



OUR LADY OF LOURDES

CATHOLIC MULTI-ACADEMY TRUST



Company Vehicle Policy and Assigned User Agreement

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Trust Mission Statement

We are a partnership of Catholic schools and our aim is to provide the very best Catholic education for all in our community and so improve life chances through spiritual, academic and social development.

We will achieve this by:

- Placing the life and teachings of Jesus Christ at the centre of all that we do
- Following the example of Our Lady of Lourdes by nurturing everyone so that we can all make the most of our God given talents
- Working together so that we can all achieve our full potential, deepen our faith and know that God loves us
- Being an example of healing, compassion and support for the most vulnerable in our society

Numbers 4: 49

At the Lord's command they were registered under the direction of Moses, each one according to his work and transportation duty, and his assignment was as the Lord commanded Moses.

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Author	Dave Burrough

Our Lady of Lourdes Catholic Multi-Academy Trust - Company Number: 7743523
Registered Office: 1st Floor, Loxley House, Riverside Business Park, Tottle Road, Nottingham NG2 1RT

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Forward

The purpose of this policy is to set out the standards and procedures that the Trust will follow and to provide advice and instruction for all persons involved in work involving the use of company vehicles.

This policy will be brought to the attention of all employees who are assigned a company vehicle.

What is a company vehicle?

A "company vehicle" is any type of vehicle that the Trust may assign to an employee, or permit an employee to use, to support their transportation needs for their job. Company vehicles are the property of the Trust and may only be used in compliance with this policy.

Aims and Policy Statement

The Aims of this Policy

- a. To ensure that Our Lady of Lourdes Catholic Multi-Academy Trust complies with current legislation and guidance concerning the maintenance and driving of vehicles on UK roads.
- b. To ensure that the safety of vehicle users (both drivers and passengers) and other road users and pedestrians is paramount at all times.
- c. To ensure that Our Lady of Lourdes Catholic Multi-Academy Trust meets its health and safety and safeguarding obligations towards all members of the school community.

Policy Statement

- d. Drivers must hold the following to drive a company vehicle on behalf of the Trust:
 - i. A category B (unrestricted) driving licence and have undertaken *suitable and sufficient training* and be certified as a safe driver.
 - ii. A category BE (unrestricted) driving licence if towing a trailer if the combined weight of the vehicle and a trailer is over 3,500kg and have undertaken *suitable and sufficient training* and be certified as a safe driver

Note. *Suitable and sufficient training* is defined as:

- Successful completion of an approved e-learning course as directed by the Trust, and;
 - A formal safety assessment by a competent driver
- e. The use of trailers is permitted only if the driver has undertaken training approved by the Trust.
 - f. This policy and the procedures contained within it have been written to provide any members of staff who may need to drive company vehicles on behalf of the Trust with the necessary knowledge and information in the light of growing legislation regarding the qualifications, insurance, operating, servicing and inspection requirements to safely operate a company vehicle.
 - g. The behaviour and competence of the drivers will be assessed to ensure the safe operation of the vehicles and to keep employees and others free of harm.
 - h. This policy extends to the use of hired vehicles that are used by the Trust.
 - i. All drivers are required to read THIS policy and sign the declaration at Appendix A before driving a company vehicle. A

copy of the policy will be carried in each company vehicle and will be available via the estates Portal.

- j. This policy and the procedures contained within it will be reviewed regularly as part of the Trust policy review processes.
- k. Use of company vehicles (including additional hire vehicles) for anything other than Trust business requires the permission of the Director of Estates & Facilities and in anything other than exceptional circumstances will not be permitted.
- l. The Director of Estates and Facilities is responsible for ensuring that company vehicles are operated on behalf of the Trust fully comply in every respect, with all legal transport and health and safety requirements. This responsibility is delegated to the Trust maintenance Manager to ensure its appropriate implementation.

Roles and Responsibilities

Trust Director of Estates and Facilities

- m. Ensure that the Trust has appropriate safety procedures for its company vehicles based on The Royal Society for the Prevention of Accidents (RoSPA) Advice for Road Safety <https://www.rosipa.com/road-safety/advice/drivers/>.
- n. Ensure that appropriate risk protection and statutory insurance cover is in place.
- o. Ensure that annual road fund duty is procured.

