



<b>Procedure</b>	03.08.03.04
<b>Effective</b>	30/11/2014
<b>Issue Date</b>	30/12/2014
<b>Valid Until</b>	30/11/2017
<b>Revision</b>	04

[illegible]

		School Transportation	Prepared By: Community / Transport
	Approved:	Date: 4/9/15	Issued By: Administration Group

# Qatargas Operating Company Limited

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## 1. PURPOSE

The intent of this procedure is to establish guidelines and controls by community Transport Section for providing transportation to Qatargas & Rasgas employees' children attending schools in Community and Doha in a convenient and safe manner.

## 2. SCOPE

To provide a transport service for:

- Children residing in Al Khor community (AKC) and attending schools in Doha, **Al-Khor, etc (within state of Qatar)**  
**Children with Special Needs will required Medical Certificate on his/her ability riding school bus.**
- Children residing in Qatargas/Rasgas Compounds who study at Al Khor International School (AKIS).
- Govt. Schools are not included in this service.

## 3. PROCEDURE

It is the policy of the Community to manage group transportation for Qatargas and Rasgas employees children between their residence in Al Khor Community/Company Compounds and the school premises (identified on scope) and vice versa.

### APPROVAL

This Procedure and any significant/major amendments require the following approvals:

Position	Signature Here	Date
Safety Officer		5.1.2015
Head of Housing, Security and Transport		4-1-15
Head of Admin & Contracts		30/12/2014
For Community Director		4/1/15

School Transportation		Prepared By: Community / Transport
Approved:	Date:	Issued By: Administration Group



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## **3.1. RESPONSIBILITIES**

### **3.1.1. Al-Khor Community Transport Division.**

Transport Division of AKC Services will be responsible for:

- Ensuring that adequate, reasonable, reliable, and safe means of transportation are provided.
- Such services are provided in a timely manner.
- Proper scheduling & Routes for the buses has taken place.
- Safety related issues are addressed, investigated and solved.
- All instructions are clearly communicated to parents, students and AKIS staff.
- Transport will be provided on daily basis (as per school calendar) to all QG/RG Employee's children.

### **3.1.2. Parents / Guardians**

Parents should be aware and responsible for:

- Clearly informing the Transport Division in a timely manner the exact need of school transportation and duly complete and submit the required forms on time with accurate information.(see attached forms)
- **Parents/guardians to sign that they accept the terms and conditions for transport usage and that they accept full responsibility for the behaviour of their children. Form should be signed at the start of academic year with transport request form. (see attached copy)**
- Comply and abide by the safety rules issued (via booklets and the website) by the Transport Division.
- Educate their children and clearly explain to them the mentioned instructions and rules.
- Have their children ready in the morning on time and outside at the designated area for pick-up and drop off. If you have younger Children (KG, Reception and grade 1), please wait with them until the bus arrives and meet them when they return from school.
- Drivers have been instructed to wait no longer than one (1) minute at any designated school bus stop during morning run. If the child is not ready on time, the bus will proceed to the next stop. If he/ she misses the bus, it is the parent's responsibility to drop them off to School.
- Buses depart from schools fifteen (15) minutes after school close time. Students should proceed to the buses immediately.
- Children will be dropped-off only at designated school bus stops.
- Drivers have been instructed not to stop except in emergencies during the journey to and from Schools.
- If you are planning a vacation or know of a planned absence from school, please advise the Transport division in writing so that bussing can be altered during that time.
- Under no circumstances are non-bussing students allowed to use the School Buses.
- The purpose of the Community Services Transportation system is to transport students to and from school, and to approved school functions. The health and safety of the students are of primary concern to the Community Services. Drivers must be completely free to drive without distractions or interference from parents or students.
- Serious incidents or repeated misbehaviour will result in suspension or termination of the bus transportation privileges. Parents will be notified of all reported cases of misbehaviour on the bus pertaining to their Child/Children. In case of serious misconduct, the incident will be further investigated and passed onto AKC administration and Resident's company management.
- In the case where a child has refused to follow a procedure, the Driver and Monitor have the authority to notify AKC Transportation Dept. AKC Transportation Dept will then issue a warning letter and leave the child in question at home or at school for the parent/guardian to pick up. A second offence will lead to an immediate ban from all bus services.
- Any Serious misconduct or bad behaviour will result in an immediate ban from the bus service.

