

Purpose & Background:

The Safety Bus is a service provided by Keele University Students Union and run on their behalf by KUSU Security. The Safety Bus is intended to help students of Keele return home, in the evening and early morning hours with more vulnerable students taking priority.

Eligibility for Use:

Priority is given to off-campus students and First Aid cases. All areas of campus will only be eligible for pick-up/drop-off in exceptional circumstances. (Hawthorns are not counted as off-campus.)

The section of students who are eligible, in order of priority, include:

- Off-campus, students whom have severe difficulty getting home due to medical problems (first aid cases).
- On-campus students whom have severe difficulty getting home due to medical problems (first aid cases)
- On or Off-campus, unaccompanied females
- On or Off-campus, unaccompanied males
- On or Off-campus, small groups of females
- On or Off-campus, small groups of males

The remaining categories (inc. campus based), all have equal priority beneath these named groups.

On-duty staff members are eligible to use the bus after their shift following prior agreement and arrangement through their line manager, the on-duty security co-ordinator and with the driver/s. The staff run normally leaves 30 minutes after building closing time.

Terms of Use:

Students must not enter the bus without prior permission from the driver and or security personnel on the driver's behalf.

Refusal of use can be on the grounds as follows:

- There is no space.
- There are more vulnerable members who require use of the service (see above).
- The student has been verbally or physically assaulting staff or students.
- The person is not a member of KUSU.
- The student is currently banned or pending a disciplinary hearing from the Students Union.
- The student could be considered unsafe, e.g. is too intoxicated, and believed of being under the influence of an illegal substance.
- The person is using the service as a free taxi service rather than a means to get home. The safety bus will only drop Keele Students off at home addresses.

Students are expected to be courteous to staff running the service and other students using the service.

No food, drink is allowed whilst on the bus.

It is against the law to smoke on the minibus.

Students must not distract the driver or open doors whilst vehicle is in motion.

Students are requested to wear seatbelts at all times (under UK law anyone over the age of 14 takes sole responsibility for wearing a seatbelt).

KUSU reserve the right to impose an immediate £10 fine for people vomiting or causing damage to on the bus to cover cleaning costs. Failure to pay the fine when imposed will result in been banned to disciplinary in accordance with KUSU disciplinary procedure. Persons will be immediately banned to disciplinary if the cost of any damage is greater than £10

KUSU reserve the right to refuse access to the bus at any time and will remove any student from the bus if they contravene this policy or the KUSU Code of Conduct. Any individual whom is considered to be putting the safety of other passengers, or the driver, at risk will be removed as soon as possible and police involvement may pursue. Any breaches of this policy and the individual will be banned to KUSU disciplinary and a ban from using the service maybe imposed.

Terms of Service:

The driver will endeavour to get as close as possible to the home address for off-campus students, however this is not always possible.

KUSU or their staff is not responsible for users making their way home from the drop-off point/s.

- o The safety bus pick up point on campus is the Students' Union main car park.
- o The bus will only pick-up in order to bring Keele Students to the Union at 'Templar Bar' car park Hawthorns, (see Hawthorns pick ups)

Usual Running Times:

Statutory running nights – Large Minibus

Day	Start	Finish
Monday	9.15pm	2.30am
Wednesday	9.15pm	2.30am
Friday	9.15pm	2.30am

Statutory running nights – Small Minibus

Day	Start	Finish
Monday	9.15pm	2.30am
Tuesday	9.15pm	Half Hour After Building Close (Earliest 1.30am)
Wednesday	9.15pm	2.30am
Thursday	9.15pm	Half Hour After Building Close (Earliest 1.30am)
Friday	9.15pm	2.30am
Saturday	9.15pm	Half Hour After Building Close (Earliest 1.30am)
Sunday	9.15pm	1.30am

The above are subject to change and may not run each week.

Please check running time at all occasions.

The service only runs during semester time.

