

## ATTACHMENT A:

### VOSA guidelines, pages 16-21

Revised 2009 PSV 385 - 01

## Section 2

### Section 19 permits

#### 6. Who can apply for a permit?

Any organisation operating without a view to profit, concerned with:

- Education
- Religion
- Social welfare
- Recreation (standard permits only); or
- Other activities of benefit to the community.

#### **What is meant by operating without a view to profit**

Those applying for a section 19 permit must satisfy the issuing body that the transport services are not run with a view to profit nor incidentally to an activity which is itself carried on with a view to profit.

Organisations that are registered as charities usually qualify. However, a business which makes, or seeks to make, a profit would not normally qualify regardless of how it uses any profits or income surplus.

If your organisation is a business carried on with a view to profit and it operates vehicles for hire or reward then you should read the guide to PSV operator licensing (PSV437-01) as an operator's licence is likely to be required.

For more detailed information about what constitutes operating without a view to profit please refer to "definitions" at page 8 in section 1.

#### **TAKE NOTE:**

If you using a vehicle under a permit with a view to profit you may be operating in breach of the laws governing PSV operator licensing and could be liable to prosecution and have your vehicle impounded. VOSA will take seriously any breach of this legal requirement, and any suspected breach should be reported to the VOSA Contact Centre.

Local authorities are also designated bodies and may issue permits to their own departments and to those bodies concerned with:-

- Those health and welfare services eligible for grants under the Health Services and Public Health Act 1968.
- Assisting or co-ordinating the activities of community groups in the area. These are known as "umbrella organisations". Groups affiliated to one of these organisations may use a vehicle, other than a large bus, under that organisation's permit.
- Schools or other bodies connected with education (if they fulfil the authority's duties under the Education Act 1996) (where the local authority is a local education authority).

**TAKE NOTE:**

You need to send your completed application form to the organisation from which you obtained it.

Applications for a large bus permit are available from:

- [www.businesslink.gov.uk/transport](http://www.businesslink.gov.uk/transport);
- The VOSA Contact Centre on **0300 123 9000**;
- The central licensing unit in Leeds by emailing [permits@vosa.gov.uk](mailto:permits@vosa.gov.uk);

These must be returned to VOSA.

**How many permits may I apply for?**

This will depend on how many vehicles you will be using at any one time. Each vehicle in use, that is carrying passengers for hire or reward, must be used under a permit and the corresponding disc must be displayed in the windscreen. For example, if you want to operate three vehicles at the same time, you must have three permits. You may apply for more than one permit on an application form.

Should your needs change and you wish to operate additional vehicles, you may apply for additional permits at any time.

Before you submit your application you should check with VOSA, or the designated body to whom you are submitting your application, what the fee will be. With VOSA, the fee is based on the number of permits applied for.

**Standard permits**

A standard permit is normally issued to a specific group (e.g. a scout group). However, a permit may be issued to a named individual on behalf of a body which he or she represents if, having regard to the nature of the body, it seems to the issuing body to be appropriate. This might be appropriate with an informal group, which has no separate legal entity, such as a local swimming group. Such an application will need to be supported with further information including:-

- The name of the body or group on whose behalf you are applying;
- An explanation as to the why the body or group is not applying for the permit;
- Your relationship to the body or group;

## Section 2 - Section 19 Permits

- What the body or group does, what group of people they assist;
- Additional information as may be required by the traffic commissioner or designated body.

A permit granted to an individual is treated as having been granted to the body which that person represents.

### Large bus permits

Permits for large buses can only be issued by the traffic commissioner to a body which assists and co-ordinates the activities of bodies concerned with:

- Education
- Religion
- Social welfare
- Other activities of benefit to the community

Before granting the application the traffic commissioner will need to be satisfied that you have adequate maintenance facilities to keep your vehicle in a road worthy condition at all times. The vehicle will also need an appropriate certificate to show that it has been built or adapted to PSV standards. This may be a Certificate of Initial Fitness (COIF) or a Certificate of Conformity (CoC). You must ensure that any large bus you use under your permit has been issued with a COIF or a CoC, whether you purchase the vehicle or hire it in.

#### Further information

A Certificate of Initial Fitness is a certificate that confirms that a vehicle has been built or adapted to meet the requirements of the Public Service Vehicles (Conditions of Fitness, Equipment, Use and Certification) Regulations 1981. It is issued by a VOSA certifying officer when the vehicle meets all the relevant PSV requirements.

A Certificate of Conformity is for vehicles covered by a Type Approval Certificate. Type approval is the approval of mass-produced vehicles and components and the certificate sets the specification of a vehicle or vehicle component.

The vehicle approval process is changing and COIFs and CoCs are to be replaced by certificates issued under the Road Vehicles (Approval) Regulations 2009. These certificates are for vehicles which meet standards set out in European Whole Vehicle Type Approval (ECWVTA) or the New National Scheme (NNS). COIFs and CoCs will continue to be the valid certificate for older vehicles. If your vehicle has not been issued with either of these then you should check to see whether it has been approved either under ECWVTA or NNS, as it does require a certificate. For further information please contact VOSA.

## 7. Grant of your application

If your application is granted you will receive a permit which will have a unique serial number and a corresponding disc with the same number. You should remove the disc and place it in the windscreen of the vehicle to be used. It must be fixed to the inside of the windscreen so that it can be easily seen from outside the vehicle but does not obstruct the driver's view.

You may be issued with more than one permit and each permit will have a corresponding disc. The permits and discs are not vehicle specific and you may therefore move a disc from one vehicle to another. Each vehicle must display a valid disc when it is being used under the

section 19 permit system and you cannot use more than one vehicle at any time under the same permit.

Standard permits authorise the use of vehicles adapted to carry not more than sixteen passengers. They cannot be used in larger vehicles.

Large bus permits authorise the use of vehicles adapted to carry seventeen or more passengers. They cannot be used in smaller vehicles.

**TAKE NOTE:**

For each vehicle used under a permit, the corresponding disc must be displayed in the windscreen.

**Validity period**

Permits and discs granted on or after 6th April 2009 will have an expiry date and will be valid for a maximum of five years.

Permits and discs granted before 6th April 2009 will not have an expiry date. These will be recalled and replaced with new-style permits over the next few years. They will continue to be valid for the time being but no later than April 2014. If you have any of these permits you are advised to check with VOSA periodically for further details.

**Conditions and revocation**

Permits may be revoked (taken away), new conditions may be attached and existing conditions varied at any time by the body that issued it or by a traffic commissioner. If a permit was issued by a designated body, the traffic commissioner must first consult that body before varying or revoking a permit.

