



orchard
Education

Vehicle Policy and Procedure

Revised 01/02/2018

Orchard Education Ltd
1 Sargon Way
Great Grimsby Business Park
GRIMSBY
North East Lincolnshire
DN37 9PH

01472 898498

CONTENTS

Vehicle Policy and Procedure

1. Drivers
2. Fuel and Oil
3. Running costs other than fuel and oil
4. Servicing
5. General use of company vehicles
6. Personal use of company vehicles
7. In the event of an accident/incident
8. Vehicle Maintenance
9. Driver Assessment
10. Summary

APPENDICES

APP 1. Road Traffic Collision Report

APP 2. Vehicle Maintenance Check List

APP 3. Driver Assessment Report

1. Drivers

All drivers undertaking the transportation of young persons will hold a full UK driving license. Any motoring convictions must be disclosed to the company prior to the use of any vehicle owned by or hired by Orchard Education Ltd (Orchard).

In the event of a driver having been subject to a new motoring conviction or impending prosecution during their employment with Orchard, they **MUST** disclose this as soon as practicable and cease driving any vehicle until authorization has been given by one of the senior management team.

Failure to notify the company of any motoring convictions, impending or otherwise will be considered as **GROSS MISCONDUCT** and will be dealt with as per the disciplinary procedure.

2. Fuel and Oil

Must be purchased using the company fuel card or be authorized by the senior management team. The use of the company fuel card is solely intended for the vehicle for which it has been issued. The use of a fuel card to obtain fuel for a different vehicle will be deemed as **GROSS MISCONDUCT** or **THEFT** and may result in instant dismissal/criminal prosecution.

3. Running costs other than fuel and oil.

The company and/or lease/hire company will arrange insurance and payment of road fuel license.

4. Servicing.

The senior management team will ensure that all company vehicles are serviced as required or as per any lease hire agreement.

5. General use of company vehicles.

It is expected that Employees will take reasonable care of any vehicle owned/hired/leased by the company. This includes the appearance/cleanliness of the vehicle both internally and externally. It is important to consider that the professional image of the company is reflected when using company vehicles in public. It is expected that employees shall place importance on this subject and will conduct themselves in a manner which reflects the company in a positive manner. An example of this will be the manner in which vehicles are driven, displaying care and courtesy to those around them. Circumstances which show that an employee has acted in a manner which would bring the company into disrepute will be investigated and may result in disciplinary action.

Road Traffic Law stipulates the manner in which vehicles are to be driven on roads and public places. The Company will apply these standards to all areas within which vehicles are driven, public or otherwise. The Company enhances these responsibilities even further by the profile of our passengers and our safeguarding responsibilities to them. With this in mind, it is a mandatory requirement that our Staff drive within the definition of safe driving legislation. In the event of any offence having been committed or alleged, regardless of how minor (for example minor speeding offences), once substantiated, the Company **WILL** take a proactive and robust disciplinary approach on these matters. Where circumstances are deemed sufficiently serious, the Company may deal with this as **Gross Misconduct** and dismiss staff from employment

6. Personal use of company vehicles

Company vehicles are to be used for business purposes only. The use of company vehicles for personal reasons is strictly prohibited. In the event that it is established that a vehicle has been used for personal reasons (i.e. other than to carry out the business of Orchard and without express permission from any of the Senior Management Team), this will be viewed as taking the vehicle without the owner's consent (technical TWOC) and as such may result in criminal prosecution and at the very least, gross misconduct.

7. In the event of an accident/incident.

It is imperative that all accidents/incidents are fully recorded. In the event of an accident, Employees must complete the Road Traffic Collision Report included in Appendix 1 of this policy. This report must then be submitted to the senior management team as soon as practicable after the incident.

8. Vehicle maintenance

Vehicles must be kept in a safe, roadworthy and clean condition. The Company currently has a Service Level Agreement with PDH Automotive whereby weekly checks will be made regarding the roadworthiness of vehicles. It must be noted however that this does not remove the statutory responsibilities of the driver under Road Traffic Law. In the event of a fault being found, Vehicle Maintenance Checklist must be submitted to a Senior Manager.

9. Driver Assessment.

Prior to any employee commencing the use of vehicles owned, hired or leased by the company, a driver assessment will be carried out by a Manger. This will take the form of an observation session and will be recorded on form 'Driver Assessment Report' (Appendix 3)

10. Summary.

This policy adheres to current legislation, fleet vehicle terms/conditions and insurance requirements.

Employees must be aware that a support framework is in place to ensure that the use of vehicles owned/hired/leased by Orchard is carried out in a safe and legal manner.

The ULTIMATE responsibility however lies with the individual Employee whilst using vehicles. It is for the Employee to ensure that any vehicle is safe/fit for use prior to driving a vehicle on a road. In the event that there are any faults found or suspected, the Employee must NOT use the vehicle and make the Senior Management Team aware.

