



# Driver & Vehicle Standards Agency

DVSA  
Enforcement  
Office

Office: REO North  
Email: [REONorth@DVSA.gov.uk](mailto:REONorth@DVSA.gov.uk)

**SENT BY E MAIL**

Att: The Transport Manager/Director

Date: 19/10/2020

DVSA ref: 9999-0-55

Operator's Licence no: OB0000000

ABC Transport Company Ltd

Dear Sirs,

Thank you for providing the information as requested. The information has been reviewed and I would like some clarification and assurances on the points detailed below.

## **Vehicle Examiner**

### **1. First Use Check – Walk around Check:**

- No evidence of first use checks or who conducts them.

### **2. Drivers' Defect Reports:**

- No description or evidence of who drivers report defects to.
- No evidence of QA /audit checks such as gate checks submitted.
- No evidence of dealing with driver noncompliance.
- DDR defects recorded at PMI.
- Defect sheet submitted show reported defects crossed out with no explanation or evidence of repair and sign off. Showing different dates.
- Nil defect report sheets not submitted
- Insufficient DDR sheets submitted

### **3. Forward Planning:**

- Planner submitted does not plan for six months in advance, no planner submitted for 2021.

### **4. Inspection / Maintenance records:**

- No maintenance contract submitted.
- No evidence or description of wheel removal/re-fit submitted. No re-torque procedures or register submitted.

- No records of meaningful brake tests submitted
- Correct retention period for records not stated.

#### **5. Training:**

- No evidence submitted for training covering all staff.

#### **6. System Compliance Audit:**

- No audit information submitted.

#### **7. Transport Manager:**

- No evidence of continued provisional development submitted.
- It is Stated that the transport manager works 4 hrs a week.10 Hrs a week is on record

#### **8. Prohibition & Annual Test History:**

- No description or evidence submitted relating to investigation of prohibition issue.
- No description or evidence submitted relating to investigation of annual test failures.
- Prohibition history indicates possible issues with maintenance.
- Annual test history indicated possible issues with maintenance, repeated failures on brake systems or brake performance.

### **Traffic Examiner**

#### **1. Driving Licence/CPC/ADR**

- Frequency of driving licence checks and ADR entitlement checks not stated
- No information or evidence given regards a forward planning system for driver licence checks to ensure they are carried out at specified intervals.
- No information given regards a forward planning system for CPC training and card renewal checks to ensure they are carried out.

#### **2. Drivers hours systems**

- Vehicle units are stated to be downloaded weekly however DD55ABC shows a download date of 26/06/2020 with the previous download being carried out on 13/02/2020 (134 days) Download deadline missed by 44 days.
- Download intervals for driver cards not stated
- How long tachograph records are retained for is not given.

#### **3. Working Time**

- No working time summary provided to show average working time of drivers
- Working time reference period not stated
- Any work force agreements not stated
- How long working time records are retained for is not given

#### **4. Additional monitoring procedures**

- No information given on procedures in place to ensure load security
- No information given on how speeding is monitored

## 5. Other

- Fail to notify the Office of the Traffic Commissioner regarding the resignation of Kieron Miller as Director on 22/06/2020.

Can you forward the information/assurances as requested, to this email address no later than **26/10/2020**.

If you have any questions about this process, then please email me at the email address above. Links are attached with this letter to provide guidance on safe transport operation.

Yours faithfully,

[ signature ]

Eleanor Schultz  
Traffic Examiner

<https://www.gov.uk/government/organisations/traffic-commissioners>

<https://www.gov.uk/drivers-hours>

<https://www.gov.uk/government/collections/vehicle-safety-and-maintenance-guides>