

National Association of Road Transport Museums

Guidance Note on the operation of Free Bus Services

Issue 6 March 2018

Issue	Reason for revision	Date
1	Original issue	October 2003
2	EC Regulation 561/2006 – drivers' hours and tachographs	May 2007
3	Pre-1960 MOT exemptions and drivers' CPC	May 2013
4	Comments from DVSA	November 2014
5	Introduction of rolling 40 year VED exemption	April 2015
6	Rolling 40 year MOT exemption for VHIs, DDA, safety signals	March 2018

Disclaimer

This Guidance Note has been compiled using the knowledge and expertise of a number of organisations that are NARTM members. It does not purport to represent or state the full legal position. However, the Association believes that by working to such a Guidance Note, organisers of events will be seen to be acting responsibly and observing the restrictions which are known to apply.

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Comments

Comments on the Guidance Note are always welcome. If you have any contributions or suggestions, please write to: NARTM, c/o Colin Billington, Ledger Farm, Forest Green Road, Fifield, Maidenhead, SL6 2NR or email: colinbillington@helacol.com

1 Introduction

The Guidance Note was originally issued in October 2003 to provide help to the organisers of historic bus events. The document was updated following the issue of EC Regulation 561/2006 (Drivers' Hours) which became effective on 11 April 2007 and subsequently updated following the introduction of MOT exemptions for pre-1960 vehicles in November 2012. Issue 4 included updates following a review by DVSA. Issue 5 included the 40 year rolling VED exemption and Issue 6, 40 year rolling MOT exemptions, driver/conductor/bankperson signals and DDA.

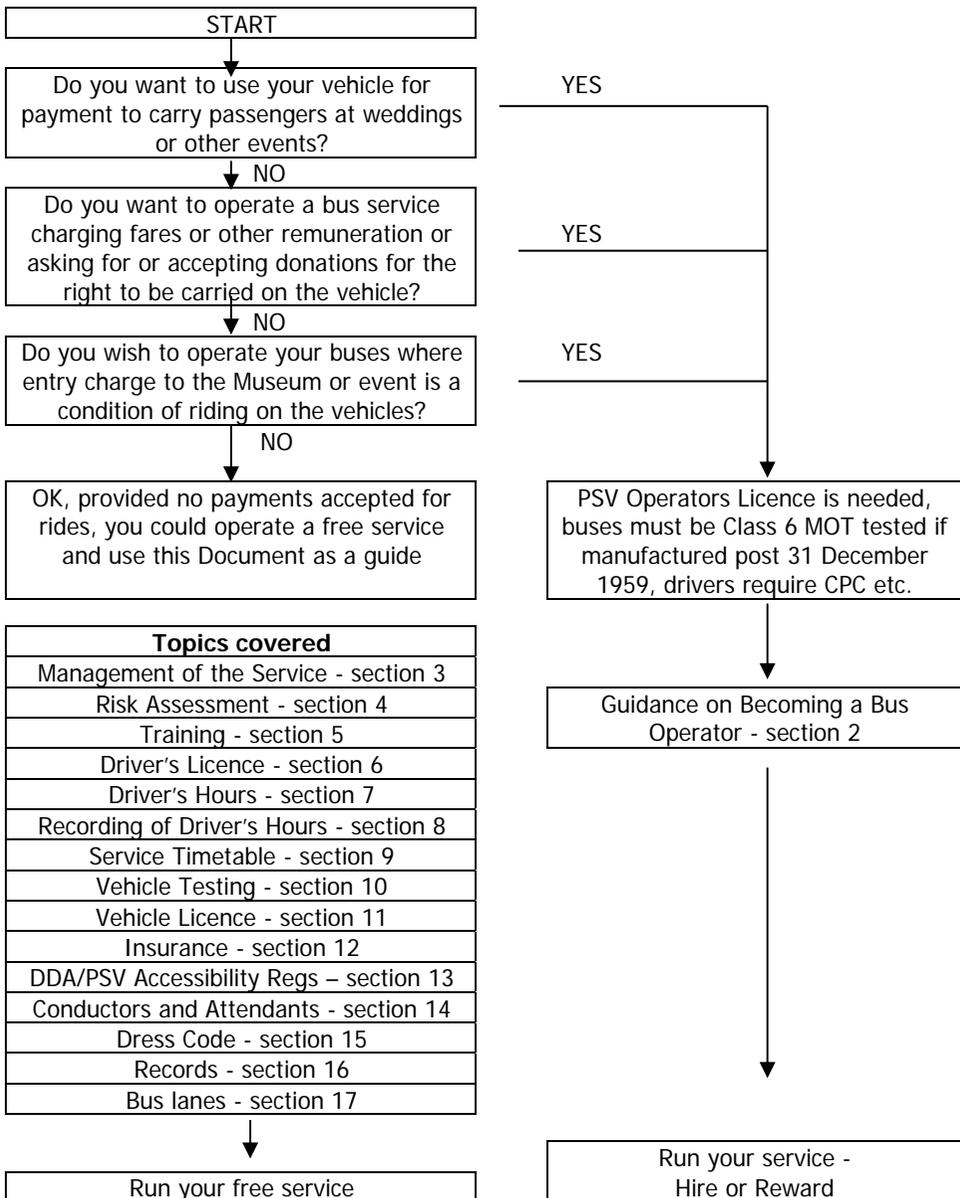
The National Association of Road Transport Museums (NARTM) is a charity and is dedicated to improving professionalism amongst member Museums and Collections incorporating road vehicles. Membership of the Association includes public and charitable sector museums and collections as well as private collections. In many cases vehicles are operated in an historic context to impart to the public something of the culture of commercial road transport from times past and to meet our members' charitable objectives which are generally concerned with educating the public in the history of road passenger transport.

