



Transport Policy

NEWPORT COUNTY AFC

Document type	Transport Policy
Drafted by	Ben Jones
Reviewed by	Kelly Anderson
Signed off by	Gavin Foxall
Board review and agreement	January 2022
Next review date	January 2023
Version I.D.	3

1. Overview

Newport County Association Football Club have developed a Transport Policy to ensure that every consideration is paid to the welfare of all staff and players whilst they are using (1) Club transport, (2) whilst being transported by a Club member of staff, or (3) whilst travelling to or from Club activities. This policy is applicable to all players, staff and volunteers.

We as a club are committed to safeguarding and the welfare of children and young players and all staff share this commitment also. This plan has been developed to provide all staff, parents/carers and young players with all the information that is needed regarding travel and transport when carrying out any club duties.

The club has full responsibility in delivering and communicating this policy during the pre-season induction and to all new starts throughout the season.

The Scholarship and Elite Development Programmes at Newport County Association Football Club is full time, and this means that on every reasonable occasion players may have to make their own way to training and education using their own vehicles or public transport. Transport arrangements for scholars are made for them to attend all fixtures, and all players under the age of 18 should travel in club vehicles, with at least one adult (in addition to the driver) acting as escort. For other academy players, club transport is offered as a last resort to travel to away matches. For academy tours and/or tournaments should the club be involved in such activities, there can be a combination of club transport and transport from an external provider.

Newport County Association Football Club follow the guidance which is provided by the FA (Travel, trips and Tournaments), The Football league (Youth Tours and Tournaments), and the Department For Education (DFE) in regards to transporting young players on tours and tournaments.

2. Club Transport Arrangements

During the working week, club, own and public transport is used across the whole of the academy in order to transport players, staff and equipment between the following venues:

- Lliswerry High School (Nash Road)
- 3G Velodrome
- Lliswerry High School
- Carbon Fiit
- The Gol
- Away fixtures at other clubs

The club minibus is provided to transport scholars to all matches and training venues. If the scholars choose to make their own travel arrangements to matches and training venues, the club expects scholars to adhere to the transport policy at all times and that Newport County Association Football Club accept no liability for their decision to transport themselves between venues.

3. Academy Transport

Mini Bus

The club has one 17 seat minibus that is used to transport players, staff and equipment to training and fixtures. On occasions the mini bus may be used for tours and airport transfers. The minibus is owned by Newport County Association Football Club.

The minibus is maintained by the driver and the Academy Manager. The driver will inspect the vehicle before travelling at all times and the vehicle is also checked monthly for the following

- Tyre pressure and Tyre wear
- Brake Fluid
- Screen Wash
- Any other damage inside and outside

The designated drivers are anyone who is an employee of the club and has the D1 driving licence.

There is a form which is used to record any damage to bodywork, windscreen and any other general observations. Any issues must be reported immediately to the Academy Manager.

The mini bus is issued with breakdown cover and full insurance for all intended use which includes the transportation of young, professional footballers. All of these details are stored within a pack inside the minibus which is available to the driver and/or staff if needed. The mini bus insurance regulations state, only staff over the age of 25 are permitted to drive the vehicle providing that the club gives them permission to do so and that they can provide a full and valid driver's licence. This does not include players.

Newport County Association Football Club follow the direction from the DFE driving school minibus, regarding eligibility (Departmental advice, updated: 26 April 2012). Staff can drive the minibus without any special licence, as long as their employer agrees, and the following conditions are met:

- The staff member obtained their car driving licence before January 1997
- The staff member obtained their car driving licence later than January 1997 - but has held it for at least two years - and is not being paid to drive the minibus (because exemption depends on no consideration being received by the driver) and the minibus weighs no more than 3.5 tonnes and is not used for hire or reward. All drivers understand the maximum capacity for the vehicle they are using and know that this must not be exceeded.

Once these expectations are met, there are additional requirements when transporting young players:

- Members of staff must have an enhanced DBS Disclosure through the FA's registered body;
- Staff are required to notify the Academy Manager of existing or impending points, disqualifications or convictions;
- Staff are required to submit their licence for regular checks as requested by the Club;
- Staff must report to the club details of any medical conditions which may affect their driving;
- Newport County Association Football Club must issue consent forms to the parents/carers of all new players to obtain their permission for players to be transported in the Club vehicle or vehicles belonging to an external transport provider as is necessary for the duration of their registration at the Club. Parents and carers can withdraw this consent at a later date if they wish and their sons will no longer be able to access any Club transport and transport

provided by an external company. In the event that a player is touring with the Club, an additional consent form is requested for the tour.

External Transport Providers

There may be events within the football club that would require the club to source a coach company for example, FA Youth Cup fixtures, tours or friendly fixtures. Newport County Association Football Club have established relationships with reliable and trustworthy transport providers who understand the club commitment to safeguarding all young players. All companies used will provide a copy of their public liability insurance, provide a qualified and DBS checked driver(s) and ensure that all vehicles used when transporting our young players are safe and fit for purpose. The Academy Operations Manager or the Academy Welfare Officer collect all information for the external transport providers. When travelling via this method all players are accompanied by staff.

Regulations for Staff Transporting Young People

Members of staff are not expected or asked to transport children and young adults in their private vehicles as part of their duty unless stated otherwise. Staff understand that circumstances may sometimes arise where the risk of not transporting a young person is greater than doing so, for example after a late football fixture and the distance to home is too far or too dangerous to walk, or in an emergency situation.

In the unlikely circumstance that a member of staff feels that they have to transport a young player in their private vehicle because it is the safest or only option, they must adhere to the following protocols where applicable:

1. Inform the Academy Manager or Safeguarding Officer of the journey, the reasons for the journey, any incidents that arise during the journey and when the journey is completed;
2. Have an enhanced DBS disclosure through the Club and FA;
3. Have a roadworthy and appropriately insured vehicle that meets all the legal requirements for use of the road (the Club cannot take any responsibility for any grievances arising from inadequate insurance or non-roadworthy vehicles);
4. Have permission from the young player's parents/carers;
5. Have another member of staff accompanying them (if possible) or more than one young person to accompany one another.
6. The player is to be seated in the back where possible and wearing a seatbelt.

When a member of staff is transporting a young player, they must understand that the safety and welfare of the child is their responsibility until they are safely passed over to parent or carer. Newport County Association Football Club's medical staff may transport players for medical emergencies or appointment where the parent is not available. All staff must make sure they have the correct insurance when transporting young players.

All staff must be fit to drive and free from all drugs, alcohol or medication which may inhibit or impair their ability to drive. Behaviour must be appropriate at all times and any incidents that occur on the journey must be reported to the Safeguarding Officer as soon as possible. All legal requirements must also be met when transporting young players such as not using mobile phones

whilst driving. Staff members must also take in recommendations such as taking breaks during long journeys and understand the dangers when driving tired.

If possible, drivers should be accompanied by another member of staff when transporting young players as this can reduce the risk of any distractions, accident, injury or allegation of misconduct or abuse.

Staff should follow all safety rules and make sure that all passengers including themselves must wear a seatbelt at all times, however the responsibility lies with the passenger when travelling.

All full-time staff members must sign a 'Driver Registration & Monitoring Driver Information' form at the start of the season and must update staff on any changes.

Young Players Using Club Transport

When using club transport all players should take full responsibility to ensure that they are well prepared and on time when club transport has been arranged by the club. Players must understand their personal responsibility when travelling for example wearing a seatbelt and not partaking in high risk behaviours such as distracting the driver. All players should understand that they must not ask any member of staff for lifts or accept any lifts in private vehicles unless in exceptional circumstances. If this situation was to arise advice is given in the above section '**Regulations for staff transporting young people**' should be adhered to at all times.

Parents/Carers should never ask staff members to provide transport for their son in a personal vehicle. No parent/carers are allowed to travel on any form of club transport unless transport is sourced from an outside company. Parents/carers can only travel in club transport if there is a serious circumstance i.e. accompanying a child to hospital/home. Parents/Carers at the start of the season must sign a transport consent form for their child to travel on club transport. The same is also done for any other academy players who may use the club transport when required.

Regulations for Young Players Traveling Independently (Including Public Transport & Own Vehicles)

Many young people pass their driving test and get their first cars during their scholar years and when a scholar passes his driving test, they are advised to inform their insurers of their profession as a footballer. Newport County Association Football Club regularly provide scholars with education regarding driving as part of the well-being section of their club induction and often as part of their NVQ module '*Managing your own career*'. Newport County Association Football Club record how all scholars attend training through own vehicles or public transport, and it is updated regularly. We also keep on file their driver's license and check that they have valid insurance.

Newport County Association Football Club provide transport to training and all matches (home and away) and on occasions scholars may make independent travel arrangements for carrying passengers (who may be other scholars or professional footballers). Newport County Association Football Club does not accept liability for any damage or personal injury that occurs as a result of an apprentice(s) choosing to travel independently, given that the club provides transport to and from training and match venues. All apprentice(s) travel routes are recorded to and from home even if it is public or own transport.

Newport County Association Football Club advises all scholars to inform their insurers of their profession as a footballer and the nature of their driving if they intend to use their car for social and commuting purposes. Apprentices must ensure they have the right insurance with the help of their parents/carers in order to meet their personal circumstances including the intended business use if they choose to provide lifts for other football apprentices. Scholars will not be asked by Newport County Association Football Club to provide transport for other peers or staff travelling.

If apprentices are making their own alternative transport arrangements to matches, they must inform their lead coach 24 hours prior to the match.

4. Club Transport

Staff using Vehicles for Work Purposes

All staff must complete the Company Vehicle Usage form and Health Questionnaire if they are to drive for work purposes. The forms will allow the Club to check drivers' license, MOT and insurance as well as ensure that drivers are healthy enough to drive and not under the influence of medication. If staff are required to use vehicles for work purposes, they must:

- Ensure that they disclose points/disqualifications to the Club.
- Ensure all staff who use their personal vehicle as part of their duties:
 - Have appropriate vehicle insurance,
 - Have the appropriate driving license and are not subject to any driving restrictions as a result of health problems or driving convictions.
 - Must not drive under the influence of alcohol, drugs or medication.
 - Ensure that the vehicle used is roadworthy and meets all legal requirements for use on the road.
 - Ensure that the vehicle is fitted with seat-belts appropriate to the size and type of vehicle and number of passengers to be carried.

All staff, volunteers and apprentices who drive will be reminded of the need to detail the appropriate insurance in the inductions.

Pool Cars operate under the strict rules that:

1. The car is made available to, and actually used by, more than one employee.
2. The car is made available by reason of the employee's employment.
3. The car is not ordinarily used by one employee to the exclusion of others.
4. Any private use of the car by the employee is merely incidental to any business use of the car.
5. The car is not normally kept overnight on or in the vicinity of any residential premises where the employee is residing.
6. The car is only insured to be driven by employees of the business.

To ensure compliance with the above, a vehicle usage record for each pool car will include:

1. Date of Journey
2. Name of Driver
3. Reason for Journey
4. Total Mileage driven.

All cars must be collected from and returned to the car park at Rodney Parade after use.

External Transport Providers

There may be events within the football club that would require the club to source a coach company for example, FA Cup or League fixtures, tours or friendly fixtures. Newport County Association Football Club have established relationships with reliable and trustworthy transport providers who understand the club commitment to safeguarding all young players. All companies used will provide a copy of their public liability insurance, provide a qualified and DBS checked driver(s) and ensure that all vehicles used when transporting our young players are safe and fit for purpose. The Club Secretary will collect all information for the external transport providers. When travelling via this method, all players are accompanied by staff.

Regulations for Players Travelling independently (Including Public Transport & Own Vehicles)

Newport County Association Football Club provide transport to all away matches and on occasions players may make independent travel arrangements for carrying passengers (who may be other scholars or professional footballers). Newport County Association Football Club does not accept liability for any damage or personal injury that occurs as a result of players choosing to travel independently, given that the club provides transport to and from match venues.

Newport County Association Football Club advises all players to inform their insurers of their profession as a footballer and the nature of their driving if they intend to use their car for social and commuting purposes. Players must ensure they have the right insurance to meet their personal circumstances including the intended business use if they choose to provide lifts for other football players. Players will not be asked by Newport County Association Football Club to provide transport for other peers or staff travelling.

All players must be fit to drive and free from all drugs, alcohol or medication which may inhibit or impair their ability to drive. Behaviour must always be appropriate.

Regulations for Staff Transporting First Team Players

Members of staff are not expected or asked to transport first team players in their private vehicles as part of their duty unless stated otherwise. Staff understand that circumstances may sometimes arise where the risk of not transporting a player is greater than doing so, for example after a late football fixture and the distance to home is too far or too dangerous to walk, or in an emergency situation.

In the unlikely circumstance that a member of staff feels that they have to transport a young player in their private vehicle because it is the safest or only option, they must adhere to the following protocols where applicable:

1. Inform the Manager or Safeguarding Officer of the journey, the reasons for the journey, any incidents that arise during the journey, and when the journey is completed;

2. Have an enhanced DBS disclosure through the Club and FA;
3. Have a roadworthy and appropriately insured vehicle that meets all the legal requirements for use of the road (the Club cannot take any responsibility for any grievances arising from inadequate insurance or non-roadworthy vehicles);
4. Have permission from the young player's parents/carers;
5. Have another member of staff accompanying them (if possible) or more than one young person to accompany one another.
6. The player is to be seated in the back where possible and wearing a seatbelt
7. Must not drive under the influence of alcohol, drugs or medication.

When a member of staff is transporting a player, they must understand that the safety and welfare of the player is their responsibility until they are safely reached their destination.

Newport County Association Football Club's medical staff may transport players for medical emergencies or appointment where the parent is not available. All staff must make sure they have the correct insurance when transporting young players.

All staff must be fit to drive and free from all drugs, alcohol or medication which may inhibit or impair their ability to drive. Behaviour must be appropriate at all times and any incidents that occur on the journey must be reported to the Club Secretary as soon as possible. All legal requirements must also be met when transporting players such as not using mobile phones whilst driving. Staff members must also take in recommendations such as taking breaks during long journeys and understand the dangers when driving tired.

If possible, drivers should be accompanied by another member of staff when transporting young players as this can reduce the risk of any distractions, accident, injury or allegation of misconduct or abuse.

Staff should follow all safety rules and make sure that all passengers including themselves must wear a seatbelt at all times, however the responsibility lies with the passenger when travelling.

All staff members must sign a 'Driver Registration & Monitoring Driver Information' form at the start of the season and must update the Club on any changes.

5. Implementation & Enforcement

The General Manager, senior managers and line managers are responsible for the promotion and maintenance of this policy by their staff. The Academy Manager is responsible for monitoring and reviewing the operation of this policy.

Employees are expected to comply with all elements of this policy. Employees not complying with the Transport Policy may be subject to the Club's Disciplinary Procedures.

DRIVER REGISTRATION FORM

NAME OF CLUB: _____

To Academy Manager _____ (Name)

Name of driver _____

Address _____

Postcode _____

Vehicle Make _____ Model _____ Reg. No _____

I hereby confirm that I am willing to use my own vehicle for transporting young people where this is necessary and approved by the Club or the Academy Manager.

I accept responsibility for ensuring that the vehicle is in a safe, roadworthy condition and has appropriate insurance cover.

I confirm that I have a valid driving license.

I confirm that I am not currently banned from driving

I confirm that I have read the club transport policy for the safe transportation of apprentices.

I accept that I will provide original documents for viewing and supply copies of all relevant driving documentation with this Registration Form: e.g. registration document, MOT certificate, driving license, insurance certificate.

Signature _____

Date _____

Print Name _____

Role at club _____

Approved by Name & Title _____

Date _____

CHECK LIST FOR MONITORING DRIVER INFORMATION

It is recommended that in all cases, employees / volunteers should only transport apprentices after reading the club transport policy and confirming they have completed the Driver Registration Form. This Check List proforma should then be completed by a senior member of the Youth Department or apprentice program to ensure the driver and manager are aware of all requirements.

Name of Driver _____

Role at club _____

Vehicle to be used: - Make _____ Model _____

Reg. No. _____

Reason for requirement of staff transport _____

Requirement	Response	Checked by (name)	Date
1. Has the driver confirmed they have no criminal convictions or charges which would disqualify them from driving?	Yes / No		
2. Has the driver completed the Volunteer Driver form?	Yes / No		
3. Has the driver been issued with a copy of the transport policy and signed for receipt?	Yes / No		
4. Has the driver's legal documents been checked? Driving License; MOT; Insurance Certificate (including confirmation of business use and a declaration that business use includes transporting trainee footballers if that is expected of the role)	Driving License Yes / No MOT Cert. Yes / No Insurance Cert Yes / No Business Use Yes / No		
5. Will there be an additional adult escort on the journey?	Yes / No		

Signed (Driver) _____

Role: _____

Print Name _____

Date _____

Signed (Manager) _____

Role: _____

Print Name _____

Date _____

PARENT/CARER ACADEMY TRANSPORT ARRANGEMENTS FORM

This form should be completed for the season or for the period of the contract

NAME OF CLUB: _____

To: Head of Academy _____ (Name)

Name of parent/carer _____ Name of Child _____

Address

Postcode _____ Age Group of Player _____

Please tick the statement(s) below if they apply to your circumstances, (you may tick more than one or all three points)

I hereby confirm that I will be making my own arrangements for the transport of my child from home to the club training/classroom venue and for their collection after their time with the club.

