

MINIBUS DRIVER REGISTRATION AND TRAINING 2024

All drivers who use our minibuses have to be trained. Annandale Community Transport Services is a member of the Minibus Driver Awareness Scheme (MiDAS). As members of the Scheme we have undertaken a commitment to train all drivers to improve their driving and passenger awareness skills. We regard our membership of the MiDAS Scheme as part of our commitment to best practise. We hope the training will be interesting and rewarding for all drivers and that it will decrease the likelihood of accidents and drivers damaging the minibus and incurring the cost to their group of the £150 insurance excess charge for repair. All organisations will need to register with Midas for free - <https://ctauk.org/training2/register-with-midas/>. The Scheme has been revamped from 1/1/24 and will be delivered through a combination of online e-learning and one-to-one sessions with a Driver Assessor as follows:-

1. Online Theory Course

ACTS will provide a Learner Pass allowing access to the course. The course can be undertaken on any internet enabled electronic device so drivers can use any device which feels comfortable to them, whether that's a PC, laptop, mobile or tablet. This must be completed before the driving assessment.

2. Accessible Course (Optional)

This is additional training for drivers who will be responsible for transporting disabled passengers and will be delivered by ACTS.

3. Individual Practical Session / Driving Assessment

Up to 45 minutes in a minibus working individually with a Driver Assessor assigned by ACTS. This session provides drivers with an opportunity to ask any questions they have based on their online course and is tailored to their needs and ability. This is followed by up to 45 minutes in a minibus being assessed to the nationally recognised MiDAS Standard.

The cost is £75.00 per person. On successful completion of the course you will receive a nationally recognised MiDAS certificate, which lasts for 4 years. Further training may also be required in the event of the driver being involved in a road traffic accident. Drivers must be aged over 25 with at least 2 years possession of a full driving licence. Drivers must have D1 on their licence (automatic if you passed your test before 1/1/1997). If the driver has any penalty points on their licence, the details will be referred to our insurers for permission to drive.

Please complete and return the enclosed form with a copy of the photo card or old style licence and a sharing code so we can access your information at the DVLA. You will need your licence and NI number - go to <https://www.gov.uk/view-driving-licence> to get a sharing code. This is a one-off code and lasts for 21 days. We will contact you with details of the next training course.

Please contact ACTS if you require any further information.

Privacy Notice- DRIVERS

1. Annandale Community Transport Services (ACTS) takes your privacy seriously and will not share your personal data with anyone outside our organisation. This policy applies where we are acting as a data controller with respect to your personal data. ACTS will use your personal data to send you relevant information as outlined below.
2. ACTS holds your name, address and other personal details (“personal data”) for the purpose of providing appropriate driver training. We will send you information (by post or email) about your training and your driver registration responsibilities.
3. ACTS will share your information with ACTS Driver Assessor Trainers in order to arrange and provide training.
4. ACTS will take appropriate technical and organisational precautions to secure your personal data and to prevent the loss, misuse or alteration of your personal data.
5. ACTS will store all your personal data on secure servers, personal computers and mobile devices, and in secure manual record-keeping systems.
6. ACTS will refresh your consent to holding and using your personal data at the minimum every 4 years (the MiDAS certificate lasts for 4 years) but you may withdraw your consent at any time by e-mailing admin@actsbus.org.uk. In which case you would be unable to drive any ACTS vehicles.
7. ACTS may update this policy from time to time and will provide you with a copy of the new version by e-mail.
8. A summary of your principal rights under data protection law with effect from 25th May 2018 are:
 - (a) the right to access;
 - (b) the right to rectification;
 - (c) the right to erasure;
 - (d) the right to restrict processing;
 - (e) the right to object to processing;
 - (f) the right to data portability;
 - (g) the right to complain to a supervisory authority; and
 - (h) the right to withdraw consent.

Some of the rights are complex and accordingly, you should read the relevant laws and guidance from the regulatory authorities for a full explanation of these rights.

9. Please let us know if the personal information that we hold about you needs to be corrected or updated. ACTS can be contacted using the e-mail address:
admin@actsbus.org.uk.