

Business Name	Manager's Name
Address	Date
.....	Telephone
County	Fax
Postal Code	Email

IMPORTANT NOTE

The following transportation self assessment is requested for completion for Coach Direct Health & Safety, to understand the policies and management of transportation supplied by supply partners, and to identify any potential shortfalls. Please complete the below questions honestly and in full, marking n/a for any questions which may not apply to your operation/vehicle(s).

Please indicate number and types of vehicles:-

Coaches:..... Minibuses:..... Limo's/Private cars:

Licensing		Comments
Is the provided transportation covered by public liability insurance?	Yes No N/A	
Has a valid licence to operate been issued by the local authorities to provide transport?	Yes No N/A	
Driver Licensing		
Is there a system in place to ensure employees hold a valid "commercial driver's licence" for the category of vehicle which they will be driving?	Yes No N/A	
Are driving licences checked on a regular basis (minimum annually)?	Yes No N/A	
Vehicle Registration Documents		
Are vehicle registration documents for each vehicle available for inspection?	Yes No N/A	
Vehicle Maintenance Checks/Records		
Are maintenance checks for each vehicle undertaken daily ?	Yes No N/A	
Are daily vehicle maintenance checks documented and retained for a minimum of three years?	Yes No N/A	
Is there a documented system in place for the reporting (and rectification) of faults and other issues found by the driver(s) during their shift?	Yes No N/A	
Does each vehicle undergo a regular service by a qualified person at least every 6 weeks or 10,000km, whichever is the sooner?	Yes No N/A	
Are regular vehicle servicing checks documented and retained for the duration of the vehicle ownership?	Yes No N/A	
Are safety checks (MOT or local equivalent) for each vehicle undertaken annually?	Yes No N/A	
Are annual vehicle safety checks documented and retained for a minimum of three years?	Yes No N/A	
Are copies of all maintenance and service records available for inspection by the tour operator?	Yes No N/A	
Emergency Procedures		
Does the supplier have a documented emergency procedure?	Yes No N/A	
Do the emergency procedures include the following?-		
Fire?	Yes No N/A	
Breakdown/Puncture?	Yes No N/A	
Road Traffic Accidents?	Yes No N/A	
Injury to Passengers?	Yes No N/A	
Do all drivers and base personnel receive training on the emergency procedures?	Yes No N/A	
Are emergency procedures training records maintained and kept for a minimum of three years?	Yes No N/A	
Is a means of communication provided which can enable the driver (or another adult if the driver is incapacitated), to raise the alarm in the event of an emergency?	Yes No N/A	
Is a means of communication provided which enables drivers to contact the emergency services, or other assistance, in the event of an emergency?	Yes No N/A	
Access & Exits		
Are hand rails provided on all access steps?	Yes No N/A	
Is lighting provided in all access foot wells?	Yes No N/A	
Emergency Exits		
Are the emergency exits clearly identified?	Yes No N/A	
Are all emergency exit doors fully operational?	Yes No N/A	

Are the emergency exit doors capable of being opened from inside or outside the vehicle?	Yes No N/A	
Are all emergency windows clearly labelled as emergency exits?	Yes No N/A	
Do all emergency windows have the appropriate hammer adjacent?	Yes No N/A	
Are all emergency skylights in full working order?	Yes No N/A	
Heating & Ventilation		
Are the heating and ventilation systems (air conditioning) in full working order?	Yes No N/A	
Seating		
Is all seating securely fixed?	Yes No N/A	
Is the seating free from splits, tears, damage etc?	Yes No N/A	
Is there a guide's seat (adjacent to the driver)?	Yes No	
If Yes – is this seat ever used for customers?	Yes No N/A	
Seat Belts		
Are seat belts fitted to every seat?	Yes No N/A	
If not, are seat belts fitted to risk seats which, in accordance with the FTO guidelines on risk seats are:		
Seats behind the driver?	Yes No N/A	
Seats without any seat(s) immediately in front of them, e.g. guide seat, front seats, seats behind the emergency exit and the back centre aisle seat?	Yes No N/A	
Is the same applied to risk seats on double-decker vehicles?	Yes No N/A	
Lighting		
Is the interior lighting in good working order?	Yes No N/A	
Is the interior lighting sufficient to allow safe access and egress?	Yes No N/A	
Is there a facility for the driver to dim the interior lighting during night time driving to prevent him from being distracted by glare?	Yes No N/A	
Stowage of Luggage		
Are the aisles and stairwells kept clear at all times to allow evacuation in the event of an emergency?	Yes No N/A	
Safety Signage		
Are there safety signs in place, clearly visible to all passengers, to communicate the following:		
Location of emergency exits (including operating instructions)?	Yes No N/A	
Not to stand whilst vehicle is in motion – remain seated?	Yes No N/A	
Instruction to wear seat belts where provided?	Yes No N/A	
No smoking (if applicable)?	Yes No N/A	
Location of fire extinguishers?	Yes No N/A	
Location of first aid kit?	Yes No N/A	
Fire Extinguishers		
Is a dry powder fire extinguisher provided in each vehicle?	Yes No N/A	
Is all fire fighting equipment sited so that it is easily accessible and free from obstructions?	Yes No N/A	
Are daily visual checks of fire extinguishers undertaken by the driver to ensure they are in place and are not discharged?	Yes No N/A	
Is an annual service of the fire fighting equipment undertaken by a competent person?	Yes No N/A	
Are fire fighting equipment service records documented and retained for a minimum of three years?	Yes No N/A	
First Aid Provision		
Is a first aid box available on each vehicle? (please state location in comments)	Yes No N/A	
Operating Personnel – Driver(s)		
Are checks made to ensure that drivers are free of driving convictions? (i.e. dangerous driving, driving without care & attention, drinking and driving)	Yes No N/A	
Are written references obtained from previous employers?	Yes No N/A	
Are drivers made aware of the effects of alcohol and substance abuse?	Yes No N/A	
Are drivers made aware they should abstain from alcohol for a minimum of 12 hours prior to driving?	Yes No N/A	
Is there a policy in place that prevents the employment of any drivers convicted of dangerous driving, driving without care and attention and drink driving?	Yes No N/A	
Are drivers trained in the following:		
Fire prevention?	Yes No N/A	
First Aid Provision?	Yes No N/A	
Supervision and responsibility for passengers, i.e. wearing seat belts, general behaviour?	Yes No N/A	
Are driver training records documented and retained for a minimum of three years?	Yes No N/A	
Are drivers monitored on a regular basis by a senior person representing the supplier to ensure compliance to company procedures?	Yes No N/A	
Accident/Incident Records		

