Compass Group UK & Ireland Ltd

**Driver Daily Walkaround & Defect Check Policy**

**Aim**

Daily walkaround checks are part of the commitment Operators make to be granted their operator’s licence and are vital for road safety.

Drivers are legally responsible for the condition of the vehicle they are driving. They must carry out a thorough walkaround check to ensure each vehicle is safe to be used on public roads. A daily walkaround check should be completed at the beginning of every shift before the vehicle is driven.

**Driver Responsibility**

Any defects found must be recorded on the defect report. Advice should then be sought from the Transport Manager as to whether the vehicle may remain in service.

Nil defects should also be recorded. If the vehicle is found to be unroadworthy, it will be declared VOR and arrangements will be made for repairs. The vehicle will not be permitted to be used on the road again until these reported defects are rectified. VOR Processes must be followed at all times.

A daily walk-around check should take no less than 10 minutes. If additional time is needed for these checks, these must be allowed for when planning routes or delivery schedules.

Drivers must continue to monitor the roadworthiness of their vehicle and report any defects that occur on the journey. If a defect is identified throughout the day, the driver must report an emergency defect on the original defect report that must be retained in the vehicle at all times and inform the Transport Manager immediately so appropriate arrangements can be made.

**Removal From and Back into Service**

If a vehicle is deemed to be unroadworthy, it will be removed from service immediately and arrangements made to have it recovered by our agents. Vehicles which have been removed will not return to service until they have been fully inspected and they are roadworthy having had the required work completed.

**Gate-Checks**

Random Gate-Checks will be performed by the Transport Manager to ensure that drivers are carrying out thorough daily walk-around checks and reporting defects correctly. Failure to perform daily walk-around checks/report defects may result in disciplinary action being taken.

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

I declare that I have read and understood the contents of this Driver Daily Walkaround & Defect Check 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 |  |  |  |