

Children's Transport – Compliance Monitoring Form

Date of check:	
Time of check:	
Operator:	
School:	
Contract Number:	
Compliance Officer:	

Vehicle Registration			
Driver Name			
Driver PT Badge No/Expiry	No:	Exp:	
Driver License Type	PSV\CPC:	Private Hire:	Hackney:
Driver License No/Expiry	No:-	Exp:	
PA Name			
PA PT Badge No/Expiry	No:	Exp:	
Vehicle Type	PSV:	Private Hire:	Hackney:
Vehicle License No/Expiry	No:	Exp:	
Seat Numbers	In use:	Available:	

Vehicle Details and Contents Check:✓

Compliance Review	Result		
	Yes	No	N/A
Does the vehicle arrive within agreed time period			
Is the exterior of the vehicle of acceptable standard			
Is the contract number displayed			
Are the staff wearing Hi-Vis clothing			
Do they staff have their badge on display/to hand			
Is the interior of the vehicle of acceptable standard			
Does the PA complete their duties to the correct standard			
Do the staff have a register within the vehicle			
Is there a pad and pen within the vehicle			
Is there a copy of the emergency protocol in the vehicle			
Is there a spillage kit within the vehicle			
During the transport period, staff used their phones for unrelated activities			
Have there been any accidents/incidents that need reporting			
Has the vehicle and its staff followed any national/local guidelines relating to health and hygiene practices (e.g. Covid-19 controls)			
Please provide details of good/require's improvement practices relating to above –			

