

## Provision of transport on PGL school visits to France

To ensure the safety, reliability and high standard of our transport providers, we are accredited by the School Travel Forum (STF) and adhere to the following standards below:

### **Coach bookings**

For all coach operators used and booked directly by PGL Beyond, the Contracting and Transport teams will ensure that:

- The supplier confirms that they comply with all applicable national, local, trade and other laws, regulations, rules and codes of practice. This contract also stipulates a set of safety standards regarding drivers' hours, driver vetting, insurance cover, subcontracting and vehicle age.
- Confirmation is obtained every three years that conditions are being met when the supplier is re-audited.
- Where possible, coach operators who belong to recognised industry bodies such as the Confederation of Passenger Transport (CPT), or are Coach Marque accredited will be selected for use on tours.
- Coach companies contracted by PGL Beyond are required to establish that their drivers do not have a material criminal record or detrimental employment history.
- Checks to ensure that coach suppliers are in possession of valid and current liability insurance, motor insurance and other necessary local certification and licences to operate legally will be undertaken with records retained.
- For UK coaches we will only use companies that confirm that their tour drivers have received appropriate clearance from the Disclosure and Barring Service or Disclosure Scotland.
- All itineraries for tours by coach are prepared taking into account current legislation on drivers' hours.
- In certain unforeseen circumstances such as coach breakdown or driver illness etc. it may not be possible to comply with the terms outlined above and PGL Beyond reserves the right to find the best available alternative to minimise impact on our guests.

### **Coach Audit**

- All coach suppliers booked direct will be subject to a standard coach audit prior to first use and thereafter, where a significant change occurs, such as major fleet changes, or change of owner, or at a maximum of three year intervals, whichever is sooner.
- Evidence of standard coach audits undertaken are held on our system.
- A standard coach audit will not be required if an on-site coach audit has been carried out in the past three years.

- The standard coach audit may be completed by a School Travel Forum member, supplier or agent.

### **On-site Coach Audit**

- In addition to the standard coach audit, if a supplier is expected to be used frequently and meets STF usage criteria, an on-site coach audit will be conducted. This will be undertaken by auditors trained and qualified to STF standards.

### **Seat belts**

- Seat belts will be available for all passengers on UK coaches in line with UK legislation.

### **Coach Breakdowns**

- It is the intention of PGL Beyond to use our regular use coach companies whenever practical in the event of a breakdown. In the event of a vehicle breakdown in the countries outside the UK and where it is necessary to provide a replacement vehicle, best efforts will be made but it may not always be possible to always provide a coach fitted with seatbelts.
- The following are the circumstances in which we may select an infrequently used company:
  - In peak periods when availability is strictly limited
  - Where the location of departure would be best served by an infrequently used company
  - When a last-minute breakdown or other unforeseen event from a regular use company necessitates a subcontracted company
  - When a coach breaks down on tour and has to be replaced by another vehicle
  - Where a client specifically requests a company not used by PGL Beyond

### **Ferries and Eurotunnel**

All ferries and Eurotunnel are regulated nationally. Therefore, it is not necessary for PGL Beyond to take any further measures.