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PGN 03/16

Safely Using and Buying Freight, Taxi and Bus Services

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PROCUREMENT GUIDANCE NOTES

[Northern Ireland Public Procurement Policy](#) (NIPPP) was approved by the Northern Ireland Executive in 2002. In approving the policy, the Executive took the decision that legislation was not necessary to ensure that Departments, their Agencies, Non Departmental Public Bodies and Public Corporations complied with the policy. Instead, it considered that compliance could be achieved by means of administrative direction.

Procurement Guidance Notes (PGNs) are the administrative means by which Departments are advised of procurement policy and best practice developments. They apply to those bodies subject to NIPPP and also provide useful guidance for other public sector bodies.

PGNs are developed by the Central Procurement Directorate (CPD), in consultation with the Centres of Procurement Expertise (CoPEs), and are subject to the approval of the Procurement Board.

Once endorsed by the Procurement Board, they are issued to the Departments for implementation and copied to CoPEs to develop, if necessary, underpinning procedures supporting the implementation of this guidance in their particular sector. PGNs are also published on the [Department of Finance \(DoF\) website](#).

The following PGN was endorsed by the Procurement Board with effect from 13 May 2016 for use by those bodies subject to NIPPP.

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Definition of Terminology

In the preparation of this guide, the term **contractor/supplier/operator** has been used to denote an organisation that contracts directly with a Department, whether it is a supplier, a service provider or a construction contractor.

The term **Department** has been used to refer to those bodies subject to Northern Ireland Public Procurement Policy including Departments, Non-Departmental Public Bodies and Public Corporations. A full list of such bodies is available in Annex A of [Northern Ireland Public Procurement Policy](#).

1 INTRODUCTION

- 1.1 The purpose of this guidance note is to help staff in the public sector to buy and safely manage their arrangements for providing freight and passenger services, including taxis and buses, to public-sector organisations.
- 1.2 Within the transport sector in Northern Ireland there are currently commercially licensed 20,000 freight vehicles (over 3.5 tonne gross vehicle weight), 9,000 taxis and 2,200 buses ranging from single operators to large fleet providers.
- 1.3 This is a complex and heavily regulated sector which requires considerable care in developing strategies for buying services, tendering, awarding and managing contracts. It is essential that there is a consistent long-term approach to managing these arrangements to make sure the standard of service provided is legal and safe for all public-sector users.
- 1.4 This guidance note is designed for staff in the public sector who are responsible for buying services or managing contracts for these services. We recommend that you get technical advice when preparing all tender documents for these services (if this applies) to improve the quality of service and performance and reduce any possible risks.
- 1.5 The guidance note is not designed for the providers of regulated bus services¹.

1.6 Legal requirements

- 1.6.1 Freight and passenger transport services are regulated by the Department of the Environment with the legislation governing them subject to regular reviews, updates and amendments. Public-sector contracts should require

¹ Since 5 October 2015 the Department of Regional Development (DRD) has been able to enter into an agreement (contract) with Translink for the provision of the majority of public passenger transport services. DRD also has the power to issue permits to any licensed operator for the provision of non-contracted public transport services. Since 9 May 2016 DRD's functions have been carried out by the Department for Infrastructure (DfI).

the operator to comply will all current legislation and to adjust to all changes to requirements.

- 1.6.2 All users who hire transport services need to be aware of their duty-of-care responsibilities. Duty-of-care responsibilities are set out in common law and are concerned with negligence or wrongdoings carried out against another person. The general principle is that the actions of anyone who has responsibility for hiring transport services should not harm the people to whom they owe a duty of care. It is essential that you consider your duty-of-care both when buying and managing these services.

1.7 Structure of guidance

- 1.7.1 The guidance is structured as follows:

- [Section 2 - Buying Transport Services](#). This section is designed for public-sector staff responsible for buying transport services. The section covers developing a strategy for buying and selecting services and assessing, awarding and managing contracts. It also covers cabotage services, where an operator registered in one EU Member State undertakes services (either using a bus or goods vehicle) wholly in another. The checklist at [Annex A](#) has been designed to help guide you through some of the main things to consider when developing a strategy for buying services. A set of supplementary Conditions of Contract is provided at [Annex B](#).
- [Section 3 - Simply Safe Guides](#). This section is designed to support people who have responsibility within an organisation for hiring a range of transport services. The guidance provides the basic information you should consider and will help to make sure you provide a safe service with minimum risks to both the operator and the clients. Sample simply safe guide checklists are contained in the following Annexes:
 - Sample general users' checklist ([Annex C](#));
 - Sample organising a bus service checklist ([Annex D](#));
 - Sample organising a taxi service checklist ([Annex E](#));

- Sample organising a freight service checklist ([Annex F](#)); and
- Sample transporting children and vulnerable adults checklist ([Annex G](#)).
- [Section 4 - Further information and guidance](#). This section provides details of relevant transport legislation, useful websites and a glossary of common transport terms.

1.7.2 We hope that all users of this guidance note will find it useful when buying services and managing contracts relating to these services, helping to make sure they provide a safe service that is good value.

2 BUYING TRANSPORT SERVICES

2.1 This section of the guidance focuses on the main things you need to consider, and the risks involved, when developing a new contract for transport services. It is essential that technical specialists are fully involved in this process to make sure that all the possible risks are fully addressed within the Conditions of Contract and full consideration is given to how the contract will be managed over the whole term of the contract.

2.2 The section will cover the following:

- Procurement Board;
- strategy for buying transport services;
- selection criteria;
- The Cleaner Road Transport Vehicles Regulations 2011;
- supplementary Conditions of Contract;
- insurance requirements; and
- contract management.

2.3 Procurement Board

- 2.3.1 The Procurement Board has issued a wide range of policies and best practice that apply to Departments. There is a range of guidance notes that you must consider when developing a strategy for buying freight and transport services. You can find these at: <https://www.finance-ni.gov.uk/topics/procurement>.

2.4 Strategy for buying transport services

- 2.4.1 Developing a written strategy for buying transport services (a procurement strategy) is vital to making sure that any future arrangements for transport services fully meet the needs of everyone using those services and provide a safe, high-quality, value-for-money service in line with your business objectives. You should not start a competitive tendering process until you have in place an agreed strategy for buying services.
- 2.4.2 We have designed the checklist at [Annex A](#) to help guide you through some of the main things to consider when developing a strategy for buying services. The strategy needs to reflect the value, complexities and risks of the contract. And, along with the approved business case, the strategy should give you and the people using the service a clear guide to what will happen through the whole life of the contract.
- 2.4.3 At the end of any contract it is important to review these strategies and make sure that future arrangements do not repeat any performance or safety problems of the current arrangements.

2.5 Selection criteria

- 2.5.1 The aim of including selection criteria within a tendering competition for transport services is to make sure that all potential suppliers are able to provide the required levels of service. This can be either as part of a process to create a restricted list of suppliers invited to tender or included within an open competition as the minimum compulsory requirements.

2.5.2 Given the nature of the transport sector, contractors can range from single owner operators through to larger fleet providers. So it is essential that any selection criteria within a tendering competition do not make it unnecessarily difficult for these types of companies to compete. When assessing a contractor's technical capacity, you could include the following example criteria.

Good practice

The contractor should make sure that all their fleet maintenance arrangements are in line with the DfI – Driver and Vehicle Agency (DVA) best-practice guidance:

*Rules on Drivers' Hours and Tachographs - Goods Vehicles
Northern Ireland and Europe (revised March 2016)*

<https://www.infrastructure-ni.gov.uk/publications/goods-vehicle-licensing-rules-drivers-hours-and-tachographs>

*Rules on Drivers' Hours and Tachographs - Passenger Vehicles
in Northern Ireland and Europe (revised March 2016)*

<https://www.infrastructure-ni.gov.uk/publications/rules-drivers-hours-and-tachographs-passenger-vehicles-northern-ireland-and-europe>

System for checking a vehicle and reporting any faults

Please provide details of how you make sure vehicle equipment is checked regularly, any faults are reported and all vehicles are serviced to the relevant manufacturer's guidelines and current legislation. Refer to the DVA or DfI Transport Regulation Unit (TRU) guidance notes.

Driver management systems

Please provide details of driver management systems and records to make sure that all drivers and employees meet their legal requirements. The records must include:

- the number of drivers;
- the types of licences the drivers hold;
- the checks that are carried out (at least once a year); and
- the number of hours each driver has driven for.

Legal offences

Operators must have a current operator licence with no legal offences in the last 12 months. They must provide evidence that all vehicles and drivers they propose to use to provide these services must not have had any court fines in the last 12 months.

Number of vehicles in the fleet

Provide details of all the vehicles listed on your operator licence which will be used under this contract. The details must include the:

- makes;
- models;
- registrations;
- PSVs;
- licences;
- design capacity (GVM);
- number of seats; (if this applies); and
- insurance details of each vehicle.

2.5.3 The above are suggested selection criteria that you could use within a tendering competition for transport services. You should develop other criteria if there are other things to consider, for example because you will be transporting children or vulnerable adults. We recommend that you get advice from a fleet adviser with the relevant technical knowledge when

preparing the selection stage of any tendering competition for these services.

2.6 The Cleaner Road Transport Vehicles Regulations 2011

2.6.1 [The Cleaner Road Transport Vehicles Regulations 2011](#) promote clean and energy-efficient vehicles and allow the tender process to take account of the energy and environmental effects of vehicles. You can include this in one of three ways:

- Set technical specifications for energy and environmental performance in the documents relating to buying transport services.
- Include energy and environmental effects in your award criteria as part of a procedure for buying services. This will make sure that you consider energy and environmental effects when deciding which services to buy.
- Include energy and environment effects in your decision about which services to buy by giving them a monetary value in line with the methods set out in the regulations.

2.6.2 The regulations apply to anyone buying vehicles and also to companies which must carry out public service duties under a public-service contract. This group will mainly be bus operators buying vehicles to provide a service under contract with the Government, and could also include some other private transport companies working under a contract with a Department.

2.7 Supplementary Conditions of Contract

2.7.1 Centres of Procurement Expertise (CoPEs) use agreed standard Conditions of Contract for providing services contracts (please see Procurement Guidance Note [PGN 06/14: Standard Conditions of Contract for Supplies and Services](#)). These standard conditions do not cover all the specific conditions needed for freight and passenger services. [Annex B](#) provides a summary of further supplementary Conditions of Contract that you could consider when developing a contract for these services. The

attention of suppliers must be drawn to any supplementary Conditions of Contract used.

2.7.2 The general supplementary Conditions of Contract are split into the following sections:

- contractor's undertakings;
- legal requirements;
- contractor's responsibility;
- contractor's drivers and employees;
- contractor's vehicles;
- sustainability; and
- confidentiality.

2.7.3 As well as the general supplementary Conditions of Contract there will be two further subsections covering the following specific conditions:

- buses and taxis; and
- freight and road haulage.

2.7.4 It may be necessary to develop further conditions to cover specific business needs and risk.

2.8 Insurance requirements

2.8.1 The following are the minimum legal requirements for service providers. We recommend that you carry out your own risk assessments for specific requirements and get advice if needed from a professional insurance broker. You should consider smaller operators to make sure that the insurance requirements do not prevent them from competing for business.

2.8.2 Employer's liability insurance

2.8.2.1 This should be set out within your normal general Conditions of Contract.

2.8.3 Public liability insurance

2.8.3.1 Suggested minimum insurance for normal routine services is as follows:

- Buses - £1 million;
- Taxis - £1 million; and
- Freight - £5 million.

2.8.3.2 These are suggested minimum levels. You should carry out risk assessments to make sure that there is an appropriate level of insurance that reflects all potential risks of the transport service to be provided and seek advice from an insurance broker if required. For example, if you are hiring a bus to take children to Europe on a skiing trip, there would be a high level of risk. We recommend that you get advice from an insurance broker about the appropriate level of insurance cover that is needed for such non-routine trips.

2.8.4 Motor fleet insurance

2.8.4.1 The contractor's fleet insurance must include a full schedule of all the vehicles listed for hire and reward on the company's operator licence and must be updated each time a new vehicle is introduced into the fleet.

2.8.5 Other insurance

2.8.5.1 As well as the above, you may need other types of insurance. You should get independent advice from someone with the necessary technical knowledge before finalising the tender documents. Here are some of the more common types of extra insurance that you may need.

2.8.5.2 Engineering insurance

2.8.5.2.1 You will need separate engineering insurance for all engineering equipment that is mounted on the vehicle, such as hydraulic platforms, lifts, cranes, pumps and compressors. The engineering insurance should include the need for regular testing and inspection. Given the variety of the different types of equipment, you should get independent technical advice before the tendering competition and over the life of the arrangement.

2.8.5.3 Goods in transit insurance

2.8.5.3.1 If goods belonging to your organisation need to be transported, the contractor or supplier should provide 'goods in transit' insurance. The value of the insurance should reflect the full financial effect if these goods were lost or damaged while being transported.

2.9 Contract management

2.9.1 It is essential to have effective contract management and proper governance arrangements in place from the time you award the contract. Contract managers should make sure they are familiar with Central Procurement Directorate (CPD) [Procurement Guidance Notes](#) and ensure the contract strictly adheres to the Conditions of Contract. Contract managers should also make sure they are familiar with appropriate laws that apply to these services and should put the following minimum controls in place.

2.9.2 Basic principles

2.9.2.1 The basic principles of effective contract management are set out within CPD's Procurement Guidance Note [PGN 01/12: Contract Management – Procedures and Principles](#). We recommend that you appoint a contract manager for each contract for transport services early in the process of buying services. This will help to make sure that the contract manager has a detailed understanding of the contractual arrangements and performance required from suppliers.

2.9.3 Legal requirements

2.9.3.1 Given the regulated nature of the service it is essential that the contract manager has up-to-date copies of all the legal documents (including insurance documents and passenger or freight operator licences) in relation to the fleet operators, vehicles and drivers. Contract managers should make sure that contractors do not swap any vehicle or driver without first getting the contract manager's approval and then updating the legal documents.

2.9.4 Notification of pending offences

2.9.4.1 The contractor should tell the contract manager within one working day of any pending operator, vehicle or driver offences (those where a final decision has not yet been made). The contract manager has the right to reject the operator, vehicle or driver as a result of any such pending offence.

