



Transport Policy

Dukes Barn provide transport to and from activities as an integral part of some of its courses. This is one of the highest areas of risk for both employees and clients.

Dukes Barn take the following precautions to control and minimise the associated risks when transporting employees and clients.

If anyone notices any fault or are not satisfied with the condition of the vehicle or how it is driven then this must be reported to the Centre Manager (Colin Higginson) or Deputy Manager (Andy Nettleship) immediately.

Drivers of the Vehicle

- Any person who is to drive the vehicle must complete the vehicle checklist prior to leaving the centre and fill in the associated book. This can be found in each vehicle on a laminate sheet in the front of the vehicle along with the note book for completion.
- Any person who is to drive a mini bus for Dukes Barn must have a category D1 on their licence and be an experienced regular mini bus driver. All new employees to Dukes Barn will be assessed as to their suitability by the Centre Manager or the Deputy Manager. All drivers must be at least 25 years old and will have held a full driving licence for more than 2 years.
- Any person who is to tow a trailer must have a category D1 + E on their licence and have the necessary experience and ability. This will be assessed by the Centre Manager or Deputy Manager.
- All drivers must make sure their loads are secure and all persons in the vehicle are wearing their seatbelts correctly. If anyone takes off their seatbelt during transit then the driver must stop the vehicle in a controlled and safe manner.
- When people are being transported in the mini buses then there must be an additional responsible adult in the vehicle to supervise and prevent people from distracting the driver.

Vehicles (Mini Buses)

- All vehicles belonging to Dukes Barn are insured with Arthur J Gallagher.
- All Dukes Barn mini buses are regularly checked for safety at Lovers Leap Garage and will hold a section 19 permit for each bus.
- A first aid kit, fire extinguisher plus at least 2 high visibility vests will be carried in the vehicles at all times.
- If a vehicle not belonging to Dukes Barn is to be used for transport during a Dukes Barn course or activity session then it must be in safe running order and have the appropriate level of insurance cover.