****Appendix 5**

**KEY CHECKS TO BE MADE BY LINE MANAGERS AND SUPERVISORS IN RESPECT OF DRIVERS, VEHICLES AND JOURNEYS**

**Daily:**

* Check that vehicles have no uncompleted defects prior to issuing them to drivers.
* Ensure that drivers and mobile workers are compliant with relevant rules and regulations governing drivers and working hours.
* Ensure, as far as reasonably possible, that drivers are fit and legal to drive.
* Ensure a “Drivers’ daily vehicle check and defect report” book is available to drivers.
* Keep accurate records of mileage for vehicles and drivers, making it easy to identify when a vehicle was used, by whom, and for what journeys. (Records of vehicle allocation must be kept on file for 24 months).
* Ensure that Council vehicles are only used for authorised Council business and that only authorised persons are allowed to drive or travel in Council vehicles.
* Ensure that drivers and operators are familiar with the allocated vehicles and equipment and have the required licences and qualifications.
* Determine journeys and workloads to optimise usage of vehicles and staff.
* Ensure that drivers are completing and returning their driver daily vehicle check and defect reports, and that any defects, damage, or accidents are recorded correctly and forwarded for rectification. "Nil defect" copies should be removed from the book and filed accurately.
* Ensure that vehicles are unloaded, fuelled-up, cleaned/washed, securely and correctly parked, and that keys are locked away.
* Ensure drivers log into and use telematics systems accurately when installed and required.

**Weekly:**

* For applicable drivers, collect and examine logbook sheets. Pass sheets for verification and file accordingly.
* Check the electronic system for applicable drivers using a digital tachograph to ensure that all drivers have submitted/downloaded their driving hours data.
* Check the electronic system for driver infringements and perform the required debriefs.
* Ensure vehicles are available for programmed service and testing.
* Organise and request vehicle replacement if required.

**When required:**

* Monitor damage recharges, investigate, and address them with the identified drivers.
* Investigate road traffic accidents reported by drivers and address blameworthy accidents with the responsible drivers.
* Ensure that any parking fines/traffic offences are investigated and settled on time.
* Organise required training, assessments, tests, inductions, and obtain declarations.
* Agree with the Fleet Department on the out-of-hours breakdown procedure if vehicles are to be used during non-usual office hours or weekends.