



Border Force



Is your vehicle secure when you travel to and from the UK?

Advice for coach, bus or minibus drivers



Follow our ten steps to keep your coach, bus or minibus secure when you travel across UK borders.

Drivers or companies who fail to take adequate steps to secure a vehicle may be liable to a civil penalty of up to £2,000 per unauthorised person.

Please read this advice so you are aware of the potential threats to your vehicle and how you can avoid becoming a victim of crime.

Visit [GOV.UK](https://www.gov.uk) and search 'Civil Penalty Accreditation Scheme' for more information about how you and your employer can reduce the risks of fines.



CIVIL
PENALTY
ACCREDITATION

Follow our 10 steps to keep your vehicle secure on your travels across UK borders:



Before you start your journey

1. Get written instructions on vehicle security and a checklist from your employer.
2. Check all vehicle locks and alarms are in working order, including any compartments accessible from the outside (for example luggage space).
3. Supervise the boarding of passengers and loading of luggage to ensure unauthorised persons do not gain entry.
4. Keep an accurate manifest detailing all passengers.



After every stop and during your journey

5. Ensure the vehicle is locked at all times, including any compartments accessible from outside. Keep vehicle keys securely and do not pass to any unknown persons.
6. Continually check the security of your vehicle and look for any signs of tampering or unauthorised access. Pay extra attention to areas of the vehicle which could be used to hide in (for example lockers, luggage compartments, cupboards or toilets).
7. Supervise and check the boarding of your passengers and their luggage against your manifest. Keep a record of all checks you make on your checklist.



Before you enter the UK control zone.

8. Check all persons shown on the manifest are accounted for and match everyone present.
9. Carry out a thorough check of every space on the vehicle capable of containing a person. This includes underneath the vehicle, all compartments and any spaces accessible from the outside.
10. Record all the checks you make on your checklist – at loading, after every stop and before entering the UK control zone.



Report it

If you notice anything unusual or if you suspect that someone is in your vehicle without your permission, you should alert the police immediately call 112 in Europe or 999 in the UK. For your own safety, please do not approach anyone hiding in the vehicle.





What to remember



Always:

- be careful
- be alert
- carry spare checklists
- record checks made on a checklist
- alert the local authorities, Border Force or the police if you suspect that someone has entered your vehicle without your permission



Seen something suspicious?

Don't ignore it, report it:

- Speak to a member of staff
- In an emergency call 112 in Europe or 999 in the UK



Remember: Drivers or companies who fail to take adequate steps to secure a vehicle may be liable to a civil penalty of up to £2,000 per unauthorised person.



Did you know? Anyone found guilty of deliberately smuggling people into the UK may face up to 14 years in prison and a fine of up to £10,000

For more advice:

- visit [gov.uk/border-force](https://www.gov.uk/border-force)
 - email: BF.CECPT@homeoffice.gov.uk
 - call +44 (0)1303 299 298
- 