



DRIVER OF HIRED/OIC VEHICLES APPROVAL FORM AND CHECKLIST EX C7

EX C7
PINK 2 Sides
Side 1 of 2

To enable drivers of hired/OIC vehicles to be APPROVED by the Establishment Head, the following information, together with a copy of the relevant driver's licence, is required. Drivers of hired/OIC vehicles must also read the Vehicle Driver Checklist overleaf.

DRIVER'S FULL NAME _____ AGE _____

DRIVER'S ADDRESS _____

DRIVER'S HOME PHONE NUMBER _____ MOBILE NUMBER _____

EMAIL ADDRESS _____

'DISCLOSURE SCOTLAND' CHECKED (AS DEFINED BY THE DEPARTMENT) Yes

THE DRIVER IS - (Confirm with a tick)

ESTABLISHMENT STAFF MEMBER Yes
A COUNCIL EMPLOYEE Yes

VEHICLE HIRE COMPANY NAME (if applicable): _____

VEHICLE _____ MAKE _____ MODEL _____
REGISTRATION _____ YEAR _____

MINI-BUS DRIVER Licence category D1 held Yes
MIDAS Yes

NUMBER AND TYPE OF PASSENGER SEATS FACING -

FORWARDS _____ SIDE _____ REAR _____

RENEWAL DATES FOR THE FOLLOWING ARE MOT _____

INSURANCE _____

ROAD TAX _____

INSURANCE TYPE (Confirm with a tick)

FULLY COMPREHENSIVE Yes
LEGAL PROTECTION Yes
INCLUDES PASSENGERS Yes No

If no complete the Temporary Hire Vehicle Insurance Notification form
Date form sent _____

OFF-ORKNEY REQUIREMENTS

BREAKDOWN SERVICE Yes
BREAKDOWN REPLACEMENT VEHICLE Yes

DRIVER'S SIGNATURE _____

DATE _____

Checked and approved by Head

Date _____

DRIVER CHECKLIST

General Information

The form must be used as an *aide-memoir* by the driver of any hired/OIC vehicle **every time** a journey is undertaken during the excursion. It is a partner to the registration form on Side 1 which must be used by drivers who wish to be APPROVED to drive hired/OIC vehicles by the Head of the relevant Establishment.

To protect yourself, these things are essential –

- That there is no charge or reward for driving
- That, if costs are being shared, a written accounting record is made and retained
- The hired vehicle's insurance cover, is fully comprehensive and covers Legal Costs
- You take adequate breaks from driving, with refreshments at regular intervals
- You have telephone numbers of any other travelling party vehicles or members
- You have pre-arranged home-call number – which all other travellers can use for emergencies
- You have a telephone number for your destination
- You have agreed with all other drivers a '**late arrival procedure**'
- The vehicle is FULLY legal and roadworthy
- That there are arrangements for a breakdown service in place
- That you are responsible about the use of medicines and alcohol, even the day before the journey
- That everyone wears a seatbelt at all times when in the vehicle
- That luggage is stowed safely away from feet and doors and cannot cause harm during an accident
- That any roof-rack is correctly mounted, secure and that mounted items cannot work loose
- That any childproof locking system is deactivated or an activated one explained to passengers
- That no-one should smoke inside the vehicle
- Phones are not used when driving – remember that even a hands-free set can be distracting

Cue Card for use at the start of each journey

The vehicle is regularly checked and maintained Yes

Fuel and oil levels checked and brake pedal and handbrake working Yes

Tyre condition and pressures, including the spare, are checked Yes

Lights, indicators, mirrors, wipers and washers are all working properly Yes

First Aid kit and Fire extinguisher (for minibus only) available Yes

Stops and rests are planned or will be adequate Yes

Contact names _____

Mobile numbers _____ Email _____

Home base contact name and telephone numbers _____

Destination/hosts contact name and telephone numbers _____

Other things?

Checked by Excursion Leader
 Sign and date