

Transport Guidance



When an activity or trip is taking place away from your usual meeting place, consideration will need to be given to how the children and young people will get there. If you are not providing transport, make sure parents or carers are aware of this and have given consent for their child or young person to take part and possibly travel alone.

If providing transport:

- Ensure that transport provided is suitable for the trip. Risk assessments can be used to ensure that all potential hazards have been identified and eliminated;
- Check that any paid staff and volunteers who may be using their own transport to carry children or young people have appropriate insurance cover, a valid driving licence, MOT certificate and road tax;
- If using extra voluntary helpers, ensure that all adequate and appropriate checks have been made; and
- Build in adequate rest breaks for the driver on long journeys and adequate supervision so that the driver is not distracted by young people.

Using a minibus

The legal requirements around minibus use are extremely complex and therefore cannot be explored in depth here. Consideration will need to be given to the following:

- Have you risk assessed the journey and minibus?
- Is the minibus correctly licensed and taxed?
- Does it have a valid MOT certificate?
- Is it well maintained?
- Insurance cover – is it adequate and appropriate?
- Is the driver suitably qualified to drive the bus? Do they need a permit?
- Who is responsible for ensuring that seat belts are being worn?
- Is there a first aid box on the bus? Is it adequately supplied?

It is worth noting that if a person passed their test after 31st December 1996 there are additional restrictions in relation to driving minibuses unless the person has a D1 on their licence.

For specialist information relating to your particular situation, please refer to the RoPSA (Royal Society for the Prevention of Accidents) document on 'Minibus Safety: A code of practice' and the booklet 'Passenger transport provided by voluntary groups under the section 19 or 22 permit system' and visit: <http://www.rospsa.com>

Woodcraft Folk vehicle insurance

Woodcraft Folk operate a fleet insurance policy for groups who operate a vehicle for Woodcraft Folks sole use, this can be extended to hire vehicles if necessary. For more information contact the Office Manager on 020 7703 4173
sarah.mcdonnell@woodcraft.org.uk

RoSPA Pre-Drive Safety Check

Every day the minibus is used, the driver should conduct a pre-drive safety check. This should be repeated whenever another driver takes over the vehicle. He or she should walk around the vehicle, including the trailer if applicable, to check for visible defects, and check the items listed below:

Exterior check

OK Not OK

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Oil level (once only at start of day) |
| <input type="checkbox"/> | <input type="checkbox"/> | Coolant level (once only at start of day) |
| <input type="checkbox"/> | <input type="checkbox"/> | Windscreen washer fluid level (once only at start of day) |
| <input type="checkbox"/> | <input type="checkbox"/> | Brake fluid level (once only at start of day) |
| <input type="checkbox"/> | <input type="checkbox"/> | Windscreen and windows are clean and undamaged |
| <input type="checkbox"/> | <input type="checkbox"/> | Wiper blades are clean and undamaged |
| <input type="checkbox"/> | <input type="checkbox"/> | Lights, including brake lights and indicators, are clean and working |
| <input type="checkbox"/> | <input type="checkbox"/> | Tyre pressures, including the spare (and inner tyres and tyres on a trailer, if applicable) |
| <input type="checkbox"/> | <input type="checkbox"/> | Tyre tread, including the spare and inner tyres and tyres on the trailer, if applicable. At least 3.0mm across centre 3/4 is recommended |
| <input type="checkbox"/> | <input type="checkbox"/> | Any cuts and bulges? |
| <input type="checkbox"/> | <input type="checkbox"/> | Doors open and close properly |
| <input type="checkbox"/> | <input type="checkbox"/> | Trailer brake lights and indicators work, if applicable |
| <input type="checkbox"/> | <input type="checkbox"/> | Lift (if fitted) works safely |
| <input type="checkbox"/> | <input type="checkbox"/> | Ramp (if fitted) fits and works safely |
| <input type="checkbox"/> | <input type="checkbox"/> | Roof rack or trailer is properly fitted, and all luggage is securely held |
| <input type="checkbox"/> | <input type="checkbox"/> | Damage or sharp edges |

Interior check

OK Not OK

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Mirrors are correctly adjusted, clean and unobstructed |
| <input type="checkbox"/> | <input type="checkbox"/> | Position and function/purpose of all the dashboard controls |
| <input type="checkbox"/> | <input type="checkbox"/> | Position of driving seat so that all controls can be operated comfortably |
| <input type="checkbox"/> | <input type="checkbox"/> | Check for pressure on brake pedal |
| <input type="checkbox"/> | <input type="checkbox"/> | Wipers and washers are working properly |
| <input type="checkbox"/> | <input type="checkbox"/> | Fuel level (and type of fuel: diesel or petrol) |
| <input type="checkbox"/> | <input type="checkbox"/> | Seat belts, where fitted, are undamaged and working properly |
| <input type="checkbox"/> | <input type="checkbox"/> | Location of wheel brace and jack |
| <input type="checkbox"/> | <input type="checkbox"/> | Location and contents of first aid kit and fire extinguisher(s) |
| <input type="checkbox"/> | <input type="checkbox"/> | Location of relevant paperwork (permit disc, insurance, road tax disc, MoT, emergency numbers and driving licence) |
| <input type="checkbox"/> | <input type="checkbox"/> | Change for parking or the telephone (or mobile phone or phonecard) |
| <input type="checkbox"/> | <input type="checkbox"/> | Luggage is securely stowed and aisles and exits are clear |
| <input type="checkbox"/> | <input type="checkbox"/> | Damage or sharp edges |
| <input type="checkbox"/> | <input type="checkbox"/> | Check wheelchair restraints |
| <input type="checkbox"/> | <input type="checkbox"/> | Ensure lift works and that it has been serviced within the past 6 months. |