

**For laws relevant to the operation of school transport vehicles in the
Borough of Reading please see Local Government (Miscellaneous Provisions)
Act 1976.**

Conditions attached to School Transport Vehicle Operator's Licence

In these conditions, unless the subject or context otherwise requires:

- (i) "Operator" means the holder of a school transport vehicle operator's licence granted by the Council;
 - (ii) "Council" means Reading Borough Council;
 - (iii) "Licence" means a School Transport Vehicle Operator's Licence issued by the Council;
 - (iv) "School transport vehicle" means a vehicle that is used for the transportation of children/social services clients under a School Transport Service (STS) contract.
1. No person shall operate school transport vehicles unless they are the holder of one of the following licences: School Transport Vehicle Operator Licence, Private Hire Vehicle Operator Licence, PCV licence or a Hackney Carriage Licence.
 2. The holders of Private Hire Vehicle Operator Licences and Hackney Carriage Licences issued by Reading Borough Council that operate school transport vehicles must ensure that they comply with these conditions in addition to their standard Licence conditions.
 3. An operator must not:
 - (a) operate an unlicensed vehicle; and/or
 - (b) operate an unlicensed driver.
 4. An operator must keep a record of every contract undertaken accepted by him/her in the manner prescribed by the council and must produce such record to an authorised council officer or police constable on request.
 5. An operator must keep records of all school transport vehicles operated by him/her in the manner prescribed by the council and produce the records to an authorised council officer or police constable on request.
 6. An operator must produce his/her operator's licence on the request of any authorised council officer or police constable.
 7. The council may suspend, revoke, or refuse to renew an operator's licence on any of the following grounds:
 - (a) any non-compliance with the conditions of the licence;
 - (b) any conduct on the part of the operator which appears to the council to render him/her unfit to hold an operator's licence;

- (c) any material change since the licence was granted in any of the circumstances of the operator on the basis of which the licence was granted;
 - (d) if you are convicted of an offence involving dishonesty, indecency or violence;
 - (e) any other reasonable cause.
8. An operator must not wilfully obstruct a council officer or police constable, or without reasonable excuse fail to comply with any requirement made by such a person, or without reasonable cause fail to give any such person any other assistance or information he/she may reasonably require in the performance of his duties.
9. An operator must not when providing information to the Council:
- (a) knowingly or recklessly make a false statement; and/or
 - (b) knowingly omit any material information.
10. The operator shall not by calling out or otherwise importune any person to hire a school transport vehicle and shall not make use of the services of any other person for that purpose.
11. The operator who has undertaken a contract shall arrange for a licensed school transport vehicle to attend punctually at the appointed place and time unless delayed or prevented by some cause beyond his/her control.
12. The operator shall not carry or permit to be carried in a school transport vehicle more persons than permitted on the licence plate.
13. No advertisement for a school transport vehicle is permitted which includes the words “taxi” or “cab” whether in singular or plural or any phonetically or derivative words thereof. Advertisement includes every form of advertising.
14. The operator shall keep details of all contracts undertaken by him/her, either on behalf of the Council or another operator, in a bound volume, or in any other manner approved by the Council, and shall record the following details:
- (a) name of the passenger;
 - (b) address of the passenger;
 - (c) time of pick up;
 - (d) point of pick up;
 - (e) destination;
 - (f) identity of driver completing journey.

The above record shall be retained by the operator for a period of not less than twelve months.

15. A school transport vehicle operated by the operator shall not carry or display any signs or advertisements of any nature on the exterior of the vehicle apart from the following which is required to be displayed.
- (a) the council’s official school transport plate;
 - (b) the school transport sign provided by the Council.
16. Without prejudice to the above condition a school transport vehicle operated by the operator shall not display any sign or notice;

- (a) which consists or includes the word “taxi” or “cab” whether in the singular or plural and whether alone or as part of another word; or
- (b) which consists of the words “for hire” or the form of wording of which is in any other way such as to suggest that the vehicle on which it is displayed is presently available to take up any passenger wishing to hire it or would be so available if not already engaged on a contract.

17. The operator shall keep a record of all school transport vehicles, escorts and drivers operated by him containing the following information:

- (a) registration number of each vehicle;
- (b) licence number of each vehicle;
- (c) name and address of the vehicle proprietor;
- (d) name, address and licence number of each driver;
- (e) date of expiry of the vehicle licence;
- (f) date of expiry of the driver’s licence;
- (g) dates the vehicles and drivers commenced or ceased work.

18. The records specified in the above condition shall be submitted to the appropriate officer of the council on or before the 7th day of each month in respect of the previous month.

19. Before employing any person as a driver of a school transport vehicle, the operator must ensure that the driver is the holder of a current school transport vehicle driver’s licence issued by Reading Borough Council, and that the vehicle is correctly licensed by Reading Borough Council.

20. The operator shall retain the school transport vehicle driver’s licence, the school transport vehicle licence and a copy of the certificate of insurance in respect of every driver and vehicle operated by him, and shall make such documents readily available for inspection by an authorised officer of the council or Police Officer. Such documents shall be returned to the driver or proprietor when the driver or vehicle ceases to be operated by him.

21. If the operator by virtue of their operating licence carries on the business of Home to School Transportation of children’s contracts and in doing so provides school transport escorts to full fill those contracts, they shall ensure all school transport escorts used in the course of such contracts produce valid up to date Disclosure and Barring Service (DBS) checks every 3 years to the operator. The operator shall provide copies of these DBS checks to an authorised officer of the council for verification before the escort commences employment with the operator and on the anniversary of the expiration of the previous DBS check

22. The operator must ensure that an appropriate level of public liability insurance is provided in respect of each school transport vehicle as specified by the Council.

23. The operator shall inform the council within 14 days of:

- (a) any change of address from that shown on his licence;
- (b) any conviction (including cautions and fixed penalties) against him since the grant of the licence.

24. The operator shall ensure that any school transport vehicle operated by him is in a suitable mechanical condition, safe, comfortable, clean and presentable.
25. If the vehicle is involved in an accident which causes damage which materially affects the safety, performance or appearance of the vehicle or comfort or convenience of passengers the operator must report the damage to the council as soon as reasonably practicable or in any case within 72 hours of the accident.
26. The operator shall ensure compliance with regulations regarding driving hours where applicable.
27. If the operator is leaving the country for more than 28 days, they must notify the Council in writing, before they leave the country, details of the person responsible for the company administration during the absence.
28. Every holder of an operator's licence must keep a daily record in a bound volume of the names of those persons responsible for ensuring school transport vehicles complete their contracted bookings and the control of vehicles and the times that those persons were so engaged. This record must be available for inspection by any authorised officer of the council or any Police Officer.
29. The holder of an operator's licence shall ensure that all staff employed by them as controllers are aware of the conditions and legislation controlling the various activities in which they are engaged.
30. All advertising on the internet in respect of the operators business including the companies operating name and any trading names shall provide full details of the full address of the operating base on their websites.

Appeal Procedure

1. Any person aggrieved by any condition specified in this licence may appeal to a Magistrates' Court.
2. The procedure shall be by way of complaint, and the Magistrates' Courts Act 1980 (or any re-enactment or amendment thereof) shall apply to the proceedings.
3. The time within which any such appeal may be brought shall be twenty one days from the date on which notice of the requirement, or other decision was served upon the person desiring to appeal, and for this purpose the making of the complaint shall be deemed to be the bringing of the appeal.