Permits cease to be valid if the designated body that issued them ceases to be designated. In that case the permit holders should apply to the traffic commissioner or, where appropriate, another designated body, for a permit. A charge may be payable in these circumstances.

Where a designated body has issued a permit to a member group and that group subsequently ceases to be a member, the designated body should exercise its powers to revoke the permit. The group will then need to submit an application for a new permit to the traffic commissioner for consideration, should they wish to continue to operate vehicles.

If a permit is revoked or no longer valid it must be returned to the body which issued it or, where that body is no longer a designated body to the Central Licensing Office in Leeds.

**Who may be carried on the vehicle**

A vehicle being used under a section 19 permit must not be used to carry members of the general public. Each section 19 permit, and corresponding disc, will indicate the particular classes of persons who may be carried.

Each permit and disc will specify one or more of the following classes of person:

- Class A** - Members of the body holding the permit;
- Class B** - Persons whom the body exists to benefit, and persons assisting them;
- Class C** - Disabled persons (as defined in the Disability Discrimination Act 1995) or persons who are seriously ill and persons assisting them;

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## Section 2 - Section 19 Permits

- Class D** - Pupils or students of any school, college, university or other educational establishment and staff or other helpers accompanying them;
- Class E** - Persons living within a geographically defined local community, or group of communities, whose public transport needs are not met other than by virtue of services provided by the body holding the permit;
- Class F** - Any other classes of persons specified in the permit.

For example, a permit issued to a scout group might indicate that only members of the scout group and persons assisting or supervising them may be carried. In that case the vehicle could not be used under the permit to carry persons who had no association with the scout group. Alternatively, such a permit may state that vehicles used under the permit may carry members of a girl guide group, as well as the scout group, which would then enable girl guides to travel on vehicles used under the permit.

If your organisation wishes to have a permit permitting the carriage of persons in Class E or Class F you will need to supply further information with your application. For Class E you should clearly state what the local community is, for example it may be residents of a village or group of villages, or other isolated rural communities. You should be aware that failure to supply sufficient information may lead to a delay in the processing of your application or even its refusal.

### **Section 19 permits and isolated communities**

Vehicles used under a section 19 permit may not carry members of the general public, but as a result of changes which came into force on 6th April 2009 the law now provides greater clarity about the use of section 19 permits to meet the transport needs of people living in rural and other isolated communities. The key change is the introduction of the new Class E mentioned above, which sets out two conditions. VOSA consider that, where these two conditions are met, the service is not being provided for the "general public".

First, where a permit authorises the carriage of persons in Class E, the permit will specify the geographically-defined local community, or group of communities, in question. The legislation is not specific about the size of area that may be specified, but any such area must be clearly local in nature. This will need to be considered on a case-by-case basis, but in general an area encompassing a group of neighbouring villages is likely to be "local" in nature, while an area covering a number of towns is unlikely to be.

Secondly, people are only eligible under Class E if their public transport needs would not be met other than by the services provided by the permit-holder. An example might be that of a large retail park in a town at which a number of people living in outlying villages are employed. If there is no public transport which employees could use to get to the retail park for, say, 8 o'clock in the morning and back again at 7 o'clock in the evening, a body may be formed by the employees (not by the businesses on their behalf) to provide appropriate transport under a section 19 permit, using Class E. The Class E entitlement would only fall if public transport which would meet the needs of those employees were to be provided. So, if a new bus service was introduced providing services from the villages to a local market town twice a week, our view is that it would not affect the services operated under the permit because those services would not meet the public transport needs of the employees at the retail park. But if a daily bus service were to be introduced, serving all the places served by the permit holder from 6 o'clock in the morning until 9 o'clock at night, then our view is that the permit could no longer continue to be used under Class E for that particular group of people.

It is the responsibility of the holder of a Class E permit to make arrangements to ensure that passengers genuinely fall within Class E - perhaps via a signed application or a membership scheme. When granting a permit to carry passengers in Class E, the traffic commissioner or designated body will need to be satisfied that the applicant has suitable arrangements in place.

### **Changes to the permit**

A permit may not be varied so as to substitute another body for the body to whom it was granted. This means that if your organisation changes its name or entity you should apply for a new permit to reflect the change. The existing permit and disc will need to be surrendered either to the designated body that issued it or to the traffic commissioner.

#### **TAKE NOTE:**

A permit is not transferable to another organisation.

You are only allowed to carry the class of passenger as stated in your permit. If your permit was issued by a traffic commissioner and you wish to add another class of passenger then you will need to apply for a new permit. The new permit will have an expiry date which will be no later than five years from the date of issue. If you no longer require the existing permit you should return it to the traffic commissioner. You should note that no refunds will be issued. If your permit was issued by a designated body you should contact that body for advice on how to make changes.

### **What you may charge passengers**

You can set fares or contributions at a level to recover the costs of running the vehicle, including an allowance for vehicle depreciation and drivers' wages. However fares must not be set at a level which would produce a regular surplus of income over expenditure because that would be a profit-making operation and would not be eligible under the section 19 permit scheme. In this case you would be likely to need PSV operator's licence.

### **Passengers in wheelchairs and disabled persons**

Your vehicle may be adapted to carry passengers in wheelchairs. Wheelchairs should be securely positioned so as not to cause danger to the wheelchair passenger or other passengers. Equipment such as ramps and lifts should be used in a safe manner and regularly checked to ensure that they are in good working order. Staff should be trained to use the equipment.

#### **Further reading**

You are advised to read the Department for Transport's Code of Practice *The Safety of Passengers in Wheelchairs on Buses* which can be obtained from the Department for Transport (0300 330 3000).

## **8. Vehicles used under a permit**

### **Vehicle Size**

Standard permits authorise the use of vehicles adapted to carry not more than 16 passengers (excluding the driver). Where small vehicles (eight passenger seats or less) are used the passengers must be carried at separate fares. A definition of separate fares can be found on page 10. Please also refer to Annex 6 for examples.

## ATTACHMENT B

### DVLA Guidance INF28, section 3



#### Medically restricted licences

In general, car licences have to be renewed when drivers reach the age of 70 but younger drivers with restricted medical licences may have to renew earlier. If you have a medically restricted licence you should note that you can still drive non-commercial minibuses on a voluntary basis without being subject to the higher medical standards until you reach the age of 70.

#### Will licences be accepted abroad?

Yes, during temporary visits to other EU/EEA countries, but please note that if you drive under a permit (see section 4), minibuses used for hire or reward cannot be driven outside the United Kingdom unless the driver has **passed a test** for category D1 or D.