2.9.5 Order and invoicing process

2.9.5.1 No work should be carried out by a contractor without an official purchase order that clearly states their requirements in line with the contract schedules. The contractor's invoice must contain and match the same details as those on the official order for the work and the driver's log which must, along with the appropriate authority, confirm the exact times when passengers will be picked up and dropped off or when goods will be collected and delivered.

2.9.6 Providing management information

2.9.6.1 Contractors must provide management information that is relevant to providing their services within five working days of being asked for it. The information can be in either electronic or paper format.

2.9.6.2 As a minimum, this information should include the following details:

- company name;
- vehicle details and registration;
- driver details;
- client's details;
- start date and time;
- finish date and time; and
- details of any passengers or load, if this applies.

2.9.6.3 Over the life of a contract, the contract manager must maintain the appropriate levels of management controls. The contract manager should not agree with a contractor any changes to the contract without consulting a CoPE. They must act quickly to deal with any specific issues of poor performance and make sure that there is a written record of an agreed action to correct this problem. At the end of a contract, a contract manager should carry out a review (called a post-contract review) to make sure that all the benefits under the contract have been achieved and to make sure that all future tendering competitions take account of any lessons learnt.

2.9.7 Other requirements

2.9.7.1 For some Departments it may be necessary to include extra conditions in the contract (for example, conditions relating to security clearance, child protection/vulnerable adults or carrying dangerous goods). Contract managers should have in place appropriate controls to make sure that everyone involved meets any supplementary conditions over the life of the contract.

2.10 **Cabotage services**

2.10.1 Cabotage is where an operator registered in one country (EU Member State) undertakes services either using a bus or goods vehicle wholly in another country.

2.10.2 An operator from another Member State must hold an International operator licence and hold a Community licence in accordance with [Regulation \(EC\) No 1071/2009](#).

2.10.3 Within the EU, such cabotage operations are only legal if they are conducted on a temporary basis.

2.10.4 In terms of goods vehicles and buses 'temporary' can be defined in the following way:

- cabotage operations must not be:
 - permanent or frequent, regular or continuous.

- cabotage operations must:
 - involve the vehicle(s) in question leaving the UK at least once per month;
 - be entirely ad hoc, casual and circumstantial; and
 - be at infrequent intervals.

2.10.5 Freight

2.10.5.1 [Regulation \(EC\) No 1072/2009](#) sets out specific requirements as to the number of haulage journeys which a freight operator can undertake using vehicles which are more than 3.5 tonnes.

2.10.5.2 If you are seeking to procure freight services from an operator who is registered in another Member State, for example Ireland, you must ensure that the service is temporary in nature and that the successful operator is able to deliver the service in compliance with the rules set out above.

2.10.5.3 A freight operator from another Member State can only undertake one wholly Northern Ireland service per week if they have come into the country empty. If they have brought goods into Northern Ireland they can undertake three wholly Northern Ireland services in that same seven day period. Once the service or services are complete the vehicle must return to its country of registration.

2.10.6 Buses

2.10.6.1 [Regulation \(EC\) No 1073/2009](#) sets out specific requirements as to the types of passenger transport services which can be undertaken by an operator registered in another Member State and the conditions which apply to their delivery.

2.10.6.2 Cabotage operations are defined in Regulation (EC) No 1073/2009 as:

- National road passenger services for hire and reward carried out on a temporary basis by a carrier in a host Member State; or
- The picking up and setting down of passengers within the same Member State, in the course of a regular international service, in

compliance with the provisions of the EC Regulation, provided that it is not the principal purpose of the service.

2.10.6.3 Bus cabotage operations are only lawful if they are conducted on a temporary basis and by an operator properly licensed in their own Member State. If the services provided do not fall within the definition of “on a temporary basis”, they can only be undertaken by a national operator.

2.10.6.4 A bus found to be operating an unlawful service can be prohibited from continuing its journey and the operator may be subject to prosecution or have other penalties imposed. There may also be implications for the validity of insurance held by the operator.

2.10.7 Special regular services

2.10.7.1 These services involve the transport of specific groups of passengers and are not open to the general public. They could involve for example the carriage of workers or school children (closed groups). They are regular services picking up and setting down at regular intervals along specified routes with predetermined stopping places. Any contract for this type of service must specify the route, stopping places, group covered and schedule of service.

2.10.7.2 To operate a special regular service an operator will require an international operator’s licence, and must carry on the vehicle:

- a certified true copy of a community licence;
- a copy of the contract;
- which should include a schedule of the service; and
- timetable.

2.10.7.3 The service must run in accordance with this timetable with only minor variations in service being acceptable.

2.10.7.4 The contract may only be sub-contracted on the basis that there is explicit provision in the contract for sub-contracting and then only to cover instances of force majeure (chance occurrence, unavoidable incident). A service will be considered to have been sub-contracted if it is delivered by a

carrier who holds a different operator licence from the carrier with whom the contract has been agreed.

2.10.7.5 Cabotage operations may be carried out, provided that they are temporary in nature. Following discussions with the EU Commission, DOE has determined that temporary is considered to be a period of one year or less on a contracted service; periods longer than this require establishment in the host Member State. Only operators who hold a NI operator licence can hold a contract which is longer than one year.

2.10.8 Occasional services

2.10.8.1 Occasional services are those which do not meet the definition of regular services such as tours, excursions or private hires.

2.10.8.2 To operate an occasional service an operator will require an international operator's licence, and must carry on the vehicle:

- a community licence; and
- a control document (waybill).

3 SIMPLY SAFE GUIDES

3.1 General users

3.1.1 The sample checklist at [Annex C](#) sets out the common areas that you should check before hiring any form of transport from an external organisation. The general users' sections are subdivided as follows.

3.1.2 Contract

3.1.2.1 Make sure there is a legal written contract in place with appropriate Conditions of Contract which everyone involved strictly keeps to over the life of the contract. If there is no legal written contract in place, you should contact your CoPE for advice on keeping to [The Public Contracts Regulations 2015](#) and [Northern Ireland Public Procurement Policy](#).

3.1.3 Operator licence

3.1.3.1 By law, all commercial operators who hire out their services must hold an operator licence which is issued in Northern Ireland by the DVA for bus and taxi operators and by the DfI Transport Regulation Unit (TRU) for freight operators. It is important to check that operators can provide a copy of their current operator licence.

3.1.3.2 All goods vehicle operators are listed on a website and you can check whether an operator has a valid licence by searching the website at the following link:

http://www.tan.gov.uk/tanen/VOSA_AnonymousOperatorSearch_New.asp

3.1.3.3 All bus operators may be found by checking the following link:

<http://www.nidirect.gov.uk/index/information-and-services/motoring/driving-for-a-living/bus-operator-licensing.htm>

3.1.4 Vehicle

3.1.4.1 You should make sure that you carry out a visual check of vehicles you are hiring, make sure that all the documents the operator must have by law are available for inspection and that all vehicles are listed on their commercial operator's licence. Also, you should inspect both the outside and inside of the vehicle if passengers are to be carried and check that it is suitable for the required service.

3.1.5 Driver

3.1.5.1 You should only use designated drivers, and any other drivers should be agreed beforehand with the Department's representative. The driver should have a valid, appropriate and up-to-date driving licence and, if required, should have had the appropriate security and child-protection checks.

3.1.6 It is the legal duty of any person organising transport services to take all reasonable action to keep risks to a minimum and make sure everyone involved meets in full both the legal requirements and conditions of contract.

3.2 Organising a bus service

- 3.2.1 When organising a bus journey from a contracted supplier, safety must be your main objective. You must plan carefully, considering the many possible risks and what action you have taken to reduce these risks over the whole trip.
- 3.2.2 You should be fully aware of the general principles of 'duty of care' which mean that, in particular circumstances, people must meet a certain standard of behaviour. Everyone involved in hiring buses has a legal duty to take reasonable care not to cause harm or do wrong to others. You should always make sure that the contractor fully meets their legal obligations along with the Conditions of Contract. This is particularly important if you are hiring the bus for children or vulnerable adults (see paragraph 3.5).
- 3.2.3 [Annex D](#) contains a sample organising a bus service checklist. You should always use the general users' checklist at [Annex C](#) with this checklist to confirm that both the vehicle and the driver have the correct legal documents for the journey.

3.3 Organising a taxi service

- 3.3.1 When organising the hire of a taxi, you must put the safety of the passengers first. While the journeys can be relatively short in terms of time and distance, there should be a written record which shows start and finish times and places, driver details and so on. You should always consider any risks involved (such as access to the vehicle) and what actions have been taken to reduce these risks.
- 3.3.2 You should be fully aware of the general principles of 'duty of care' which mean that, in particular circumstances, people must meet a certain standard of behaviour. Everyone involved in hiring taxis has a legal duty to take reasonable care not to cause harm or do wrong to others. This is particularly important if you are hiring the taxi for children or vulnerable adults.

- 3.3.3 It is essential that taxi operators phone or text their contracted clients to confirm pick-up times and arrangements and to tell them when they arrive at the agreed pick-up point, providing clear vehicle and driver details. Taxi drivers are legally required to wear their taxi badge so the contracted client knows they are getting into the correct vehicle.
- 3.3.4 [Annex E](#) contains a sample organising a taxi service checklist. You should always use the general users' checklist at [Annex C](#) with this checklist to confirm that both the vehicle and the driver have the correct legal documents for the journey.

3.4 Organising a freight service

- 3.4.1 Organising a contracted freight service requires a certain level of planning to make sure that the vehicle and driver supplied are fit for the purpose required and will not introduce any working risks during the hired period.
- 3.4.2 There is a varied range of freight services across the public sector, from hiring a tipping lorry through to using specialist vehicles such as low-loaders and crane-mounted lorries. It is essential that the people ordering these vehicles have the necessary technical knowledge, or work with someone who does, at the planning stage to make sure that they order a vehicle that is to the correct specification and is fit for purpose.
- 3.4.3 It is also important to consider the types of site these vehicles will be visiting in terms of general access, ground conditions, turning circle, overhead cables and so on.
- 3.4.4 If a vehicle needs to have extra services such as a crane, compressors, tail lifts and so on, users should make sure they correctly state the minimum requirements in advance to the provider.
- 3.4.5 If you are responsible for organising freight services, you should be fully aware of the general principles of 'duty of care' which mean that, in particular circumstances, people must meet a certain standard of behaviour. Everyone involved in hiring freight services has a legal duty to take reasonable care not to cause harm or do wrong to others.

3.4.6 [Annex F](#) contains a sample organising a freight service checklist. You should always use the general users' checklist at [Annex C](#) with this checklist to confirm that both the vehicle and the driver have the correct legal documents for the journey.

3.5 Transporting children and vulnerable adults

3.5.1 Transporting children and vulnerable adults requires a significant level of care and detailed planning to make sure you can identify all potential risks and make suitable alternative arrangements to deal with any unexpected events.

3.5.2 Although it may not always be necessary to have permission from a guardian for short trips which are part of a daily or regular routine, it is very important to tell guardians and carers when children or vulnerable adults will not be at their normal location at the normal time. It is essential to check that the proposed arrangements meet the individual policies of the Department.

3.5.3 For longer trips, you will need written permission from all guardians and carers. You will need to give guardians and carers all the available information so that they are able to give their permission. You should also give guardians and carers full details of the insurance cover you have in place to protect the children or vulnerable adults they are responsible for.

3.5.4 Transporting children and vulnerable adults presents a range of risks that require more detailed planning and management to make sure that you can reduce these risks and make appropriate alternative arrangements in case any difficulties arise during the period of hire.

3.5.5 If you are responsible for organising transport for children or vulnerable adults, you should be fully aware of the general principles of 'duty of care' which mean that, in particular circumstances, people must meet a certain standard of behaviour. Everyone involved in hiring transport services for children or vulnerable adults has a legal duty to take reasonable care not to cause harm or do wrong to others.

3.5.6 [Annex G](#) contains a sample transporting children and vulnerable adults checklist. You should always use the general users' checklist at [Annex C](#) with this checklist to confirm that both the vehicle and driver have the correct legal documents for the journey.

4 FURTHER INFORMATION AND GUIDANCE

4.1 Summary of current transport legislation

4.1.1 Below is a summary of current transport legislation.

- Transport Act (NI) 1967
- Transport (NI) Order 1977
- Transport Act (NI) 2011
- Public Service Vehicles Accessibility Regulations (NI) 2003
- Goods Vehicles (Licensing of Operators Act) (NI) 2010
- Road Traffic (NI) Order 1981
- Road Traffic (NI) Order 1995
- Road Traffic (NI) Order 2007
- The Cleaner Road Transport Vehicles Regulations 2011
- Goods Vehicles (Testing) Regulations (NI) 2003
- Motor Vehicles Testing Regulations (NI) 2003
- The Motor Vehicles (Wearing of Seatbelts) Regulations (NI) 1993
- Taxis Act (NI) 2008
- The Road Vehicles Lighting Regulations (NI) 2000
- Community Drivers Hours and Recording Equipment (Exemptions and Supplementary Provisions) Regulations (NI) 1987
- The Taxi Operators Licensing Regulations (NI) 2012
- Regulation (EC) No 1370/2007 on public passenger transport services by rail and by road (Note: This overrides anything in this PGN)
- Regulation (EC) No 1073/2009 on common rules for access to the international market for coach and bus services

4.1.2 Transport legislation is constantly being updated. You should check before starting the procurement process.

4.2 Useful contacts and links

DfI Transport Regulation Unit:

<https://www.infrastructure-ni.gov.uk/articles/transport-regulation-unit>

Driver and Vehicle Agency (DVA):

<https://www.infrastructure-ni.gov.uk/driver-and-vehicle-agency>

DVA Best Practice Guidance Notes:

The Safe Operators Guide (revised March 2016)

<https://www.infrastructure-ni.gov.uk/publications/driver-vehicle-agency-safe-operators-guide>

Guide to Maintaining Roadworthiness - Commercial goods and passenger carrying vehicles (revised March 2016)

<https://www.infrastructure-ni.gov.uk/publications/driver-vehicle-agency-guide-maintaining-roadworthiness>

Guidance on the Taxi Operators Licence:

<https://www.nidirect.gov.uk/information-and-services/driving-or-operating-taxis/taxi-operator-licensing>

CPD Procurement Guidance Notes:

