apply to Lease vehicles which are dealt with by the Leasing Companies. Please telephone the appropriate Lease Company to arrange. All certificates recording servicing and weight testing should be passed to the Manager and should be kept in the Vehicle file

This requirement is Health & Safety Law and the servicing and testing should not be allowed to lapse as in the event of an accident involving the tail-lift these records will be inspected.

MOBILE TELEPHONES

Drivers of DRH vehicles should ensure that they have mobile telephones with them for use in the event of an accident or other emergency. Mobile telephones should not be used by the driver whilst the vehicle is in motion. **See separate Policy on “The Use of Mobile ‘Phones, Policy No.8 in the General Policy Book.**

Emergency numbers for use in the event of breakdown or accident should be stored on your mobile ‘phone in a recognisable and easily retrievable form.

STAFF AND SERVICE USERS SAFETY

Always advise your home base the proposed destination, the route expected to be taken and the estimated time of return before leaving on a journey.

VEHICLE LOG SHEETS

Drivers of DRH vehicles must always complete a Log Sheet at the commencement and completion of a journey. A copy of the Log Sheet is attached. Log Sheets should be sent to Finance at the end of the month.

PURCHASE OF MOTOR FUEL

Drivers of DRH vehicles are issued with cards to obtain their fuel. These cards can be used at Garages displaying the Allstar symbol. On the rare occasion that you cannot obtain fuel by the use of your card, cash will be reimbursed by DRH. This will be through your weekly housekeeping transfer, providing you send the receipts to Finance department asking for reimbursement.

Fuel cards should only be used for fuel.

Milometer readings must be given to the garage when fuel is obtained.

GENERAL NOTES

- **DRH vehicles** must not be used for personal use unless permission has been given to do so by the Chief Executive or the Deputy Chief Executive
- For safety reasons, children and pets must not travel in DRH Home based vehicles without prior permission from the Chief Executive or Deputy Chief Executive
- All legitimate passengers on outings with service users travelling in DRH transport are covered by DRH insurance.
- It is the Managers responsibility to ensure that all appropriate vehicles have up to date authority for disabled parking. For blue badges application should be made through Dorset County Council and a charge will be made.
Telephone No. 224321 Blue Badge Disabled Parking Department.

MOTABILITY CARS

A request for a motability car must be made by the Home Manager. These vehicles can only be supplied to specific service users and are only available to service users on the higher rate of their mobility allowance. The vehicle is supplied to an individual service user and can only be used by others with the permission of that service user. The service user should be reimbursed for the use of the vehicle by others.

EMERGENCY BREAKDOWN COVER

All lease vehicles are covered by the A.A. or the RAC depending on the leasing company. All vehicles owned by DRH are covered by the AA. In all instances the cover is **Home Start & Breakdown**. The relevant documents are held in the vehicle information pack.

In the event of breakdown or if you are unable to start your vehicle from base, follow the procedure in your information pack for calling the appropriate breakdown service.

ACCIDENTS

All DRH vehicles are insured via Dorset PCT. If you are unfortunate enough to be involved in an accident take the following action:-

- The first priority is the care of the people involved and dealing with any immediate danger.
- Take all details from the driver of any other vehicle involved. The type of details required are as follows:-
 - Full Name
 - Address
 - Insurance Company
 - Number and make of vehicle
- As soon as possible telephone the Dorset PCT Transport Manager, based at Forston Clinic
 - Telephone Number 01305 361300 or
 - The direct dial number is 01305 361279
- You will be issued with a Claim Form for completion with instructions on returning the completed form.
- Complete a DRH accident/incident form in the usual manner.
- For a serious accident follow the normal reporting procedure by informing DRH Chief Executive

TAKING DRH VEHICLES OUT OF THE UK

If Staff intend taking service users out of the UK on holiday and wish to take a DRH vehicle the Lease Company need to be informed by the Manager to enable them to give permission to drive the vehicle in another country. This does include Jersey/Guernsey/Isle of Wight etc. A charge may be made for this. Mini buses under Section 19 permit system cannot be driven out of the UK.

For DRH owned vehicles, to ensure that the appropriate Breakdown cover is in force whilst driving abroad, cover can be arranged by telephoning the A.A 0345 125594 with the following information:-

Vehicle Registration No
 Driver(s) Name(s)
 Company Name & Address
 How many in the Party
 Dates of travel
 Ask for European Breakdown cover.

A.A. will charge a small amount for the extra breakdown cover. A.A. will then send a certificate to confirm cover abroad.

Remember to ensure that the necessary measures are taken whilst driving in Europe such as headlight stickers, warning triangles, spare bulbs, high visibility jackets, in car fire extinguishers and first aid kits which need to be with you whilst driving especially in France.

