



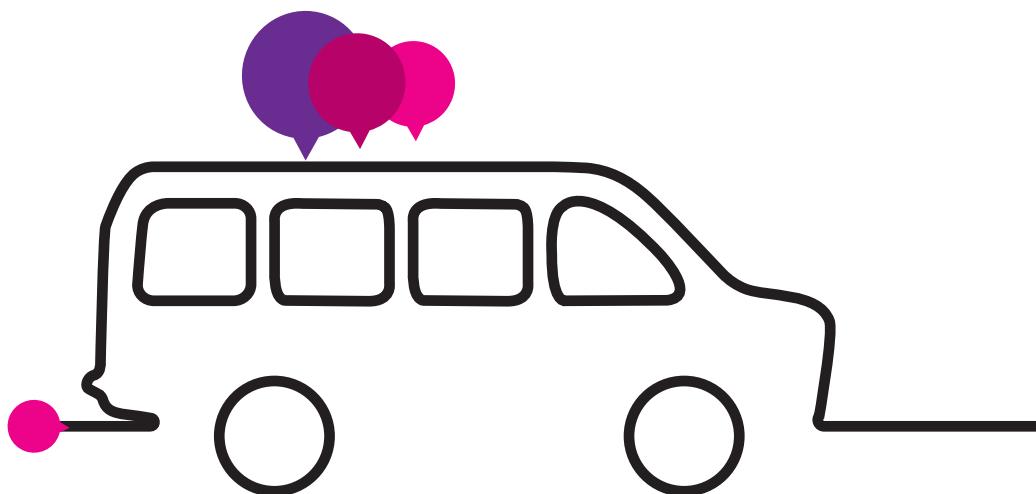
The Royal Society for the Prevention of Accidents

accidents don't have to happen

Minibus Driver's Handbook



Produced with support from the
Department for Transport



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Introduction



Minibuses provide a vital service for many people and organisations, enabling them to run an impressive range of social and educational activities.

However, driving a minibus is significantly different from driving a car. A minibus is larger, longer, wider and heavier than a car, and its steering, cornering and braking characteristics are markedly different.

Another important difference is the number of passengers being carried, some of whom may have special needs, may be taken ill on the journey, and who may need supervising.

This Minibus Driver's Handbook is designed to be used in conjunction with '[Minibus Safety: A Code of Practice](#)', a guide for managers in organisations that use minibuses.

It is intended to help drivers who are driving a minibus on behalf of such organisations to ensure that they drive safely, within the law and follow the rules and procedures set down by the minibus operator.

In order to drive a minibus you must:

- Have a valid driving licence that entitles you to drive a minibus
- Be at least 21 years old
- Be insured to drive the minibus
- Have the owner's permission to drive it
- Ensure the minibus is roadworthy, taxed and MOT'd
- Ensure the minibus displays a minibus permit (if it is being used under a permit scheme)

Driving Licence



If you obtained your full car driving licence before 1 January 1997:

- You may drive a minibus in the UK because your licence includes category D1.
- If your licence has the code 101 next to D1 you may only drive a minibus that is not operated for 'hire or reward', unless it is operated under a section 19 permit.
- Your entitlement to drive a minibus remains valid until your licence expires. However, if you renew your licence (for example, because you change address) you must apply to keep the D1 entitlement on your new licence.

If you obtained your full car driving licence on or after 1 January 1997:

- You can only drive a minibus if you have a category D1 Passenger Carrying Vehicle (PCV) entitlement on your driving licence.
- To gain category D1 entitlement, you must:
 - Complete DVLA form D2
 - Ask a doctor to examine you, and then complete and sign DVLA form D4
 - Send the completed D2 and D4 forms to the DVLA
 - When you receive your licence from the DVLA showing your provisional D1 entitlement, take the theory PCV test and the practical PCV driving test
 - Send your pass certificate and licence to the DVLA, who will add your full D1 entitlement on your driving licence (do not drive a minibus unaccompanied until you receive your new photocard licence showing your D1 entitlement).

