

Yellow Submarine



Minibus Booklet & Key Info

VEHICLE: Grey Vauxhall Vivaro

VEHICLE REGISTRATION: DU65HKE

FUEL TYPE: DIESEL

MOT RENEWAL DATE: N/A—14/10/19

INSURERS: Townergate Insurance // ERS (Policy number - MIN744445/66668) /

TEL: 01443420697

RAC Breakdown number: 0800 587 8872

This booklet is to be kept in the glove compartment for easy reference by any volunteer or paid driver for Yellow Submarine. Please do not remove it.

Inside this booklet you will find:

Vehicle, Insurance and breakdown information

Permit 19 information and DVLA information

Highway Code Information specific to this vehicle

Emergency contact details for Yellow Submarine

Accident Procedure

Safeguarding Information and useful phone numbers

Minibus Risk Assessment

Accident Forms



“Charity of the year” (2014/15 OCVA Awards; Oxfordshire Business Awards)
“Youth Project of the year” (2014 Oxfordshire Youth Awards)

Charity hub, workshop & café: 12 Park End Street, Oxford, OX1 1HH
Witney hub & café: Windrush Leisure Centre, Witan Way, OX28 4YA

T: 01865 236119 W: www.yellowsubmarine.org.uk



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Vehicle Information

Fuel: The vehicle takes **diesel**.

Speed: This minibus is not fitted with a restrictor, please abide by government regulated speed limits.

Dimensions

The vehicle has a height of **1.96m** (6'5")

It has a Gross Vehicle Weight (GVW) of **2900kg**

Length **5.2m** (17'1")

Width **1.91m** (6'3")

This vehicle has 9 seats and can carry a maximum of 8 passengers.

Accessibility: We have a step to help members who may find it difficult to get into the minibus, this is kept the back of the minibus.

When using the step please make sure it is not wet or slippery, and that it is set on firm, even ground. Please clean it if it has become very dirty.



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Equipment

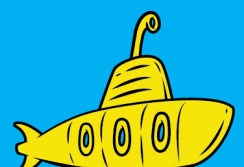
Seatbelts	to be worn by everyone at all times
Seatbelt Extender	in the glove box
First Aid Kit	under the front passenger seat
Warning Triangle	in the driver's side door
Reflective vest	in the passenger side door
Torch	in the glove box
Disability Blue Badge	in the glove box
Insurance documentation	in this booklet
Breakdown info	contained in the insurance documents
Sat Nav, windscreen Bracket and charger	in the glove box
USB Charger	in the glove box

If any of this equipment is missing or appears defective, please report this to the office straight away.

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Driving a minibus without D1 entitlement

If your car licence does not allow you to drive minibuses, there are certain circumstances where you may still be able to do so.

You can drive a minibus within the UK as long as the following conditions apply:

- you're **21 or older**
- the minibus is used for social purposes by a non-commercial body
- you've had your driving licence for at **least 2 years**
- you meet the [‘Group 2’ medical standards](#) if you're over 70 - check with your GP if you're not sure you meet the standards
- you're driving on a voluntary basis and the minibus is used for social purposes by a non-commercial body
- the maximum weight of the minibus is not more than 3.5 tonnes - or 4.25 tonnes including specialist equipment for disabled passengers, eg a wheelchair ramp you're not towing a trailer

(From Gov.uk)

Note: There is no specified method of calculating the weight of specialist equipment such as tail lifts or wheelchair security fittings, but there is an allowance of 750kg for the extra equipment for minibuses which are intended for the carriage of passengers with disabilities or wheelchair users.

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Speed Limits

Speed Limits—UK

Table of national speed limits – Great Britain (From the highway code)

Type of vehicle	Built-up areas	Single carriageways	Dual carriageways	Motorways
	mph (km/h)	mph (km/h)	mph (km/h)	mph (km/h)
Cars & motorcycles (including car-derived vans up to 2 tonnes maximum laden weight)	30 (48)	60 (96)	70 (112)	70 (112)
Cars towing caravans or trailers (including car-derived vans and motorcycles)	30 (48)	50 (80)	60 (96)	60 (96)
Buses, coaches and minibuses (under 12 metres in overall length)	30 (48)	50 (80)	60 (96)	70 (112)

Speed Limits – France

The Speed Limits

There are two sets of speed limits in France, one for dry weather, the other for wet.

Dry Weather Limits:

- Built-Up Areas: 31 mph (50 kph)
- Outside Built-Up Areas: 55mph (90kph)
- Dual Carriageways and Non-Toll Motorways: 68mph (110 kph)
- Toll Motorways: 80 mph (130 kph)
- The Paris Ring Road has its own limit of 49 mph (80 kph)

Wet Weather Limits:

- Built-Up Areas: 31 mph (50 kph)
- Outside Built-Up Areas: 49mph (80kph)
- Dual Carriageways and Non-Toll Motorways: 62mph (100 kph)
- Toll Motorways: 68 mph (110 kph)



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Emergency Contact Details

Kate Sankey	07890 087168 or 01865 236119
Anna Cheetham	07979 151975 or 01865 236119
Cara Pembridge	07807 194118 or 01865 236119

In the case of an accident

Our insurers are—**Towergate**

Policy no.: ERS Policy number - MIN744445/66668

TEL: 01245 272700

Please call Kate Sankey before reporting any accident to Towergate

RAC Breakdown number

If assistance is required call:

0800 587 8872 or 01277 720778

UK Recovery is included within our insurance policy.



