

# **VALLEYS** **COMMUNITY TRANSPORT**

Part of the Denby Dale Centre



## **Fleet-Driver Awareness Training**

This training pack is required to be completed by every fleet driver (employed, volunteer and self drive) of the Valleys Community Transport fleet.

When you have completed the awareness training, please return pages 15, 16 and 17, fully completed including signing.

You will not be permitted to drive unless this training is deemed completed.

A certificate will be issued on completing the course.

# VCT Minibus Fleet-Driver Awareness Training

This driving awareness course is designed to achieve the following outcomes:

## Any driver of a VCT fleet vehicle:

- ...is familiar with all fleet vehicles and the paperwork involved
- ...knows to stop to consider the difference between car driving and minibus driving
- ...knows the additional risks of slow manoeuvres and reversing in a minibus
- ...can consider the “ride” for a passenger on a minibus
- ...understands what extra duty of care a minibus driver has more than a car driver
- ...knows how to handle wheelchairs in a minibus
- ...has annual update training
- ...has personal registration paperwork registered and maintained with the Denby Dale Centre
- ...knows what to do in an emergency

## Modules of Course

1. Minibus Familiarisation
2. Transport Paperwork Familiarisation
3. Differences between Minibus and Car
4. Slo-Mo and Reversing in a Minibus
5. Passenger Experience
6. Duty of Care
7. Wheelchair and Low-Mobility
8. Emergency procedures
9. Questions
10. Detachable Signature Page

Course Reference is:

**VCT-21-1**

### Estimated Time to complete the course:

Reading:	30 minutes	Home or Centre
Film:	30 minutes	Home or Centre
Familiarisation Practical:	45 minutes	Bus Yard
Familiarisation Tie-Down:	30 minutes	Bus Yard
The Drive:	30 minutes (per person)	From the Bus Yard

These times are estimated; please do provide feedback if you find these times are not accurate.

## MODULE ONE – Minibus Familiarisation

This section is to help to familiarise each driver with the differences in vehicles and how to react to or avoid a situation. This section is a practical completed on each vehicle with an existing driver or transport coordinator.

### VEHICLE FAMILIARISATION GUIDE



Familiarisation training is a legal requirement for any driver of our fleet. All drivers should understand all aspects of each vehicle they drive. Here is a list of the points that should be covered by the familiarisation trainer.

	Fiat	Peugeot
Drivers seat:	<ul style="list-style-type: none"> <li>Diesel heater – do not leave on. Slow to warm up.</li> <li>Power door closes when handbrake is taken off or not on fully.</li> <li>Bonnet release is on passenger side, where front side door would be.</li> </ul>	<ul style="list-style-type: none"> <li>Diesel heater – do not leave on.</li> <li>Bonnet release, open passenger door to access.</li> </ul>
Both:	<ul style="list-style-type: none"> <li>Odometer reading is in miles.</li> <li>Gear stick is for a six gear, reverse is by pulling up on collar, move to left and up.</li> <li>Wipers on right stalk.</li> <li>Lights, indicator on left.</li> <li>Horn on centre of steering wheel.</li> <li>Hazard lights below radio controls.</li> <li>Interior lights – do not leave on.</li> </ul>	
Tail-lift/Ramp:	<ul style="list-style-type: none"> <li>For rear ramp pull handle till wheels are on floor and lower to flat.</li> <li>When stowing, lift the handle until the ramp is replaced in upright position in the bus and check that the clamp midway down the ramp has clicked shut in centre bracket.</li> <li>In emergency, open door, check outside is clear, kick lowest part of lift from inside – lift will crash down outside</li> <li>For side ramp pull the ring pull and unfold the ramp <b>ONLY</b> onto a kerb.</li> <li>Do not take wheelchairs up the side ramp</li> <li>Do not put side ramp to road-level.</li> </ul>	<ul style="list-style-type: none"> <li>Control pad is located on metal bracket on door inside.</li> <li>When putting the control away, loop the wire over the hook to prevent the wire catching in the door.</li> <li>Emergency release of the lift is a handle on the bus side of the lift (on the left facing into the bus) with a wire that goes down to the bottom. Pull this and the lift lowers to the floor from the stow position. A crank handle will raise the lift back up.</li> <li>Interior lift on DAVO, much easier, but has seat belt with lift cut off.</li> </ul>
Interior:	<ul style="list-style-type: none"> <li>How to lock and unlock power door with key and close fully before locking</li> <li>Blinds adjusted by buttons only</li> </ul>	
Both:	<ul style="list-style-type: none"> <li>The first aid kit is located in the luggage stow to the left of driver</li> <li>The fire extinguishers are located behind the drivers' seat and to the rear</li> <li>Emergency hammer x 3</li> <li>Emergency triangle</li> </ul>	
Exterior	<ul style="list-style-type: none"> <li>The power door has a separate lock that is not linked with the key-fob. The light should be off when vehicle unattended.</li> </ul>	
Both:	<ul style="list-style-type: none"> <li>Diesel fuel filler is on driver's side and cut off for interior heater is located here.</li> <li>Always turn heater off before filling up.</li> <li>When leaving or entering church car park, take the corner as near to the church as possible, rear catches the road if taken too tightly.</li> </ul>	