<https://www.finance-ni.gov.uk/articles/procurement-guidance-notes-pgns>

4.3 Contact details for Northern Ireland Centres of Procurement Expertise (CoPEs)

CoPE	Contact
Central Procurement Directorate (CPD) - Supplies and Services Division	028 9081 6056 collaboration.cpd@finance-ni.gov.uk
Translink	William Moore Purchasing Manager 028 9035 4026 william.moore@translink.co.uk
NI Water	Bill Gowdy Director of Engineering and Procurement 028 9035 4826 bill.gowdy@niwater.com
NI Housing Executive	David Salters Head of Procurement 028 9031 8987 david.salters@nihe.gov.uk
Business Services Organisation (BSO) - Procurement and Logistics Service (PaLS) - NI Health and Social Care	Peter Wilson Assistant Director 028 9066 7799 peter.wilson@hscni.net
Education Authority Belfast Region	Catherine Burnett 028 9056 4212 catherine.burnett@eani.org.uk

Education Authority North Eastern Region	Francine Scullion 028 2566 2330 francine.scullion@eani.org.uk
Education Authority Southern Region	Ron McMurray 028 3751 2286 ron.mcmurray@eani.org.uk
Education Authority Western Region	J J Cavanagh 028 8241 1422 jj.cavanagh@eani.org.uk
Education Authority South Eastern Region	David Gilmore 028 9056 6508 david.gilmore@eani.org.uk

4.4 Glossary of abbreviations

CoPE Centre of Procurement Expertise

CPC Certificate of Professional Competence

CPD Central Procurement Directorate

DVA Driver Vehicle Agency (Northern Ireland)

GV Goods Vehicle

LOLER Lifting Operations and Lift Equipment Regulations

OL Operator's Licence

PGN Procurement Guidance Note

PSV Public Service Vehicle

TRU Transport Regulations Unit (DfI).

4.5 Further information

4.5.1 Any queries relating to this Procurement Guidance Note should be addressed to:

Procurement Policy Branch

Central Procurement Directorate

2ndFloor East

Clare House
303 Airport Road West
Belfast
BT3 9ED

Phone: 028 9081 6518

Email: procure.policy@finance-ni.gov.uk

5 ACKNOWLEDGEMENTS

5.1 We would like to thank the following organisations for their help and support in developing this best-practice guidance note:

- Federation of Passenger Transport NI Ltd;
- Road Haulage Association;
- Freight Transport Association; and
- Northern Ireland Bus Forum

5.2 We would also like to thank the following government bodies for their help.

- Department of the Environment – Transport Legislation; and
- Driver and Vehicle Agency.

5.3 We also acknowledge the help of the Centres of Procurement Expertise in the fields of health and education.

STRATEGY FOR BUYING TRANSPORT SERVICES CHECKLIST

- | | Yes | No |
|--|--------------------------|--------------------------|
| 1 Have you identified who the main users of the proposed transport services will be? | <input type="checkbox"/> | <input type="checkbox"/> |
| 2 Have you confirmed that your stakeholders are committed to using any future arrangements? | <input type="checkbox"/> | <input type="checkbox"/> |
| 3 Have you agreed with your stakeholders the high-level objective of the new arrangement? | <input type="checkbox"/> | <input type="checkbox"/> |
| 4 Have you identified all potential sources where you could get information about previous services? | <input type="checkbox"/> | <input type="checkbox"/> |
| 5 Have you involved stakeholders in reviewing the information? | <input type="checkbox"/> | <input type="checkbox"/> |
| 6 Have you brought all the information together and analysed it? | <input type="checkbox"/> | <input type="checkbox"/> |
| 7 Can you be sure that the information is accurate? | <input type="checkbox"/> | <input type="checkbox"/> |
| 8 Have you reviewed with your stakeholders their future demands? | <input type="checkbox"/> | <input type="checkbox"/> |
| 9 Have you reviewed with your stakeholders opportunities to transform demand to provide safer services which provide better value for money? | <input type="checkbox"/> | <input type="checkbox"/> |
| 10 Have you assessed the current market position and future trends? | <input type="checkbox"/> | <input type="checkbox"/> |

- 11 Have you measured your proposed service against other public-sector bodies who use similar services?
- 12 Have you identified target outcomes or objectives and agreed these with your stakeholders?
- 13 Is there is a business case in place?
- 14 Have you reviewed the current market in terms of capacity, capability and competitiveness to meet your business needs and all potential risks, including market failure?
- 15 Have you considered the Cleaner Road Transport Vehicles Regulations 2011 when developing your strategy?
- 16 Are your strategies based on your knowledge of the market?
- 17 If appropriate, have you involved potential suppliers when developing your strategy, and have you tested your proposals?
- 18 Have you reviewed the potential risks and amended the policy as necessary?
- 19 Have your main stakeholders agreed and signed off the procurement strategy before you start the tendering process?

SUPPLEMENTARY CONDITIONS OF CONTRACT

[Part 1](#) of the following supplementary Conditions of Contract are general and apply to bus, taxi and freight services. [Part 2](#) applies to bus and taxi services and [Part 3](#) applies to freight services. These supplementary Conditions of Contract would apply as well as the Department's standard Conditions of Contract when buying these types of services. (Please also see [paragraph 2.7](#)).

Part 1: General supplementary Conditions of Contract

1.	Contractor's responsibilities
1.1	The Contractor must play an active part in the process of meeting all their legal requirements by maintaining close contact with the Client, and providing new or amended documents as soon as necessary to make sure that the Contract remains legally enforceable.
1.2	If appropriate, the Contract Manager must arrange a post-award meeting with the Contractor. At this meeting the Contract Manager must inspect all relevant legal documents, including the operator licence, insurance certificates, enhanced disclosure certification from AccessNI, driver and vehicle PSV licences and drivers' training certificates, where this applies. The Contract Manager should keep an agreed record of each meeting.
1.3	For all journeys, the Contract Manager may make both announced and unannounced inspections.
1.4	The Contractor must provide management information, free of charge, and in electronic spreadsheet format such as Microsoft Excel. The Contract Manager will agree with the Contractor the type of information to be provided, and when and how often it is needed. As a minimum, the Contractor should provide the following for each journey.

	<ul style="list-style-type: none"> - Vehicle details and registration - Driver details - Client's details - Start date and time - Finish date and time - Details of any passengers or load if this applies.
<p>2.</p>	<p>Legal requirements</p>
<p>2.1</p>	<p>Contractors must meet, in full, all their legal obligations. The Authority has provided this list of the current legislation, requirements, regulations and standards which they believe may apply to this contract. The Contractor must make sure that all activity meets the relevant current legislation, requirements, regulations and standards listed, and any amendments to these. The Contractor should allow within the contract for any changes or additions to legislation over the proposed life of the contract.</p> <ul style="list-style-type: none"> • Public Service Vehicles Regulations (Northern Ireland) 1985, SR 1985 and all amendments • PSV (Conditions of Fitness, Equipment and Use) Regulations (Northern Ireland) 1995, SR 1995 No 447 and all amendments • The Transport Act (Northern Ireland) 1967 • Taxi Operator's Licensing Regulations (Northern Ireland) 2012 • The Cleaner Road Transport Vehicles Regulations (2011) • Properly taxed and insured vehicles • Protection of Children and Vulnerable Adults (NI) Order 2003 • Safeguarding Vulnerable Groups (Northern Ireland) Order 2007 • Disability Discrimination (Transport Vehicles) Regulations (Northern Ireland) 2009 • Road Traffic Order (Northern Ireland) 1981 • The Road Traffic (Northern Ireland) Order 1995

