

Memorandum

To: All Drivers
CC:
From: The Transport Manager
Date:
Re: Daily Defect Reporting

You will perhaps recall training on the driver CPC sessions this and last year. Both sessions covered defect reporting, which is designed to keep you (and other road users) safe and reduce likelihood of your attracting VOSA fines so it is very much to your benefit to comply.

This memo is being issued as a reminder and to inform you that we are bringing in a system of spot-checking of Daily Defect Reporting (walk around checks). Failure to comply not only compromises road safety, it makes both you and this company more likely to attract fines and other legal action, so failure to comply may be treated as gross misconduct and punished with summary (instant) dismissal.

Each morning, and on each occasion of changing vehicles, before use you should perform a walk around check with your tachograph in recording other duties; this should take around 10 minutes. A chart produced by VOSA is available to demonstrate what should be checked, it is on display in the office and copies are available. In short, if there are any roadworthiness issues the vehicle should not be used until rectified and rectification should be documented (see below).

GOOD RECORD KEEPING is essential. You should ONLY put an X in a box where there is a roadworthiness defect. All advisories (minor defects) should be reported as such. ANY roadworthiness defects (including blown bulbs) should be recorded and records kept showing that the bulb was replaced before use.

In order to spot check this we will be following the three practices detailed below:

1. We will place yellow stickers on various items that you should check. If you fail to report the sticker we shall assume that you have not performed a check and you will be dealt with accordingly
2. We will get the mechanic or apprentice to check your vehicle after your usage
3. We will review CCTV images.

This procedure is for your benefit as much as anyone's; please follow it avidly.