

POLICY

M3 Responsible Person(s)

Main Author	Reviewer	Reviewer	Approver
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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 appoint a trained, experienced and (where necessary) qualified person responsible to run the fleet operation.

Policy

The Company ensures that a person with direct accountability for the fleet operation is appointed to maintain continuous and effective management of fleet activities.

The responsible person's appointment must include:

- Formal appointment through job title, letter of appointment and naming on the organisational chart
- Responsibilities through a job description

The responsible person must demonstrate:

- Competence through relevant qualifications and (FORS) Professional Development
- Continuous and effective control of all aspects of the fleet operation
- Responsibility to decide the use of the vehicles, trailers and relevant staff to ensure a safe, legal and efficient fleet operation
- The responsible person may be an owner, director, manager or supervisor, depending on the business sector, fleet size and the vehicle type.

Person with direct accountability for maintaining continuous and effective management of fleet activities is:

Name: Michael Carroll

Job title: Transport Manager

Date Appointed: 03/04/17

Qualification(s): CPC Road Haulage

- HGVs or PCVs under a standard national or international operator licence must present the relevant qualifications and (FORS) Professional Development for their nominated transport manager
- HGVs or PCVs under a restricted operator licence must demonstrate the responsible person's knowledge, skills and experience to run the fleet through (FORS) Professional Development
- Non-operator licensed fleets, such as vans, minibuses, cars and motorcycles must demonstrate the responsible person's knowledge, skills and experience to run the fleet through (FORS) Professional Development

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Where the organisation operates two or more operating centres, the appointment of assistants reporting to the responsible person should be considered.

The responsible person's training and qualifications must be:

- Recorded in Professional Development Plans in accordance with requirement D4

Thomas Barrett – Director

