

Use the following questions to give you guidance in preparing yourself,
other people and the vehicle for the journey.
Much of this preparation needs to be completed well in advance of the journey date.
If you answer **No** to any of the following you should consider taking action prior to journey commencing.

Section 1 - STAFF

	Yes	No
1 Have you and the drivers you have selected, been tested for skills competence?	<input type="checkbox"/>	<input type="checkbox"/>
2 Have you and your chosen drivers participated in a minibus training course?	<input type="checkbox"/>	<input type="checkbox"/>
3 Are you and your drivers free from work commitments before the journey? (Note: you should find a balance between the amount of driving time involved, the length and difficulty of the journey, and the duties expected of the individual other than the driving required).	<input type="checkbox"/>	<input type="checkbox"/>
4 If you are to undertake both outward and homeward journeys, are you free from commitments in between?	<input type="checkbox"/>	<input type="checkbox"/>
5 Do you (and the other drivers) have experience of the type of driving environment that will be encountered during this journey?	<input type="checkbox"/>	<input type="checkbox"/>
6 Depending on overall journey time, and times of day travelled, have you selected enough drivers to make this journey?	<input type="checkbox"/>	<input type="checkbox"/>

Section 2 – THE ROUTE

	Yes	No
7 If the journey time is over two hours (one way), have rest/refreshment stops been planned into the route? PCC recommends a break every two hours.	<input type="checkbox"/>	<input type="checkbox"/>
8 Whilst taking account of the need for (7), has a route been planned that avoids, as far as possible, driving through demanding areas like city centres?	<input type="checkbox"/>	<input type="checkbox"/>
9 Especially if using busy travel routes, do you intend to consult sources of travel information (such as the AA) before departure?	<input type="checkbox"/>	<input type="checkbox"/>

Section 3 – TIME

	Yes	No
10 Have you ensured that the stop times are of reasonable length and are accounted for in the overall estimated journey time (ETD and ETA)?	<input type="checkbox"/>	<input type="checkbox"/>
11 If the route must incorporate city/town centres, have you ensured that travel times in these areas do not coincide with peak traffic (rush) hours?	<input type="checkbox"/>	<input type="checkbox"/>
12 Has the estimated journey time taken account of the different types of road on which you may be driving – eg: slow rural, busy urban etc.?	<input type="checkbox"/>	<input type="checkbox"/>
13 Has the estimated journey time taken account of seasonal factors that may effect speed and increase driver stress and fatigue: foul weather or darkness? (Note: the above factors may affect the number of other drivers you may wish to take with you and rest periods).	<input type="checkbox"/>	<input type="checkbox"/>

Section 4 – PASSENGERS

	Yes	No
14 If required, have you gained parental/guardian consent for passengers?	<input type="checkbox"/>	<input type="checkbox"/>
15 Has consideration been given to passengers with special travel needs?	<input type="checkbox"/>	<input type="checkbox"/>
16 Have you checked for passengers with medical needs that may be affected by your estimated journey time, or would be affected if there were delays?	<input type="checkbox"/>	<input type="checkbox"/>
17 Are you and your drivers familiar with procedures for the safe loading and unloading of passengers on the carriageway – should it be necessary?	<input type="checkbox"/>	<input type="checkbox"/>
18 Are you and/or your drivers familiar with First Aid or Immediate Care?	<input type="checkbox"/>	<input type="checkbox"/>
19 If it is your organisation's policy to issue reflective vests for use by passengers (as necessary) have these been loaded for the journey?	<input type="checkbox"/>	<input type="checkbox"/>
20 Are you and your drivers familiar with the location and operation of the emergency exits on the vehicle?	<input type="checkbox"/>	<input type="checkbox"/>

VEHICLE MAINTENANCE CHECK

The following items should always be checked before departure.
If any item requires attention, do so before setting off. Where you are unable to take action, the owner of the vehicle should be notified as soon as possible.

Item	Description	OK for departure
1. Oil		
2. Water		
3. Coolant		
4. Brake fluid		
5. Clutch fluid		
6. Fan belt		
7. Fuel		
8. Fuel cut-off		
9. Tyre condition		
10. Tyre pressure		
11. Lights and indicators		
12. Brake operation		
13. Horn		
14. Mirror alignment and cleanliness		
15. Wipers and washers		
16. Door locks		
17. Emergency exit		
18. Driver seat adjustment		
19. Seat belt condition		
20. First aid kit		
21. Fire extinguisher		
22. Jack and jack points		
23. Tools		
24. Roof rack couplings		
25. Tow hitch		
26. Passenger lift (where fitted)		
27. Vehicle dimensions		
28. Load capacity and distribution		

FIRST AID

1. 10 antiseptic wipes (foil packed)
2. 1 conforming disposable bandage (not less than 7.5cm wide)
3. 2 triangular bandages
4. 1 packet of 21 assorted adhesive dressings
5. 3 large sterile unmedicated ambulance dressings (not less than 15cm x 20cm)
6. 2 sterile eye pads, with attachments
7. 12 assorted safety pins
8. 1 pair of rustless, blunt-ended scissors

Signature of principal driver

Completed	
Date	Time