STAFF WITH PERSONAL LEASE CARS

These vehicles are leased to the individual for their business and private use. Claims for business mileage should be claimed for monthly on the appropriate form and payment will be made direct to banking accounts via salary payments.

Staff with permission to use their own cars for work purposes should also claim their petrol in the same manner. A higher mileage rate is paid to take into account wear and tear of their car.

STAFF USING PERSONAL CARS FOR WORK PURPOSES

Permission to use personal cars for work purposes can be given by the Line Manager, only after the following checks have been made:

- 1 The Driver has an appropriate Licence and has at least 2 years driving experience.
- 2 the vehicle is taxed and has a valid MOT
- 3 That the vehicle is roadworthy and serviced according to the manufacturers specification
- 4 That the vehicle is correctly insured and covers business use.
- 5 If carrying goods they are correctly secured and if carrying passengers they are correctly belted in the vehicle
- 6 Any accident, occurring whilst the vehicle is being used for work purposes is reported in the same way as any accident in a DRH vehicle.
- 7 Individual members of staff are responsible for reporting any subsequent changes which would prevent them or their vehicle from complying with this criteria.

RECORD KEEPING

The Manager is responsible for ensuring that records are kept records relating to their Home Cars and mini-buses. This should include driver checks, maintenance checks, accident reports, tail lift testing and servicing etc.

The Manager is also responsible for keeping records of drivers licences, checks and drivers training.

The Driver of the vehicle is responsible for completing log sheets for individual journeys. It is also the responsibility of the driver to pay any **Incurring Penalties** such as parking fines, speeding fines etc. whilst they are in charge of the vehicle.

The Administration Assistant at Connaught House will keep overall records of the type of vehicles allocated to each home. These details will include the vehicle type, the registration number, the age of the vehicle.

For DRH owned vehicles the Administration Assistant will liaise with the appropriate Manager concerning tax, insurance, mot, etc.

For DRH leased vehicles the Transport Manager will liaise with DRH sites concerning tax, insurance, mot, etc. If the Transport Manager is not available any queries should be directed to the General Office, Connaught House.

<p>October 1998 PM Amended March 2002 Reviewed Oct 2005 Reviewed July 2008 Review Date July 2011</p>
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TELEPHONE NUMBERS**TRANSPORT MANAGER**

Dorset P C T 01305 361279

VEHICLE MAINTENANCE MANAGER

Dorset Works Organisation (Dorset County Council) ...01305 228132

GARAGES:

AKS RENAULT 01935 411181

BRIDE VALLEY MOTORS01305 889421

CHESIL BEACH MOTORS01305 761777

DORCHESTER MERCEDES01305 264494

FORD - DORCHESTER01305 217000

- BRIDPORT01308 421777

- YEOVIL01935 421777

LANEHOUSE – WEYMOUTH01305 760000

LANEHOUSE – BRIDPORT01308 458018

LODERS – (Volkswagen)01305 267881

(Fiat- Peugeot 01305 266066

(Toyota) 01305 261011

Loders Arc Bodyshop can assist in recovering Accident damaged vehicles ...

01305 260270

MINIBUSES - FRAMPTON GARAGE01300 320347

(MOT/SERVICING ONLY NOT WARRANTY WORK)

BREAKDOWN

- Owned Vehicles - AA0800 420 420

- Leased Vehicles - AUTOMOTIVE 0870 870 1700

- MASTERLEASE 0800 030 030

EMERGENCY ONLY NO. FOR OUT OF HOURS

ACCIDENT0800 137 429

TYRES – Both Companies – KWIK FIT or ATS – Normally charged through lease company