But, if you are a 'volunteer driver' you can drive a minibus on your car licence if:

- You are 21 years or over, but under 70 years
- You are 70 years or older, have renewed your licence and passed a PCV medical test
- You have held your full car driving licence for at least two years
- You do not receive any payment or consideration for driving the minibus, other than out-of-pocket expenses (e.g. fuel and parking costs)
- The minibus is being used by a non-commercial body for social purposes, but not for hire or reward (unless it is operated under a Section 19 Permit (Section 10B in Northern Ireland))
- The minibus does not exceed 3.5 tonnes or 4.25 tonnes if specialised equipment for disabled passengers is included (the additional weight can only be for the specialised equipment)
- You do not tow a trailer.

If the minibus is being used under a section 19 permit, the permit disc must be displayed in the windscreen, visible from the outside.

Driving Licence



If you obtained your full car driving licence on or after 19 January 2013

- In addition to the rules above, you can only drive a minibus with a maximum length of 8 metres.

Minibuses Under 3.5 Tonnes

- Minibuses weighing 3.5 tonnes or less can be driven on a car licence, but if the weight of passengers and luggage takes the vehicle over 3.5 tonnes, you must have a D1 on your licence or be a volunteer driver as described above.

Driving Licence Checks

- Your minibus operator will want to check your driving licence annually (or more often). It is important that you co-operate with these checks.

When Your Driving Licence Expires

- Your licence expires when you reach 70 years of age or if you develop certain medical conditions. You must renew your licence if you want to carry on driving, and if you want to drive a minibus, you will need to pass a PCV medical test.
- You will need to do this every three years from the age of 70 years.

Minibus Driver Training

- Driving a minibus is very different from driving a car.
- If you have not been trained or assessed to drive a minibus, ask your minibus operator to provide some training.



Journey Planning



Thousands of crashes are caused by tired drivers. They are usually severe because the driver does not brake or swerve before the impact. You are most likely to feel sleepy when driving:

- On long journeys on monotonous roads
- Between 2am and 6am
- Between 2pm and 4pm
- After having less sleep than normal
- After drinking alcohol
- After taking medicines which cause drowsiness
- On journeys home after night shifts.



Plan Your Route

- The route should include places for rest, refreshment, comfort breaks (every two hours or so, for at least 15 to 20 minutes) and for re-fuelling if necessary.
- Check information on roadworks, weather conditions and travel advice, especially when adverse weather is expected.
- Plan an alternative route if there is a risk of major delays on your main route, and plan where to stop for regular rest breaks on the alternative route.

Avoid the Most Dangerous Times

- Avoid driving in the early hours of the morning, or after drinking alcohol or taking medicine that makes you drowsy.
- Check weather forecasts and traffic reports before you set off and try to avoid driving in poor conditions.

Make Sure You Are Well Rested

- Avoid driving when you would normally be asleep, and make sure you get plenty of sleep before a long drive.
- Keep meals light during and before the drive; heavy meals can make you drowsy.
- Avoid starting a long journey after a full day's work.



Journey Planning

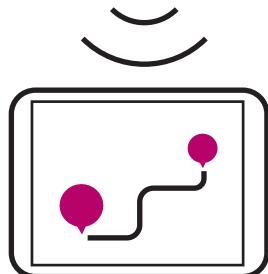


Reduce Your Driving Time

- Follow any limits on maximum driving distances or times set by your minibus operator.
- If you are subject to legal drivers' hours and tachograph rules, do not exceed them.
- If possible, share the driving with a colleague who is also licensed and insured to drive the minibus.

Navigation

- If you use a SatNav, set the destination before starting the journey.
- Don't automatically do what the SatNav says; be aware of road signs, markings and signals, and of what's happening on the road around you.
- If using a map or written directions, stop somewhere safe to check directions if you need to, don't read them while driving.



Overnight Stop

- Consider breaking the journey with an overnight stop (make it part of the trip) especially if catching an early flight or returning from abroad.

Stop If You Feel Tired

- If you start to feel tired, find somewhere safe to stop (not the hard shoulder), take two strong caffeine drinks and have a 'catnap' for 15 – 20 minutes. But remember, sleep is the only cure for tiredness.

