



Fleet operational Policy
(Ambulance Services)

Date Created	10 th July 2016
Version	V1.1
Applicable to	All Wales Ambulance Services Ltd
Author	Gareth Llewellyn
Checked by	Peter Dudding
Updated	29 th August 2016
Review	20 th August 2017

1. Introduction

Vehicles and Equipment (whether owned or leased) are Company assets that must be prudently acquired and managed to effectively meet operational and regulatory requirements. That management is responsible for right-sizing the fleet with standardized Vehicles and Equipment that are highly and correctly utilized, efficiently maintained and that have Company logos applied that support brand identity.

For the purposes of this policy, Operations Managers are the control authority, across all operational areas for these assets and have responsibilities that include development of standards, acquisitions, deployments, redeployments, maintenance and retirements as they relate to these assets.

The Operations Managers must maintain a safe and reliable fleet that is balanced with running the business at the lowest total cost.

2. Background

The effective acquisition, operation, maintenance, repair and retirement of Company owned and leased Vehicles and Equipment are essential to the performance of customer service.

The need for safe and reliable Vehicles and Equipment requires that a set of control procedures be in place for the operation and management of the Company's fleet. This policy sets forth and governs the standardization, acquisition, take-home vehicles assignment, maintenance and repair, retirement, reporting, and identification of fleet Vehicles and Equipment.

3. Asset Assignment

All fleet assets are assigned to the Board of Directors at the main Headquarters, which designates the assets, is responsible for all costs associated with the various assets such as fuel, maintenance, lease expenses, and depreciation.

The Operations Managers are responsible for proper internal expense reporting and allocation/clearing per unit and is subject to accounting and audit guidelines.

The Company does not maintain a pool of vehicles. Occasional transportation needs of employees shall be accommodated by personal use reimbursement or by securing a vehicle through an approved Supply Chain rental company.

4. Standardization

The Operations Manager's objective is to standardize the specifications of Vehicles and Equipment to optimize the costs of acquisitions and minimize the expenses of Maintenance/repair, while meeting functionality requirements and enhancing availability.

The Company will provide the necessary technical expertise to ensure that recommendations meet the intent of standardization and that all legal and regulatory requirements are addressed. All fleet users must adhere to these fleet asset specifications.

5. Acquisitions

The Company Directors, along with the accounts department will be responsible for all acquisition of fleet assets, along with the co-operation and advice of the Operations Managers.

6. Retirements

The Operations Managers are responsible for all disposal and retirement of fleet assets.

Retirements associated with the replacement of Vehicles and Equipment must coincide or occur prior to the delivery of the new equipment. Any deviations from this schedule must be approved in writing by the Company Directors

The decision for non-replacement retirements are the responsibility of the Operations Managers and should follow the same procedures as defined for replacement retirements.

7. Maintenance and Repair

Maintenance and repairs of all fleet assets shall be conducted under the guidance of Operations Managers. It is the responsibility of the drivers and operators to maximize the life of their assigned Vehicles and Equipment by performing daily inspections and routine maintenance (e.g., adding oil, brake and steering fluid, etc.).

- ✚ The assigned repair/maintenance centre will notify the Operations Managers when a fleet asset is due for scheduled maintenance.
- ✚ Operations Managers must make available all Vehicles and Equipment that are scheduled for regular maintenance within a reasonable timeframe of that scheduling.
- ✚ Operations Managers are authorized to take Vehicles and Equipment out of service for any safety or regulatory reasons.

- ✚ Assigned drivers and operators are responsible for the timely and accurate completion and filing of usage reports.
- ✚ Fuel cards assigned to units for the purchase of oil and diesel fuel at service sites throughout our service territory are to be used for fuel purchases only.
- ✚ Where possible, to take advantage of quantity purchase discounts.

8. Identification

In order to support brand identity, achieve a consistent high quality appearance of the Company's fleet, and support customer identification and employee safety, it is required that all owned and leased Vehicles and Equipment carry the Company logo.

- ✚ All Company Vehicles and Equipment shall display the Company signature logo in accordance with Corporate Identity Standards (where mounting constraints such as tail-lifts are not a consideration).
- ✚ Standard unit numbers will be applied to all Company Vehicles and its equipment. There will be no exceptions to this logo requirement and under no circumstances shall the logos be covered.
- ✚ Magnetic Company logos will be utilized on short-term rental Vehicles and equipment.
- ✚ All non-approved logos are prohibited.

9. Approvals

All written approvals as noted in this policy will be retained by The Operations Managers.

10. Definitions

- ✚ Company refers to All Wales Ambulance Services Limited or any of its affiliates.
- ✚ Vehicle refers to all owned or leased Cars, PTS ambulances, Vans and Support units within the Company's fleet that are licensed.
- ✚ Equipment refers to all Company specialized (e.g. PTS Vehicles, Front-Line Ambulances, Support units, Field Hospitals, Monitoring and all other Patient equipment etc.) equipment which may be used in conjunction with Patient Transport/Treatment activities.

11. Approval Responsibility

The Board of Directors have joint responsibility for approval, revision, and communication related to this policy.

