Compass Group UK & Ireland Ltd

**Vehicle Off Road Policy**

**Aim**

As an operator we have an obligation to introduce and maintain a system that allows for the removal from service of any unroadworthy vehicle or trailer to allow for the rectification of reported defects. The internal system ensures that vehicles are immobilised in some way and that all relevant employees are made aware using visual prompts.

**Management & Supervisory Responsibility**

If a vehicle is deemed unroadworthy, the Transport Manager must ensure that:

* The keys are removed from the vehicle and are kept in a safe place.
* The vehicle will have a “VOR” sign placed in the cab on the dashboard, so it is visible to everyone, which clearly informs anyone that the vehicle is out of service.
* A VOR sheet should be completed and retained in the vehicle file. The VOR sheet should include:
  + Date of VOR
  + Opening odometer reading
  + Vehicle registration
  + Description of fault/ defect
  + Date fault/ defect rectified
  + Closing odometer reading
  + Signed statement from the Transport Manager that the vehicle is considered roadworthy and may return to service
* The date and every subsequent date the vehicle is out of service (VOR) will be recorded on the maintenance planning until returned to service. Its maintenance schedule may be paused for the duration it is VOR.
* The Transport Manager must ensure that vehicles returning to service have not exceeded their safety inspection intervals.
* If a vehicle has been VOR for 4 weeks or longer, it must have a full maintenance inspection to ensure it is roadworthy again.

**Drivers Responsibility**

Drivers must not drive a VOR’d vehicle in service.

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| Issue No | Approved By | Signature | Date |
| **1** |  |  |  |

I declare that I have read and understood the contents of this Vehicle Off Road Policy and agree to adhere to it at all times during my employment with Compass Group UK & Ireland Ltd.

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| --- | --- | --- | --- |
|  | Name | Signature | Date |
| Employee |  |  |  |
| Company representative |  |  |  |