Drivers who become permanently resident in another EU/EEA country may find that their entitlement to drive category D1/ D1+E (not for hire or reward) minibuses may not be acceptable. **You should get advice from the licensing authority of the new country. However, Northern Ireland will accept all GB driving licence entitlements.**

#### Insurance to drive a minibus

It is up to drivers and operators of vehicles to check separately with their insurer whether their insurance policy covers a minibus in the circumstances in which it is proposed to be driven.

### 3. Driving a minibus without D1 entitlement

If your car licence does not allow you to drive minibuses, there are certain circumstances where you may still be able to do so.

**You may drive a minibus with up to 16 passenger seats provided you can meet all conditions below:**

- (i) **you drive on behalf of a non-commercial body for social purposes but not for hire or reward (unless operating under a permit) see section 4;**
- (ii) **you are aged 21 or over;**
- (iii) **you have held a car (category B) licence for at least 2 years;**
- (iv) **you are providing your service on a voluntary basis;**
- (v) **the minibus maximum weight is not more than 3.5 tonnes excluding any specialist equipment for the carriage of disabled passengers. Minibuses up to 4.25 tonnes will be permitted in certain circumstances (see below); and**
- (vi) **you do not tow a trailer.**

**Note:** There is no specified method of calculating the weight of specialist equipment such as tail lifts or wheelchair security fittings, but there is an allowance of 750kg for the extra equipment for minibuses which are intended for the carriage of passengers with disabilities or wheelchair users.



This would cover minibuses with a weight of 4.25 tonnes and would be comparable with the weight threshold which new drivers of cars/light goods vehicles are permitted to drive.

**When driving a minibus under these conditions you may not receive any payment or consideration for doing so other than out of pocket expenses or tow any size trailer; you may only drive minibuses in this country.**

***Drivers aged 70 or over will need to make a special application which involves meeting higher medical standards.***

#### **4. Minibus and community bus permits**

Minibus and community bus permits are issued to organisations concerned with education, religion, social welfare, recreation or other activities of benefit to the community.

##### **Minibus permits**

Minibus permits allow certain organisations to make a charge without having to comply with the full public service vehicle operator licensing requirements and without the need for their drivers to have PCV (category D1 or D) entitlement. The service must not be provided to members of the general public and the charges made must be on a non-profit basis.

##### **Community bus permits**

Community bus permits are issued to bodies wishing to run a local bus service on a non-profit basis. Members of the general public can be carried in the minibus.

##### **Car driving licences held before 1 January 1997**

Drivers who first held a licence to drive cars prior to 1 January 1997 will continue to be able to drive minibuses under the Permit Schemes provided their entitlement to drive minibuses (category D1 – not for hire or reward) remains in force.

##### **Car driving licences held after 1 January 1997**

Drivers who first held a licence to drive cars after 1 January 1997, and the drivers referred to above who have not renewed their minibus (D1 – not for hire or reward) entitlement, may drive a permit minibus provided the conditions at section 3 are met.

**The permit arrangements apply only in the UK – you cannot take a permit minibus abroad if it is used for hire or reward unless you hold either PCV category D1 or category D entitlement.**



## ATTACHMENT C

### IVA Certification of Approval for GM Lite Bus

**RE-REGISTERED WAG2 G2J.**

United Kingdom  
Individual Approval Certificate (IAC)

Individual Vehicle Approval (IVA) number: **ZY 028724**

Issued in accordance with the Road Vehicles (Approval) Regulations 2009 4C

0.10. Vehicle Identification Number (VIN): **V F 3 Y C T M F C 1 2 3 1 1 2 1 1**

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**Section 1**

The vehicle can be permanently registered in member states having left hand traffic and metric only, or metric and imperial units for the speedometer

<p>0.1. Make (Trade name of manufacturer): <b>Peugeot</b></p> <p>0.2.1. Commercial name (Model): <b>Boxer 335</b></p> <p>0.2. Type: <b>nt</b></p> <p>0.2. Variant: <b>nt</b></p> <p>0.2. Version: <b>nt</b></p> <p>0.4. Category: <b>M2 class B.</b></p> <p>Engine Number: <b>TRJS0611606</b> Verified? <b>N</b></p> <p>0.10. EC type-approval number: <b>E3*2007/46*0045</b></p> <p>Year of manufacture: <b>2012</b> Date of first registration: <b>  /  /  </b></p>	<p>Registration N°: <b>  </b></p> <p>Technical Service responsible for carrying out IVA: <b>VOSA</b></p> <p>Approval Authority responsible for issuing IAC: <b>  </b> Vehicle Certification Agency</p> <p>Place: <b>Trusham ØØ174</b></p> <p>Date of issue: <b>21/2/12</b></p> <p>Signature: </p> <p>Name in capital letters: <b>B. Williams</b></p> <p>Position: <b>IVA Examiner</b></p> <p>IVA Classification (Please tick one as appropriate):  <input checked="" type="checkbox"/> Basic    <input checked="" type="checkbox"/> Normal    Class Code: <b>M</b> </p>
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**Section 2**

<p>4. Wheelbase (mm): <b>4035</b></p> <p>30. Axle track (mm):          Axle 1: <b>nt</b>          Axle 2: <b>nt</b>          Axle 3: <b>nt</b>          Axle 4: <b>nt</b> </p> <p>13. Mass of the vehicle with bodywork in running order (in service mass) (kg): <b>2462</b></p> <p>16.1. Technically permissible maximum laden mass (design weight) (kg): <b>3850</b></p> <p>Maximum GVW in UK (kg): <b>3850</b></p>	<p>16.2. Technically permissible mass on each axle (kg):          Axle 1: <b>1850</b>          Axle 2: <b>2000</b>          Axle 3: <b>nt</b>          Axle 4: <b>nt</b> </p> <p>16.4. Technically permissible maximum mass of the combination (kg): <b>6000</b></p> <p>18. Maximum towable mass, or maximum UK GTW (tractor units only) (kg): <b>nt</b></p> <p>25. Engine Capacity (cm<sup>3</sup>): <b>2198</b></p> <p>26. Fuel: <b>Diesel</b></p>	<p>27. Maximum net power (kW at min<sup>-1</sup>): <b>88@3500</b></p> <p>38. Body/Vehicle type (DVLA code): <b>60</b></p> <p>40. Colour of vehicle: <b>White</b></p> <p>42. Number of seating positions (including driver): <b>17</b></p> <p>43. Number of standing places: <b>Nil</b></p> <p>47. Euro Status: <b>NA</b></p> <p>48. Emissions Regulation: <b>NA</b></p> <p>48. CO<sub>2</sub> emissions - Combined CO<sub>2</sub> emissions (g/km): <b>  </b></p> <p>48. CO<sub>2</sub> validation (HC): <b>  </b></p>
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Authentication:

