Process 1.1

Vehicle collection & return

Purpose of this process to manage the collection & return of all vehicles

Reference - Form 1

All sites within REDSW will ensure they follow this process for every vehicle that is hired to REDSW and self-employed drivers on the contract.

1. When collecting a vehicle from a vehicle hire company or from another REDSW site, the vehicle collection document should be completed, (make sure)

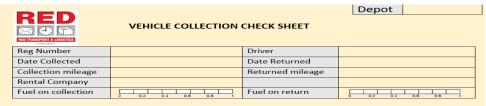
Depot = collecting depots or site collecting

Reg number – registration number

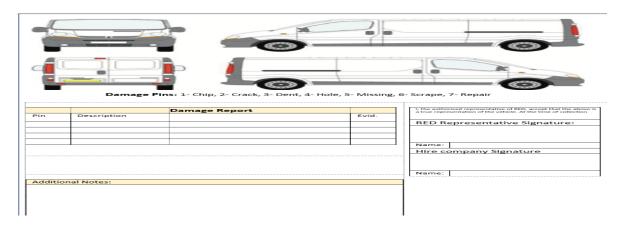
Date collected -

Collection mileage – mileage level at time of collection rental company – company who the vehicle Is owned by fuel on collection – fuel level at time of collection

driver name = is the driver who collected the vehicle



- Recording vehicle damage,
 Identify vehicle damages and mark the vehicle below in line with the Damage Pin to show where on the vehicle the damage is and then add a description on the Damage report
- 3. The collecting driver and Hire company representative should sign and write their name. to show they acknowledge the damage on collection of the vehicle. Record additional comments if required. Pictures and Video footage is required to show damages and should be uploaded to Google drive, I vehicle folder under Vehicle collection or return



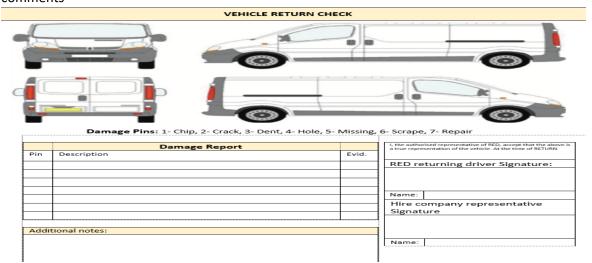
4. All the areas above should be checked on collection of the vehicle and marked with a ✓ if in working order and legal or marked with an X if not working or legal, (please mark this in the Collection column)

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- If an area is marked with an X, the collecting driver is required to speak to the hirer, the vehicle will be refused and swapped for safety or repaired.
- 5. The hirer/representative is required to sign and print their name to acknowledge the faults/damages identified.
- 6. Returning a vehicle to hire company or another REDSW site

When returning a vehicle please make sure the checks are fully completed in the same way and the collection,

Identify vehicle damages and mark the vehicle below in line with the **Damage Pin** to show where on the vehicle the damage is and then add a description on the **Damage report**Mark Column Return with and ✓ or X to identify fault or not. And then record additional comments



7. The person who is returning the vehicle is required to sign for RED and make sure the Hire company have a representative who checks the vehicle on return and signed this document.

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Operational Checks	COLL	RETURN
Lights/Indicators/Horn		
Windscreen		
Wipers/washers		
Radio/electronics		
Coolant Level		
Engine Oil		
Brake Fluid		
Tyre Pressure		
Cleanliness (internal)		
Cleanliness (external)		
Tyre Tread Level	COLL	RETURN
O/S Front		
N/S Front		
O/S Rear		
N/S Rear		

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