APP 1 - Road Traffic Collision Report

Guidance –

- Do not put the safety of yourself or those around you at risk. Consider the necessity to call the emergency services in the event of serious injury or a hazardous environment as a result of the collision (e.g. vehicles stranded in the carriageway).
- Do not admit liability or discuss ‘blame’ for the collision.
- Do not leave the scene of a collision without checking for any injured parties and recording their details.
- Exchange details with any other party involved in the collision as per ‘third party details’ below.
- Look for any independent witnesses and where possible obtain their details.
- If safe to do so, make a sketch of the collision and if possible take photographs of damage to all vehicles and the scene of collision.

Date / Time of Collision - _____

Own vehicle make / mode - _____

Own vehicle registration number - _____

Third party details (persons or vehicles)

Include full name / address / date of birth / contact numbers of drivers / injured parties.

Full make / model / registration numbers of vehicles involved

Circumstances of collision / incident.

Complete a sketch plan of the collision on separate sheet

APP 2 - Vehicle Maintenance Check List

Date of report _____

Vehicle registration number _____

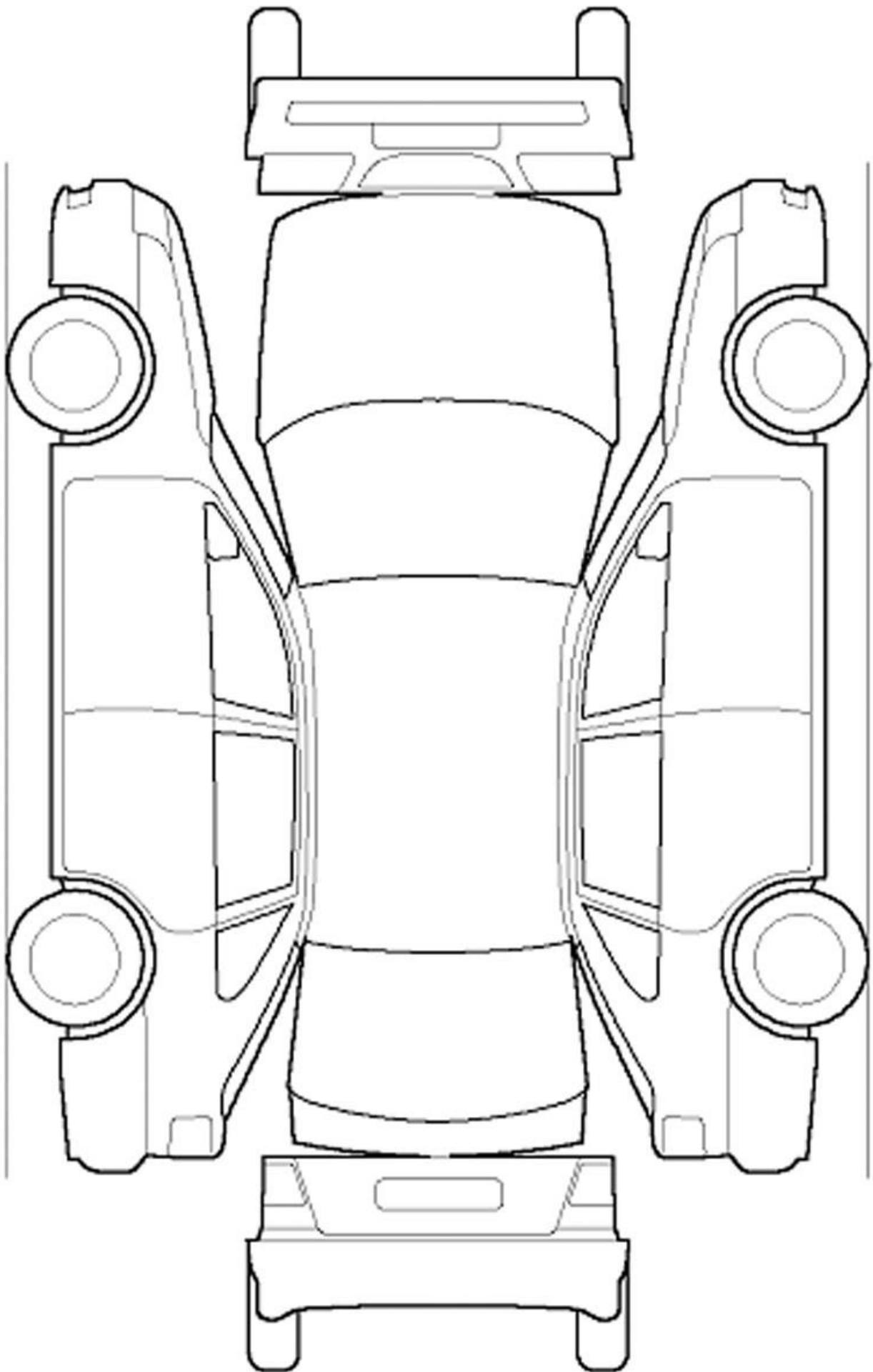
Make / model _____

Speedo reading _____

Detail	Fault? (Y/N)	Comments	Fault reported?
Oil / Coolant			
Screenwash			
All lights working?			
Windscreen/wipers			
Tyre – Driver front*			
Tyre – Passenger front*			
Tyre – Driver rear*			
Tyre – Passenger rear*			
Spare tyre*			
First aid kit			
Bodywork/exterior damage			
Interior equipment condition / damage			
Warning lights? (service lights etc)			
VEL expiry			
MOT expiry			

*When checking tyres, ensure that pressures are correct and tread depth is over 2mm across the full width.

Please remember – You are responsible for the safety of yourself and others when completing this check. If in doubt, contact the Senior Management Team.



APP 3 – Driver Assessment Report

DRIVER ASSESSMENT REPORT

Company: **Orchard Education Ltd**

Driver: _____

Date of Birth: _____

Licence Class: _____

Expiry Date: _____

Licence Number: _____

Assessment Date: _____

Start Time: _____

Stop Time: _____

Vehicle: _____

Vehicle Control Skills Pre-Drive Check:	
Pre-Drive Check	
Vehicle Control Skills Pre-Drive Set Up:	
Seat position	
Seat-belt	
Rear-view mirrors	
Vehicle Control Skills Posture/Bracing:	
Leg length	
Arm length	
Left-foot Bracing	
Vehicle Control Skills Steering:	
