

Company Name

Company Website Address

Policy Number

Renewal Date

Please give details of your business and the purpose for which your minibuses are used.

1 Management Controls

(a) Do you hold a PCV operators licence? YES NO

If YES please indicate the type of licence held and the number of vehicles on each licence.

(b) Do you hold a Section 19 or Section 22 permit? YES NO

If YES please give the permit number

(c) Please provide details of any PCV operator licence offences you have incurred, (e.g. maintenance, vehicle tachograph etc)

(d) Have you carried out a risk assessment of the management of your minibus service? YES NO

If YES please give details

(e) Do you keep written records of;

(i) Minibus maintenance and safety checks YES NO

(ii) Accident/incident book including faults reported & rectified YES NO

(iii) Authorised drivers YES NO

(iv) Training & re-training of drivers YES NO

(v) How long do you keep records for?

(f) Have you issued your drivers with a written procedure to be followed in the event of accident or emergencies, (passenger illness etc?) YES NO

(g) If your operation involves the carriage of schoolchildren do you have an escort on journeys? YES NO

2 Vehicles

(a) How is your minibus maintenance carried out?

In- house

YES

NO

Contracted out

YES

NO

(b) How frequently are the minibuses serviced?

(c) Do your drivers carry out pre journey vehicle checks?

YES

NO

(d) What is your procedure for reporting and rectifying minibus defects?

(e) Please indicate the minibuses of vehicles fitted with:

(i) 3-point seatbelts

(ii) Lap belts

(iii) No seat belts

(f) Have any seatbelts been fitted retrospectively?

YES

NO

If YES please indicate the number

(g) How does the driver ensure passengers wear seatbelts at all times? please give details

(h) Are any of your minibuses converted for wheelchair access?

YES

NO

If YES please give details of the vehicles and modifications carried out.

(i) Are all your minibuses equipped with fire extinguishers and first aid boxes?

YES

NO

(j) What arrangements are there for the carriage of passengers luggage in the vehicles, (e.g. carried internally, on roof rack etc).

3 Drivers

(a) Please state the total number of drivers likely to drive your vehicles

(b) For all new drivers do you take copies of their driving licence?

YES

NO

(c) Do you carry out assessments of the driver's ability to drive minibuses?

YES

NO

If YES please give details

(d) Do you carry out specific minibus driver training?

YES

NO

If YES please give details, (who carries out the training & brief details of the programme).

(e) Do you give instructions to the drivers on the maximum number of hours to be spent driving, time spent on other activities and rest breaks?

YES

NO

If YES please give details.

Declaration

I/we declare that the information given is, to the best of my/our knowledge and belief correct and complete. If the risk is accepted I/we undertake to pay the premium when called upon to do so. I/We understand that my/our information may also be disclosed to regulatory bodies for the purposes of monitoring and/or enforcing the insurer's compliance with any regulatory rules/codes.

dd/mm/yy

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