

v2.0

# MiDAS®

MINIBUS DRIVER AWARENESS SCHEME

Information Pack



# MiDAS Standard Overview

MiDAS is the gold standard training scheme for minibus drivers in the community transport sector and beyond, ensuring that minibus drivers are able to provide safe, legal and comfortable journeys. It is suitable for anyone who is required to drive a minibus as part of their role. The Standard course consists of 3 elements.

## Standard Theory (Online)

A series of **interactive and engaging eLearning modules** covering the roles and responsibilities of minibus drivers. This also includes a **20- question multiple choice theory assessment** (pass mark 80%).



90 minutes

## Individual Practical Session (Minibus based)

A session tailored to the needs of each driver, allowing them to ask any questions following their online learning and to prepare for undertaking the driving assessment.



45 minutes

## Driving Assessment (Minibus based)

An assessment of a driver's ability to meet the MiDAS driving standard.



45 minutes

*The Individual Practical Session and Driving Assessment are delivered on a one-to-one basis.*

Upon completion, drivers are issued with a certificate which lasts for 4 years. Drivers may also go on to complete the Accessible module.



Online, self-paced



90 minutes



Theory assessment

Prepare for the  
practical

Your MiDAS Provider will organise access to the online theory course. This is interactive and engaging E-Learning, covering the legal responsibilities of drivers and the essential theoretical knowledge needed to provide safe, legal and comfortable journeys. Your learners will receive an email from [training@ctauk.org](mailto:training@ctauk.org) with a link to create an account and access the theory course. Drivers can go through the modules at their own pace. They do not have to all be completed in one go. At the end there is a theory assessment. This involves 20 multiple choice questions. The pass mark is 80% (16/20). Drivers have 3 attempts to pass. If a driver does not pass after 3 attempts, you can speak to your Driver Assessor about next steps.

#### Module 1 - Introduction to MiDAS

To understand what the course entails and how to navigate it.

#### Module 2 – The Minibus

To understand how to define a minibus and to recognise when a permit is required.

#### Module 3 - Driver Licensing

To understand what types of minibus and journeys your licence entitles you to drive and what your licensing responsibilities are.

#### Module 4 – Minibus Driving Tips

To understand how to adapt car driving skills to a larger vehicle to promote safe, legal and comfortable journeys.

#### Module 5 - Reversing & Manoeuvring

To gain an understanding of the important rules and safety-guidelines to follow when reversing or manoeuvring.

#### Module 6 - The Journey

To understand the steps you need to take before, during and after driving a minibus.

#### Module 7 – Legal Responsibilities

To understand the legal responsibilities in relation to driving a minibus.

#### Module 8 - Breakdown, Collision & Evacuation Procedures

To be confident in handling emergency situations relating to breakdowns, collisions and evacuation procedures.

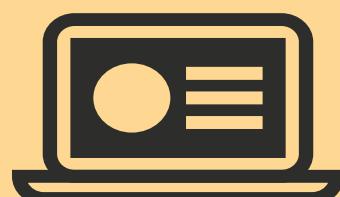
#### Module 9 – Theory Assessment

To check the learner's understanding of the theory content.

#### Module 10 – Next Steps

To understand what happens before, during and after your Driving Assessment.

The online theory course is designed to be as accessible as possible with easy navigation, plain language and a range of interactive activities. However, we know that some learners may need additional support. Some organisations arrange for learners to complete the course at their base so that there is someone available to help if they get stuck or have any questions. Some also bring learners together so that they can go through the course in a group with each learner still completing the course on their own device.





One to One

Up to 45 minutes  
depending on driverReview the driver's  
online learningPrepare for the Driving  
Assessment

Once a driver has passed their online theory assessment, the next step is the **Individual Practical Session**. The outline below provides a framework for all the elements that should be included. Suggested **timings have been given as a guide**, however, the session is **designed to be tailored to the needs of each driver** so the amount of time taken on each section will vary. For example, if the assessment is taking place in a vehicle that the driver is experienced at driving, less time may be spent on vehicle familiarisation and there may be no need for a demonstration drive. The main aim of this session is to **review the driver's online learning** and **to help them prepare for their driving assessment**.

