



Why does SCT have a Driver Accreditation Procedure?

At Sheffield Community Transport we place a high priority on safety and we want to ensure that all drivers of SCT vehicles have sound, safe, defensive driving skills. SCT is a designated Training Agent for MiDAS (Minibus Driver Awareness Scheme). This is a national scheme set up by the Community Transport Association and ROSPA to provide assessment and training for all volunteers who wish to drive minibuses.

Am I eligible to take SCT's Driving Assessment?

To be eligible to take the assessment you must:

- Be aged 21 or over (maximum age limit of 70 at SCT).
- Have held a full UK driving licence for at least 2 years (category A on old licences, B on new ones). Holders of E.U. licences must provide a copy with their application form.
- Have had regular driving experience since passing your test.
- Be in good medical health and not taking any medication which might affect your ability to drive.
- Have no more than 3 Penalty Points on your licence, against the following codes only: SP 10, 20, 30, 40, 50, 60 or TS 10, 30, 40.

If you passed your test after 1st January 1997 you can still drive as above with the following exceptions:

- You can not be a paid driver.
- You can not tow a trailer of any size.
- You can only drive up to 3.5 tonnes maximum weight (4.25 if an accessible bus).
- You can only drive a bus in this country.
- Unless you have PCV entitlement.

What does SCT's Driver Accreditation Involve?

Before an assessment of your driving ability you will be asked to:

Complete and sign a Driver Registration Form.

Produce your driving licence – (new style licences must include the counterfoil part)

The assessment may be postponed if not produced on the day.

Undertake a simple eyesight check.

Read the MiDAS Minibus Driver Handbook which you will be sent in advance of your assessment.

The Standard Assessment Includes: (for people who only drive standard minibuses)

- 3.5 hours of classroom based theory.
- On road assessments and observational drives.
- Theory assessment.

Accessible Training Includes: (for people who drive accessible minibuses with a tail lift)

- As Standard including:
- 3 hours of disability awareness training
- Training in the use of accessible equipment on the vehicle, i.e. operation of passenger lifts/ramps, wheelchair restraint systems.

Standard Midas assessment is only recommended for people who drive minibuses without a tail lift. The full training course will consist of 3.5 hours of theory training and a driving assessment which will take approx 1 hour.

Accessibility Midas assessment for people who drive minibuses with tail lifts will consist of approx 6 hours of theory training, a driving assessment which will take approx 1 hour and an accessibility assessment which will take approx 1.5 hours.

Please Note:

Theory training will take part in groups and must be taken before the assessments. Driving and accessible assessments are on a one to one basis and will be arranged for the following day/days taking into account trainee and SCT commitments. For anyone wishing to hire an SCT minibus accessible training must be completed.

As part of the assessment the following area's will be observed:

- Good observations, use of mirrors, anticipation and awareness on the road.
- Good road position, lane discipline and appropriate speed at all times.
- A smooth driving style with correct use of gears, signals and brakes.
- Practical application of the Highway Code.

Following the assessment the Driver Assessor / Trainer will discuss the drive with you and outline any problems encountered. If the Driver Assessor / Trainer has identified driving errors which are not acceptable you will be informed of the nature of these and what improvement is required. It may be possible to arrange additional training on particular aspects of minibus driving which would assist you. The Assessor will advise you if this is the case. After successful completion of the classroom based training, driving assessment and theory assessment a MIDAS certificate will be issued which will be valid for 4 years.

What if I am not confident enough to take the assessment without prior training?

We can offer driver training with our Driver Assessor / Trainer prior to taking the assessment. Normally an initial session of one hour is arranged, after which the Assessor can advise you if more will be needed and if so, how many sessions are likely before you are ready for the assessment.

This is strongly recommended if you have not driven larger vehicles before.

How much do the assessments and training cost?

Please see the reverse side of the attached Driver Registration Form.
(There is no cost for SCT volunteers).

When and where do the training and assessment take place?

The sessions take place at:

Sheffield Community Transport
10 Montgomery Terrace Road
Sheffield, S6 3BU

Telephone: 0114 276 6148

Please complete the attached application form and send it with a cheque or postal order made payable to SCT at the address above. We will contact you to arrange suitable dates and times for the sessions you require.

Sheffield Community Transport is funded through the
South Yorkshire Passenger Transport Executive



Sheffield Community Transport
Driving Registration Form



It is essential that this form is fully completed

In order to drive SCT minibuses you need to satisfy certain criteria – you must be over 21 and have held a full UK driving licence for at least two years, certain current endorsements are allowed (see separate sheet for details). Our insurance company may impose restrictions on certain serious endorsements, even when spent. They may also request additional health information.

Name:	Date of Birth:
Home Address:	
Post Code:	
Telephone Numbers: Daytime:	Evening:

Confidential Health Details:

Please give details of any medical conditions or disability you have now or have had that might affect your ability to drive safely now or in the future. Examples of medical conditions which should be reported include the following, taken from the DVLA D1000 guidelines.

Angina	Arthritis	Blackouts	Cardiac Pacemaker
Confusion	Coronaries	Diabetes	Drug Taking
Epilepsy	Fainting	Giddiness	Head Injuries
Heart Disease	High Blood Pressure	Loss of Use of Limb	Memory Loss
Mental Health Problems	Parkinson's Disease	Stroke	Vision Disorder

If in doubt, please ask your doctor for advice and declare below. You may be asked to complete an additional registration form.

Some medication may cause drowsiness or other symptoms which the manufacturers warn could affect your ability to drive safely. Please give details below of any medication taken regularly whether prescribed or over the counter. If in doubt please consult a pharmacist for advice.

Insurance History:

If you have ever been refused Motor Insurance, please give details below.

Driving History:

Driving Licence Number:

Group Entitlements:

Have you now or have you ever had endorsements on your licence. If yes, please list below.

Date of Endorsements:	Offence:	Code (if known):
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Date when driving test passed (if more than five years ago, give the year only):

Have you had regular driving experience since passing your driving test **Yes / No**

Please tick any other relevant driving experience/licences held.

HGV	PCV	City Council Permit	Larger Vehicles/Minibuses
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Have you been involved in an accident or collision in the past three years for which a blame or partial blame claim of over £1,000 was made against the insurers of the vehicle of you were driving?

If yes, please give details, including the approximate amount of the claim on a separate sheet.

Assessment Fee

I enclose a cheque made payable to Sheffield Community Transport. **(Please note that we require at least 3 working days notice for cancellation, otherwise full payment will be charged)**

Charges

Confidence Training
(Recommended for people with limited experience of larger vehicles) **£25**

Standard MiDAS plus assessments **£75**

Accessible MiDAS plus assessments **£105**

Refresher Training **£50**

If you are registering solely as an SCT Volunteer Driver either for SCT vehicles, or for the Community Car Scheme, no assessment fee is payable. For details on joining SCT as a volunteer please call (0114) 276 6148

Group Authorisation

If you are driving for one particular community group only, please give the name of the groups representative who can confirm that you are authorised to drive on their behalf.

Name of Representative: _____

Name of Group: _____

Address: _____

Telephone: Day: _____ Evening: _____

I have read these forms and completed them to the best of my knowledge and I grant permission to Sheffield Community Transport to conduct licence checks with the DVLA in line with current policy.

Signed: _____

Date: _____

Please return this form to:**Sheffield Community Transport, 10 Montgomery Terrace Road, Sheffield, S6 3BU**