

# NFDC Fleet Management

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Audit Committee, 10<sup>th</sup> July 2020

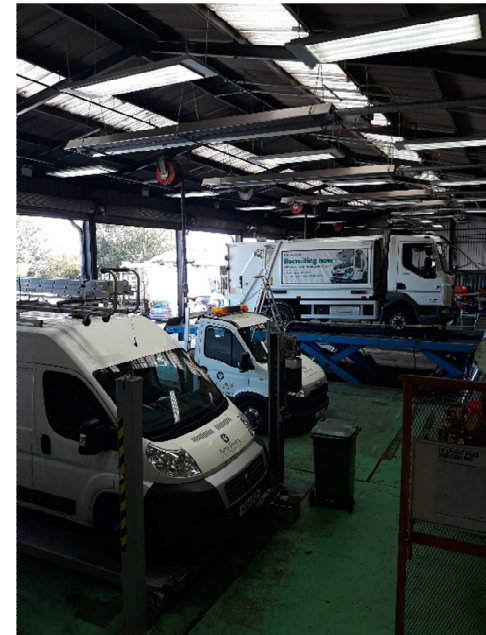
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Chris Noble, Service Manager – Waste & Transport



# Introduction

- 200 vehicles in fleet, 2 workshops, 9 staff, £2.7m pa
- Fleet management is a support service that adds value to the frontline services
- Needs to provide effective management of assets
- Software (currently “Tran Man”) should be an effective resource for decision making
  
- Audit requested early 2019, completed by 21/05/2020
- Address concerns over current Fleet software use
- Ability to monitor costs, staff utilisation and vehicle throughput
- Support documentation for the effective running of the workshop operation



# Audit Actions

Area	Actions	Future Actions/Completion
Workshop Operations - Staff	<ol style="list-style-type: none"> <li>1. Staff induction expanded to include Workshop operations</li> <li>2. Operating within the vehicle workshop – updated Workshop Maintenance Standards &amp; Health &amp; Safety Guidance, linked to the risk assessments</li> <li>3. Staff working on own vehicles, guidance updated and issued to staff</li> </ol>	<ol style="list-style-type: none"> <li>1. <b>Complete</b></li> <li>2. <b>Complete</b></li> <li>3. <b>Complete</b></li> </ol>

# Audit Actions

Area	Actions	Future Actions/Completion
Workshop Operations - Process	1. Service and Inspection times are agreed with staff. <ul style="list-style-type: none"> <li>• Unable to use Tranman for this process.</li> <li>• Manual process of random inspection</li> </ul>	1. New software will enable Manufacturers Standard times to be allocated to jobs to measure against real times – <b>Completion date March 2021</b>

# Audit Actions

Area	Actions	Future Actions/Completion
Documented Procedures	1. Procedures written identifying roles & responsibilities <ul style="list-style-type: none"> <li>• Procedures for Workshop operation</li> <li>• Procedures for Transport operation</li> <li>• Reviewed, and updated – Version control sheet</li> <li>• Indexed and linked</li> </ul>	<b>1. Completed</b>