Trust Maintenance Manager

- p. Ensure that servicing and MOT tests are carried out at the correct mileage / dates and that the service book kept is ready for inspection at any time.
- q. Ensure that daily and weekly checks, as per Appendix D, are conducted and recorded as required.
- r. Ensure that the Driver Checklist is completed by each driver each day.
- s. Maintain a company vehicle folder on the Estates Portal containing service and usage records.
- t. Keep the driver declaration form and associated paperwork.
- u. Keep the 'Company Driver Register' up to date (Appendix F.)
- v. Obtain updated driver declaration forms at the start of each academic year.
- w. Using the DVLA codes shared by the driver to verify licence details, ensure that the driver has completed the driver declaration form prior to driving a company vehicle.
- x. Notify the Director of Estates and Facilities if a driver reports any changes to their driving status.
- y. Notify the Trust and the Director of Estates and Facilities of any concerns or irregularities.
- z. Ensure that roadside breakdown / assistance is available via a *valid roadside recovery policy (* note that this may be procured centrally).
- aa. Monitor the usage of vehicles via GPS tracking software associated with each vehicle.
- bb. Report breaches of this policy to the Director of Estates and Facilities.
- cc. Provide to the Trust full details of each permitted driver annually or when declaration circumstances change.
- dd. Inspect the condition of company vehicles monthly.

- ee. Organise and manage the maintenance and repair of company vehicles.

Authorised Drivers

- ff. Undertake the training and assessments required in good time.
- gg. Ensure that pre-use checks are conducted by completing the Driver Checklist (see Appendix C). If faults that might affect the vehicle or passengers' safety are found they must be reported immediately to the Trust Maintenance Manager and the vehicle must not be used until they are all remedied. The completed checklist must be returned to the Trust Maintenance Manager.
- hh. Notify the Trust Maintenance Manager of any problems with a company vehicle.
- ii. Familiarise themselves with the relevant RoSPA (www.rosipa.com) guidance.
- jj. Understand the personal, legal implications if procedures are not adhered to. For example, "It is the driver's license that will suffer if the vehicle is found to be defective. It is also the driver's responsibility to ensure the safety (including the use of seat belts) and welfare of all passengers". RoSPA February 2008
- kk. Comply fully with all road traffic laws, respecting speed limits and ensuring use of seatbelts at all times. For longer journeys, frequent rest breaks are to be taken.
- ll. Inform the Trust Maintenance Manager immediately if unfit to undertake a journey in order that alternative arrangements can be made.
- mm. Never use a mobile phone (hand held or hands free) as the driver of the vehicle unless it is parked in a safe place with the engine switched off and the key out of the ignition. Making genuine emergency 999 or 112 calls whilst driving is legal.
- nn. Generate a code (<https://www.gov.uk/view-driving-licence>) to share your driving licence information with the Trust Maintenance Manager.
- oo. Notify** the Trust Maintenance Manager of any change in the status of their licence (e.g. penalty points).
*Note** Permission must be obtained from the Director of Estates & Facilities who will obtain confirmation from the insurance company that the driver can continue to drive.*
- pp. Wash and clean the company vehicle weekly, including the vacuum cleaning of interiors and the removal of stains from upholstery and dust from ledges and surfaces.
- qq. Ensure that for where substances hazardous to health are carried, that the vehicle bears the correct safety signage.

Permit to Drive

Persons Entitled to Obtain a Permit to Drive a Company Vehicle

- a. Drivers with a valid B category licence with no restrictions.
- b. Drivers with a valid BE category licence with no restrictions if towing a trailer where the combined vehicle and trailer weights exceeds 3,500kg.
- c. Drivers who have been assessed as 'safe to drive'.
- d. Drivers who are aged 21 years and over.
- e. Drivers must be medically fit and legally qualified to drive and are required to complete and sign a driver declaration form (Appendix A) to that effect before driving a company vehicle. The driver declaration form will be kept on file by the Trust

Maintenance Manager and should be updated at the start of each academic year.