Complete and sign the Familiarisation Form, with date and signature – make sure the drivers name is included.

Familiarisation Drive – include: Reverse round corner  
Mirror position  
Passing parked cars  
Car-park driving without gas  
Gradual slow down  
Permit Limits  
BSOG/Drivers log sheet

Other things to include: DVSA/VOSA  
Vehicle Security

## MODULE TWO – Paperwork Familiarisation

Completing paperwork is a legal obligation for a minibus driver.

Further information can be obtained from the DVSA publication “Guide to Roadworthiness”.

You will be required to complete a Driver Walk Round Check and a guide will be given to each driver with the pack that the office provides. The DVSA provide an excellent video available on You Tube, which is 27 minutes long, and explains why and how to undertake the check. This video is at [https://www.youtube.com/watch?v=cQ367EkH\\_2c](https://www.youtube.com/watch?v=cQ367EkH_2c) Or search for PSV Driver Walk Round Checks.

The walk round check is not a mechanic level check of the vehicle; however it is for the driver to have a last check before they set out on the road to make sure the vehicle is roadworthy.

The Daily Walk Round Check includes the following:

- |                      |  |
|----------------------|--|
| • Steering           | Check for loose steering and that pitch/rake is right for driver |
| • Tyres and wheels   | Check nut heads, pointers, tread, depth, walls, thread           |
| • Lights             | Check side, head, main, indicators, hazards, fog, brake          |
| • Brakes             | Check they work (cannot do this in stationary vehicle!)          |
| • Fire extinguisher  | Check in place and not tampered with or used                     |
| • First aid kit      | Check in place and complete                                      |
| • Leaks              | Check under vehicle, or draw forward if easier                   |
| • Fittings           | Ensure panels are not loose and interior is secure               |
| • Mirrors            | Align with driver position                                       |
| • Washers and wipers | Check levels and function  |
| • Fluids             | Check washer, oil, water, steering, brake                        |
| • Doors              | Ensure closed but not locked                                     |

On form, you should name, sign and date that the function of walk round has been completed. If no defects were discovered, this should be recorded.

If any defects are discovered, the office should be notified immediately.

Your Driver Information form requires completing, including the following information:

Driver Daily Administration:

- |                               |                                       |
|-------------------------------|---------------------------------------|
| • Mileage Start               |                                       |
| • First PU Mileage            |                                       |
| • Last DO Mileage             |                                       |
| • Mileage Finish              |                                       |
| • Mileage Today               |                                       |
| • Non BSOG Mileage            | Not necessary to complete             |
| • Total Fares Collected Today | Only if fares taken by DDC/VCT driver |
| • Total Wheelchairs           |                                       |
| • Total Scooters              |                                       |
| • Driver Notes                |                                       |

Fuel Purchased:

- Amount in Litres
- Cost
- Mileage at Fill
- Name
- Signature

Drivers Daily Safety Checklist: See above for walk round training

## MODULE THREE – The Differences Between Car and Minibus

This module is to help the driver stop and consider the difference between a regular family car and how that is driven, and the fleet minibus.