### **3.1.3. Children**

- Children must abide by the safety rules, instructions from the Teacher, Driver and the Bus Monitor.

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- Children should be at their designated bus stops at least five minutes before the bus is scheduled to arrive and get on the bus one at a time.
- Once they are on the bus, children must remain seated with their safety belts on. It is the students responsibility to ensure they wear their seat belts at all times while in the bus.
- Children must stand in a group while waiting for the bus (No pushing or shoving) on the specified time.
- Children must stay out of the DANGER ZONE (which is situated on the road) until the bus drivers/**monitors** says it's ok to get on the bus. You are too close if you can touch the bus and should in no circumstance be behind the bus.
- Children must wait until the bus stops before standing up and leaving their seats. They must move away from the bus and out of the danger zone right away when they get off the bus.
- Children must always look both ways before crossing the road (left and right).

### **3.1.4. Children's Behaviour**

The **behavioural exceptions** and rules that apply to schools also apply to the school Buses. However, because of the strong concern for safety, a special code of conduct for bus passengers has been established for all students.

Childrens code of conduct:

The following are prohibited:

- Treat or address the Bus Monitor and Driver disrespectfully.
- Changing seats, standing, or moving around in the bus while the bus is in motion.
- Shouting, yelling, *speaking* in loud voices or using vulgar language.
- Should the air conditioning fail and it becomes necessary to open the windows, students are to refrain from hanging out of the windows.
- Fight or scuffle with others.
- Shouting at pedestrians or passengers in other vehicles.
- Vandalising the bus.

### **3.1.5. After School Activities**

- Transport will be provided on daily basis (as per school calendar) to all QG/RG Employee's children.
- Additional Transport for Extra Class/ After School Activities will require the following:
  - Three Working Days advance notice for a transport request to be submitted to Community Transport.
  - School Notice/Circular or letter must be attached with request.
  - Date, Timing should be specified clearly by the requester.

### **3.1.6. Contractor**

- The Contractor must ensure to provide AKC/AKIS with buses and transportation means which are all in good operating conditions and must ensure safety and other requirements spelled out in the contract, are adhered to.
- The Contractor must provide for IVMS (In Vehicle Monitoring System) GPS system as well as access to assigned people. Must also modify and improve the data with regards to safety and high service expectations.
- Every Driver must be provided with a Mobile Telephone.
- Driver and Monitor must be issued with florescent safety vests.



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## 3.1.7. Drivers and Monitors

Drivers and Monitors must bear in mind that they are transporting young children. They have to take the utmost care, abide by traffic rules, speed limits and safety regulations. They must treat the children with diligence and care.

- Drivers have been empowered to stop the vehicle at any time should they encounter foggy or heavy rain weather by pulling off the road. "150" meter minimum visibility limit will determine whether it is safe to drive or not (Three lamp pall). In such events, the driver/monitor is reminded to contact the Transport Site Supervisor and inform him of the delay. Schools to be informed as well.
- During adverse weather conditions, the Driver is responsible for making the decision to continue the journey or find a safe stopping point until the weather has improved sufficiently to allow for safe travel to once again resume.
- Drivers will keep the distance of 4 seconds between the bus and the vehicle in front at all times
- Drivers must only use Saisma Road.
- Drivers must wear the approved uniforms.
- Drivers must carry mobile telephones.
- Drivers should not begin to move until all passengers are **securely** fastened into their seats.
- Drivers must only begin to move once it has been identified that no one is either in front or behind the vehicle.
- Whilst at the bus stops, Drivers must ensure that buses are no less than 2 metres apart.
- Bus Drivers and Monitors have the authority to stop misbehaviour and report violations to the AKC Transport Division.
- Should a passenger refuse to follow any of the procedures, the Driver and Monitor are empowered to leave the person in question at home or school, where they must then be picked up or taken by their parent/guardian. This action should be issued with a written warning letter and details of the incident should be forwarded by the Driver/Monitor to AKC Transport Division. Two offences results in a ban from using the bus service.
- **During Ramadan, Drivers who wish to fast will not be allowed to drive AKC administered buses.**
- In case of an emergency or incident, the following steps should be taken;
  - Driver should contact his Supervisor immediately.
  - Supervisor should contact AKC Traffic Transport Division, informing them of the situation.
  - AKC Transport Traffic Division will contact parents/guardians, informing them of the situation.
  - AKC Traffic Transport Division should then decide whether the matter should be taken further e.g Police action.

## 3.1.8. AKIS

AKIS administrative personnel are responsible for the safe boarding/getting off process for children at bus stop areas at AKIS (pick up/drop off).

- **AKIS administrative staff must ensure that children are safely handed over to parents/guardians or Bus monitors. Children, at no point, should be left unattended. Whilst on AKIS property it is the responsibility of AKIS staff to ensure this.**

## 3.2. REQUEST FOR SCHOOL TRANSPORTATION

Before the scheduled date of school opening, AKC Traffic Division submits memo with form to AKIS to specify the transportation needs for the children attending schools.

**School bussing form to be filled by student's parents for AKIS (Nursery, Foundation, Year 1& 2, Doha Reverse QG/RG) and Non Govt. Schools located out side AKC.**

At least two weeks prior to the school opening, parents should submit the duly completed form specifying the following:

- Child Name

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- Residence address
- School attended
- Date school opens
- Exact location and address of school
- Start time and finishing time of the school classes
- All other information required in the form
- Transport Division will compile all forms, retrieve the information, determine routing, schedule and numbers of buses needed.
- Transport Division will arrange with the contractor to make available the number of buses required.
- Buses used will be (Saloon car, 14, 29 & 50) Seater.
- Once the schedule is made it will be conveyed to parents.

## Note:

The AKC

Services Transportation policies and Behaviour Codes are intended to maximise both the safety of the Organisation and of all utilising the services.

## Approval

This procedure along with any amendments made thereto, require review and approval by Community Director.

..... END OF DOCUMENT .....

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**SCHOOL'S TRANSPORTATION FORM FOR NON GOVT. SCHOOLS LOCATED  
OUT SIDE AKC**

Dear Resident,

Please complete this questionnaire if your Son/Doughter will be attending School in Doha and requires transportation.

Employee Name: .....

Nationality: .....

Company's Name & Staff Number: .....

Address (Villa/Flat): .....

Telephone(Office/Mobile): .....

Telephone (RES.): .....

E-mail .....

**SCHOOL'S NAME**

.....

**ACADEMIC YEAR**

.....

Sr. No.	Student's Name	Gender M/F	Age	Yr. Group Class / Std. Grade
1				
2				
3				
4				

<i>School Opening date:</i>	<i>Class start time:</i>	<i>Signature:</i>
	<i>Class finish time:</i>	<i>Date:</i>

**Notice:**

Please fill-in the above form and return by e-mail (KMohammed@qatargas.com.qa), or by fax (4 736192) to the attention of Mr. Khalid Nasr Mohammed Tel. 4735780 Mob. 5801792 **by .....**

Thank you.

Community Transport



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## COMMUNITY TRANSPORT

### SCHOOL'S TRANSPORTATION FORM ACADEMIC YEAR.....

Dear Resident,

Please complete this questionnaire if your child(ren) will be attending **AKIS British/Indian Stream & Nursery** and require to be bussed to and from school.

Please tick on the relevant box: **British**

☐

**Indian**

☐

**Nursery**

☐

For Year: .....

Employee's Name: .....

Nationality: .....

Company's Name: .....

Staff Number: .....

Telephone(Office/Mobile): .....

Address (Villa/Block): .....

E-mail .....

