

Purpose

The purpose of this standard is to ensure that vehicle management across the group is planned, delivered and recorded to ensure that vehicles (including trailers) used by Kier are correctly maintained and managed. Vehicle management for the purpose of this standard is considered to be the responsibility of those allocating vehicles and putting people to work i.e. foreman, engineers, agents, supervisors, line managers and transport managers (this list is not exhaustive).

Scope

Unless accompanied by an approved derogation this standard is applicable to Kier business streams and business units as defined in [SHEMS-STD-GR-001](#).

Requirements

Plan

- Identify the responsible person/s for compliance with this Standard.
- Ensure there is a plan in place for vehicle/driver familiarisation.
- Ensure there is a vehicle/driver daily walk around check solution in place. This can be paper or an electronic recording solution.
- Determine how maintenance records will be retained, these can be electronic or paper record (consideration must be given to the potential for loss of paper records in a fire, flood or similar disaster).
- Ensure responsible person has access to compliance systems, i.e. vehicle tracking, daily walkaround and inspections.
- All vehicles must be procured to ensure they comply with all applicable regulations for how Kier plan to use and maintain those vehicles. This may include FORS at Business Unit level (**SHEMS-GUI-GR-502**)
- For HGV only; an operator licence is issued (**SHEMS-MST-GR-511**).
- Determine how you will extract digital compliance data when requested by regulatory authorities.

Do

- Upon delivery into Kier ensure the vehicle is fit for purpose including any ancillary equipment i.e. load securing equipment, cranes, cameras (this list is not exhaustive).
- Ensure vehicles are maintained in accordance manufacturers, statutory and Kier requirements.
- Ensure all drivers receive vehicle familiarisation training prior to first-use of any vehicle type used.
- Drivers must receive training on how to complete a vehicle daily walk around check. This will include completion of either an electronic or paper record.
- Drivers must complete a vehicle daily walkaround check prior to first-use of any vehicle. Additionally, drivers of commercial vehicles greater than 3,500kg GVW will complete a check at the end of vehicle use.
- Drivers must report any defects, or symptoms of defects, that could prevent the safe operation of the vehicles.
- Ensure all vehicle maintenance records are retained either on paper or electronically.
- Effectively manage and monitor compliance systems i.e. vehicle tracking and driver's vehicle checks.
- Operator Licence undertakings will be effectively managed by the nominated Transport Manager/s.
- Report any Regulatory Authority contact (e.g. Police, DVSA, DVANI) in accordance with **SHEMS-STD-GR-022**.

- Ensure Dangerous Goods are carried in accordance with **SHEMS-MST-GR-501**.
- Supply on demand compliance data to regulatory authorities.

Check

- Planned and random audits will be carried out by the Group Fleet Compliance team in accordance with **SHEMS-STD-GR-2005**.
- If applicable, ensure vehicle management meets the FORS requirements.
- A process is in place that demonstrates all vehicles have been maintained in accordance with manufacturers, statutory and Kier requirements.
- Driver daily checks are completed before vehicle use in accordance with **SHEMS-MST-GR-505**.
- Drivers must monitor the roadworthiness of the vehicle when being driven.
- All defects identified on service, inspections and driver daily check records are signed off as roadworthy before vehicle use other than for non-safety related defects e.g. mirror casing cracked.
- Conduct random and scheduled Vehicle and Driver Quality checks in accordance with **SHEMS-MST-GR-509**.
- Quality assurance check all maintenance documentation for compliant completion and accuracy.
- Check certifications and licences are valid.
- Check electronic data is readily available for extraction to supply regulatory authorities in the format requested.
- For HGV only: evidence of wheel disturbance is supported with wheel re-torque records in accordance with the DVSA Guide to Maintaining Roadworthiness.

Act

- Group Fleet Compliance audits will be subject to appropriate actions raised in Novade with closure of any non-compliance to be undertaken within agreed timescale.
- Refresher training must be completed when evidence of poor daily checks is evident.
- Defects identified during Vehicle and Driver Quality checks must be rectified appropriately, with measures taken and implemented to prevent any further re-occurrence.
- In the event of incomplete or inaccurate maintenance documentation, actions must be recorded to correct the documentation and ensure that future documentation will be compliant and accurate.
- In the event of a vehicle having expired certification or licences, actions will be taken to prevent it being used.
- In the event of vehicle exceeding a manufacturers' statutory and/or Kier maintenance requirement, actions will be taken to prevent it being used.
- If any defects have not been rectified or signed-off as roadworthy, actions will be taken to prevent the vehicle from being used.

Responsibilities

Group Head of Compliance: Responsible for the delivery of the contents of driver and vehicle related Standards and audits.

Group Fleet Compliance Manager: Responsible for auditing, updating IMS and dangerous goods carriage.

Fleet Compliance Manager: Responsible for auditing, BU support and liaison with support services

Responsible Person: The person/s identified to be responsibility for allocating vehicles and putting people to work in those vehicles.

Transport Manager: Are named on Operators Licences and have responsibility for the related legal undertakings.

Drivers: Employees and sub-contractors who use a Kier vehicle on Kier business.

Related Documents

[SHEMS-STD-GR-500](#) Vehicle Management

[SHEMS-STD-GR-022](#) Regulatory Authority Contac

[SHEMS-STD-GR-2005](#) Internal and External Audit

[SHEMS-MST-GR-500](#) Vehicle Security and Counter Terrorism (vehicles)

[SHEMS-MST-GR-501](#) Dangerous Goods

[SHEMS-MST-GR-505](#) Driver Daily Walk Around Checks

[SHEMS-MST-GR-509](#) Vehicle and Driver Quality Checks

[SHEMS-MST-GR-510](#) Load Security, Bridge Strikes and Overloading

[SHEMS-MST-GR-511](#) Operators Licence Compliance

[SHEMS-MST-GR-512](#) Vehicle Maintenance Records

[SHEMS-MST-GR-515](#) Trailers (Towable Equipment)

[SHEMS-MST-GR-516](#) Tyre and wheel management

[SHEMS-MST-GR-517](#) Fuel Efficiency, Emissions Reduction and Routing

[SHEMS-MST-GR-518](#) Road Traffic Collisions

[SHEMS-MST-GR-519](#) On-Site Maintenance of Vehicles and Plant

[SHEMS-FOR-GR-503](#) Vehicle Off Road/Missed Inspection Report

[SHEMS-FOR-GR-507](#) Light Commercial Vehicle and Driver Quality check record

[SHEMS-FOR-GR-510](#) HGV Vehicle and Driver Quality check record

[SHEMS-FOR-GR-512](#) Driver Daily Walk Around Check records incomplete

[SHEMS-FOR-GR-521](#) Annual Test PRS and Failure investigation

[SHEMS-FOR-GR-533](#) Wheel Fixing Register (Depot Use Only)

[SHEMS-FOR-GR-534](#) Driver Infringement Letter

[SHEMS-GUI-GR-501](#) Mirror requirements and set up

[SHEMS-GUI-GR-504](#) Defects preventing a vehicle and trailer from being used

[SHEMS-GUI-GR-502](#) FORS alignment with IMS



Authorised By: Group Head of Compliance	Page 3 of 3	SHEMS-STD-GR-500
Author: Group Fleet Compliance Manager	Version Date: January 2023	Version: 3.0
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