**Minibus Drivers responsibilities on duty**

Before driving

1. Ensure that the vehicle keys and Log sheet are collected from the Four Towns & Vale Link Community Transport offices. Also ensure that you know where the vehicle is kept and how to gain access to the area. Leave your own vehicle in the place where the minibus was parked.

2. Always ensure that you have all the information required for your journey. This includes checking whether any wheelchairs are to be carried and, if so, removing the necessary seats and leaving them at the Four Towns & Vale Link Community Transport office.

3. A driver must not have consumed any alcohol in the twelve hours prior driving.

4. Carry out all pre-driving checks, as listed on the Log sheet, ticking each check as it’s completed. In the pocket of the driver’s door there should be a plastic envelope containing various items:

- Emergency information including out-of-hours contact numbers for Four Towns & Vale Link Community Transport staff

- Accident report forms

- A copy of the insurance certificate

- Where relevant, copies of vehicle and tail-lift inspection certificates

- Vehicle-specific credit cards for fuel

During the hire

5. You are responsible for the state of the vehicle at all times. Please report any defects you find.

6. Assist passengers with boarding/alighting if necessary.

7. Never leave the vehicle unattended with the engine running.

8. Always obey the Highway Code.

9. If you are involved in a road accident never admit liability whether you consider that it was your fault or not. Never sign any documents if requested to do so by another party. Where possible always call the police. In the event of one of your passengers being injured call an ambulance.

10. Remember, the welfare and safety of your passengers must be your number one priority at all times.

11. If you need to buy fuel please remember that the buses use diesel, not petrol! There are two vehicle-specific credit cards in the vehicle folder: they can be used at most garages.

After the hire

12. Complete the Vehicle Log sheet, including the start and finish times and mileages and the total number of passengers on the outward and inward journeys. Note the wheelchairs must be recorded separately. Add any relevant comments regarding problems encountered and any other observations you wish to make.

13. Return the vehicle to the place where it was collected. Please check it for any items left by a passenger. Please also ensure that it is in a clean and tidy condition (Four Towns & Vale Link Community Transport will levy a charge if this is not done). Ensure that all windows are shut and all doors are locked, that lights are off.

14. Return the completed Log sheet and the vehicle keys to the Four Towns & Vale Link Community Transport office: if this is in-occupied please put them through the letterbox in the plastic envelope.

**Note: Any illness or disability, which affects a volunteer's ability to drive, should be reported as soon as possible.**