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# DRIVER DAILY WALKROUND CHECKS

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Developed in conjunction with  
DVSA Guide to maintaining roadworthiness



**EastCoast**buses **Lothian**country EDINBURGH BUS TOURS

Please scan the QR code below  
to see what is expected  
while performing a  
**Driver Walk Round Check**



**MY**LOTHIAN



In areas of limited access or visibility (i.e. fence, wall or kerb), it may be necessary to move the vehicle to a more appropriate location which will allow all round access without putting yourself at risk and avoiding the need to walk between parked vehicles.

In the hours of darkness, please use your company issued torch.

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# DRIVER RESPONSIBILITIES



As a bus driver you have a legal responsibility to yourself, your customers and other road users to make sure that your vehicle is free from defects and fit for service at all times.

This booklet sets out how to conduct a vehicle daily walkround check and explains what to do and who to inform if there are issues or faults with your vehicle.



# DRIVERS DEFECT REPORTS

As the driver, you are responsible for the condition of your vehicle when in use on the road.

**Drivers have a legal responsibility regarding the vehicle condition and procedures for reporting vehicle defects both in the garage and when in use on the road.**

**Drivers may be fined or prosecuted for roadworthiness offences found on the vehicles they drive if they are considered partly or wholly responsible for the existence of them. Failure to take these responsibilities seriously could result in the loss of the driver's vocational licence.**

In addition to daily walkround checks, you must monitor the roadworthiness of your vehicle when being driven and be alert for any indication that the vehicle is developing a fault.



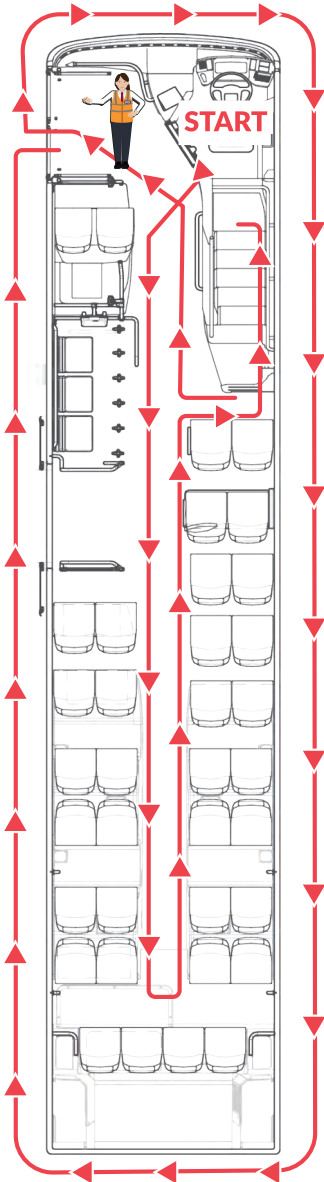
**Wheel Torque Card:**  
You must check that this card is not **"out of date"**  
Bus cannot be moved -  
if unsure, seek advice.



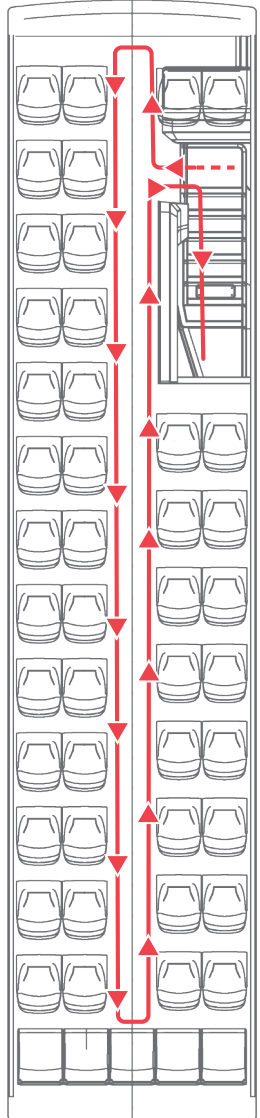
**Do not move the bus if any of the above is in place. Look for a supervisor immediately for advice.**

# MOVING AROUND THE VEHICLE

The diagram below shows you how you should walkround your vehicle by starting in the cab area.