Contact Details

- Make sure you have phone numbers for relevant people, and a mobile phone, in case of a delay or emergency.

Fitness to Drive



You must:

- be fit to drive at all times
- not drive when affected by alcohol, drugs or medicines
- not drive when affected by illness
- not drive when you are too tired to do so safely

Tell your minibus operator about any health issue or personal circumstances that may affect your ability to drive safely.

You **must** also inform the [DVLA](#) (or the [DVA](#) if you live in Northern Ireland) if you develop a condition that could affect your ability to drive safely or a condition has got worse since you got your licence.

Eyesight

- In good daylight, you **must** be able to read a vehicle number plate from 20 metres (or 20.5 metres for old style number plates). 20 metres is about 5 car lengths.
- You must also have an adequate field of vision and a visual acuity of at least decimal 0.5 (6/12) on the Snellen scale (with glasses or contact lenses, if necessary), using both eyes, or one eye if you only have sight in one eye.
- Take an eyesight test every two years, or more often if your optician recommends it.
- If you need glasses or contact lenses to drive, you must wear them at all times when driving. It is a good idea to keep a spare set of glasses with you.



Alcohol

- Avoid drinking alcohol in the hours before driving.

Drink Drive Limits

- In England and Wales, the maximum limit is 80 mg of alcohol per 100 ml of blood.
- In Scotland, the limit is much lower, at 50 mg of alcohol per 100 ml of blood.
- In Northern Ireland, the limit is the same as England and Wales, but is due to be lowered to 50 mg/100 ml.

Fitness to Drive



Drugs

- Do not drive if you have taken any illegal drugs.
- Drugs can make you drowsy, dizzy, and impair your concentration, decision-making and driving skills, and your physical and mental condition and behaviour.
- It is illegal in England and Wales to drive with certain drugs and medicines above a specified limit in your body. See <https://www.gov.uk/drug-driving-law> for details.
- It is also illegal to drive anywhere in the UK if you are unfit to do so due to drugs or medicines.



Medicines

- If you are taking a medicine, check with your doctor or pharmacist whether it is likely to affect your driving (for example, by causing drowsiness). Also check the label and patient information leaflet for any warnings.
- It is illegal in England and Wales to drive with certain medicines above a specified limit in your body - the limits are higher than a doctor would prescribe. See <https://www.gov.uk/drug-driving-law> for details.

Alcohol and Drugs

- Taking alcohol and drugs together is even worse as their effects combine and impairment can be multiplied.

Illness

- Illness can also affect your ability to drive, so don't be tempted to carry on when it would be safer for everyone, not to drive until you are feeling better.

Fatigue

- Tired drivers are more likely to crash, especially on long monotonous journeys, and in the early hours of the morning. Plan your journeys (see page 4) to reduce the risk.

Pre-Drive Checks



You are responsible for ensuring that the minibus you are driving is safe and legal.

Pre-Drive Check

- Conduct a pre-drive check every day you drive the minibus. Your minibus operator may provide a checklist; if not, use the one at the back of this handbook.
- Walk around the minibus, including the trailer if applicable, to check for visible defects, and the items in the checklist.
- If you are unsure how to do these checks, read the vehicle handbook, and/or ask someone to show you.
- Know the height, width, length and weight of the minibus and the position of the fuel cap before you start.

Loads and Luggage

- Make sure the minibus is not overloaded (check the handbook or the plate on the vehicle for the maximum weight).
- If you are not sure whether it is overloaded, take it to a public weighbridge.

Trailers

- Only use a trailer if you have an E category on your driving licence (e.g., D1 + E), and you have been trained to drive with one.
- Make sure you know how to connect the trailer, including the electrical connections, that it is not overloaded and that the weight is evenly distributed and securely covered.
- Make sure no items are sticking out.
- Minibuses towing trailers are subject to lower speed limits and cannot use the outside lane on motorways with three or more lanes.

Roof Rack

- If you use a roof rack, make sure it is securely fitted, the load is evenly distributed and securely fastened.
- Make sure you have been trained to load and unload the roof rack.
- Think about how, and where, you can safely load and unload things in a roof rack.
- If you find any problem during the check, report it to your manager immediately.