### Introductions and background

Drivers will be asked about their minibus driving experience and their driving role. This will help to inform the questions they are asked throughout the assessment and gauge the level of support that they might need.

  
10 minutes

### Feedback from the online theory

Drivers will have an opportunity to discuss any questions or challenges relating to the online theory course.

  
10 minutes

### Licence, insurance and eyesight checks

Before driving the vehicle, the Driver Assessor will ensure that the driver holds the correct driving licence entitlement and will conduct an eyesight check.

  
5 minutes

### Vehicle familiarisation

The Driver Assessor will ensure that the driver is familiar with the basic driving controls.

  
10 minutes

### Show me / tell me questions

Based on their background and experience, the driver will be asked some Show me / tell me questions. These questions are available to the driver in advance.

  
5 minutes

### Demonstration drive

Opportunity to help the driver feel more at ease, if required.

  
5 minutes

**Total: Approx 45 minutes per driver**

## MiDAS Standard

Online theory

Individual  
Practical  
Session

**Driving  
Assessment**



One to One



Approx 45 minutes  
(minimum 30 minutes  
of assessed driving)



Drivers assessed to the  
MiDAS Standard – Safe,  
Legal, Comfortable

The framework below outlines the key requirements of a MiDAS Assessment. A driving assessment is usually delivered immediately after the Individual Practical Session. There are only two constituent elements to the MiDAS “Pass/Fail” criteria. There should never be any “borderline” passes. A driver will fail a MiDAS Driving Assessment where they:

**Commit a major driving fault at any point  
during the assessment.**

**Commit the same minor driving fault three or  
more times during the second part of the  
driving assessment**

### Part 1

Part 1 is 15 minutes of assessed driving. During this time, only major faults are formally counted. Driver Assessors will note down any minor faults to feedback.



15 minutes

### Half time feedback

This is an opportunity for the driver to receive feedback before moving onto the second part of the assessment.



10 minutes

### Part 2

A further 15 minutes of assessed driving. During this part of the assessment, any minor faults are formally noted, as well as any major faults. Drivers will also be asked to complete at least 1 reversing manoeuvre.



15 minutes

### Result and feedback

Following the completion of the assessment, the Driver Assessor will tell the driver their result and provide feedback.



5 minutes

**Total: Approx 45 minutes per driver**

Following the Driving Assessment, a driver’s result will be uploaded to our online system (usually within 10 working days). Drivers will then receive an email letting them know that your certificate is available to download. For drivers completing MiDAS Accessible, they will not receive your certificate until they have also completed the accessible training.

# MiDAS Accessible Overview

**MiDAS Accessible** is additional training for drivers who are responsible for transporting disabled passengers. **MiDAS Standard** is a prerequisite.

Following the completion of MiDAS Standard, there is an additional module available for the drivers responsible for driving Accessible vehicles.

## Accessible Theory (Online)

A series of **interactive and engaging eLearning modules** which cover Passenger Centred Journeys, boarding and alighting and the use of specialist accessible equipment. This also includes a **10- question multiple choice theory assessment** (pass mark 80%). These modules follow on from the MiDAS Standard theory modules.



90 minutes

## Practical Skills Session (Minibus based)

Opportunity to **discuss the online theory**. Includes a **demonstration** from a DA showing best practice of the use of a Passenger Lift or ramp and WTORS. Additional **time for supervised practices** may be required for delegates who are less experienced.



60 minutes

## Practical Skills Assessment (Minibus based)

An assessment of a driver's ability to demonstrate safe practice when using a Passenger Lift (or ramp) and WTORS.



20 minutes per driver

*The Practical Skills Session and Assessment may be delivered in small groups (max 3). It may also be delivered on a 1 to 1 basis following a driving assessment.*

## MiDAS Accessible

### Accessible theory

### Practical Skills Session

### Practical Skills Assessment



Online, self-paced



90 minutes



Theory assessment

Prepare for the practical

The online Accessible modules follow the Standard modules. In most cases, learners will complete all the online modules (both Standard and Accessible) before attending their practical sessions.

