

**NEW DRIVER CHECK LIST**

Driver Name:

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| --- | --- |
|  | Date completed |
| Personal Details form |  |
| Driving Licence check |  |
| DBS |  |
| MIDAS |  |
| First Aid |  |
| H&S policy |  |
| Safeguarding policy |  |
| Disciplinary & Grievance procedure |  |
| HCC Driver Code of Conduct |  |
| Manual Handling |  |
| Accessing Hedgecroft,  Doors & Key safe |  |
| Accessing both vehicles |  |
| Completing the log sheet |  |
| Tax and S19 |  |
| Refuelling arrangements |  |
| Incident/Accident reporting |  |
| Spillages and cleaning |  |
| Setting up the bus seating for run, including,  Moving  Removal  Addition  Mountings correctly secured |  |
| Wheelchair Lift  Normal use – deployment, management of passenger  Manual wind  Stowage of lift |  |
| Wheelchairs – securing in place  Both occupied and unoccupied  Transfer to normal seat where appropriate  Tie Downs for folded walkers and wheel chairs |  |
| Passengers  Obtain approval before providing assistance  Limits on assistance which may be given  Seatbelts and extending stalks  (covered by Midas but talk through) |  |
| Driving  All bus controls  Confirm parking and operation in tight spaces  (including using reversing using mirrors only) |  |
| End of run procedure  Checking lights  Return keys to Hedgecroft |  |
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