Appendix 2 to DUNCAN'S Minibus Policy & Code of Practice for the Safe Use of Minibuses Dated: 20 Feb 2023

## Checks to be carried out before Towing a Trailer Policy

Drivers must not tow a trailer over 750kg capacity, without E entitlement on their licence that the vehicle being used is appropriate for this use (seek advice through Duncan's Manager if in any doubt).

That the gross weight of the vehicle is within the vehicle gross weight limit.

That the kerbside weight of the towing vehicle is clearly marked on the front nearside of the vehicle.

That the downward force from the loaded trailer on the towing ball is within the limits imposed by the towing vehicle manufacturer.

That the axle loads of the towing vehicle are not exceeded.

Ensure that a breakaway chain is in use, which will activate the handbrake should the coupling break. Advice on this matter should be sought from the trailer manufacturer or approved dealer.

That the unladen weight of the trailer and trailer tyre pressures are clearly marked on the trailer.

That the total gross weight (trailer weight plus maximum load to be carried) is clearly marked on the front of the trailer.

That the trailer handbrake/overrun brake functions properly.

That the trailer lights and indicators work.

That the load is securely lashed to the trailer body or frame.

That the load is evenly distributed and is mainly over the axle(s).

That there is suitable marking of any rear overhang greater than one metre by using high visibility signage or other approved method (e.g. warning tape) or an approved light in hours of darkness or bad weather.

That the trailer is not wider than the towing vehicle.

That the trailer does not prevent the rear doors of the bus from opening.