### Procedure

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

### Overview

| **Goal** | A quick visual inspection to check the safety of an on-demand vehicle at the beginning of a shift. |
| --- | --- |
| **Procedure** | The inspection is undertaken at the beginning of a shift by the on-demand driver  The driver checks the allocated on-demand vehicle to see if the vehicle has:   * working external lights * sufficient oil, fuel and water * working brakes * clean and unbroken mirrors and windscreen * appropriate tyres, wipers and washers   The driver records the outcome of the pre-departure check on the pre-departure form (attachment form (1)). The pre-departure form is found in a booklet which is kept in the dashboard in the on-demand vehicle.  If the driver finds a fault or defect, then the driver must record the fault on attachment (1) and contact Taylor Tonks before the vehicle begins the shift. The fault must be recorded again even if it has already been identified on attachment form (1).  Taylor will assess the fault or defect to determine if the vehicle can be safely used, fixed or another vehicle allocated to the driver as set out in the hazard management plan. |
| **Responsibilities** | The driver allocated to the on-demand vehicle for the shift. |
| **Key behaviours** | The driver to act honestly with a safety focus, when checking the vehicle so that if a vehicle is unsafe it is reported to Taylor, rather than taken out on the road. |
| **Innovate** | Look towards an electronic report, rather than handwritten procedure with electronic pre-departure forms |
| **Training and Awareness** | All drivers undertake awareness training by Taylor Tonks:   * as part of their induction training when they are about to start driving for the service * as part of remedial training if the driver did not identify a vehicle fault or defect * as part of a general refresher training * when there are changes to the procedure |
| **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 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 |

**Pre-Departure Inspection**

|  |  |  |  |
| --- | --- | --- | --- |
| Registration Number |  | | |
| Driver name |  | | |
| Week beginning | --/ - -/ 20- - | Time | * (am) – (pm) |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | √ = yes x = no | | | | | | |
|  | Saturday | Sunday | Monday | Tuesday | Wednesday | Thursday | Friday |
| Working external lights |  |  |  |  |  |  |  |
| Sufficient oil, fuel and water for the shift |  |  |  |  |  |  |  |
| Working brakes |  |  |  |  |  |  |  |
| Clean and unbroken mirrors and windscreen |  |  |  |  |  |  |  |
| Appropriate tyres, wipers and washers |  |  |  |  |  |  |  |

Set out reasons for any vehicle defect or fault found and the date/time.

**Variation of Procedure Update**

* Taylor will keep a record of the varied procedure by placing the new procedure in the computer system under “accreditation safety systems”
* Taylor will make people aware of the new procedure by emailing a copy of the varied procedure to affiliated operators, the base, dispatch service and drivers
* Taylor will train drivers about the variation in the procedure by:
* telling them why the procedure has changed
* telling them what the procedure has changed to
* telling them how to undertake the new procedure
* keeping a record of training.
* Taylor will remove the copy of the former procedure and replace it with a copy of the varied procedure in the dashboard of each on-demand vehicle
* Taylor will email all drivers about the new procedure and tell them: