

Fleet Management Assurance Document

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Printed copies are for reference only. Please refer to the electronic copy for the latest

Version

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1. Introduction

This Fleet Management Assurance Document outlines the comprehensive policies and procedures for the operation and maintenance of our hospital-adapted minibuses. These vehicles, driven by both caregivers and volunteers, play a crucial role in ensuring safe and efficient transportation for our patients and hospital needs. The document provides detailed guidelines on vehicle use, maintenance, driver selection and training, accident and incident reporting, insurance, and legal compliance. By adhering to these protocols, we aim to maintain the highest standards of safety, reliability, and regulatory compliance in our hospital vehicles.

2. Purpose

- Establish a comprehensive framework for the safe, efficient, and compliant operation of hospital-adapted minibuses.
- Maintain the highest standards of safety, reliability, and regulatory compliance in our hospital vehicles.

3. Objectives of this document.

- Ensure the safety of all passengers, drivers, and other road users.
- Maintain the minibuses in optimal condition.
- Comply with all relevant legal and regulatory requirements.
- Provide clear guidelines for caregivers and volunteer drivers.
- Facilitate training for drivers.
- Streamline reporting and investigation of accidents and incidents.
- Support the health and fitness of drivers.
- Enhance accountability among all roles involved in fleet management.

4. Policy Statement

Holy Cross Hospital is committed to ensuring the safe, efficient, and compliant operation of our hospital-adapted minibuses. These vehicles are essential for providing reliable transportation for our patients and supporting hospital activities. To achieve this, we have established comprehensive policies and procedures that govern vehicle use, maintenance, driver selection and training, accident & incident reporting, insurance, and legal compliance. We aim to maintain the highest standards of safety, reliability, and regulatory compliance in our fleet operations. All caregivers and volunteer drivers are required to adhere to these guidelines to ensure the well-being of passengers, the integrity of our vehicles, and the fulfilment of legal obligations.

By implementing this Fleet Management Assurance Document, we create a safe and efficient transportation environment that supports our hospital's mission and enhances the quality of care we provide.

5. Scope

- **Vehicle Operation:** Policies and procedures for the use of hospital-adapted minibuses, including guidelines for both caregivers and volunteer drivers.
- **Vehicle Maintenance:** Regular maintenance schedules, pre-trip inspections, routine maintenance tasks, and periodic servicing to ensure vehicles are in optimal condition.
- **Driver Selection and Training:** Criteria for selecting drivers, training requirements, and refresher courses to maintain driver competency and safety.
- **Driver Responsibilities:** Detailed responsibilities for drivers, including adherence to laws, pre-trip inspections, safe driving practices, passenger safety, accident & incident reporting, and vehicle cleanliness.
- **Accident & Incident Reporting and Investigation:** Procedures for immediate reporting of accidents and incidents, and the subsequent investigation to determine causes and prevent future occurrences.
- **Insurance and Legal Compliance:** Ensuring all vehicles and drivers comply with relevant legal and regulatory requirements, including insurance coverage.
- **Health and Safety:** Health checks for drivers, safety equipment requirements, and procedures to ensure the health and safety of all passengers and drivers.
- **Emergency Procedures:** Guidelines for handling vehicle breakdowns, accidents, medical emergencies, fires, and evacuations.
- **Review and Updates:** Regular review and updates of the document to ensure it remains current and effective

6. Responsibilities

Creative Therapy and Activities Lead: assume Nicola has commented

- Coordinate the use of the hospital minibuses for external social and cultural events.
- Ensure the hospital vehicle is booked for social activities and a driver is available.
- Supervise volunteers and others, conduct weekly and monthly patient safety equipment checks, and perform policy audits.
- Notify the L&D lead of volunteers who need MiDAS training
- Liaise with the Advanced Driving assessor to ensure drivers who do not require MiDAS training are assessed as competent prior to using the vehicles.

Director of Operations:

- Ensure vehicles are maintained in a clean and safe condition.
- Oversee routine checks and cleaning.
- Liaise with contractors for periodic servicing and repair.

Maintenance Officers:

- Conduct monthly inspections and report any issues.

- Clean the inside and outside of the vehicles.
- Organise periodic servicing and MOT testing of vehicles.

