

General Information

This form may be used for a Transport provider NOT already on the list of Approved Providers held by the Service. Ideally it should be processed via Fax or mail but, because of time-constraints, this might be difficult. The questions can be put 'over the phone' to the provider but Excursion Leaders MUST clearly sign and date the form in their **OWN** name so it is apparent to the Head or Service Approver. Drivers of **HIRED OR PRIVATE VEHICLES** should read and use **EX C7** Private Driver Approval and Checklist Form).

When you make initial enquiries of a transport provider, it is essential to state clearly and exactly what is required and what service level you are expecting and it is a good idea to ask on the telephone about some of the points listed here. Confusion often occurs when driving time exceeds the permitted hours of a driver, so that costs escalate owing to lengthy delays, enforced overnight stops or the use of a second driver.

The form can be used if you have time to deal with any issues arising or any delay in the Company's response.

- Clearly **spell out your schedule** and what is involved in detail. Be sure the company knows **what hours the driver must be available** to the group. Follow this up with **written confirmation**.
- Ask if the company holds the required operating licence. All bus and coach companies operating in the United Kingdom must have **Operators Licence issued by the Service of Transport**. All water based transport requires certification and safety equipment.
- Remember, if you travel outside the United Kingdom you require an **International Operator**.
- Does the company have the required **in-date** level of insurance? **You are entitled to ask to see the Insurance document**. Never charter a company who refuses to let you have sight of an Insurance document or any other sort of certificate.
- Ask for **references**. Request and contact references from similar types of groups. Never charter from a company that is unwilling to provide references.
- Is the carrier a **full-service company**? Do they have their own maintenance facilities? Look for proof that the transport you will be using has **passed a complete mechanical inspection**.
- Ask **how long** the company has been in business. Find out when it was established, and how long it has been offering charter services. A good track record is always desirable.
- Ask **how many vehicles** are in their fleet. Overall charter fleet size may be important. It provides a gauge to the operator's ability to supply alternate transport in the event of a mechanical problem, or on weekends and during peak seasons. It may also provide some insight into the success of the company.
- Is the company **adhering to all safety regulations** including Driving Hours regulations?
- Does your group have **special needs** that must be met? Check things like a toilet or refreshment bar may be needed for the whole group; but other special equipment, like designer-seats for disabled passengers or provision for wheelchair access and additional storage, even medical aids.
- Is there **video-equipment** available? You can view educational videos or provide movies to help pass the hours. Sports teams can even view game videos - a great way to see your opponent or review your own performance.
- Who pays for the **driver(s)'s hotel room and subsistence**?
- Who is responsible for **extra mileage costs** above the contracted amount? Find out the carrier's policy before the trip – not when you get the bill.

>>Over

Group leaders should ensure that there is adequate supervision at all times when travelling, as the driver **cannot safely drive and supervise** children at the same time.

MAKE CERTAIN OF THESE THINGS

- extra care is taken when exiting the transports in a country that drives on the right as some doors may open onto the 'wrong' side; in some situations it may be impossible to rest on the 'right' side anyway
- standards of behaviour are met and, in particular, drivers must never be distracted
- evacuation procedures are clearly understood by everyone, luggage is securely stored and there are adequate planned rest stops for drivers.

The following points will need to be **covered by the excursion leader** so that the driver does not have to deal with matters of discipline. Some drivers, however, prefer to do their own briefing.

- arrive on time and wait for the transport at a predetermined and prearranged safe place
- leaders should have reserved seats that allow them to supervise properly
- participants are carefully supervised when boarding and leaving
- the wearing of seatbelts is compulsory whilst travelling – everyone must have their own seat
- the use of mobile phone is limited to occasions designated by the leader in charge
- bags must not block aisles or cause obstructions
- emergency exits are kept clear at all times
- never attempt to get on or off moving transport
- never lean out of or throw things from the windows
- never leave the transport without the permission of the leader
- never distract or disturb the driver or impede the driver's vision
- stay clear of doors after boarding or leaving the transport
- after leaving the transport, always wait for it to move off before crossing the road
- everyone briefed about feeling unwell
- neither smoking nor alcohol will be allowed
- head counts are carried out regularly
- participants are occupied during long journeys.

Cue Card

How many are travelling Total _____ Females _____ Males _____

How many leaders available _____ Luggage safely stowed **Yes**

Briefing done **Yes** including 'unwell' procedure **Yes**

Entertainment or occupation in place **Yes** Food and drink organised **Yes**

Stops and rests planned **Yes**

Driver's name(s) _____ Mobile No? _____

Transport Company telephone numbers _____

Home base telephone numbers _____

Destination/hosts telephone numbers _____

Other _____

This form may be used for a Transport provider NOT already on the list, held by the Service, of Approved Transport Providers. Excursion leaders should read **support note EX C6** before using this form.

Visiting Group: _____	The Excursion Leader/Organiser fills this part
Excursion Leader's name: _____	
Contact Address: _____	
Contact telephone number in Orkney: _____ Leader's Mobile No. _____	
Fax No. _____ Email _____	
Date(s) and time(s) of visit: From _____ To _____	
and From _____ To _____	
Group Numbers: _____	
Female: _____ Age range: _____	Male: _____ Age range: _____
Female staff members : _____	Male staff members: _____
Any additional requests: _____	

To the Transport Company Manager

Overleaf are requests for basic information as required before hiring transport to anyone operating under the auspices of the Orkney Islands Council Education and Leisure Services. Where you cannot comply or are not entirely certain, you must say or state so on the final declaration.

TRANSPORT COMPANY NAME:

CONTACT NAME AND TELEPHONE NUMBERS:

BROCHURE ENCLOSED: Yes No

The provider is requested to enter **Y(es)** or **N(o)** in the box.
ChK is for Head or Excursion Leader

Transport Provider		Y/N	ChK
1	The Company is registered with a Local Authority for the purposes of carrying Children. Which? _____		
2	We have an Operators Licence issued by the Service of Transport. Number _____ Expires _____		
3	We are an International Operator.		
4	We have full insurance covering passenger injury. Company _____ Certificate Number _____		
5	We are a full-service company, equipped for our own maintenance.		
6	We have arrangements with other companies for replacement transport in the event of breakdown away from base. Please specify, along with emergency communication arrangements:		
7	We adhere to ALL safety regulations including Driving Hours Regulations and the use of a tachograph?		
8	Company rules allow the driver to complete the proposed journey(s) without a prolonged rest period or overnight stop.		
9	We can provide certificate-copies for insurance, maintenance and driver experience		
10	The transport has an on-board entertainment system. Type _____		

Declaration

This form is to be completed by the Transport Provider Manager or representative, then returned as soon as possible to the excursion leader at the contact address shown overleaf.

Manager or Representative's name: _____

I have answered all 10 questions above **Yes**

The following facilities are not available –

The following additional facilities are available -

Signed _____

(Please attach any additional information which may be useful)

Date _____

Checked by Excursion Leader Sign and date
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