

20 August 2025

FOI Ref 21745

Request - You asked us the following:

Around 2013 / 2014, a guidance document was published, written jointly by the Department for Education, the Department for Transport and Association of Chief Police Officers. The guidance document stated that where a teacher is not obligated to drive a school minibus by their contract of employment, they may be classed as "volunteer" minibus drivers and therefore drive a 17 seat minibus on a Cat B licence, not requiring a Cat D1 licence

<https://www.gov.uk/government/publications/driving-school-minibuses-advice-for-schools-and-local-authorities/driving-school-minibuses-advice-for-schools-and-local-authorities>

"This guidance has been cleared by the Association of Chief Police Officers, who will promote awareness of this legislation amongst local traffic police officers."

1 Can you please confirm that this information was indeed passed to your force?

2 How would your Traffic Officers view anyone driving a 17 seat minibus on a Cat B licence as per the published guidance. Would your force prosecute the driver for not holding a Cat D1 licence?

We received your request on 15/08/2025 and have processed this under the Freedom of Information Act (FOIA).

Staffordshire Police's response to your enquiry is as follows:

Staffordshire Police does not hold the requested information.

- Around 2013 / 2014, a guidance document was published, written jointly by the Department for Education, the Department for Transport and Association of Chief Police Officers. The guidance document stated that where a teacher is not obligated to drive a school minibus by their contract of employment, they may be classed as "volunteer" minibus drivers and therefore drive a 17 seat minibus on a Cat B licence, not requiring a Cat D1 licence
- <https://www.gov.uk/government/publications/driving-school-minibuses-advice-for-schools-and-local-authorities/driving-school-minibuses-advice-for-schools-and-local-authorities>
- "This guidance has been cleared by the Association of Chief Police Officers, who will promote awareness of this legislation amongst local traffic police officers."
- 1 Can you please confirm that this information was indeed passed to your force? – **No information held.**

2 How would your Traffic Officers view anyone driving a 17 seat minibus on a Cat B licence as per the published guidance. Would your force prosecute the driver for not holding a Cat D1 licence? – **No information held. Please note that the FOI Act 2000 only extends to requests for recorded information. It does not require public authorities to create information to answer questions generally; only if the information is already held in recorded form. The Act does not extend to requests for information about policies or their implementation, or the merits or demerits of any proposal or action - unless, of course, the answer to any such request is already held in recorded form.**

Please be advised that all Freedom of Information request responses are published on the Staffordshire Police website although personal details are not included.

Freedom of Information Request Appeals Procedure

1. Who Can Ask for a Review

Any person who has requested information from Staffordshire Police, which has been dealt with under the Freedom of Information Act, is entitled to complain and request an internal review, if they are dissatisfied with the response they received.

2. How to Request a Review

Requests for review of a Freedom of Information request must be made in writing within two months of the date of receipt of this email, and should be addressed to:

foi@staffordshire.police.uk

Or by Post to:

Central Disclosure Unit
Staffordshire Police HQ
PO Box 3167
Stafford
ST16 9JZ

The reference number, date of the request and details of why the review is being requested must be included. Requests for review should be brought to the attention of the Central Disclosure Unit within two months of the Force's response to the original FOI request.

3. Review Procedure

Receipt of a request for review will be acknowledged in writing. The review will be conducted by another Decision Maker who is independent from the original Decision Maker. The Central Disclosure Unit will set a target date for a response. The response will be made as soon as is practicable with the intention to complete the review within 20 working days. In more complex cases the review may take up to 40 working days.

The independent Decision Maker will conduct a review of the handling of the request for information and of decisions taken, including decisions taken about where the public interest lies in respect of exempt



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information where applicable. The review enables a re-evaluation of the case, taking into account the matters raised by the complaint.

4. Conclusion of the Appeal

On completion of the review the Independent Decision maker will reply to the complainant with the result of the review. If the complainant is still dissatisfied following the review they should contact the Information Commissioner to make an appeal. The Information Commissioner can be contacted via the following details:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

ICO Website for complaints link: <https://ico.org.uk/make-a-complaint/foi-and-eir-complaints/foi-and-eir-complaints/>

Freedom of Information
Central Disclosure Unit