Drivers should always stop and consider the following points:

Length	<p>The extra length of a minibus needs to be considered when selecting stopping or parking spaces, in fact anywhere where you are going to stop the vehicle. Please note that in slow moving traffic, where the congestion is causing stop-start movement of traffic flow, you need to consider when to or not to move forward.</p> <p>For example at a box junction, or normal junction, where the rear of the vehicle may become an obstruction to other road users and put you passengers at risk of a [sideways] collision.</p>
Width	<p>The extra width of a minibus needs to be considered, especially when driving, but also when slow parking or negotiating through obstacles.</p> <p>Please note that a common problem for minibus drivers is passing parked cars, and with the understanding of a car door opening into your path, you need to give more space to avoid an incident.</p>
Weight	<p>The extra weight of a minibus in comparison to a car will need to be considered when braking – a greater stopping distance will be required.</p> <p>A general and common guide is the 2 second rule for cars and 3 second rule for minibuses – you may need to extend this to 4 second for laden minibus. This is referring to the time it takes from the vehicle in front of you passing a fixed object like a lamp post or shadow over the road, and the same part of your vehicle passing the same spot – remember to count from zero, not one! If you do not count three elephants of time, you need to increase the stopping distance between yourself and the vehicle in front.</p>
Height	<p>The extra height of a minibus needs to be considered when driving under a barrier or under over-hanging trees.</p> <p>All buses are lower than the lowest permitted bridge, however be careful entering car parks, auto-car-washes, multi-storey car parks and similar.</p>
Cornering	<p>The extra width and length of a minibus does prove problematic to some drivers when cornering.</p> <p>Whilst cornering, the rear wheels take a narrower track than the front wheels, which is more evident with a longer vehicle. If this is not considered, and the width is also not considered, the likelihood of clipping the inside rear wheel is likely. This could lead to tyre damage and eventually a puncture.</p>
Outswing	<p>The rear wheels of a minibus are normally set 1.25 to 1.75 away from the rear of the vehicle, which leads to that part of the vehicle swinging out when full steering lock is provided. Therefore the driver needs to consider road position when moving from the centre of a road, for example when turning right, to ensure the rear of the vehicle does not swing out slightly into other traffic passing close to the minibus.</p>

Turning circle	The extra width and length of a minibus does lead to a very different turning circle for a minibus. Drivers should bear in mind the capability of the vehicle when manoeuvring, especially in car parks.
Luggage	<p>Minibuses are designed to be flexible vehicles for many different user types. Some user types have luggage with them ranging from shopping bags to power-wheelchairs. All luggage, in the event of a collision, could become a deadly missile.</p> <p>It is the responsibility of the driver to ensure luggage is safe and not likely to hurt or kill someone in the event of a collision.</p>
Visibility	<p>Although general minibus drivers driving height gives a much improved visibility than in a car, it is common for the side [angled] roof support to be an obstruction.</p> <p>Also, visibility to the rear of the vehicle is limited. Some drivers use a banks-man to guide the vehicle backwards, when in a car park. If you use a banks-man, the safest place for them is inside the vehicle, where as well as being safer, can be heard much better.</p>
Passenger ride	Some passengers will be seated behind the position of the rear axle. This position experiences accentuated “bounce” when the vehicle goes over a road-hump or hits a pot-hole. Drivers should be aware of this experience and make driving adjustments to reduce the impact to this sensation.

## MODULE FOUR – Slo-Mo and reversing

Please note: bus industry stats show that more bus related incidents and fatalities occur when the vehicle is moving slowly, especially when reversing.

Drivers moving the vehicle slowly are normally doing so due to risk, and being sensible. They should take more attention than in a family car due to lower visibility around them, and maybe to look further around them. Use of banks-man should be considered, along with avoiding this type of manoeuvre where possible.



**TOP TIP – When moving your vehicle slowly, to control the speed, the driver should try to avoid using the “gas” or “accelerator” pedal. Minibus engines are normally strong enough to power the vehicle without the need to add extra fuel to the engine.**

When reversing a vehicle on their own, a driver may consider stopping and leaving the vehicle to view space behind the vehicle; several times during a manoeuvre.

Reversing cameras are fitting to some vehicles – please use them.

### **Parking at Denby Dale Methodist Church**

When parking the vehicles at the Denby Dale Methodist Church car park, the rear of the minibus should not overhang past the rear curb of the car park. This will reduce repair costs.

Always reverse into these parking bays.

