

# Hertfordshire Minibus Drivers



## Daily Checklist

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

# DAILY CHECKLIST

## 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 for the journey.

**A** spare can is a fire risk

**O**il: check dipstick, brake and power steering fluid levels.

**W**ater: screenwash, radiator.

**E**lectrics: all lights must work.

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

### 2. VISION & VISIBILITY

Glass must be clean and clear, safe and secure all round, including windscreen, windows, mirrors and light clusters.

### 3. LOAD

Luggage must not block gangways or exit doors. It should be stowed securely under seats. If a roof rack is used bear in mind the effect on stability and handling. The LAW says "Any loads carried or towed MUST be secure and MUST NOT stick out dangerously. You MUST NOT overload your vehicle or trailer".

### 4. TRAILERS

Do not tow a trailer if the minibus has rear doors as the main access. In a collision or emergency the trailer could block the exit. Check your licence includes towing entitlement (Category D1+E).

## 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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