

LANCASTER TRAINING SERVICES LIMITED



Vehicle Defect Reporting Policy

All staff must make themselves familiar with the following policy.

As Driver or Driving Instructor you are responsible to ensure the 'roadworthiness' of the vehicle in your control.

Before commencing any journey carry out a vehicle check as detailed in the 'Defect Reporting Book'.

If there are no reportable defects tick (✓) the Nil Defects column within the mileage recording sheet.

Defects

If there are any reportable defects complete the 'Defect Sheet', tear off the top copy and put it in the 'Defect report box' located on the Workshop Technicians desk and place a 'D' in the Nil Defects column within the mileage sheet.

If you are unsure whether the defect is reportable, consult the Workshop Technician, Senior Driving Instructor or the Training Manager.

Deferred Defects

You may find from time to time a defect that has already been reported, but on the carbon copy it's noted as 'DEFERRED'. This can happen when a defect is not affecting the performance of the vehicle and it is in a roadworthy and safe state to use e.g. the heater fan motor won't run at low speed, but works on medium and high speeds. Here the Workshop Technician has decided to 'defer' the repair until e.g. the vehicle is next in for inspection or until a replacement part arrives. When this occurs there is NO need to report the fault again. Once the repair has been carried out the Workshop Technician will annotate the carbon copy confirming the repair has been done.

THIS POLICY APPLIES TO ALL ROAD GOING VEHICLES

A handwritten signature in black ink, appearing to read 'Richard W Little', written in a cursive style.

Richard W Little – Chairman

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