



1st Kesgrave Scout Group

Twelve Acre Approach, Kesgrave, Suffolk IP5 1JF

Transportation Check List

Event: _____

Location: Anywhere.	
Activity covered by this assessment: This covers everything that should be in place before using a minibus, car, bus, coach etc along with monitoring for the duration of its use.	
Item	Checked/Action
Lone working - lone working measures in place.	
Traffic / dropping off / picking up measures - dropping of and picking up area suitable and safe for participants. - are hi-vis jackets required	
Terrain / Route - has route been checked for suitability for the vehicle ie road width, bridge heights, weight limits etc.	
Facilities - does the vehicle have all the necessary facilities eg storage space, onboard toilet, lift/ramps, blinds, tv/video screens, announcement system etc.	
Protrusions, slips, trips, falls, collisions - are all vehicle walkways etc free from trip hazards, protrusions etc and well lit.	
Vehicle Equipment - is all the vehicle equipment/kit in good working order and fit for purpose ie no faults, damage, sharp, parts aligned etc. and if not fit for purpose or unsafe to use, taken out of service and repaired/replaced as appropriate. - is all vehicle equipment/kit stowed safely away and if required strapped/fixed to prevent movement.	
Materials / Rubbish - are arrangements in place to collect and remove rubbish and unused materials at appropriate intervals during the journey. - at the end of the journeys ensure the vehicle(s) being used are clean and tidy, fit to be used by the next user and personal items, debris and litter are disposed of or taken away.	
Clothing / Personal kit - has everyone been provided with a kit list that covers footwear, headwear, clothing, and kit required for the journey, that takes account of the type of transport being used, forecast weather and time of year, along with any spares that should be brought. - have additional requirements been identified and specified eg mobile phones, snacks, drinks, torches, etc - are there any additional safety requirements required and specified - hi-viz, etc	
Preparation - Has the route been appropriately planned, taking into account, the passengers, any safety concerns etc.	

Vehicle Use - is all equipment/kit being taken stowed safely away and if required strapped/fixed to prevent movement. - is the vehicle being used in good working order, fit for purpose ie no faults, damage, etc and appropriate licences and insurance in place. • Vehicle taxed, insured, valid MoT. • Minibus permits etc current and valid. • Checked tyres, steering, oil & water, wipers, washer water (including antifreeze), lights, indicators and seat belts/anchors and speed limiter before setting off. • Vehicle has been regularly serviced. • Vehicle not overloaded. • Is vehicle recovery in place and contact details, communication numbers and procedure known. • Is a hazard triangle required. - when towing a trailer for transporting kit / equipment ensure it is fit for purpose, isn't going to be overloaded, load weight is distributed appropriately (60/40% rule), large items tied down, loads secured to avoid movement, lightweight items higher, lights working etc. and is within the towing limits of the vehicle pulling it.	
Journey - is the driver(s) aware of the route to be taken before setting off. - is a route map(s) or sat nav available to help with navigation. - has route real-time traffic information been checked before setting off and route adjusted accordingly. - is a seating plan/list of attendees required. - have participants turned up: • wearing the appropriate footwear, headwear and clothing for the journey, weather conditions and time of year. • carrying any necessary kit, spare clothing, food, water and any other additional requirements specified. • and being worn/carried appropriately ie no loose clothing, shoelaces tied, pockets emptied of inappropriate items etc. If not act accordingly. - are participants facing forward, using seatbelt, booster seats as appropriate. - is any clothing, equipment or kit brought by participants not fit for purpose ie damaged or unsafe and if so act accordingly. - do participants need sorting into smaller groups to be allocated a vehicle. Do groups need to be matched in terms of temperament, sitting together/apart, etc. - do leaders need to consider carrying spare kit, clothes, food, drinks etc.	
Manual Handling - has the collection / drop off point been chosen to minimise the need to carry kit and equipment any further than is necessary and/or allow vehicles as close as possible to where it needs to be (commensurate with minimising any traffic issues). - is appropriate safety equipment available ie protective gloves, goggles etc - if required are appropriate lifting mechanisms (trolleys, ramps, lifts etc) in place to move kit/people in and out of the vehicle safely. - is any lifting training/reminders required. - is any equipment, kit, etc that needs lifting in or out of the vehicle within the capability of the individuals carrying it and safe.	
Personal Hygiene and Well Being - do participants have sufficient/adequate personal care products for the event taking in to account the time of day and the time of year eg sun cream, lip balm, etc. - has vehicle allocation taken account of any medical (car sickness etc) issues. - If medication for travel sickness is required by any passengers prior to a journey, ensure it is taken. - Be aware of any allergies / medical conditions that passengers might suffer from before starting the journey and ensure that proper precautions are taken.	

