### Procedure

| Name | Vehicle Pre-entry  |
| --- | --- |
| Revision Number | 1 |
| Accredited Operator Number | #123 456 789 |
| Implementation date | 1 January 2023 |
| Last variation date | N/A |
| Approver | Taylor Tonks |

### Overview

| **Goal** | Vehicles entering the service are authorised  |
| --- | --- |
| **Procedure** | When a vehicle enters the on-demand service, and before the vehicle is used, Taylor Tonks will check that the vehicle:* has been subject to a regulatory inspection as required by the Registrar of Motor Vehicles
* is registered and has the appropriate MAIB premium paid
* has a copy of the accreditation certificate placed in it
* has a copy of all relevant procedures placed in it

After the completion of the above, Taylor Tonks will create a vehicle register for the vehicle. |
| **Responsibilities** | Taylor Tonks when a new vehicle enters the on-demand service. |
| **Key behaviours** | Taylor Tonks to ensure that a vehicle is not available for the service until the above is completed. |
| **Innovate** | Look towards an electronic report, rather than handwritten procedure with electronic pre-departure forms |
| **Training and Awareness** | Taylor Tonks observes the policy |
| **Tools and supports** | This procedure will be:* available to drivers by keeping a copy in the dashboard of every on-demand vehicle, and to affiliated operators, base and dispatch officers by an electronic record
* included in the network’s newsletter when an incident arises out of a driver not following this procedure
* kept electronically on the computer system under accreditation safety system templates. It will be placed on the electronic system, once it has been approved by Taylor Tonks
* once a variation of the procedure has been made an approved by Taylor Tonks, Taylor will use the attached template 2 to ensure that all staff are aware of the new procedure and understand how to follow it.
* Taylor will replace the former procedure with the new procedure in the induction training for new drivers
* Taylor will update the computer system under accreditation safety systems with a new version of the variation procedure
 |