

## Update: Minibus Driver Guidelines 2010

The Department for Children, Schools and Families (DCSF) recently released an amendment to guidelines on minibus driving. The PE, Sport and Physical Development Service have consulted with Norfolk County Council's Legal and Risk & Insurance departments to ensure that all our high schools Physical Education staff are operating within the County policy.

An article printed in the November/December 2009 edition of 'School Sport' magazine stated that younger teachers are insured to drive 16-seater minibuses as long as four basic guidelines are met. These guidelines are:

- ◇ You are aged over 21
- ◇ You have held a car (category B) licence for at least two years
- ◇ You are not being paid specifically or extra to drive the minibus
- ◇ The minibus does not exceed 3.5 tons

This is a change as until now **only** drivers who passed their tests before January 1997 could drive minibuses without having to pass the D1 category test. Whilst made legal by the DCSF this amendment **has not been** adopted by Norfolk County Council. The Risk and Insurance department have made no changes to the corporate Motor Policy as written in 2008. Therefore any Physical Education teacher employed by Norfolk County Council wishing to drive a minibus **must have** the following requirements:

- ◇ Be aged over 21
- ◇ 3 years driving experience
- ◇ D1 entitlement
- ◇ Have passed the NCC training

(Page 9 Norfolk County Council Corporate Motor Policy 2008)

This means that members of a PE department are unable to drive a minibus until all of the above criteria have been met. Managers are asked to ensure that these guidelines are adhered to in order to ensure the school and drivers remain insured under NCC Motor Policy 2008. Non-compliance could invalidate your insurance.

In the interim period meetings will be held with NCC Risk and insurance to lobby for a possible change to the Norfolk requirements in light of the recent statement from DCSF.

There is additional information on minibus driving available on our website [www.norfolk.gov.uk/go/PE](http://www.norfolk.gov.uk/go/PE) , should PE staff require any additional information please contact:

Keren Thompson  
County PE Adviser  
01603 697006

[keren.thompson@norfolk.gov.uk](mailto:keren.thompson@norfolk.gov.uk)