

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

| RED RED TRANSPORT & LOGISTICS | | VEHICLE COLLECTION CHECK SHEET | | Depot |
|----------------------------------|---------------------|--------------------------------|---------------------|-------|
| Reg Number | | Driver | | |
| Date Collected | | Date Returned | | |
| Collection mileage | | Returned mileage | | |
| Rental Company | | | | |
| Fuel on collection | 0 0.2 0.4 0.6 0.8 1 | Fuel on return | 0 0.2 0.4 0.6 0.8 1 | |

2. 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, 1 vehicle folder under Vehicle collection or return**

| Pin | Description | Damage Report | Evid. |
|-----|-------------|---------------|-------|
| | | | |
| | | | |
| | | | |
| | | | |

Additional Notes:

Signature section:

RED Representative Signature:
Name: _____

Hire company Signature
Name: _____

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)**

| 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 | | |