Remarks and Exemptions: **Offside rear seat two rows or tracking system.**

## ATTACHMENT D

# VOSA IVA manual for M2 minibuses including section 52Z, Access for passengers with reduced mobility.

### Foreword

- **Class I vehicles**

Must comply with this section (52Z) or alternatively the applicant may opt to comply with the requirements of The Public Service Vehicles Accessibility Regulations 2000 or the Technical requirements of Public Service Vehicles Accessibility Regulations (Northern Ireland) 2003. If the applicant requires an accessibility certificate with a vehicle utilising section 52Z then the vehicle must comply with the destination requirements of 'The Public Service Vehicles Accessibility Regulations 2000

- **For Class, II and III vehicles requiring an Accessibility certificate**

Can obtain an Accessibility Certificate, by full compliance with this section (52Z) and the destination requirements of 'The Public Service Vehicles Accessibility Regulations 2000 or alternatively, by compliance with the requirements of 'The Public Service Vehicles Accessibility Regulations 2000 or the Technical requirements of the Public Service Vehicles Accessibility Regulations (Northern Ireland) 2003.

- **For vehicles not requiring an Accessibility certificate**

Any accessibility features fitted to the vehicle must comply with the relevant requirements of this section (52Z)

Note :- Vehicles requiring a Accessibility Certificate will need a separate application and Fee.

<b>Application:</b> All Classes
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Method of Inspection	Required Standard
<p>This section deals with the technical requirements for devices facilitating access for passengers with reduced mobility.</p> <p>All the relevant requirements of this section must be complied with in full for vehicles of Class I, or any vehicle of Class II or III, requiring the equivalent of an Accessibility Certificate.</p> <p>For vehicles not requiring an Accessibility Certificate, any features fitted in the vehicle, to facilitate access by passengers with reduced mobility, must comply with the relevant requirements contained in this section.</p> <p><b>Note 1:</b> The transition from a sunken gangway to a seating area shall not be considered to be a step.</p> <p><b>Note 2:</b> Intrusion of a seat back or other object into this space shall be permitted provided that a minimum clear vertical space extending 230 mm in front of the seat cushion is maintained.</p> <p><b>Note 3:</b> Where the priority seat is positioned facing a bulkhead more than 1,200 mm in height this space shall be 300 mm.</p> <p><b>Note 4:</b> From the edges of the free space defined, intrusions are permitted in accordance with paragraphs 7 (a) to 7 (d) of section 52P</p>	<p><u>Steps</u></p> <p><b>Class I &amp; A</b></p> <p>1. The height of the first step from the ground of at least one service door must not exceed 250 mm. or</p> <p style="padding-left: 20px;">As an alternative, the first step from the ground must not exceed 270 mm in two door openings, one entrance and one exit. (A kneeling system and/or retractable step may be engaged).</p> <p><b>Class II, III &amp; B</b></p> <p>2. The height of the first step from the ground of at least one service door must not exceed 320 mm. (A kneeling system and/or retractable step may be engaged).</p> <p><b>All Classes</b></p> <p>3. If only one service door meets this requirement there must be no barrier or sign which prevents that door from being used as both an entrance and an exit.</p> <p><b>Class 1 &amp; A</b></p> <p>4. The height of steps in an access passage at the above-mentioned door(s), and in the gangway between the access door and the priority seats, must not be more than 200 mm (See note 1)</p> <p><b>Class II, III &amp; B</b></p> <p>5. The height of steps in an access passage at the above-mentioned door(s), and in the gangway between the access door and the priority seats, must not be more than 250 mm (See note 1)</p>

Method of Inspection	Required Standard
<p><b>Note 5:</b> For vehicles of class A, in the case of seats adjacent to the wall of the vehicle, the available space does not include, in its upper part, a triangular area 20 mm wide by 100 mm high. In addition, the space needed for safety belts and their anchorages and for the sun visor should be considered as exempted.</p> <p><b>Note 6:</b> Intrusions of handholds or handrails may protrude by a maximum of 100 mm from the sidewall into the clear space over the vertical projection of the foot space.</p> <p><b>Note 7:</b> In the case of a rearward facing wheelchair the slope in the longitudinal direction shall not exceed 8 per cent provided that this slope inclines upwards from the front end to the rear end of the special area.</p> <p><b>Note 8:</b> In the case of a wheelchair space designed for a forward facing wheelchair, the top of preceding seat-backs may intrude into the wheelchair space if a clear space is provided as shown in Figure 2.</p> <p><b>Note 9:</b> For vehicles of Class B fitted with more than one wheelchair space, the second and subsequent wheelchair spaces, must have a special area at least, 700mm wide and 1200mm long.</p> <p><b>Note 10:</b> In the case of vehicles of Class I and A fitted with more than one wheelchair space this test must be completed for each wheelchair space with all other wheelchair spaces occupied by the reference wheelchair.</p> <p><b>Note 11:</b> A minimum of one complete set of wheelchair / wheelchair user, restraints needs to be with the vehicle at time of examination</p>	<p><b>Priority seats and space for passengers with reduced mobility</b></p> <p><b>All Classes</b></p> <ol style="list-style-type: none"> <li>6. There must be adequate space for a guide dog under, or adjacent to, at least one of the priority seats. This space must not form a part of the gangway.</li> <li>7. Armrests must be fitted on seats between the seating position and the gangway and must be capable of being moved easily out of the way to permit clear access to the seat. In the case of seats facing each other one of the gangway seats may alternatively be fitted with a vertical stanchion. This stanchion must be positioned so that the seat occupant is kept securely on the seat and easy access to the seat is possible.</li> <li>8. The legal minimum width of a priority seat cushion, measured from a vertical plane passing through the centre of that seating position, must be 220 mm on each side.</li> <li>9. The height of the uncompressed priority seat cushion relative to the floor must be such that the distance from the floor to a horizontal plane tangent to the front upper surface of the seat cushion is between 400 mm and 500 mm.</li> <li>10. The foot space at priority seating positions must extend forward of the seat from a vertical plane through the forward edge of the seat cushion. The foot space must not have a slope in any direction of more than 8 percent.</li> </ol> <p><b>Class I &amp; A</b></p> <ol style="list-style-type: none"> <li>11. Each priority seating position must have a free height of not less than 1,300 mm, measured from the highest point of the uncompressed seat cushion. This free height must extend over the vertical projection of the whole of the seat area and the associated foot space. (see notes 2 to 6)</li> </ol>