LOWER DECK & EXTERIOR



TOP DECK



# IN-CAB CHECKS





# IN-CAB CHECKS



The cab area must be clean and free from any obstructions i.e. anything that may cause physical or visual obstruction including loose ticket rolls. The cab windows should slide and be secure.



Check security and operation ensuring that the handbrake is in the ON position and handbrake warning light on the dash works



Make sure that the gear selector is in neutral. Switch on ignition, allow bus to perform initial set-up and check warning lights work.



Make sure that the assault alarm is functional - the button is located on the right hand side of the driver seat.



# IN-CAB CHECKS



All dials must be working correctly.

If fuel / battery gauge is fitted, ensure your vehicle has sufficient fuel /charge for your duty. Ensure ABS light goes off after first illumination. Gauge lights must be lit on both the air pressure gauge and the speedometer. Ensure that the dash is set to KM.



Deplete air pressure by continuously depressing the brake pedal until warning lights come on. Start engine to ensure air builds up to required pressure.

No red warning lights should be active on the dash.



Turn on all lights, including hazards and interior lights.



# IN-CAB CHECKS



Set destination, route number and intermediate screens.



Check all cab monitors are operational, showing full view of upper saloon and stairwell. On vehicles fitted with centre doors or priority seating cameras, ensure the monitor provides a suitable view when required



All driver controls must be fully operational. Check indicators, hazard warning lights and horn are all working. Ensure washer/wipers are clearing the screen and the view to the front and side is clear and unobstructed, check kneeling system and ferry lift is fully operational. Ensure ticket machine, Navineo, contactless reader and radio are powered and operational.



# IN-CAB CHECKS



Adjust driver's seat and steering column to make sure they operate correctly and lock fully into position.



Check your offside and nearside mirrors are set correctly giving a clear view down the sides of the vehicle.

Where camera technology is fitted ensure both internal monitors are working and showing a clear view down the sides of the vehicle.

The interior rear view mirror must be fitted, secure and provide a clear view of the lower saloon.

Sun visor should be operational.



Drivers must be aware of the overall vehicle dimensions with an emphasis on **vehicle height** which must be present in the cab and displayed.



INSIDE THE  
VEHICLE



# INSIDE THE VEHICLE



Operate kneeling system. Deploy the ramp, ensuring it stays out fully. For electric ramp ensure the buzzer can be heard and that the interlock is in working order. Return suspension to normal position. Report immediately to your supervisor should the ramp fail any of these checks.



Operate the entrance doors from the cab. Check that the entrance step lights illuminate when open and switch off when closed.

Exit the cab making sure the assault screen is secure and cab door window/lock is operational.





# INSIDE THE VEHICLE



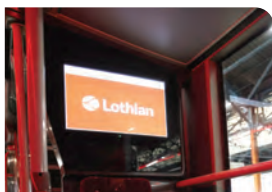
Check entrance doors can securely close and have correct legal instruction markings present.



The fire extinguisher should be visible, in date (within the last 12 months) and with the pressure gauge in the green. Ramp tool must be fitted where applicable.



Check seats are clean and hand poles are secure and free of sharp edges.



Passenger Information System – a visual check must be performed to ensure screens are operational. Next stop announcements will commence when in service. Any defects should be reported at the first opportunity



# INSIDE THE VEHICLE

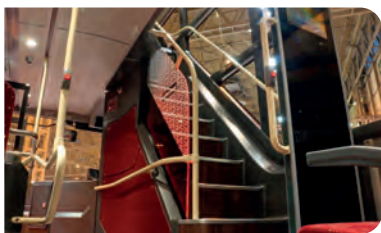


Interior lights must be operational. Stairways and doorways must be lit.



All bells must be present, secure and work correctly. Ensure 'stopping' sign illuminates when bell is pressed and stays on until doors are opened. Ensure wheelchair warning/priority seat lights (where applicable) are lit up on dashboard once relevant bell push is pressed.

*Note: Certain vehicle types sound alternative tones.*



Check the condition of the floor lino and lip treads ensuring they do not pose a trip hazard.



**All our bell buttons have tactile braille markings to aid our blind and visually impaired customers.**



# INSIDE THE VEHICLE



On vehicles fitted with centre exit doors, check doors open/close securely and sensitive edge is operational.



