



Ideal Cleaning Services Limited

Transport Policy for Heavy Goods Vehicles including MOVAC Tankers

Ideal Cleaning Services Limited recognise that the operation and maintenance of its Mobile Vacuum Fleet (MOVACS) needs to comply with the requirements of its Operators Licence and that of any relevant legislation.

Key policies for the management and operation of its vehicles are given below. The relevant procedures, roles and responsibilities are detailed in procedure document IP118, procedure for vehicles exceeding 3500kg (Including MOVACS).

- To plan, manage and maintain records of work and driving schedules to ensure compliance with operators Licence and the Working Time Directive (DfT – Road Transport (Working Time) Guidance).
- Maintain records of issue of print rolls, record sheets/books and their return including the downloading of data from driver cards and digital tachos.
- Maintain Records demonstrating the frequent checking and auditing of returned Record Sheets/Books and downloaded data by operational management and/or a 3rd Party.
- Maintain records of any action taken on any infringements found (i.e. disciplinary procedures on drivers or changes to procedures).
- Implement and maintain driver training records including initial training for new recruits re Drivers' Hours/Record keeping Regulations for both analogue and digital Tachos, any refresher training conducted (including following on from any non-compliance), Records of Drivers CPCs held and ensure that driving licences are checked at least every six months and training on loading techniques, weight limits and safe distribution of load.
- Maintain records of plating, testing and inspection of vehicles and ensure that a system is in place to schedule and monitor all routine and re-tests of vehicles.
- Company to ensure all vehicles are fully insured re their type and use.
- Ensure Vehicle Excise Licence is paid and that a system is in place for ensuring timely renewal.
- Maintain schedules and records of Tachograph and speed limiter calibration, checks and repairs.
- Ensure detail of Operators Licence is kept up to date and ensure all vehicles on Licence display the identity disc as required.

For and on behalf of Ideal Cleaning Services Limited

CHRISTOPHER DRING
Group Managing Director

Reviewed 09-2022

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