HR Manager:

- Maintain a register of volunteers who have been assessed as competent to use the hospital vehicles.
- Ensure that an up-to-date driver's declaration is held on file.
- Maintain a register of caregivers who use the hospital vehicles or their own vehicles for work purposes.
- Ensure that an up-to-date driver's declaration is held on file.

Learning and Development Coordinator:

- Organise MiDAS training for new volunteers and caregivers who will be carrying out driving duties that involve transportation of patients. (see Transport Policy)
- Issue a list of who has MiDAs to Creative Therapy Team lead every 6 months
- Ensure refresher MiDAS training is booked after 3 years.

Drivers (Caregivers and Volunteers):

- Adhere to all driving laws and regulations.
- Conduct pre-trip inspections and report any issues.
- Complete required training and maintain a valid driving licence.
- Report any accidents or incidents immediately.

7. Definitions

- **Fleet Management Assurance Document:** A comprehensive set of policies and procedures designed to ensure the safe, efficient, and compliant operation of hospital-adapted minibuses.
- **Hospital-Adapted Minibuses:** Vehicles specifically modified to meet the transportation needs of patients and hospital activities, including accessibility features for individuals with mobility issues.
- **MiDAS Training:** Minibus Driver Awareness Scheme training, a programme designed to ensure drivers are competent in operating minibuses safely and effectively.
- **Pre-Trip Inspection:** A thorough check conducted by drivers before each journey to ensure the vehicle is in good condition and safe to operate.
- **Routine Maintenance:** Regular tasks performed to keep vehicles in optimal condition, such as checking and topping up fluids, inspecting wiper blades, and ensuring lights and indicators are functioning correctly.
- **Periodic Servicing:** Comprehensive checks and maintenance performed by qualified contractors at scheduled intervals, covering the engine, transmission, brakes, suspension, and exhaust systems.

- **Driver Declaration:** A form completed by drivers to confirm their health status and compliance with driving regulations, required on a six-monthly basis for hospital vehicle drivers and annually for those using their own vehicles for work purposes.
- **Accident & Incident Report Form:** A document used to record details of any accidents or incidents involving the hospital vehicles, including the circumstances, injuries, and actions taken.
- **Emergency Equipment:** Items such as first aid kits, fire extinguishers, and breakdown warning triangles that are required to be present and in good condition in each vehicle.
- **Health and Safety Checks:** Regular assessments to ensure drivers are fit to drive and vehicles are equipped with necessary safety equipment.
- **Breakdown Procedures:** Guidelines for handling vehicle breakdowns, including ensuring passenger safety and contacting breakdown recovery services.
- **Accident & Incident Reporting:** The process of reporting any accidents, incidents, or vehicle issues to management immediately.
- **Legal Compliance:** Adherence to all relevant laws and regulations, including vehicle registration, insurance, and driver qualifications.
- **Review and Updates:** Regular review and updating of the Fleet Management Assurance Document to ensure it remains current and effective.
- **Creative Therapy and Activities Lead:** The individual responsible for coordinating the use of hospital minibuses for external social and cultural events and supervising volunteers.
- **Director of Operations:** The person responsible for ensuring vehicles are maintained in a clean and safe condition and overseeing routine checks and cleaning.
- **Maintenance Officers:** Caregivers members who conduct monthly inspections, clean the vehicles, and organise periodic servicing and MOT testing.
- **HR Manager:** The individual responsible for maintaining registers of volunteers and caregivers who use hospital vehicles and ensuring up-to-date driver declarations are held on file.
- **Learning and Development Lead:** The person responsible for organising MiDAS training for new volunteers and caregivers and ensuring refresher training is booked every three years.
- **Drivers (Caregivers and Volunteers):** Individuals who operate the hospital vehicles, adhering to driving laws, conducting pre-trip inspections, completing required training, and reporting any accidents or incidents.

8. Policy or Procedure Implementation

This document relates to the two Hospital owned adapted minibuses.