	<ul style="list-style-type: none"> • Road Traffic Offenders Order (Northern Ireland) 1996 • The Highway Code for Northern Ireland • Health and Safety at Work (Amendment) (Northern Ireland) Order 1998 • Management of Health and Safety at Work Regulations (NI) 2000 • Data Protection Act 1998 • Directive 2003/59/EC • Goods Vehicles (Licensing of Operators) Act (Northern Ireland) 2010 • Bribery Act 2010 • Rehabilitation of Offenders (Northern Ireland) Order 1978 • Rehabilitation of Offenders (Exceptions) Order 1979 • Mental Health Act (Northern Ireland) 1986
3.	Contractor's responsibilities
3.1	The Contractor must make sure that they have enough Staff to fully and properly meet the requirements of this Contract before the contract start date.
3.2	The Contractor must make sure that all their Staff are suitably trained and instructed to carry out their duties properly throughout the Contract.
3.3	The Contractor must tell the Client of any changes in the Staff employed to deliver this service, including training and vetting updates which may affect or improve the Contractor's performance during the Contract Period.
3.4	The Contractor is responsible for making sure that they do not use anyone unsuitable to carry out the Contract. The Contractor must make sure all their Staff involved in carrying out the Contract have the levels of care and expertise needed to carry out the contract properly. If, during the life of this contract, any driver comes under investigation by an official organisation, that driver should not be used in connection with this Contract.

3.5	The Contractor must be responsible for the behaviour and acts of all their employees.
3.6	The Contractor is responsible for making sure that they don't use anyone inappropriate to carry out this contract. If, during the life of the contract, any driver comes under Police Service of Northern Ireland investigation, that driver should not be used in connection with the contract.
3.7	The Contractor's Staff employed in delivering the service must wear, at all times, a secured name badge identifying them as a member of the Contractor's Staff. The name badge must show the following information. <ul style="list-style-type: none"> a. The company's name and address b. The company logo c. Their photograph d. Their name e. Their signature f. A contact phone number for confirming their identity
3.8	The Contractor must make sure that all relevant Staff have proof of their identity ready when carrying out the Services of the Contract
4.	Contractor's drivers
4.1	The Contractor must make sure that, at all times, drivers display the plates and badges that they must display by law (for example, PSV or taxi plates).
4.2	The Contractor should never change the route or pick-up or drop-off times without first getting permission from the person requesting the journey.
5.	Contractor's vehicles
5.1	Before the contract start date, the Contractor must make sure that they

	have enough vehicles to meet the requirements of this contract.
5.2	The Contractor must meet the demands of the Authority with a combination of vehicles, depending on who will be using the service and whether they have problems with their mobility, where they are going, any special instructions and which vehicles are available.
5.3	The Authority will choose the type of transport and vehicle.
5.4	The Contractor must also provide and maintain vehicles which are safe, clean and suitable for service users and Staff, and make sure that they follow all legal requirements, policies and recommended practices. They must provide up-to-date first-aid equipment and there must be an adequate heating system in each vehicle.
5.5	If the Contractor is unable to meet any of their responsibilities under this Contract, they must tell the authority immediately and work out a reasonable programme to deal with the problem within an agreed timeframe.
5.6	Vehicles must not carry more than the number of passengers they are licensed to carry.
5.7	Vehicles must be used only for the authority for the whole journey, and should take a direct route. No unauthorised passengers should be on board while the passengers authorised by the Authority are travelling.
5.8	The Authority's officer may carry out announced and unannounced inspections for all journeys. If they are not satisfied with what they find during an inspection, the Authority has the right to end the contract and award it to another company.
5.9	Tail lifts and ramps The Contractor must make sure that all tail lifts have a current approval under the Lifting Operators and Lifting Equipment Regulations 1998

	<p>(LOLER), a thorough examination report and a current annual weight test certificate. They must thoroughly inspect and service tail lifts each year. The Authority has the right to inspect all certificates and reports at any time during the period of contract. The Contractor should make sure that they do not carry anything heavier than the weight recommended by the manufacturer on any tail lifts or ramps.</p>
5.10	<p>Fuel</p> <p>All fuel used in connection with this contract must be genuine and the Contractor must have paid all taxes and duties that apply. If the Authority becomes aware that the Contractor has not met this condition, it has the right to report this to the relevant authorities for further investigation and end the contract.</p>
5.11	<p>Fire extinguishers</p> <p>Under PSV licence legislation, every vehicle must carry a fire extinguisher (AAAF-foam). Buses with wheelchair lifts must have two extinguishers fitted (one at the front and one at the back).</p>
5.12	<p>Service and maintenance</p> <p>All vehicles should have regular safety inspections, must be serviced and maintained regularly following each manufacturer's guidelines and must meet all requirements relating to public service vehicles and passenger carrying vehicles. Vehicle equipment, including wheelchair restraints, must be checked regularly and, if necessary, serviced following the manufacturer's guidelines and current legislation. During the period of the Contract, the Authority may inspect vehicles to make sure they are suitable. These inspections may be announced or unannounced.</p>
6.	Confidentiality
6.1	<p>Any information that any driver is given in connection to their role in providing transport Services or any related duty is strictly confidential. They should not reveal or discuss it outside the official channels. Any</p>

	Contractor who breaks this condition will have the Contract or the relevant part of the Contract ended.
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Part 2: Buses and taxis

The following are extra clauses that could be added to cover specific requirements of the bus and taxi sectors.

1.	Contracted drivers and employees
1.1	All contracted drivers must have the appropriate PSV licence or badge and insurance. All contracted drivers, guides and escorts must be checked, if necessary, for Enhanced Disclosure Level by AccessNI under the Protection of Children and Vulnerable Adults (NI) Order 2003 and as amended. The Contractor must give the Authority evidence to confirm that all relevant drivers and guides have a valid current Enhanced Disclosure Certificate (EDC) in place before the contract and at all times throughout the Contract Period. The Authority will need proof from the Contractor that all the necessary checks have been carried out and that they only employ drivers with the relevant PSV licence to provide Services under the Contract. If the authority does not receive this information within five working days of asking for it, or if it is not satisfied with the information it receives, the Authority has the right to end the Contract and award it to another company.
1.2	All buses and minibuses with more than nine seats which are used for home-to-school transport must be fitted with lights and signs in line with The Road Vehicle Lighting (Amendment) Regulations (NI) 2011.
1.3	The taxi operator must have in place an appropriate method of communicating with their contracted clients to make sure there is confirmation that a taxi has been ordered, confirmation that the taxi has arrived at the pick-up point and so that, before the taxi arrives, the Client

	knows who the driver will be and what type of vehicle will be used.			
1.4	The driver must help the passengers to and from the vehicles (if the passengers want help) and must provide all necessary support to keep them safe, as set out by the authority's officer who requested the journey.			
2.	Contractor's vehicles			
2.1	Under PSV licence legislation, all vehicles must carry a fire extinguisher (yellow-foam). Buses with wheelchair lifts must have two fire extinguishers fitted (one at the front and one at the back).			
2.2	Under articles 23 to 24B of the Road Traffic Order (NI) 1995 and The Motor Vehicles (Wearing of Seatbelts) Regulations (NI) 1993, as amended, the Contractor must provide seat belts or restraints for every passenger. Drivers must make sure that children and vulnerable adults wear a seat belt, or are sitting in a suitable seat. If a child or vulnerable adult refuses to wear a seat belt, or continually removes the seat belt, the driver should report this to the relevant supervisor and the Authority's Contract Manager to protect the passenger's safety.			
		Front seat	Rear seat	Who is responsible?
	Driver	Seat belt must be worn if available		Driver
	Child up to three years	Correct child restraint must be used	Correct child restraint must be used. If a child restraint is not available in a taxi, the child may travel unrestrained in the back of the vehicle.	Driver

