



Vehicle Transfer Procedure

Introduction

The operational needs of the London Ambulance Service NHS Trust requires the transfer of vehicles and their ancillary equipment between Station Complexes, Sectors and other departments within the organisation.

The following procedure sets out the method by which all vehicle movements can be accurately recorded and details the responsibilities of the individuals involved.

This procedure is to be used whenever a vehicle registered to the Trust is transferred between departments or complexes for a period in excess of one week or where a vehicle is transferred to a Fleet Support Workshop prior to its disposal.

Objectives

1. To ensure timely and accurate recording of all vehicle transfers within the London Ambulance Service NHS Trust.
2. To provide accurate information for entry onto the Fleet Admin database identifying the exact locations of all vehicles registered to the Trust.
3. To provide accurate and timely information which assist in scheduling maintenance, the provision of Road Fund License discs and the issue and control of fuel cards.
4. To contribute to the service wide policies and procedures of the LAS by ensuring that the transfer of vehicles can be audited and, in addition, by safe guarding the safety of crews and patients.

Date of Issue: August 2005	Review Date: August 2008
Authorised by: Chief Executive Officer	To be Reviewed by: Fleet Administrative Manager / Fleet Manager
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1.0 Completion of Transfer Form and Function.

- 1.1 [The Vehicle Transfer Form LA258](#) (see Appendix 1) is used to notify and record the transfer of vehicles between complexes and departments within the LAS, including the transfer of vehicles to Fleet workshops prior to disposal.
- 1.2 An electronic version of the form will be held on the service intranet – *'the pulse'* – [Forms > Vehicles](#).
- 1.3 The Duty Station Officer (DSO) or Patient Transport Services (PTS) equivalent who receives the vehicle should sign the transfer form and this must be faxed to Fleet Admin on completion of the transfer as notification that the transfer has taken place. The printed original should be retained on file by the Duty Station Officer.
- 1.4 Logistics Managers are responsible for the location of equipment in their Sector / Department.
- 1.5 Where a vehicle is transferred between Sectors or Departments the form will be retained by the originator of the transfer and where appropriate forwarded to the Logistics Manager.

2.0 Transfer of Vehicles and Equipment

- 2.1 In the case of local transfers, the DSO / Team Leader or their PTS equivalent are responsible at the originating site to inspect the vehicle and record any damage or known defects
- 2.2 Where the vehicle is to be transferred to another Sector or Department i.e. Training, the Fleet Sector Support / Logistics Manager should initiate the transfer process and in collaboration with the Duty Station Officer / Team Leader or PTS supervisor, jointly undertake the inspection noted at 2.1
- 2.3 Where possible, both parties should undertake a joint inspection of the vehicle and any equipment. On completion of the inspection, the DSO / Team Leader or PTS equivalent, should sign the LA258 as an accurate record of the condition of the vehicle.
- 2.4 Where the vehicle is delivered in person the LA258 should accompany the vehicle to its destination for verification and counter signature by the DSO / Team Leader or PTS supervisor in charge of the complex /site or department receiving the vehicle.

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3.0 Receipt of Vehicles or Ancillary Equipment

- 3.1 On delivery of the vehicle and its equipment, the receiving DSO / Team Leader or PTS supervisor at the complex or department should check and confirm the details contained on the LA 258. Having agreed that the contents of the form are accurate, the receiving DSO / Team Leader / PTS supervisor should countersign the form to indicate acceptance of the vehicle.
- 3.2 Where a vehicle and its equipment are collected from another complex or department in person, the individual receiving the vehicle should verify the details on the form and countersign to indicate acceptance of the vehicle.
- 3.3 After signing the LA 258 receiving DSO / Team Leader / PTS supervisor must fax a copy to Fleet Admin and forward a copy to their Logistic Manager or their equivalent in order for that person to update their individual vehicle and equipment records.

4.0 Fuel Cards

- 4.1 Under no circumstances should any vehicle be transferred between locations with its fuel card. This item must be withdrawn, cancelled and returned to Fleet Administration.
- 4.2 The receiving complex or department should issue a spare fuel card for use on the transferred vehicle and order a new card as per agreed service procedures.

References: [Fuel & Engine Lubricant Card Procedure \(TP / 011\)](#)

Signature: 

**Peter Bradley CBE
Chief Executive Officer.**

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This form must be completed whenever a vehicle is transferred to another site and/or manager, for one week or more.

NEVER TRANSFER FUEL CARDS WITH VEHICLES

TRANSFER FROM		SECTOR	
TRANSFER TO		SECTOR	
REG NO		FLEET NO	

DESCRIPTION

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REASON FOR TRANSFER

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RECEIVER

SIGNED		DATE	
PRINT NAME		POSITION	

THE SITE RECEIVING THE VEHICLE MUST FAX THIS FORM, FULLY COMPLETED, TO
FLEET ADMIN : 020 8856 5006.

FLEET SUPPORT/CAPITAL ACCOUNTS USE

T						NEW W/S	CONTRACTORS ADVISED
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ENTERED - DATE & INTLS		TRF ADJ MADE	
COST CENTRE (FROM)		COST CENTRE (TO)	

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