



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 February 2020.

Document Status: Final

Amendment History			
Date	*Version	Author/Contributor	Amendment Details
06/02/17	3.2	IG Manager	Document Profile and Control update
26/01/17	3.1	Head Governance	Minor changes by PMAG
24/01/17	2.2	IG Manager	Document Profile and Control update
23/01/17	2.1	Fleet Admin Manager	Reviewed
11/10/10	1.4	SO to DDO	Minor – Reformatting and review
13/09/10	1.3	SO to DDO	Minor – Reformatting and review
10/08/10	1.2	Fleet Admin	Expanded purpose & responsibilities
27/07/10	1.1	Fleet Admin	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.

For Approval By:	Date Approved	Version
PMAG	26/01/17	3.0
ADG	25/05/11	2.0
Ratified by:		
SMG	15/06/11	2.0

Published on:	Date	By	Dept
The Pulse	06/02/17	Governance Administrator	G&A
The Pulse	26/07/11	Gov Co-ordinator	GCT
LAS Website	06/02/17	Governance Administrator	G&A
LAS Website	26/07/11	Governance Co-ordinator	GCT
Announced on:	Date	By	Dept
The RIB	14/02/17	IG Manager	G&A
The RIB	26/07/11		

EqlA completed on	By
07/07/11	Committee
Staff side reviewed on	By

Links to Related documents or references providing additional information		
Ref. No.	Title	Version
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.

1.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.

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

6. Transfer process

- 6.1 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.
- 6.2 An electronic version of the form will be held on the Service Intranet – “the pulse” – Forms Vehicles.

- 6.3 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 fleetadminteam@lond-amb.nhs.uk
- 6.4 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.
- 6.5 Once the transfer has been acknowledged, the vehicle can be moved by the most appropriate means e.g. crews, VRC.

IMPLEMENTATION PLAN				
Intended Audience	All LAS Staff			
Dissemination	Available to all staff on the Pulse and to the public on the LAS website.			
Communications	Revised Policy and Procedure to be announced in the RIB and a link provided to the document.			
Training				
Monitoring:				
Aspect to be monitored	Frequency of monitoring AND Tool used	Individual/ team responsible for carrying out monitoring AND Committee/ group where results are reported	Committee/ group responsible for monitoring outcomes/ recommendations	How learning will take place
Vehicle transfer forms completed by staff	Monthly Audit	FAD		
All documentation associated with the transfer policy to ensure compliance with the policy is being achieved.	Quarterly	FAD		



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Vehicle Transfer Form

LA258

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

Entered-date & intls		Trf adj made	
Cost centre (from)		Cost centre (to)	