TD03_Tranman_Jobcard_Entry	🟢 R	20/03/2020 09:49	Microsoft Word D...	7,441 KB
TD04_Vehicle_wash	🟢 R	16/04/2019 11:58	GIF File	73 KB
TD05_Vehicle_Plant_Procurement	🟢 R	28/11/2019 12:37	Microsoft Word D...	38 KB
TD06_Transport_Purchase_Ordering	🟢 R	14/10/2019 12:26	Microsoft Word D...	950 KB
TD07_Vehicle_Accident_Guidance	🟢 R	12/06/2020 13:34	Microsoft Word D...	32 KB
TD08_Service_and_MOT_Update	🟢 R	03/06/2020 09:14	Microsoft Word D...	10,462 KB
TD09_Security_Camera_Playback_and_...	🟢 R	01/06/2020 10:43	Microsoft Word D...	1,562 KB
TD10_Maintenance_Reporting	🟢 R	22/11/2019 10:45	Microsoft Word D...	966 KB
TD11_Security_Procedure	🟢 R	18/03/2020 11:17	Microsoft Word D...	902 KB
TD12_New_Vehicle_On_Tranman	🟢 R	24/04/2020 11:02	Microsoft Word D...	4,971 KB
TD13_Monthly_ATS_Euromaster_Invoic...	🟢 R	06/06/2019 15:49	Microsoft Word D...	2,423 KB
TD14_Key_Allocation_Process	🟢 R	28/11/2019 09:08	Microsoft Word D...	248 KB
TD15_Vehicle_Accident_Insurance_Proc...	🟢 R	01/07/2020 09:38	Microsoft Word D...	1,039 KB
TD17_Fire_Alarm_Testing	🟢 R	10/07/2019 12:01	Microsoft Word D...	861 KB
TD19_Velocity – Ordering & Issue Of ...	🟢 R	14/11/2019 12:22	Microsoft Word D...	325 KB
TD20_Vehicle_Disposal	🟢 R	28/11/2019 12:43	Microsoft Word D...	38 KB
TD24_Ordering_Replacement_VTG_(Mi...	🟢 R	12/08/2019 14:09	Microsoft Word D...	1,628 KB
TD35_New_HGV_Driver_Training	🟢 R	12/09/2019 14:37	Microsoft Word D...	1,811 KB
TD37_Defect_Reporting_Procedure	🟢 R	30/06/2020 14:22	Microsoft Word D...	47 KB
TD37B-LCV_Checks	🟢 R	25/02/2020 13:26	Microsoft Word D...	341 KB
TD39_Driver_Licence_Renewal	🟢 R	04/02/2020 12:22	Microsoft Word D...	595 KB
TD40-Workshop_Staff_Induction_Sheet	🟢 R	16/04/2020 14:55	Microsoft Word D...	23 KB
TD41_Fuel_Allocation_Procedure	🟢 R	06/05/2020 13:08	Microsoft Word D...	1,865 KB
TD42_Driver_Licence_Checks	🟢 R	14/04/2020 14:34	Microsoft Word D...	1,106 KB
TD43_Driver_Declaration_Form	🟢 R	28/02/2020 14:15	Microsoft Word D...	39 KB

# Audit Actions

Area	Actions	Future Actions/Completion
Fleet Software	<ol style="list-style-type: none"><li>1. Vehicle details are now correct on Tranman – Ensuring Inspection compliance with the ‘O’ Licence</li><li>2. New vehicle Classes and codes added to ensure consistency and ease of forward planning</li><li>3. Costs correctly attributed to individual job cards for vehicles.</li></ol>	<ol style="list-style-type: none"><li>1. <b>Complete</b></li><li>2. <b>Complete</b></li><li>3. New software will enable consumables and environmental charges to be added by the new class coding – <b>Completion date October 2020</b></li></ol>

# Audit Actions

Area	Actions	Future Actions/Completion
Vehicle Cost Recording	<ol style="list-style-type: none"><li>1. Recharge method is still by apportionment of existing budget rather than real weighted costs<ul style="list-style-type: none"><li>• Vehicle, Plant and small tools database is weighted by age, type &amp; ancillaries.</li><li>• To be finalised with Service areas</li></ul></li></ol>	<ol style="list-style-type: none"><li>1. To agree the weighted cost method, based on vehicle age, type and ancillaries. This will provide accurate data for running services – <b>Completion date March 2021</b></li></ol>



# Audit Actions

Area	Actions	Future Actions/Completion
Stock Control	<p>1. Stock Control –</p> <ul style="list-style-type: none"><li>• Phase one<ul style="list-style-type: none"><li>• Part numbers entered on to job cards</li><li>• Impress Stock – Fast moving items now recorded</li><li>• Price challenging</li></ul></li></ul>	<p><b>1. Phase two</b></p> <ul style="list-style-type: none"><li>• Stock module on new software</li><li>• Depot Operative to check non-impress stock</li></ul> <p><b>– Completion date March 2021</b></p>



# Audit Actions

Area	Actions	Future Actions/Completion
Operators Licence	<ol style="list-style-type: none"><li data-bbox="568 480 1379 1043">1. 'O' Licence vehicles inspections required by VOSA (DVSA).<ul style="list-style-type: none"><li data-bbox="663 596 1379 756">• 6 weekly inspections agreed – Save time and increased frontline operational flexibility</li><li data-bbox="663 767 1308 1043">• Correct time allocations for service inspections<ul style="list-style-type: none"><li data-bbox="757 884 1308 932">• A Service – 2 ½ hours</li><li data-bbox="757 943 1249 991">• B Service – 4 hours</li><li data-bbox="757 1002 1279 1043">• C Service – 20 hours</li></ul></li></ul></li></ol>	<ol style="list-style-type: none"><li data-bbox="1462 480 1753 528">1. <b>Complete</b></li></ol>

# Other activity (not directly relating to audit)

- Customer survey
- Development of performance measures
- SLA's
- Naming Protocols to allow for data integration and reporting
- Developing a Whole life Costing approach for vehicles and plant
- Developing monthly fleet cost reports per service down to per vehicle
- Standardisation of vehicles – Flexibility across services