



POLICY DOCUMENT

Vehicle Maintenance & Inspection Policy

1. Introduction

Albatross Bus & Coaches Ltd is committed to ensuring that all vehicles operated by the Company are maintained in a safe, roadworthy and compliant condition at all times. This policy sets out the procedures and standards for vehicle maintenance and inspection in accordance with applicable UK legislation and industry best practice, including requirements under the Road Traffic Act 1988, the Public Passenger Vehicles Act 1981 and guidance issued by the Driver and Vehicle Standards Agency (DVSA).

The Company recognises that effective vehicle maintenance is critical to passenger safety, legal compliance and the overall reliability of services provided.

2. Purpose

The purpose of this policy is to ensure that all vehicles are regularly inspected, maintained and repaired to the highest safety standards, thereby reducing operational risks, preventing breakdowns and ensuring compliance with statutory obligations. This policy also supports the Company's broader risk management framework by mitigating operational risks associated with vehicle failure, accidents or non-compliance.

3. Scope

This policy applies to all vehicles owned, leased or operated by Albatross Bus & Coaches Ltd, including coaches, minibuses and any other vehicles used for hire services. It applies to all employees, drivers, contractors and any third parties responsible for vehicle operation or maintenance.

4. Legal and Regulatory Compliance

Albatross Bus & Coaches Ltd shall ensure full compliance with all relevant UK laws and regulatory requirements relating to vehicle safety and maintenance.

This includes, but is not limited to:

- Maintaining vehicles in a roadworthy condition at all times
- Ensuring all vehicles hold a valid MOT certificate where required

- Adhering to DVSA maintenance guidelines and operator licensing requirements
- Complying with drivers' daily walkaround check obligations
- Maintaining accurate maintenance and inspection records

Failure to comply with these legal obligations may result in enforcement action, penalties or suspension of operating licences.

5. Vehicle Maintenance Standards

All vehicles shall be subject to a structured and preventative maintenance programme designed to ensure ongoing safety and reliability. Maintenance activities shall be carried out by competent and qualified personnel or approved third-party service providers.

The Company shall ensure that:

- Vehicles are serviced at regular intervals in accordance with manufacturer recommendations and DVSA standards
- Any defects identified are promptly assessed and rectified before the vehicle is returned to service
- Safety-critical components such as brakes, tyres, steering, lights, and emergency exits are regularly inspected
- Maintenance schedules are documented and adhered to at all times

6. Daily Driver Inspections

Drivers are legally required to carry out a daily walkaround inspection before operating any vehicle. This inspection must confirm that the vehicle is safe and roadworthy.

Drivers must check, as a minimum:

- Tyres (condition, pressure, tread depth)
- Lights, indicators, and reflectors
- Brakes and steering functionality
- Mirrors and visibility
- Seatbelts and passenger safety features
- Doors and emergency exits
- Cleanliness and general condition of the vehicle

Any defects identified must be reported immediately and recorded in the defect reporting system. A vehicle must not be used if it is deemed unsafe or non-compliant.

7. Defect Reporting and Rectification

All defects, whether identified during inspections or reported during operation, must be recorded and reported without delay. The Company shall ensure that:

- A formal defect reporting system is in place
- Defects are categorised based on severity and risk
- Safety-critical defects result in immediate withdrawal of the vehicle from service
- Repairs are carried out promptly by qualified personnel
- Records of defects and repairs are maintained for audit and compliance purposes

8. Periodic Inspections and Safety Checks

In addition to daily checks, all vehicles shall undergo periodic safety inspections at defined intervals in line with DVSA guidance and operator licence requirements.

These inspections shall:

- Be conducted by qualified mechanics or authorised service providers
- Include a comprehensive review of all mechanical and safety systems
- Be documented and retained as part of the vehicle maintenance record

9. Record Keeping

Accurate and up-to-date records of all maintenance, inspections, repairs, and defect reports shall be maintained. These records must:

- Be readily available for inspection by regulatory authorities
- Include details of work carried out, dates and responsible personnel
- Be retained in accordance with legal and operational requirements

Proper record keeping demonstrates compliance and supports effective risk management.

10. Vehicle Cleanliness and Condition

Vehicles shall be maintained in a clean and hygienic condition to ensure passenger comfort and safety. This includes:

- Regular internal and external cleaning
- Prompt removal of hazards such as spills or debris
- Ensuring seating and fixtures are secure and in good condition

11. Third-Party Maintenance Providers

Where maintenance is carried out by third party providers, the Company shall ensure that such providers are competent, qualified and capable of meeting required standards. Appropriate due

diligence shall be undertaken in line with the Company's Third Party Risk approach.

12. Monitoring and Review

The Company shall regularly monitor maintenance performance and compliance with this policy. This includes:

- Reviewing maintenance records and inspection reports
- Identifying recurring defects or trends
- Implementing corrective actions where necessary

This policy shall be reviewed annually or sooner where there are changes in legislation, operational requirements, or risk exposure.

Approved by

Managing Director: _____

Signature: _____

Approval Date: 15 April 2026

