Compass Group UK & Ireland Ltd

**Vehicle Serviceability and Roadworthiness Policy**

**Aim**

The aim of this policy is to ensure that Compass Group UK & Ireland Ltd have a procedure in place so that all vehicles operate on the roads safely, within the law whilst giving consideration to the safety of their drivers, all road users, especially vulnerable road users. Full consideration shall also be given to the environment.

**Management & Supervisory Responsibility**

The Transport Manager is responsible for maintaining the service schedule for all vehicles. The vehicle files will include 15 months history of all vehicle maintenance. This will include planned and unplanned maintenance and all defects. There will be a planner in place which will be forecast at least six months in advance for all planned maintenance and servicing, MOT and statutory annual testing, tachograph calibration tests, VED, brake tests and LOLER testing.

**Planned & Unplanned Maintenance**

In line with our Operator’s Licence, all of Compass Group UK & Ireland Ltd vehicles and trailers are serviced every 6 weeks. Maintenance is carried by a third party and a copy of the contract must be kept on file.

***Planned Maintenance*** - the Transport Manager will liaise with the third-party Workshop Supervisor to ensure that vehicles are available for inspection or test on their due dates.

The Transport Manager must ensure that all safety inspections are signed off by themselves before vehicles re-enter service, thus, ensuring that no unroadworthy vehicle is entered into service.

All maintenance records will be stored in individual vehicle files.

***Unplanned Maintenance*** – will be dealt with as it arises. In the event of any breakdowns or defects being found in the course of the day, these must be called into the office, who will then organise all rectifications to be carried out.

**Walkaround Checks**

Checks are conducted at the start of every shift by drivers, or when they take charge of a new vehicle within their working day. All daily walkaround checks must be recorded using a defect report. Where a positive defect is recorded, this shall also be entered onto a paper defect report. All drivers have a responsibility to inform the Office when any damage is found on a vehicle (however minor it may seem). Damage is to be reported in the same way that defects are currently reported.

If no defects or damage is discovered during the walkaround check, the driver will still complete the defect report and mark “Nil Defects Found”.

All positive defect reports shall be retained for a period of 15 months. If a nil defects report is submitted, this must be retained up until at least the next safety inspection.

**Rectifications of Defect**

Authorisations of defect rectifications: Drivers are not permitted to authorise any work to be carried out on a vehicle. All defects must be reported to the Transport Team in the office who will then make the necessary arrangements for rectifications.

**First Use Inspections**

For vehicles, first use inspections or Pre-Delivery Inspections (PDI’s) by the supplier will be in place.

**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 recovery 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.

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| Issue No | Approved By | Signature | Date |
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I declare that I have read and understood the contents of this Vehicle Serviceability and Roadworthiness 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 |  |  |  |