Road Traffic Regulations in the UK have a particular bearing on the operation of free bus services and NARTM has considered it worthwhile to compile a Guidance Note for those involved in such arrangements. It is expected that this will assist by promoting best practice and help organisers to avoid pitfalls which may occur.

This document is intended to apply to the operation of buses and coaches on the public highway in an historic context. It is not intended to be used for any other type of free service in connection with a commercial undertaking, club or society unless the main purpose is enjoyment of the historic nature of the vehicles and their preservation. Correct, legal and safe operation of free bus services requires good management. Such services should not be undertaken without some thought and planning. This document provides guidance and will, it is hoped, be of value to those involved.

The chart which follows is a guide to the document, posing some basic questions and acting as an index to the various topics covered.

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2 Hire or Reward

Hire or reward is any sort of payment which gives the right to be carried on the vehicle. The payment may be direct or indirect. In the latter case it could be a membership subscription for a club, purchase of the programme for an event, or the entry fee to a museum where any of these is a condition of travel. It has also been argued that payment by a third party (e.g. sponsorship) which enables a service to run without charging individual fares could be construed as hire or reward. Therefore it is suggested that 'sponsorship' payments are clearly linked to another cost such as programme advertising or printing costs.

The solicitation of payment of any kind puts the service into the 'Hire or Reward' category. On a free bus service, it is thus NOT permissible to accept payment on or off the vehicle for the right to ride.

If services are operated in connection with an event or from a Museum, care should be taken to ensure the service is not restricted to those who have paid an entry fee.

No donation receptacle should be present and in the case of vehicles with authentic unpaid fare boxes, these should be blocked off.

The operation of bus or coach services for hire or reward (ie. any payment or benefit in kind) comes under Regulations which include a number of stringent requirements. These include the need for an operator to hold a PSV Operator's Licence, to hold or have the services of a person (transport manager) who holds a Certificate of Professional Competence (CPC), the requirement for all drivers to have a driver's CPC and sufficient financial resources. The vehicles used must be licenced and insured for hire or reward and a defined maintenance regime must exist to deliver the required standards which must be documented by inspections at defined intervals.

For those who wish to set up as a bus operator, the Driver & Vehicle Standards Agency (DVSA) publishes a useful guidance book for those embarking on the operation of a public bus service. This is "PSV operator licensing: a guide for operators" (PSV 437) and can be downloaded from:

<https://www.gov.uk/government/publications/psv-operator-licensing-a-guide-for-operators-psv437>

3 Management of the Service

The person or persons responsible for organising a free bus service must be identified and must be competent to carry out the task. A way of identifying competence could be the holding of a Transport Manager's Certificate of Professional Competence (CPC). Alternative means of identifying competence, such as demonstrable relevant experience, may be used and should be recorded. During the running of the free bus service, the person identified must be available to oversee the operation. It is recommended that the person or persons responsible are identifiable and have mobile telephone facilities.

It is recommended that event organisers take steps to ensure that all vehicle and related regulatory and safety requirements are in order either by direct inspection or by obtaining a signed declaration. Such documents include: vehicle tax - can be checked on line together with Class 5 MOT at: <https://www.gov.uk/get-vehicle-information-from-dvla>, insurance certificate, MOT test certificate (or, for vehicles exempt, either a voluntary MOT or a record of vehicle inspection) and drivers' licences (see also Section 10 and Appendix C).

4 Risk Assessment

Prior to commencing the operation of the free bus service, it is recommended that a risk assessment is made and the results written down. Vehicles are likely to be moving near pedestrians, and the public will be travelling on the buses. At times, members of the public will be unused to making journeys on such vehicles and special precautions may be needed. Guidance on conducting risk assessments can be downloaded from the Health & Safety Executive, see: <http://www.hse.gov.uk/pubns/indg163.htm>. An example of a simple risk assessment is included in Appendix E.

5 Training

Safety training should be provided. This should be arranged so that those operating the vehicles are aware of and understand their duties. Appendix A contains a check list which can be used as a reference document when planning the training arrangements. Where services are run on a regular basis, training is likely to be carried out for individuals. For occasional events, a training session may best be arranged for groups of people taking on the duties.

6 Driver's Licence

Buses used on free bus services will generally be carrying more than 8 passengers, and the driver must hold a Passenger Carrying Vehicle (PCV) driving licence of the correct type for the vehicle:

Category D1 – Vehicles with no more than 16 passenger seats, with a maximum length of 8 metres and a trailer up to 750kg.

Category D1E – Category D1 vehicle with a trailer over 750kg but the Maximum Authorised Mass (MAM) of the vehicle plus trailer must not exceed 12,000kg.

Category D – any bus with more than 8 passenger seats (with a trailer up to 750kg MAM) .

Category DE – Category D vehicles with a trailer over 750kg.

The PCV licence should be carried at all times whilst driving a bus.

If the PCV licence has been obtained by passing a test on an automatic vehicle, manual gearbox bus entitlement may be claimed if the driver holds manual entitlement on any other vehicle type except a motorcycle by writing to: VOC DCS Casework, D6, DVLA, Swansea, SA99 1ZZ. This must be done before starting to drive manual buses.

'Car' type licences which are valid for buses over 30 years old and not carrying more than 8 passengers are not considered suitable for drivers working free bus services.

Organisers may well wish to consider other issues in permitting individuals to drive. Many preserved buses have features which require different skills in handling compared to a modern vehicle. These may include 'crash' gears and vacuum brakes. Damage to a manual gearbox can occur if not handled correctly. Unless a particular vehicle is driven by its owner, it is recommended that museums carry out suitable training or conduct assessments of individuals. See also the section on insurance.

Restricted PCV driving licences (Category D (101)), granted under 'grandfather rights' in 1991, permit driving with full passenger complement but not for Hire or Reward.

Drivers of PSVs and HGVs which are used commercially are required to hold a Certificate of Professional Competence (CPC) and undergo periodic training. This training is continuing professional development for the driver and is designed to complement their every day job.

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Courses may include SAFED (Safe and Efficient Driving) training, first aid, health and safety, drivers' hours regulations and tachographs.

Drivers of vehicles not being used commercially do not require the CPC but you may wish to encourage drivers to gain this qualification and undergo the periodic training.

Further information can be found at: <https://www.gov.uk/driver-certificate-of-professional-competence-cpc>

7 Driver's Hours

If the vehicle being driven is over 25 years old and is not used for hire or reward, the EC Driver's Hours Regulations do not apply.

However, drivers of buses first used under 25 years ago and working free bus services are subject to the same hours limitations as those engaged on commercial operations. Provided that the vehicle is being used to provide a regular service (i.e. with a timetable) with a route of less than 50 kilometres in length, it is the UK hours' limits which apply. A summary of these is given in Appendix B. Bear in mind that the driving hours to and from an event must be included when assessing the driving time allowed.

In addition, persons employed as drivers of goods or passenger vehicles will need to ensure that the full rest requirements are met.

8 Recording of Driver's Hours

Vehicles built before 1947 are exempt from the requirement to fit a tachograph as are vehicles over 25 years old, providing that they are being used for non-commercial purposes. For other vehicles, the requirements for recording driver's hours depend upon the way in which the vehicle is being used. A tachograph exemption exists when a vehicle is operating a Regular Service (see section 9 below). Otherwise, a tachograph must be fitted and used.

If a non-exempt vehicle is fitted with a tachograph only for use as a speedometer, this must be calibrated. Once sealed it will not require 2 and 6 yearly checks as long as the seals remain intact.

9 Service Timetable

The majority of free bus services will be no more than 50 kilometres long and may be operated by vehicles of any age without tachographs, provided the service is a regular one. This can be established by preparing a timetable showing the route, the frequency and the stopping places along the route where passengers may be picked up and set down. If the timetable is published the inclusion of a disclaimer is recommended to cover possible non-operation and, if appropriate, a statement that vehicles are used in an historic context and may be unable to carry wheelchairs or child buggies. Organisers should consider issuing copies to crews who will then be able to advise members of the public.

When planning a timetable for a free bus service, care should be taken to avoid operating at the same or similar times as commercial operators on the same sections of route. Consideration should be given to advising the local bus operator of the event. For authenticity, organisers may wish to arrange the display of appropriate destination blinds.