Hand contact	
Hand position	
Vehicle Control Skills Rear-view Mirrors:	
General Use	
Vehicle Control Skills Reversing/Manoeuvring:	
Observation To Rear	
Appropriate Speed	
Accuracy	
Vehicle Control Skills Manual Transmission:	

Clutch Use	
Gear Selection	
Brakes Before Gears	
Intersections/Roundabouts Rear-view Mirror Use:	
Sequence (MSM)	
Adequate Use	
Additional Mirrors Use	
Intersections/Roundabouts Indicators Use:	
Appropriate Timing	
Correct Sequence	
Intersections/Roundabouts Scanning:	
Intersections	
Pedestrian Crossings	
Railway Crossings	
Intersections/Roundabouts Turning Line/Lane Discipline:	
Entry	
Exit	
Road Position	
Lane Changing/Merging Rear-view Mirrors:	
Sequence (MSM)	
Appropriate Mirror	
Lane Changing/Merging Indicators:	
Adequate Time	
Lane Changing/Merging Blind-spot Check:	
Visual Check Used	
Defensive Strategies Following Distance:	
Safe Space	
Defensive Strategies Waiting/Queuing Space:	
Safe Space	
Leave more space (1-car length) in front when stopped behind other vehicles.	
Mirror Use	
Include additional mirror checks during the slowing down and initial stop phase	
Defensive Strategies Adherence to Road Law:	

STOP signs	
Speed Limits	
Line-markings	
Intersection Position	
Lane Position	
Defensive Strategies Eye Contact:	
Intersections Use	
Roundabouts Use	
Lane Change Use	
Defensive Strategies Overtaking:	
Indicators	
Observation	
Mirrors	
Defensive Strategies Defensive Positioning:	
Intersections	
Position Over Crests	
Lane Position	
Traffic Clearance	
Blindspots	
Defensive Strategies Forward Observation:	
Vision Ahead	
Defensive Strategies Detail Observation:	
Eye Movement	
Defensive Strategies Forward Planning:	
Observation Ahead	
Concentration	
Defensive Strategies Appropriate Speed:	
Too fast	
Too slow	
Defensive Strategies Hazard Anticipation/Perception:	
General Observation	
Defensive Strategies Hazard Recognition/Response:	
Covers Brake Pedal	

Traffic Observation	
Defensive Strategies Decisive Action:	
Decisiveness	
Assertiveness	
Defensive Strategies Concentration:	
Consistency	
Defensive Strategies Commentary:	
General Use	
Smooth Input	
Excessive Acceleration	
Jerky Acceleration	
Excessive Braking	
Jerky Braking	
Excessive Cornering	
Excessive cornering recorded	
Jerky Cornering	
Vision check	
No apparent issue indicated	

Assessors comments/concerns.

Assessment carried out by –

Signature –

Date –

This policy will be reviewed annually by a Director.

	Initial	Review 1	Review 2	Review 3
Signed		Dave Melia	D Melia	D Melia
Position		Director	Director	Director
Date		05/08/2017	01/02/2018	30/08/18