



London Ambulance Service **NHS**  
NHS Trust

## Vehicle Hire Procedure

## DOCUMENT PROFILE and CONTROL.

**Purpose of the document:** To define the method by which a vehicle is hired short term by LAS and the responsibilities of the individual involved.

**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
26/07/10	0.1	Fleet Admin	Major – First Draft
27/07/10	0.2	Staff Officer to DDO	Reformatting and Amendments
03/08/10	0.3	Records Manager	Revised formatting
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24/05/11	1.1	Staff Officer to DDO	Reformatting

**\*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.

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

Document Status: This is a controlled record as are the document(s) to which it relates. Whilst all or any part of it may be printed, the electronic version maintained in P&P-File remains the controlled master copy. Any printed copies are not controlled nor substantive.

## **1. Introduction**

Hire of vehicles to be used in the service must have the approval of the budget holder. All hire vehicles should be ordered via Fleet Administration Department (FAD) who will liaise with the user and the hire company, to ensure best value options and fitness for purpose of the vehicle(s) to be obtained.

To ensure that vehicles fully comply with all legislation, are currently insured and records kept, the vehicles must be processed via FAD.

## **2. Scope**

- 2.1 To control and manage the hiring of any short and longer term vehicles which are additional to the main fleet vehicles.
- 2.2 This policy applies to all LAS departments who on occasion require additional vehicles.
- 2.3 This policy is not a process to increase the permanent number of vehicles allocated to LAS departments. The Fleet Size Review and Control Group (FSRCG) are responsible for the overview of the LAS fleet and is a mechanism to request permanent additional vehicles.
- 2.4 This policy is aimed at providing additional vehicle resources on a temporary basis for specific approved purposes when funds are available.

## **3. Objectives**

- 3.1 To define procedures for the management of hire vehicles.
- 3.2 Enable the Trust to hire vehicles according to business needs.
- 3.3 Provide a measurable process that the Trust can be audited and assessed for effectiveness.
- 3.4 Define how vehicles details should be recorded and captured for invoice and insurance purposes.
- 3.5 To ensure full compliance with the European Motor Insurance Directive and all other legislative requirements relevant for hire vehicles.

## **4. Responsibilities**

- 4.1 Budget holders are responsible for approving and authorising the hire of a vehicle taking into consideration the business need for hire, type of vehicle and cost.
- 4.2 Fleet Admin are responsible for:

- Managing the process for the hire, return and extension of hire period for the hired vehicle(s)
- Liaising between the hire company and hirer. Details to include delivery date, time location and cost of hire vehicle.
- Ensuring that the hire vehicle is issued with fleet number, fuel card and recorded on to the Motor Insurance Directive database

4.3 The Hirer/ User will be responsible for:

- Receiving delivery and ensuring the return of the hire vehicle
- Checking, agreeing and recording the condition of the vehicle both on receipt and return of the vehicle
- Ensuring the original Hire Company's Vehicle Condition Reports are sent to FAD (by Post) on delivery and return.
- Adhering to hire company's instructions on the use of the hire vehicle
- Ensuring vehicles are kept in a reasonable condition for the duration of the hire
- All accident damage must be recorded and reported as defined in TP023 (Driving and care of service vehicles, collision reporting and adjudication) and advise FAD.
- Recording all vehicle movement by completing forms LA1/PTS1 in accordance with the guidance of TP023.
- Follow hire company's instructions and conditions applicable to the return of vehicles e.g. fuel levels.
- Maintaining the security of hire vehicles at all times for the duration of the hire period.

## 5.0 Definitions

European Motor Directive:- this is the European legislation that defines the rules and regulations applicable to motor vehicle insurance for large businesses, organisations and fleets. Further information can be found on web site see following link <http://www.mib.org.uk>

LA1/PTS1 – Accident/Emergency Journey Summary (a vehicle movement log)

Fleet Size Review Control Group (FSRCG) – A selected group of LAS managers whose function is to analyse, control the specification and size of the LAS fleet.