Check all windows are present and secure and interior panels are in place and secured.



Ensure emergency door (if fitted) opens freely and the warning light and audible alarm is operational and can be heard. Clearly visible operating instructions must be present.



# INSIDE THE VEHICLE



On newer buses – Emergency exit plunger / tags must be present with operating instructions fitted. Remember to check roof canopies (where applicable).



Open entrance doors using interior emergency door buttons. Buttons should be clearly marked and have method of operation labels present.



**There is a safety risk of moving vehicles within the depot. Always be vigilant of moving buses and never reverse a bus without the assistance of a qualified banksman**



OUTSIDE  
THE VEHICLE





# OUTSIDE THE VEHICLE



Entrance doors – on leaving the vehicle, ensure that entrance doors close using the emergency buttons above the door. Check exterior emergency door buttons are working and that they are clearly marked with operating instructions.



Mirrors – Check that mirrors and arms are present, secure and are positioned correctly as shown with any protruding mirror arms running parallel to the side of the bus and clearly displaying a full view of either side of the vehicle.



EV Mirrors – Check that mirror camera caps are present and secure and are clearly displaying a full view of either side of the vehicle on the in-cab monitors



# OUTSIDE THE VEHICLE



Ensure Tax Information Disc and Operators License Disc are both present, have correct registration, fleet number and are both in date.



Check windows, body panels and bumpers. Any damage must be reported immediately.



No panels should be loose, unsecured or be protruding or have any sharp edges.



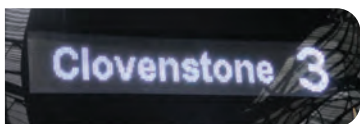
# OUTSIDE THE VEHICLE



Window wipers should be present and free from damage.



Front registration plate — Must be present, free from damage, secure, clearly legible and correspond with the tax disc.



Front, side and rear destination screens — must be present, set correctly and illuminated.



# OUTSIDE THE VEHICLE



Front Lights — front, side and marker lights must all be checked and in working order. Report any defective lights and/or damaged lenses immediately.



Check side repeaters are present, secure, free from damage and working.

All panels should be fitted and fully locked. Please pull boot lid to ensure it is fully locked.





# OUTSIDE THE VEHICLE



Fuel fill cap and AdBlue cap to be present and secured. Report any spillages or leakage immediately.



Tyres and Wheels – Where possible check there is a visible continuous tread pattern to the required depth. Tyres should be correctly inflated and free from deep cuts.



Tyre side walls should be free from deep cuts. All wheels must be free from rust trails, from nuts and trims. All wheel nuts must be present and secure. If in doubt ask.



# OUTSIDE THE VEHICLE



Activate the emergency door (if fitted) and ensure it opens freely and far enough to provide a safe exit in an emergency, audible alarm is operational and heard. Clearly visible operating instructions must be present.



Rear lights – Check tail lights, fog lights, indicators and hazards, rear marker lights and brake lights are all working correctly. Reflectors should also be present and clean.  
Rear Registration Plate – must be present, free from damage, secure, clearly legible and illuminated. Important – no white light should show to rear of the bus other than the destination screen.



## **You may require assistance**

**Ask a colleague or supervisor to engage the brake pedal while you check the lights. If this is not possible you can check against a reflective surface such as a wall or bus panel.**



# OUTSIDE THE VEHICLE



Leaks – Oil, coolant, fuel, AdBlue and air. Check that all caps are securely fastened. Check for leaks on panels and the underside of the vehicle. Listen out for any air leaks. Never undo a filler cap. Report any leaks immediately!



**Only colleagues who have completed TBT 28 can top up coolant. Scan QR code for guidance**



LOTHIAN BUSES LTD  
55 ANNANDALE STREET  
EDINBURGH EH7 4AZ  
U.W.11465 KGS

EAST COAST BUSES LTD  
55 ANNANDALE STREET  
EDINBURGH EH7 4AZ  
U.W. 11845 KGS


LOTHIAN COUNTRY BUSES LTD  
ANNANDALE STREET  
EDINBURGH EH7 4AZ  
U.W.12720 KGS

EDINBURGH BUS TOURS LTD  
ANNANDALE STREET  
EDINBURGH EH7 4AZ  
U.W. 11395 KGS

The business address and vehicle weight must be present and clearly legible on the vehicle. - Legal Markings can be found on near side of the vehicle.