KWIK FIT DRH A/C NO: N3808W Both for owned vehicles only

ATS DRH A/C NO: A00914530

AUTO WINDSCREENS (Owned Vehicles)...0800 919 700

AUTOGLASS (Leased Vehicles)0800 169 7181

VEHICLES SUMMARY

REG No	BASE	MAKE / MODEL	CATEGORY	NEAREST DEALER
HJ07THV	109 Coldharbour	Ford Galaxy 1.9TDi LX	Leased	Ford Yeovil
HJ07THV	111 Coldharbour	Ford Galaxy 1.9TDi LX	Leased	Ford Yeovil
BX08JAU	193 St Andrews Road	Renault Master Minibus	Leased	AKE Yeovil
R 736 KFX	193 St Andrews Road	Vauxhall Astra	Owned	Vauxhall Bridport
HF54 GDE	3 Prince of Wales Road	Ford Transit Minibus	Leased	Ford Dorchester
HG05 UHS	3 Prince of Wales Road	Ford Focus Estate	Leased	Ford Dorchester
R 96 MJT	32 Knightstone/46WA (prev Riverside)	Ford Escort Estate	Owned	Ford Bridport
WG57VBM	32 Knightstone	Citroen C4 Picasso	Leased	Olds Dorchester
HF56 AEZ	46 West Allington	Ford Galaxy 1.9TDi LX	Leased	Ford Bridport
V 606 FYD	5 Dick O' The Banks (prev 193/Ghills)	Nissan Vanette	Owned	Olds Dorchester
HG54 YZZ	5 Dick O' The Banks	VW Caravelle	Leased	Loders Dorchester
HD53 HVM	5 Prince of Wales Road	Ford Transit Minibus	Leased	Ford Dorchester
OU05 EHR	Casterbridge House	Renault Master Minibus	Leased	AKE Yeovil
WU 05 KKJ	Casterbridge House	Peugeot Partner Combi	Leased	Olds Dorchester
HG07 XVK	Charlotte Keith	Ford Focus Zetec	Leased	Ford Weymouth
HJ08OHR	Deborah Strange	Toyota Auris	Leased	Loders Dorchester
GU 05 XLJ	Elsadene	Fiat Multipla	Leased	Olds Dorchester
R 164 LLJ	Elsadene	Renault Laguna Estate	Owned	AKE Yeovil
HF06 AYK	Fairfield House	Mercedes Vaneo	Leased	Merc
HG56PHO	Foresters	Kia Sedona TS	Leased	Ford Weymouth
HJ53 YKX	Foresters	Peugeot Boxer Minibus	Leased	Olds Dorchester
P 681 YPR	Foresters (prev Casterbridge)	Ford Transit Minibus	Owned	Ford Weymouth
LB57 GWL	Gillian Northcote	BMW 1 Series SE Auto	Leased	Olds Dorchester
HF55 BFX	Greenhills	Renault Master Minibus	Leased	AKE Yeovil
HG51 SML	Greenhills	Vauxhall Vectra	Owned	
HJ57XPN	Jill Mildon	Honda Jazz SE	Leased	Ash Honda
HJ07 ZFN	Jill Robbins	Ford Focus Zetec	Leased	Ford Dorchester
HJ55 WCR	Pete Stevens	Ford Transit	Leased	Ford Weymouth
YP 02 FGV	Rawleigh (prev Sandhills)	VW Transporter Van	HP - 2007	Loders Dorchester
HG57 MYX	Rawleigh	Ford Focus 1.6 Auto	Leased	Fords Dorchester
HJ54 XBW	Rawleigh	Peugeot 307	Leased	Fords Dorchester
HG57EOZ	Sandhills	Ford Focus Estate	Leased	Fords Dorchester
HD53 PYG	Sandhills (prev Rawleigh)	Ford Transit Minibus	Leased	Fords Dorchester
HJ56 YTD	Seán Gray	Toyota RAV4	Leased	Loders Dorchester
HJ55 PUE	Sunnyview	Ford Focus Estate	Leased	FordsDorchester

VEHICLE CHECKLIST

Anyone driving either a DRH vehicle or another vehicle for work purposes should visually check their vehicle before taking it out to ensure that it is safe to drive. Remember that the DRIVER is legally responsible for the condition of the vehicle and if it is not roadworthy it should not be taken out.

Items that drivers should check before taking the vehicle on the road:-

Tyres (including spare tyre)	Mirrors	Lights
Fuel	Indicators	Wipers/washers

Also check that the following items are present in the vehicle

Fire extinguisher	First Aid kit	Mobile phone
Torch	Warning triangle	The bus permit is on the windscreen

A NOMINATED DRIVER SHOULD CARRY OUT A MORE COMPREHENSIVE VEHICLE CHECK ON A WEEKLY BASIS AT A CONVENIENT TIME, POSSIBLY WHEN PURCHASING FUEL AT THE GARAGE. THE REPORT SHEET SHOULD BE TICKED AND SIGNED BY THE DRIVER AND ANY FAULTS FOUND REPORTED.

REPORT SHEET (Tick appropriate Squares)

<input type="checkbox"/> Tyre Condition	<input type="checkbox"/> Tyre Pressures	<input type="checkbox"/> Oil	<input type="checkbox"/> Torch
<input type="checkbox"/> Lights	<input type="checkbox"/> Mirrors	<input type="checkbox"/> Fuel	
<input type="checkbox"/> Water	<input type="checkbox"/> Wipers/washers	<input type="checkbox"/> Indicators	
<input type="checkbox"/> Mobile Phone	<input type="checkbox"/> First Aid kit	<input type="checkbox"/> Fire Extinguisher	

Vehicle Make..... Vehicle No.....

Name of Home..... Drivers/Checkers signature.....

Note any faults found.....

