

Topics and Timings

Gold Round Induction Training for Drivers of Standard minibuses



Topic	Time
Pre-assessment procedures	10 mins – longer if a formal interview is undertaken
On-road	
Driving assessment session	<u>70 mins</u> – with the actual <u>duration of assessed driving being at least 30 mins</u>
Driving skills training	As long as required
Classroom training	
Introducing MiDAS	10 mins
Driver licensing	15 mins
Driving for safety and economy	45 mins
Reversing	10 mins
Legal requirements and good practice for minibus drivers - mobile phones - seat belts and child seats - responsibilities and general	25 mins
Health and safety awareness	5 mins
Manual handling awareness	5 mins
Fitness to drive	5 mins
Personal safety for drivers	5 mins
Planning, vehicle checks and passenger safety	30 mins
Breakdown, collision and emergency procedures	15 mins
Conclusion	10 mins
TOTAL CLASSROOM TRAINING TIME (excluding breaks, supervised practice and assessments)	180 mins
<u>Plus:</u> Theory Assessment (20 questions)	20 mins

Gold Round additional Induction Training for Drivers of Accessible minibuses

Topic	Time
Classroom training	
Introduction	5 mins
Passenger safety	10 mins
Working with disabled people	10 mins
Passenger assistance	40 mins
Safe use of passenger lifts and ramps	40 mins
Safety for passengers who use wheelchairs in minibuses	40 mins
Practical skills assessment briefing	10 mins
Conclusion	5 mins
TOTAL CLASSROOM TRAINING TIME (excluding breaks, supervised practice and assessments)	160 mins
<u>Plus the following:</u>	
Theory assessment – 10 questions	10 mins
<u>Practical:</u>	
Demonstration and supervised practice assisting wheelchair users	50 mins
Supervised practice in using equipment	As long as required
Practical skills assessment	20-30 mins per driver

The timings are minimum recommended times and are meant as a guide. It may take you longer to deliver some of the course content depending on the knowledge and ability of the Drivers you are training and any discussions that may develop. However, you should not spend any less than the guide time on any of the elements of induction or refresher training.

Gold Round Refresher Training for Standard Drivers

Topic	Time
Classroom training	
Introduction and purpose of refresher training	5 mins
New information - Driving licences and licensing - Reporting medical conditions - Teachers driving school minibuses – revised guidance - Lightweight minibuses – risk of overloading - VOSA ⇒ DVSA + reminder of enforcement powers	30 mins
Refresher topic – Observation and correct moving off sequence	10 mins
Refresher topic - Manoeuvring	15 mins
Refresher topic - Adverse weather driving	25 mins
Feedback and conclusion	10 mins
TOTAL CLASSROOM TIME (excluding breaks, supervised practice and assessments)	95 mins
<u>Plus the following</u>	
Theory Assessment – 10 questions	10 mins
<u>On-Road</u>	
On-road manoeuvring practice	15 mins per driver
Other supervised practice	As much as required
Demonstration and commentary drive by DAT (optional at driver's request)	10 mins
On-road driving re-assessment	60 mins per driver

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Gold Round additional Refresher Training for Drivers of Accessible minibuses

Topic	Time
Classroom training	
Purpose of refresher training	5 mins
New information - Language changes - New vehicle Standards - Wheelchair Passports - Trends: larger, heavier, more specialised wheelchairs - Wheelchair backrest weakness	25 mins
Refresher topic - Passenger safety: learning from experience	45 mins
Introduction to practical skills re-assessment	5 mins
Feedback and conclusion	10 mins
TOTAL CLASSROOM TIME (excluding breaks, supervised practice and assessments)	90 mins
Plus: Theory assessment – 10 questions	10 mins
<u>Plus the following practical elements:</u>	
DAT's demonstration and drivers' supervised exercises	As much as required
Supervised practice	As much as required
Practical skills re-assessment	20-30 mins per Driver

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