Passenger Safety



Boarding

- Never allow passengers to board until the minibus is at a complete standstill and safely parked by a pavement or traffic free area.
- Make sure the passengers enter the minibus from the pavement (unless using a ramp or lift at the rear). If the nearside door opens onto the road, take extra care.
- Ensure children are supervised when boarding, especially if they are using a rear door. Plan which passengers will sit in the front seats and by the doors.
- Take care when using passenger lifts and other specialist equipment. Always comply with the manufacturer's instructions.
- Do not exceed the carrying capacity of the minibus. Make sure everyone is sitting, one to a seat, and using seat belts.
- If school bus signs are used, make sure they are in position only while children are being transported, and that they do not obstruct your vision.
- Always ensure that ambulant disabled passengers are seated safely and comfortably and that passengers travelling in their wheelchairs are safely restrained. Wheelchairs not in use must be securely stored.
- Make sure you have a list of the passengers being carried and any medical or special needs. Keep it where it can be readily found in the event of an incident. Check passengers have any necessary medication with them.
- If you have a passenger with an oxygen cylinder, display signs to warn emergency services in the event of a fire.
- Check that no bags or clothing are caught in the doors, and check all mirrors every time before moving away in case latecomers are approaching the vehicle.
- Check that all luggage is secured and that gangways and exits are clear.

During the Journey

- Do not allow noisy or boisterous behaviour.
- Enforce 'No Smoking' and 'No Alcohol' rules.
- Make sure all passengers are using their seat belts and wear your own seat belt.

Passenger Safety



- Child car seats do not need to be provided in minibuses, but if they are, they must be used by children who are under 12 years old or under 135cm tall, and fitted properly.
- Make sure that head restraints are correctly adjusted. The top of the head restraint should be level with the top of the head and close to the back of the head.
- Do not allow child passengers to operate the doors and supervise any operation of the doors by responsible persons.
- Use hazard warning lights on school trips when children are boarding or leaving the vehicle.
- If there is a serious delay during the journey inform the school or organisation so that information may be passed to parents.
- Do not leave children unaccompanied in the minibus.
- If you leave the vehicle, switch off the engine.
- If the vehicle breaks down, or if there is a collision, give clear instructions to the passengers and see that children remain together and supervised.
- If there is a risk of fire, however small, evacuate the minibus and move the passengers to a safe place.
- See pages 15 - 17 for breakdown, collision and emergency procedures.
- If asked by the police or any other person with reasonable cause, give your name and driving licence details, and the name and address of the minibus operator.

At the End of the Journey

- Always park so that passengers step onto the footway and not the road.
- Never allow passengers to leave until the minibus is at a complete standstill, and parked by a pavement or other traffic free area, with the hand brake engaged.
- Ensure passengers are supervised when leaving the minibus, especially if they are using a rear exit.
- Avoid unnecessary reversing, but if it is unavoidable, seek adult assistance for direction, and ensure no one stands directly behind the minibus.
- Do not leave children or vulnerable passengers alone if no one has arrived to collect them. Ensure you know what to do if a passenger is not collected.

While Driving



Good Driving

- Watch your speed
- Leave a safe gap
- Don't be distracted
- Avoid alcohol and drugs
- Ensure seat belts are worn

Safe Speed

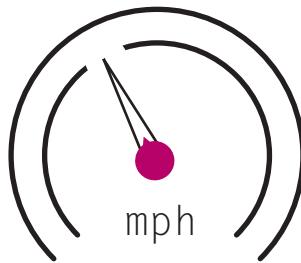
- Higher speeds mean less time to react, it takes longer to stop, and any crash is more severe. It also magnifies other errors, such as close-following or being distracted.