10 Vehicle Testing and Maintenance

With effect from 20 May 2018, Vehicles of Historic Interest (VHIs) are exempt from MOT testing. A VHI is a vehicle which is more than 40 years old and which has not undergone “substantial change” during the past 30 years and has been declared a VHI on re-taxing. Guidance on “substantial change” has been published by the DfT see:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/670431/vehicles-of-historical-interest-substantial-change-guidance.pdf

Large goods vehicles (i.e. goods vehicles with a maximum laden weight of more than 3.5 tonnes) and buses (i.e. vehicles with 8 or more seats) that are used commercially will not be exempted from periodic testing at 40 years. However buses with more than 8 seats manufactured before 1 January 1960 used commercially remain exempt but are still subject to regular roadworthiness inspections as required by their operator’s licence. MOT exempt vehicles may still be MOT tested voluntarily at all licenced MOT test stations capable of carrying out the test appropriate to the vehicle and its use (e.g. Class 5 or Class 6). All such vehicles are still required, under the law, to be roadworthy if used on a public road.

For MOT exempt vehicles, it is recommended that organisers of free bus services require vehicle entrants to provide documentary evidence that roadworthiness inspections have been carried out within a reasonable period prior to the event. This could be an MOT pass certificate for a voluntary test or an inspection carried out by a competent person who might be a bus or coach operator, independent vehicle maintainer or the vehicle owner. The inspection should be based on the requirements of the relevant DVSA inspection manual as appropriate to the age of the vehicle. Recommended wording for use on vehicle entry forms is included in Appendix C.

For vehicles manufactured less than 40 years ago the minimum requirement is for a Class 5 MoT certificate. It is quite permissible for a test to Class 6 PSV standard to be used, even though the vehicle is licenced as Private Light Goods (PLG). Organisers may wish to put the vehicles through Class 6 testing to demonstrate high maintenance standards, though this is not mandatory. The Class 6 test demands higher standards in the vehicle body and passenger area.

Consideration should be given to the provision of fire extinguishers and first aid kits which are required for most vehicles tested to Class 6.

It is recommended that drivers should carry out a walk around check each day before a vehicle is used. Months may elapse between events and a comprehensive, simple daily check list is included as Appendix D. Organisations should consider which of the items on this check list should be included for those who wish to use it. Drivers should be able to report promptly any defects or symptoms of defects that could adversely affect the safe operation of the vehicle.

In addition to annual MOT testing or roadworthiness inspections and daily walk around checks, it is recommended that regular safety inspections should be carried out. The frequency of such inspections will depend on the use of the vehicle. DVSA has issued a guidebook: "Guide to maintaining roadworthiness", which can be downloaded at: <https://www.gov.uk/government/publications/guide-to-maintaining-roadworthiness> Remember that vehicle users (drivers and those appointing drivers to drive their vehicles) have a legal responsibility to ensure that the vehicle is in a safe and roadworthy condition.

11 Vehicle Licence

For vehicles not registered 'bus' (i.e. not for hire or reward use), the Vehicle Excise Duty (VED) payable is determined by the age of the vehicle. A rolling 40 year VED exemption was announced in 2014 – see: https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/293910/TIIN_2507_8011_40_year_rolling_exemption_for_classic_vehicles.pdf. Vehicles constructed 40 years or more before 1 January are VED exempt from 1 April of the year in question and are classed as 'Historic' and licenced without paying a licence fee. This requires the taxation class to be changed on re-taxation which should be carried out at a post office where the existing V5C should be handed over for transmission to the DVLA. A new V5C will be issued subsequently by the DVLA by post. Vehicles built after that date will need to be classed as Private Light Goods (PLG) if Class 5 MOT tested and will attract the annual licence fee for this type of vehicle. Vehicles tested to Class 6 may be licenced as Historic, PLG or Bus but only the last may be used for hire or reward.

Vehicle tax and MOT status can be checked very quickly on the DVLA website, see: <https://www.gov.uk/check-vehicle-tax>.

12 Insurance

Vehicles used on free bus services must be insured against third party risks in accordance with road traffic legislation. Cover for passengers is mandatory. Some insurers specialise in providing insurance cover for preserved buses. This can include cover for operating the vehicles on free bus services with a full complement of passengers, although it is important to check this with the insurer concerned. It is also important to know whether any of the vehicle drivers has been refused cover or infringed insurance conditions. If there is any uncertainty, vehicle owners should arrange for drivers to regularly complete a declaration and inspect insurance certificates. In the case of company owned vehicles, written consent as to the intended use should be obtained.

Public liability insurance for events is strongly recommended. Some insurers specialise in providing such insurance where vehicle movements are part of the operation.

13 The Disability Discrimination Act 1995 and Public Service Vehicle Accessibility Regulations 2000

The regulations, see:

<http://www.legislation.gov.uk/uksi/2000/1970/regulation/4/made>, only apply to a public service vehicle, defined by the Public Passenger Vehicles Act 1981 as one adapted and used to carry more than 8 passengers for hire or reward. Most museums are careful not to make any charge for their bus services, and follow the NARTM guidance note on the operation of free bus services, so they need not be concerned by these regulations.