Telephone (RES.): .....

r. No.		Gender M/F	Age	Yr. Group Class / Std. Grade
1				
2				
3				
4				

#### School's time

Start:	Finish:	Signature
Start:	Finish:	

Date of application: .....

Please fill-in the above form and return by E-mail (KMohammed @ qatargas.com.qa) or by fax 4736192 to the attention of Mr. Khalid Nasr Mohammed Tel. 4735780 Mob. 55801792 by.....

Thank you.



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## COMMUNITY TRANSPORT TRANSPORT REQUESTION FORM

❖ Part One: to be filled by Requested Department/Employee

Date of Request:.....	Reference:.....	Cost Centre:.....
-----------------------	-----------------	-------------------

<input type="checkbox"/> Community Admin.	<input type="checkbox"/> Club Recreation	<input type="checkbox"/> Dar Al Arqam	<input type="checkbox"/> AKC Nursery
<input type="checkbox"/> AKIS British (Main)	<input type="checkbox"/> AKIS Indian Stream	Other (please specify) .....	
<input type="checkbox"/> New Booking		<input type="checkbox"/> Booking Cancellation	<input type="checkbox"/> Change in Booking

<input type="checkbox"/> 45 seater Bus	<input type="checkbox"/> 30 seater Bus	<input type="checkbox"/> 15 seater mini bus	Number of buses
--	--	---	-----------------

Date of Trip:.....	Pick-up From:.....
Destination: (with clear address & contact person).....	
Departure Time:.....	Return Time:.....
Number of People Travelling:.....	Purpose of Trip:.....

Requested Department Approval

Requested by Name:.....	Designation:.....	Signature:.....
Approved by Name:.....	Designation:.....	Signature:.....

❖ Part Two: to be filled by Transportation Authority

Name:.....	Designation:	Signature	Proceeded	
Date:	Transport Liaison Officer	.....	Not Proceeded	

❖ Part Three: to be filled by Transportation Contractor Authority (MBM)

Name:.....	Designation:	Signature	Accepted	
Date:.....	.....		Not Accepted	

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## Community Transport DAILY OBSERVATION REPORT

Comm. Bus No	No. of Seats	Driver Name	Mobile No.	Monitor Name

Service Starting Time	School Arrival	School Departure	Service Finishing Time

Date:-----

No.	Student's Name	Class	House/Stop No	Safety Observation		
				Seat Belt not fasten	Bad Behavior	Vandalism violation

Comments	
----------	--

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**School Bus Service between Doha and Al Khor International  
School (Al Khor Community)**

**YEAR .....**

**To: RasGas and Qatargas Doha Compound Residents**

Please complete and return this form to the Al Khor Community Transport section as soon as possible if your child(ren) require bussing from Doha to the Al Khor International School in the Al Khor Housing Community. Nursery is not included in this service.

Please tick on the relevent box: **British Stream** ☐ **Indian Stream** ☐

**Employee's Name:**..... **Company:** QG ☐ RG ☐

**Nationality (passport):**..... **Staff Number:**.....

**Residential Address in Doha:** Compound.....House No.....

**Email Addresses:** Home.....

**Telephone:** Home..... Mobile..... Emergency.....

Sr. No.	Child's Name	Male / Female	Age	Class / Grade
1				
2				
3				
4				

**Date of Application:** .../...../..... **Bus Service to Commence From:**.../...../.....

Please fill-in the above form and return by e-mail (KMohammed@qatargas.com.qa), or by fax on (4 736192) to the attention of Mr. Khalid Nasr Mohammed Tel. 4735780 Mob. 5801792 by.....

Thank you

Community Transport



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## School Bus Service between Al-Khor Compounds and Al Khor International School (Al Khor Community)

To: Al-Khor Compound Residents

Please complete and return this form to the Al Khor Community Transport section as soon as possible if your child(ren) require bussing from AlKhor Compounds to the Al Khor International School in the Al Khor Housing Community. Nursery is not included in this service.

