**Appendix 4**

**Approval of drivers to drive minibuses in accordance with Minibus Code of Practice**

This form must be completed before driving any minibus to which the Minibus Code of Practice applies. On completion it must be signed by the Head of School/Dept and be returned to the Insurance Officer, Commercial Services, KMC.

**Section 1 - To be completed by all drivers (Please print)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Surname | Other Names | | Title | | Ext: |
| School/Department | | | | | |
| Length of motor car driving experience | Licence number & Category | | | Length of minibus driving experience | |
| I confirm that I am over 25 years of age and under 65 years of age | | | | | |
| I confirm that my driving licence is *free / is not free\*†* from endorsements | | | | | |
| I understand that any future endorsements/convictions will be reported to the person completing section 4 below before driving a minibus again and may result is suspension of my approval to drive a minibus. | | | | | |
| I confirm that I have complied with the training and assessment requirements contained in Appendix 2 of the [University Minibus Code of Practice](http://www.nottingham.ac.uk/Safety/documents/minibus-safety.pdf) (MIDAS every 4 years or other approved familiarization training up until December 2014) *and attach a copy of my certificate.* | | | | | |
| Signed | | Date | | | |

**Section 2 - To be completed if a minibus is to be driven only for social purposes**

|  |  |
| --- | --- |
| I confirm that I hold a full driving license, issued by either the United Kingdom or by another member state of the European Community, to drive a car (Category B) and that I have held this licence for at least 2 years. | |
| Signed | Date |

**Section 3 - To be completed if a minibus is to be driven as part of the driver's employment**

|  |  |  |
| --- | --- | --- |
| Either | \*I confirm that I hold a full United Kingdom driving license, issued before 1 January 1997, to drive a car (Category B) and automatically including Category D1 for Passenger Carrying Vehicles. | |
| Or | \*I confirm that I hold a full driving licence to drive a car issued by a member state of the European Community which was issued before that state implemented the Second EU Directive on the Driving Licence (91/439/EEC). The licence indicates that it is valid for driving minibuses with more than 8 passengers plus the driver | |
| Or | \*I confirm that I hold a full driving licence, issued either by the United Kingdom or by another member state of the European Community, to drive Passenger Carrying Vehicles Category D1 | |
| Signed | | Date |

**Section 4 - Approved by Head of School/Department or person designated by the Head of School/Department (Please print)**

|  |  |
| --- | --- |
| The above named person is approved to drive a minibus, to which the University Minibus Code of Practice applies for:   1. Purposes of his or her employment\* 2. Social purposes under the Minibus and Community Bus Permit Scheme\* | |
| Signed | Date |

\*Delete whichever statement does not apply

*†* If the licence is not free from endorsements, the Head of School/Department may permit the applicant to drive a minibus, subject to any restrictions imposed by the insurance policy covering the minibus.

Even if the criteria specified in the University Minibus Code of Practice are fulfilled, the University reserves the right to refuse to approve a driver in certain cases.