Vehicle Inventory and Details					
Vehicle	Description of Vehicle	Vehicle Category	Registration details	Tax and MOT dates	Details of last Service
LD69 ZPV	Renault Master – 2 axle rigid body, 2298cc	M1 (no more than 8 seats)	Registered in February 2020	Tax 1 st August 2025	

				MOT- 16 th December 2025 Log Book Reference 0036 9400401	
LJ65 CAU	Citroen - 2 axle rigid body, 2198cc	M1 (no more than 8 seats)	Registered January 2016	Tax 1 st January 2026 MOT- 28 th January 2026 Log Book Reference 6008 862 0200	
AA Membership Number		10665539			

8.1 Driver Responsibilities

- **Drivers Declaration:** All Drivers of Hospital Vehicles are required to complete a driver's declaration and health screening form on a six monthly basis. (See Appendix 5). Drivers who use their own vehicles for work purposes such as patient assessments will complete the same form on an annual basis.
- **Adherence to Laws:** Drivers must adhere to all driving laws and regulations, including speed limits and road signs.
- **Pre-Trip Inspections:** Conduct thorough pre-trip inspections using the mini bus user checklist (Appendix 1).
- **Safe Driving:** Maintain safe driving practices at all times, including avoiding the use of mobile phones while driving and not consuming alcohol within 8 hours of driving.
- **Passenger Safety:** Ensure all passengers are safely seated and wearing seatbelts. Assist passengers with boarding and alighting, especially those with mobility issues. Ensure Wheelchair Tie-Down and Occupant Restraint Systems (WTORS) are correctly used. (Appendix 3)
- **Accident & Incident Reporting:** Report any accidents, incidents, or vehicle issues immediately to management. Complete an accident and incident report form if necessary (Appendix 4).
- **Vehicle Cleanliness:** Ensure the vehicle is kept clean and tidy. Remove any waste and sanitise high-touch areas after each trip.
- **Health and Fitness:** Maintain good health and fitness to drive. Report any medical conditions that may affect driving ability to management.
- **Documentation:** Complete all required documentation, including the Mini Bus User Form, and ensure it is submitted to the appropriate personnel.

- **Medical Emergencies:** If a passenger experiences a medical emergency, the driver should pull over safely and contact emergency services. The driver should provide first aid if trained to do so and stay with the passenger until help arrives.
- **Fire Procedures:** If a fire occurs, the driver should stop the vehicle immediately and evacuate all passengers to a safe distance. The fire extinguisher should be used if it is safe to do so. Emergency services should be contacted immediately.
- **Evacuation Procedures:** In the event of an emergency requiring evacuation, the driver should ensure all passengers are safely evacuated from the vehicle. Passengers should be moved to a safe distance from the vehicle and the emergency services should be contacted.

8.2 Accident/Incident Reporting and Investigation

- **Immediate Reporting:** Any accidents or incidents must be reported to Director of Operations immediately.
- **Investigation:** An investigation will be conducted to determine the cause and prevent future occurrences. A report will be filed, and corrective actions will be taken.

8.3 Insurance and Legal Compliance

- **Insurance:** The minibuses are covered under the hospital's commercial auto insurance policy, which includes liability, collision, and comprehensive coverage.
- **Legal Compliance:** All vehicles and drivers must comply with local, state, and federal regulations, including vehicle registration, insurance, and driver qualifications.

8.4 Health and Safety

- **Health Checks:** Regular health checks for drivers to ensure they are fit to drive.
- **Safety Equipment:** Each minibus will be equipped with first aid kits, fire extinguishers, and emergency contact information.

8.5 Emergency Procedures

- **Breakdown Procedures:** In the event of a vehicle breakdown, the driver must ensure the safety of all passengers. The vehicle should be moved to a safe location if possible, and the breakdown recovery service should be contacted. Passengers should remain in the vehicle unless it is unsafe to do so.
- **Accident & Incident Procedures:** In the event of an accident or incident, the driver must ensure the safety of all passengers and provide first aid if necessary. Emergency services should be contacted if necessary. The driver must report the accident or incident to Senior Management (Director of Operations) as soon as possible and complete an accident and incident report form.

8.6 Maintenance Arrangements

To ensure the highest standards of safety, reliability, and regulatory compliance, Holy Cross Hospital has established the following maintenance arrangements for its vehicles

8.61. Monthly User Checks

- **Conducted By:** Maintenance Officers
- **Frequency:** Monthly
- **Scope:** Comprehensive inspection of the vehicle's condition, including checking fluids, tyres, lights, and other essential components.
- **Documentation:** Any issues identified during the user check are documented and reported for prompt resolution.