## MODULE FIVE – Passenger Experience

This module is completed by each trainee sitting in the rear seat for ten minutes whilst another driver drives past the following:

- Left hand corner 30+ mph
- Right hand corner 30+ mph
- Road hump 20+ mph
- Harsh brake 30-10 mph in 3 seconds



Discussion (with group or your tutor):

Discuss the travel experience based on a passenger and different elements of the journeying, including pick-up, boarding, moving in the minibus, sitting, sitting for long periods, talking, listening, comfort, road humps/potholes, getting off the minibus and any other relevant points, for the following people:

John	Age 76	Dementia
Beryl	Age 61	Frailty
Jeremy	Age 90	Aching bone syndrome
Zita	Age 19	Blind
Peter	Age 59	Double leg amputee

You may discuss what adjustments a driver should undertake to accommodate these passengers.



## MODULE SIX – Duty of Care



Definition of “duty of care”

*“...a moral or legal obligation to ensure the safety or well-being of others...”*

A minibus driver has more duty of care than a service bus driver, for several reasons. This means that the “buck” or the “blame” stops with the driver.

Here is our **obligation list** to help drivers understand their duty of care:

1	Undertake training to help understand minibus driving																					
2	Ensure passengers have legal seating (children) and seatbelts (all) and that you remind passengers each time they board via a sign or verbally																					
3	Ensure driver [yourself] is legal (license, insurance), safe (physically fit and not compromised by alcohol, medicine, drugs or sleep deprivation) and in good general health whilst driving																					
4	Ensure you comply with UK/Domestic Driving Hours Regulations: <ul style="list-style-type: none"><li>• Rest for 10 hours since last “shift”</li><li>• Break for 45 minutes by the end of your first 5.5 hours driving</li><li>• Maximum of 11 hours driving in a day, for total of two days in week, other days is 10 hours of driving</li></ul>																					
5	Ensure passengers carried in wheelchairs are securely “tied down” with an adequate seat belt arrangement																					
6																						
7	<div>Recommended Driver Hours for Drivers</div> <table><tr><th></th><th>Driving only</th><th>Driving + Other work</th></tr><tr><td>Max. length of working day*</td><td>13 hours</td><td>10 hours</td></tr><tr><td>Of which, spent driving</td><td>9 hours</td><td>4 hours</td></tr><tr><td>Maximum time driving without a break from work</td><td>2 hours or sooner if tired</td><td>2 hours or sooner if tired</td></tr><tr><td>Minimum length of break</td><td>15 minutes</td><td>15 minutes</td></tr><tr><td>Daily rest period</td><td>11 hours</td><td>11 hours</td></tr><tr><td>Weekly rest period</td><td>45 hours</td><td>45 hours</td></tr></table> <div>* Taking account of other work undertaken before starting a journey ** After 4 1/2 hours of driving, the accumulated length of breaks from driving should be at least 45 minutes</div>		Driving only	Driving + Other work	Max. length of working day*	13 hours	10 hours	Of which, spent driving	9 hours	4 hours	Maximum time driving without a break from work	2 hours or sooner if tired	2 hours or sooner if tired	Minimum length of break	15 minutes	15 minutes	Daily rest period	11 hours	11 hours	Weekly rest period	45 hours	45 hours
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As a driver, you have a duty of care for adherence to the Highway Code. You may consider re-reading the official Highway Code book, however, here are a few things that may interest you:

1	<b>Bus lanes</b> – a minibus can use a bus lane unless it is a “local” bus lane. This will be identified by the word local being written in the bus logo on the sign identifying the lane.
2	<b>Parking a minibus</b> – you cannot park where you like. Road markings and signs will still apply to you. If reversing into a parking space, do not hesitate to get out of the minibus to check how much space is behind you.
3	<b>Blue Badge Permits</b> – you can use these if the person who owns the card has a permit. Place the permit expiry date out (visible) and set the clock to your arrival time. Not all car parks acknowledge these permits, so be vigilant and read the information signs. You cannot use these permits if the “owner” is not in the minibus or being picked up.
4	<b>Minibus Speed Restriction</b> – is less than in a car. Derestricted speeds are 10mph less than in car, for example, 60mph on dual carriageway, and 50mph on a single carriageway.

As a driver of a Denby Dale Centre liveried vehicle, you are expected to drive with full courtesy and in accord with the Highway Code, including but not limited to: Traffic Lights, Box Junctions, Road Rage/Abuse, Stopping Distance, Tail-Gating, Middle Lane Cruising, etc.

## MODULE SEVEN – Wheelchair and Low Mobility

Many members use the VCT transport due to isolation, and some members isolation is a result of lower mobility than others. This module helps us to stop and consider how we can help someone with lower mobility.

