

CONVOY

T R A N S P O R T

CONVOY TRANSPORT PTY LTD

Occupational Health and Safety



Amendment	Maintenance Policy	Issue #: 1	Revision #: 0
Record	Reviewed by: Jason Haywood Managing Director	Approved by: Jason Haywood Managing Director	

Maintenance Policy

Purpose:

For the purposes of this policy, maintenance refers to the upkeep of all vehicles and associated plant and equipment in good mechanical condition.

Policy:

Convoy Transport Pty Ltd commits to maintaining safe reliable roadworthy transport vehicles and associated plant and equipment in good mechanical condition. Faults will be noted, diagnosed and repaired whenever they arise. Convoy Transport Pty Ltd will inspect, repair and maintain all vehicles and ancillary equipment under their control.



Amendment	Maintenance Procedure	Issue #: 1	Revision #: 0
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Maintenance Procedure

All vehicles will be regularly monitored, and the following procedures will apply:

- Daily vehicle checks;
- Planned services and maintenance;
- Regular roadworthiness inspections;
- Fault reporting and rectification;
- Compliance with in-house safety.

Daily Pre-Operational Checklist

Convoy Transport Pty Ltd is committed to providing a safe workplace and as such requires that all drivers complete a daily pre-operational inspection of their vehicles.

Drivers are responsible for checking the condition of their vehicles – from roadworthy issues to faults and missing or broken elements.

Drivers are to use the checklist provided as part of this policy. Once completed, the checklists are to be handed to your supervisor at regular intervals (at the end of the week).

Drivers must:

- Report any defects immediately;
- Never operate a vehicle in need of repair;
- Never operate a vehicle that has not been pre-start checked;
- Ensure only authorised and trained personnel make repairs.

Drivers must ensure that the vehicle they are responsible for is equipped with required emergency equipment. All Convoy Transport Pty Ltd vehicles or vehicles contracted by the company, must be equipped with a fully charged fire extinguisher, fuses, and warning equipment including reflective hi vis vest. Drivers should not begin any trip unless the vehicle has all required emergency equipment.

In the event of a minor vehicle breakdown, drivers are authorised to perform small repairs. The company defines small repairs as the following:

- Changing tyres;
- Replacing a light bulbs and reflectors;
- Replacing fuses;
- Replacing filters;
- Other ([List authorised repairs here](#)).

All Convoy Transport Pty Ltd vehicles must carry spare parts necessary for fast repairs of minor breakdowns. Drivers should see (Insert responsible person or title here) to obtain sufficient and correct vehicle spare parts for their needs.

Fault Recording and Reporting

- All Convoy Transport Pty Ltd drivers and other relevant persons (e.g. support staff) must report and record all faults found on vehicles and associated equipment e.g. trailers;
- Faults identified will be recorded in the [Vehicle Registration Maintenance Log \(Document# OHSF300107\)](#);
- Any fault causing a safety hazard or causing the vehicle to depart from a roadworthy condition during a journey must be reported immediately to [Operations Manager/Managing Director](#) for assessment and action advice;
- If contact cannot be made during a journey to report the fault due to communications failure (e.g. out of radio or telephone range) the following procedure is to be followed:
 1. ?
 2. ?
 3. ?
- A copy of the identified fault record must be passed to the maintenance provider when commissioning the maintenance.

Roadside Inspections

- If a vehicle is put out of service during a roadside inspection, the driver must notify his/her driver supervisor as soon as possible to receive instructions;
- Convoy Transport Pty Ltd strictly forbids the operation of an out-of-service vehicle until the required repairs are completed. A driver who violates this policy will be subject to disciplinary action;
- All vehicle maintenance will be conducted by Convoy Transport Pty Ltd chosen repairers unless approved by **Jason Haywood, Managing Director**

List of Authorised Suppliers

Tyre Supplier?	
Wheel Alignment Supplier?	
Truck Maintenance Supplier?	

Breakdowns

If an Convoy Transport Pty Ltd driver has an unexpected breakdown while on the road, he/she should stay calm and use common sense. Report the problem and follow the Vehicle Accident or Breakdown Procedure.

Driver's responsibilities:

- Safely stopping and securing the vehicle and load;
- Safely placing the warning devices;
- Diagnosing and calling in the breakdown;
- Notifying **The Operations Manager/Managing Director** when repairs have been made;
- Safely removing the warning devices;
- Forwarding all repair paperwork to **Accounts/Administration**.

Dispatch operations responsibilities:

- Forwarding the driver's call to **The Operations Manager/Managing Director**
- Notifying the customer of any delays;
- Follow up to ensure repairs are being made;
- Keep the driver updated;
- Rescheduling any customer appointments when driver is moving again.

Maintenance Department's responsibilities:

- Assess the nature of the breakdown and best course of action;
- Locating, contacting, and dispatching a repairer to facilitate repairs;
- Billing and invoice;
- Keeping repair records on file.