But some museums (or – as a charity cannot trade – more probably their associated trading company) do charge, either for private hire work, or for bus services operated on running days. The only buses and coaches within scope of the disability access regulations are those used to carry passengers at separate fares along predetermined routes, to a set timetable and with predetermined stopping places. So the museum hiring out a bus for a function like a wedding will have no concerns.

However, almost all running days feature set timetables, and if a charge is made for rides, the requirements will prima facie apply to the buses used on those services. Section 43 of the Disability Discrimination Act 1995 contains provision for special authorisation to be granted for exemption from the requirements. It could also apply to the museum charging for services: the museum would have to apply for exemption. However, in the Regulations, at Regulation 4f, and not referred to at all in the guidance issued by the Department for Transport, is a most important exception. This exempts vehicles first used at least 20 years earlier and not now used on such a commercial service on more than 20 days in any calendar year. This exemption is being used by commercial operators.

14 Conductors and Attendants

The majority of buses operated by museums and other organisations were designed for a crew of two. It is recommended that conductors are provided on free bus services and there are a number of reasons why this is advised. Safety can more easily be ensured when there is an extra crew member to supervise the passengers, many of whom will be unaccustomed to riding on public service vehicles of any kind. Conductors are in any case essential for vehicles with open platforms and for any operation when vehicles are required to reverse. Other benefits are that Conductors add authenticity to the operation, and the issue of souvenir tickets (free of charge, of course) also recreates an activity now all but forgotten by many.

For safety reasons, conductors should be competent in their tasks for both their own safety and that of the public. They should be included in the training arrangements referred to in Section 5. Children must not be allowed to conduct and it is recommended organisers apply a minimum age limit of 18 years. If in doubt about the minimum age which is acceptable, a check should be made with the insurers. Both drivers and conductors have a duty of care towards their passengers. They should offer assistance to passengers and take all reasonable precautions to ensure the safety of passengers who are on or who are entering or leaving the vehicle.

Conductor training should include a clear understanding of how to communicate with the driver using the vehicle's bells and using hand signals when reversing or manoeuvring in constricted circumstances. Suggested bell codes from the DVSA and hand signals from the HSE are given in Appendix F. Either may be supplemented by the use of a loud whistle (e.g. Acme Thunderer) by agreement with the driver.

15 Dress Code

When free historic bus services are operating, it is desirable to convey to the public something of the culture of public service in the past. It is therefore recommended that organisers operate a dress code for free bus service events. Although this could extend to the requirement for full uniform to be worn, alternatives could be use of 'museum' clothing. Random T-shirts, jeans or trainers present an unprofessional image and reduce the historic appeal of the bus and its operations.

The use of uniforms has other benefits. These include the easy identification of crews by members of the public, and giving crew members some authority when carrying out their duties.

16 Records

Some record keeping is mandatory and an example of this is the certificate for public liability insurance. Other record keeping is optional but can be beneficial and this would include records of vehicles used and numbers of passengers carried. NARTM requests information from its members regarding passenger numbers in order to prepare national statistics which are used in lobbying government bodies and funding agencies. For consistency please separately record numbers of passengers carried on outward and inward journeys including those who left or joined the vehicle along the route.

As explained in the foregoing sections, where a timetabled bus operation takes place, or where the bus is over 25 years old, vehicles are exempt from the use of tachographs to record driver's hours. In all cases it is suggested that drivers retain copies of the timetable and any rosters used and organisers should also keep such copies.

Other records which should be maintained are those showing the risk assessments which have been carried out. These can be fairly simple and an example is given in Appendix D.

Records should also be retained of training undertaken and of the individuals who have completed it.

17 Bus Lanes

Under current regulations, there are two types of bus lane. Those marked 'local buses' are prohibited other than for use by buses on regular commercial bus services and are therefore banned for preserved vehicles. Other bus lanes may be used by preserved buses and coaches.

18 Summary of Requirements

The table which follows shows the requirements to be considered in a diagrammatic format, indicating legal references where known.

18 - Summary of mandatory and optional requirements

Section	Topic	Mandatory	Recommended	Optional	Regulations
2	Payments for rides	None to be accepted			
3	Identify managers		Recommended		
	Document checks		Recommended		
4	Compile risk assessments		Recommended		Management of Health & Safety at Work Regulations
5	Safety training		Recommended		
6	Drivers licence	PCV type required & to be carried			Motor Vehicles (Driving Licence) Regulations 1999
7	Drivers hours	GB limits if regular service with route under 50km but see notes			EC Regulation 561/2006
8	Hours recording	Tacho needed but duty rosters may be used instead for a regular service. Vehicles over 25 years old are exempt tacho.			Community Drivers Hours and Recording Equipment Regulations 2007.

