
Policy Document:

Use of Minibuses at National Events

Last updated: October 2025

Last reviewed: -

1. Overview:

- 1.1. This document defines the Policies and Best Practices adopted by SSAGO in relation to the operation of minibuses on behalf of National SSAGO at National Events.
- 1.2. Any minibus operated during a National Event (for purposes including, but not limited to; station shuttles, transport to and from activities) must be operated in accordance with this Policy.
- 1.3. This Policy must be reviewed immediately if the relevant UK legislation changes, or if an incident occurs related to the operation of a minibus at a National Event.
- 1.4. This Policy should be read in conjunction with the Factsheet bearing the same title.

2. Legal Requirements:

- 2.1. In accordance with UK law (<https://www.gov.uk/driving-a-minibus>), SSAGO members can drive a minibus on a standard car license if:
 - The member is 21 or older,
 - The member has held their driving licence for at least 2 years,
 - The member meets the '[Group 2' medical standards](#) if over 70,
 - The member is driving on a voluntary basis and the minibus is used for social purposes by a non-commercial body - this includes SSAGO,
 - The 'maximum authorised mass' or MAM of the minibus is not more than 3.5 tonnes – plus up to 750kg of equipment for disabled passengers, for example a wheelchair ramp,
 - The member is not towing a trailer.
- 2.2. You **must** display a valid Section 19 permit disc bearing SSAGOs name in **every** bus you operate.
- 2.3. Daily Walkaround checks **must** be performed and documented before a minibus is used on the public highway.
- 2.4. Drivers **must** be aware of the weights on the Vehicle Identification Number (VIN) Plate, and how they apply to the loading of their bus.
- 2.5. Drivers **must not drive** an overloaded vehicle under any circumstances.
- 2.6. At least 2 emergency exits **must** be accessible by every passenger on the minibus at all times.

3. Insurance Excess:

- 3.1. When a minibus is being driven on behalf of a National Event, a written agreement should be made stating the excess to be paid in the event of an insurance claim becoming necessary, and who is liable to pay this excess. All parties involved need to have signed this agreement before the minibus can be driven on SSAGO's behalf.

4. Drivers:

- 4.1. Drivers must obey the law and the Highway Code when driving a minibus on behalf of SSAGO.
 - 4.1.1. Any fines or penalties accrued during driving are the responsibility of the Driver at the time of the infringement.
- 4.2. Any driver of a minibus operating on behalf of SSAGO at a National Event must have at least 2 years regular, frequent and continuous driving experience immediately before the Event.
- 4.3. Any driver of a minibus operating on behalf of SSAGO at a National Event should hold (as a minimum) the basic MiDAS certificate (or equivalent qualification), unless they hold a relevant Driver Certificate of Professional Competence (CPC) issued by the DVLA.
- 4.4. 4.3 and sections dependent on it only apply if SSAGO has offered MiDAS training to its members at 2 or more National Events within the last 12 months.
- 4.5. Any driver of a minibus operating on behalf of SSAGO at a National Event must meet any additional insurance requirements specific to that minibus.
- 4.6. Drivers meeting the requirements in 4.3 must be approved by Team Pink or its delegate(s), and a list of approved drivers and their qualifications should be maintained by Team Pink.
- 4.7. Alternative qualifications to those in 4.3 (including significant minibus driving experience) may be accepted by Team Pink on a case-by-case basis, for example in the case of licenses with 'acquired rights' (the driver passed their car driving test before 1 January 1997).
- 4.8. The list of approved drivers described in 4.6 should be reviewed periodically, and always in the event of an incident involving a minibus covered by this Policy.