Method of Inspection	Required Standard
<p><b>Note 12:</b> Where a vehicle is fitted with a lift, at the rear that stows below the floor line of the vehicle and the rear door/doors of the vehicle are classed as an Emergency Exit, then the following criteria will apply.</p> <p>If when stowed the lift or its associated components protrude, from the rearmost point of the vehicle by at least :-</p> <p>For vehicles of Class A or B 230mm, or</p> <p>For vehicles of Class I, II, III more than 300mm,</p> <p>The top surface of the lift / components will be classed as the first step from the ground, and must meet the criteria set out in Section 52N (Steps), with the exception of the 120mm height between steps required in standard 1 of that section.</p> <p><b>Note 13:</b> A ramp composed of several parts may be accepted providing these do not include upstands or edges which would present an obstruction or trip hazard (unless at the outer edge as required by RS58. The parts of the ramp must remain securely attached together when assembled for us</p>	<p><b>Class II</b></p> <ol style="list-style-type: none"> <li>12. Each priority seating position must have a free height of not less than 900 mm, measured from the highest point of the uncompressed seat cushion. This free height must extend over the vertical projection of the whole of the seat and the associated foot space. (see notes 2 to 6)</li> </ol> <p><b>All Classes</b></p> <ol style="list-style-type: none"> <li>13. Vehicles fitted with a priority seat must have pictogram(s) in accordance with Figure 1 visible from the outside, both on the front nearside of the vehicle and adjacent to the relevant service door(s). A pictogram must be placed internally adjacent to the priority seat/s.</li> </ol> <p><b>Communication devices</b></p> <ol style="list-style-type: none"> <li>14. Communication devices must be placed adjacent to any priority seat and within any wheelchair area and must be at a height between 700 mm and 1,200 mm above the floor (only applicable if full compliance with 52Z is required)</li> <li>15. Communication devices situated in the low floor area must be at a height between 800 mm and 1,500 mm where there are no seats.</li> <li>16. If a vehicle is fitted with a ramp or lift, a means of communication with the driver must be fitted on the exterior of the vehicle, adjacent to the door and at a height between 850 mm and 1,300 mm from the ground. (This requirement does not apply to a door situated in the direct field of vision of the driver), (only applicable if full compliance with 52Z is required)</li> </ol>

Method of Inspection	Required Standard
	<p><b><u>Handrails to priority seating</u></b></p> <p>17. A horizontal handrail at a height of between 800 mm and 900 mm above the floor level must be provided between the priority seats and at least one service door suitable for boarding and alighting. A break is permitted where it is necessary to gain access to a wheelchair space, a seat, a staircase, an access passage or a gangway. Any break in the handrail must not exceed 1,050 mm and a vertical handrail must be provided on at least one side of the break.</p> <p>18. Handrails or handholds must be placed adjacent to priority seating positions to facilitate entry and exit of the seat, and must be designed in such a way as to allow the passenger to grasp them easily.</p> <p><b><u>Floor slope</u></b></p> <p>19. The slope of any gangway, access passage or floor area between any priority seat or wheelchair space and at least one entrance and one exit or a combined entrance and exit must not exceed 8 per cent. Such sloping areas must be provided with a slip-resistant surface.</p> <p><b><u>Wheelchair accommodation provisions</u></b></p> <p>20. For each wheelchair user provided for in the passenger compartment there must be a special area at least 750 mm wide and 1,300 mm long. The longitudinal plane of the special area must be parallel to the longitudinal plane of the vehicle and the floor surface of the special area must be slip-resistant and the maximum slope in any direction shall not exceed 5 per cent. (See notes 7, 8 &amp; 9) (Time Bound Concession)</p> <p>21. There must be at least one doorway through which wheelchair users can pass. In the case of vehicles of Class I, at least one wheelchair access door shall be a service door. The wheelchair access door must bear a boarding device complying with the provisions for a lift or a ramp.</p>

Method of Inspection	Required Standard
	<p>22. The minimum width of all doors providing wheelchair access to the vehicle must be 900 mm, (this may be reduced by 100 mm when the measurement is made at the level of handholds).</p> <p>23. A door for wheelchair access, that is not a service door, must have a minimum height of 1,400 mm.</p> <p>24. It must be possible to move from the outside of the vehicle through at least one of the doors for wheelchair access into the special area(s) with a reference wheelchair of the dimensions shown in Figure 3. (Features within the vehicle that are designed to be moved/removed to gain this access are permitted as long as adequate signage indicating the procedure are displayed) (for Class I and A vehicles with more than one wheelchair space see note 10)</p> <p>25. In vehicles of Class I and A fitted with a ramp for wheelchair access, it must be possible for a reference wheelchair having the dimensions shown in figure 3, to enter and exit a vehicle with the wheelchair moving in a forward direction.</p> <p>26. Vehicles fitted with a wheelchair space must have pictogram(s) in accordance with figure 4 visible from the outside, both on the front nearside of the vehicle and adjacent to the relevant service door(s).</p> <p>27. Pictograms conforming to Figure 4 must be placed internally adjacent to each wheelchair space indicating whether the wheelchair is to be positioned facing the front or the rear of the vehicle.</p> <p><b><u>Seats and standing passengers in the wheelchair space</u></b></p> <p>28. Folding seats may be fitted in a wheelchair space. However, such seats when folded into the stowed position and not capable of use by a seated passenger, must not intrude into the wheelchair space.</p> <p>29. A vehicle may be equipped with demountable seats fitted in the wheelchair space provided that such seats may be easily removed by the driver or a crew member.</p>

Method of Inspection	Required Standard
	<p>30. Where the foot space of any seat, or part of a folding seat when in use, intrudes into a wheelchair space, those seats must have signs fixed on or adjacent to them with the following text, equivalent text or pictogram:</p> <p style="text-align: center;"><b>"Please give up this space for a wheelchair user"</b></p> <p>31. In vehicles where any wheelchair space is designated for use exclusively by a wheelchair user, those spaces must be clearly marked with the following text, equivalent text or pictogram:</p> <p style="text-align: center;"><b>"Area designated for use exclusively by a wheelchair user"</b></p> <p><b><u>Stability of wheelchairs</u></b></p> <p>32. For vehicles required to have seat belts fitted. The wheelchair space must be designed for the wheelchair user to travel facing forwards and must be fitted with restraint systems complying with either the requirements specified in Annex 1 or those specified Annex 2 of this section (see note 11)</p> <p>33. For vehicles not required to have seat belts fitted. The wheelchair space may comply with the requirements of standard 32, or shall comply with the requirements specified Annex 3 (rearward facing unrestrained wheelchairs).</p> <p><b><u>Door Controls</u></b></p> <p>34. If a door intended for wheelchair access, is fitted with opening controls for use under normal circumstances, these controls must meet the following criteria:</p> <p>i) In the case of exterior controls, be on or adjacent to that door at a height between 850 mm and 1,300 mm from the ground and be not more than 900 mm from the door,</p> <p style="text-align: center;">and</p>

