



**COACHFINDER LIMITED
WOODBANK HOUSE**

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PROMOTING THE COACH INDUSTRY

Risk Assessment [Coach Operators]

Coachfinder Ltd is required to check Coach Operator’s details on our database, annually.

Vehicles must be fully seat belted and carry a First Aid Kit/Fire Extinguisher. [**Drivers are not necessarily trained in first aid procedures**] All drivers hold P.S.V/P.C.V Licences. Coaches also have Operator Vehicle Licence[s] & Coach/Public Liability Insurance. Vehicles are maintained and serviced regularly and Operator’s comply with the Traffic Commissions regulations.

Public Liability Insurance

We also have to confirm that all our Coach Operator’s Public Liability Insurance is to the sum of 5 million pounds. This is now the minimum amount expected by our customers.

As Coachfinder Ltd checks that our Operator’s meet these criteria; our files need to be constantly updated. Please send copies of insurance & maintenance contracts to us when renewed. Fax: **0161 368 7877**.

Service

Coachfinder Ltd not only advertises our own company but each Coach Operator on our database. We expect and are sure that our Coach Operator’s want to provide a high level of service. When our customers book through us they are insisting on this quality of service.

From our Operator’s we require as standard the Coach to be clean, inside and out. Vehicles are checked for faults before departure, which includes a walk around inspection checking tyres etc. The driver[s] arrive[s] at least 10 minutes before departure and are polite & smartly dressed. [**Uniform or Trousers & Shirt**]

Please remember **you** and I want repeat business. If our customers are not happy with the service provided we may lose future bookings.

Please sign below [**Return by fax or email**] that you are willing & able to comply with the above criteria.

Coach Company.....Signature.....

Name/Position.....

If you would like discuss this risk assessment letter further, please do not hesitate to contact me.

Yours faithfully
Stephen Wooder
DIRECTOR