



EDUCATIONAL VISITS COACH/MINIBUS HIRE COMPANY ENQUIRY FORM EV3

From: Position:
 Name of School.....
 Address.....

 Telephone number: Fax number:
 Email address:

To the Director/Senior Manager,.....(Company Name)

In order to safeguard young people when travelling by coach, East Riding schools/establishments are required by the LA to only employ bona fide, reputable companies that can provide written assurances that suitable safety management systems are in place, and that appropriate operating procedures are followed.

A Senior Manager, who represents your company/organisation, is asked to answer the questions below, and to sign at the end of the form, as assurance of the safety and quality of services provided.

To ensure that the information provided remains correct and up to date, and to avoid unnecessary administration time and paperwork, it is highly recommended that companies place and maintain current answers to these questions on their own website (if available). This ensures that up to date information is always available and accessible to potential users of the service.

If a website does not exist, it is recommended that answers on this printed form are kept up to date, and routinely sent out, with other booking information, to potential users.

Alternatively, companies that regularly provide services to organisations from the East Riding of Yorkshire will usually be requested to supply and update this information annually.

Please note that companies are responsible for notifying and updating all relevant organisations of any significant changes in their circumstances and arrangements during the course of the year.

Please could you answer the following questions by placing a tick (to indicate “yes”) in the box beside all specifications you can meet? Leave the box blank (to indicate “no”) beside any specifications that you cannot meet, or that are not applicable to your company. Please note that the assurances below are just criteria to consider, and not absolute requirements and therefore a “no” answer does not automatically mean disqualification from school use. Schools are also encouraged to consider other factors (such as reliability, punctuality, customer service etc.) when choosing an operator.

1. ERYC Dynamic Purchasing System

- Is your company currently included within East Riding of Yorkshire Council's dynamic purchasing system which requires operators to hold a valid PCV operator's licence for the type of work they are undertaking?

2. Does your company ensure that all drivers:

- are suitably fit and healthy to drive?
- are currently DBS checked and cleared?
- have a full, current PCV licence?
- have current Certificates of Personal Competence (Driver CPC)
- do not have recent (within the past 10 years) or impending convictions for serious driving offences – e.g. drink/driving?
- are informed about and prohibited to drive under the influence of alcohol or drugs?
- are prohibited to use mobile phones or radios in the coach unless the bus is stationary, or the equipment is fully “hands-free” operated?

(please see overleaf)

3. Can your company give assurance that:

- it has a current and appropriate PCV Operator's Licence?
- it has a current Safeguarding Policy (which is available for inspection if requested)
- it is currently accredited by BUSK or has the CoachMarque or other kite mark which provides assurances regarding the quality of the company's service and safety standards
State which, if any:.....
- it is a member of the Confederation of Passenger Transport UK (CPT) or similar national body that monitors and upholds standards, such as the FTA (Freight Transport Association) and/or the Guild of British Coach Operators and/or Coach Tourism Association?
State which, if any:.....
- it has full insurance for all its drivers and vehicles, including at least £5 million public liability cover and £10 million employers liability (where 5 or more employees)?
- it has suitable 24hr breakdown cover and/or other arrangements to ensure that a replacement vehicle for onward travel can be guaranteed if required?
- in the event of a vehicle accident or breakdown, all drivers are familiar with, and trained in, recommended emergency procedures?
- it is not at present under investigation, pending possible disciplinary action by DVSA or possible prosecutions?
- it is fully compliant with all the obligations under its Operator's Licence including:
 - all coaches have a current MOT certificate?
 - all drivers adhere strictly to driver hours regulations?
 - all coaches are maintained and serviced frequently and regularly?
 - all emergency exits and door closures on coaches are checked daily and in good working order?
 - all coach seats are fitted with fully operational seat belts?
 - all coaches are fitted with fire extinguishers and a fully maintained first aid kit?
 - all coaches are fitted with CCTV
 - all coaches are satellite tracked

4. If any of the above specifications cannot be met or are not applicable, please give details and explanations below, and add any further information and assurances that might be applicable:

5. I declare that the statements and assurances above are correct at the present time, and agree to inform you immediately, and prior to any future journey, should any circumstances that might adversely affect the health and safety of passengers change in any way:

Signed:

Date:

Name in capitals:

Position in organisation:

Address:

Telephone number:

Email address:

Thank you for completing this form.

Please return it to the person and organisation named overleaf.

For further assistance, please contact East Riding of Yorkshire Council's Educational Visits Officer (Tel. 01482 392417)