

SHE ALERT

Ref No.	GP SA 2022 001 – HGV Managers Checks	Signature	Nick Dunn
Date	12th July 2022	Name	Nick Dunn
Topic	Road Safety Compliance	Risk Rating	High
Audience	Distribution Managers and Traffic Office Managers, in Local and National Distribution functions		

Overview	<p>We have recently been part of increased unannounced DVSA visits where they have been reviewing our pre-use checks and management of our defect procedure.</p> <p>As part of our Operators Licence ('O' Licence) obligations we need a robust pre-use check procedure which includes tyre checks, defect procedure and effective vehicle management.</p> <p>As a precaution prior to any further unannounced visits or vehicle stops we are highlighting the importance of these procedures. Whilst the driver is responsible for the condition of the vehicle when in use and conducting a daily walkaround check, transport managers also have an obligation to ensure vehicles are roadworthy.</p>
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Key Message

Completion of vehicle checks is fundamental to the operation of a safe fleet. Defective or unroadworthy vehicles significantly increase the risk of collisions and therefore casualties.

Failure to adequately manage this can result in suspension of our 'O' Licence meaning that vehicles are 'grounded'. Individual 'O' Licence holders may be subject to investigation by the Traffic Commissioner and may be prevented from managing fleet operations.

Every Royal Mail driver duty has a time allowance built-in for drivers to complete checks, which must be recorded in vehicle logbooks. The detail of required checks is covered in the vehicle logbook.

This is a mandatory requirement, and it is the driver's responsibility to complete & record those checks.

Managers have a responsibility to ensure that vehicle checks take place, this is achieved by:

- 1) Ensuring all duties have adequate time built in for checks to be completed
 - 2) Ensuring all drivers have been trained to complete and record vehicle checks, and to report defects
 - 3) Completing observations to visibly monitor completion of checks – these can be incorporated into First Class Safety Conversations and recorded as 'vehicle checks fully and effectively completed'. Drivers can be praised for completing checks, or action recorded if they are not.
 - 4) Completing Managers Vehicle Checks – a minimum of 20% of the fleet must be checked by a manager each week. Managers should check logbooks to ensure vehicle checks are recorded by all drivers who used the vehicles. Managers must also complete their own vehicle check – this is not expected to identify any faults, but to identify if a driver has failed to complete an adequate check.
- The managers check must also be recorded in the vehicle logbook.**

Where defects are identified, they must be reported to the workshop using the PMT1 process.

Unroadworthy vehicles must not be operated.

Managers who are unsure of their responsibilities should contact their Fleet Business Partner.

If managers or drivers require training on how to complete a vehicle check, this can be provided by the Advanced Driver Coach.

Key Actions

1	Check all duties to ensure that adequate time is allowed for drivers to complete vehicle checks.
2	Check training records to ensure that all drivers have received training covering the completion and recording of vehicle checks, and the reporting of any defects.
3	Complete observations each week to ensure that drivers are completing their checks. These can form part of and be recorded as First-Class Safety Conversations.
4	Display a vehicle check matrix in each Traffic Office covering every vehicle at the unit, showing when it is due to be checked and by who; with completion of the check also recorded. The matrix must ensure that a minimum of 20% of vehicles are checked each week. Checks must also be recorded in the vehicle logbook. Any failures must be addressed with the driver(s) in question and appropriate action taken to ensure future compliance.