

# PAUL S. WINSON COACHES

## Driver-i Walk Round Check Procedures

### Process and Policy Checklist

<b><u>Policy Name</u></b>	<b><u>0106 Driver-i Walk Round Check Procedure</u></b>
<b><u>Policy Number</u></b>	0106
<b><u>Creation Date</u></b>	Dec 2022
<b><u>Date Reviewed</u></b>	Dec 2024
<b><u>Next Review Due</u></b>	Dec 2025
<b><u>Owner Name</u></b>	Paul B. Winson

#### The Legal Recommendation from the DVSA

A driver or responsible person must undertake a daily walkaround check before a vehicle is used. As a driver, DVSA recommend this check is carried out before you first drive the vehicle on the road each day.

Where more than one driver will use the vehicle during the day's running, the driver taking charge of a vehicle should make sure it is roadworthy and safe to drive.

By carrying out their own walkaround check; however, due to health and safety implications this may not be practical on all occasions.

An example of a system for managing roadside driver changes is where a walkaround check is carried out by a responsible person, and the drivers monitor the vehicle during the day's running. When there is a change in driver during the day, it is sometimes unsafe to carry out a walkaround check, for example at a bus stop. This will be considered acceptable where there is a robust driver defect reporting system in place, which details defects reported during the day for the various drivers of that particular vehicle.



Blue Crystal Solutions Ltd



# PAUL S. WINSON COACHES

## Driver-i Walk Round Check Procedures

1/. Walk Round Checks and Defect reporting can be carried out on your own mobile device. Your sign-in details must be kept readily available should you need to report a defect during your working day.

2/. All vehicles are to have a Walk Round Check carried out prior to leaving the depot. This includes vehicles that are being driven by the same driver later in the day if on a split duty.

The ONLY exception to this will be if the same driver is continually on duty with the same vehicle throughout the day.

3/. It is the **DRIVERS** responsibility to report any Road Safety defect immediately in person to a Duty Engineer or by telephone during out of hour's operation on the duty call phone number.

4/. You can also show any previous damage on the vehicle by using the Damage section in the Walk Round Check App.

DO NOT report vehicle damage as a defect unless it is deemed to be a Road Safety issue. If so then report it as defect and seek assistance as per Procedure No. 3.

5/. During driver changes on the road side, you are required to carry out a basic walk round check of the vehicle externally, Using the Roadside Change over section within the App.

6/. When carrying out either walk round checks or reporting a vehicle defect you have the function to be able to photograph any points that may be related to the defect, fault or damage.

7/. If using the depot based tablet, upon completion please return it immediately to the charging station storage point.

8/. All defects will be immediately be downloaded to the workshop after you have completed your checks,



Blue Crystal Solutions Ltd



# PAUL S. WINSON COACHES

## Driver-i Walk Round Check Procedures

Please ensure that you wait for the report to finish uploading before closing the mobile device.

<u>Date Amended</u>	<u>Amendment Reason</u>	<u>By</u>



Blue Crystal Solutions Ltd

