

Maintaining your minibus

Summary

When operating Passenger Carrying Vehicles (PCVs), there are a number of requirements for maintaining your minibus which do not vary greatly regardless of the size of the vehicle or the number of vehicles within the fleet. This can seem a little onerous, particularly as a not for profit organisation operating maybe one or two vehicles. However, this is to ensure that the vehicle remains road worthy and ensures the safety of your passengers. It is worth noting that defects can occur even when all of these requirements are followed.

This factsheet looks at the requirements which you must follow when operating a minibus to ensure it remains roadworthy.

Vehicle maintenance

When operating Passenger Carrying Vehicles (PCVs) such as minibuses, operators should follow the maintenance schedule as set out in the DVSA's [Guide to Maintaining Roadworthiness](#), which covers all passenger carrying vehicles to ensure the vehicle remains roadworthy and ensures the safety of your passengers. Where you are operating under a Section 19 permit, this is especially important as this is one of the things you are signing up to when applying for the permit.

There are 5 particular areas you need to factor in when considering maintenance:

- Driver walk around checks

These should ideally be completed daily by a responsible person and it is recommended that you use a walkaround check sheet and record where there are no defects (nil defects). The driver is responsible for the vehicle whilst they are driving it so if they are not the one completing the walkaround check, they need to complete a visual check of the vehicle and satisfy themselves that the vehicle does not have any defects. An example check sheet can be found at the end of this factsheet but are readily available elsewhere. The three main areas to pay particular attention to are: lights, tyres and exits.

- Defect reporting

There needs to be a robust system in place where drivers report defects which then get rectified by a responsible person promptly. If the defect makes the vehicle unroadworthy (such

as a faulty horn), the vehicle cannot be used until the defect has been rectified. Where defects are found, the paperwork relating to this, along with a record of how these are rectified, needs to be kept for 15 months (nil-defect paperwork such as walkaround check sheets need to be kept for 3 months).

- Safety checks

These should be completed every 10-13 weeks, or more frequently if the vehicle does more than 15,000 miles a year and every 6 weeks once the vehicle reaches the age of 12. Where the vehicle is fitted with a passenger lift, this will need a Lifting Operations and Lifting Equipment Regulations (LOLER) inspection every 6 months.

- Manufacturer's checks

These must be adhered to and will set out the frequency with which the vehicle must be serviced.

- MOTs

MOTs for minibuses (where it has the capacity to carry between 9-16 passengers) needs to be completed annually after the first year following manufacture. Minibuses with up to 12 passengers will require a type IV MOT and minibuses with 13 passenger seats or more will require a type V MOT.

For further information on operating a minibus please contact:

Email: community.transport@hants.gov.uk

Tel: 01962 846785

Published by the Passenger Transport Group, Universal Services, Hampshire County Council.

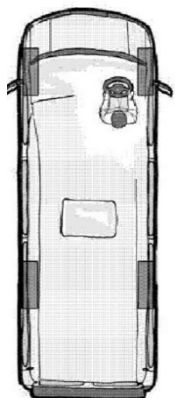
Every care has been taken when detailing important areas such as legislation, but Hampshire County Council cannot be held responsible for any omissions or errors of fact in this fact sheet.

If your organisation wishes to reproduce this fact sheet in whole or part, please contact Hampshire County Council for permission.

Driver's Walk-round Check and Vehicle Defect Report

Date:		Vehicle reg:	
Driver:		Mileage:	
Complete all boxes: ✓ = OK, X = fault or damage			
Outside:		Fluid levels - oil, water etc	First Aid Kit
No leaks. Fuel, water, oil...		Head/Side/Brake Lights	Fire Extinguisher
Bodywork condition		Indicators/Hazards	Paperwork present?
Mirrors		Lift operation (if fitted)	With engine running:
Windows - clear, undamaged		Inside:	
Tyre depth tread (min. 1mm)		Interior condition	Exhaust - no excessive smoke
Wheel Fixings		Seat belts (check all)	Wipers, Washers
Doors & Exits		Removeable seats secure	Horn
Side step working		W/chair restraints (if appl.)	Heating, Ventilation
Number plates		Emerg. break glass hammer	Brakes - include rolling check
Section 19 permit present and legible?			

Please give brief details of faults and / or symptoms:



Driver's signature:

If no faults write **nil**:

For office use:

Defect repaired / rectified: Yes / No	Vehicle booked into garage: Yes / No
Remarks:	Remarks:
Date:	Date:
Name:	Name: