

## Vehicle Downtime Responsibilities for Company Car and Van Drivers

**Objective:** To ensure our fleet operates efficiently, it's essential that all drivers take steps to minimise vehicle downtime. Downtime occurs when a vehicle is unavailable due to maintenance, repairs, or breakdowns. By following this guide, you'll help us keep our vehicles on the road and avoid unnecessary delays.

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### Your Key Responsibilities:

#### 1. Routine Maintenance

- **Stay Informed:** You'll be notified about scheduled services (e.g., MOT, routine checks) at least two weeks in advance.
- **Plan Ahead:** Ensure your vehicle is available on the scheduled date for servicing. If you need a replacement vehicle, please notify the fleet manager early.
- **Daily Checks:** Regularly check tire pressure, oil, fuel, and other basic vehicle functions. Report any issues immediately to avoid further damage.

#### 2. Breakdown Reporting

- **Immediate Action:** In the event of a breakdown, report it immediately to both the fleet manager and the roadside assistance provider. Rapid response helps reduce downtime.
- **Stay Updated:** Keep in touch with the fleet team during repairs, so alternative transport arrangements can be made if necessary.

#### 3. Proactive Fault Reporting

- **Spot Issues Early:** If you notice any signs of mechanical issues (e.g., strange noises, warning lights), report them immediately. Addressing small problems early helps prevent bigger issues and extended downtime.

#### 4. Timely Communication

- **Be Prompt:** Quick and clear communication with the fleet team about any vehicle issues ensures that downtime is minimized.
  - **Replacement Vehicle Coordination:** If your vehicle needs repairs or servicing, coordinate early with the fleet manager for a replacement vehicle if required.
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### Support and Assistance

- **24/7 Roadside Assistance:** Always available in case of breakdowns. Keep the assistance number handy.
  - **Fleet Manager Contact:** If you have any concerns or notice any issues, reach out to the fleet manager as soon as possible.
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By following these guidelines, you're helping keep our fleet running smoothly and minimising downtime for everyone. Thank you for your cooperation in ensuring vehicle efficiency and business continuity.

**For further assistance or questions, contact the Fleet Manager: [Insert Contact Information].**

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This summary ensures drivers understand their role in maintaining vehicle uptime, from scheduled services to proactive fault reporting.