

Appendix 3

MINI BUS DRIVING PRE DRIVE  
SAFETY CHECK

Date:	Driver's Name:
Registration of Vehicle:	
Start Mileage:	End Mileage:

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, to check for visible defects, and check the items listed below:

Exterior Check			Interior Check		
	OK	Not OK		OK	Not OK
Windscreen and windows are clean and undamaged			Mirrors are correctly adjusted, clean and unobstructed		
Wiper blades are clean and undamaged			Position and function/purpose of all the dashboard controls		
Lights, including brake lights and indicators are clean and working			Position of driving seat so that all controls can be operated comfortably		
Tyre pressures, including the spare			Check for pressure on brake pedal		
Tyre tread, including the spare and inner tyres. At least 1.0mm across centre 3.4 is recommended			Wipers and washers are working		
Any cuts and bulges			Fuel level		
Doors open and close properly			Seat belts, are undamaged and working properly		
Damage or sharp edges			Location and contents of first aid kit and fire extinguishers		
Other			Location of relevant paperwork, emergency numbers, driving licence		
			Luggage is securely stowed and aisles and exits are clear		
			Damage or sharp edges		
			Other		

If faults that might affect the vehicle's or passengers' safety are found, the vehicle must not be used until they are all remedied. Please report the faults immediately to the Premises Team/Headteacher.

Details of defects here:-

If no defects found please write NIL here: .....

Driver's Signature:

Date:

*minibus is equipped with emergency equipment (high visibility jacket, torch warning triangle, and disposable camera). In the event of a puncture, accident or breakdown please contact :*