Table continued.. . . .

**18 - Summary of mandatory and optional requirements
(continued)**

Section	Topic	Mandatory	Recommended	Optional	Regulations
9	Service timetable	If it is desired to use non-tacho fitted vehicles under 25 years old			
10	Roadworthiness	Class 5 MOT test for vehicles under 40 years old	Voluntary Class 5 MOT or Roadworthiness inspection record for vehicles more than 40 years old. Documented driver's walk around check.	Class 6 MOT test.	Numerous references
11	Vehicle licence	Type depends on vehicle age			Vehicle Excise and Registration Act 1994
12	Insurance	Mandatory for vehicles	Public liability strongly recommended		Road Traffic Act 1988
14	Conductors	Mandatory for open platform buses & if reversing needed.	Use of conductors recommended for safety purposes. Minimum age to be applied.		
15	Dress Code		Recommended		
16	Records	Some Mandatory	Others recommended		

Appendix A - Training check list

Training should be arranged such that those operating vehicles, managing the service or carrying out any other duties (eg. marshalls) are competent to do so.

1	Crews must be familiar with the vehicle being operated. For drivers this includes holding the correct type of driving licence and also being familiar with and able to handle the particular vehicle being driven. Vehicles should not be left unattended with the engine running. Conductors should know the features of the vehicle, location and use of safety equipment etc., and be aware of and control any hazards, e.g. open rear platforms.
2	Prior to commencing their first journey, both crew members to be versed in and agree communications from conductor to driver using the vehicle's bells, possibly supplemented by a loud whistle. <u>The driver must not move away until the conductor gives the bell signal to do so which should not be before the platform/entrance doors are closed by the driver or conductor as appropriate.</u> See DVSA recommendations for bell signals in Appendix F.
3	The vehicle must be stationary before passengers may board or alight and conductors should advise passengers of boarding and alighting hazards. Conductors to be aware of safety of passengers, normally allow no standing, and ensure passengers are all seated before giving the signal to move away.
4	Conductors to be aware of their own safety when working on a moving vehicle. This includes precautions to be taken in case of sudden braking or cornering. Also the hazard which can arise when changing destination blinds. This should not be attempted except when the vehicle is stationary.
5	Both crew members to be aware of hazards which may arise from the conduct of passengers, e.g. unauthorised use of starting bell.
6	Prior to commencing their duty both crew members to understand and agree arrangements for reversing and manoeuvring in constricted locations. Hand signals, possibly supplemented by a whistle, to be used by the conductor or other person acting as banksman should be practised and agreed before the start of duty. Conductor to be on the ground in view of the driver and, when behind the driver, visible in either mirror. No reversing to be carried out unless these conditions are met and the area is free from people and any other obstructions. STOP IF CONDUCTOR IS OUT OF SIGHT. See HSE recommendations for hand signals in Appendix F.
7	Crews should understand that if they find their vehicle running in front of a bus operating a commercial bus service, they should stop and let it pass.
8	Communicate the results of risk assessments which have been completed.
9	All to be aware of procedures to be adopted in an emergency.

Appendix B - GB legislation drivers' hours summary

GB Driving Limits	Daily Driving	10 hours on any working day - (including any driving done under EC rules).
	Cumulative or continuous driving	5.5 hours - after this, a break of at least 30 minutes must be taken in which the driver is able to obtain rest and refreshment. Within any period of 8.5 hours in the working day, total breaks amounting to at least 45 minutes are taken so that the driver does not drive for more than 7 hours and 45 minutes. In addition the driver must have a break of at least 30 minutes to obtain rest or refreshment at the end of this period, unless it is the end of the working day.
	Length of working day (spreadover)	No more than 16 hours between the times of starting and finishing work (including work other than driving and off-duty periods during the working day).
	Daily rest periods	10 hours continuously must be taken between two working days. This can be reduced to 8.5 hours up to three times a week.
	Fortnightly rest periods	In any 2 weeks in a row (Monday to Sunday) there must be at least 1 period of 24 hours off.

Table continued.. . .

Appendix B - GB legislation drivers' hours summary (continued)

Exemptions	If you do not drive for more than 4 hours a day in any week, you are free from UK Driving Limits for that week.
	<p>If you drive more than 4 hours for up to 2 days in any week you are still free from the rules. But on each of these 2 days:</p> <ul style="list-style-type: none"> • all working duties must start and finish within a 24 hour period. • You must have 10 hours of rest in a row, immediately before your first duty and immediately after your last duty. • You must obey the rules on driving times and length of working day.
	If any working day overlaps into a week in which you are not exempt from the rules, then on that day you must obey the limits on driving time and length of working day.
	<p>During the time you spend dealing with an emergency you will be free from the rules on driving time and rest.</p> <p>An emergency is an event which causes, or is likely to cause, danger to life or health or serious interruption in the maintenance of public services or in the use of roads or in private or public transport, or serious damage to property, such as to need immediate preventive action.</p>

Extract from document PSV 375

Appendix C – Recommended wording for vehicle entry forms

The following wording and declaration have been endorsed by the NARTM Committee:

All vehicles to be used in service must have insurance valid for carrying full passenger loads in service on free bus services.