Method of Inspection	Required Standard
	<p>ii) In the case of interior controls in vehicles of Class I, II and III, be on or adjacent to that door at a height of between 850 mm and 1,300 mm from the upper surface of the floor nearest the control and be not more than 900 mm in any direction from the door aperture.</p> <p><b><u>Provisions for boarding devices</u></b></p> <p><b>General requirements for all boarding devices</b></p> <p>35. The controls actuating the boarding devices must be clearly marked as such.</p> <p>36. The extended or lowered position of the boarding device must be indicated by a tell-tale (optical) to the driver.</p> <p>37. In the event of the failure of a safety device, lifts, ramps and kneeling systems shall be incapable of operation, unless they can be safely operated by manual effort. The type and location of the emergency operating mechanism shall be clearly marked.</p> <p>38. In the event of power failure, lifts and ramps must be capable of manual operation</p> <p>39. Access to one of the service or emergency doors on the vehicle may be obstructed by a boarding device providing the following two conditions are satisfied from both inside and outside the vehicle.</p> <p>a. The boarding device does not obstruct the handle or other device for opening the door.</p> <p>b. The boarding device can be readily moved to leave the doorway clear for use in an emergency.</p>

Method of Inspection	Required Standard
	<p><b>Specific requirements for Kneeling Systems</b></p> <p>40. A kneeling system must be provided with a switch to enable and disable its operation.</p> <p>41. Any control which initiates the lowering or raising of any part or the whole of the bodywork relative to the road surface must be clearly identified and be under the direct control of the driver.</p> <p>42. The lowering process must be capable of being stopped and immediately reversed by a control both within the reach of the driver, whilst seated in the cab, and also adjacent to any other operating controls provided for the operation of the kneeling system.</p> <p>43. Any kneeling system that is fitted to a vehicle must not allow the vehicle to be driven at a speed of more than 5 km/h when the vehicle is lower than the normal height of travel.</p> <p><b>General requirements for Lifts.</b></p> <p>44. Lifts must only be capable of operation when the vehicle is at standstill.</p> <p>45. Any movement of the platform must be prevented unless a device preventing the wheelchair from rolling off has been activated or has automatically come into operation.</p> <p>46. The lift platform must not be less than 800 mm wide, and not less than 1,200 mm long (see note 12)</p> <p>47. The lift must be capable of operating when carrying a mass of at least 300 kg.</p>

Method of Inspection	Required Standard
	<p><b>Specific requirements for power operated lifts</b></p> <p>48. The operating control must be designed in such a way that, if released, it automatically returns to the off position. As it does so the movement of the lift must immediately be stopped and it must be possible to initiate a movement in either direction.</p> <p>49. A safety device (e.g. reversing mechanism) must protect areas not visible to the operator, where the movement of the lift might trap or crush objects.</p> <p>50. In the event of one of these safety devices coming into operation, the movement of the lift must immediately be stopped and movement in the opposite direction initiated.</p> <p>51. Where the lift is at a service door situated within the direct field of vision of the driver of the vehicle, the lift may be operated by the driver when in the driver's seat.</p> <p>52. In all others cases, the controls must be adjacent to the lift. They must be capable of being activated and deactivated only by the driver from his seat.</p> <p><b>Specific requirements for manually operated lifts</b></p> <p>53. The lift must be designed for operation by controls adjacent to the lift.</p> <p>54. The lift shall be so designed that excessive forces are not required to operate it.</p> <p><b>General requirements for ramps</b></p> <p>55. The ramp must only be capable of operation when the vehicle is at standstill.</p> <p>56. Edges on the outside must be rounded to a radius of no less than 2.5 mm. Corners on the outside must be rounded to a radius of not less than 5 mm.</p>

Method of Inspection	Required Standard
	<p>57. The useable surface of a ramp must be at least 800 mm wide. The slope of the ramp, when extended or folded out on to a kerb of 150 mm in height, must not exceed 12 per cent. The slope of the ramp, when extended or folded out to the ground, must not exceed 36 per cent. (A kneeling system may be used to achieve this test). See note 13</p> <p>58. Any ramp which when ready for use exceeds 1,200 mm in length must be fitted with a device to prevent the wheelchair rolling off the sides.</p> <p>59. Any ramp shall be capable of operating safely with a load of 300 kg.</p> <p>60. The outer edge of ramp surfaces available for use by a wheelchair must be clearly marked with a band of colour 45 mm to 55 mm in width which contrasts visually with the remainder of the ramp surface. The band of colour must extend along the outermost edge and along both edges parallel to the direction of travel of the wheelchair.</p> <p>61. A portable ramp must be secure when in its position for use. A portable ramp must be provided with a suitable position where it can be safely stowed and where it is readily available for use.</p> <p>62. Deployment and stowage of the ramp may be either manual or power-operated.</p> <p>63. Any manually-operated ramp must be so designed that excessive forces are not required to operate the ramp.</p> <p><b>Specific requirements for power operated ramps</b></p> <p>64. Deployment and stowage of the ramp must be indicated to a person stood externally to the vehicle in the vicinity of the ramp, by flashing lights emitting a yellow colour, and an audible signal.</p> <p>65. Any movement occurring during deployment and stowage of the ramp that may create a risk of injury shall be protected by a safety device(s).</p>

Method of Inspection	Required Standard
	<p>66. The safety devices called for in standard 64 must stop the movement of the ramp when the ramp is subject to a mean reactive force not exceeding 150 N. The peak force may be higher than 150 N for a short time provided that it does not exceed 300 N.</p> <p>67. The horizontal movement of a ramp must be interrupted when a mass of 15 kg is placed upon it.</p> <p>68. Where the driver has adequate view of the ramp sufficient to monitor its deployment and use, to ensure the safety of passengers, the ramp may be operated by the driver when in the driver's seat. (This requirement may be met by a suitable indirect vision device(s)). In all other cases, the controls must be adjacent to the ramp. They must be capable of being activated and deactivated only by the driver from his seat.</p>

Figure 1



Pictogram for passengers with reduced mobility other than wheelchair users

Colour: blue basis with white symbol  
 Size: at least 130 mm diameter  
 Reference for the design principles of safety symbols: ISO 3864-1:2002"