8.62 Regular Servicing

- **Conducted By:** Suitable Garage
- **Frequency:** As per the manufacturer's recommendations or as needed
- **Scope:** Detailed servicing of the vehicle, including engine checks, brake inspections, transmission maintenance, and other critical systems.
- **Documentation:** Service records are maintained, including dates, descriptions of work performed, and any parts replaced.

8.63. Annual MOT

- **Conducted By:** Authorised MOT Testing Centre
- **Frequency:** Annually
- **Scope:** Comprehensive MOT test to ensure the vehicle meets the required safety and environmental standards.
- **Documentation:** MOT certificates are kept on file, and any necessary repairs are carried out to ensure compliance.

8.64. Pre-Trip Inspections

- **Conducted By:** Drivers (caregivers Caregivers and volunteers)
- **Frequency:** Prior to each trip
- **Scope:** Quick inspection using the Mini Bus User Check Form to ensure the vehicle is safe to operate. This includes checking tyres, lights, mirrors, and other essential components.
- **Documentation:** Any issues identified are reported immediately, and the inspection is documented.

8.65. Post-Trip Declarations

- **Conducted By:** Drivers (caregivers and volunteers)
- **Frequency:** After each trip
- **Scope:** Declaration confirming the vehicle's condition upon return, including noting any issues encountered during the trip.
- **Documentation:** The post-trip declaration is completed and submitted to the appropriate personnel.

9. Regulatory Requirements/ References

- **Vehicle Registration and Licensing:**
 - **Driver and Vehicle Licensing Agency (DVLA):** All vehicles must be registered and licensed according to DVLA regulations, including valid road tax and MOT certificates.
- **Insurance Requirements:**
 - **Road Traffic Act 1988:** Vehicles must be insured under a commercial auto insurance policy that includes liability, collision, and comprehensive coverage.
- **Health and Safety at Work Act 1974:**
 - Employers must ensure the health and safety of their employees and others affected by their work activities, including fleet operations.
- **Management of Health and Safety at Work Regulations 1999:**
 - Employers are required to conduct risk assessments and implement measures to control identified risks, including those associated with driving for work.
- **Provision and Use of Work Equipment Regulations 1998 (PUWER):**
 - Work equipment, including vehicles, must be suitable for its intended use, maintained in a safe condition, and inspected regularly.
- **Corporate Manslaughter and Corporate Homicide Act 2007:**
 - Organisations can be held accountable if gross failures in the management of health and safety result in a person's death, including incidents involving fleet vehicles.
- **Highway Code:**
 - Drivers must adhere to the rules and guidelines set out in the Highway Code, covering all aspects of road safety and legal requirements for driving in the UK.
- **The Road Traffic Act 1991:**
 - Provisions related to road safety, traffic management, and enforcement of traffic laws.
- **Guide to Maintaining Roadworthiness:**
 - **Driver and Vehicle Standards Agency (DVSA):** Provides guidelines for maintaining vehicles in a roadworthy condition, including best practices for inspections and maintenance.

10. Evaluation Measures

10.1 Safety Performance:

- **Accident Rate:** Monitor the number of accidents per vehicle.
- **Incident Reporting:** Track the frequency and thoroughness of accident and incident reports.
- **Compliance with Safety Checks:** Ensure regular pre-trip inspections and maintenance checks are conducted and documented.

10.2 Vehicle Maintenance:

- **Maintenance Costs:** Evaluate the total cost of maintenance and repairs.
- **Vehicle Downtime:** Measure the time vehicles are out of service due to maintenance or repairs.

- **Condition of Vehicles:** Assess the overall condition of the fleet through regular inspections.

10.3 Driver Performance:

- **Training Completion:** Track the completion rates of required training and refresher courses.
- **Driver Behaviour:** Monitor adherence to speed limits and safe driving practices.

10.4 Operational Efficiency:

- **Fuel Efficiency:** Measure fuel consumption and efficiency.
- **Vehicle Utilisation:** Assess how effectively vehicles are being used for hospital-related activities.

10.5 Compliance and Legal Adherence:

- **Regulatory Compliance:** Ensure all vehicles and drivers comply with relevant legal and regulatory requirements.
- **Insurance Coverage:** Verify that all vehicles are adequately insured.
- **Documentation:** Check that all required documentation, such as driver declarations and accident reports, is completed and filed correctly.