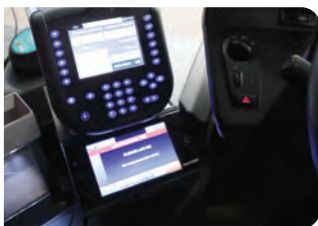
 Lothian Buses



PRIOR TO  
DEPARTING



# PRIOR TO DEPARTING



- **Contactless Reader**
  - Check for physical damage and that the reader has power, indicated by a single blinking green LED.
- **Ticket machine**
  - Check for physical damage
  - Sign on to the ticket machine using your driver credentials and check for any errors flagged during the route setup process.
- **Hopper**
  - Must be present, secure and in working order
- **Navineo**
  - Must be present, secure and in working order
- **Radio**
  - Must be switched on
- **Daily Walkround Checks**
  - Complete and confirmed
- **All defects reported**



Destination screens should be set to display 'Not in Service'.

Slowly drive the vehicle, checking that both the steering and brakes are operating correctly.



**Please also remember**  
All drivers are required to carry out a Last Use Check.

# IMPORTANT LEGAL REQUIREMENTS

It is a **legal requirement** that a daily walkround check is carried out on every vehicle before entering service.

It is the driver's responsibility to ensure that the vehicle is free from defects and fit for service at all times.

## **DO NOT Leave the GARAGE if your bus has:**

- a steering wheel cover fitted
- a VOR window label fitted
- an out of date wheel torque card
- a fault with the steering
- a problem with brakes
- tyre or wheel issues
- any other fault that compromises the safety of the vehicle or which could result in injury or harm to yourself or a customer.

Should you find any of these faults or any other defects, inform a supervisor as soon as possible before your run out time and await instruction prior to leaving the garage. You may be asked to await a repair being made or be reallocated another vehicle. Remember to always maintain a vigilant, proactive and perceptive approach to leave the garage on time.

**Should you find any defects whilst in service these should be reported to Control and follow their instructions. Always remember that as a driver you are legally responsible for the condition of your vehicle when in use on the road.**

When taking over a bus a daily walkround check must be carried out when safe to do so i.e. at your next terminus point

# IMPORTANT LEGAL REQUIREMENTS

When returning to garage, a last use check of the vehicle **MUST** be completed, this includes the following:

- Ensure all passengers are off the bus
- Lost property
- Turn off radio
- End service on NAVINEO
- Any warning lights on the dash
- Any interior lighting defects
- Interior/exterior damage, including tyres
- Exterior lighting, wipers, screens all operational
- Number plates present
- Leaks, fuel, oil, coolant
- Isolate Bus

Any defects found must be reported to the sign on Desk.

Every driver must carry out this last use check when returning to the garage this will help identify any defects so they can be repaired before the next morning run out.



**Accessibility regulations  
changed on 1st October 2024**

Please ensure that visible  
displays and audio  
announcements are  
operational (if applicable).

# SAFETY PRECAUTIONS

This section provides details on the safety aspect of carrying out your first use checks. These safety precautions should be followed at all times.

- 1** Ensure you know which bay your allocated bus is in before looking for it (write it down if necessary).
- 2** Wherever possible, remain on the designated walkways and only leave the walkway at the closest point to your bus.
- 3** When approaching/leaving your bus, walk straight up/down the line of buses wherever possible, and try to avoid walking between or to the front and rear of vehicles especially if an engine is running.
- 4** Avoid crossing main traffic routes (i.e. bays kept free for vehicle movements) wherever possible.
- 5** When moving around the vehicle exterior you should remain observant of any traffic movement around the vehicle at all times.
- 6** You must inform a supervisor of any spillages.
- 7** Never walk behind a vehicle if its reversing lights and/or reversing horn are operating.
- 8** If it is necessary to walk between parked vehicles with their engines running, you must ensure that the driver(s) of the other vehicle(s) are made aware of your presence. Remember to ensure the other driver has seen you and acknowledged your presence.
- 9** In areas of limited access or visibility (i.e. fence, wall or kerb) it may be necessary to move the vehicle to a more appropriate location which will allow all round access without putting yourself at risk and avoiding the need to walk between parked vehicles.
- 10** When checking your ramp ensure there is enough clearance to fully deploy, if necessary move your bus to a safer location.

