

PAUL S. WINSON COACHES

Process and Policy Checklist

<u>Policy Name</u>	GATE CHECK & ALCOHOL BREATH TEST PROCEDURE
<u>Policy Number</u>	0107
<u>Creation Date</u>	Dec 2022
<u>Date Reviewed</u>	Dec 2024
<u>Next Review Due</u>	Dec 2025
<u>Owner Name</u>	Matthew Winson

Randomly select at vehicle in the depot.

Two Gate Checks to be done per morning.

Up on arrival at the chosen vehicle explain to the driver you are going to perform a gate check and alcohol breath test.

We have a 0.8 tolerance policy in line with the Guild of British Coach Operators.
(all drivers have signed to this)

Performing the breath test, set up the machine as you have been trained to do and pass the machine to the driver with an antiseptic wipe instruct him / her what to do. Once complete ask the driver to wipe the machine clean and remove the mouth piece and discard in a bin.

If the driver blows over 0.8, please contact a member of management immediately.

Next.

Ask the driver if they have completed their walk around check and ask to see the last performed check on their App. Do a visual check of the driver's uniform, and that the vehicle is well presentable.

Commence the Gate Check using the relevant section on the Roeville Drivers App. Follow the section through making sure all parts are ticked or crossed if there is an issue. Once this is completed the information will be sent to and stored on the PHcloud system.

Eyesight check. Please perform this from the front of the garage by the door reading the number plate positioned on the wall by the roller brake tester.

[illegible]