- f. Drivers must not use a company vehicle without the permission of the Trust Maintenance Manager.
- g. Staff with a medical condition that need to be declared to the insurers should advise the Director of Estates & Facilities accordingly.
- h. Drivers must comply with licensing requirements on eyesight and the mandatory use of glasses or contact lenses, as appropriate.
- i. It is the licence holder's responsibility to notify the Trust Maintenance Manager of any changes to their driving licence.
- j. Where a driver informs the Trust Maintenance Manager that they have acquired penalty points on their licence, the Director of Estates & Facilities will determine whether they are still permitted to drive a company vehicle.
- k. Only those named on the approved drivers list (a copy of which is held by the Trust Maintenance Manager) will be eligible to drive a company vehicle on behalf of the Trust.

Safe to Drive

Driver Safety and Competence

Each driver will be assessed for safety and competence. An assessment can be carried out in a number of ways. Any of the methods below may be employed to demonstrate competence:

- a. The driver holds a UK driving licence with the appropriate categories.
- b. The driver has no more than nine (9) penalty point endorsements on their UK driving licence.
- c. The driver has regularly driven a motor vehicle and can demonstrate competence through experience.
- d. The driver has been assessed as competent by the Trust Maintenance Manager.
- e. ALL drivers MUST be aware of, demonstrate knowledge of, and fully comply with the Vehicle Readiness and Maintenance requirements.

Vehicle Readiness and Maintenance

Servicing, MOT, Insurance and Taxation

- Servicing will be carried out at the appropriate intervals, and in accordance with the manufacturer's recommendations.
- Trained members of the staff as directed by the Trust Maintenance Manager will conduct daily and weekly checks and complete Appendix D. A signed record will be maintained to demonstrate that these checks have been undertaken.
- A test (MOT) will be carried out at the appropriate intervals in accordance with UK legislation. Vehicles should be presented at an approved Department for Transport testing station one (1) month before the expiry date of the current MOT or one month before the vehicle reaches three (3) years from the date of first registration.
- Insurance will be procured via fleet policy.
- In the event of a collision, damage, or other claim (or potential claim) against the Trust motor vehicle policy, drivers will strenuously deny liability.

Pre Use Vehicle Checks

- Company vehicles must be maintained to high levels. As well as MOT, servicing and regular checks, drivers should satisfy themselves that the vehicle is safe to drive. If the serviceability of the vehicle is in doubt, it is not to be used until it has been inspected or repaired.
- A pre-use checklist (Appendix C) should be completed by the driver before the start of each journey. A walk around the vehicle should occur to check for damage / defects and to assess tyre condition.
- If the driver has concerns about the condition of the vehicle, it must not be used, and these concerns must be reported to the Trust Maintenance Manager who will arrange for an inspection and/or repairs as required.
- Prior to the start of each journey, the driver is to go through a brief talk with all passengers regarding the wearing of seatbelts, behaviour, noise levels and escape procedures. The journey is not to commence unless the requirements of the driver are complied with.

Fuel

- The authorised company vehicle driver will check to ensure that the vehicle has adequate fuel. Fuel should be purchased using a fuel card that is issued to the driver.

Equipment

The following equipment is to be carried on board the company vehicle. If items are used and need to be replaced, please inform the Trust Maintenance Manager who will arrange who will replenish supplies:

First Aid Box containing a minimum of:

- 10 antiseptic wipes, foil packed
- 1 conforming disposable bandage (not less than 7.5cm wide)
- 2 triangular bandages
- 1 packet of 24 assorted adhesive dressings
- 3 large sterile un-medicated ambulance dressings (not less than 15cmx20cm)
- 2 sterile eye pads with attachments
- 12 assorted safety pins
- 1 pair rustproof blunt-ended scissors
- Disposable gloves
- Mouth mask for resuscitation

Fire Extinguisher

- At least one fire extinguisher which complies with BS 5432 or equivalent and has a minimum test rating of 8A or 21B that contains foam.

Warning Triangle

- This should be used in the event of breakdown and carefully positioned 50m behind the vehicle to warn other road users of the broken-down vehicle.
- Hi-Visibility Vest.

Tidiness

- The company vehicle, and the driver and any passengers, are ambassadors for the Trust. The vehicle should be clean and tidy at all times.
- Bin bags are to be carried and made available for rubbish.
- Dirty/muddy kit (especially boots and shoes) must not be worn in the company vehicle without the use of a footwell mat (mat to be cleaned as they become dirty).

