

Vehicle Maintenance

Version:	Owner:	Created:
6.0	Sabrina Flew (Facilities Manager)	October 2013
Published:	Approving Director:	Next Review
26 th January 2023	Nigel Gazzard (Managing Director)	January 2026

Contents

1 Overview Error! Bookmark not defined.

2. Roles and Responsibilities Error! Bookmark not defined.

3. SOP Details: Error! Bookmark not defined.

4. Monitoring Error! Bookmark not defined.

5. Related Documents Error! Bookmark not defined.

6. Change Register Error! Bookmark not defined.

Vehicle Maintenance

Overview

The vehicle fleet is composed of mainly new vehicles, we have 4 Honda CR-V self-charging hybrids, 2 Skoda Octavia's and 1 Electric Citroen E-Berlingo. The vehicles are based at Cossham, Knowle, New Court Surgery and Osprey Court.

The Standard Operating Procedure covers the routine maintenance and MOT of the vehicles but does not cover emergency breakdowns. Emergency breakdowns are covered in the driver's handbook.

Roles and Responsibilities

The Facilities Manager is responsible for the selection of appropriate suppliers and communication with the supplier.

The Facilities Manager is responsible for setting the service intervals.

The Facilities Manager is responsible for ensuring that the vehicles have a current MOT when required.

The Driver is responsible for the vehicle check logs and reporting to the Shift Manager any issues with the cars. This is recorded on the Shift Manager Report and also on the drivers visit log sheet.

It is the Drivers responsibility to ensure that the electric van is put on charge after each use.

The Facilities Manager is responsible for rectifying any issues found with the cars.

The Facilities Manager will keep the Team Managers up to date with any car in the garage for repair.

Standard Operation Procedures

The Facilities Manager specifies the maintenance service interval and communicates this to the Team Manager responsible for the base where the car is normally parked.

An MOT (if the car is older that 3 years) and full service is carried out annually for each car in the fleet.

The Facilities Manager books the vehicle into the appropriate garage and liaises with the driver that has responsibility for the area that the car is situated in and arranges with this driver to take the car to the garage and collect it after servicing.

If the vehicle is recalled or if follow up work is required the Facilities Manager will book the car in and arrange delivery and collection of the car.

Vehicle Maintenance

The vehicles need to go the following garages for maintenance –

Car	Service, MOT & Maintenance	Tyres
Honda CR-V	Honda - Cribbs Causeway	ATS - Horfield or WSM
Citroen Berlingo Van	Citroen – St Phillips	Whitehouse Tyres – Bedminster
Skoda	CT Garage - Bedminster	Whitehouse Tyres – Bedminster
Skoda	Worlebury Garage WSM	Formula 1 st WSM

A member of the Facilities Team carries out weekly car cleaning and light maintenance on each car in the fleet. The light maintenance consists of; checking the tyres have adequate thread, checking tyre pressure, checking oil level, checking coolant levels, checking the lights are all working and windscreen wiper wash is topped up. The cars are also cleaned internal & external each week. After each check has been completed, the check lists are saved onto the Sdrive / F&B / Cars / Vehicle checks.

Monitoring

The Facilities Manager will monitor the vehicle service log books.

Change of Register

Date	Version	Author	Change
8/1/14	2	BD	Change of format
15/03/2016	3	SB	Minor location changes
07/06/2019	4	SF	Location changes/details of car maintenance
02/02/2021	5	SF	Location changes amended and vehicle information
26/01/2023	6	SF	Location changes/details of car maintenance. Electric van information/ removal of 1 x Skoda.