



ASPIRE

THE ASPIRE HUB MINIBUS POLICY

The Aims of this Policy

- To ensure that Aspire Behaviour Management and its employees comply with current legislation and guidance concerning the maintenance and driving of the school vehicles.
- To ensure that the safety of vehicle users (both drivers and passengers) and other road users and pedestrians is paramount at all times.
- To ensure that Aspire Behaviour Management is meeting its health and safety and safeguarding obligations towards all members of the school community.
- Please read this policy in conjunction with the **Transport Behaviour Policy**.

Policy Statements

- The school follows guidance is gathered from the Bolton SEN transport behaviour policy along with *Driving School Minibuses – Advice for Schools and Local Authorities RoSPA august 2019*) and Government legislation.
- This policy and the procedures contained within it have been written to provide any members of staff who may need to drive vehicles on behalf of the school/ service with the necessary knowledge and information in the light of growing legislation regarding the qualifications, insurance, operating, servicing and inspection requirements to safely operate our minibuses and carry passengers.
- The behaviour and competence of the minibus drivers will be fully assessed to ensure the safe operation of the minibuses and to keep employees and others free of harm.
- This policy extends to the use of hired vehicles that are used by the school.
- A copy of this policy will be provided to all minibus drivers and will be kept in the Staff Handbook and retained by the Health and Safety Coordinator (HSC).
- This policy and the procedures contained within it will be reviewed regularly as part of the school's Health and Safety review.
- Please read this policy in conjunction with the **Transport Behaviour Policy**.

Roles and Responsibilities

The Directors

- The Directors of Aspire BM Ltd are responsible for ensuring that school minibuses operated on behalf of the school fully comply in every respect, with all legal transport and health and safety requirements. This responsibility is delegated to the Principal to ensure its appropriate implementation.
- To monitor the implementation of this policy through the Health and Safety meetings and review it on a regular basis.

Principal

- The Principal will ensure that the school has appropriate safety procedures for the minibus based on the ROSPA Advice for Minibus Safety and their code of practice (in addition to the DfE guidance). A copy of the full code of practice is available at www.rospa.com and is also available on our staff intranet on the Aspirebehaviourmanagement.co.uk website.

Health and Safety Coordinator and Finance Manager

- Ensure that servicing of the minibuses is performed at the correct mileage and that the service book kept is ready for inspection at anytime.
- Ensure that mini checks (fuel, water, oil and battery levels, tire pressures and lights) are conducted by the driver on a weekly basis.
- The Finance Manager will arrange for appropriate insurance cover and for the payment of annual road tax.

Minibus Drivers

- Follow and comply fully with the requirements outlined in 'Procedures and Practices' section below.
- Ensure that pre-use checks of the vehicle are conducted and complete the Vehicle Check List (see Appendix two).

- Report any concerns about the safety and / or condition of the minibus to the Health and Safety Coordinator/Finance Manager immediately.
- Familiarise themselves with the relevant ROSPA guidance.
- Understand the personal legal implications if procedures are not adhered to. For example, “It is the driver’s licence 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 2019.
- 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.
- Inform a member of the Senior Leadership Team immediately if unfit to undertake a journey in order that alternative arrangements can be made.
- Never use a mobile phone (handheld or hands free) as the driver of the vehicle unless it is parked in a safe place with the engine switched off. Making genuine emergency 999 or 112 calls whilst driving is legal.
- Driver assessments are carried out every 6 months, drivers are to pass the assessments to undertake the driver role. (see appendix one)

Minibus Bookings and Administration

- All bookings should be made with the Finance Manager logged using the outlook calendar
- A list of students and staff on the journey, and journey details (to include departure and return times) is to be left with the school office prior to departure. The office should be provided with relevant contact numbers for staff using the vehicle(s).
- Drivers must sign for the vehicle in the booking diary when collecting the minibus keys from the Office and collect the Minibus File, which contains a copy of the Highway Code, the Minibus Policy, spare checklists, a notepad and pen.
- Drivers must return the vehicle’s keys and the Minibus File to the Finance Office on returning to school. If the minibus is being returned out of school hours, the keys and minibus file should be handed in on the next workingday.

Procedures and Practices

Driver Eligibility

In order to drive a minibus, you must

- Be at least 21 years old.
- Be insured to drive the minibus.
- Have the school’s permission to drive it.
- Ensure the minibus is roadworthy, taxed and MOT’d.
- Drivers must be medically fit and legally qualified to drive a minibus and are required to complete and sign a driver declaration form to that effect before driving the minibus.
- Staff with a medical condition that needs to be declared to the insurers should advise the HR Manager accordingly.
- The driver declaration form will be kept on file in staff records.
- It is the licence holder’s responsibility to notify the HSC or HR Manager of any changes to the driver’s licence.
- Where a driver informs the school that he/she has acquired penalty points on his/her licence, the Principal will determine whether he/she is permitted to drive the minibus.
- Only those named on the approved drivers list (a copy of which is held by the Health and Safety Coordinator and Finance Department) will be eligible to drive the school minibuses.

Vehicle Readiness and Maintenance

Servicing, MOT, Insurance and Taxation

- Servicing and MOT testing will be carried out at the appropriate intervals, and in accordance with the manufacturer's recommendations.
- The driver will conduct weekly mini- checks on fuel, water, oil and battery levels, tire pressures and lights. A signed record will be maintained to demonstrate that these checks have been undertaken.

Pre-Checks

Pre -Use Vehicle Checks

- The school minibus must be maintained to high levels. As well as MOT, servicing and half termly 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 repaired.
- Pre-use checks are to be recorded on the Vehicle Check List found in the Minibus File which must be signed for on collection and return to school. Completed Vehicle Check Lists are to be given to a member of the admin team on return of the minibus who will take any action necessary. These lists will be retained by the School.
- If the driver has concerns about the condition of the vehicle it must not be used and these concerns must be reported to the Health and Safety Coordinator or the admin team.
- Mileage records should be used to help monitor fuel consumption.
- Prior to the start of each journey, the driver is to go through a brief talk with students regarding the wearing of seatbelts, journey time, being seated at all times, behaviour, noise levels and escape procedures. The journey is not to commence unless the requirements of the driver are complied with.

Do this before every journey.

Walk around the vehicle, including the trailer, if applicable, to check for visible defects, and then check the items listed below.

Exterior Check (check OK or NOT OK) (recording sheets at the end of this document)

- Oil level.
- Coolant level.
- Windscreen washer fluid level.
- Brake fluid level.
- Windscreen & windows clean and undamaged.
- Lights including brake lights and indicators are clean and working.
- Tire pressures, including spares (and inner tires and tires on trailer if applicable).
- Tire tread, including spares (and inner tires as above). At least 3 mm across centre $\frac{3}{4}$ is recommended. Any cuts and bulges?
- Doors open and close properly.
- Trailer brake lights and indicators work, if applicable.
- Roof rack or trailer is properly fitted, and all luggage securely held.

Interior Check (check OK or NOT OK)

- Mirrors correctly adjusted, clean and unobstructed.
- Position & function of all dashboard controls.

- Position of driving seat so all pedals can be operated comfortably.
- Pressure on brake pedal.
- Lights & indicators are working.
- Wipers & washers working properly.
- Fuel level (and type of fuel).
- Seat belts are undamaged and working properly.
- Location of wheel brace and jack.
- Location and contents of first aid kit & fire extinguisher(s).
- Location of relevant paperwork (permit, MOT etc).
- Change for parking or telephone (mobile/phonecard).
- Luggage securely stowed; aisles & exits clear.

Brake Checks

- Check brakes before loading passengers. With engine running, check handbrake is working properly & brake pedal is firm when pushed.
- Conduct a moving brake test, off the road, if possible. Reach a speed of not more than 15 mph check mirrors and, if safe, apply brakes fairly firmly. Brakes should work efficiently; vehicle should not pull to one side; luggage should remain secure.
- If faults that might affect the vehicle's or passengers' safety are found, the vehicle must **not** be used until they are all remedied.

Fuel

- The School Minibuses have a fuel card that enables fuel to be purchased and charged to the School's account.
- The Driver will regularly check the school minibuses to ensure that the vehicles have adequate fuel (at least half a tank). It may, however, be necessary for the minibus driver to refuel whilst on a journey.
- The diesel level should not go below a quarter, this helps prevent primer damage and fuel tank sediment entering the engine.

Equipment

It is recommended that the following equipment is carried on board the Minibus. If items are used during a journey, please inform the office at school who will replenish supplies.

- Hi-Visibility Vest.
- Face masks
- iPad
- Tablets for children to play games
- Minibus phone 07568377645

First Aid Box containing

- 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.

Tidiness

- The Minibus should be left tidy. Eating and drinking on it should be discouraged (exceptions can be made in circumstances of long delay).
- Bin bags are to be carried and made available for rubbish.
- Dirty/muddy kit (especially boots and shoes) must not be worn in the minibus.
- Clean tracksuits and / or footwear should be taken if students are likely to get muddy.

Vehicle Operation

Capacity

- No more than 16 passengers and a driver may be carried in the school minibus.