Vehicle Operation

Capacity

- The driver and number of passengers should not exceed the capacity of the vehicle.

Seat Belts/Luggage

- Before setting off, the driver must ensure that passengers are wearing seat belts. Seatbelts should only be removed once the driver has switched off the engine.
- Any luggage, materials and tools are to be securely stowed and is should not obstructing the driver of the passenger.

Driving Rules

- Drivers are responsible for driving within the law and in accordance with the Highway Code (a copy is held by the Trust Maintenance Manager and in each vehicle). The Trust will not refund fines or other costs incurred by drivers as a result of any road traffic or parking offence. Drivers must inform the Director of Estates & Facilities of any penalty points received whilst using company vehicles ; failure to do so will result in disciplinary action.
- National speed limits apply to company vehicles.
- Vehicles are not to be driven by anyone who has consumed any amount of alcohol or illegal substance.
- Some medication may impair a driver's ability and employees who are taking medicines of this nature are not to drive vehicles.
- All accidents, whether or not they cause injury to persons or damage to property, are to be reported to the Trust Maintenance Manager as soon as possible after they occur using the Vehicle Accident Reporting Form provided at Appendix D.
- Keys must not be left in an unattended vehicle at any time.
- Due consideration must be given to parking in secure areas as much as possible, particularly overnight. If a vehicle is parked on a public highway, then it must be parked in a visible location e.g., under a streetlight.
- Vehicles must not be driven at any time if the load being carried exceeds the maximum allowable weight capacity.
- Smoking, including the use of e-cigarettes, is prohibited in company vehicles at all times.

Reversing of Vehicles

- Reversing vehicles can be particularly hazardous. The best way of avoiding a reversing accident is to avoid reversing a vehicle wherever possible.
- Always check behind your vehicle before reversing. Where possible, ask someone to guide you into the area into which you will be reversing.
- If you use a guide, ensure they can be seen at all times whilst manoeuvring and that they wear a hi-visibility vest. If two members of staff are present, one must at all times be the guide when reversing.
- Ensure rear view mirrors are clean and properly adjusted at all times.

Distraction During Driving

- The use of mobile phones is strictly prohibited unless it is parked in a safe place with the engine switched off or to make a genuine emergency 999 or 112 calls, which is legal.
- Every company vehicle has a Bluetooth telephone connection and the drivers company mobile telephone should be connected to the vehicle system at all times when inside the vehicle.
- Avoid any action which may cause a distraction whilst driving, such as drinking, eating or even changing a radio channel.
- The Trust permits the use of integrated or standalone satellite navigation devices. A driver should only operate such devices when the vehicle is stationary and the engine is switched off and the key is out of the ignition.

- Minimise actions which necessitate removing a hand from the steering wheel.

Tiredness

- Driving when tired greatly increases the risk of an accident. The Highway Code recommends that a driver takes a minimum break of at least 15 minutes after every two hours of driving. However, after a full working day, drivers MUST NOT drive for a continuous period of more than two hours without taking a suitable break.
- If an authorised relief driver is available to drive a journey can be continued without a break.
- Drivers should use common sense to ascertain their suitability to drive at a given time (consider tiredness, recent alcohol or medicine consumption, illness etc.).

Safety

- Whilst driving company vehicles, drivers should ensure that all doors are unlocked to assist with emergency egress if the need arises.
- Drivers should ensure that internal lights are off whilst driving so that their vision is not impaired by the internal light.
- Vehicle exits/gangways should be clear of obstructions (such as bags, materials and tools) at all times.
- Check weather conditions in advance of the journey and in the event of extreme weather conditions (e.g. snow) discuss the journey with the Trust Maintenance Manager.
- In the event of a fire do not attempt to extinguish. The priority is for the safe evacuation of the driver and all passengers.
- Dealing with 'road rage':
 - If threatened by another driver, do not retaliate by flashing lights, sounding the horn or making offensive gestures; this only attracts a response and will often make a situation worse.
 - If forced to stop, stay in the vehicle with windows closed and doors locked and be prepared to drive off.
 - If necessary, use your mobile phone to contact the police for assistance but only if safe to do so.
 - Note the registration number of the vehicle, and the make and colour, plus a description of the driver and occupants and give the police these details.
 - If you feel that driving cannot be in complete safety, do not continue. Drivers are not required to put themselves at risk at any time whilst driving on behalf of the trust.

Security

Whenever the vehicle is left unattended, all windows are to be closed and doors locked and any vehicle alarm, immobiliser or tracking device is to be activated.

Accident and Breakdown Procedures

Breakdown Procedures

Standard breakdown procedures are to be followed where necessary:

- If on a public road, get out of the vehicle on the safe side - nearest the path or verge.
- If on a motorway, follow the instructions of the emergency operator, which may include staying in the vehicle, or getting out of the vehicle and not getting back into the vehicle again.
- Avoid going near the traffic flow and exercise extreme caution at all times.
- Switch on the hazard warning lights.
- If possible, leave a motorway, dual carriageway or main road if a fault occurs, which will reduce the risk of collision, but park in a well-lit place so that the vehicle can be seen by other road users.
- In the event of breakdown refer to the breakdown assistance (membership card kept in the vehicle) for contact telephone numbers
- It is best to use a roadside emergency telephone if possible as this will pinpoint your location.
- The Trust Maintenance Manager should also be contacted, when practical, in the event of a breakdown.
- Staff should not change a tyre or attempt repairs. This should be carried out by a breakdown team.

Accident

In the event of an accident:

1. Deal with any injured persons.
 2. Ensure the safety of everyone involved.
 3. Use hazard warning lights and any other safety devices provided.
 4. If necessary, call the emergency services.
- In all cases, stop at the scene and take the names, addresses and telephone numbers of people involved, including independent witnesses. Take photos of the accident scene from various angles if possible. Complete the Vehicle Accident Reporting Form provided at Appendix D.
 - **Strenuously deny liability.**
 - Breakdown procedures should be carried out if necessary.
 - Contact the Trust Maintenance Manager as soon as reasonably practicable.
 - The driver should ensure that the vehicle is roadworthy before continuing with the journey.

Insurance and Breakdown Cover

Details of the Trust's motor vehicle insurance and breakdown cover, including contact details, can be found in the Vehicle Folder which the driver should have at the start of each journey.

Please refer to the insurance policy for all conditions that apply. This is a summary of the key conditions:

- The driver must have permission to drive the vehicle on behalf of the Trust
- The driver must be aged between 21 and 70
- The driver must have a valid licence and be medically fit to drive
- Drivers must have a minimum of 12 months' experience for the class of vehicle being driven

Drivers who fall outside of any of the above categories must obtain special dispensation from the insurers to drive company vehicles. Contact the Director of Estates and Facilities to request this and refrain from driving company vehicles until clearance is obtained from the insurer.

Insurance for hire vehicles must be put in place before taking possession of the hire vehicle.

Contact the Director of Estates and Facilities with any insurance queries.

Vehicle Operation on Trust Sites

On Trust sites the following rules apply:

- Inside the school perimeter, headlights and hazard warning light will be used at all times.
- The manoeuvring of vehicles will be supervised by a banksman.

Specific Driver Liabilities

Driving a vehicle is enshrined in UK law and the driver must ensure that they are using the vehicle in accordance with all UK legislation.

In addition to the liabilities provided in UK law, the driver is responsible for the following:

- The condition of the vehicle when used on either a public highway or on private land.
- Driving-related law enforcement notices including, but not limited to, parking fines, speeding fines, any other notification for driving otherwise in accordance with license conditions.
- In the event of an 'at fault claim' made against the Trust insurance policy, the driver may be responsible for the first £250 of any excess at the Trust's discretion.
- The cost of the replacement of a lost vehicle key.
- The cost of repair of the vehicle, replacement parts, fixtures and fittings, equipment and materials if damages and/or losses are as a result of neglect or misuse.
- The cost of repairing or flushing of the vehicle's fuel system and any other affected parts or systems if an incorrect fuel is used.

General

Any member of staff who has queries relating to the driving of a company vehicle or the condition of the vehicle should bring them to the attention of the Trust Maintenance Manager.