10.6 Financial Performance:

- **Cost Management:** Monitor overall fleet management costs, including fuel, maintenance, and insurance.
- **Budget Adherence:** Ensure fleet operations stay within the allocated budget.

11. Related Documents

- **Transport Policy:** Outlines the comprehensive policies and procedures for the operation and maintenance of hospital-adapted minibuses.
 - **Driver Selection and Training arrangements:** Specifies the criteria for selecting drivers, training requirements, and refresher courses to ensure driver competency and safety.
 - **Vehicle Use Arrangements:** Provides guidelines for the use of hospital vehicles, including restrictions on personal use and procedures for booking and scheduling.
- **Health and Safety Policy:** Ensures the health and safety of drivers and passengers, including regular health checks for drivers and the presence of safety equipment in vehicles.
 - **Accident Reporting and Investigation Procedures (found in Health and Safety Policy) :** Establishes a framework for reporting and investigating accidents and incidents, including the completion of accident and incident forms and subsequent investigations.
- **Insurance Policy:** Covers the insurance requirements for hospital vehicles, including liability, collision, and comprehensive coverage.

- **Driver Declaration Forms:** Forms that drivers must complete to confirm their health status and compliance with driving regulations.
- **Equality and Diversity Policy:** Ensures that transport arrangements are free from discrimination and promote equality and diversity.

12. Appendices

Appendix 1 Mini Bus User Check Form

Vehicle Registration			
Date of Journey			
Starting Mileage			
Fuel Level (CIRCLE CORRECT)	¼ ½ ¾ Full		
External Condition			
	Yes	No	Notes
Number Plates in place & Legible			
Mirrors in place, Undamaged			
All lights in good condition, working as required? Please record any issues in notes			
Any damage to external body work. Please record in notes			
Tyres in good condition Please record any issues in notes			
Any issues not listed above? Record in notes			
Internal Condition			
	Yes	No	Notes
Windscreen is free from cracks and chips. Please record any issues in notes			
Does Horn work?			
Is heater working OK?			
Windows and doors work as expected? Please record any issues in notes			
Is vehicle clean and tidy?			
Fuel card and AA Card in place			
Signature of Driver			
Print Name			
To be completed when returning the vehicle			
Mileage on return			
Fuel Level (CIRCLE CORRECT)	¼ ½ ¾ Full		
	Yes	No	Notes

Vehicle is emptied and free of rubbish?			
There have been no mechanical issues with the vehicle during the journey today.			
There has been no damage sustained to the vehicle today. *if damage has been sustained please photograph and complete an incident form			
If Fuel card has been used please ensure that the cost of fuel is recorded and receipt is attached			
Fuel Card in folder			
AA Card in folder			
Any issues experienced during the journey today?			
Signature of Driver			
Print Name			

Please return this form with the keys to _____

	Initials	Date
Keys Returned to safe storage by		
Vehicle Returned to parking area to left of St Joseph's by		

Appendix 2 Driving assessment Criteria

Driving Assessment:

Name of Candidate.....
.....

Date of Assessment

Driving License Check
.....

Assessors Name

Eye sight test (20 Metres)

*Pass

*Fail

Total Score

Areas to be assessed		1	2	3	4	5	Candidate MUST achieve 75% in total
Vehicle Control Section 1	Acceleration sense						
	Steering						
	Road positioning						
	Reaction to hazards						
Driver Control Section 2	Consideration						
	Judgement (width/length)						
	Passing stationary vehicles						
	Confidence						
Vehicle Sympathy Section 3	Clutch control						
	Use of gears						
	Use of brakes						
	Use of mirrors/signal/horn						
Vehicle maneuverability Section 4	Junction negotiation						
	Gradients (stop/start)						
	Kerb Parking						
	Reverse Manoeuvre						

Matrix – 1. Very Poor 2 Poor 3. Improvement Required 4. Minor Improvement 5. Satisfactory
(Minimum of 51)

Appendix 3 Accident and incident form

We regard **accidents** (some or something harmed) and **incidents** (no harm done on this occasion but it might if incident was repeated) and **concerns** (something observed that seemed to be wrong or unsafe) as learning opportunities and as matters that should be fully and promptly recorded. Thank you for completing this form. If you need assistance, please ask a member of caregivers (such as Senior Nurse, manager or receptionist)