Please tick on the relevent box: British Stream ☐ Indian Stream ☐

Employee's Name:..... Company: QG ☐ RG ☐

Nationality (passport):..... Staff Number:.....

Residential Address in Al-Khor: Compound.....House No.....

Email Addresses: Home.....

Telephone: Home..... Mobile..... Emergency.....

Sr. No.	Child's Name	Male / Female	Age	Class / Grade
1				
2				
3				
4				

Date of Application: .../.../.....Bus Service to Commence From:.../.../.....

Please fill-in the above form and return by e-mail (KMohammed@qatargas.com.qa), or by fax on (4 736192) to the attention of Mr. Khalid Nasr Mohammed Tel. 4735780 Mob. 5801792 by .....

Thank you

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### Contractor Vehicle Checklist

This Checklist should be retained by the Maintenance Services Inspector for Follow-Up Inspection of Equipment.

Date of Inspection: ____ / ____ / 200__		Time of Inspection: ____ hours	
Vehicle Manufacturer:		Registration:	
Make: _____		Number: _____	
Model: _____		Expiry Date _____	
Inspector to complete this section*		Tick <input type="checkbox"/> the appropriate box	YES
1.	Is the documentation for the Vehicle correct? (Current Qatar Traffic registration and Insurance.)		
2.	Is an audible back-up (reversing) warning device fitted to the Vehicle? (If the rear window is obscured)		
3.	Are there any fuel leaks?		
4.	Are there any coolant leaks?		
5.	Are there any pneumatic leaks?		
6.	Are there any oil leaks?		
7.	Are all engine hoses in good condition?		
8.	Are the engine radiator's fins clear and not blocked?		
9.	Are the lights (front and rare) in a workable condition, there is no any damage?		
10.	Is the battery in good condition and terminals clean?		
11.	Is electrical system well insulated and with no exposed terminals.		
12.	Are tyres in good condition? (Tread depth should be 2 mm. minimum.)		
13.	Are vehicle's brakes effective?		
14.	Is a full and in-date fire extinguisher fitted in the passenger area?		
15.	Are all internal and external lights, horn and indicators working correctly?		
16.	Are emergency lights fitted to the vehicle, or is torch carried in the glove compartment?		
17.	Are passenger seat belts fitted?		
18.	Confirm there is no homemade or damaged equipment fitted.		
19.	Are the general housekeeping conditions of the Vehicle satisfactory?		
* This is non-exhaustive checklist. The inspector must add extra items, if applicable, as per his professional judgement.			

Date .....

Write Name of person carrying out this check .....

Write name of relevant Supervisor to ensure the above checklist has been correctly completed .....

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### FIRE EXTINGUISHERS CHECKLIST

(MODIFY AS NEEDED TO MEET WITH THE manufacturers RECOMMENDED CHECK LIST)

<u>POINTS TO BE INSPECTED</u>	<u>CHECKED</u>	<u>COMMENTS</u>
<u>Check unit for external rust</u>		
<u>Check whether discharge tube is in good condition</u>		
<u>Check that instructions and labelling are in good condition</u>		
<u>Check whether a discharge nozzle is clean and unobstructed</u>		
<u>Weigh CO2 extinguishers to ensure that they are full</u>		
<u>Check pressure gauge arrow indication is in the green shaded area</u>		
<u>Check base of extinguisher from rust or deformity</u>		
<u>Check extinguisher has been serviced within the last 6 months (check inspection record card/tag)</u>		
<u>Any Other</u>		

Date .....



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## AKC Safety Internal Audit Transport Contractor Checklist

This checklist is intended for use by road safety management specialists concerned with monitoring land transport operations for AKC facility.

