

DRIVER NAME:

Driver safety checklist	Y	N
• Has the driver’s driving licence been checked in the last twelve months?	<input type="checkbox"/>	<input type="checkbox"/>
• If not, will it be checked before they are allowed to use the vehicle (in case of disqualification)?	<input type="checkbox"/>	<input type="checkbox"/>
• Has the driver been told that it’s their responsibility to familiarise themselves with the vehicle before using it for the first time?	<input type="checkbox"/>	<input type="checkbox"/>
• Has the driver been reminded of the importance of making basic vehicle checks before beginning their journey?	<input type="checkbox"/>	<input type="checkbox"/>
• Has the driver been instructed to report any vehicle defects that they may find?	<input type="checkbox"/>	<input type="checkbox"/>
• Has the driver been instructed not to use a hand-held mobile phone whilst driving?	<input type="checkbox"/>	<input type="checkbox"/>
• Is the driver aware of the legal penalties of using a hand-held mobile phone whilst driving?	<input type="checkbox"/>	<input type="checkbox"/>
• Does the driver understand that driving while under the influence of alcohol or non prescribed drugs is forbidden ?	<input type="checkbox"/>	<input type="checkbox"/>
• Has the driver been instructed to report details of any accident that they may be involved in to the Programmes Operations manager?	<input type="checkbox"/>	<input type="checkbox"/>
• Has the driver been instructed on their legal responsibilities in the event of an accident?	<input type="checkbox"/>	<input type="checkbox"/>
• Has the driver been instructed on what to do if they break down?	<input type="checkbox"/>	<input type="checkbox"/>
• Does the driver understand that they must be able to satisfy the eyesight requirements of the Highway Code?	<input type="checkbox"/>	<input type="checkbox"/>
• Does the driver understand that they should not drive while taking a course of medicine that might impair their judgement ?	<input type="checkbox"/>	<input type="checkbox"/>
• Does the driver recognize the importance of taking regular breaks on longer journeys to prevent tiredness? (Highway Code recommends 15 min. every 2 hrs.)	<input type="checkbox"/>	<input type="checkbox"/>
• Does the driver understand that they must immediately inform the YMCA of any changes to their circumstances that may affect their insurance risk or their ability to drive This may include medication, fixed penalty fines/licence points or prosecutions for driving offences.	<input type="checkbox"/>	<input type="checkbox"/>

Driver: Date:

YMCA Manager: Date:

Note: This checklist must be reviewed on each hire to non-YMCA staff.