

## **STANDING ORDERS GOVERNING THE USE OF MINI BUSES**

1.

In the interests of safety and the reputation of the Union, the hire of mini buses from an approved supplier must adhere to these procedures. The House Manager (or in his absence the GM or his deputy) is responsible for ensuring these procedures are carried out.

2. Driver restrictions No one is permitted to drive a minibus:

- a. unless a full Group A/D1 driving licence has been held for at least two full years and is over 21 years of age;
- b. if disqualified or convicted of any motoring offence <sup>(1)</sup>, or has a prosecution pending.

3. Driver registration: All drivers are to complete a Driver Registration Form, undertake vehicle familiarization and a HUU Community Transport Assessment. Subject to a satisfactory road assessment, drivers not invalidated by the restrictions detailed above, are to be issued with a Driver Registration Card.

4.

5. Control Only the House Manager and the Union Admin Assistant – Sport may book mini buses from outside suppliers. All the trip registration and any other required procedures or documentation must be completed before the bus is used.

### **Note**

1. The insurer may grant specific individual dispensation. Requests for such dispensation are to be made in writing to the House Manager. For insurance purposes only serious driving offences (drink driving, reckless or dangerous driving etc) need to be taken into account after a five year period.

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19/1/10

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8/2/10