



Renewing Vehicle Tax Procedure

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1 Scope

- 1.1. South East Coast Ambulance Service NHS Foundation Trust (the Trust) is committed to maintaining the safety, availability and roadworthiness of the vehicles it uses to deliver its core services. To ensure Trust vehicles are kept road legal and compliant they need to be taxed, Ministry of Transport certificated (MOT) and insured.
- 1.2. This document explains the process that needs to be followed by the Fleet administration staff when a vehicle is required to have its road tax renewed.
- 1.3. For the purpose of this Procedure, Trust vehicles include: Ambulances, Response cars, and Hazardous Area Response Team vehicles as well as non-operational vans and cars that carry out Trust duties

2 Procedure

- 2.1. This procedure is supported by the flowchart in Appendix A: Renewing Vehicle Tax Process.
- 2.2. At the start of every calendar month the Fleet Administrators for each region / area will run a tax expiry report via the Fleet Management System to identify which vehicles' tax is due to expire at the end of that calendar month.
- 2.3. The report is to be cross checked against all of the V11 expiry notifications received in the post from the Driver and Licensing Agency (DVLA) to ensure all vehicles are captured. (V11's are reminder letters issued by the DVLA.)
- 2.4. Any notifications that are not received are to be followed up by the regional Fleet Administrators by contacting the DVLA.
- 2.5. Once all expiry notifications are received the regional Fleet Administrator will apply for the vehicle tax online at <https://www.taxdisc.service.gov.uk/>.
- 2.6. If the attempt to tax the vehicle online is not successful the regional Fleet Administrator will need to take the V11 reminder letter(s) along with the vehicles current valid MOT certificate to a Post Office so it can be taxed. Any vehicle that requires payment for its tax needs to be paid via a cheque by following the SECamb cheque requisition process.
- 2.7. If the vehicle's MOT is due to expire in the next few weeks the regional Fleet Administrator will need to contact the relevant Vehicle Workshop to ensure the vehicle booked in for the MOT.

- 2.8. Once confirmation is received that the vehicles MOT is complete the Regional Fleet Administrator will again either try to apply online for the tax or take the V11 reminder along with the vehicles MOT certificate to a local Post Office.
- 2.9. Once the vehicle is taxed the regional Fleet Administrator will update the tax spreadsheet and the vehicle record on the Fleet Management System.

3 Responsibilities

- 3.1. The **Head of Fleet & Logistics** has overall responsibility for this procedure, including monitoring and audit.
- 3.2. **Fleet administrators** are responsible for applying for vehicle tax either online or at a local Post Office; and for updating the tax spreadsheet and vehicle records on the Fleet Management System.
- 3.3. **Workshop vehicle technicians** and **workshop team leaders** are responsible for ensuring the vehicle is Mot'd accordingly so that the vehicle tax can be applied for.

4 Audit and Review

- 4.1. Monitoring compliance to this procedure on a day to day basis will be undertaken once a month by the Fleet admin team leader, who will carry out:
 - 4.1.1. Random checks on 10 vehicles to be carried out using the online vehicle check service <https://www.vehicleenquiry.service.gov.uk/> to ensure they are taxed and compliant.
- 4.2. The Fleet Administration Team Leader 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 & Logistics for remediation. In both cases it may be necessary for a remedial action for non-compliance to be part of a personal development plan; or an action plan to remediate the risks of recurrence.
- 4.3. This procedure will be reviewed by the Head of Fleet & Logistics every three years or sooner if new legislation, codes of practice or national standards are introduced.

5 References

- 6.1. Road Traffic Act 1988
- 6.2. Driver and Vehicle Standards Agency (DVSA)

Appendix A: Renewing Vehicle Tax Process