Acceptance by Assigned Vehicle User

Any member of staff who has queries relating to the driving of a company vehicle or the condition of the vehicle should bring them to the attention of the Trust Maintenance Manager.

I, (please print)

Agree to the terms of this policy.

Signed (please sign)

Dated

Vehicle registration mark

One vehicle key issued by
(please print)

Signed (please sign)

Dated

Appendix A.

Asset Type	Description	Vehicle Registration
Road transport vehicle	Ford Transit Van	FP20LFM
Road transport vehicle	Ford Connect Van	FE70VPX
Road transport vehicle	Ford Connect Van	FE70VSA
Road transport vehicle	Ford Transit Drop side	FR21BRF
Road transport vehicle	Peugeot Boxer Beavertail	CN21BFX

Appendix B

**Declaration of Fitness to Drive a Company Vehicle on Behalf of the Trust
To be completed upon first use and annually at the start of
each academic year**

Driver Declaration

Name of Driver:

I declare that:

1. I hold a current vehicle licence which has B entitlement
2. I hold a current vehicle licence which has BE entitlement
(delete any that do not apply)
3. I am aware of the need to declare any illness that would impair my ability to drive a company vehicle in a safe and controlled manner.
4. I am aware of my responsibility to inform the Trust Maintenance Manager if I receive driving licence penalty points.
5. I am responsible for notifying the Trust Maintenance Manager of any change in my circumstances.
6. I have read and agree to adhere to the Trust Company vehicle Policy.
7. I agree to follow all Trust protocols and procedures when driving Company Vehicles.

I agree that the Trust Maintenance Manager can view my driving licence information online and have generated the following code to do so:

DVLA Driver

Code: _____

DRIVING LICENCE

NUMBER: _____

Competence	Mark with 'X'
Driver holds UK driving license with cat B entitlement	<input type="checkbox"/>
Driver holds UK driving license with cat BE entitlement	<input type="checkbox"/>
Driver has suitable experience	<input type="checkbox"/>
Driver has regularly driven a vehicle on UK roads and has demonstrated competence through experience	<input type="checkbox"/>
Driver has been assessed as competent by the Trust Maintenance Manager	<input type="checkbox"/>
Drivers is aware of, and has demonstrated knowledge of, the Vehicle Readiness and Maintenance requirements.	<input type="checkbox"/>

Signature of
Driver:

Date:

**To be checked
by:**

Trust Maintenance
Manager

Please attach evidence of DVLA checks

Signature:

Name:

Date:

Appendix C

Company vehicle Driver Vehicle Checklist

Vehicle Registration Number: _____

Exterior Check	Yes	No	Defect Reported To
Oil level			
Coolant level			
Windscreen washer fluid level			
Brake fluid level			
Windscreen and windows clean and undamaged			
Lights including brake lights and indicators are clean and working			
Tyre pressures, including spares			
Tyre tread, including spares (and inner tyres as above). At least 3 mm across centre $\frac{3}{4}$ is recommended. Any cuts and bulges?			
Doors open and close properly			
Interior Check	Yes	No	Defect Reported To
Mirrors correctly adjusted, clean and unobstructed			
Position and function of all dashboard controls			
Position of driving seat so all pedals can be operated comfortably			
Pressure on brake pedal			
Lights and indicators are working			
Wipers and washers working properly			
Fuel level (and type of fuel)			
Seat belts are undamaged and working properly			
Location of wheel brace, jack, warning triangle and hi-vis vest			
Location and contents of first aid kit and fire extinguisher(s)			
Check Company Vehicle Folder for all relevant paperwork			
Section 19 permit is displayed in the windscreen			
Luggage securely stowed; aisles and exits clear			
The number of passengers plus the driver does not exceed the maximum capacity for the vehicle			
Brake Checks	Yes	No	Defect reported to
Check brakes before loading passengers. With engine running, check handbrake is working properly and brake pedal is firm when pushed			
START MILEAGE READING:			END
MILEAGE READING:			
Date:	Name:	Signature:	

IF FAULTS THAT MIGHT AFFECT THE VEHICLE OR PASSENGERS' SAFETY ARE FOUND, THE VEHICLE MUST NOT BE USED UNTIL THEY ARE ALL REMEDIED. REMOVE THE KEYS FROM THEIR NORMAL LOCATION AND HAND THEM TO THE MINI BUS COORDINATOR IMMEDIATELY.

