



Vehicle Commissioning Procedure

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1 Scope

- 1.1. South East Coast Ambulance Service NHS Foundation Trust (the Trust) is committed to ensuring that our patients receive treatment and care in a responsive and effective manner. Paramount to this commitment is the on-going availability of Trust vehicles for operational purposes. One aspect of ensuring vehicle availability is the procurement and commissioning of new vehicles.
- 1.2. This procedure provides details of the process in place in respect of the commissioning of new vehicles into the Trust for operational duties.

2 Procedure

- 2.1. This procedure is supported by [Appendix A](#) which is a flowchart of the Vehicle Commissioning process.
- 2.2. A new vehicle is to be delivered to local main dealer by the body converter. The main dealer will then contact with the Fleet Commissioning Manager or Head of Fleet to arrange delivery of vehicle to the commissioning centre.
- 2.3. The Commissioning Manager will need to inform the relevant departments (Radio Communications team, Medical Stores / Logistics and Fleet admin) by email that a new vehicle is arriving so that the relevant clinical and radio equipment can be ordered / installed. Fuel Cards and Fuel Tags will need to be ordered by Kent Fleet admin and the vehicle placed on the Motor Insurance Database (MID).
- 2.4. When the vehicle has arrived at the Commissioning Centre it will need to be checked over by the commissioning manager or his deputy to ensure that there is no damage and vehicle is roadworthy. If vehicle is not roadworthy then it must be sent back to the main dealer for repair, by the commissioning manager or his deputy.
- 2.5. Once the vehicle has been successfully delivered by the main dealer a Trust Pre Delivery Inspection (PDI) must be carried out by workshop staff and all vehicle and equipment serial numbers are to be obtained and entered onto the PDI sheet. All completed paperwork must then be scanned to allocated Fleet Admin.
- 2.6. All new vehicle details from the PDI sheet are to be entered onto the Fleet Management System by the Fleet Administrator.
- 2.7. The Commissioning Manager will make arrangements for all communication equipment to be fitted to the vehicle by the Radio Communications team.

- 2.8. On completion of the work, the Commissioning Manager will make arrangements for the Commissioning vehicle equipment specialist to fit all clinical equipment to the vehicle.
- 2.9. Each department will need to sign off their section of the commissioning board as work is completed. The workshop staff will then need to put fuel cards and a fuel tag on the vehicle.
- 2.10. All paperwork is to be filled in and spreadsheets updated by the Commissioning Manager.
- 2.11. The vehicle will then be delivered to the appropriate station and the delivery sheet signed off by an Operational Manager or deputy to say that vehicle has arrived, equipment is all present and there is no damage to the vehicle. If the vehicle is a new style of build the Commissioning Manager will deliver the vehicle and carry out a familiarisation session with staff.

3 Responsibilities

- 3.1. The **Head of Fleet** has overall responsibility for this procedure, including monitoring and audit.
- 3.2. The **Commissioning Manager** is responsible for overseeing the procurement and commissioning of all vehicles.
- 3.3. The **Radio Communications team** are responsible for procuring and installing all vehicle communications equipment into new vehicles.
- 3.4. **Workshop staff** are responsible for carrying out PDI checks on vehicles and filling in the paper work correctly and supporting the commissioning manager where needed.
- 3.5. **Medical Stores team** are responsible for ordering, supplying and fitting all medical equipment to new vehicles.
- 3.6. **Fleet Administration** are responsible for ensuring PDI sheets are entered onto the fleet management system.
- 3.7. **Commissioning vehicle equipment specialist** are responsible for preparing and fitting all medical equipment onto the new vehicle as per the Standard load List (SLL)

4 Audit and Review

- 4.1. Monitoring compliance to this procedure on a day-to-day basis will be undertaken by the Commissioning Manager.