# SAFETY PRECAUTIONS

- 11** Try and keep within the sight line (direct field of vision or indirect via mirrors/monitors) of other vehicle drivers.
- 12** If a steering wheel cover is on the steering wheel or there is a VOR notice within the bus, inform the supervisor immediately as this vehicle is currently unfit for use.
- 13** Prior to exiting the vehicle, always check that it is safe to do so. Do not step into the path of a moving vehicle.
- 14** Should there be any defects, it is important for you to seek advice from the supervisor as the defect may deem the vehicle unsafe.
- 15** All defects must be recorded. This includes any “old body damage”.
- 16** Mobile phones may only be used in a place of safety (i.e. on a walkway or in a building) and not on the garage floor.  
Driver daily walkround check tablets or phones must only be used for exterior defect photos when vehicle is stationery and in a safe location.
- 17** Earphones must never be worn in any areas where traffic movements are likely.

To ensure ongoing compliance with regulatory requirements, we operate an auditing procedure for daily walk round checks.

Details of the procedure can be found here:

# Driver Daily Walk Round Auditing Procedure



MYLOTHIAN

## Driver Walk Round Check Audit

Lothian  
 EastCoastbuses Lothiancountry  
 EDINBURGH BUS TOURS LOTHIAN MOTORCOACHES

OM104

* Any items not checked, please ensure driver is made aware of item, that it is recorded in the comments section and a X is placed in the box.*		Driver Name				
Licence Bureau Check - Manager Initial <input type="checkbox"/>		Payroll Number				
DQC Category and expiry date		CPC	PHOTO	CAT. D	TACHO	GLASSES
		/ /	/ /	/ /	/ /	Y / N
Bus Number						
<b>Cab</b>		✓	×	<b>Comments</b>		
1	Start up - handbrake, ignition, dials and warning lights					
2	Deplete air pressure					
3	Seat adjustment and security					
4	Wipers and screen wash					
5	Horn and Attack Alarm					
6	CCTV in Cab (if applicable, EV Mirror Display)					
7	Cab door and bandit screen (including locking mechanism)					
8	Ticket Machine / Navineo (switched on) / Hopper / Radio					
9	Kneeling and ramp					
10	Entrance door operation - sensitive edge (do not stand between doors when air pressure is building up)					
11	Demisters and heaters/blowers					
12	Internal mirror - security and positioning					

### Internal

13	Fire extinguisher / ramp tool					
14	Seat and grab rail security / cleanliness / tip up seat					
15	Interior lights					
16	Bells and 'stopping' sign illuminated					
17	Floor lino and trip hazards					
18	Windows (yellow tags) and internal panel security					
19	Standing Passenger, Overloading & Weight Distribution in place & understood (signage)					
20	Emergency doors (inc front doors) / hammers					
21	Vehicle Height (confirmed height)					

### External

22	Emergency door operation					
23	Mirror security and positioning (Camera casing)					
24	Tax and Operator licence					
25	Exterior window and panel - damage / security					
26	Registration lights and plates (matching)					
27	Destination Screens					
28	All exterior lights					
29	Fuel / AdBlue Caps (present, intact and no spills)					
30	Tyres and wheels - depth, walls and nuts					
31	Sign of leaks - water, oil, AdBlue, air					
32	Legal Lettering					

#### All colleagues MUST be reminded:

- Customer Information Systems - All screen defects and stop announcement defects MUST be reported to control.
- If you go off route or directed by emergency services, you must stop in a safe place and contact central control for guidance.
- All vehicle with in service defects must be reported to the central control
- End of use vehicle checks. At your last bus stop before entering the depot, you must check for any passengers on board and for any defects. When you park up at the garage, you must check the external of your vehicle for any defects. Please report all defects with the desk supervisor.

To be completed by Auditor:

Name: .....

Payroll Number: .....

Signature: .....

Date: ...../...../.....

+5 ITEMS -  
REFERRAL REQ?

YES NO

COPY TO MANAGER?

YES NO

Ver. Aug 24

