

MINIBUS USE AND MAINTENANCE

2020-21



Vista Care Solutions Ltd trading as Sunlight Care Newham. Registered in England. Company No: 11353031.
Registered Office: 3-9 Balaam Street, London, E13 8EB

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Introduction

Sunlight Care uses a minibus for the transportation of residents.

Aim

It is the aim of Sunlight Care to ensure that residents are transported in comfort and safety and that all driving is undertaken in a fully professional way.

Policy Details

Sunlight Care will ensure that the vehicle meets all legal requirements with respect to licensing, insurance, maintenance and the procurement of appropriate permits.

Sunlight Care Manager is responsible for ensuring:

1. Sunlight Care meets its legal requirements in relation to the minibus
2. all drivers are appropriately qualified, trained, and insured to drive the vehicle.
3. the safety of all residents transported in the minibus

Sunlight Care will carry out a risk assessment about transporting the residents in the minibus. This will consider matters such as:

- a. size of the group to be transported
- b. the care needs and health of members of the group
- c. destination, route and stops on the journey

Procedures

A member of Sunlight Care staff will normally drive the minibus. Alternatively, the driver might be a volunteer, but all drivers will be appropriately trained, suitably qualified, and insured. All driving licences will be checked.

All drivers must:

- a. notify the home of any changes to their driving licences or their health that might affect their driving
- b. participate in additional driver training as required
- c. agree to driver reassessment at regular intervals if required, and be fit and able to drive, having had an adequate rest period and not be under the influence of alcohol or drugs
- d. carry out pre-drive safety checks on brakes, tyres, steering, etc and ensure that the vehicle is in a roadworthy condition for the residents to be carried
- e. plan journeys so that they can be completed safely and comfortably in accordance with the residents' needs
- f. have a clear plan of action in event of a breakdown or accident
- g. complete any appropriate documentation before and/or after the journey

Sunlight Care will ensure that appropriate records are kept about the operation, of the minibus, any accident or damage caused to it, its servicing and maintenance, staff training and the persons authorised to drive the minibus.

Breakdown, Accident or Emergency

All drivers of the minibus must be aware of the appropriate breakdown/emergency procedures. All vehicles will be covered by a rescue policy, full details of which — including the number to call — will be kept in vehicles at all times.

In the event of a breakdown/emergency the driver should:

- a. ensure that the vehicle is stationary in as safe a place as possible
- b. contact the breakdown organisation immediately and arrange for rescue or repair
- c. contact Sunlight Care and inform the Manager
- d. ensure the safety of all residents, and where necessary evacuate the residents and move them to a safe place.

Basic tools will be kept in each vehicle to enable drivers to undertake repairs that are within their capabilities.

Any driver involved in an accident must stop. If anyone with reasonable grounds requests it, the driver must give their name and address and particulars of insurance. If particulars cannot be exchanged at the time, the accident must be reported to the police as soon as possible and certainly before 24 hours have elapsed.

All new drivers will be trained in the procedures to adopt in case of breakdown or an accident and how to undertake all the required daily checks necessary to ensure that the vehicle is in a roadworthy condition before use.



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