



Minibus Organisational Health Check

An opportunity to review what your organisation does, how it does it and future plans for the scheme.

- Section 19 / Section 22 Compliance
- Vehicle Maintenance Schedule / MOT
- VOSA Systems
- Defect Reporting Systems
- Health & Safety risk assessments
- Lift Maintenance Schedule
- Recording Day to Day Activity – Log Sheets
- Monitoring Statistics – Differentiating Types of Activity
- BSOG (Bus Service Operators Grant)
- Insurance
- Financial Management
- Financial Forecasting
- Volunteer Recruitment
- Volunteer Registration Procedures - References
- Volunteer Training and Support
- Management Committee Structure / Trustees
- Publicity Strategy
- Community Group Eligibility
- Community Group Affiliation / Registration
- Individual Membership / Affiliation
- Reviewing Current Vehicle Utilisation
- Maximising Vehicle Use outside existing patterns
- Vehicle Replacement Plan
- Volunteer Registration Procedures – References
- Business Plan
- Membership of the CTA