I may on occasions decide to make my own personal 'informal' transport arrangements. I may then decide to call upon family or friends to transport my child.

I consider that my child is old enough to travel independently to and from their training and education program at the club and acknowledge that they will not require transport to be arranged either by the club or the school.

Signature _____

Date _____

Print Name _____

Relationship to child _____

Acknowledges by Print Name & Title _____ Date _____

Period covered by this agreement - from:

- to:

General Risk Assessment – Driving for Work Purposes				Ref:																											
Task/Operation:	Driving on Public Highway for Work Purposes	<p style="text-align: center;">RISK RATING GUIDANCE</p> <p style="text-align: center;">A risk rating is to be calculated using the following equation</p> <p style="text-align: center;">Hazard Rating Calculation</p> <p style="text-align: center;">Calculate Likelihood X Consequence = Risk Level - (Higher Numbers = Higher Risk Level / Priority – See Guidance Below)</p> <p style="text-align: center;">Likelihood of Exposure – Taking Account Of History Of Task Being Carried Out With Current Controls In Place</p> <table border="1" style="width: 100%; text-align: center;"> <tr> <td>Improbable</td> <td>1</td> <td>Unlikely</td> <td>2</td> <td>Likely</td> <td>3</td> <td>Very Likely</td> <td>4</td> <td>Certain</td> <td>5</td> </tr> </table> <p style="text-align: center;">Consequences – If Hazard Is Realised</p> <table border="1" style="width: 100%; text-align: center;"> <tr> <td>Injury Ill Health, No Lost Time</td> <td>1</td> <td>Injury / Ill Health Less Than Statutory Reporting Days</td> <td>2</td> <td>Injury / Ill Health More Than Statutory Reporting Days</td> <td>3</td> <td>Major Injury / Life Changing Ill Health</td> <td>4</td> <td>Fatality</td> <td>5</td> </tr> </table> <p style="text-align: center;">Guidance On Risk Level & Maximum Time For Action To Be Completed Where Applicable</p> <table border="1" style="width: 100%; text-align: center;"> <tr> <td>1-2 Very Low</td> <td>3-6 Low</td> <td>7-9 Medium</td> <td>10-11 High</td> <td>12-14 Very High</td> <td>> 15 UNACCEPTABLE</td> </tr> </table> <p style="text-align: center; color: red;">The Risk Ratings Shown Below Are With All Controls In Place</p>				Improbable	1	Unlikely	2	Likely	3	Very Likely	4	Certain	5	Injury Ill Health, No Lost Time	1	Injury / Ill Health Less Than Statutory Reporting Days	2	Injury / Ill Health More Than Statutory Reporting Days	3	Major Injury / Life Changing Ill Health	4	Fatality	5	1-2 Very Low	3-6 Low	7-9 Medium	10-11 High	12-14 Very High	> 15 UNACCEPTABLE
Improbable	1					Unlikely	2	Likely	3	Very Likely	4	Certain	5																		
Injury Ill Health, No Lost Time	1					Injury / Ill Health Less Than Statutory Reporting Days	2	Injury / Ill Health More Than Statutory Reporting Days	3	Major Injury / Life Changing Ill Health	4	Fatality	5																		
1-2 Very Low	3-6 Low					7-9 Medium	10-11 High	12-14 Very High	> 15 UNACCEPTABLE																						
Those who may be affected	Drivers of Vehicles/ Other Road Users																														
Location																															
Assessor	Stuart Dominy																														
Date of Assessment																															
Other related documents																															
No.	HAZARDS	CONTROL MEASURES				RISK RATING																									
1	Moving vehicle involved in collision	a	Driver trained & holds the required licence for the vehicle used			1 x 5 = 5																									
		b	Those who drive for work purposes submit their licenses annually for review and are instructed to declare any points or disqualification applied against them at any time this occurs prior to the next annual review																												
		c	Where long journeys are necessary, the use of remote communications, i.e. conference calls, are considered, if found inadequate, & travelling is necessary, other modes of transport are considered, i.e. train, plane, if still necessary, driving is the last resort																												
		d	All vehicles provided by the Club/Academy are to at least MOT standard, and those who may use their own vehicles are instructed to keep them at this standard																												
		e	All employees who have to drive on the public roads for work purposes carry a current, valid full licence for any vehicle they may drive for work purposes & that they are adequately insured, this is checked at least annually and a permanent record is kept																												
		f	Any person is found to be out of compliance is immediately prohibited from driving for work purposes, and from using the Club/Academy car parking facilities until they are back in compliance																												