Figure 2

Minimum clear space for the wheelchair user at the wheelchair space

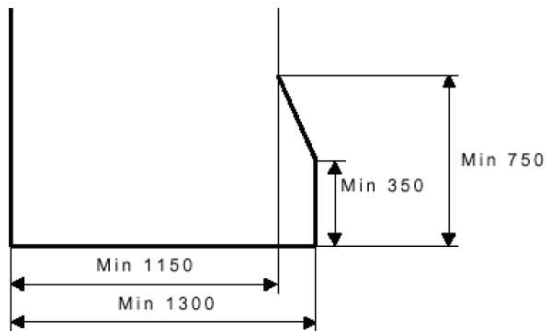
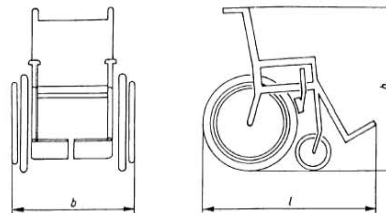


Figure 3

REFERENCE WHEELCHAIR



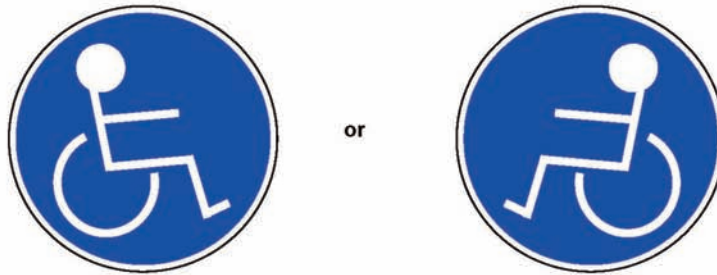
Overall length, l: 1200 mm  
 Overall width, b: 700 mm  
 Overall height, h: 1090 mm

**Note:**

A wheelchair user seated in the wheelchair adds 50 mm to the overall length and makes a height of 1350 mm above the ground.



Figure 4

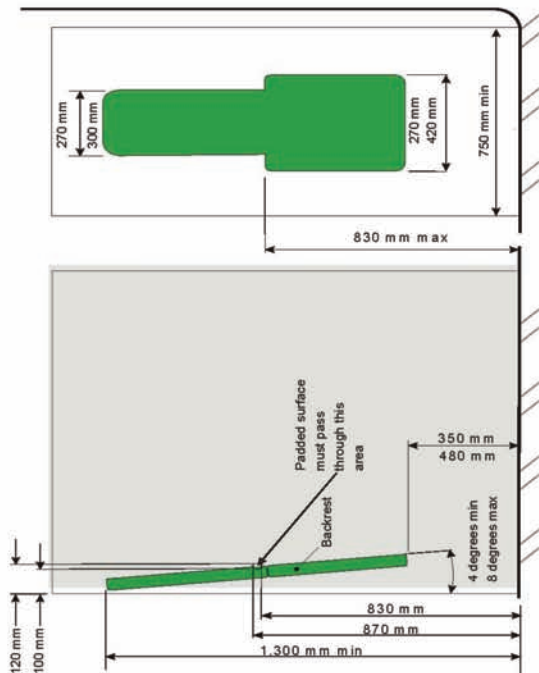


Pictogram for wheelchair users

Colour: blue basis with white symbol  
 Size: at least 130 mm diameter  
 Reference for the design principles of safety symbols: ISO 3864-1:2002

Figure 5

EXAMPLE OF A BACKREST FOR A REARWARD-FACING WHEELCHAIR



The padded surface of a backrest shall form a single and continuous plane.

## Annex 1

### Forward-facing wheelchair - static test requirements

- 1) Each wheelchair space must be provided with a restraint system capable of restraining the wheelchair and the wheelchair user.
- 2) This restraint system and its anchorages must be designed to withstand forces equivalent to the ones required for the passenger seats and occupant restraint systems. This can be demonstrated by documentary evidence of compliance with the following static test criteria.
- 3) The forces referred to in the test must be applied in both the forward and rearward direction, separately, and on the restraint itself.
- 4) The forces must be maintained for a period of not less than 0.2 seconds.
- 5) The restraint system must be capable of withstanding the test. Permanent deformation, including partial rupture or breakage of the restraint system shall not constitute failure if the required force is sustained for the specified time. Where applicable, the locking device enabling the wheelchair to leave the vehicle shall be operable by hand after removal of the traction force.
- 6) In every case the forces must be applied to the wheelchair user restraint system by means of a traction device appropriate to the belt type as specified in Regulation No. 14.

### Test Requirements M2.

#### In a forward direction in the case of a separate wheelchair and wheelchair user restraint system

- a)  $1,110 \pm 20$  daN in the case of a lap belt. The force must be applied on the wheelchair user restraint system in the horizontal plane of the vehicle and towards the front of the vehicle if the restraint system is not attached to the floor of the vehicle. If the restraint system is attached to the floor, the force must be applied in an angle of  $45 \pm 10$  degrees to the horizontal plane of the vehicle and towards the front of the vehicle;
- b)  $675 \pm 20$  daN in the horizontal plane of the vehicle and towards the front of the vehicle on the lap portion of the belt and  $675 \pm 20$  daN in the horizontal plane of the vehicle and towards the front of the vehicle on the torso portion of the belt in the case of 3-point belt.
- c)  $1,715 \pm 20$  daN in an angle of  $45 \pm 10$  degrees to the horizontal plane of the vehicle and towards the front of the vehicle on the wheelchair restraint system.
- d) The forces must be applied simultaneously.

#### In a forward direction, in the case of a combined wheelchair and wheelchair user restraint system.

- a)  $1,110 \pm 20$  daN in an angle of  $45 \pm 10$  degrees to the horizontal plane of the vehicle and towards the front of the vehicle on the wheelchair user restraint system in the case of a lap belt.
- b)  $675 \pm 20$  daN in an angle of  $45 \pm 10$  degrees to the horizontal plane of the vehicle and towards the front of the vehicle on the lap portion of the belt and  $675 \pm 20$  daN in the horizontal plane of the vehicle and towards the front of the vehicle on the torso portion of the belt in the case of 3-point belt.
- c)  $1,715 \pm 20$  daN in an angle of  $45 \pm 10$  degrees to the horizontal plane of the vehicle and towards the front of the vehicle on the wheelchair restraint system.
- d) The forces must be applied simultaneously.

#### In all cases in a rearward direction

- a)  $810 \pm 20$  daN in an angle of  $45 \pm 10$  degrees to the horizontal plane of the vehicle and towards the rear of the vehicle on the wheelchair restraint system.

