

**J.A.K. Travel Limited**

**Westercroft Coaches**



### We can offer;

- A properly licensed and comprehensively insured operation
- Regularly maintained, clean, seat belted coaches
- Experienced and friendly, uniformed Coach Drivers who have full vocational (PCV) driving licences
- A professional and efficient back-up and office service
- An unrivalled reputation for reliability, safety and efficiency
- Information and advice on journeys and journey times, based either on our own experience or using our computer journey planner
- Maps, town plans and destination information, if required

**Call us on 01274 566200**



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## Risk Assessment and Safety Planning for School and Youth Visits



We have many years experience of working with school groups and are aware of the ever increasing burdens of **Risk Assessment and Safety Planning** that is falling to teachers. Simply ringing up a coach company to ask "How much does the coach cost to hire and how many seats has it got?" is no longer sufficient to comply with the requirements.

We hope that the enclosed information will help with some of the questions that you might have to answer in that planning procedure, but we are only too happy to help with any others that you might have if we can.



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## Department of Education guidelines lay down certain responsibilities for Group Leaders organising all school visits. Below are excerpts from some of those guidelines relating to coach travel, together with our response to them;

***“The group leader is responsible for ensuring that coaches and buses are hired from a reputable company. Schools using operators to transport pupils should ensure that the operators have the appropriate public service vehicle (PSV) operators’ licence.”***

J.A.K. Travel Services was established in 1987, Westercroft Coaches was established in 1947 and they merged in 1997 on the retirement of the owners of Westercroft Coaches. Together we have an unrivalled reputation for professional and efficient service to the travelling public.

In order to operate our coach travel services for the public, we must by law hold a National and an International Coach Operators licence from the Department of Transport. This entitles us to hire coaches for journeys throughout Britain and Europe. In order to obtain this licence you must satisfy the Traffic Commissioner that you:

- are of good repute;
- are of appropriate financial standing (ie have enough money to run the business);
- have good enough facilities (or arrangements) for maintaining your vehicles;
- can make sure that both you and your staff obey all the rules which cover speed limits, proper insurance of vehicles and especially drivers’ hours rules. One employee must hold professional competence qualifications to meet this requirement.

We can confirm that we can comply with all of these criteria and have been granted the required licences by the Department of Transport.



***“When booking transport, the group leader should ensure that seat belts are available for pupils.”***

All of our coaches are fitted with retracting lap seatbelts that have been certified to show that they comply with the fitting regulations as laid down by the Department of Transport.

***“Teachers in charge of pupils during a visit have a duty of care to make sure that the pupils are safe and healthy. They also have a common law duty to act as a reasonably prudent parent would.”***

Not only do our coaches comply with all of the relevant safety regulations, they are regularly checked and inspected to make sure that they are maintained in that condition. We rigorously ensure that all of our drivers adhere to the regulations governing Drivers Hours for the safety of everyone on board.

We can also offer our leaflet, **A List of Guidelines for Staff and Pupils** to hirers of the coaches which offers suggestions and advice based on our many years of experience and provides practical hints to cover on board behaviour, safety equipment, emergency evacuation, travel sickness and a host of other topics.

***“When hiring coaches etc the group leader should check that the company used has appropriate insurance.”***

We not only have comprehensive insurance for the carriage of passengers on our coaches, but also, insurance to cover our liabilities as a tour operator and full public and employers liability insurance.

***“Emergency procedures are an essential part of planning a school visit.”***

We have a whole range of Emergency Procedures and Equipment in place to cover, we hope, most eventualities – although all in the hope that none will be required. For example;

### **Breakdown**

- We have a fleet of vehicles that allows us the flexibility, in many cases, to provide a replacement vehicle should it be required.
- We are members of the national trade body for the Bus and Coach Industry; the Confederation of Passenger Transport. This is not only a valuable source of professional information and advice, but it also gives us contacts nationwide to fellow members who can help us to find a replacement vehicle if required.
- We have 24 hour mechanical cover with our own Maintenance Contractors who also check and service our vehicles on a regular basis - to hopefully avoid breakdowns in the first place!
- We have contracts in place for Call Outs and repairs throughout the UK and Europe with approved contractors operated by our vehicles own manufacturers.



### **Illness**

- We have a specific Driver Insurance policy that would provide a replacement driver if they were taken ill while away from base.
- All of our coaches carry First Aid kits as laid down in the regulations for Coaches.
- Our Vehicles also carry Body Spillage Kits to provide for cleaning and disinfecting the results of sudden passenger illness.
- Drivers carry mobile phones to call for medical assistance in the event of sudden serious illness.

### **Accidents**

- We have undertaken Driver Safety Awareness Training to minimise the risk of accidents in the first place.
- We have an Emergency Procedures Plan in place to advise the driver of the steps to be followed in the event of an accident.
- We have a full Emergency contact system to reach our experienced Management team for advice.