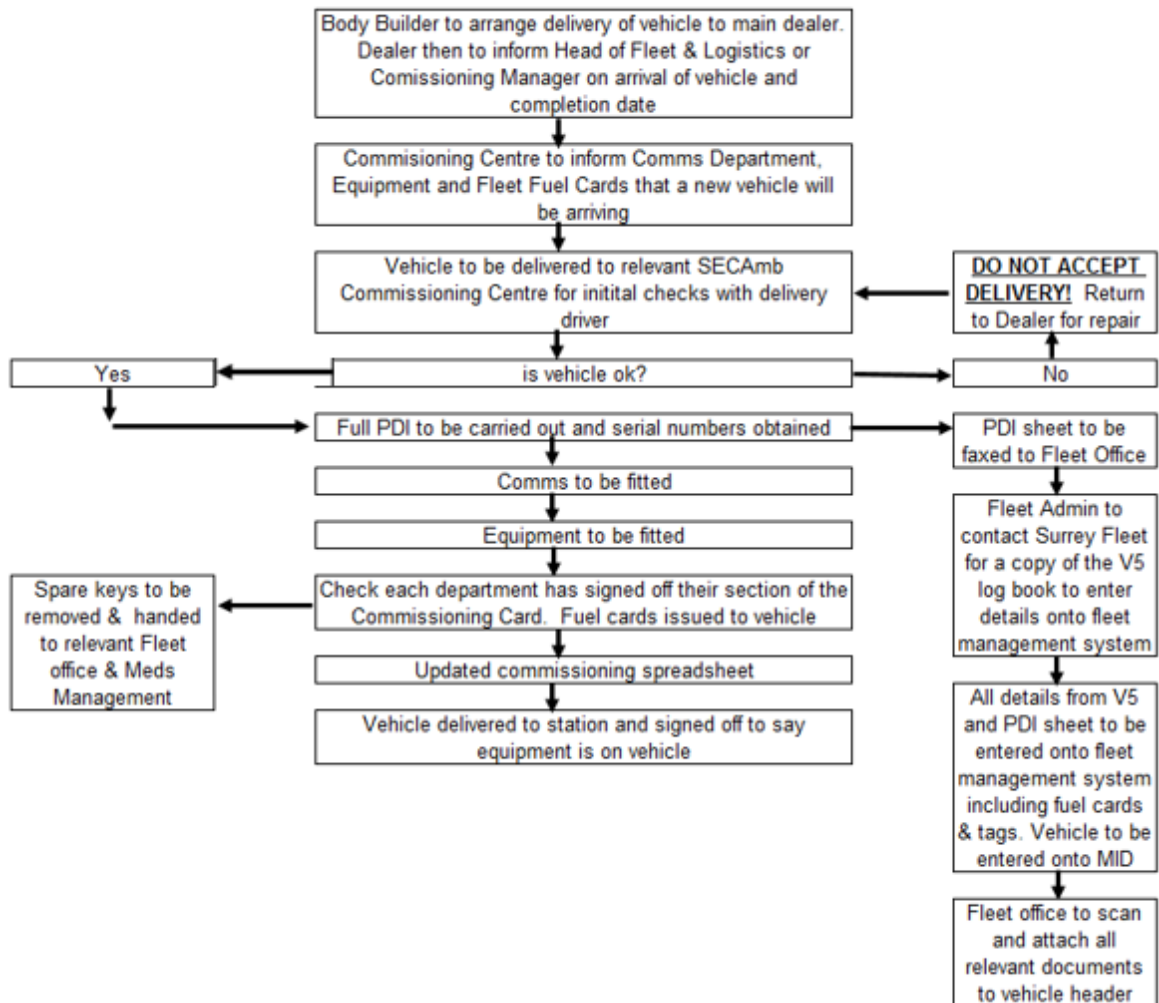
- 4.2. The Commissioning Manager will aim to resolve issues of non-compliance with the relevant individual or group. Persistent non-compliance will be reported to the Head of Fleet for remediation. In both cases it may be necessary for a remedial action for noncompliance to be part of a personal development plan; or an action plan to remediate the risks of recurrence.
- 4.3. The Commissioning Manager to select three (3) vehicles at random to ensure compliance with this procedure.
- 4.4. This procedure will be reviewed by the Head of Fleet every three years or sooner if new legislation, codes of practice or national standards are introduced.

5 References

- 6.1. There is no legislation, national guidance or external documents referred to in this procedure or linked to it.

Appendix A: Vehicle Commissioning Process

Vehicle Commissioning Process



Appendix B: Vehicle Commissioning Card

NEW VEHICLE PREPARATION WORK IN PROGRESS			
Vehicle			
Reg No			
Fleet No		Call Sign	
Base			

Please sign and date box when all work completed.

	Signature	Date
COMMS		
EQUIPMENT		
DEEP CLEAN		
DELIVERY TO BASE BY	SIGN:	
	PRINT NAME:	

**Return completed form to
Fleet Fax: 01273 486791**