

## Process 1.2

### Vehicle On & Off hire to drivers

#### Purpose of this process to manage the on hire & off hire of vehicle to drivers

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.


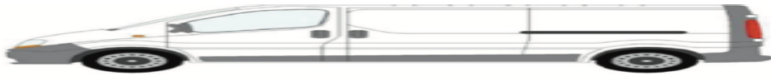


Reference form - 2

1. **When On hiring a vehicle to a driver**, the vehicle on hire 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		VEHICLE ON & OFF HIRE CHECK SHEET	
RED TRANSPORT & LOGISTICS		Depot <input type="text"/>	
Reg Number	<input type="text"/>	Driver	<input type="text"/>
Date ON hire	<input type="text"/>	Date OFF hire	<input type="text"/>
Odometer ON hire	<input type="text"/>	Odometer OFF hire	<input type="text"/>
Rental Company	<input type="text"/>	Deposit & Weekly	<input type="text"/>
Fuel ON hire	<input type="text"/>	Fuel OFF hire	<input type="text"/>

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 on-hiring driver and RED 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 on or off hire**

VEHICLE ONHIRE		
		
		
Damage Pins: 1- Chip, 2- Crack, 3- Dent, 4- Hole, 5- Missing, 6- Scrape, 7- Repair		
Damage Report		Evid.
Pin	Description	
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
Additional Notes:		
<input type="text"/>		
<small>With a copy of this document of REDSW you must also sign a copy of the conditions of hire and return it to the depot or additional damage that occurs.</small> RED Signature: <input type="text"/> Name: <input type="text"/> Driver Signature: <input type="text"/> Name: <input type="text"/>		

4. All the areas above should be checked on collection of the vehicle and marked with an ✓ 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		

If an area is marked with an X, the on-hiring driver is required to speak to the OSM/Fleet driver, 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. **Off hiring a vehicle to REDSW**

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

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

**VEHICLE OFF HIRE**

Damage Pins: 1- Chip, 2- Crack, 3- Dent, 4- Hole, 5- Missing, 6- Scrape, 7- Repair

Damage Report		
Pin	Description	Evid.

Additional notes:

I, the authorized representative of RED, accept that the above is a true representation of the vehicle. I accept there is no other defects or additional damage than shown.

**RED Signature:**

**Name:**

**Driver Signature:**

**Name:**

7. The driver off hiring the vehicle is required to sign for RED and make sure the REDSW representative checks the vehicle on return and signed this document.