Minibus Speed Limits

- Speed limits for minibuses are lower than for cars on some roads:

Built-up Roads	30 mph (unless signed otherwise)
Single-carriageways	50 mph (unless signed otherwise)
Dual Carriageways	60 mph (unless signed otherwise)
Motorway	70 mph (unless signed otherwise)
Motorway	60 mph (if the minibus is longer than 12 metres)

- Always stay within speed limits (including variable limits and temporary limits at roadworks).
- Speed limits set the maximum speed, but it is often not safe to drive at that speed (for example, near schools or on bendy and hilly roads with poor visibility).
- Speed limit signs tend to be at junctions because this is often where the limit changes, so check for signs at junctions, and repeater signs after the junction, especially if the nature of the road has changed.



Speed Limiters

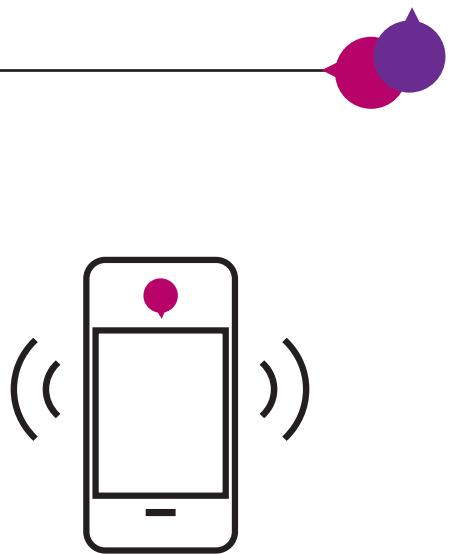
- Minibuses first used on or after 1 October 2005, and those used abroad, must have a speed limiter fitted. This restricts the speed to 62mph and means you cannot use the outside lane of a motorway that has three or more lanes.
- Make sure you know whether your minibus is fitted with a speed limiter, and understand how it affects your ability to overtake, accelerate, change lanes and join high speed roads from a slip road.

While Driving

Distractions

Mobile Phones

- Never use a hand-held or hands-free mobile phone while driving the minibus; it will distract you, slow your reactions and increase the risk of crashing.
- It is illegal to use a hand-held mobile phone while driving, and depending upon the circumstances, using a hands-free phone while driving could also be illegal.



SatNavs

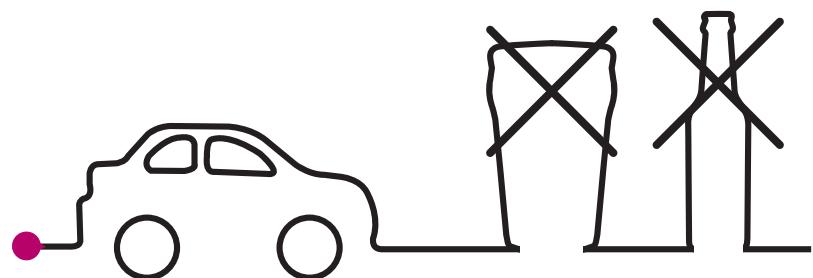
- If you use a SatNav, set the route before you start, and if you need to make adjustments or input new information, only do so when stopped in a safe place.
- Don't automatically do what the SatNav says; be aware of road signs, markings and signals, and of what's happening on the road around you.
- If using a map or written directions, stop somewhere safe to check directions if you need to; don't read them while driving.
- Don't position a portable SatNav over an airbag as it would be thrown around the minibus if it went off. Put it close to your line of sight so that you can glance at it easily, but keep a clear view out of the windscreen.

Passengers

- Do not allow noisy or boisterous behaviour by passengers, and make sure they stay seated, with their seat belts on.

Other Distractions

- Don't eat, drink or smoke while driving as it can be distracting.



While Driving



Poor Weather

- Listen to local/national weather broadcasts and travel bulletins.
- If conditions are very bad, avoid making your journey unless it is absolutely necessary.
- If you decide to travel, let someone know where you are going and what time you hope to arrive, so that they can raise the alarm if you get into difficulties.

Rain

- Rain reduces your ability to see and increases the distance required to stop.
- Increase your following distance to at least four seconds.
- Use windscreen wipers, washers and dipped headlights.
- Drive smoothly and plan your manoeuvres in plenty of time.