- If any participant is taking regular medicines, they have them with them or with a designated person and take at the prescribed time. - If someone has a serious medical condition, they are carrying appropriate medicines eg inhalers, EpiPens etc. with them or given to an adult to carry. Ensure it is in a suitable container and location known and someone can administer it in an emergency. - has the event been assessed for needing measures to be put in place to identify health issues in emergency situations eg arm/wrist bands, id cards, stickers etc marked with the issue – EpiPen, serious allergy, gluten free etc.	
General Behaviour - are any passengers likely to be unsafe due to their behaviour and appropriate measures taken such as vehicle allocations. - have participants been briefed on behaviour, what not to do, what to do in an emergency, how to get out safely etc.	
Leadership/Driver - have leaders been briefed on their role. - are there sufficient leaders / helpers available to manage the number of passengers. - has the driver got a valid driving licence for the vehicle. - is someone familiar with the safe operation of the vehicle eg locking, disabled access methods etc. - are suitable stops in place to reduce tiredness / driver fatigue.	
Public - have all participants been briefed on required behaviour and code of conduct.	
Accessibility / Inclusiveness / Health Issues - have accessibility, ability, disability, age, gender, behavioural issues etc been taken account of in the planned journey and any vehicle allocation groups set up. - has dietary, allergy or other health issues (asthma, weak bones, claustrophobia, vertigo etc) been taken account of when planning the journey. Also have health forms be checked for people with allergies etc and minimise the potential contact/use of possible allergens or use alternatives. Examples issues: nuts in food etc. - As far as possible ensure the vehicle caters for any passenger disability issues – wheelchairs, frames, sticks etc.	
Fire Equipment / Doors / Emergencies / Incidents - is a fire extinguisher required and available. - is a mobile phone or alternative arrangements available and easily accessible for emergencies. - are there sufficient mobile phones / alternative arrangements to deal with an emergency. - are mobile phone signals adequately guaranteed throughout the journey. If not consider whether radios would be an appropriate alternative at times or ensure people know where to go to obtain a signal. - is a robust InTouch process in place. - are the group details, Intouch and health information available in case of an incident or emergency either in paper format or electronic eg OSM. - If groups are split into smaller groups for transportation, consider whether the leaders of each vehicle needs to maintain a list of who is in each vehicle and have their contact details and any details of any medical or other issues readily available. - have arrangements been put in place for personal/confidential/Intouch information being secured and only accessible to people that need to access it. - has a first aid and emergency procedure been put in place and participants know what it is. - can you accurately define your location in the event of the emergency services need to be called.	
Emergency Exit Points - are emergency exit points known and not locked or blocked.	

First Aid / Injuries that need treatment - as a minimum has someone attending have a valid basic first aid certificate and first aid kit. - are there sufficient qualified first aiders present to deal with the numbers taking part and the types of injuries for the journey being undertaken. - are sufficient basic first aid kits available plus any additions to take account of the journey and weather conditions. - have first aid kits been inspected for out-of-date items and put aside/ replace. - check that no pills or medication is stored in general first aid kits and if any pills/medication is required it is stored separately. - are facilities available to securely store and if necessary keep cool, any personal medication requirements for young people and someone to supervise the schedule of taking/administering medications. - are sick bags / buckets and appropriate paper towels and disinfectants required and available. - if required has an accident form / HQ process been completed.	
Security / Theft - have measures been put in place to minimise theft. - have all participants been briefed on their responsibility for any valuable items. - are arrangements in place to collect and hand back any keys etc, know how to secure the vehicle including locks/keys/alarm codes etc and what to do in the event of a break-in.	
Safeguarding / Lost - are supervision levels adequate (at least 2 adults in vehicle unless an emergency). - has the route been assessed for being an area where stranger / public access is likely and appropriate measures considered eg wearing of scarves, arm/wrist bands, group branded t-shirts etc. - is a clear procedure for handing over eg dropping off and collecting, young people, that is appropriate for the age ranges taking part, in place and parents informed of the details. - have arrangements been put in place to keep a register of people being transported, what vehicles they are in and changes throughout the journey, along with head counts. - have all participants been briefed on how they should deal with strangers, what to do if lost/separated, keeping in groups/accompanied by someone else, not wandering off, being in public areas/toilets etc. - has a lost/separated person procedure been put in place. - is a 'In case of Emergency' (ICE) form required and provided to participants. - consider the need for young people to use their own mobile phone.	
DBS / Scouting - are all adults (leaders and any helpers) and young leaders aware of current scouting guidelines eg yellow card etc or recent rule changes.	
Other Control Measures - if transport and/or drivers, is being provided by a third-party, ensure they have the necessary insurance, licences etc to do so. - have any injuries, near misses, loss or damage of property, faulty/unsafe equipment, out of date or missing first aid items, etc been reported to the Trustees for discussion at their regular meetings. - when towing a trailer to transport kit and equipment, the person doing so has the necessary driving licence.	
Weather - has the weather forecast been monitored leading up to the journey and appropriate adjustments made. Are plans in place to monitor the weather during the journey and adjust the journey as required. - are torches required.	

Notes:

Signed:

Position:

Date:

Review date: