

## POLICY

### V2 Daily Walkaround Check

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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	14/08/2020	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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## Requirement

To check vehicles, trailers and specialist equipment for defects immediately before they are used.

## Policy

The Company ensures that all vehicles, trailers and specialist equipment operate on the roads safely, within the law and with consideration of the environment. A daily walkaround check (at least every 24 hours) and defect reporting procedure is in place for all vehicles, trailers and specialist equipment.

The walkaround check procedure includes an inspection of the whole vehicle, trailer and any specialist equipment. In particular, the walkaround check must cover the serviceability of:

- Wheels and tyres
- Brakes and steering
- Lights and markers
- Mirrors and window glass
- Obstructions to driver vision
- Bodywork condition
- Fluid levels and any leakages
- Vehicle safety equipment

Trailer coupling and load restraint must also be included where relevant.

Any defects are recorded and reported if they are found during:

- The daily walkaround check
- While the vehicle is in use
- On return to the operating centre

The details recorded include:

- Vehicle registration mark
- Vehicle identification number for trailers, where relevant
- Date
- Driver's name
- Details of the defect or symptom
- Who the defect was reported to

Defects that affect roadworthiness or safety must be repaired before the vehicle, trailer or specialist equipment is used on the road.

Drivers who are expected to repair minor defects, such as light bulb or fuse replacement, must undergo appropriate training.

Where there is a change in vehicle or trailer during the day, the driver taking charge should conduct their own walkaround check. If it is unsafe to conduct a walkaround check, there must be a defect reporting system in place, which details the initial walkaround check and any defects reported during the day for the various drivers of a particular vehicle.

Drivers must be made aware of their legal responsibilities regarding vehicle condition and the procedures for reporting defects.

Ensure that drivers have the means to check vehicles in the dark, by:

- Driver's own torch
- Company provided torch
- Adequate lighting

General rules:

1. Drivers who use more than one vehicle in a shift will complete a defect report for each vehicle driven
2. Identified issues will be rectified before the vehicle is permitted to be used. Unroadworthy vehicles will be removed from service until the defect has been rectified and the vehicle deemed roadworthy
3. Vision-related safety parts of vehicles will be cleaned and securely fixed in place as necessary
4. All indirect vision systems and driver audible alerts must be fully operational where fitted, and the defect check process must include blind spot minimisation devices
5. Vision aids can be mirrors, cameras or monitors. It's also important to make sure the drivers routinely check the working condition of the equipment as part of their walk around check
6. All drivers and repairers will be competent in undertaking these tasks
7. Records will be retained for 15 months in a legible condition, except for nil defect reports which will be kept for at least 15 weeks
8. This requirement is relevant to all types of vehicles including vans and minibus. The drivers of those vehicles will be required to complete a defect sheet, and record and raise any issues identified in the usual way
9. Random inspections should be undertaken by randomly selected drivers by the responsible person and training provided where necessary
10. Defect report books must be readily available to drivers
11. Drivers must be made aware of their legal responsibilities regarding vehicle condition and the procedures for reporting defects. This can be achieved by the use of the DWC driver deceleration describing defect reporting systems as well as any other duties they are expected to perform.
12. The driver should sign the declaration to show that they have received the and understand what is required. Drivers share the responsibility for the vehicle's roadworthiness with the operator.

Drivers **may be fined or prosecuted** for the existence of defects found on the vehicles they drive **if they are considered partly or wholly responsible** for the existence of them. **Failure to take these responsibilities seriously could result in the loss of the driver's licence to drive.**

Drivers who are expected to repair minor defects in service, e.g. light bulb replacement, will require basic training.

ALL fleet vehicles must be at MOT standards at all times.

## Defect Checks Process

1. Driver to carry out DWC
2. Any defects to be recorded
3. Defect to be reported and rectified
4. Repairs to be recorded on check sheet or via an app
5. Repairs to be signed off by workshop or competent person and or attached receipt to check sheet
6. Defect to be entered into the master defect report book by driver
7. Driver to hand in to office the defect report book when complete
8. Responsible person to regularly check defects to:
9. Ensure procedures are being adhered to
10. See if there any trends developing
11. Pre-empt any possible future defects

The procedure, records and data relevant to walkaround checks and defect reporting must be:

- Documented and reviewed in accordance with requirement M1
- Retained in accordance with requirement M2
- Communicated in accordance with requirement M5

*Thomas Barrett – Director*