1. Please describe the incident			
On what date did it happen?		What time?	
Where did it happen?			
What happened? <i>If you are completing this form of behalf of a person who was injured please ensure that their contact details are included in section 3</i>			
What harm or damage occurred? <i>If you or someone else was injured please describe the injury and the part of the body affected</i>			
Did anyone else see what happened? <i>If they did provide their name and contact details if known</i>			
What caused the accident or incident (if you know)			
Did you receive any first aid? Please tell us who administered first aid treatment.			
2. Please give us information about you , the person completing the form			
Name:		Home address	
		Postcode	
		Telephone number	
		Email	
Date of Birth			
Please circle which best describes you	EMPLOYEE		
Post held (if hospital employee)			
Signature			
3. Please give us information about the person who was harmed if not YOU			
Name		Home address	
Contact details Home address, email, telephone number		Postcode	
		Telephone number	
		Email	
Date of Birth			
Please circle which best describes you	<i>Caregivers/Patient/Other (please specify)</i>		
Post held (if hospital employee)			
Signature			

Manager/Team Leader/ Head of Department to complete this section


Patient Harm Score	
Levels of Physical Harm	Psychological harm

	✓		✓
No Physical Harm		No psychological harm	
Low Physical Harm		Low psychological harm	
Moderate Physical Harm		Moderate psychological harm	
Severe Physical Harm		Severe psychological harm	
Fatal			
Refer to this guidance for description of harm score https://www.england.nhs.uk/long-read/policy-guidance-on-recording-patient-safety-events-and-levels-of-harm/			

Caregivers Harm Score			
Levels of Physical Harm		Caregivers absence	
	✓	None – Immediate return to work	
No Physical Harm		Over one hour/Less than one day	
Low Physical Harm (Minimal Harm)		One to three days	
Moderate Physical Harm (semi-permanent injury short term)		More than three days	
Major/Permanent Injury (Long Term)		Over seven days	
Is the incident Notifiable to the HSE Y/N – see below for guidance https://www.hse.gov.uk/riddor/reportable-incidents.htm Please ensure RIDDOR report is saved with this form			

Investigation and Lessons Learned	Investigated by Name Delegation

Appendix 4 Motor Vehicle Insurance Document (held by Finance Director)


CERTIFICATE OF MOTOR INSURANCE		
Policy Number Y005657FLT0124A		
1. Description of Vehicle Any motor vehicle the property of the Insured and/or for which they are legally responsible.		
2. Name of Policyholder The Congregation of the Daughters of the Cross of Liege		
3. Effective date of the commencement of insurance for the purposes of the relevant law 00:01 1 November 2024	4. Date of expiry of insurance 23:59 31 October 2025	
5. Persons or classes of persons entitled to drive Any person. provided the person driving holds a licence to drive the vehicle and such licence has not been revoked or has held and is not disqualified from holding or obtaining such a licence and provided the person is driving on the order of or with the permission of the policyholder.		
6. Limitations as to use Social, Domestic and Pleasure Purposes. Use for the Insured's business.		
7. Exclusion Use for hire or reward. Use for the carriage of passengers for hire or reward. Use for the carriage of goods for hire or reward. Use whilst drawing a greater number of trailers in all than is permitted by Law. Use for racing, competitions, rallies or trials. Use to secure the release of a motor vehicle, not otherwise specifically the subject of this insurance policy, which has been seized by, or on behalf, of any government or public authority.		
8. End of document		

We hereby certify that the policy to which this certificate relates satisfies the requirements of the relevant law applicable in Great Britain, Northern Ireland, the Isle of Man, the Island of Guernsey, the Island of Jersey and the Island of Alderney. For and on behalf of QBE UK Limited which is authorised and regulated by the Financial Conduct Authority and the Prudential Regulation Authority; registration number 202842.

QBE UK Limited

30 Fenchurch Street
London
EC3M 3BD

QBE UK Limited



J. Harris
For QBE UK Limited

NOTE: This Certificate relates to Road Traffic Act liability only. For full details of the insurance cover reference should be made to the Insurance Document. Advice to Third Parties - nothing contained in this Certificate affects your right as a Third Party to make a claim.

IMPORTANT NOTE

In the event of any of the following changes you should notify your Broker/Agent **immediately** in order to obtain QBE UK Limited's confirmed acceptance:

- if you are replacing your vehicle
- if you are adding a vehicle
- for a change in the use of the vehicle
- for an amendment to the persons entitled to drive
- for retail customers (as advised by your Broker/Agent who arranged this insurance) should you cancel this insurance within the 14 day cooling off period this Certificate of Motor Insurance must be returned.