	<p>Child from their third birthday up to either 1.35 metres in height or 12 years old</p>	<p>Correct child restraint must be used</p>	<p>If seats belts are fitted, the correct child restraint must be used.</p> <p>Adult belt must be used if the correct child restraint is not available in the following three situations:</p> <ul style="list-style-type: none"> - in a licensed vehicle or private hire vehicle; - for a short distance if it is necessary to make an unexpected journey; or - two child restraints are already being used and this leaves no space for a third 	<p>Driver</p>
	<p>Child over 1.35m or 12 to 13 years</p>	<p>Seat belt must be worn if available</p>	<p>Seat belt must be worn if available</p>	<p>Driver</p>
	<p>Adult passengers (14 years and over)</p>	<p>Seat belt must be worn if available</p>	<p>Seat belt must be worn if available</p>	<p>Passenger</p>

2.3	All vehicles must be serviced and maintained regularly in line with the manufacturer's guidelines and must meet all requirements relating to public service vehicles and passenger carrying vehicles. Vehicle equipment, including wheelchair restraints, must be checked regularly and, if necessary, serviced following the manufacturer's guidelines and current legislation. During the period of the Contract, the authority may inspect vehicles to make sure they are suitable. These inspections may be announced or unannounced.
2.4	Vehicles should take a direct route and must be used solely for the purpose of the Contracting Authority during a journey. The Contractor should strictly follow the instructions of the Authority's Contract Manager and should not vary from these instructions without first getting approval from the Contract Manager. No unauthorised passengers should be on board while the passengers authorised by the authority are travelling.
2.5	Vehicles must not carry more than the number of passengers they are licensed to carry.
2.6	<p>Wheelchair restraints</p> <p>In the case of wheelchair passengers, the wheelchair must be restrained within the vehicle with four-point webbing. A shoulder and lap restraint suitable for the wheelchair user must be provided. The Contractor must make sure wheelchairs are facing forward in vehicles, minibuses and buses with wheelchair access. Vehicles must meet MDA DB2001 (03) 'Guidance on the Safe Transportation of Wheelchairs' (June 2001). The authority has the right to inspect the Contractor's vehicles at any time during the period of the contract. If the Authority's officer is not satisfied with the result of any inspection, they have the right to end the contract.</p>
2.7	If the child, a member of its family, or the child's guide or escort asks the Contractor to take them somewhere different, the Contractor must ignore this. If this happens, the Contractor must tell the Authority's officer.

Part 3: Freight and road haulage

The following are extra clauses that could be added to cover specific requirements of the freight and road haulage sectors.

1.	The Contractor's drivers will be expected to carry the Authority's documents and to collect a signature from the person receiving each load, if this applies. During offloading, the driver will be responsible for offloading the goods to ground level and delivering them to the agreed locations within the authority's sites or premises.
2.	After offloading goods, the Contractor's drivers must reload any empty containers or pallets and return these to the designated centre. They must fill in and sign the appropriate documents to confirm they have done this.
3.	The Contractor will be responsible for the Client's property from the point of collection until they have safely handed over the load and the Client has issued a goods receipt note.

SAMPLE SIMPLY SAFE - GENERAL USERS' CHECKLIST

<u>Contract</u>	Yes	No
1 Is there a written contract in place for the transport service?	<input type="checkbox"/>	<input type="checkbox"/>
2 If Yes, take a copy and strictly keep to the terms and conditions	<input type="checkbox"/>	<input type="checkbox"/>
3 If No, contact your Centre of Procurement Expertise for advice (see paragraph 4.3 for CoPE details).	<input type="checkbox"/>	<input type="checkbox"/>

Operator licence

Contractors must provide the following:

1 Proof of a valid up-to-date commercial operator licence (OL).	<input type="checkbox"/>	<input type="checkbox"/>
2 Proof that all proposed vehicles are listed on the OL.	<input type="checkbox"/>	<input type="checkbox"/>
3 Proof that there are no current OL offences	<input type="checkbox"/>	<input type="checkbox"/>

Vehicle

1 Is the vehicle listed on the contract schedule?	<input type="checkbox"/>	<input type="checkbox"/>
2 Have you seen proof of maintenance arrangements for the vehicle?	<input type="checkbox"/>	<input type="checkbox"/>
3 Is the vehicle listed within the commercial operator licence?	<input type="checkbox"/>	<input type="checkbox"/>
4 Does the vehicle have a valid PSV or GV disc?	<input type="checkbox"/>	<input type="checkbox"/>

- 5 Is the vehicle insured?
- 6 Is the vehicle clean and as far as you can see, in good condition?
- 7 If appropriate, does the vehicle have a valid and up-to-date engineering certificate (for any wheelchair lift, tail lift, crane compressor, pump)?

Driver

- 1 Is the driver listed as a designated driver within the contract?
- 2 Does the driver have the appropriate and valid licences? (You should check both parts of the licence).
- 3 Does the driver have proof of Certificate of Professional Competence (CPC) training?
- 4 Does the driver have the appropriate level of security clearance, if this applies?
- 5 Does the driver have appropriate child-protection clearance, if this applies?
- 6 Have you checked the driver's log to make sure they have not gone over the 'Drivers' Hours Regulations'?

ANNEX D**SAMPLE SIMPLY SAFE – ORGANISING A BUS SERVICE CHECKLIST**

As well as the simply safe – general users' checklist at [Annex C](#), you should carry out the following checks, if these apply.

		Yes	No
1	Do you know the purpose (the aims and objectives) of the trip or visit?	<input type="checkbox"/>	<input type="checkbox"/>
2	Do you know where you are going and for how long?	<input type="checkbox"/>	<input type="checkbox"/>
3	If you need any written permission, have you got this?	<input type="checkbox"/>	<input type="checkbox"/>
4	Does the bus have enough seats for the number of passengers?	<input type="checkbox"/>	<input type="checkbox"/>
5	Will the contractor need any special equipment to meet the special needs of any of the passengers?	<input type="checkbox"/>	<input type="checkbox"/>
6	Does the person with overall responsibility for managing the trip have the appropriate knowledge and skills?	<input type="checkbox"/>	<input type="checkbox"/>
7	Do you need to visit the proposed destination before the trip?	<input type="checkbox"/>	<input type="checkbox"/>
8	Have you been to the destination before?	<input type="checkbox"/>	<input type="checkbox"/>
9	Do you know anyone else who has been to the same place?	<input type="checkbox"/>	<input type="checkbox"/>
10	Is there suitable access?	<input type="checkbox"/>	<input type="checkbox"/>