Appendix D side 1

**Weekly
Vehicle
Checks**

Registration Number		
Date of Check	___ / ___ /20___	
Time of Check	___ : ___	am / pm
The tyre pressures for this vehicle should be:		
Front psi	-----	Rear psi

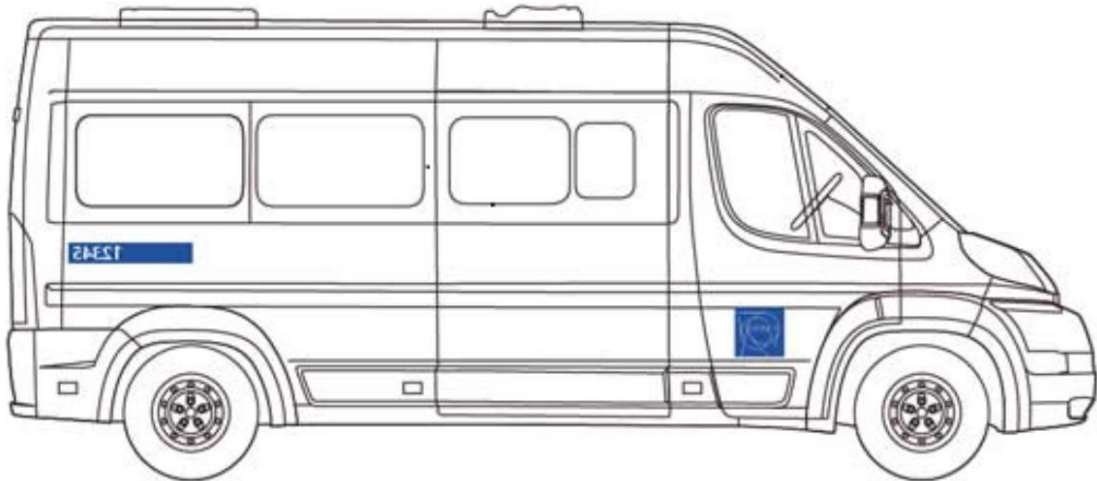
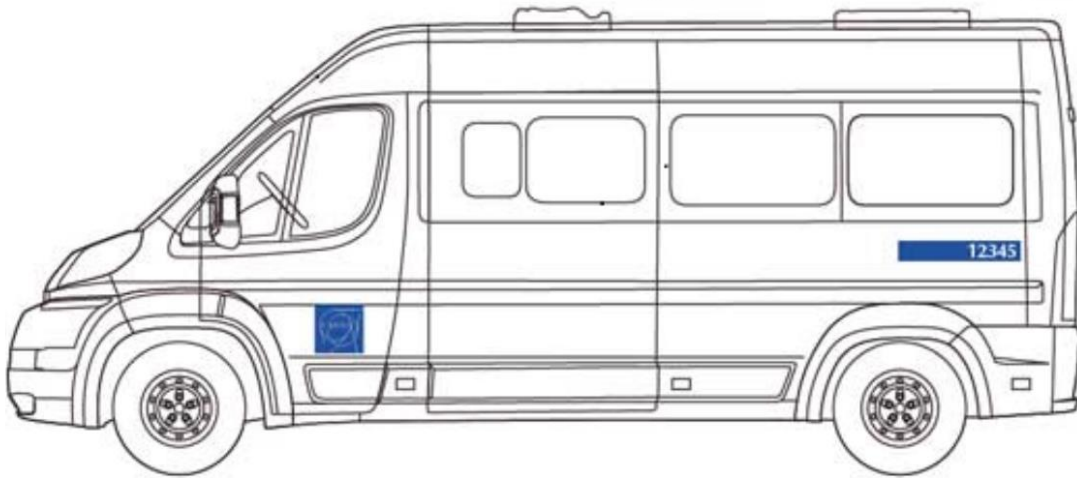
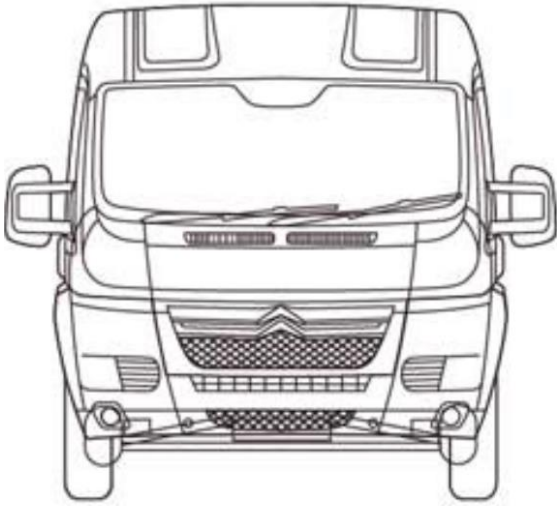
Exterior Check (mark defects overleaf)	Yes	No	Defect Reported To
Oil level			
Coolant level correct			
Windscreen washer fluid level correct			
Brake fluid level correct			
Windscreen and windows clean and undamaged			
Lights including brake lights and indicators are clean and working			
Tyre pressures correct, including spares			
Tyre tread, including spares (and inner tyres as above). At least 3 mm across centre $\frac{3}{4}$ is recommended. Any cuts and bulges?			
Doors open and close properly			
Interior Check (mark defects overleaf)	Yes	No	Defect Reported To
Mirrors are adjustable, clean and unobstructed			
Pressure on brake pedal			
Lights and indicators are working			
Wipers and washers working properly			
Fuel level (and type of fuel)			
Seat belts are undamaged and working properly			
Location of wheel brace, jack, warning triangle and hi-vis vest			
Location and contents of first aid kit and fire extinguisher(s)			
Section 19 permit is displayed in the windscreen			
Brake Check (mark defects overleaf)	Yes	No	Defect reported to
With engine running, check handbrake is working properly and brake pedal is firm when pushed			
Date:	Name:		Signature:

