

# Hertfordshire Minibus Drivers



## Daily Checklist

These simple checks will help to make  
the journey safer for your passengers  
and easier for you

# DA CHEC

## ADVANCE PLANNING

1. Prepare your route e.g. road numbers, motorway exit numbers.
2. Plan stops for rest/refreshment/toilets every 2 hours or less.
3. Check expected weather and traffic conditions (Radio/TV/Internet)
4. Make allowance for delays/diversions.
5. Phone ahead to your destination giving your expected time of arrival.

## BREAKDOWN & EMERGENCIES

Make sure:

1. you have breakdown/recovery scheme membership details.
2. you have a mobile phone in the vehicle (but do NOT use it while driving), plus appropriate telephone numbers.
3. everyone knows the emergency drill for evacuating the vehicle.
4. the vehicle's First Aid Kit and Fire Extinguisher are in proper order, easily accessible and that you know how to use them.
5. you have located the jack, tools and checked the spare wheel.

## CHECK THE VEHICLE

The DRIVER is legally responsible for the vehicle's roadworthiness.

### 1. CHECK P.O.W.E.R.

**P**etrol (or diesel): fill up  
(A spare can is a fire risk)

**O**il: check dipstick, brake  
fluid levels.

**W**ater: screenwash, radiator

**E**lectrics: all lights must

**R**ubber: tyre pressures  
wipers, 'fan belts'.

### 2. VISION & VISIBILITY

Glass must be clean and  
secure all round, including  
windows, mirrors and lights

### 3. LOAD

Luggage must not block  
doors. It should be stored  
seats. If a roof rack is used  
effect on stability and handling.  
"Any loads carried on top  
and MUST NOT stick out  
MUST NOT overload your

### 4. TRAILERS

Do not tow a trailer if the  
doors as the main access  
emergency the trailer cannot  
Check your licence including  
(Category D1+E).

# DAILY CHECKLIST

for the journey.  
(ask)  
brake and power steering  
brake pedal.  
brake work.  
brake and tread, windscreen

Y  
and clear, safe and  
cleaning windscreen,  
lights and clusters.

Check gangways or exit  
secured securely under  
load. Always bear in mind the  
weight. The LAW says  
load MUST be secure  
and not dangerously. You  
must "secure your vehicle or trailer".

The minibus has rear  
access. In a collision or  
accident could block the exit.  
Check towing entitlement

## DRIVERS

Before the journey are you:

1. properly licensed (Category D1) and insured?
2. fit and rested, sober and alert?
3. familiar with the vehicle controls and have you adjusted the seat and mirrors?
4. accompanied by a co-driver for long journeys (and/or a supervisor for child passengers)?
5. sure all passengers are seated and wearing seatbelts?
6. sure all doors are closed but unlocked?

## END of the Journey:

1. Complete the vehicle logbook:
  - who drove
  - mileage
  - destination
  - faults that developed.
2. Make sure the vehicle is clean and tidy, safe and secure when you leave it.

## FAULTS

Arrange for faults or defects that have developed to be rectified. If the vehicle has been damaged in any way, report it. Don't leave problems for other drivers to discover.

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Every Hertfordshire library has internet access for  
the public

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