



Vehicle Maintenance and Roadworthiness Policy

Purpose

This policy sets out how Peters Travel ensures that all Public Service Vehicles (PSVs) operated under its licence are maintained in a safe, roadworthy, and legal condition at all times.

It establishes the systems, controls, and responsibilities required to comply with:

- The Public Passenger Vehicles Act 1981,
- The Road Traffic Act 1988,
- Traffic Commissioner Statutory Guidance and Directions,

Vehicle roadworthiness is recognised as a critical safety control, directly affecting passenger safety, public safety, and operator licence repute.

Scope

This policy applies to:

- All PSVs operated by Peters Travel,
- All journeys, including service, private hire, positioning, and non-service use,
- All maintenance activities, whether carried out in-house or by third-party providers,

It covers planned maintenance, safety inspections, defect rectification, and monitoring arrangements.

Principles of Vehicle Roadworthiness

Peters Travel is committed to ensuring that:

- Vehicles are maintained above minimum legal standards,
- Defects are identified and rectified before safety is compromised,
- Maintenance systems are planned, recorded, and auditable,
- Commercial or scheduling pressures never override safety,

Roadworthiness is treated as a continuous condition, not a periodic event.

Roles and Responsibilities

Operator Licence Holder

The Operator Licence Holder is responsible for:

- Ensuring adequate financial and operational resources for maintenance,
- Appointing competent maintenance providers,
- Ensuring maintenance systems are effective and monitored,
- Reviewing maintenance performance and acting on identified risks,

The Director / Operator Licence Holder retains accountability for vehicle condition at all times.



Transport Manager

The Transport Manager is responsible for:

- Designing and operating the maintenance system,
- Planning and scheduling safety inspections,
- Ensuring compliance with GMTR requirements,
- Reviewing inspection reports, defect trends, and brake performance,
- Ensuring defects are rectified promptly and correctly,
- Withdrawing vehicles from service where safety is in doubt,

The Transport Manager must exercise effective and continuous control over vehicle maintenance.

Drivers

Drivers are responsible for:

- Conducting daily walkaround checks before first use,
- Reporting defects accurately and promptly,
- Not operating vehicles they believe to be unsafe,
- Cooperating with inspections and maintenance arrangements,

Drivers are a key safety control in identifying emerging defects.

Maintenance Providers

Any maintenance provider engaged by Peters Travel must:

- Be competent and suitably equipped for PSV maintenance,
- Carry out work in accordance with GMTR standards,
- Provide clear, accurate, and complete records,
- Notify the Transport Manager of any safety-critical issues,

Responsibility for compliance cannot be delegated or outsourced.

Maintenance System Overview

Peters Travel operates a planned preventative maintenance system, consisting of:

- Daily driver walkaround checks,
- Scheduled safety inspections,
- Brake performance testing,
- Defect reporting and rectification,
- Continuous monitoring and review,

The system is proportionate to the size and risk profile of the operation but fully compliant with PSV standards.



Safety Inspections

- Safety inspections are carried out at intervals not exceeding six weeks, unless operational risk dictates a shorter interval,
- Inspections are carried out by competent persons,
- Inspection reports are fully completed, signed, and dated,

Any safety-related defects identified during inspection must be rectified before the vehicle returns to service.

Brake Testing

- Roller brake tests are conducted at six weekly intervals,
- Results are reviewed by the Transport Manager,
- Any substandard performance triggers immediate investigation

Brake safety is treated as a non-negotiable priority.

Defect Rectification

- All defects are categorised as safety-critical or non-safety-critical,
- Safety-critical defects result in immediate Vehicle Off Road (VOR) status,
- Vehicles are not returned to service until defects are fully rectified and signed off,
- Temporary repairs are only permitted where lawful and safe,

Defect trends are reviewed to identify recurring issues.

Record Keeping

The following records are maintained:

- Safety inspection reports,
- Brake test results,
- Maintenance planner,
- Defect reports and rectification records,
- Invoices and work reports from maintenance providers,

Records are retained in line with GMTR and DVSA requirements for 15 months and made available for inspection.



Monitoring and Assurance

Maintenance performance is monitored through:

- Review of inspection quality and timeliness,
- Analysis of defect frequency and type,
- Review of MOT outcomes,
- Periodic internal compliance checks,

Any deficiencies are addressed promptly through corrective action.

Escalation and Intervention

The Transport Manager must escalate concerns to the Operator Licence Holder where:

- Repeated defects occur,
- Maintenance providers fail to meet required standards,
- Vehicle safety may be compromised,
- Compliance risks are identified,

Vehicles may be withdrawn from service until confidence in safety is restored.

Review and Continuous Improvement

This policy is reviewed Annually,

- Following significant vehicle defects or incidents,
- Following changes to DVSA guidance,

The maintenance system will be refined as the business matures, while always maintaining full compliance.

Position: Company Director - Peter's Travel Ltd

Professional Coach & Passenger Transport Services

Name: Ilyasali Ahmed Patel

27th January 2026.