

Travel: Coach/Mini Bus Tick list

<p>Supervision:</p> <ul style="list-style-type: none"> • On and off the coach. Is the coach door on the road side or verge/pavement side • Staff seating positioned to enable supervision and emergency exit assistance 	
<p>Emergency & Safety:</p> <ul style="list-style-type: none"> • Know where the emergency exits are • Where a window breaking tool is • Ensure the aisle is clear of baggage • Any items overhead are stored securely 	
<p>Student Briefing:</p> <ul style="list-style-type: none"> • What to do in an emergency • Emergency exits: use in an emergency and the danger of opening through silly behaviour • Inappropriate Behaviour, including offensive gestures to other motorist • Not littering 	
<p>Seat Belts:</p> <ul style="list-style-type: none"> • Worn by everyone • See ROSPA seat belt summary of the law in Resources National Guidance 	
<p>Breakdown/Accident: if this occurs</p> <ul style="list-style-type: none"> • Ensure that the police have been contacted if the coach is in a dangerous position e.g. motorway hard shoulder • The generic advice is to evacuate the coach with the group closely supervised on the verge, well back from the hard shoulder, unless this is more dangerous than staying on the coach • Ensure the coach driver has contacted the coach company to get a relief vehicle • Contact the school's Emergency Contact person They need to take control from the school's end: informing the Head, parental contact, bus company, insurance company if required • Brief the group not to use mobile phones • Establish regular contact with the Emergency Contact person, for updates and updating them. • Ask them for a dedicated phone number • Record your actions, phone calls and requests made if you consider it necessary 	
<p>Mini-bus – self drive</p> <ul style="list-style-type: none"> • Driver will have appropriate licence to drive minibuses and be approved by DCC to drive minibuses • All DCC and hire minibuses will have the appropriate permit (Section 19) to allow them to be driven by staff 	