



London Ambulance Service **NHS**  
NHS Trust

## Vehicle Transfer Procedure

## DOCUMENT PROFILE and CONTROL.

### Purpose of the document:

- To facilitate the transfer of vehicles to different base locations throughout the area in which they operate.
- To allow for a location to be identified for which all essential administration can be sent, such as fuel cards, tax discs and penalty charge notices.
- To allow for accurate records to be kept for maintenance purposes. To ensure vehicle information is as up to date and allow meaningful reports to be generated.
- To provide an accurate database showing all vehicle movement within the Trust.

**Sponsor Department:** Fleet

**Author/Reviewer:** Fleet Admin Manager. To be reviewed by Fleet Administration Manager May 2014.

**Document Status:** FINAL

<b>Amendment History</b>			
Date	*Version	Author/Contributor	Amendment Details
27/07/10	1.1	Fleet Admin	Minor – Reformatting and Review
10/08/10	1.2	Fleet Admin	Expanded purpose & responsibilities
13/09/10	1.3	SO to DDO	Minor – Reformatting and review
11/10/10	1.4	SO to DDO	Minor – Reformatting and review

**\*Version Control Note:** All documents in development are indicated by minor versions i.e. 0.1; 0.2 etc. The first version of a document to be approved for release is given major version 1.0. Upon review the first version of a revised document is given the designation 1.1, the second 1.2 etc. until the revised version is approved, whereupon it becomes version 2.0. The system continues in numerical order each time a document is reviewed and approved.

<b>For Approval By:</b>	<b>Date Approved</b>	<b>Version</b>
ADG	25/05/11	2.0
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SMG	15/06/11	2.0

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<b>EqIA completed on</b>	<b>By</b>
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<b>Staff side reviewed on</b>	<b>By</b>

<b>Links to Related documents or references providing additional information</b>		
<b>Ref. No.</b>	<b>Title</b>	<b>Version</b>
TP/011	Fuel Card Procedure	2.6
LA258	Vehicle Transfer Form	



## 1. Introduction

The operational need 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.

## 2. Scope

- 2.1 The following procedure sets out the method by which all vehicle movements can be accurately recorded and details the responsibilities of the individuals involved.
- 2.2 This procedure is to be used whenever a vehicle registered to the Trust is transferred between departments, complexes or workshops for a period in excess of one month. This procedure is also to be used when a vehicle is transferred to a Fleet Support Workshop prior to its disposal.

## 3. Objectives

- 3.1 To facilitate the transfer of vehicles to different base locations throughout the area in which they operate.
- 3.2 To ensure timely and accurate recording of all vehicle transfers within the London Ambulance Service NHS Trust.
- 3.3 To provide accurate information for entry onto the Fleet Administration Department (FAD) database identifying the exact locations of all vehicles registered to the Trust.
- 3.4 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. Responsibilities

- 4.1 FAD and Fleet Support Managers are responsible for maintaining accurate records of the transfer process and communicating changes to the Finance department, workshops and contractors.
- 4.2 All departmental heads and managers with responsibility for Trust vehicles are responsible for ensuring this procedure is followed

## 5. Definitions

VRC - Vehicle Resource Centre, provides vehicles for crews by monitoring vehicle availability against resource demand and organising vehicle movements

PTS - Patient Transport Service – provides transport for patients to and from hospitals

### 5.1 Transfer process

- 5.1.1 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 to Fleet workshops prior to disposal.
- 5.1.2 An electronic version of the form will be held on the Service Intranet – “the pulse” – Forms > Vehicles.
- 5.1.3 A vehicle transfer request is to be instigated by the manager identified under the responsibilities who must complete a Transfer Form, LA258 (see Appendix 1). The form must be emailed to FAD at [fleet.adminteam@lond-amb.nhs.uk](mailto:fleet.adminteam@lond-amb.nhs.uk)

- 5.1.4 On receipt of the notification FAD will update all records relating to the transfer and inform the Finance Department, Fleet Support Managers, Workshops Managers, VRC, Servicing Manager and externally used contractors i.e. RAC.
- 5.1.5 Once the transfer has been acknowledged, the vehicle can be moved by the most appropriate means e.g. crews, VRC

## **6.0 Fuel Cards**

- 6.1. When a vehicle is transferred to a different contract i.e. A & E to PTS the current fuel card will need to be cancelled, therefore the card must be returned to FAD. A new card will be provided by FAD who will arrange for it to be sent to the vehicle as per TP/011 Fuel Card Procedure.
- 6.2 Transfer of vehicles within the same department i.e. An A & E vehicle to another A & E station or complex, the fuel card must remain with the vehicle.

<b>IMPLEMENTATION PLAN</b>	
<b>Intended Audience</b>	All LAS Staff
<b>Dissemination</b>	Available to all staff on the Pulse and to the public on the LAS website.
<b>Communications</b>	Revised Policy and Procedure to be announced in the RIB and a link provided to the document.
<b>Training</b>	
<b>Monitoring</b>	<p>An audit of vehicle transfer forms completed by staff will be carried out on a monthly basis by FAD.</p> <p>FAD will review quarterly all documentation associated with the transfer policy to ensure compliance with the policy is being achieved.</p>



Vehicle Transfer Form

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 IF VEHICLE IS TRANSFERRING TO DIFFERENT CONTRACT**

Transfer Form		Area	
Transfer to		Area	
Reg N°.		Fleet N°	

Description

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Reason for Transfer

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Is the vehicle being transferred kitted (circle appropriately)

YES	NO
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Receiver

Signed		Date	
Print Name		Position	

The site receiving the vehicle must fax this form, fully completed, to fleet admin: 0203 069 0357.

**Fleet Support/Capital Accounts Use**

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NEW	CONTRACTORS
W/S	ADVISED

<b>Entered-date &amp; intls</b>		<b>Trf adj made</b>	
<b>Cost centre (from)</b>		<b>Cost centre (to)</b>	