KUSU will endeavour to provide the service, as defined, when possible and necessary; however there may be occasions when the service cannot be provided for whatever reason, or is not in great enough demand. If this occurs KUSU will try and give as much notice, as it is possible to give. KUSU will also endeavour to display a timetable of the safety bus running times, for an evening, on the evening itself. KUSU reserves the right to stop the service immediately and without notice if there is a mechanical or safety problem with the buses. Also it may stop the service due to weather conditions that make it unsafe to operate (e.g heavy snow or ice).

Students and staff should always double check if the bus is running before presuming that it is. Please contact a member of security for information on if it is running. (Security office: 01782 73 3720)

The safety bus will be picking up and dropping off throughout the night and so may be absent, from the Students' Union, for various points. Those who wish to use the bus must wait for it to return and can seek advice from KUSU security on the matter.

KUSU staff who has arranged to use the service at the end of their shift, will be taken home according to the driver and not necessarily after staff drinks.

Hawthorns to Student Union Pick Ups

The safety bus (during limited hours) will also collect students from Hawthorns (Templar Car park) and bring them to the Student Union. This is not designed as a free taxi service but a way of getting students safely from Hawthorns to the centre of the main part of campus. Students wanting to be taken home will always get priority over Hawthorns pickups. This service operates at the following times.

Day	Start time	Finish Time
Monday	9.15pm	11.15pm
Wednesday	9.15pm	11.15pm
Friday	9.15pm	11.15pm

One of the safety buses will be doing a constant round trip between these times from Templar car park to the Student Union car park. Any other nights a pick up from Templar

car park to Student Union car park can be arranged by calling KUSU Security Office (01782 733720). Please note there maybe a delay as home runs will always take priority. Calls will not be taken on Mon, Wed or Fri's. The safety bus will not pick up from any other location. The main purpose of the safety bus is to get venerable students home safely and it is not designed as a free taxi service.

Safety Bus Drivers Code of Conduct

This code of conduct is additional to the policy governing the safety bus, and is intended to clarify the responsibilities specific to the driver on duty. This code of conduct is also in addition to the KUSU code of conduct and staff handbook.

Safety Bus Drivers Line Manager: Security Co-ordinator

The driver is representative of KUSU and is expected to meet the following requirements:

- Drive in a safe manner with due care and attention
- Drive at all times under UK Law.
- Ensure, as far as reasonable, that the bus is safe for use upon beginning a shift
- Be courteous to all users, and when refusing use to members of the public or staff.
- Pay due attention to, and follow, relevant legislation
- Meet the necessary legal requirements to drive, as listed below.
- Be clean and presentable in their appearance and wear uniform as provided.
- Report any problems ASAP to line manager.
- Inform KUSU of any alterations of their own personal driving license (including points imposed).
- Produce there driving license when requested by KUSU.

The driver is also ultimately responsible for the following:

- Refusing use to any person who contravenes the safety bus policy.
- Removing, as soon as safely possible, any user who contravenes the safety bus policy.
- Ensuring the safety of passengers.
- Returning the vehicle in a suitable condition.
- Refilling the bus as required
- Cleaning the bus at the end of the shift and as required
- Act as supervisor to any steward allocated at that point in time to the safety bus.

The driver, while on duty, should not:

- Drink, eat or smoke
- Verbally or physically harass any member of the public or staff
- Allow the front 2 passenger seats to be used by students unless they are members of, or authorised by, KUSU security.
- Never use a mobile phone whilst driving.

The driver must also meet the Student or established staff code of conduct (which ever applicable).

The driver is not responsible for the condition of the vehicle upon first receiving it. The responsibility for the condition of the bus, at this point, lies with KUSU who shall ensure that the vehicle meets the correct legal requirements.

The safety bus driver will be given half an hour each side of the start and finish times to collect, check and clean the safety bus.

The driver must wear appropriate allocated uniform at all times. This includes a high visibility jacket.