- | | | | |
|----|--|--------------------------|--------------------------|
| 11 | Do you know what the significant hazards and risks are? | <input type="checkbox"/> | <input type="checkbox"/> |
| 12 | Have you planned to reduce these risks? | <input type="checkbox"/> | <input type="checkbox"/> |
| 13 | Can you avoid the risks? | <input type="checkbox"/> | <input type="checkbox"/> |
| 14 | Do you need professional advice? | <input type="checkbox"/> | <input type="checkbox"/> |
| 15 | Is there a risk assessment for the trip? | <input type="checkbox"/> | <input type="checkbox"/> |
| 16 | Have you asked all those travelling on the trip for details of any medical condition which could affect their safety or other people's safety? | <input type="checkbox"/> | <input type="checkbox"/> |
| 17 | Have you made any special arrangements or taken any special precautions as a result of a medical condition a passenger has told you about? | <input type="checkbox"/> | <input type="checkbox"/> |
| 18 | Have you planned food and rest stops? | <input type="checkbox"/> | <input type="checkbox"/> |
| 19 | Have you assessed what level of supervision you need and why? | <input type="checkbox"/> | <input type="checkbox"/> |
| 20 | Have you recorded all the details of your decision regarding supervision? | <input type="checkbox"/> | <input type="checkbox"/> |
| 21 | Is there a communication network in place (both for now and during the trip)? | <input type="checkbox"/> | <input type="checkbox"/> |
| 22 | Is someone responsible for keeping copies of all the details and do you know where the details will be kept? | <input type="checkbox"/> | <input type="checkbox"/> |

- 23 Do you have adequate insurance to cover the trip?
- 24 Are the payment arrangements clear?
- 25 Is the first-aid kit in good working order?
- 26 Is there an adult who is trained in first aid going on the trip?
- 27 Do you have emergency procedures in place in case anything goes wrong?
- 28 Does everyone know the emergency procedures?
- 29 Is the programme for the trip now agreed by everyone involved?
- 30 How will you evaluate the trip?

31 What is the follow-up work?

32 Does the contractor have a back-up plan in place in case of a breakdown?

33 Is the bus fitted with seat belts?

34 If No, can the bus operate legally without seat belts?

SAMPLE SIMPLY SAFE - ORGANISING A TAXI SERVICE CHECKLIST

As well as the simply safe – general users’ checklist [Annex C](#), you should carry out the following checks, if these apply.

		Yes	No
1	Have you checked the taxi driver has been approved under the contract?	<input type="checkbox"/>	<input type="checkbox"/>
2	Does the driver have an up-to-date logbook of the hours they have worked?	<input type="checkbox"/>	<input type="checkbox"/>
3	Have you checked the log of driver hours to make sure the driver is fit to drive?	<input type="checkbox"/>	<input type="checkbox"/>
4	Does the passenger have special needs?	<input type="checkbox"/>	<input type="checkbox"/>
5	If Yes, has the vehicle been adapted to meet those special needs?	<input type="checkbox"/>	<input type="checkbox"/>
6	Will someone have to supervise the passengers during the journey?	<input type="checkbox"/>	<input type="checkbox"/>
7	Does the taxi operator have suitable arrangements for communicating with the passengers?	<input type="checkbox"/>	<input type="checkbox"/>
8	Do you need to arrange extra insurance for the trip?	<input type="checkbox"/>	<input type="checkbox"/>
9	Do you have another plan in case the taxi doesn't turn up or is not suitable?	<input type="checkbox"/>	<input type="checkbox"/>

- 10 Has the taxi company told their passengers where and when it will pick them up?
- 11 Has the taxi company phoned or texted the passengers when the driver arrived at the pick-up location?

SAMPLE SIMPLY SAFE – ORGANISING A FREIGHT SERVICE CHECKLIST

As well as the simply safe – general users' checklist [Annex C](#), you should carry out the following checks, if these apply.

		Yes	No
1	Is the site access suitable for the proposed vehicle?	<input type="checkbox"/>	<input type="checkbox"/>
2	Is there enough space to turn and is the turning space suitable for the type of vehicle?	<input type="checkbox"/>	<input type="checkbox"/>
3	Is the hired vehicle capable of carrying the proposed payload?	<input type="checkbox"/>	<input type="checkbox"/>
4	Is there a valid engineering insurance for equipment mounted on the lorry, such as cranes, pumps and compressors, if this applies?	<input type="checkbox"/>	<input type="checkbox"/>
5	Has the driver been trained to use the equipment that is mounted on the lorry, such as cranes, pumps and compressors, if this applies?	<input type="checkbox"/>	<input type="checkbox"/>
6	Will the vehicle be towing a trailer?	<input type="checkbox"/>	<input type="checkbox"/>
7	If you answered Yes to question 6, does the vehicle have the appropriate licence plates?	<input type="checkbox"/>	<input type="checkbox"/>
8	Will the vehicle need a beacon on the roof?	<input type="checkbox"/>	<input type="checkbox"/>
9	Will the vehicle carry hazardous goods?	<input type="checkbox"/>	<input type="checkbox"/>

- 10 If you answered Yes to question 9, has the driver received appropriate training?
- 11 If you answered Yes to question 9, does the vehicle have the appropriate hazard warning signs?
- 12 Will the supplier need 'goods in transit' insurance?
- 13 Do you need the operator to have unloading equipment such as a forklift or will you provide this?

SAMPLE SIMPLY SAFE – TRANSPORTING CHILDREN AND VULNERABLE ADULTS CHECKLIST

You should always use the simply safe – general users’ checklist [Annex C](#) with this checklist to confirm that both the vehicle and driver have the correct legal documents for the journey.

- | | Yes | No |
|---|--------------------------|--------------------------|
| 1 Have you fully considered passenger safety and do you have documents to confirm this? | <input type="checkbox"/> | <input type="checkbox"/> |
| 2 Have you got appropriate permission from the guardian or supervisor for each child or vulnerable adult? | <input type="checkbox"/> | <input type="checkbox"/> |
| Have you given guardians all the information they need to be able to give permission? | <input type="checkbox"/> | <input type="checkbox"/> |
| What, if anything, do you need to know from these guardians? | <input type="checkbox"/> | <input type="checkbox"/> |

Please give details:

- | | | |
|--|--------------------------|--------------------------|
| 3 Do any of the children or vulnerable adults need medication? | <input type="checkbox"/> | <input type="checkbox"/> |
|--|--------------------------|--------------------------|

- 4 Does the driver meet the appropriate security and child-protection/vulnerable adults standards?
- 5 Is the vehicle to the correct specification for carrying children or vulnerable adults?
- 6 Will the visit take place locally? Will the agreed route involve long-distance driving, for example, motorways?
- 7 Have you considered traffic conditions and unexpected delays?
- 8 Do you have alternative arrangements in place in case of a breakdown or emergency?
- 9 Do you have appropriate insurance cover?
- 10 Have you planned the journey time and distance?
- 11 Are there planned stopping points for toilet and refreshment breaks?
- 12 Do the passengers require supervision?
- If Yes, how many passengers?
- What is their gender?
- Please give details:

13 Has the vehicle been fitted with seat belts?

If the answer to any of the above questions is No, you should get advice from the responsible officer within your Department.