

## **Minibus Driver Information**

If you need to drive a minibus for university business you must first have 'D1' category on your driving licence. If you do not have this then you must apply to DVLA for a provisional 'D1' licence.

After obtaining the provisional category on your licence, you will need to pass a DSA driving test to convert the "provisional" category to "full" status before doing the driver training with Drive Safe.

Please see the following link for further explanation:

<https://www.gov.uk/adding-higher-categories-to-your-driving-licence>

### **This is a mandatory government requirement to drive any minibus.**

Once you have the D1 category you must then apply for an 'Approved Driver' status and have taken the Minibus Driver Assessment.

This is basic training for the use of minibuses. The training is carried out by Drive Safe UK (contact details below). Bookings and payment for the training is the responsibility of the drivers' school/department. Upon completion of the training drivers need to forward a copy of their certificate to [transport@lincoln.ac.uk](mailto:transport@lincoln.ac.uk)

Anyone using a minibus for university business/activities must display a 'Small Bus Permit' in order to comply with Section 19 of the Transport Act 1985. The permits are available from the Estates office for Brayford and Cathedral campus users and from Gavin Johnstone Campus Services Manager for Riseholme campus users. Please contact the relevant party prior to hiring of a minibus (contact details below), permits must be collected and signed for and returned within one week of the vehicles return. When collecting the permit please bring your driving licence with you.

#### ***Drive Safe UK***

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Email: [drivesafeuk@gmx.co.uk](mailto:drivesafeuk@gmx.co.uk)

#### ***Brayford Users***

Karen Hemmings  
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#### ***Riseholme Users***

Gavin Johnstone  
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