



LECHLADE & DISTRICT LIONS CLUB COMMUNITY MINIBUS – DRIVER RISK ASSESSMENT FORM

Department	Transport	Date of Risk Assessment	1.10.2016
Author	S Winckles	Proposed Review Date	1.10.2018 (or sooner if necessary)
Location/Event/Activity	REGISTERED MINIBUS DRIVERS		

Minibus Driver's SHOULD at all times use common sense. They should read the 'Terms & Conditions' of Use, inside the Vehicle Folder before driving the vehicle. They MUST always carry, with them, their Driver's Authorisation Card. ALWAYS USE HAZARD FLASHERS

Hazards	People at Risk	Existing Controls of the Risk	Level of Risk	Further Action to Control the Risk
Vehicles: getting in and out of Back strain, height restriction falling out of vehicle, banging head, posture, weather condition	Driver(s) Students Staff members Members of the public Passengers	All warnings given to prospective drivers during driver workshops Drivers in training are shown how to adjust seat.	Low	Warnings given to passengers getting on and off the vehicle
Vehicle: Mechanical failure/general wear Impact/trapping of body parts between bonnet and engine bay. Use of the Disabled Person's lift	Driver Operator of the control & person on the lift	Weekly checks are carried out on oil, water, tyre treads, tyre pressures, lights, etc. by a Lion member Provide small step ladders Operator of the lift to read & fully understand how to use the lift & its controls. Make person being carried on the lift to remain stationary at ALL times while the lift is being used	Low	Drivers are instructed to carry out static checks before they drive the vehicle. Engine bay at set height, problem particularly prevalent for short users. The operator MUST be aware of sufficient space allowing the lift to be operated & aware of vehicles and pedestrians in the area.
Accidents/Breakdown/windscreen replacement	Driver	All drivers attend a workshop before their on road assessment. They should refer to the minibus driver's handbook / journey sheet which can be found in the log book wallet.	Low	All drivers have to pass a test which covers areas of required knowledge, this also doubly enforces information in the handbook.
Vehicle Static checks Contact with hot/cold materials/surfaces	Driver	Warning given to drivers that engine and vehicle body parts may be hot.	Low	
Vehicle not starting	Driver	All drivers issued with instructions in key pack plus written instructions and diagrams are contained in the driver's handbook	Low	

Flat Tyre	Driver	Instructed to call breakdown service as advised not to undertake tyre replacement.	Low to medium	If in isolated area vehicle should be jacked up in a safe and proper manner, the tyre replaced with spare and then driver instructed to drive to nearest garage to a) get wheel nuts tightened or b) get tyre replaced whichever opportunity arrives first.
Driver uniform	Driver assisting passengers on and off the minibus	It is advisable that ALL Drivers wear HIGH VISIBILITY jacket/waistcoat	Low	
Driving when tired	Driver, Passengers, Pedestrians, other road users	It is suggested that rest periods be taken after driving 200 miles or 3 hours in length	Low	
Distractions from Passengers Pedestrians, other road users	Any person causing an unacceptable level of distractions should be asked to leave the vehicle. Only when it is safe to do so.		Low to medium	
Collision	Passengers, Pedestrians, other road users	Instructions for dealing with and recording any accidental injury to a person or damage to the vehicle during journeys are available in the vehicle log book and journey checklist	Low	Suggest to all passengers that seat belts be used, therefore reducing severity of accident and reducing shifting of weight on minibus.
Exit Points	Passengers	All doors must be kept UNLOCKED when the vehicle is in use. Driver to be fully aware of all exit doors and be ready to assist passengers to exit the vehicle	Low	
Fire	Passengers, Pedestrians, Members of staff, members of the public, other road users	Regular maintenance, pre-journey checks, fire extinguisher checks, all doors unlocked before driving away	Low	
Driving Licence Violations	Driver must have a valid driving license	Driver must inform Lechlade and District Lions once he/she has reached 70 years of age or has received any penalty points on their licence.	Medium	Section 19 holder to regularly check their drivers licences.
Removable seats	Passengers	If removed then that group are responsible for their safe storage and secure refitting	High	Regular pre-journey check.

PLEASE NOTE – COMPLETED RISK ASSESSMENTS SHOULD BE KEPT FOR 40 YEARS, ACCORDING TO H & S LAW

DRIVERS DETAILS:			
Full Name:		Date of Birth	
Postal Address		Post Code	
Driver's Number		Expiry Date	
DVLA Authorisation Code		Date Code Issued	
Contact Email Address		Contact Phone No.	
Accidents in last 5 years	YES/NO (If yes, please give details below)		

ACCIDENT DETAILS:			
Date of Accident:		Fault/Non-Fault	
Claim open/Settled		If Settled – Amount (£)	

<p>I AGREE TO ABIDE BY THE CONTROLS AND FURTHER STEPS LISTED WITHIN THE RISK ASSESSMENT. I ALSO CONFIRM THAT THE ANSWERS I HAVE GIVEN ARE CORRECT. I HAVE BEEN TRAINED IN ALL AREAS REQUIRED BY THE RISK ASSESSMENT. ALL LICENSE DETAILS GIVEN ABOVE ARE CORRECT.</p>					
Signature		Name		Date	