Thereafter if you wish to cancel or suspend the insurance you must obtain the agreement of QBE UK Limited.
The cancellation or suspension will operate only from the date this Certificate of Insurance is received by QBE UK Limited.

EUROPEAN COVER

This Policy is operative in all member countries of the European Union, Norway, Switzerland and Iceland.

Cette Police s'applique dans tous les pays membres de l'Union Européenne en , Norvège, Suisse et Islande.

Diese Police findet Anwendung in allen mitgliedstaaten der Europäischen Union, in Norwegen, Schweiz und Island.

Esta Póliza se aplica en todos los países miembros de la Unión Europea y Noruega y Suiza y Islandia.

Questo Polizza si applica in tutti i paesi membri Dell'Unione Europea e Norvegia e Svizzera e Islanda.

BAIL BOND

The cover for visits to Spain extends to include the provision of a Guarantee or Monetary Deposit for Bail purposes - not exceeding £1,000 - which may be required by the Authorities to avoid detention of the vehicle and/or driver as a result of an accident in that country.

The amount advanced is repayable to QBE UK Limited.

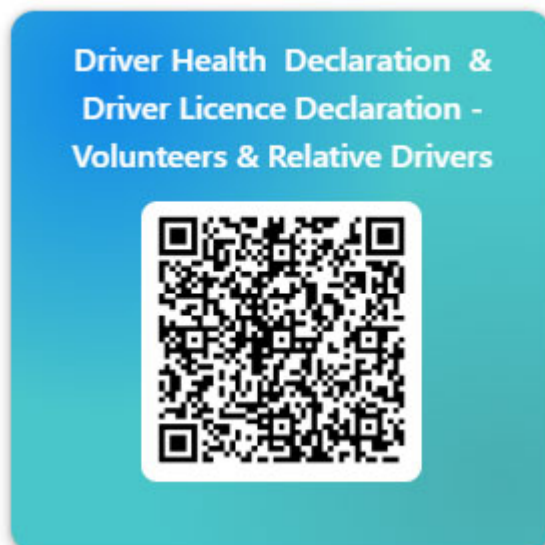
Autorizamos a la Oficina d Aseguradores de Autoroviles de Madrid a actuar en nombre de nuestro Asegurado para obtener la liberacion del vehiculo y/o del Asegurado y/o de la persona autorizada para conducir el mismo de detencion oficial.

A tal efecto la Oficina de queda autorizada por el preser hasta £1,000.

AGUILA - 3 - B - J,O - T,V,W,Y,Z,ZB - 1

24/0105732740

Appendix 5 (Link to Driver Health and Drivers License Declaration form)



Appendix 6 Link to Monthly Vehicle Safety Check



Appendix 7 Link to Logbooks (held by Director of Operations)

[O:\Maintenance\VEHICLES\Fleet Management assurance - LD69ZPV](#)

[O:\Maintenance\VEHICLES\Fleet Management Assurance LJ65CAU](#)

Appendix 8 – Equality impact Assessment (EIA) Tool

To be considered and where judged appropriate, completed and attached to any policy

document when submitted to the appropriate committee for consideration and approval.

Policy Title	Fleet Management Assurance Document
---------------------	-------------------------------------

		Yes/No	Comments
	Does the policy/guidance affect one group less or more favourably than another on the basis of:		
	Race	No	
	Gender reassignment	No	
	Marriage & civil partnership	No	
	Pregnancy & maternity	No	
	Ethnic origins (including gypsies and travelers)	No	
	Nationality	No	
	Sex	No	
	Culture	No	
	Religion or belief	No	
	Sexual orientation	No	
	Age	No	
	Disability- both mental and physical impairments	No	
2.	Is there any evidence that some groups are affected differently?	No	
3.	Is the impact of the policy/guidance likely to be negative?	No	
4.	If so can the impact be avoided?	N/A	
5.	What alternatives are there to achieving the policy/guidance without the impact?	N/A	

6.	Can we reduce the impact by taking different action?	N/A	
7.	If you have identified potential discrimination, are any exceptions valid, legal and/or justifiable?	No	