**Appendix A**

This guidance has been produced for the driver to consider all eventualities before they set of on their journey for work. This is a dynamic checklist therefore nothing will need to be written; however, managers may check how you assess journeys.

The following points should be considered before you make a journey:

**The journey** - plan your journey before setting off.

* Is the start time appropriate?
* How long will the journey take?
* Do you need to schedule in a stop break during the journey?
* Have you planned and selected the safest route?
* Have you considered the environmental conditions, i.e. snow, fog?
* In wintry conditions items such as a coat, blanket and shovel may be useful.
* Have you checked the travel news for roadworks or delays?

**The vehicle** - have you checked that your vehicle is fit for the journey?

* The distance you need to travel.
* The load that you need to carry.
* Is there enough room for passengers you need to transport?
* Have you carried out your pre-journey safety checks on your vehicle?
* Do the tyres have enough tread and correct air pressure?
* Do the lights all work properly?
* Are the windscreens clean, and the washers/wipers fully operational?
* Are your mirrors set correctly and undamaged?
* Is there enough oil, coolant and battery levels?
* Is there any sign of damage to the vehicle which makes it un-roadworthy?
* Is the seat set correctly?

**The driver**

* Do you hold an appropriate/valid licence for the vehicle and insurance that covers business use?
* Are you insured to carry persons, including children?
* Are you fit to drive?
* Are you in the right frame of mind to travel?
* Do you know what to do in the case of an emergency?
* Do you have a means to summon help if necessary?
* Do you have your line manager contact details and the person(s) that you will be visiting?