

Information for managers

MiDAS training is focused on ensuring that drivers have the knowledge and skills to provide their passengers with safe and comfortable journeys. That means ensuring the Driver Assessor/Trainers (or 'DATs') have the skills and knowledge to train and assess their drivers. Although MiDAS looks primarily at the role of drivers, there are many instances where it says: "Report to your manager..." or references such as: "Your manager or organisation should provide you with a safe system of work". In addition, there are topics which, although they form part of a DAT's MiDAS training, are also relevant to managers. For example, looking at the New Information in this Supplement, the following topics are relevant to managers:

- Checking driving licences online

Since the abolition of the paper counterpart in 2015, organisations will need to check a driver's photocard licence and check the driver's licence details online. The driver will need to go to www.gov.uk and have their driving licence number, National insurance number and their postcode to log in. They can produce a hard copy of the information to hand to their organisation along with their photocard. Alternatively, they can generate a share code which they will need to provide to their organisation along with the last 8 digits of their driving licence number for them to check. For those drivers who obtained their driving licence before 1998 and have not had to change their licence since (e.g. they have not changed address), their paper licence is still valid and should not be destroyed. However, their organisation will still need to check their licence details online.

- Driving with an expired photocard driving licence

While a driver is still *licenced* to drive if their photocard is out of date, they risk a fine of up to £1,000 if caught for failing to update their driving licence. It is up to the driver to ensure that they are aware of when their photocard driving licence expires (which is the date listed under 4b on the photocard itself), however the organisation for which they drive has a duty of care to staff and passengers and should not allow that driver to drive for them until they have renewed their photocard.

- Overloading

It is far easier to overload a lighter weight minibus as the payload per passenger is lower due to a reduced MAM. To avoid overloading, you will need to calculate what the payload per person will be. To do so, you need to calculate the difference between the unladen weight and the MAM and then divide this number by the total number of seats (including driver). An example is given below:

2004 Peugeot Boxer: driver + 16 passengers

	Weight
MAM	3500 kg
Unladen weight (checked on weighbridge)	2580 kg
Payload for passengers and luggage	920 kg
Payload per person (17 people incl driver)	54 kg
Payload per person (incl luggage) in stones	8 stone 7 lbs

In the above table, the payload per person is only 54 kg or 8st 7 lbs (including belongings, luggage etc) is far below the recommended minimum of 75 kg per person (11st 11lbs). This vehicle would therefore be unsuitable to transport adults or even secondary school pupils, especially when travelling with sports equipment or luggage.

- Down-plating your minibus

Sometimes called ‘down-plating’ or ‘down-rating’, this involves changing the plated weight (MAM) of the vehicle reducing it to 3500kg/4250kg so that it can be driven by drivers without a D/D1 licence e.g. taking a 2009 Ford Transit 15 seater 3700 kg, which can only be driven by D1 holders and reducing the MAM to 3500 kg to be driven by drivers without D1. This can be done at a DVSA test station but there are no modifications made to the vehicle, only the plated weight changes. There is a much greater risk of overloading and MiDAS recommends this course of action only if the reduced payload will be sufficient for the intended passengers.

It is recommended that the information in this Supplement is read both by the MiDAS DAT and their manager / organisation, to ensure that both are kept up to date. There is also plenty of advice on offer to managers on the safe and legal operation of minibuses:

- The Advice & Information section of www.ctauk.org has an excellent selection of advice leaflets which can be downloaded.
 - CTA’s Advice & Information service can be contacted on 0845 130 6195 or by emailing advice@ctauk.org
 - CTA also runs training sessions such as: Minibus Management and ‘Safe and Legal’
 - CTA Journal, sent to CTA members, covers changes in regulations and good practice
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