

STANDARD OPERATING PROCEDURE DOCUMENT (SOP)

Title	Use of UC24 Vehicles by Administrative Staff		Doc. No.	AD318
Scope	Administration Team	Operational Directorate		
Purpose	To ensure the location, mileage and reason for the use of the vehicle is recorded. The vehicle is used for Urgent Care 24 business use only not for social reasons and is only to be driven by approved members of staff.			
Guidelines	All drivers must record the mileage and reason for the use of the vehicle for each trip, ensuring the forms listed within this SOP are maintained and completed. 'Non Rostered Cars Usage Log Sheet' - located next to the vehicles key cupboard must be filled in to allow the monitoring of the location of the vehicle during the in-hours period by the logistics manager.			
PROCEDURE			RESPONSIBILITY	
1	Before using any UC24 vehicle, you must ensure the logistics manager has approved you for driving the vehicle and holds an up-to-date copy of the user's valid driving license details (photocopy of drivers licence and online / paper verification for any driving convictions). If you do not supply the relevant information you will not be approved to drive the vehicles. Please note - your insurance if using any of the fleet vehicles will not be valid if an approved copy of the driver licence is not held on file.		Urgent Care 24 Administrative Personnel	
2	Before going out you must ensure you check with either the logistics manager or rota team for which med car is available to use. Just because a vehicle is parked outside does not mean it is not due to be used or is off the road for any other reason. So checking is important.		Urgent Care 24 Administrative Personnel	
	When collecting the keys for the vehicle all drivers must:			

3	1) Record the reason for use of the vehicle using the 'Non Rostered Cars Usage Log Sheet' (See Appendix A below) 2) On the log sheet all drivers must record their name, date, med car taken, time out, reason for the usage, time in and indicate the car 3) All staff must also complete car checks before driving the vehicle (see Appendix B below). This is for your own health and safety, the check lists are also placed in a list sheet has been completed 4) Compete the start miles on the vehicle mileage sheet(s) placed within each of the vehicles 5) If you do not take any of the mobiles that are assigned to the vehicles, please ensure you let people know of an alternative contact number to be able to contract you on should any situations arise 6) Ensure that the vehicle contains no medical equipment - if these items are in the car it must be reported to the logistics manager and a Datix raised and they must be removed before going out in the vehicle and given to a member of the medicines management team for safe storage ✖ A and B Boxes removed ✖ Emergency Bag ✖ Nebuliser ✖ Doctors Black Bag	Urgent Care 24 Administrative Personnel
4	If any damage is noticed before using the vehicle, please inform the logistics manager and note it on the car check sheet. A Datix may be required if the damage turns out to be non-existing damage.	Urgent Care 24 Administrative Personnel
5	Once the user has completed the trip, they must ensure they complete the vehicle mileage sheet recording the time the car was used, mileage and reason for use and return the keys back in the key locker.	Urgent Care 24 Administrative Personnel
6	Once the driver returns the key they must complete the 'Non Rostered Cars Usage Log Sheet' by recording their time returned.	Urgent Care 24 Administrative Personnel
7	<u>Additional Information</u> All cars have a vehicle tracking system so your location, speed and journey details can be tracked. You, as the driver of the vehicle, will be liable for any driving offences gained whilst using one the UC24 Vehicles. NOT UC24. You must abide the highway code at all times. In case of a breakdown, please see the back of the vehicle mileage sheet this contains the contact number you will need.	Urgent Care 24 Administrative Personnel

	If it is your first time driving the vehicle please ask the logistics manager or any of the UC24 drivers to give you a quick induction regarding the cars if you are unsure of anything within this SOP. Please do not use the back doors of the building to gain access to the cars, these are for fire exit usage only. All entry in and out must be via the main entry of the building.	
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Title		Use of UC24 Vehicles by Administrative Staff		Doc. No.	AD318
Version			V3		
Supersedes			All previous versions		
Approving Managers/Committee			Executive		
Date Ratified			31.12.2013 (original)		
Department of Originator			Operational		
Responsible Executive Director			Director of Service Delivery		
Responsible Manager/Support			Logistics Manager		
Date Issued			2013 (original)		
Next Review Date			23.06.2020		
Target Audience			Administrative Personnel		
Version	Date	Control Reason		Accountable Person for this Version	
V1 – V2	2013 - 2017	Reviewed		Various	
V3	23.06.2017	Update and review of SOP		Logistics Manager	
Reference documents		Electronic Locations		Locations for Hard Copies	
		Urgent Care 24 Intranet		Standard Operating Procedures File in the Call Centre	
Document Status: This is a controlled document. Whilst this document may be printed, the electronic version maintained on the UC24 Intranet is the controlled copy. Any printed copies of the document are not controlled.					

APPENDIX A

Non Rostered Cars Usage Log Sheet

Please complete this form if you are using a med car for any other business use

Name	Date	Med car taken	Time out	Reason for usage	Time in	Car check sheet completed

Appendix B

Daily Car Check List

Check item	Yes	No	Comments
Water			
Wipers			
Washers F/B			
Lights			
Brakes			
Indicators			
Main/side/fog			
Interior			
Green light			
Car Horn working?			
Oil			
Oil - any lights / leaks?			
Tyres – observations			
Tread (above 3mm)			
Pressure – pls see below			
Locks			
Doors / incl Boot			
Windows			
Clean & Tidy			
Interior			
Exterior			
Any damage – wear & tear			
Dash			
Warning lights			
IT Equipment			
Mobiles x2 Driver & Drs			
Charger x2 phone & laptop			
Sat Nav in car working			
Computer Working?			
check on start of shift			
MEDS Equipment			
Is Bag A & B – Tagged?			
Resus bag – Tagged?			
Defibrillator & Nebuliser			
Torch			
Winter pack			

2013 SKODA YETI			
Tyre Size	Position	Pressure (PSI)	Pressure (BAR)
225/50V17	Front Tyre	32	2.2
225/50V17	Rear Tyre	33	2.28

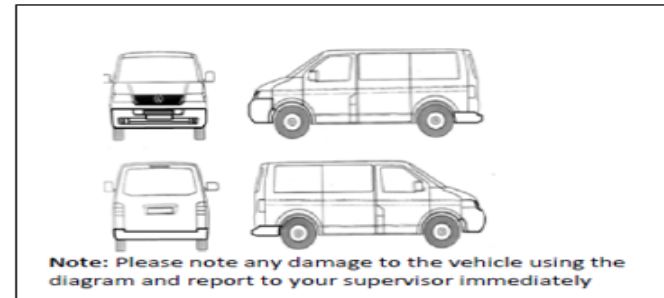
Print name		
Signature		
Checked by fleet lead	Signature	Date

Please ensure this checklist has been completed, failure to carry out these checks WILL result in disciplinary action

V1.5

Date	
Time of shift	
Med Car No.	

Fuel level	
Fuel topped up?	



New comments:

Previous damage to cars: Med 4 - D/Side Scuff marks on wheel arch 01/16 Med 3 - bumper dent / dent bonnet p/s. Med 7 - Small dent D/S
