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### Procedure

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

### Overview

| **Goal** | All vehicles used for service are inspected at least once a year. in accordance with the Registrar of Motor Vehicle’s inspection program |
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| **Procedure** | The dates for past and future inspections are recorded for each vehicle in the vehicle’s respective Vehicle Register.  If the mechanic finds a fault or defect it must be reported.  The seriousness of the defect will be examined, and an appropriate time will be organised for the defect to be repaired. Taylor Tonks is to organise for the vehicle to be repaired, and after for another inspection.  The fault or defect must be recorded, together with the assessment of the likelihood of an incident on the hazard management plan or if it is likely to create an incident, on the incident management plan. |
| **Responsibilities** | Taylor Tonks to organise an inspection before the inspection falls due and records the inspection date on the vehicle register for that vehicle. |
| **Key behaviours** | Taylor Tonks to act honestly with a safety focus, ensuring the vehicle is inspected before its due date. |
| **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:   * Kept electronically on the computer system under accreditation safety system templates. It will be placed on the electronic system, once it has been approved * Once a variation of the procedure has been made and approved attach 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 |

**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: