

**STANDARD OPERATING PROCEDURE**

Halesworth Area Community Transport

SOP No: HACT20223

SOP Title: HACT Vehicle and Office  
Procedures

**SOP Number**    Insert Number HACT20223

**SOP Title**        HACT Vehicle Procedures

	NAME	TITLE	SIGNATURE	DATE
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Effective Date:

**READ BY**

NAME	TITLE	SIGNATURE	DATE

Date: January 2023  
Date of review

**1. PURPOSE**

The purpose of this Standard Operating Procedure (SOP) is to describe the standard procedures to be followed for the management of Vehicles operated by Halesworth Area Community Transport.

**2. INTRODUCTION**

HACT requires this document to inform relevant parties of the everyday running procedures of the Office and the vehicles owned by Halesworth Area Community Transport.

It is good practice and common expectations within the HACT community and from regulatory agencies that procedures must be in place to ensure the accountability, traceability, safety and consistency of these procedures.

**3. SCOPE**

This SOP applies to all procedures and training relating to the vehicles operated by HACT

This SOP does not apply to vehicles/property not used or owned by HACT.

**4. RESPONSIBILITIES**

**4.1 Operational Manager/Administrator**

To ensure that controlled documents and procedures related to HACT are appropriately managed. It is also the responsibility of the OPs Manager to determine which documents need to be controlled and updated.

It is also the responsibility of the Driver Trainer to keep their training up to date and to record and keep the training of the relevant drivers updated.

It is the responsibility of the drivers to ensure the vehicle meets all the safety standards before they leave the base. There are documents that are required to be completed before and after each journey.

**5. SPECIFIC PROCEDURE**

**5.1 Daily Vehicle Inspections**

All drivers are required to complete a daily inspection on a written sheet that is to be left in the vehicle. They are required to report any safety or mechanical issue to one of the key holders named in the documents on the vehicle. If they are in any doubt that the vehicle is safe for use then they are to take an alternative vehicle and report back immediately to the office.

**5.2 Weekly Inspections**

- All vehicles are to be inspected weekly, including tail lifts.

- The paperwork is to be dated and signed off and any issues reported to the office immediately.
- If chemicals such as AdBlue or Screenwash are required the user is to be aware of COSHH Procedures. Any accidents/spillage must be reported.
- Mechanical problems are to be noted and our designated garage (Hammonds Commercial) to be informed for repair.
- Documents to be signed and kept in the office.

**5.3 13 weekly inspection**

This is to be carried out by our nominated garage (Hammonds Commercial) and booked in by the office.

**6. FORMS TO BE USED**

Where Forms are referenced in the text, the paperwork is to be found in the office or stored on the office PC.

**6.1 Storage and archiving**

Controlled documents should be stored in an area or room restricted to authorised individuals only. If the controlled documents are subject to GDPR, guidelines must be followed.

Old versions of controlled documents must be deleted after 2 years as stated in GDPR.

**7-16.2 PSV MOT**

This is to be completed by a DVSA approved garage (Hammonds Commercial) the vehicles are required to be pre-MOT and inspected prior to PSV MOT. All documentation to be forwarded by the garage.

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**7-26.3 Tail lift Inspection**

This is to be carried out twice yearly by an approved examiner (Broadland Tail lifts) All documents to be forwarded by the examiner for storage in the office. Inspection labels to be placed on tail lifts for reference.

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**6.4 Fire Extinguishers**

These are located on all vehicles and in the office. They are to be examined yearly by an approved company (Waveney Valley Fire) Documentation to be filed in the office for reference and all extinguishers to be marked with and inspection date and review date.

**8.7. CHANGE HISTORY**

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Where the SOP is the initial version:

- SOP No: Record the SOP and version number
- Effective Date: Record effective date of the SOP or “see page 1”
- Significant Changes: “Initial version” or “new SOP”
- Previous SOP no
- Where replacing a previous SOP:
- SOP No: Record the SOP and new version number
- Effective Date: Record effective date of the SOP or “see page 1”
- Significant Changes: Record the main changes from previous SOP
- Previous SOP no.: Record SOP and previous version number

SOP no.	Effective Date	Significant Changes	Previous SOP no.