

HCSC Minibus Permit Procedure

This is a four-part exercise. The Assessors are required to complete the assessment and send the correct forms to Hertfordshire Scouts County Support Centre. The County Support Centre then collate them and send them to Hertfordshire County Council Driver Training, who produce the permits and send them back to the County Support Centre with an updated list of current drivers.

We have changed the process slightly to make it more digital and easier to administer. You will be provided with a @hertfordshirescouts email address. You must use this for all contact to the candidate and County Support Centre to comply with our GDPR requirements and not store personal details on your own computer or device.

Instructions for Assessors

1. Please check that you have supply of the following:
 - a. An up-to-date version of the assessment form
 - b. A stock of certificates
 - c. The driver's pack for issue to each candidate (this is updated every 2 years so always issue it, even if they have had one before and encourage them to read it) (Email Hertfordshire County Council driver-training@hertfordshire.gov.uk to request a package of 20 by post when you are running low)
2. Before assessment takes place
 - a. Notify Hertfordshire Scout Support Centre when you have a booking for Minibus assessments, we need to know Name of Candidate(driver) and their Scout membership number, along with the date and time of test due to take place. We will then record this as part of our track and trace system.
 - b. Request a copy of DVLA drivers license/proof for points to be emailed to assessor at least 48Hrs before assessment is due to take place, as this can then be chased before assessment. **Musted be emailed not a printed piece of paper handed to assessor.**
 - c. Request an electronic copy of proof of insurance, tax and MOT of the vehicle being used prior to assessment taking place.
 - d. Make a pack up 24hrs prior to assessment with the driver's pack and completed/signed certificate, to hand over to passed assessments.
3. At end of assessment:
 - a. Assessor to complete form, **ensuring to delete the line that says, 'I recommend further training in...'** if the driver meets the required standard. Passing is not automatic. Remember the duty of care we have to the young people we carry; if you are not satisfied the driver is safe and competent, you must say so.
 - b. Assessor to email a copy of the assessment form (using their HCSC email address) signed by assessor (but no longer required for candidate to sign) to driver.
 - c. Assessor to hand driver's pack and a signed certificate to driver if they pass. **N.B - Drivers are approved to drive once assessment is signed off.**
 - d. If the driver or assessor becomes unwell or contracts covid after their visit, Hertfordshire County Scout Council **MUST** be contacted immediately so we can make available our track and trace records to the NHS.

Hertfordshire County Scout Council

County Headquarters: Well End Activity Centre, Well End Road, Borehamwood, Hertfordshire WD6 5PR

Tel: 020 8236 0040

e-mail: info@hertfordshirescouts.org.uk

www.hertfordshirescouts.org.uk

County Commissioner: **Liz Walker**

County President: **Robert Voss CBE**

County Chairman: **Michael Shurety**

Charity No: 302606

Scottish Charity No: 39650

VAT registration No: 761 4558 19

4. Paperwork to be sent electronically to Hertfordshire Scouts County Support Centre info@hertfordshirescouts.org.uk
 - a. Copy of assessment document (3 pages) and DVLA drivers license/proof of points document. If possible, please send this as a single PDF (if you have access to a scanner). Photos taken on phones are acceptable if a scanner is unavailable, but these are much more difficult to read and must be put into a single PDF to send on to Hertfordshire County Council anyway. If this is necessary, please ensure the photograph is in focus and legible.
 - b. Please send in after every assessment and don't wait until you have a large batch.

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