



Vehicle Maintenance Policy

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Applicable to	All staff and contractors
Policy Signed By	RICHARD DRAKEFORD

Introduction

This policy is in place to ensure that all vehicles used by Re-Pat Ltd follow a preventative maintenance program to ensure that the vehicles are safe, reliable, maintain fuel consumptions and provide reliability to the service Re-Pat Ltd offers.

This policy aims to minimize in-service vehicle failure and reduces risks to service users.

Effective and planned maintenance ensures that Re-Pat Ltd.'s vehicles are adequately maintained to meet operational requirements.

Scope

The policy covers all staff members who have a role in the maintenance of Re-Pat Ltd.'s vehicles.

Roles and Responsibilities-

The Registered Manager is responsible for:

- overseeing the implementation and adherence to this policy
- monitoring the RAM Assist App for any vehicle servicing and maintenance work
- ensure detailed documentation
- co-ordinate all vehicle repairs, inspections and servicing
- conduct routine audits
- liaise with external maintenance service providers

All Staff are responsible for:

- performing daily vehicle checks prior to use, including inspection of brakes, lights, tires, fluid levels and medical equipment
- complete and submit daily vehicle check reports
- immediately report any issues or concerns to the registered manager
- ensure the vehicle is clean, fuelled and stocked with the required supplies

Definitions

Roadworthiness means complying with road safety, environmental and operating standards required by law in the UK. It is a criminal offence to use an unroadworthy vehicle on the road.

Procedures

The Driving and Vehicle Standards Agency (DVSA) recognises the importance of being vigilant and responsible in relation to the use and maintenance of vehicles for patient transport. Any non-compliance can result in fines, prosecutions and vehicles being prohibited.

The DVSA has identified the following, to ensure a good maintenance system

1. A staff member or responsible person must undertake a daily walkaround check, preferably immediately before the vehicle is used.
2. Any defects or deficiencies which cause the vehicle to be unroadworthy must be rectified before the vehicle is used.
3. Transport staff must report promptly any defects or symptoms of defects that could adversely affect the safe operation of the vehicle. Reports must be recorded, and provision should be made to record details of any rectification work done.
4. Reports used to record any faults/rectification work must be kept for at least 15 months.
5. Any remedial work carried out as a result of safety inspections must be recorded.
The safety inspection record should at least include:
 - name of owner/operator
 - date of inspection
 - location of the inspection
 - the organisation who carried out the inspection
 - vehicle identity (registration mark/trailer number)
 - make and model
 - odometer (mileage recorder) reading, if appropriate
 - a list of all the inspection manual items to be inspected
 - details of any defects
 - name of inspector
 - complete details of any repair work and who did it
 - a signed declaration that any defects have been repaired satisfactorily, and the vehicle is now in a safe roadworthy condition.
6. Safety inspection records must be fully completed, and the vehicle declared roadworthy before it returns to service.
7. The Registered Manager or delegated individual must have access to the completed safety inspection sheet or electronic record before the vehicle returns to service.
8. Staff walkaround checks, safety inspections, inspections and intermediate safety checks must be formally documented.
9. Records of safety inspections must be kept for at least 15 months for the vehicle. This includes vehicles which have been removed from the operator licence or have been sold or otherwise disposed of.
10. Staff carrying out safety inspections must be competent to assess the significance of defects. Assistance should be available to support the safety inspection process.
11. Any system of maintaining roadworthiness of vehicles should be effectively and continually monitored.

12. Staff must be adequately trained and given clear written instructions regarding their responsibilities.

Vehicles-

At Re-Pat Ltd we have one vehicle that is owned by the company. However, we do have access to a hire / lease company if we require this service.

Workshops-

We do not have a workshop on-site at Re-Pat Ltd, for all mechanical vehicle maintenance, we use:

Leisure Vehicles Sussex: [Vehicle Repair Services - Leisure Vehicles Sussex LTD](#)

Daily Vehicle Inspections

It is the legal responsibility of the person driving the vehicle to ensure the roadworthiness of the vehicle. Drivers are responsible for checking:

- The exterior of the vehicle
- Wheels and tyres
- Under the bonnet checks
- Lights and reflectors
- All glass, wipers and washers
- All audible warning equipment and exhaust

Prior to using the vehicle comprehensive checks must be completed to ensure that the vehicles:

- Are safe for their intended use
- Are roadworthy
- Comply with all road traffic laws
- Satisfy all health and safety legislation
- Set a good example to other road users

The daily vehicle inspection can be found on the RAM Assist app and is to be completed at the start of every shift, and defects found must be reported in compliance with this policy, for the defect to be rectified. A vehicle must not be used if it does not comply with road traffic laws.

Vehicle Maintenance

At Re-Pat Ltd, the RAM Assist App is used to support the company in monitoring and sending email reminders when the following tasks are due. It is the responsibility of the registered manager to oversee this and to book the maintenance work.

Staff will check the following daily during their vehicle checks:

- Oil levels
- Brake inspections
- Tire condition
- Fluid levels

These will also be assessed during the annual service. Any concerns noted by staff need to be reported to the registered manager, and can be documented on the RAM Assist App. The registered manager can then oversee and authorise the necessary maintenance work to ensure the vehicle is safe and roadworthy.

Vehicle Servicing:

Re-Pat Ltd.'s vehicles are serviced every 6- 12 months by Leisure Vehicles Sussex. The frequency of vehicle servicing will be dependent on work load. This decision is the responsibility of the registered manager.

Medical equipment is checked daily and tested/serviced annually by an independent company. If the equipment breaks down, this is put into isolation, tagged and sent for servicing/repairs.

Documentation will be completed on the RAM Assist App and logged. Staff will use equipment checklists to ensure everything is present and in working order. If the equipment is found to be not working, faulty or broken, this needs to be documented and reported to the registered manager.

MOT:

Re-Pat Ltd.'s vehicles are serviced annually by Leisure Vehicles Sussex.

TAX:

Re-Pat Ltd monitor when Vehicle Tax is due via the RAM Assist App. Renewing the vehicle Tax is the responsibility of the registered manager and this process will be completed online. Once completed Re-Pat Ltd will receive the notification to confirm that this is in place.

Lifting Operations and Lifting Equipment Regulations (LOLER):

LOLER tests are vital for Re-Pat Ltd.'s service as we need to ensure the tail lift of the ambulance is safe for our service users. The LOLER tests will be completed every 6 months and will be carried out by an external company Colas: [Colas UK Infrastructure Contractor | Highway & Airport Contractor](#)

Record Keeping:

Staff can use the RAM Assist App to document their daily vehicle checks and any defects or concerns with the vehicle. Any incidents will be reported via HLTH manager and the

registered manager. All evidence and documentation regarding the servicing or maintenance of the vehicle will be stored securely and is the responsibility of the registered manager.

Training

All staff will be made aware and trained in how to complete the daily vehicle inspections during their induction. Staff will also be made aware of the other procedures in this policy during their induction.

Monitoring

We can audit our daily vehicle inspections through the use of the RAM Assist App. This app provides tracking and dashcam hardware and software, whilst collating the information for the audits.

We will complete audits of our vehicle maintenance once a month at governance meeting.

Related Policies and Procedures

Booking Policy

Health and Safety Policy

Business Continuity Policy

Information Governance Policy

Legislation and Guidance

[Lifting Operations and Lifting Equipment Regulations \(LOLER\) - HSE](#)

[Guide to maintaining roadworthiness: commercial goods and passenger carrying vehicles - GOV.UK](#)