During the call you will be asked for the following information:

- Your Registration/Policy number
- Vehicle details
- Breakdown location
- Description of vehicle fault

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Accident Procedure

All drivers should be made aware of this procedure. In case of an accident, please observe the following guidelines:

FIRST

- **Stop!**
- Switch off the vehicle engine. Ask others involved to do the same.
- **If anyone is injured contact police/emergency services by dialling 999.**
- **Any injured must be accompanied by staff to hospital.**
- **Ensure your passengers are safe from other hazards.** If uninjured, get them to a place of safety. **Do not leave members/young people unattended.**
- Warn other road users of the danger.
- **Administer First Aid** if required and if you are able.
- Do not move casualties unless absolutely necessary.

THEN

- **Control access to telephones until the Activity Leader has contacted their Line Manager. Give full details of the incident** to your Line Manager, including: nature, date, location and time of incident details of injuries, etc. names and home telephone numbers of those involved action taken so far telephone numbers for future communication. Your Line Manager will then contact parents to inform them.
- **Do not move the vehicles involved (unless they are a danger to traffic)** until the police arrive or if they are not attending, until clear pictures have been taken.
- **Obtain the name, address and registration number of the other party's vehicle and insurance details.**

THEN

- **Give your name and address, the registration number and in case of personal injury, insurance particulars** to any person having reasonable grounds for requiring them.
- **If there are any witnesses to the accident, obtain their name(s) and address(es).**
- Should the particulars not be given at the time of the accident then the circumstances must be reported to a police constable or at a police station as soon as possible and in any case within 24 hours. The police will require to see the certificate or evidence of insurance and this must be produced at a specified police station within seven days of the accident or as soon as possible thereafter.
- **Fill in an incident form as soon as possible.**

Yellow Submarine



Yellow Submarine's Safeguarding officer is

Kate Sankey

Tel: 01865 236119 or 07890 087168

Email: kate@yellowsubmarine.org.uk

Yellow Submarine's Deputy Safeguarding officer is
Rhian Cadvan-Jones (chair of trustees)

Tel: 01865 236119



Anna Cheetham

Co-Director—

responsible for overseeing the charity and all of its projects.

Tel: 07979 151975

anna@yellowsubmarine.org.uk

Cara Pembridge

Office Manager—

responsible for the general running of the Oxford office, including administration, accounts and payroll.

Tel: 07807 194118

cara@yellowsubmarine.org.uk



Please talk to us if you have any concerns

Useful Contacts

Thames Valley Police (non-emergencies): 101

Emergency Police Assistance: 999

NSPCC: 0800 800 5000

Oxfordshire Safeguarding Children's Board (OSCB):

01865 815843 or <http://www.oscb.org.uk/>

Oxfordshire Safeguarding Adults Board (OSAB):

01865 328232 or www.safefromharm.org.uk

Children & Families Assessment Teams

Multi-agency Safeguarding Hub (MASH) - 0845 050 7666

Oxford City - 01865 328563

North Oxfordshire - 01865 323039

South Oxfordshire - 01865 323041

Emergency Duty Team - 0800 833 408

John Radcliffe Hospital Assessment Team - 01865 221236 (for antenatal safeguarding concerns and issues concerning children in the hospital)

Vulnerable Adults

Social & Community Services—0845 050 7666

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Safeguarding is everyone's responsibility Please report any safeguarding concerns to the activity leader or our safeguarding lead; **our safeguarding lead is currently Kate Sankey.**



Yellow Submarine is committed to keeping our young people and vulnerable adults safe from harm, both whilst they are with us and when they are in other settings. When you're with us, you'll need to ensure that you pay attention to the well-being of the people you are supporting. This means looking out for any signs at all that those people are not ok. **If something feels wrong, doesn't sit quite right, leaves you frowning or just makes you feel a bit unsettled, then listen to your gut instinct. Something might be wrong and you might be the only person who knows about it. If you have any concerns at all, about any child or adult, you must tell your Activity Leader straight away.**

Safeguarding 'the Golden Rules'

- Go with your gut instinct – if something feels wrong, it probably is
- Talk to the person; reassure them its ok to talk to you
- If you are told something, reassure them it's a good thing to talk, and that you can help
- **NEVER** promise to keep a secret; you might have to break that promise, in which case you will probably damage their trust in you
- Don't share the info with anyone other than the person you are reporting to.
- Tell your Activity Leader/Line Manager/Safeguarding Lead as soon as you physically can. There may be a time-sensitive issue
- Take any advice you are given and act on it to the letter
- Write down everything you have seen or heard. You will be given help with this
- Make sure someone, if not you, lets the young person/adult know what will happen next, and reassures them.

If someone tells you something that makes you worried, don't agree to keep it a secret. Let them know that you might have to tell someone, and that you will ask the activity leader/supervisor/safeguarding lead for advice.

Yellow Submarine



Yellow Submarine's First Aiders are:



Abbie Hill



Adam Burgess



Alice Knibbs



Anna Cheetham



Becs Lay



Cara Pembridge



Emily Jeffery



Jack Barnett



Kate Sankey



Lisa Bates



Marta Furma



Pat Box



**Paul Stanton-
Humphreys**



Rachel Lawrence



Sarah Gould



Scarlett Cockerill



Sophie Williamson

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Thank you!



**If you have any questions speak to
your line manager**

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In the case of an accident/incident involving the bus:

- Follow the accident procedure
- Obtain the name, address and registration number of the other party's vehicle and insurance details.
- Give your name and address, the registration number and in case of personal injury, insurance particulars to any person having reasonable grounds for requiring them.

INSURERS: Towergate

Policy no.: ERS Policy number - MIN744445/66668

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