

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, organisations from the East Riding are instructed by the LEA 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 a “no” answer does not automatically mean disqualification from school use.

1. Approval for school contract work

- Has your company already been accredited/approved by ERYC to operate bus services for children to/from school (i.e. school contract work)?

If “yes”, please add date/year of ERYC approval.....

If “yes” please now complete only section 5.

If “no” please complete all the following sections:

2. Does your company ensure that all drivers:

- are checked regarding their health/fitness to drive, and previous driving experience?
- are CRB checked, and have no child - related criminal convictions?
- have a full, current PCV licence?
- do not have recent (within the past 10 years) convictions for serious driving offences – e.g. drink/driving?
- are not facing impending prosecution for any serious driving offences e.g. drink/driving?
- adhere to strict working hours according to tachograph rules and regulations?
- 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 PSV Operator's Licence?
- it is assessed regularly (at least annually) by VOSA (Vehicle and Operator Services Agency)?
- it is a member of, and assessed regularly by, the Bus and Coach Council or similar national body that monitors and upholds standards, such as the FTA (Freight Transport Association) and/or RHA (Road Haulage Association) and/or Council for Passenger Carrying Vehicles(CPCV)?

State which, if any:.....

- it has full insurance for all its drivers and vehicles, including adequate public liability cover?
- it has suitable and sufficient breakdown cover and/or other arrangements to ensure that a replacement vehicle 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 VOSA or possible prosecutions?
- all its coaches have a current MOT certificate?
- all its coaches are maintained and serviced regularly (and that records are available if requested for inspection)?
- all seats are fitted with fully operational seat belts?
- all coaches are fitted with fire extinguishers and a fully maintained first aid kit?
- all emergency exits and door closures on coaches are checked daily and in good working order?

4. If any of the above specifications cannot be met or are not applicable, please give details below:

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 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:

Fax number:

Email address:

Thank you for completing this form.

Please return it to the person and organisation named overleaf.

For further assistance, please contact the ERYC County Educational Visits Consultant (Tel. 01482 392417)