No.	HAZARDS	CONTROL MEASURES		RISK RATING
2	Poor driving technique, including non-compliance with road traffic legislation	a	All persons who drive for business purposes have been made fully aware that they must comply fully with the Road Traffic Act and various associated Regulations at all times	2 x 5 = 10
		b	Drivers have been instructed not to use hand held mobile 'phones, wear ear-phones, smoke, eat or drink whilst driving	
		c	All persons who drive for work purposes are instructed that no vehicle shall be driven on Club/Academy business if the driver is under the influence of drink or drugs, including prescription medication	
		d	All employees using vehicles supplied by the Club/Academy are prohibited from carrying unauthorised passengers, during work journeys, this includes family, friends, hitch-hikers etc.	
		e	All employees who travel for work purposes have been instructed that during such travel they must not to be conveyed in a vehicle that has not been arranged by, or the use of which has been authorised by, the Club/Academy.	
		f	All employees who drive for work purposes have been instructed never to overload vehicles in such a way that it is unsafe and, should equipment be required loads must be secured prior to the commencement of any journey.	
		g	Drivers are instructed never to attempt to carry unbalanced loads, or loads likely to collapse	
3	Tiredness	a	Employees are instructed that they should take a break from continuous driving when they have been at the wheel for periods of 2 hours	1 x 5 = 5
		b	All employees driving for work purposes have been instructed that they in the event of them becoming fatigued, including feeling sleepy, whilst driving a vehicle, they must pull off the road in a safe position, ideally a service area, for a period of at least 15 minutes, during which they should obtain some fresh air, make use of any welfare facilities and take any other action the feel is necessary to ensure that when they resume driving, they can do so safely.	
4	Poor weather causing road conditions		Employees who drive for work purposes have been instructed that should weather conditions deteriorate such that it becomes unsafe to drive whilst they are driving for business purposes, they must get to a safe place and take refuge until such time that the weather condition improve adequately for them to continue driving in safety.	3 x 5 = 15
5	Health issues	a	All employees who drive for work purposes are instructed that they are obliged to inform the Management Team of any health conditions, or medication they are prescribed, that may make them unfit to drive a motor vehicle	2 x 5 = 10
		b	All employees who travel in vehicles for work purposes are instructed that in compliance with the Health Act 2006, they are prohibited from smoking tobacco/vaping products in those vehicles, this includes when the driver is actually alone in a company owned hired/leased vehicle that may carry other employees at other times.	

No.	HAZARDS	CONTROL MEASURES		RISK RATING
6	Vehicle unsafe due to damage/poor maintenance	a	Any vehicles provided by the company are maintained to the standard required by the manufacturer & serviced at the required intervals.	2 x 5 = 10
		b	All accidents involving company vehicles must be reported to the office at the earliest opportunity. Should the vehicle be damaged such that it is unsafe, employees have been instructed that it must not be driven. Full particulars of any other Person involved must be taken, should another vehicle be involved this will include registration number, drivers name and address, the name of the vehicle owner, and their insurance company if known, . and this does not put them at risk, In addition attempts should be made to secure the names and addresses of any witnesses to the incident	
		c	Employees have been instructed that they must refrain from carrying out any home maintenance on the vehicle that may adversely affect its roadworthiness or put themselves at risk, e.g. adjustments to brakes, the adjustment of engine parts whilst he engine is running etc.	
		d	Employees have been instructed that they must carry out regular checks to ensure that tyres are kept at the correct pressures and have a legal amount of tread, the radiator is topped up to the correct level, the windscreen wipers work, have good quality blades and that the windscreen wash reservoirs are adequately charged etc.	
		e	Employees have been instructed to carry out a visual inspection of the vehicle is undertaken prior to each journey to identify any obvious faults, e.g. broken lights, damaged bodywork/ tyres, ineffective indicators etc. and take the necessary action to ensure the safety of themselves and others who may be affected	
		f	All employees who drive for work purposes have been instructed that in the event of a breakdown that immobilises, or makes the vehicle unsafe to drive, assistance should be summoned as soon as reasonably practicable. Where possible the driver should stay with the vehicle until the recognised assistance arrives. On no account should the person(s) in the vehicle put themselves at risk.	