## 6. Procedure

### 6.1 Hiring of Vehicle

- 6.1.1 In order to hire a vehicle it is necessary to complete form LA422 (See Appendix 1). and email ([Fleet.adminteam@lond-amb.nhs.uk](mailto:Fleet.adminteam@lond-amb.nhs.uk)) or fax the form to FAD on 0203 069 0397, who will then liaise with the hire company to provide a cost for the hire and organise delivery of the vehicle.
- 6.1.2 On delivery the hirer or department representative will be responsible for checking the vehicle condition and sending the relevant copy of the vehicle condition report, supplied by the hire company to FAD by post.
- 6.1.3 The hirer will be shown the operation of vehicle and ancillaries by the hire company's representative. The user should then operate the vehicle in accordance with all relevant Trust policies and procedures in relation to the use of Trust vehicles during the period of the hire.

### 6.2 Administration of Hire Vehicles

- FAD Admin will update Motor Insurance Directive database.
- Issue Fuel card if appropriate (to be used as per policy TP011 Fuel Card Procedure)
- Record all essential details regarding the hire for the term in the fleet management system.
- Manage invoices and ad hoc charges
- Liaise with the hire company regarding any traffic violations/penalty notices
- Liaise with the hire company regarding any accident damage or found on inspection damage. Manage repairs or replacement vehicles accordingly
- Administrate Department of Transport requirements such as Tax, MOT, servicing, safety recalls and safety inspections etc.
- FAD will be the designated point of contact for all user enquiries in the first instance.
- All tolls and expenses should be processed in the usual way via local line management.

### 6.3 Off Hire

- 6.3.1 At the end of the hire period the hirer should contact FAD on 0203 069 0358 to arrange for the vehicle to be collected from an agreed location at an agreed date and time.
- 6.3.2 The hirer or representative is to be present when the vehicle is collected by the hire company's representative and the condition of the vehicle must be checked and agreed, noting any damage on the handover form. A copy of the handover form must then be sent to FAD by post.
- 6.3.3 All vehicles must be returned clean, free from debris, equipment, LAS and personal belongings – particular attention must be given to ensure any secure information and or equipment is removed.

## **6.4 Extension to Hire**

6.4.1 Requests to extend a vehicle on hire must be made to FAD in order for them to negotiate with the hire company.

(See appendix 2 for flow-chart of vehicle hire process)

**Fleet Admin Contact details:**  
**Unit 1**  
**Datapoint Business Centre**  
**South Crescent**  
**London**  
**E16 4TL**

**Tel: 0203 069 0358**  
**Fax: 0203 069 0357**

<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>	If required training and familiarisation of the vehicle operation and ancillaries will be provided by Hire Company.
<b>Monitoring</b>	Fleet Admin will review quarterly all documentation associated with the hire vehicle process to ensure compliance with the policy is being achieved.  Recommendations will be passed to the Corporate Fleet Manager for discussion at Motor Risk Group

REQUEST FORM

LA422

Vehicle Hire Request Form

Contact Name:

Delivery Date  Delivery Time

Name and signature of Budget Holder

Cost Centre

Reason for hire

Vehicle Type required

Length of Hire

Additional Information

Please note hire companies vehicle condition sheet (LAS copy) should be signed after vehicle has been inspected and faxed to Fleet Admin Department.

**Forms should be faxed to fleet admin on 0203 069 0357 or emailed to [fleet.adminteam@lond-amb.nhs.uk](mailto:fleet.adminteam@lond-amb.nhs.uk)**



**For Fleet Admin Use Only**

Cost: \_\_\_\_\_ Order N<sup>o</sup>: \_\_\_\_\_

Fleet No: \_\_\_\_\_ Fuel Card ordered & sent: \_\_\_\_\_

MID update: \_\_\_\_\_ Tranman updated: \_\_\_\_\_

Receipt of Vehicle condition report:  Hire:  Off Hire

Date off hire: \_\_\_\_\_ Collected from: \_\_\_\_\_

MID updated: \_\_\_\_\_ Tranman updated: \_\_\_\_\_



Short Term Vehicles Hired in by the Service

All hire vehicles must be approved by the Budget Holder. Details of hire requirements to be completed on LA442 and sent to the Fleet Admin who will organise and liaise with the hire company and hirer.

Hire vehicle delivered as agreed. Vehicle condition should be checked and agreed –LAS copy of Hire Company’s form posted to Fleet Admin.