### SECTION 1: GENERAL

Completed by:

Date:

#### 1.1 Company name

Address:

Telephone:

Email:

#### 1.2 Management team

Name	Title	Years with company
Primary contact	Phone number	e-mail address

#### 1.3 Land transport activity

1.3.1 Fleet size, by vehicle type:

1.3.2 No. of operations bases, and location:

1.3.3 Area(s) of operation:

1.3.4 No. of drivers - field or professional (total):

\*\*\*Provide further information on attachment (if necessary)

#### 1.4 Driving staff

	Name	Years with company	Years' experience
Transport Supervisor			

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Driver Trainer/Assessor			
Driver			
Monitor			

\*\*\*Provide further names on attachment

## SECTION 2 – DRIVING SAFETY

### 2.1 Driving and transport safety programs

List all active driving safety programs (to be completed for scope of operations being assessed and to include contractor activities)

Year started	Program name	Target activity

\*\*\*To be completed as per scope of assessment.

### 2.2 Safety awards

List any internal or external recognition that you have received for active safety programs:

Internal	External	Date	Type of recognition
<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>		

### 2.3 Safety statistics

Accident data for the previous three (3) years:

Year	No. vehicles	No. kms driven (1,000s)	CMS/106km	No. of incidents							
				Total	Catastrophic	Major	Serious	Light	Fatalities	Injuries	No. of spills & volume

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\*\*\*Land transport incident KPIs for motor vehicle incidents (MVI).

\*\*\*Data to be inclusive of contractor, sub-contractors and 3rd party injuries and fatalities. Provide details on crashes and changes implemented to prevent recurrence.

## 2.4 Accident Procedures

1.4.1 Does the company have written accident /incident policies/procedures?  
Yes ☐ No ☐

1.4.2 Do all vehicles contain a copy of the policies/procedures?  
Yes ☐ No ☐

1.4.3 Are accident/incident investigation procedures in place?  
Yes ☐ No ☐

1.4.4 Who is responsible for accident/incident investigation?  
Yes ☐ No ☐

1.4.5 Is there timely follow up action?  
Yes ☐ No ☐

## SECTION 3 – DRIVING SAFETY

### 3.1 Seatbelts

3.1.1 Are all vehicles fitted with adequate and appropriate seatbelts for all occupants?  
Yes ☐ No ☐

3.1.2 Are all front and outboard seating positions, at a minimum, fitted with 3-point seatbelts?  
Yes ☐ No ☐

3.1.3 Do seatbelts have automatic retraction & deceleration activated emergency locking mechanisms?  
Yes ☐ No ☐

### 3.2 Driver training and qualification

\*\*\*Training records will be checked during the review.

3.2.1 Do you have written hiring qualification standards for all Drivers?  
Yes ☐ No ☐

3.2.2 Are all recruited Drivers trained?



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Yes ☐ No ☐

3.2.3 Is the driver training maintained as current (at least once every 3 years)?

Yes ☐ No ☐

3.2.4 Is a current copy of the Drivers license and qualifications on file?

Yes ☐ No ☐

3.2.5 Do you use a defensive driving training program?

Yes ☐ No ☐

\*\*\*Does the training include the following?

3.2.6 Review of company policies and standards related to driving

Yes ☐ No ☐

3.2.7 Defensive driving techniques

Yes ☐ No ☐

3.2.8 Journey management techniques

Yes ☐ No ☐

3.2.9 Alertness and fatigue management

Yes ☐ No ☐

3.2.10 Effects of medication and substance abuse

Yes ☐ No ☐

3.2.11 Vehicle restraint systems and safety equipment

Yes ☐ No ☐

3.2.12 Pre-trip checks and proper seating position

Yes ☐ No ☐

3.2.13 Does it specifically identify local hazards, regulations and culture?

Yes ☐ No ☐

3.2.14 Is the training accompanied by written tests?

Yes ☐ No ☐

Briefly describe or attach a table of contents or syllabus for initial and recurrent training

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3.2.15 Is training provided by a third party?

Yes ☐ No ☐

If so, how are they selected and how is the curriculum monitored? .....

3.2.16 Are training records maintained?

Yes ☐ No ☐

3.2.17 Is refresher training and assessment performed?

Yes ☐ No ☐

If yes, please identify what type and how frequently. ....

