

Appendix 4

**MINI BUS DRIVING
REGULAR MAINTENANCE SAFETY CHECK**

Date:	Driver's Name:
Registration of Vehicle:	

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

Details of defects here:-

If no defects found please write NIL here:

Premises Team's Signature:

Date:
