**VOR (Vehicle Off Road) Policy Template**

**[COMPANY NAME]** **Vehicle Off Road (VOR) Policy**

**1.0 Purpose** This policy outlines the procedures for managing any vehicle or trailer declared 'Vehicle Off Road' (VOR). The primary objective is to ensure that no vehicle that is unroadworthy or unsafe is used on a public road, thereby safeguarding the public, our staff, and the company's Operator's Licence. This policy ensures that defects are managed efficiently to minimise operational disruption while maintaining absolute compliance.

**2.0 Scope** This policy applies to all employees, contractors, and agency staff who drive, operate, or are responsible for the maintenance and management of commercial vehicles and trailers owned or operated by [Company Name].

**3.0 Definition** A vehicle or trailer is declared VOR when it has a safety-critical defect or a legal non-compliance that makes it unsafe or illegal for road use. A vehicle may be declared VOR by a driver, a qualified technician, or a manager.

**4.0 Procedure for Reporting and Declaring VOR**

**4.1 Driver’s Responsibility**

* Drivers must conduct a thorough walkaround check before the first use of any vehicle or trailer on their shift.
* Any defects found must be recorded immediately on the daily defect report sheet/app [Specify your system, e.g., paper-based defect book, electronic app like DDIR.co.uk].
* If a driver identifies a defect that compromises the safety of the vehicle (e.g., brake issues, steering faults, illegal tyres, insecure load body), they must immediately:
	1. Not drive the vehicle.
	2. Report the defect to the Transport Manager / Workshop Manager [Delete as appropriate] by phone.
	3. Clearly mark the vehicle as VOR, for example, by placing a VOR sign on the steering wheel/dashboard.
	4. Hand the vehicle keys directly to the designated manager or place them in the secure VOR key box [Specify location].

**4.2 Management/Workshop Responsibility**

* Upon receiving a VOR report, the Transport Manager or a designated deputy will assess the defect.
* They will officially declare the vehicle VOR and ensure it is isolated to prevent accidental use. This may involve moving it to a designated VOR parking bay.
* A plan for rectification will be created, scheduling the repair either with the in-house workshop or an external maintenance provider.

**5.0 VOR Management and Repair**

* All VOR vehicles will be clearly identified in the maintenance planner [Specify system, e.g., wall planner, spreadsheet, software].
* The Transport Manager is responsible for authorising all repair work.
* All repairs must be carried out by suitably qualified technicians.
* Parts used must meet Original Equipment (OE) standards or equivalent.

**6.0 Return to Service Procedure**

* A vehicle may only be returned to service after the defect has been fully rectified.
* A qualified technician must sign off the repair on the original defect report or job card, confirming the vehicle is safe and roadworthy.
* The Transport Manager or a designated deputy must conduct a final inspection and sign off the documentation to officially clear the VOR status.
* All documentation relating to the defect and its rectification must be filed in the vehicle’s maintenance record.

**7.0 Responsibilities**

* **Drivers:** Responsible for diligent daily checks and immediate reporting of safety-critical defects.
* **Transport Manager [or other designated role]:** Responsible for the overall management of the VOR system, authorising repairs, and ensuring a vehicle is safe before returning it to service.
* **Workshop Staff / Maintenance Provider:** Responsible for conducting timely, high-quality repairs and completing all necessary documentation.

**8.0 Policy Review** This policy will be reviewed annually, or sooner if there are changes in legislation or company procedures.

**Signed:** ................................................................. **Name:** [Name of responsible person, e.g., Transport Manager/Director] **Position:** [Position] **Date:** [Date] **Next Review Date:** [Date]