Flooded roads

- Avoid the deepest water – which is usually near the kerb.
- Don't attempt to cross if the water seems too deep - look for an alternative route.
- If you decide to risk it, drive slowly in first gear but keep the engine speed high by slipping the clutch – this will stop you from stalling.
- Be aware of the bow wave from approaching vehicles – operate an informal ‘give way’ with approaching vehicles.
- Test your brakes when you are through the flood.

Snow and ice

- Use dipped headlights and drive slowly so you can stop within the distance you can see to be clear.
- Keep your vehicle well-ventilated. The heater full-on can quickly make you drowsy.
- Avoid harsh braking and acceleration, or sharp steering.
- Slow down in plenty of time before bends and corners.
- To slow down without locking your wheels, squeeze the brake pedal very gently until the speed has dropped, then select a lower gear.
- Increase the gap between you and the vehicle in front - by up to ten times.
- In snow, stop frequently to clean windows, wheel arches, lights and number plates.
- Keep your speed down and give yourself time.

While Driving

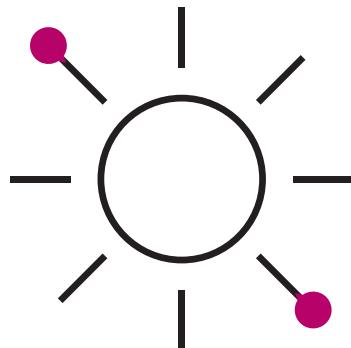


Fog

- If you must drive in fog reduce your speed and keep it down.
- Switch on headlights, and fog lamps if visibility is seriously reduced.
- If you can see the vehicle to your rear, switch off your rear fog lamps to avoid dazzling the driver.
- Use the demister and windscreen wipers.
- Do not ‘hang on’ to the rear lights of the vehicle in front as you will be too close to be able to brake safely.
- Switch off distracting noises and open the window slightly so that you can listen for other traffic, especially at crossroads and junctions. Ask passengers to be quiet.
- Beware of speeding up immediately after visibility improves slightly. In patchy fog you could find yourself ‘driving blind’ again only moments later.
- If you break down, call the police and get the minibus off the road if possible.
- Never park on the road in fog. If it is unavoidable, leave parking or side lights on.

Low sunshine

- Use your visor to combat dazzle and adjust your mirrors to give you the best visibility with minimum glare.
- If you wear sunglasses (with prescription lenses if necessary) take them off when the sun goes in.
- Remember that other drivers will have similar problems and may not be able to see you. Keep your distance and lower your speed.
- Keep the inside and outside of the windscreen clean and grease free to reduce glare.



While Driving



Breakdown, Collision and Emergency Procedures

- The minibus operator should provide clear written procedures for you to follow in the event of a breakdown, collision or other emergency (such as passenger illness).
- Keep a copy of the procedures inside the minibus.
- Keep a copy of contact details of who to contact in an emergency and of a breakdown firm and any reference numbers you may need to quote.
- Make sure you have a fully charged mobile phone to summon help if necessary. Do not use the phone while driving.

Breakdowns

- Move the minibus off the road (onto the hard shoulder or emergency refuge if on a motorway). If this is not possible, move it as far away from moving traffic as possible.
- Switch on the hazard warning lights.
- If you use a warning triangle, place it on the same side of the road at least 45 metres from the minibus. Take great care when placing and retrieving it and never use it on a motorway.
- Move the passengers out of the nearside of the minibus and as far away from traffic as possible. Don't let anyone stand behind the minibus.
- On motorways or other busy roads, take the passengers onto the embankment or grass margin and as far from the traffic as possible.
- Keep passengers together in one group and under supervision.
- In some circumstances, it is safer to leave passengers in the minibus. For example, if it seems too dangerous to unload passengers in wheelchairs or if there is not a safe waiting area. You will need to assess the situation and decide whether or not to unload passengers.
- If necessary, go for help, leaving the passengers with the passenger assistant, but if you are the only adult present, do not leave children alone. Give the police or breakdown service accurate details of the location, and whether children or passengers with mobility problems are being carried.
- Telephone your contact person to tell them what has happened and ask them to relay messages to parents and others.
- If the breakdown occurs on a motorway, use the roadside emergency telephone as this will help the Police to pinpoint your location. The nearest one is shown by arrows and numbers on small marker posts at the edge of the hard shoulder.