What is low or lower mobility? Quite simply, it is a reduced ability to move from one location to another. This may include stopping, waiting, for example at a bus stop. Please read through these lower mobility case studies:

*"I am 45 years old, and was in a car accident ten years ago. My right leg was trapped for some time before rescuers cut me free, but the muscle wastage has never recovered fully. I walk with quite a hobble, but do not need sticks however I just cannot stand for more than 15 seconds, and also have difficulty on stairs – I do need a handrail. You can help me by giving me space when I walk, and to make sure that if I need to stop/stand, there is a seat, and any steps like into a bus, there is a grab rail to assist me. I do not like being held."*

*"I am 78 years young, and have arthritis in both legs. I can walk for a minute, maybe two on a good day, but I am in pain when I do. I always have my trusted wheelchair with me, but in vehicles will transfer to a more comfy ride bus seat when possible. I need someone to push my chair – it gives me freedom and unbinds me! Please make sure your bus has a ramp or lift, I just cannot climb those really high steps."*

*"I am 61 years old. My medical condition is no concern of yours, other than it has left me without use of my legs. I use a crane to get into my chair, with assistance, so do not transfer. My chair has power, so keep out of my way when I am on a mission. I have a catheter, so do not need toilets."*

Please consider the different needs of the low mobility passengers above. We always recommend talking to your passenger about how you can help them. You will recognise a desire for independence from their comments, so try not to take over from that unless they are at risk, but then explain to them that risk and help them to a safer situation.

Remember the Little Britain comedy sketch, with a wheelchair user who keeps getting up out of the chair – that can be a real situation for a low mobility user; they may just use the chair to rest, sit, wait or for difficult ground surfaces.

Also, please remember that a wheelchair user does not consider their chair to bind them, rather the opposite it gives them independence. Please do not refer to them as wheelchair bound.

If your passenger transfers out of their wheelchair, then the chair requires to be secured for transit. In the event of a hard brake or incident, an unsecured chair could seriously hurt or even kill a passenger or driver.

If your passenger does not transfer out of their seat, then you must complete three tasks:

1. Tie Down Wheelchair – this uses a specialist kit to anchor the chair so that there is no movement whilst in transit, normally using four tie down straps.
2. Seat belt that is anchored to the vehicle – not the comfort lap-belt that chairs have!
3. Amend driving technique – it is not as comfortable to sit in a wheelchair at the back of the bus compared to a bus seat, so road humps and corners can be quite uncomfortable; also bear in mind that some wheelchair users may have a condition that makes their body sensitive to movement or jerks.



## Operating a Tail Lift

Tail lifts and ramps are potentially dangerous machines that you should not attempt to use unless you have had training to do so. Numerous injuries are possible if not operated correctly including crushed hands or feet, and even amputation. However, this device is designed to make manual handling much easier.

Each tail lift can be a different model or make, with so many different operational techniques, however the following is a general operating guide. Each tail lift will be introduced during the vehicle familiarisation.

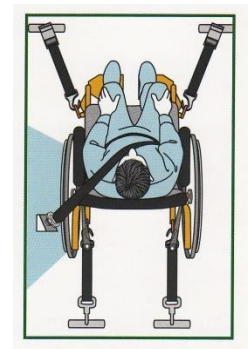
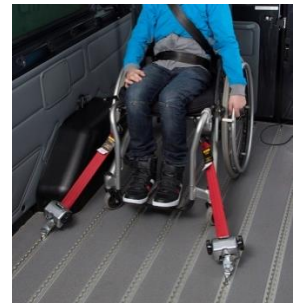
### Generic Operating Rules for the Tail Lift

What	Why
<ul style="list-style-type: none"><li>• Park with rear doors uphill if on incline</li></ul>	...to prevent chair from rolling out
<ul style="list-style-type: none"><li>• Open rear doors fully and lock in position if possible</li></ul>	...to create safe operation zone
<ul style="list-style-type: none"><li>• Extend the control pad as far as it will go</li></ul>	...for operator to be away from operation zone
<ul style="list-style-type: none"><li>• Stand at the rear of the tail lift, with control in one hand and opposite arm extended</li></ul>	... to prevent other people from entering operation zone
<ul style="list-style-type: none"><li>• Check no one is off the tail lift in the operation zone</li></ul>	...to prevent crush risk
<ul style="list-style-type: none"><li>• Ensure passenger on lift is holding with both hands onto the handrails of the tail lift</li></ul>	...to give confidence and control for passenger
<ul style="list-style-type: none"><li>• Ensure brakes are engaged and for electric wheelchairs, the power is off (to lock the wheels)</li></ul>	...to stop wheelchair from rolling off lift
<ul style="list-style-type: none"><li>• Talk to the passenger on the lift, prepare them for movement and count down 3-2-1 to operation</li></ul>	...to prepare passenger for “jolt” into action
<ul style="list-style-type: none"><li>• Check toes of passenger are not forward of lift when lifting</li></ul>	...to stop toes being trapped between lift and minibus
<ul style="list-style-type: none"><li>• Do not allow passenger to operate the tail lift</li></ul>	...to prevent crush risk (going up, the passenger cannot see behind them!)

