Vehicle & Operator Services Agency

Alan Everingham
The aim of VOSA is:

“To contribute to the improvement of road safety and environmental standards and to the reduction of vehicle crime”

www.vosa.gov.uk
• Testing & Inspection
• Enforcement
• Operator Licensing
• MOT Scheme
MAINTENANCE UNDERTAKINGS

To make proper arrangements so that:-

Motor vehicles and trailers, which includes any vehicle or trailer that is hired, is kept in fit and serviceable condition
Key Points of a Good Maintenance System

1. Vehicle maintenance
2. Drivers

Guide to Maintaining Roadworthiness

Guide to maintaining roadworthiness
Commercial goods and passenger carrying vehicles

(Revised 2007)
**Inspection Frequencies:**

- **Your Standard**
- **Minimum MOT Standard**

Weeks: 1, 2, 3, 4, 5, 6
Vehicle Safety Inspections

Planned in advance

Wall chart or computer system

Simple and clear

Monitored

Under Vehicle Inspection
Inspection Frequencies:

Keep to frequency.

Vehicle off road (VOR)
### Example of a safety inspection record

<table>
<thead>
<tr>
<th>Vehicle registration</th>
<th>Odometer reading</th>
</tr>
</thead>
<tbody>
<tr>
<td>Make and type</td>
<td></td>
</tr>
</tbody>
</table>

**Date of Inspection**

<table>
<thead>
<tr>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>N/A = Not applicable</td>
</tr>
<tr>
<td>S = Satisfactory</td>
</tr>
</tbody>
</table>

**Part 1 - Inspection**

<table>
<thead>
<tr>
<th>A: Inside cab (motor vehicles)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Check No.</strong></td>
</tr>
<tr>
<td>1</td>
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<td>3</td>
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<td>13</td>
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<tr>
<td>14</td>
</tr>
<tr>
<td>15</td>
</tr>
</tbody>
</table>

**B: Ground level and under vehicle (motor vehicles and trailers, see items marked * for trailers)**

| 16 | 18 | Cab floor | | | |
| 17 | 19 | Cab security | | | |
| 18* | 20 | Security of body | | | |
| 19* | 20 | Condition of body | | | |
| 22 | 20 | Exhaust emissions | | | |
| 23 | 20 | Road wheels and hubs | | | |

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Quality Assured

Saving lives, safer roads, cutting crime, protecting the environment
## Inspection Records

Retained for 15 months

Current/Disposed

Hired/Leased

Borrowed vehicles
Drivers

A Critical part of the maintenance system

They have a Legal responsibility for the vehicle when on the road
Undertakings:

Make proper arrangements so that:-

Drivers report promptly any defects or symptoms of defects that could prevent the safe operation of vehicles and/or trailers, and that defects are promptly recorded in writing.
GUIDE TO MAINTAINING ROADWORTHINESS – MINIBUS DRIVERS’ WALKAROUND CHECK PULL-OUT

**Mirrors and Glass**
- Check that all mirrors should be:
  - present;
  - are aligned properly; and
  - are securely mounted.
- Check that your view to a mirror and of the road isn’t obscured by:
  - damaged glass;
  - obscured glass; or
  - obstructions (stickers, etc).

**Brakes**
- Check that:
  - the service brake pedal does not have excessive free play;
  - the service brake pedal has a secure anti-slip provision;
  - the service brake pedal has sufficient reserve travel when fully depressed;
  - the handbrake lever lights operate on the dashboard, is not impeded in its travel and does not have excessive side play;
  - the parking brake works as intended.

**Wipers, Windshield Washers and Windscreen**
- Check that:
  - the steering column and wheel do not have excessive free play;
  - the steering wheel has no jagged edges from a torn cover;
  - the speedometer and speed limiter can be illuminated;
  - the speedometer is in good condition;
  - all legal seals and plaques are not tampered with.

**First Aid Kit**
- Check that:
  - the first aid kit is present and clearly marked;
  - the first aid kit is in a good condition;
  - the first aid kit is easily accessible.

**Fire Extinguisher**
- Check that:
  - the fire extinguisher is the appropriate type and marked BS5432 or EN3;
  - the fire extinguisher is easily accessible;
  - the fire extinguisher is in good working condition;
  - the fire extinguisher is in good working condition;
  - the fire extinguisher is in good working condition;

**Body Interior, Seats and Seat Belts**
- Check that:
  - no exits are obstructed;
  - driver and passenger seats are in good condition and securely fastened to anchorages;
  - driver and passenger seat belts are in good condition and securely fastened to anchorages;
  - wheelchair lifts/ramps (when installed) are working correctly;
  - interior lights are all present and working.

**Fuel, Oil and Other Liquefied Gas**
- Check that:
  - the fuel tank is secure;
  - there are no other leaks such as power steering, coolant or exhaust fumes; and
  - there are no fuel or oil leaks underneath the minibus;
  - the fuel tank cap is secure;
  - there are no other leaks such as power steering, coolant or exhaust fumes; and
  - there are no fuel or oil leaks underneath the minibus;
  - the fuel tank cap is secure;
  - there are no other leaks such as power steering, coolant or exhaust fumes; and
  - there are no fuel or oil leaks underneath the minibus;
  - the fuel tank cap is secure;

**Tyres and Wheels**
- Check that:
  - each tyre is in good condition and has a minimum of 1mm tread depth;
  - each wheel is in good condition;
  - each wheel nut is in place and secure;
  - there are no deep cuts in the sidewalls of each tyre.

**Windscreen Washers and Wipers**
- Check that:
  - there is no damage to the windscreen that would obstruct your view of the road;
  - wipers operate correctly and wiper blades are in good condition, clearing the windscreen effectively when used with washers;
  - washers operate effectively;
  - no window allows water to leak into the minibus;
  - the permit disc and valid tax disc are displayed in the windscreen.

**Horn**
- Check that:
  - the horn is easily accessible from the driver’s seat;
  - the horn sound is continuous and uniform;
  - the horn sound is loud enough to be heard by other road users.
<table>
<thead>
<tr>
<th>DATE</th>
<th>10 January 2008</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reg. No.</td>
<td>123 ABC</td>
</tr>
<tr>
<td>Mileage</td>
<td>456789 km</td>
</tr>
<tr>
<td>DEFECT(S)</td>
<td>Oil Leak.</td>
</tr>
<tr>
<td>Driver</td>
<td>Joe Blogs</td>
</tr>
</tbody>
</table>

Quality Assured
Safe Operator’s Guide

Guide to Maintaining Roadworthiness

DVDs
Questions?

Thankyou