While Driving



Collisions

- Follow the procedure for breakdowns above.
- Do not move injured passengers unless they are in immediate danger of further injury.
- Call the emergency services with information about the situation and any special circumstances (e.g., carrying oxygen bottles or passengers with special needs.)
- Stay at the scene until the emergency services (and anyone else with reasonable cause) have taken all the details. If possible, obtain the names and addresses of independent witnesses at the scene.
- If there is any injury or the names of people involved are not exchanged or there is damage to property (including street furniture) other than the minibus, you must report the collision to the Police as soon as possible or in any case within 24 hours.
- If the collision is 'damage only', ensure the minibus is roadworthy before continuing the journey.
- Report the incident to the minibus operator on your return.
- Do not allow child passengers to assist with repairing or re-starting the minibus and never allow them to push the minibus.

Emergency Evacuations

- The best way to evacuate the minibus will depend on the incident, the passenger group and the type of minibus. You will need to exercise your judgment at the scene.
- Passengers should exit from the nearside of the minibus, if possible, and move as far away from it and traffic as possible.
- If it is necessary to use the rear exit, take care about approaching traffic.
- Help passengers who need assistance to exit the minibus.
- Don't let anyone stand between the minibus and oncoming traffic.
- On motorways or other busy roads, take the passengers onto the embankment or grass margin and as far from traffic as possible.
- Keep passengers together in one group and under supervision.
- Sometimes it may be safer to leave passengers in the minibus. For example, if it seems too dangerous to unload passengers in wheelchairs or if there is not a safe waiting area. Assess the situation and decide whether or not to unload passengers.

While Driving



- It may not be possible to remove wheelchairs quickly from a minibus, unless you are trained to do so. It may be necessary to lift a passenger from the minibus, which is not easy to do in a confined space and often requires two people.
- Do not attempt to tackle a vehicle fire, unless you have been trained to do so.

After the Journey

- Conduct a post trip vehicle check, inside and outside the minibus and record any visible damage or faults, any emergency equipment that has been used and any incidents that have occurred during the journey.
- Report any problems or incidents that occurred during the trip to the operator.
- Report any faults to the minibus operator as soon as practicable, and do not use the minibus until the fault is rectified.
- If the operator has provided a reporting form or procedure, follow this.

Pre-Drive Safety Checklist



This check should be completed every day the minibus is used, and whenever another driver takes over the vehicle. Walk around the minibus, including the trailer if applicable, to check for visible defects, and the items listed below:

Exterior Check

	Ok	Not Ok
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"/>
Exterior mirrors are correctly adjusted, clean and unobstructed	<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 and is securely stowed	<input type="checkbox"/>	<input type="checkbox"/>
Ramp (if fitted) works safely and is securely stowed	<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 to bodywork or sharp edges	<input type="checkbox"/>	<input type="checkbox"/>
Fluid leaks	<input type="checkbox"/>	<input type="checkbox"/>

Pre-Drive Safety Checklist



Interior Check

	Ok	Not Ok
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"/>
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"/>
Heating and ventilation systems working	<input type="checkbox"/>	<input type="checkbox"/>
All seats are fixed and secure and all seat belts 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"/>
Relevant paperwork (permit disc, insurance, 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"/>
Emergency equipment (e.g., high visibility jacket, torch, warning triangle, webbing cutter)	<input type="checkbox"/>	<input type="checkbox"/>
All doors are unlocked	<input type="checkbox"/>	<input type="checkbox"/>
Horn is in working order	<input type="checkbox"/>	<input type="checkbox"/>
Interior lights are working	<input type="checkbox"/>	<input type="checkbox"/>
Equipment for wheelchair users (wheelchair tie-downs, passenger safety belts and harnesses) is available.	<input type="checkbox"/>	<input type="checkbox"/>
No warning lights lit on the dashboard	<input type="checkbox"/>	<input type="checkbox"/>



The Royal Society for the Prevention of Accidents

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