From 20 May 2018 all vehicles first registered more than 40 years ago and meeting the criteria for being a 'Vehicle of Historic Interest' (VHI) are exempt from MOT testing. DfT guidance on this can be found at: https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/670431/vehicles-of-historical-interest-substantial-change-guidance.pdf.

Consequently we shall require documentary evidence of the roadworthiness of such vehicles. This may be in the form of a valid voluntary MOT or a roadworthiness inspection record signed by a person competent to undertake such inspection. The inspection should be carried out in accordance with the relevant DVSA Inspection Manual (Class 5 or 6). Please supply copies of your insurance certificate, MOT certificate or roadworthiness inspection record and Category D drivers' licences with your entry or at least two weeks prior to the event and bring originals for checking on the day of the event.

Declaration: (Please read carefully and sign the section below)

I declare that my entry is taxed and is insured in accordance with the Road Traffic Act and includes Public Liability Cover (including rally / show use), with a limit of liability of not less than £500,000 for any one accident and, if proposed to be made available for use on public bus rides, that it is insured for such purpose. I confirm that any driver of the vehicle entered by me holds a current licence of the appropriate class. I confirm that the vehicle will be presented in a roadworthy condition and documentary evidence of roadworthiness will be provided in accordance with the above requirements. I/we will comply with directions given on the day by the organisers.

Appendix D - Daily vehicle inspection schedule

No	Item	Condition
1	Body front including windscreens	
2	Wipers / washers	
3	N/S and O/S mirrors	
4	All front lights and indicators including repeaters	
5	Horn	
6	Coolant level	
7	O/S body	
8	O/S wheels and tyres	
9	Fuel tank cap / leaks / fuel level	
10	Emergency door / buzzer / hinges	
11	Body rear	
12	All rear lights and indicators / reversing horn	
13	Emergency engine stop - tick over & half revs	
14	Engine oil leaks / oil level	
15	Engine fuel leaks	
16	N/S body	
17	N/S wheels and tyres	
18	Entrance door(s) emergency controls	
19	Grab rails lower deck	
20	Lower deck floor	
21	Seat security lower deck	
22	Interior lights both decks	
23	Bells both decks	
24	Upper deck emergency window / buzzer	
25	Seat security upper deck	
26	Upper deck floor	
27	Steps and stairwells	
28	Signage including exits etc.	
29	Cab area and controls	
30	Low pressure warning devices (flag/buzzer/gauge)	
31	Brake operation - check pressure drop / leak / reservoir levels	
32	Safe stowage of tools and equipment	
33	Fire extinguisher / First aid kit	

Signed _____ Date _____.

Appendix E - Example of risk assessment

Task Outline (location, method, manning etc.)	Assessment done by:
Vehicle movements in confined area with members of public (passengers) present	Date:

Hazard Analysis

Hazards	Consequences (who, what)	Potential Risk	Control Measures	Residual Risk
Driver loses control of vehicle	Public - injury from collision	H	Suitably qualified and skilled driver.	L
Vehicle defective brakes	Public - injury from collision	H	Vehicle tests and inspections.	L
Reversing into unseen person	Public - injury from collision	H	Prohibit unsupervised reversing.	L
Bad guidance when reversing	Public - injury from collision	H	Arrange training for ground staff.	L
Unauthorised starting signal	Passengers - falls	M	Drivers to make visual check before starting.	L
Oily surface	Public - slips and falls	M	Check vehicle for leaks. Remove from service if not repairable. Clean up surfaces.	L
Etc.				

Recommended 'improved control measurers'

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Checklist: workplace; Tools & Equipment; Slips, trips, falls; Work equipment; Substances, liquids, fumes, vapours, dusts; Burns; Fire; Electricity; Radiation; Thermal; etc.

Risk assessment scale			Other Notes
Likelihood	Severity (consequence)	Risk	
Improbable	No significant affect	Low	
Possible	Possible minor injury		
Occasional	Minor injury	Medium	
Frequent	Severe injury		
Regular	Fatality	High	
Common			

Form supplied courtesy of Railway & Industrial Safety Consultants, telephone 01283 515126.

Appendix F - Safety – Communicating with your conductor / banks-person

It is very important that bus drivers and conductors/banks-people agree how they will communicate before starting their journey. Communications for at least the following two sets of circumstances should be agreed before setting off:

- Communications by bell when driving – particularly important for half-cab vehicles and other vehicles where the cab is separated from the passenger compartment and verbal communication is difficult.
- Reversing when the conductor or someone else is acting as a banks-person by the rear of the vehicle to assist the driver to ensure that the vehicle is reversed safely.

Communications by bell - Bell codes

The following bell codes are provided by the Driver & Vehicle Standards Agency (DVSA) see: <https://www.safedrivingforlife.info/preparing-bus-journey>

If your bus has a conductor, you'll need to know the bell (or buzzer) codes the conductor will use to communicate with you.

- 1 bell: stop when safe
- 2 bells: move off when safe
- 3 bells: bus full
- 4 bells*: emergency on bus.

Remember that passengers may use the bell incorrectly.

* Practice varies – at least four bells or continuous use of a buzzer also may be used so this important signal should be agreed between driver and conductor.

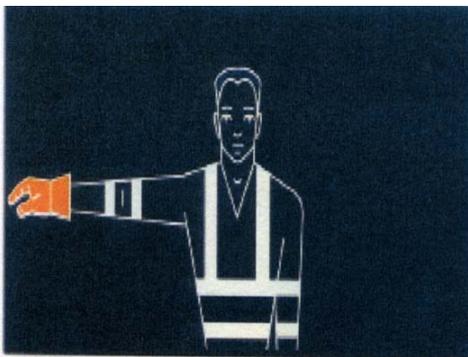
Communications when reversing

Driver and conductor/banksperson should discuss and agree signals prior to starting their duty. It is recommended that the hand signals shown on the sheet below are used possibly supplemented for stop signals, but not replaced, by the use of a whistle. These illustrations are taken from a First document and adopt the safety hand signals given in 'Health and Safety (Signs and Signals) Regulations 1996 L64', see:

<http://www.hse.gov.uk/workplacetransport/safetysigns/banksman/banksman.htm>

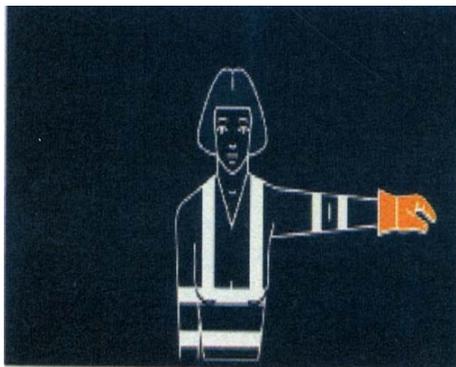
It is essential that the banksperson remains in view of the driver at all times when the vehicle is moving. If the driver cannot see the banksperson **he must STOP IMMEDIATELY** and, it is suggested, sound his horn to attract the banksperson's attention. If the banksperson wishes to move to the other side of the rear of the vehicle he should first indicate to the driver to STOP and not move across until the vehicle is stopped. The driver must not set the vehicle in motion again until he sees the banksperson signaling him to do so.

RULES FOR BANKSPERSONS	ROLE OF BANKSPERSONS
<p>Do communicate with the driver before you start</p> <p>Do stand in a safe position where you can be seen</p> <p>Do use the correct signals</p> <p style="text-align: center;">REMEMBER</p> <p style="text-align: center;">If you cannot do it safely don't do it</p>	<p>OBJECTIVES:</p> <ol style="list-style-type: none"> 1. Primarily to ensure that pedestrians are kept clear of the reversing vehicle movement. 2. Secondly to prevent collisions with other vehicles or fixed objects. <p>HOW?</p> <ol style="list-style-type: none"> 1. By controlling the vehicle movement - primarily through instructions to the driver on stopping and starting. 2. Additionally by assisting with directional signals where assistance is required.



RIGHT / LEFT

The arm is extended horizontally in the direction the vehicle will move. The hand makes small movements in the direction the vehicle will move.



RIGHT / LEFT

The arm is extended horizontally in the direction the vehicle will move. The hand makes small movements in the direction the vehicle will move.



MOVE TOWARDS THE BANKSPERSON

Both arms are bent with the palms facing upwards. The forearms make slow movements towards the body



MOVE AWAY FROM THE BANKSPERSON

Both arms are bent with the palms facing downwards. The forearms make slow movements away from the body



STOP

The right arm points upwards with the palm facing forwards



EMERGENCY STOP

Both arms points upwards with the palms facing forwards and shout stop.

END OF GUIDANCE

The National Association of Road Transport Museums (NARTM) is the representative body for organisations or individuals with collections of historic buses and coaches, goods vehicles and other large road vehicles who wish to make their collections accessible to the public. NARTM represents the large majority of UK road transport collections and now has nearly 100 members with more than 3000 historic vehicles in their collections.

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