Drivers do not have to have completed their driving assessment before they complete the online Accessible modules, however, they do need to have been completed before being issued with a certificate.

At the end of the online course there is a theory assessment. This involves 10 multiple choice questions. The pass mark is 80% (8/10). Drivers have 3 attempts to pass. If a driver does not pass after 3 attempts, their account can be reset so that they can go through the course again and reattempt. Before doing so, your MiDAS Provider will discuss any additional support that the driver might need.

**A learner must pass the theory assessment before they attend their practical.**

#### Passenger Centred Journeys

Demonstrating the impact of safe, legal and comfortable journeys on passengers and the vital role that drivers play.

#### MiDAS Accessible

Guidance for ensuring safe, legal, and comfortable journeys including planning, reporting, and using specialist equipment.

#### Theory Assessment

To check the learner's understanding of the theory content.

#### Next Steps

To understand what happens before, during and after a Practical Skills Session.

# MiDAS Accessible

Accessible  
theory

Practical  
Skills  
Session

Practical  
Skills  
Assessment



Groups up  
to 3



Up to 60 minutes  
depending on group



Review the driver's  
online learning

Prepare for the Practical  
Skills Assessment

Once a driver has passed their online Accessible Theory Assessment, the next step is the **Practical Skills Session**. The outline below provides a framework for all the elements that should be included. Suggested **timings have been given as a guide**, however, the session is **designed to be tailored to the needs of each driver** so the amount of time taken on each section will vary. For example, if drivers are experienced and regularly use accessibility equipment then they may need less time for supervised practices. The main aim of this session is to **review the driver's online learning and to help them prepare for their Practical Skills Assessment**.

## Introductions and background

Opportunity for the Driver Assessor to understand the experience of drivers and their role so that they can tailor the session accordingly.

5 minutes

## Feedback from the online theory

An opportunity to discuss any questions or challenges relating to the online theory.

5 minutes

## Equipment familiarisation

The Driver Assessor will provide an overview of the vehicle's ramp or lift, WTORS, and the wheelchair which will be used during the assessment.

5 minutes

## Demonstration

Demonstration from a Driver Assessor of safe practice when using a Passenger Lift (or ramp) and WTORS.

15 minutes

## Supervised practice

Time for each driver to practice under the supervision of a Driver Assessor. Time will vary depending on the experience of the driver(s).

30 minutes  
(or as required)

**Total: Approx 60 minutes**

Following the completion of the Practical Skills Session, drivers must pass a Practical Skills Assessment. This consists of drivers demonstrating that they can complete 3 elements:

### Passenger lift or ramp

Assist a wheelchair user to board and alight from a minibus using a passenger lift or ramp.

### Wheelchair Tie-Down Equipment

Secure a passenger's wheelchair in the minibus before a journey and release it afterwards.

### Occupant Restraint System

Assist a passenger to fit a safety belt or harness before a journey and assist them to remove it afterwards.

**Driver Assessors may “prompt” drivers** during the assessment (*rather than waiting until the end where any minor mistakes are made*). However, **they will not issue advice or instruction**. The driver should be able to **self-identify and correct any minor mistakes themselves**. The DA may also prompt them to consult and follow the manufacturer's instructions.

Drivers are given a pass or fail in relation to each key element. A result is considered in relation to the following criteria:

- The driver's ability to self-identify and correct errors
- The driver's ability to identify and correct errors following a prompt
- The accuracy to which manufacturer's instructions are followed
- The effectiveness of communication with the passenger

Where a fail is given in any one of the 3 elements then a certificate should not be issued until shortcomings have been resolved, and another complete assessment is satisfactorily completed.

An assessment should usually last **around 20 minutes per driver**. Less experienced drivers may need more time.

**If the driver does not meet the pass criteria, they should not be responsible for transporting wheelchair passengers without supervision** until they have undertaken further supervised practice and a reassessment. **There should be no borderline passes**. If a driver repeatedly fails to demonstrate safe practice despite extensive supervised practise, the Driver Assessor will recommend next steps.