### Test Requirements M3.

#### In a forward direction in the case of a separate wheelchair and wheelchair user restraint system

- a)  $740 \pm 20$  daN in the case of a lap belt. The force must be applied on the wheelchair user restraint system in the horizontal plane of the vehicle and towards the front of the vehicle if the restraint system is not attached to the floor of the vehicle. If the restraint system is attached to the floor, the force must be applied in an angle  $45 \pm 10$  degrees to the horizontal plane of the vehicle and towards the front of the vehicle.
- b)  $450 \pm 20$  daN in the horizontal plane of the vehicle and towards the front of the vehicle on the lap portion of the belt and  $450 \pm 20$  daN in the horizontal plane of the vehicle and towards the front of the vehicle on the torso portion of the belt in the case of 3-point belt.
- c)  $1,130 \pm 20$  daN in an angle of  $45 \pm 10$  degrees to the horizontal plane of the vehicle and towards the front of the vehicle on the wheelchair restraint system.
- d) The forces must be applied simultaneously.

In a forward direction, in the case of a combined wheelchair and wheelchair user restraint system.

- a)  $740 \pm 20$  daN in an angle of  $45 \pm 10$  degrees to the horizontal plane of the vehicle and towards the front of the vehicle on the wheelchair user restraint system in the case of a lap belt.
- b)  $450 \pm 20$  daN in an angle of  $45 \pm 10$  degrees to the horizontal plane of the vehicle and towards the front of the vehicle on the lap portion of the belt and  $450 \pm 20$  daN in the horizontal plane of the vehicle and towards the front of the vehicle on the torso portion of the belt in the case of 3-point belt.
- c)  $1,130 \pm 20$  daN in an angle of  $45 \pm 10$  degrees to the horizontal plane of the vehicle and towards the front of the vehicle on the wheelchair restraint system.
- d) The forces must be applied simultaneously.

In all cases in a rearward direction

- a)  $810 \pm 20$  daN in an angle of  $45 \pm 10$  degrees to the horizontal plane of the vehicle and towards the rear of the vehicle on the wheelchair restraint system.

## Annex 2

### Forward-facing wheelchair - hybrid test requirements

A wheelchair space must be fitted with a wheelchair restraint system suitable for general wheelchair application and must allow the carriage of a wheelchair and a wheelchair user facing the front of the vehicle;

A wheelchair space must be fitted with a wheelchair user restraint system which shall comprise of a minimum of two anchorage points and a pelvic restraint (lap belt) designed and constructed of components intended to perform in a similar manner to those of an approved seat belt.

Any restraint system fitted to a wheelchair space shall be capable of being easily released in the case of an emergency.

#### Wheelchair restraint system

A wheelchair restraint system shall either:

Meet the dynamic test requirements described in A) below. And be securely attached to vehicle anchorages meeting the static test requirements in B) below or

Be securely attached to vehicle anchorages such that the combination of restraint and anchorages meets the requirements of A) below.

#### A)

A wheelchair restraint system shall be subject to a dynamic test carried out in accordance with the following requirements:

- a) A representative wheelchair test trolley of mass 85 kg shall, from a speed of between 48 km/h to 50 km/h to rest, be subject to a deceleration-time pulse:
  - i. exceeding 20 g in the forward direction for a cumulative period of at least 0.015 seconds;
  - ii. exceeding 15 g in the forward direction for a cumulative period of at least 0.04 seconds;
  - iii. exceeding a duration of 0.075 seconds;
  - iv. not exceeding 28 g and for not more than 0.08 seconds;
  - v. not exceeding a duration of more than 0.12 seconds,

**And**

(Except in cases where the same restraints are used for the forward and rearward direction or if an equivalent test has been conducted)

- b) A representative wheelchair test trolley of mass 85 kg shall, from a speed of between 48 km/h to 50 km/h to rest, be subject to a deceleration-time pulse:
- i. exceeding 5 g in the rearward direction for a cumulative period of at least 0.015 seconds;
  - ii. not exceeding 8 g in the rearward direction and for not more than 0.02 seconds;

For the above tests the wheelchair restraint system shall be attached to either:

Anchorage fixed to the test rig which represents the geometry of the anchorages in a vehicle for which the restraint system is intended, or

Anchorage forming part of a representative section of the vehicle, together with any fitting provided in the vehicle, which are likely to contribute to the strength or rigidity of the structure, for which the restraint system is intended

**B)** A static test shall be carried out on the anchorage points for both the wheelchair restraint system and the wheelchair user restraint in accordance with the following requirements:

- i) The forces specified shall be applied by means of a device reproducing the geometry of the wheelchair restraint system;
- ii) The forces must be applied as rapidly as possible through the central vertical axis of the wheelchair space.
- iii) The force shall be maintained for a period of not less than 0.2 seconds.
- iv) The test shall be carried out on a representative section of the vehicle structure together with any fitting provided in the vehicle which is likely to contribute to the strength or rigidity of the structure.

#### **Forces required for wheelchair restraint (M2 vehicles)**

In the case of anchorages provided for a wheelchair restraint system:

1,110 ± 20 daN applied in the longitudinal plane of the vehicle and towards the front of the vehicle at a height of not less than 200 mm and not more than 300 mm measured vertically from the floor of the wheelchair space,

**and**

550 ± 20 daN applied in the longitudinal plane of the vehicle and towards the rear of the vehicle at a height of not less than 200 mm and not more than 300 mm measured vertically from the floor of the wheelchair space.

The forces specified shall be applied by means of a device reproducing the geometry of the wheelchair restraint system;

The forces shall be applied simultaneously in the forward direction and at an angle of 10 ± 5 degrees above the horizontal plane

The forces shall be applied in the rearward direction and at an angle of 10 ± 5 degrees above the horizontal plane

#### **Forces required for wheelchair restraint (M3 vehicles)**

In the case of anchorages provided for a wheelchair restraint system:

740 ± 20 daN applied in the longitudinal plane of the vehicle and towards the front of the vehicle at a height of not less than 200 mm and not more than 300 mm measured vertically from the floor of the wheelchair space,

**and**

370 ± 20 daN applied in the longitudinal plane of the vehicle and towards the rear of the vehicle at a height of not less than 200 mm and not more than 300 mm measured vertically from the floor of the wheelchair space;

The forces specified shall be applied by means of a device reproducing the geometry of the wheelchair restraint system

The forces shall be applied simultaneously in the forward direction and at an angle of 10 ± 5 degrees above the horizontal plane

The forces shall be applied in the rearward direction and at an angle of 10 ± 5 degrees above the horizontal plane