3.2.18 Do you perform annual driver skill assessment/checks?

Yes ☐ No ☐

## 3.3 In vehicle monitoring systems (IVMS)<sup>1</sup>

3.3.1 Does the systems monitor, at a minimum:

Driver	Yes <input type="checkbox"/> No <input type="checkbox"/>
Speed	Yes <input type="checkbox"/> No <input type="checkbox"/>
Harsh acceleration/harsh deceleration	Yes <input type="checkbox"/> No <input type="checkbox"/>
Distance driven	Yes <input type="checkbox"/> No <input type="checkbox"/>
Driving time(s)	Yes <input type="checkbox"/> No <input type="checkbox"/>

3.3.2 Is a data management system (DMS) in place to ensure data from IVMS is properly analyzed and fed back to drivers and supervisors?

Yes ☐ No ☐

3.3.3 Does the DMS include procedures to ensure monitors are installed and working properly; with alarms set to levels commensurate with local driving conditions?

Yes ☐ No ☐

<sup>1</sup> Will be applicable ONLY when IVMS will be agreed and installed

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3.3.4 Does the DMS include procedures to ensure recent data from the monitors is downloaded, analyzed, and communicated?

Yes ☐ No ☐

3.3.5 Does the DMS include procedures to ensure data from the monitors is used to provide individual driver performance feedback for improvement and skills development?

Yes ☐ No ☐

### 3.4 Cellular phones and two-way communications

3.4.1 Are drivers directed to not answer mobile telephone calls while driving? (This also applies to two-way radio communication other than for convoy management)

Yes ☐ No ☐

How is compliance to this directive monitored? . . . . .  
 . . . . .  
 . . . . .

### 3.5 Journey management plans

3.5.1 Formal pre-trip briefing with the driver?

Yes ☐ No ☐

3.5.2 Appropriate means of communication are available and protocol established?

Yes ☐ No ☐

3.5.3 The route is clearly defined and mapped?

Yes ☐ No ☐

3.5.4 All potential hazards are identified and included in AKC Risk Assessment file?

Yes ☐ No ☐

3.5.5 Appropriate vehicles are assigned and inspected?

Yes ☐ No ☐

3.5.6 Trained and qualified drivers are assigned?

Yes ☐ No ☐

3.5.7 Drivers are physically and mentally fit, including specific reference to alertness considerations?



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Yes ☐ No ☐

3.5.8 Arrival times are communicated with a contingency plan in place for overdue trips?

Yes ☐ No ☐

3.5.9 All trips during hours of low visibility are reviewed for necessity & formal management approval?

Yes ☐ No ☐

3.5.10 Is a formal document used to support the journey management process?

Yes ☐ No ☐

If yes, please provide a copy.

3.5.11 Has management ever suspended operations due to a journey management hazard issue?

Yes ☐ No ☐

Is yes, please explain. . . . .  
. . . . .  
. . . . .

### 3.6 Driver fitness and alertness

3.6.1 Are all drivers medically assessed prior to hire?

Yes ☐ No ☐

3.6.2 Are all drivers medically assessed at least every 5 years?

Yes ☐ No ☐

3.6.3 Are drivers assessed for the capability to drive prior to each journey?

Yes ☐ No ☐

3.6.4 Are drivers required notifying management of any condition or limitation that may affect their ability to drive safely?

Yes ☐ No ☐

3.6.5 Is fatigue management training conducted?

Yes ☐ No ☐

3.6.6 Do drivers operate within the recommended hours of duty and service?

Yes ☐ No ☐

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## 3.8 Vehicle specifications

3.8.1 Does your company have a vehicle procurement policy/program?

Yes ☐ No ☐

3.8.2 Have any structural modifications been done to any vehicles?

Yes ☐ No ☐

3.8.3 Were the modifications in-line with manufacturers' specifications and local regulation?

Yes ☐ No ☐

3.8.4 Is all equipment serviceable?

\*\*\*Does the policy cover the following areas?

