**Driver & Vehicle Spot Check Policy Template**

**[COMPANY NAME]** **Driver & Vehicle Spot Check (Gate Check) Policy**

**1.0 Purpose & Aims** This policy outlines the procedure for conducting random spot checks (also known as gate checks) on all drivers and their vehicles upon entering or exiting the company's operating centre(s) .

The primary aims of this policy are to:

* Ensure ongoing driver and vehicle compliance with all legal and regulatory requirements, including Drivers’ Hours and Operator’s Licence undertakings .
* Verify that vehicles are roadworthy, safe, and free from defects .
* Promote and maintain a robust safety culture and a high degree of personal responsibility among all driving staff .
* Monitor driver welfare and fitness to drive .
* Proactively identify and rectify potential safety or compliance issues at the earliest opportunity .

**2.0 Scope** This policy applies to all directly employed, agency, and subcontracted HGV/PSV drivers operating vehicles on behalf of [Company Name] .

**3.0 Procedure**

* **Frequency and Selection:** Spot checks will be conducted at random to ensure unpredictability . The aim is to check each driver on a regular basis, with a target of at least once per [e.g., month/quarter] .
* **Responsibility:** The designated responsible person for conducting or delegating these checks is the [Transport Manager or other designated role] . All personnel conducting checks will be suitably trained.
* **Driver Cooperation:** Drivers selected for a spot check are required to cooperate fully with the person conducting the check . Refusal to cooperate may result in disciplinary action.
* **Recording & Follow-Up:** All checks will be formally recorded using a standardised form (see Appendix A - *suggestion*). Any identified non-compliance will be documented and managed in accordance with the company’s disciplinary procedures .
* **Data Retention:** Records of all spot checks, including findings and remedial actions, will be securely stored for a minimum of [e.g., 15 months] to align with tachograph record-keeping requirements .

**4.0 Areas of Inspection** During a spot check, the following areas will be assessed as a minimum :

**4.1 Driver Daily Walkaround Check Verification**

* **Digital/App Record Check:** The driver's submitted walkaround check record [e.g., on the app/in the defect book] will be reviewed to confirm it has been completed for that day's vehicle, noting the time of completion .
* **Physical Vehicle Check:** The checker will perform their own walkaround inspection of the vehicle, often alongside the driver, to verify the accuracy of the driver's report . Key inspection points include, but are not limited to:
	+ Tyres and wheel fixings (condition, pressures, and security) .
	+ Lights, indicators, and reflectors (cleanliness and operation) .
	+ Mirrors and glass (condition and driver's view) .
	+ Wipers and washers (operation and screen wash level) .
	+ Brakes (audible air leaks) .
	+ Condition of bodywork, wings, and doors .
	+ Security of load (if applicable) .
	+ Fluid levels (where safe and accessible) .

**4.2 Driver & Tachograph Compliance**

* **Licence & CPC:** The driver must be in possession of their valid driving licence and Driver Qualification Card (DQC).
* **Digital Tachograph Card:** The driver must have their digital driver card with them .
* **Tachograph Rolls:** The driver must have a sufficient supply of approved, type-specific tachograph printer rolls (a minimum of two spare rolls is company policy) .
* **Manual Entries:** A check may be carried out to ensure the driver is competent in performing manual entries if required.

**4.3 Cab & Vehicle Condition**

* **Cab Tidiness:** The cab's interior will be checked for general cleanliness and tidiness. The dashboard must be clear and the driver's view unobstructed .
* **Hazard Prevention:** Checks will be made for loose items that could interfere with vehicle controls .

**4.4 Driver Welfare and Fitness**

* **General Demeanour:** The checker will observe the driver's alertness and general manner for any signs of fatigue, stress, or ill-health that could impair their ability to drive safely .
* **Drugs & Alcohol:** A discreet observation will be made for any sensory indicators of drug or alcohol use (e.g., smell of alcohol, slurred speech) . Any suspicion will be immediately escalated and managed in strict accordance with the company’s separate Drug and Alcohol Policy .
* **Eyesight:** Drivers may be asked to confirm they meet the legal eyesight standard by reading a number plate from a distance of 20 metres . Any concerns will be managed according to the company's Eyesight Policy .

**4.5 Personal Protective Equipment (PPE)**

* The driver's available PPE will be checked to ensure it is present, in good condition, and suitable for the tasks required (e.g., high-visibility clothing, safety footwear, hard hat) .

**5.0 Recording, Rectification & Sanctions**

* **Documentation:** All findings will be recorded on the Spot Check Report Form. This form will be signed by both the checker and the driver. A copy can be provided to the driver upon request.
* **Immediate Rectification:** Minor issues (e.g., untidy cab, low screen wash) should be rectified by the driver before departure .
* **Prohibiting Movement:** If a serious mechanical defect or a significant breach of drivers' hours rules is discovered, the vehicle may be prohibited from leaving the yard by the Transport Manager until it is rectified and safe/legal to do so.
* **Further Action:** Serious or repeated failings will be escalated to the Transport Manager for formal investigation, which may lead to retraining or disciplinary action in line with company procedures .

**6.0 Policy Review** This policy and its associated procedures will be reviewed at least every [e.g., 12 or 24] months, or sooner if required by legislative changes or the findings of our internal audit processes, to ensure its continued effectiveness .

**Signed:**

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