Seat Belts/Luggage

- Before setting off, the driver and/or escort must ensure that passengers are wearing seat belts and any luggage is securely stowed. children are to be informed that seatbelts are to be worn at all times when the vehicle is in motion.
 - Rewards and certificates can be given for safe traveling.

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 – if necessary, ask someone to watch the area into which you will be reversing.
- If you use a guide, ensure they can be seen at all times whilst manoeuvring – if two members of staff are present, one must at all times be the guide when reversing.
- Ensure rear view mirrors are always clean and properly adjusted.

Distraction during driving

- The use of mobile phones is strictly prohibited whilst operating the vehicle. There are other similar activities, which can be unsafe and thus may attract the attention of the police, such as drinking (soft drinks), eating, smoking, or even changing a radio channel. To this end, any action whilst driving, which could cause distraction must be avoided.

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.
- 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 for Driver

- Whilst driving the minibus, drivers should ensure that all doors and windows are locked to prevent children from opening.
- Drivers should ensure that internal lights are off whilst driving so that their vision is not impaired by the internal light.
- Exits/gangways should be clear of obstructions (such as bags) at all times. Bags can go on spare seats and under seats.
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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.
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.
- Unsafe situations: if you feel that driving cannot be in complete safety, do not continue. Members of staff are not required to put themselves at risk at any time whilst driving on behalf of the school.

Security

- Whenever the vehicle is left unattended, all windows are to be closed and doors locked.

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.
- 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 please contact Redkite on 01202 827678
- It is best to use a roadside emergency telephone if possible as this will pinpoint your location.
- School should also be contacted, when practical, in the event of a breakdown.
- Staff should not change a tire 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. 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. Breakdown procedures should be carried out if necessary.
 - In the event of a serious incident, emergency contact numbers are available in the Minibus File (carried on all journeys).
 - School Contact numbers are:

- Mrs G Bullock (Principal) – 07557282206
- Main School Number – 0333 200 8705
- Out of Hours Emergency SLT – numbers in the file

General

Any member of staff who has queries relating to the driving of the school minibus or the condition of the vehicle should bring them to the attention of the Health and Safety Coordinator or HR Team.

Driving Rules

- Drivers are responsible for driving within the law and in accordance with the Highway Code (a copy is held in the Office and in each minibus). The School will not refund fines or other costs incurred by drivers as a result of any road traffic or parking offence. Drivers must inform the Health and Safety Coordinator of any penalty points received whilst using the school minibus; failure to do so will result in disciplinary action.
- National speed limits apply to the school minibus.
- It is school policy that under normal road conditions, a minibus should not be driven in the third lane of a motorway.
- Vehicles are not to be driven by anyone who has consumed any amount of alcohol or illegal substance and drivers are subject to random drink and drugs testing.
- 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 Aspire Hub as soon as possible after they occur.
- 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 where overnight stays are required.
- Vehicles must not be driven at any time if the load being carried exceeds the maximum allowable weight capacity.
- Smoking is prohibited on the minibus at anytime.

Escort

- With the exception of short journeys, a second member of staff or an adult volunteer will normally be on every journey as the escort.
- For short journeys of less than thirty minutes duration an assistant should not be needed unless circumstances require one – the minibus risk assessment will determine if a driver's assistant is needed.
- This person should be positioned near the back of the minibus to observe behaviour and maintain good order. They can also make and receive phone calls, so the driver does not have to. They should also help with reversing and need to be visible at all times to the reversing driver. They should assist in a breakdown or accident and can act as a relief driver if they are trained and authorised to do so.

Advice for Minibus Drivers

On journeys where an escort is present, the items below should be divided between the escort and the driver, with the driver concentrating on those tasks which directly relate to driving the vehicle.

Before Setting Off

- Allow sufficient time for the journey.
- Plan breaks. Avoid long spells of driving when children might get bored and restless.
- Conduct a pre-drive safety check before every journey.
- Never allow passengers to board until the vehicle is at a complete standstill, and safely parked by an adjacent pavement or other traffic-free area.

- Ensure children are supervised when boarding vehicle, especially if using rear door. Plan which passengers will sit in the front seats and by the doors.
- Do not exceed the carrying capacity of the minibus.
- Make sure everyone is sitting, one to a seat and are using seat belts.
- When school bus signs are used, make sure they are in position only while children are being transported, and that they do not obstruct your vision.
- Ensure ambulant disabled passengers are seated safely and comfortably and passengers travelling in wheelchairs are safely restrained. Securely store wheelchairs not in use.
- Carry a complete list of passengers with notes of special needs. Keep list with other relevant documents in place where can be readily found in event of an accident.
- Comply with manufacturer's instructions when using passenger lifts and other specialist equipment.
- Check that no bags or clothing are caught in doors, that all luggage is secure and gangways and exits are clear.

