

POLICY

Road Worthiness Policy Statement

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REV	Date	Status / Description of Changes
01	05/08/2019	Updating all laws/regulations dates to the current standard. Adjusting template, for a more clear layout.
02	14/01/2020	Updated Template Minor changes
03	07/12/2020	Minor adjustment to template
04	01/11/2021	Minor adjustment to template, laws/regulations checked

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Intent

To Ensure that the transport operation is conducted safely, within the law, efficiently and with consideration to the environment, all vehicles use on company business must be safe, legal and roadworthy at all times.

Scope

This procedure applies to all management and drivers responsible for vehicle roadworthiness.

Procedure

The Company recognises that it is legally obliged to maintain any vehicle operating on public roads in a roadworthy condition. Having a regular servicing and inspection regime in place that is in accordance with the manufacturers guidelines, together with a system for drivers to report any defects prior to any shift will achieve this. Therefore, under the obligations of the operator licence, Gradewell has a commitment to ensure all vehicles used are safe, legal and roadworthy at all times. A non-roadworthy vehicle being tasked identifies a failure in the Management system. Gradewell identifies the DVSA publication "Guide to maintaining roadworthiness" as the competent authority document for all matters relating to vehicle road worthiness. An up to date copy is held on file.

All Staff involved with the maintenance of vehicles are to be aware tat is an offence to use a non-roadworthy vehicle on public roads and drivers have a responsibility to ensure the vehicle is legal and fit for purpose at all times. Both Gradewell and the driver may be prosecuted for using, causing or permitting the use of a defective vehicle, therefore the following procedures are in place:

- Vehicle record details are held and updated against the requirements of the operator licence
- Planned preventative maintenance system is in place
- Maintenance is scheduled against a planner that details a 12 months, of PMI's, MOT tests, tacho graph calibrations, etc
- Maintenance and inspection records, defects reports and repairs are recorded and maintained for a minimum of 15 months
- Roadworthiness tests are carried out as required
- Braking efficiency tests are carried out as required
- All vehicles have a valid vehicle excise duty applied to them
- A defect reporting system is in place
- Fuel use is monitored
- Tyre use is monitored
- Any item of documentation is available for inspection by relevant

Michael Carroll – Complaint Manager

Thomas Barrett – Director