Please note that all drivers must ensure that they are fit to drive:-

- a) Clean driving licence b) Received appropriate training c) In good physical shape
- d) Over 25 for minibuses e) 2-years driving experience

THIS RECORD SHOULD BE FILED IN YOUR HOME TRANSPORT FILE



GUIDELINES FOR DRIVERS OF THE MINI-BUS

Regulation 100 of the Road Vehicles (Construction + Use Act) 1986 requires that any equipment or passengers in a vehicle are carried in such a manner that no danger is likely to be caused to those passengers or to anyone else. If a wheelchair is not secured it might be held that an offence has been committed.

- 1) Read the Transport Policy at **Section 23 in the General Policy Book**
- 2) It is the responsibility of the Driver to ensure the safety of passengers travelling in the mini bus. It is therefore imperative that before leaving on a journey that the driver ensures all passengers are belted safely into their seats and that the wheelchair is correctly clamped. All Drivers must be confident in the use of the clamps before carrying a wheelchair passenger in the mini bus.
- 3) Wheelchair passengers must be belted into their chairs by proper fixed seat belts. It is not sufficient to use posture belts attached to the frame of the wheelchair as these will not restrain the passenger in the event of impact.
- 4) When manoeuvring a wheelchair passenger onto a lifting platform, the Carer should stand on the platform with the passenger as the platform rises, making sure that the wheelchair brakes are 'on' during the operation. If brakes are not 'on' the wheelchair could slip backwards creating a hazard for the Carer and the wheelchair passenger. Always take great care when manoeuvring the wheelchair in wet conditions. If there is not sufficient room on the platform for the wheelchair and the Carer it is in order for the Carer to stand on the ground, but there **must** be a person inside the bus to receive the wheelchair.
- 5) Loose items of equipment should not be carried in the bus unless properly secured. This also applies to the spare wheel. This is to prevent the risk of items moving and injuring passengers during sudden braking or in the event of an accident.

Safety straps are available for securing loose items in the bus and also tracking for mounting on the sides of the bus to which the safety straps can be attached. Details can be obtained from Unwins Safety Systems, telephone number 01935 410920

- 6) Wheelchair clamps should not be left in the bus if not in use and the surface floor tracking must always be kept clean and free from dirt, stones, etc. This can normally be done by brushing the tracks.
- 7) Always check the suitability of the wheelchair before transporting

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Next Review Aug 2011**

**SPECIAL INSTRUCTIONS FOR SMALL BUS PERMIT HOLDERS UNDER
SECTION 19 OF THE TRANSPORT ACT 1986**

- 1 The vehicle will be kept in a fit and serviceable condition at all times.**
- 2 Instructions will be given to drivers to report any defects in vehicles which they drive when these come to their attention.**
- 3 Records will be kept of all defect inspections and of the repairs carried out and these records will be kept for a period no less than 15 months.**
- 4. Any vehicle which is hired in by DRH must meet the appropriate conditions of fitness**
- 5. Always check that the small bus permit disc is on the windscreen**

The requirements concerning the equipment of a permit minibus are given in Section 7 of the Road Vehicles (Construction and Use) Regulations 1985 (S1 1986/1078 as amended by S1 1989/2360 and are as follows

- 1. At least one fire extinguisher which complies with the relevant British Standards and which:**
 - Has a minimum test rating of 8a or 12b and contains water or foam or is marked to indicate that it contains halon 1301**
- 2. A first-aid kit which is clearly marked and readily available and is kept in good condition. It must contain the following items**
 - 10 antiseptic wipes foil packed**
 - 1 conforming disposable bandage (not less than 7.5cm wide)**
 - 2 triangular bandages**
 - 1 packet of 24 assorted adhesive dressings;**
 - 3 large sterile unmedicated ambulance dressings (not less than 15.0cm x 20.0cm**
 - 2 sterile eye pads, with attachments**
 - 12 assorted safety pins**
 - 1 pair of rustproof blunt ended scissors.**



DRIVER'S LICENCE CHECKLIST

(Please tick box to indicate that the check has been done)

	Check name and address on licence (if photocard, on paper counterpart too)
	Check that vehicle category codes provide eligibility for vehicle being driven
	Check licence is full and has no restrictions (e.g.age)
	<p>Check for endorsements. If there are any, are they:</p> <ul style="list-style-type: none"> • For minor offences • For major offences • How many endorsements/points have been collected and does this represent an unacceptable risk • Should driver training be taken
	<p>If the driver is to drive a minibus</p> <ul style="list-style-type: none"> • Is driver over 25 • Is driver assessment training up to date • If “no” has training been booked
	If driver is to drive another DRH vehicle that they have at least 2 years driving experience and no points on the licence.