

SCHOOL TRAVEL CHECKLIST



NAME OF SCHOOL
DATE OF HIRE
JOB NUMBER

This section is to be completed following a vehicle inspection on termination of vehicle hire
The vehicle was judged to be in good condition by the hirer and the driver. YES NO

Driver's Name _____

Signature _____

Member of staff responsible for coach and passengers _____

Signature/ Comments _____

Travel Guidelines

- One member of staff to be made responsible for each vehicle but all staff must take an active role to ensure these guidelines are followed
- Students should line up prior to boarding the vehicle
- One member of staff should board the coach to direct students to their seats
- Particular attention is required, to ensure pupils do not tamper with the vehicle' s controls, i.e. instrument panel and handbrake.
- Students should not tamper with emergency facilities on board.
- No food or drink will be allowed on the vehicle and bags should be placed in the hold or overhead compartments.
- Students should not be allowed on the vehicle if they are chewing gum
- No smoking on board the vehicle
- Students should remain seated with their lap belts secured throughout the journey.
- Our Health and Safety policy requires that at least one staff member travelling with the group is positioned next to the rear emergency exit door and other members of staff are seated throughout the coach.
- Group to be punctual on return to the vehicle
- It is suggested that one staff member co-ordinates final departure from the vehicle checking the seating area of each departing student.
- Checks will be made to ensure no part of the vehicle is visibly broken or missing.
- Roof windows, where applicable, should be operated by either the driver or supervisor.
- A first aid kit and fire extinguisher are carried on board.
- For longer journeys it is suggested that a pre-arranged comfort stop is scheduled, as the capacity of the on board WC (where applicable) is limited.