During the Journey

- Do not allow boisterous play of any kind.
- Try to keep children occupied (if escort on board) give something to do beforehand.
- Enforce 'No Smoking' and 'No alcohol' rules.
- Do not allow passengers to operate doors.
- Approach each stop slowly and with care.
- Use Hazard Warning Lights on school trips where children are boarding or leaving vehicle.
- If serious delay during journey, inform school so that information can be passed to parents. A mobile telephone is useful for this purpose (although it should not be used whilst driving the vehicle).
- Children must not be left unaccompanied on the minibus.
- If there is a risk of fire, evacuate vehicle and move occupants to a safe place.
- If you have to stop in an emergency or break down while on a motorway, only stop on the hard shoulder and as far away from the carriageway and passing traffic as possible.

Journey's End

- Supervise children when leaving vehicle, especially if using rear exit.
- Never allow passengers to leave until vehicle is at a complete standstill and safely parked.
- Always park so that passenger's step onto the footway and not the road.
- Take care when reversing if children are nearby. If you have to reverse, get adult help in directing you.
- Do not leave children alone if no one has come to collect them.
- Report problems or incidents that occurred during the trip to the operator.

Advice for Parents and Guardians

Teaching road safety is one of the most important duties of a parent. It must include teaching children to behave properly when they use public transport. Minibuses are not places for play. Please read these guidelines before allowing your child to make a minibus journey.

Pick Up and Drop Off Points

- Be punctual: Make sure your child is ready at the proper time. It is your responsibility to ensure that your child gets to and from the minibus safely. Make sure your child knows what to do if the minibus is late or does not arrive.
- Wait with your child: Wait on the side of the road where the bus stops. Make sure you stand on the side of the road where the bus sets them down on the return journey. Avoid calling your child across the road to you.

Children are excited when they have just come back from a minibus outing and traffic will be the last thing on their mind.

- Health Check: you will require to answer questions on your family's health along with your child will have their Temperature taken before entering the bus. If there is a concern your child will not be allowed on the school bus.
- Safe Crossing Places: Make sure that your child knows and understands what safe crossing places are, and how to use them. E.g.: zebra crossings, pelican crossings, central islands, subways, footbridges. Avoid more hazardous places like bends, corners, the brows of hills, between parked cars etc. Use the Green Cross Code. Make sure your child knows and understands how to use the Code. Young children should not be allowed to cross the road unaccompanied.
- Meet your child: Make sure that you, or another carer are at the pre-arranged meeting point when your child returns home, and have the telephone number of other parents, the school or other relevant contact person to pass on messages if required.
- Safe route: Make sure that both you and your child know the safest route home after leaving the minibus, and always use it.

On the Minibus

- Behaviour: Teach your child to act sensibly on or around minibuses. Make sure your child knows that boisterous and other poor behaviour is dangerous as it may distract the driver's attention and lead to an accident. Children need to listen to the driver's and escort's (if applicable) instructions and carry them out.
- Contact Details: Make sure that the person responsible for the minibus has up-to-date information about your child, including contact details for emergencies.
- Medical Details: If your child has any special requirements, make sure the person responsible for the minibus has all relevant medical information.
- Other Details: Advise the driver (and escort) if there is a particular difficulty with your child on the day of the trip, e.g. is upset. Consider whether your child should go on the journey in such circumstances.
- Damage: Any vandalism caused by your child whilst on a journey is your responsibility. Persistent offenders may not be accepted on future journeys. Damage to a minibus could endanger your own, or someone else's child.
- Concerns: Report any worries you may have to a responsible person, such as the Headteacher or group leader.

Advice for Children on Minibuses

Here are some helpful hints to keep you, and others, safe while on a minibus journey

- Arrive on time and wait for the minibus away from the road.
- Don't push or rush towards the minibus when it arrives.
- Find a seat quickly and quietly without pushing. You may have already been allocated a seat.
- Stay seated when the minibus is moving and wear your seat belt.
- Avoid kneeling in your seat as this is dangerous.
- Make sure your bags do not block gangways and exits or take up seats.
- Only speak to the driver when he or she is not driving, or in an emergency. Distracting the driver can be very dangerous.