Driving Info

KUSU makes all attempts to be as environmentally friendly as possible. One way in order to help the environment is to reduce carbon emissions. A persons driving style can reduce the amount of fuel used so saves money and fuel which in turn helps the environment. KUSU would like to recommend to minibus drivers the following points (please note you must always drive within the law and drive as you personally were taught, the following are recommendations):

- Drivers Attitude - If you have an argument or are upset and then drive a vehicle there is always a temptation to drive in aggressive manner, this can result in harsh maneuvers and breaking so increasing fuel use. Try and always drive with a friendly and calm attitude.
- Starting your vehicle - Dip the clutch prior to starting the engine because this will reduce the drag on the flywheel and may make the difference between an engine starting or not starting, especially in the winter months.
- Parking - When you park the vehicle reverse into the parking space. A cold engine consumes more fuel and reverse gear normally has the most fuel inefficient gear ratio.
- Acceleration - Accelerate smoothly, because harsh acceleration results in a lot of unburnt fuel being ejected through the exhaust system.
- Breaking – Break smoothly, breaking suddenly uses more energy and also afterwards you use more fuel to get back up to speed when you might not need to. Also if there is enough room and it is safe try engine breaking by just taking your foot off the accelerator.
- Use the vehicles momentum - When going down a hill if it is safe to do so, take your foot of the accelerator pedal and let the vehicle's own momentum propel the vehicle forward.
- Gears – Try using block changing more (if safe to do so) and everything you change gear it uses fuel.
- Gears and Revs – Try to gear high and rev low, so go up your gears quickly (if safe) in order to reduce the number of revs as you will not have to depress the accelerator as much.
- Air Con – In the small minibus only use the air con if absolutely necessary as air con uses more fuel. Try winding the windows down.
- Driving away – Driver away gently when you first start the minibus
- Keep the minibus moving as long as possible. If you can avoid coming to a halt do so.

*Recommendations taken from Dr Michael Coyle FRSA IEng
MSOE MIRTE MILT CEd*

Legal Requirements to Drive a Minibus

Up to 8 Seated Minibus

If you have an entitlement to drive cars after 1st January 1997 and are over 21 you can drive a minibus which holds up to a maximum of 8 passengers.

Up to 16 Seated Minibus

If you had entitlement to drive cars prior to 1st January 1997 (shown as group A, or B for automatics) on an old style licence, or a category B and D1 'not for hire or reward' on a new style licence – you can drive a minibus, provided:

- You are 21 or over
- The minibus has a maximum of 16 seats including the drivers and is not being used for hire or reward [DVLC defining hire or reward as *“any payments in cash or kind by (or on behalf of) passengers which gives them a right to be carried”*]

Alternatively, you will need passenger carrying vehicle entitlement (PCV category D1 or D). To obtain this you must meet higher medical standards and take a further driving test. Currently KUSU does not run a system, which includes KUSU payment for this to be obtained.

It must also be noted that holders of automatic licences are only entitled to drive automatic minibuses only.

Also for insurance purposes all drivers must be 21 or over, hold and full clean driving license and have held it for a minimum of 2 years before taking post.

Steward/Safety Bus Assistant Responsibilities

The security department will endeavour to provide a Steward to act as a safety bus assistant under the guidance of the Safety Bus Driver. At most opportunities this will be a first aid trained steward.

The Steward will be allocated to the safety bus by the on-duty security co-ordinator as needed.

The steward will be required to assist the safety bus driver by:

- Enforcing the Safety bus terms of use.
- Maintaining safe environment whilst on the bus.
- Offering navigation support to the driver.
- Liaising via radio, mobile phone and in person to the on-duty security co-ordinator.
- Providing first aid care (if trained) and taking over the first aid care of students as required.

The Steward will be under the supervision of the safety bus driver at all times if allocated to the bus and will remain under the supervision of a steward supervisor. The on-duty security co-ordinator will still remain the direct line manager to all security department staff whatever role. The steward will always remain bound and must follow the steward code of conduct and the KUSU student staff handbook.