## Wheelchair Tie Down

The Tie-Down of a wheelchair is a practical session completed during your familiarisation, however here are the elements of a successful tie-down:

1. Position the wheelchair forward facing
2. Centralise the wheelchair to the floor tracking being used
3. Anchor the front two tie down straps making sure they are the same length and set at the same location to avoid any twisting of the chair during transit. Do not anchor to removable parts, like the foot rest. It is best practice to position the front tie downs at wider locations to the front wheels to avoid twisting during transit
4. Anchor the rear two tie down straps making sure they are tight, and anchored at a strong point on the chair – some chairs have the best location marked with a carabiner logo
5. Put additional pressure onto the tie down straps to create a “guitar string” effect on the webbing
6. The seat belt system attaches to the floor on both sides of the passenger, slightly to their rear
7. The seat belt should feed close to the body – but remember to be respectful of the passenger who may not like you working in close proximity, so talk to them and keep hands and elbows away from personal areas. You can usually ask the passenger to assist with the positioning of the webbing part of the seat belt
8. Ensure the seat belt webbing tracks between gaps in the wheelchair and is not trapped anywhere
9. Ensure all webbing is straight and not twisting
10. When removing make sure the webbing of the seat belt does not fold or crease in the retractable housing as this weakens it over time. Store securely



Tie Down practical is compulsory for any driver who will have a wheelchair user passenger.

## MODULE EIGHT – Emergency Procedures

We plan our trips to avoid any unnecessary occurrences or problems, however there are always possibilities that things may not go to plan. These include:

### Vehicle Problem

- Flat tyre
- Breakdown
- Accident/Incident
- Collision

### Road Problem

- Congestion
- Road closures
- Extreme weather
- Snow and Ice

### Passenger Problem

- Passenger health deterioration
- Lost passenger
- Passenger behaviour

Some of these situations may be only a phone call to the organiser or office, however some of these situations may lead to following the emergency procedures.

### Vehicle Breakdown

In the event that the vehicle becomes un-roadworthy, you must not travel in that vehicle until it is safe again to travel.

If there is a vehicle breakdown you can call our insurance company who will organise assistance on 0808 100 8181. If the vehicle cannot be repaired on roadside, the assistance will transfer the vehicle to a garage, however they may not be able to transport a number of passengers; in this situation, please call the emergency office number.

### Accident or Collision

In the event of an accident or collision, you are required to record the following information. Failure to record this information may lead to the insurance company being unable to cover the situation and invalidate the cover.

#### General

- Day
- Date
- Time
- Weather
- Visibility in metres
- Photos of road layout
- Cause of incident
- Road condition
- Speed limit
- Police involvement

#### VCT Minibus

- Driver name
- Passenger names
- Passenger injuries
- Passenger contact
- Estimated speed
- Direction of travel
- Damage

#### Third Party

- Driver name
- Driver contact
- Driver insurer
- Passenger names
- Passenger injuries
- Passenger contact
- Estimated speed
- Direction of travel
- Damage

#### Other

- Other witness contact

### VCT Contact Telephone Numbers

Breakdown Number	08081 008 181
Office Number	01484 860 077
Office Line 2	01484 866 439
Kirkburton Hub	01484 607 189
Transport Coordinator Mobile	07768 382 921

Please make a note of these telephone numbers!



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## MODULE NINE – The Multiple Choice

We are constantly assessing how we support our staff. This training document is mandatory; however we are looking at how successful this is to pass key messages to our driver teams.

