

Children's Transport - Head Office Audit Form



Date of audit:	
Operators name:	
Number of contracts:	
Schools serviced:	
MKC Auditor:	
Audit location:	

Section 1 –

Staff	0	1	2
Staff are properly trained, qualified and licensed to perform their duties. Training records are appropriate.			
Staff display photographic identification approved by the Council at all times whilst operating the Contract			
Section Score: 0-1 – Requires Improvement, 2 – Good, 3-4 – Excellent			

Section Summary / Comments

Section 2 –

Operations	0	1	2
Valid and appropriate vehicle MOT certificates			
Appropriate vehicle maintenance records, including driver defect reporting records			
Appropriate staff work schedules, work period and payment records			
Journeys which did not operate in accordance with the Contract (E.g. changes made without MKC approval)			
Overall Compliance Score (To be provided by MKC based on daily compliance visit scores)			
Section Score: 0-3 – Requires Improvement, 4-6 – Good, 7-10 – Excellent			

Section Summary / Comments

Section 3 –

Administration	0	1	2
An appropriate compliments and complaints log			
Operator displaying notices requested by the Council (health and safety HSE certificate, risk assessments, fire evacuation procedures) N/A if sole trader or business is based at home premise – default score of 1			
Operator is contactable during specified times			
Section Score: 0-2 – Requires Improvement, 3-4 – Good, 5-6 – Excellent			

Section Summary / Comments

Section 4 –

Safeguarding / Health and Safety	0	1	2
Operator has a safer recruitment practice policy (N/A for sole traders or transport providers that have less than 5 vehicles) – default score of 1			
Operator has a safeguarding policy and system in place or has adhered to MKC policies and procedures.			
Operator has an appropriate Risk Assessment for school transport that includes details relating to local and national guidance for health controls (such as Covid-19)			
Operator has an appropriate Incident, Accident and Near Miss log			
Section Score: 0-2 – Requires Improvement, 3-5 – Good, 6-8 – Excellent			

Section Summary / Comments

End of Audit

Audit Result –

Initial Audit Score: 0-11 – Requires Improvement, 12-20 – Good, 21-28 – Excellent	
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Overall Summary / Comments

Action Plan –

Action	Who is responsible	Review date

*add rows as required

Audit Action Plan Review Final Date:	
Final Audit Score (based on Action Plan results):	
Next Audit Date:	