VanSafe Standard

The Code

Contents

The VanSafe code

The VanSafe Code represents the current minimum best practice standards required to ensure the safe operation of van fleets regardless of fleet size or their industry sector.

Audit process

Signatories agree to undertake an annual audit of their compliance with the code. The initial audit will take place within 90 days of their admittance to the scheme.

Should they fail to reach the standards required they will be provided with feedback and given the option to undertake a chargeable re-audit of the non-compliant items within a further 90 days.

If this re-audit is also unsuccessful, signatories will have an option to apply for a further final re-audit of the non-compliant items within a further 90 days.

Until such time as a signatory has reached the required standards they will be held as a probationary member and are not able to display the code logos, although they may refer to themselves as probationary members.

Signatories will be re-audited on an annual basis no more than 90 days following the anniversary of their admittance into the scheme as probationers.

1   Vehicle and equipment maintenance

1.1   Pre-use defect checks

Operators undertake to ensure all vans in their operation are roadworthy and specifically require the completion of pre-use checks. Drivers must be trained to carry out these checks. Drivers must record any identified defects. Defects must be assessed by a competent person and, where required, appropriate rectification work carried out.

1.2   Maintenance cycles

Operators undertake to assess, plan and perform the appropriate maintenance cycles for their vehicles and ancillary equipment in light of operational demands and manufacturer's recommendations. Operators will also undertake to plan vehicle and ancillary equipment use to accommodate these requirements.

2   Safe working environment

2.1   Risk analysis

Operators must ensure that the use of vehicles, associated equipment and working practices have been subject to a documented risk analysis.

2.2   Loading requirements

Operators must demonstrate that the weight and distribution of loads will be safe and legal by way of a documented loading policy.

2.3   Driver and passenger protection

Operators must have identified appropriate driver and passenger protective equipment/vehicle specification including consideration for load restraint equipment.

New vans first operated from the date of successful audit are required to have steel bulkheads.

2.4   Carriage of external loads

Operators must undertake to equip all vehicles with suitable equipment to carry any required external loads in a secure and safe manner.

2.5   Speed limiting

Operators must ensure that vehicle speeds are effectively controlled by the use of speed limiters (set to no more than 120kph) or contextual speed monitoring.

New vans operated from the date of successful audit are required to be fitted with speed limiters set to no more than 120kph.

2.6   Towing vehicles

Operators must ensure only vehicles that are specifically adapted or constructed are used for towing. These vehicles must be designated and appropriately specified for this function.

3   Vehicle standards

3.1   Vehicle appearance

Operators must be able to demonstrate a system that requires their vehicles to be kept clean and tidy.

3.2   Vehicle taxation

Operators must be able to demonstrate a system to ensure vehicles are taxed correctly.

3.3   Vehicle insurance

Operators must be able to demonstrate a system to ensure vehicles are correctly insured.

3.4   Annual testing

Operators must be able to demonstrate a system to ensure vehicles have a current and valid Commercial Vehicle Roadworthiness Test certificate.

4   Vehicle administration

Operators must demonstrate appropriate records are retained for at least 24 months and which can be made available for viewing.

5   Driver licensing and competence

5.1   Licence validity

Operators must have a system to ensure drivers are appropriately licensed to the minimum legal standard at all times. The system must include provision for licence checking and driver declarations. Checking must be performed by a competent person.

5.2   Fitness to drive

Operators must ensure that they have systems requiring drivers to inform them of any changes to their continuing entitlement to drive.

Operators must also be able to demonstrate they require drivers to be fit for their duties and not under the influence of drink or drugs (including prescription or over the counter pharmaceuticals).

5.3   Driver induction

Operators must ensure drivers receive an appropriate and relevant induction to the operator and their role, and records are retained for at least the duration of the driver's employment.

5.4   Driver audit

Operators must ensure that all new drivers undergo a driving audit relevant to their role in a vehicle similar to that used in the driver's duties. The audit should be carried out by a competent person and records retained for at least the duration of the driver's employment.

5.5   Driver training

Operators must have a system to ensure drivers receive training as required by changing their job role or as indicated by ongoing audit or in light of other evidence, eg accidents, prosecutions, complaints etc.

6   Driver behaviour

6.1   Drivers' hours and working time

Operators must ensure drivers are required to comply with drivers' hours and working time legislation.

6.2   Speed limits

Operators must have a system to ensure drivers are required to comply with speed limits.

6.3   Loading

Operators must have a system to ensure drivers are required to comply with safe and legal vehicle loading.

6.4   Mobile equipment and devices

Operators must ensure drivers are required to comply with the legislative requirements around the use of mobile equipment and devices.

6.5 Towing

Operators must ensure drivers are required to comply with legislative requirements in relation to towing.

6.6 Other role specific legislation

Operators must have a system in place to ensure drivers are required to comply with the legislative requirements in relation to other role specific legislation.

6.7 Driver identification

Operators must have a documented system that identifies the driver of each vehicle at any one time and records are retained for at least six months.

6.8 Incident monitoring, investigation and action

Operators must have systems to identify, log, investigate and document incidents and, if deemed necessary, discipline or provide remedial training for drivers. The process must provide feedback to the initiator of any issue raised.

7 Sustainable operations

Operators must have an environmental policy in place that commits to reducing the carbon emissions produced by their transport operations. The policy must apply to the whole of the organisation and not be limited to just one location.

Note: This standard is not mandatory to be accredited with the initial VanSafe audit, however it must be in place on the anniversary successful audit.

At Green standard level, the information gathered about the systems in place is looking to verify that the member has in place policies based on environmental awareness and continuous carbon savings. This standard is optional and members are not obliged to attempt this standard.