### Multiple Choice Questions

Put a **X** in **ONE** box (A B C or D) for each question:

#	Question	A	B	C	D
1	Which of these activities is <b>not</b> performed by a driver during a daily walk round check?  A. Headlights, Indicators, brake, fog and running light check B. Fluid levels for steering, brakes, wipers, coolant C. Tyre wall, tread depth, tread wear D. Battery voltage and connectors	A	B	C	D
2	When compared to a car, a minibus length difference may result in which problem?  A. Clipping the “max headroom” sign in car parks B. Clipping the curb with the rear wheel when turning C. Not being able to see backwards D. All of the above	A	B	C	D
3	When compared to a car, a minibus outswing difference may result in which problem?  A. Travel sickness for passengers due to suspension “swinging” backwards and forwards B. Rear corner of minibus “swinging” out when cornering C. Passengers in front of minibus “swinging” sideways on bends of roads D. All of the above	A	B	C	D
4	When reversing a minibus, which of these is <b>not</b> one of our recommended actions?  A. Keeping the revs high to avoid stalling B. Get out of vehicle to check behind you C. Use a banksman inside your vehicle D. Minimise using gas where possible	A	B	C	D
5	What is the three second rule when driving a minibus?  A. When starting engine, part turn key, wait for three seconds and then fully turn key B. At traffic lights, count to three before setting off when green light comes on C. When following another vehicle, ensure a three second gap is between you D. When reversing, put in gear and reversing lights on, wait three seconds before moving	A	B	C	D
6	A minibus driver’s a moral or legal obligation to ensure the safety or well-being of others is known as their:  A. Driver’s Morals B. Duty to Others C. Driver Duty D. Duty of Care	A	B	C	D

7	<p>How long can a driver drive for before we recommend you are required to rest?</p> <p>A. 90 minutes B. 100 minutes C. 120 minutes D. 180 minutes</p>	A	B	C	D
8	<p>The driver 11 hour daily rest period is the time the driver?</p> <p>A. Sits in the canteen each day over a week B. The amount of time a driver must be away from work between work shifts C. The time a driver has between driving but can do other duties D. The driver sleep on their day off</p>	A	B	C	D
9	<p>When transporting a wheelchair user who does not transfer, the three things to complete are:</p> <p>A. Talk to carer – Talk to wheelchair user – Talk to other Passengers B. Tie down chair – Fasten Seat Belt – Adjust Driving Technique C. Tie down chair – Talk to Carer – Talk to other Passengers D. Fasten Seat Belt – Adjust Driving Technique – Avoid Road Humps</p>	A	B	C	D
10	<p>When over taking a parked car, a minibus driver must do the following except:</p> <p>A. Slow down to give time to manoeuvre B. Adjust road position early C. Give space for a car door to open without it touching bus D. Indicate to change road position</p>	A	B	C	D



## MODULE TEN – Driver and Training Record

The Denby Dale Centre has a duty to record training; please sign below that you have completed this training and information document and subsequent practical's.

### Declaration

I, ..... (driver name) have completed the VCT Fleet Driver Awareness training pack of reference number ..... (see first page), including:

PART ONE	Section	Module	Learning Type	Date	Driver Signed
	Familiarisation of DUCKY	1, 2	Practical		
	Familiarisation of VIMTO	1, 2	Practical		
	Familiarisation of JBLV	1, 2	Practical		
	Familiarisation of car	1, 2	Practical		
	Watch VOSA/DVSA bus driver walk round film	2	Film		
	Completed the reading modules	3, 4, 6, 8	Reading		
	Completed the Minibus Drive and Review	5	Practical		
	Completed Tail Lift Practical	7	Optional Practical		
	Completed the Wheelchair Tie Down Practical	7	Optional Practical		
	Handed in the multiple choice paper	9	Testing		

PART TWO	Consent to Hold Driver Information	
	I (named driver below) give the Denby Dale Centre permission to hold my driving, training and contact information to use with driving related administration.	
	Driver Name	
	Driver Signature	
	Date	

PART THREE	Driver Details	
	Full Name (as on license)	
	License Number & Expiry Date	
	License	
	Licensed Codes	
	Driving Endorsements	
	National Insurance Number	
	Driver Address	
	Driver Contact Telephone	
	Driver Email	

OFFICE USE ONLY					Authorised
Parts ONE, TWO and THREE all completed satisfactorily:				Y / N	Y / N
License type and endorsements acceptable				Y / N	
Questions completed				Y / N	
DDC Name		Signed		Date	