3.8.5 Head rests/restraints (all seats);

Yes ☐ No ☐

3.8.6 Air bags (minimum driver's seat);

Yes ☐ No ☐

3.8.7 Anti-lock brakes (ABS);

Yes ☐ No ☐

3.8.8 Side impact protection;

Yes ☐ No ☐

3.8.9 Seatbelts (3 point inertia reel configuration- all seats, where available);

Yes ☐ No ☐

3.8.10 Reversing alarm system (including other vehicles with limited rear-visibility); and

Yes ☐ No ☐

\*\*\*Do all vehicles contain the following minimum safety equipment?

3.8.11 First aid kit;

Yes ☐ No ☐

3.8.12 Fire extinguisher;

Yes ☐ No ☐

3.8.13 Driver and passenger side mirrors;

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Yes ☐ No ☐

3.8.14 Spare wheel & tire in good condition (including appropriate tire changing tools for the operating environment);

Yes ☐ No ☐

3.8.15 Disabled vehicle marker (e.g. warning triangle);

Yes ☐ No ☐

## **3.9 Management systems**

3.9.1 Does your company have a driving or transport policy or standard?

Yes ☐ No ☐

If yes, attach the policy the document.

3.9.2 Is the policy a clear statement expressing the commitment to continuously improve road safety through the implementation of recommended practices?

Yes ☐ No ☐

3.9.3 Does your company have a documented management system?

Yes ☐ No ☐

\*\*\*Does the management system include the following?

3.9.4 Policy and strategic objectives: management communication of a clear policy statement expressing the commitment to continuously improve road safety through implementation of the recommended practices, and the setting of strategic objectives for the aspired improvements.

Yes ☐ No ☐

3.9.5 Organization, resources and documentation: an overall management structure for Land Transport operations that are documented and communicated, clearly identify the people with responsibility for managing Land Transport safety, and their competencies.

Yes ☐ No ☐

3.9.6 Evaluation and risk management: identification, documentation and risk assessment of all hazards related to land transport. The requirement is to put risk reduction measures.

Yes ☐ No ☐

3.9.7 Planning: planning for all Land Transport operations in line with the policy and strategic objectives. A management of change process that assesses and eliminates or mitigates, the risks introduced by changes in planned activities and deviations from policies, procedures and



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recommended practices that is approved by management. The maintenance of procedures to identify foreseeable emergencies, and response plans developed for such situations.

Yes ☐ No ☐

3.9.8 Implementation and monitoring: monitoring systems to ensure that the management system is effective and that a system is in place for managing exceptions. Requirement for corrective action shall be initiated in the event of non-compliance. Requirement for records kept to demonstrate the extent of compliance.

Yes ☐ No ☐

3.9.9 Audit and review: the implementation of an audit program to verify effective implementation of the Management System elements related to Land Transport. Annual review by senior Management of audit findings and their close out and the assessing of need for changes to the requirements for managing Land Transport Safety.

Yes ☐ No ☐

3.9.10 Does it include oversight visits/reviews for operations, maintenance & safety?

If yes, by whom and at what frequency? . . . . .  
.....

3.9.11 Are follow-up reports written?

Yes ☐ No ☐

## SECTION 4 – FLEET INSPECTION

### 4.1 Vehicle condition

- Registration/Unit No.
- Make/Model Year of Manufacture
- Owned/leased
- Type Km's (1,000) General condition
- Provide further vehicle information on attachment

### 4.2 Exterior/interior appearance

- Registration/Unit No.
- General condition – Body, engine, battery, gearbox, hoses, cabin, seats, carpet, etc.
- Provide further vehicle information on attachment

### 4.3 Vehicle documentation

\*\*\*Do all company owned or leased vehicles supplied have the following documents within:

4.3.1 Valid certificate of registration/insurance/license (as required)?

Yes ☐ No ☐

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4.3.2 Emergency company contact numbers?

Yes ☐ No ☐

4.3.3 Copy of company driving policy/journey management documents?

Yes ☐ No ☐

4.4 Remarks concerning vehicle inspection (include reference to above listings as appropriate)

**Section 5 – Additional information, reference, comments or observations**