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IF FAULTS THAT MIGHT AFFECT THE VEHICLE OR PASSENGERS' SAFETY ARE FOUND, THE VEHICLE MUST NOT BE USED UNTIL THEY ARE ALL REMEDIED. REMOVE THE KEYS FROM THEIR NORMAL LOCATION AND HAND THEM TO THE MINI BUS COORDINATOR IMMEDIATELY.

Appendix D side 2

Mark vehicle defect locations below



Appendix E side 1

Vehicle Accident Reporting Form

The driver of the vehicle involved in the accident should complete this form. It must be completed in detail as soon as possible after the accident and provided to the Trust Maintenance Manager. If you have any queries regarding the completion of this form, please contact the Trust Maintenance Manager.

The information provided is for internal use by the Trust.

No admission of liability or blame should be made to any third party.

Driver name: _____

Vehicle registration	Make	Model	Colour	Trust Veh? / Hired Veh?
Number of persons (including driver) in Trust vehicle:				
Date and time of the incident:	_ / 20 / _	_ : _ am / pm		
For what purpose was the mini bus being used?				
Was a trailer attached: Yes / No				
Where did the accident occur (e.g. road name, town)?				
Estimated speed of the vehicle:				
Weather conditions / visibility:				
Condition of road surface:				
Name and contact details of any independent witnesses:				
Was there police involvement: Yes / No				
If yes the above please provide details:				
Was damage sustained to another person's property or vehicle: Yes / No				
Other person's details	Name:		Address:	
Other persons vehicle details				
Insurance Details:	Make:	Model:	Registration:	

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Appendix E side 2

Description of damage sustained to the company vehicle:

Please provide a description of the accident below (use additional sheets if required). Give as much detail as possible (include road markings, signals given and who you think is at fault for the accident):

Please provide a sketch plan of the accident. Use the diagrams provided over the page to indicated damage to Trust vehicles. Take photographs if safe and legal to do so.

Appendix E side 3

Did anyone sustain an injury: Yes / No		
If yes please give details (e.g. name, address, nature of injury)		
Name	Address	Nature of injury
Driver's signature:		
Date:		

Use the space below to record any other details not covered elsewhere

Appendix F

See accompanying spreadsheet (Academy_Qualified_Company_Drivers_Register.xlsx)