- Never throw things or play about in the minibus; never ever throw things out of the minibus window as you could cause other drivers to have an accident.
- Wait until the minibus has stopped completely before getting up to leave.
- Take your belongings with you when you leave the minibus, except in an emergency when you should leave them behind.
- Take care if returning to the minibus after getting off as the driver may be pulling away.
- If you have to cross the road after getting off the minibus, wait for it to move away first. Use the Green Cross Code.
- Go to the toilet before you get on the minibus. If you need to use the toilet or you feel unwell during the journey, tell the escort, or the driver if the escort is not present.

The Green Cross Code

1. First find a safe place to cross, then stop. It is safer to cross at subways, footbridges, pedestrian islands, zebra and pelican crossings or where there is a police officer, school crossing patrol or traffic warden. If you can't find one of these, choose a place where you can see clearly along the road in all directions.
2. Stand on the pavement near the kerb.
3. Look all around for traffic and listen. Traffic may be coming from any direction. Sometimes you can hear traffic before you can see it.
4. If traffic is coming, let it pass. Look all around again.
5. When there is no traffic near, walk straight across the road. Do not cross unless there is a safe gap and you are sure that you have plenty of time to get across. If in doubt, don't cross. Always walk across, don't run.
6. Keep looking and listening for traffic while you cross.

This article was originally published in the Autumn edition of RoSPA's Safety Education journal.

Date	Ratification	Reviewed by
Jan 20	This policy was ratified by the board of Directors	Directors
May 20	Changes made due to Coronavirus	GB
November 2020	Changes made to checklists	GB LE

Driver name	
Licence number	
Date	
Vehicle reg	
Vehicle type/size	
Reason for assessment?	
Region and site	
Endorsements	
Eyesite spot-check completed?	
Start time	
Finish time	

Driver Assessment

Pre-Driving Checks			Comments
Did the driver carry out a full and concise vehicle check prior to moving the vehicle?			
Was/is the vehicle roadworthy?			

On the Road Assessment (1 = poor/5 = Excellent)	
Road procedure	Score
Manage speed/Eco	
Manage space – stationary	
Manage space – sides	
Manage space – behind	
Manage space – escape routes	
Keep visible and communicate	
Effective positioning	
Signals / horn	
Brake lights	
Lights (if applicable)	
Identifying risks	
Managing distractions	

Information – well ahead	
Information – near to vehicle	
Information – to the sides	
Information – in blind areas	
Information – in mirrors	
<u>Reversing/manoeuvring</u>	
R/H reverse	
L/H reverse	
<u>Attitude</u>	
Other road users/pedestrians	
<u>Driver Issues</u>	
Eyesight	
Hearing	
Drinking /drugs/smoking	
Vehicle control skills	
Managing distractions	
Awareness	
Responsibility/Vehicle check	
Procedural	
Licence	

<u>Driver signature</u>		<u>Trainer print and sign</u>	
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Pre-Drive Safety Checklist

This check should be completed every week the minibus is used, and whenever another driver takes over the vehicle. Walk around the minibus, including the trailer if applicable, to check for visible defects, and the items listed below:

Date:

Exterior Checks

	Monday	Tuesday	Wednesday	Thursday	Friday
Oil Level					
Coolant level					
Windscreen washer fluid level					
Brake fluid level					
windscreen and windows are clean and undamaged					
Wiper blades are clean and undamaged					
Exterior mirrors are correctly adjusted, clean and unobstructed					
Lights, including brake lights and indicators, are clean and working					
Tire pressures, including the spare (and inner tires and tires on a trailer, if applicable)					

Tire tread, including the spare and inner tires and tires on the trailer, if applicable. At least 3.0mm across center $\frac{3}{4}$ is recommended.					
Any cuts and bulges?					
Doors open and close properly					
Damage to bodywork or sharp edges					
Fluid leaks					

Interior Checks

	Monday	Tuesday	Wednesday	Thursday	Friday
Mirrors are correctly adjusted, clean, and unobstructed					
Position and function/purpose of all the dashboard controls					
Position of driving seat so that all controls can be operated comfortably.					

Pressure on brake pedal					
Wipers and washers are working properly					
Fuel level (and type of fuel: diesel or petrol)					
Heating and ventilation systems working					
All seats are fixed and secure and all seat belts are undamaged and working properly					
Location of wheel brace and jack					
Location and contents of first aid kit and fire extinguisher(s)					
Relevant paperwork (permit disc, insurance, MOT, emergency numbers and driving license.)					
Luggage is securely stored, and aisles and exits are clear					

Damage or sharp edges					
Emergency equipment (e.g. high vis jacket, torch, warning triangle, webbing cutter)					
All doors are unlocked					
Horn is in working order					
Interior lights are working					
Equipment for wheelchair users (wheelchair tie-downs, passenger safety belts and harnesses) are available					
No warning lights lit on the dashboard					

