

Transport Manager Run-out Check Sheet (LMC/EVE)

Garage _____ **Date** _____

Punctuality Did all vehicles depart on time?	Action Taken

Vehicle Allocation Observations Appropriate allocation for the hire / any changes to vehicle allocations being updated in Coach Manager.	Action Taken

Defect Reporting Correctly identified and reported?	Action Taken

Daily Walk Round Check Observations Check mode switch, checks carried out appropriately and enough time taken?	Action Taken

Uniform Compliance Hi-Viz being used & correct uniform worn?	Action Taken

Vehicle Screens & Sat Nav Observations Being used appropriately?	Action Taken

Work Tickets Accurate and adequate information provided? Does the driver review route info/maps/satnavs before setting off?	Action Taken

Tachographs Check for full 28 days worth of work on the card (could check last download/advise to download before starting shift).	Action Taken

Vehicle Cleanliness Note observations or actions. Note any damage to cross check if its reported.	Action Taken

Other Comments

Pedestrian Movements & Lighting	Are existing arrangements adequate? Y/N	Comments / Actions	Timescale
Are walkways in good condition, free of obstructions & being used correctly?			
Is there a requirement for any additional walkways?			
Are pedestrians likely to appear in any main traffic routes unseen by vehicle drivers? (Walk route)			
Is the lighting sufficient on all stairs, access/egress routes and pedestrian walkways?			
Is there a need for any additional barriers to keep vehicles and pedestrians apart?			
Is the PPE / Hi-Vis policy being adhered to by all i.e. Lothian and contractors?			
Vehicle Movements & Lighting	Are existing Arrangements Adequate? Y/N	Comments / Actions	Timescale
Are traffic routes maintained and kept free from obstructions, pot holes and/or other hazards?			
Are road markings clearly visible e.g., indicating right of way at junctions?			
Has the need for reversing been kept to an absolute minimum?			
Is the company reversing policy adhered to by all e.g always using a trained banksman?			
Are there sufficient visitor parking spaces and are they clearly marked?			
Are all vehicle drivers adhering to garage speed limits?			
Is the lighting suitable, sufficient and working in all traffic movement areas e.g enabling drivers to easily see pedestrians?			
Are all vehicles using dipped headlights during times of poor natural light e.g inclement weather and during hours of darkness?			
Are daily walk-round checks being performed on shuttle vans and documented?			
Is there signage advising "No unauthorised access" at all workshop entrances?			

Completed by: Signed: