

Vehicle maintenance statement

This is the procedure for vehicle maintenance

Our general policy is:

- All vehicles are fully insured for a full twelve months, contract renewed before expiry, normally this is the last week of January.
- All vehicles are checked at least every 12 weeks in our own workshop/garage.
- MOT's are booked and carried out at normally at Walton DVSA Test Centre or Volvo Boroughbridge - Crossroads Commercials.
- Maintenance carried out is recorded in the vehicle maintenance book
- Any contracted out maintenance work is recorded in the vehicle maintenance book
- We operate a zero tolerance on defects, all defects noted by safety inspections will be rectified within 7 days, defects considered minor will be rectified if felt necessary by management.

Signed - Laurie Moore

Position - Director

Date - 1st January 2015