

# RESTARTING YOUR BUSINESS

## CONSIDERATIONS FOR MOTORFLEET



### Customer processes



Review pick-up, drop-off and collection and delivery points and timings with customers



Avoid drivers having to accommodate paper or cash, with contactless or remote transactions used where practical



Restrict the number of people involved in loading and unloading of vehicles

also...

Review arrangements for refuelling of vehicles, recognising the touch points involved and the need for personal protective equipment.

### Vehicles



Review arrangements for social distancing, such as avoiding multiple occupancy and preventing shared use.



Allow sufficient time in your planning to reinstate vehicles and associated accessories and attachments that have been taken out of use for a period.



Complete and reinstate any inspection, testing and maintenance procedures



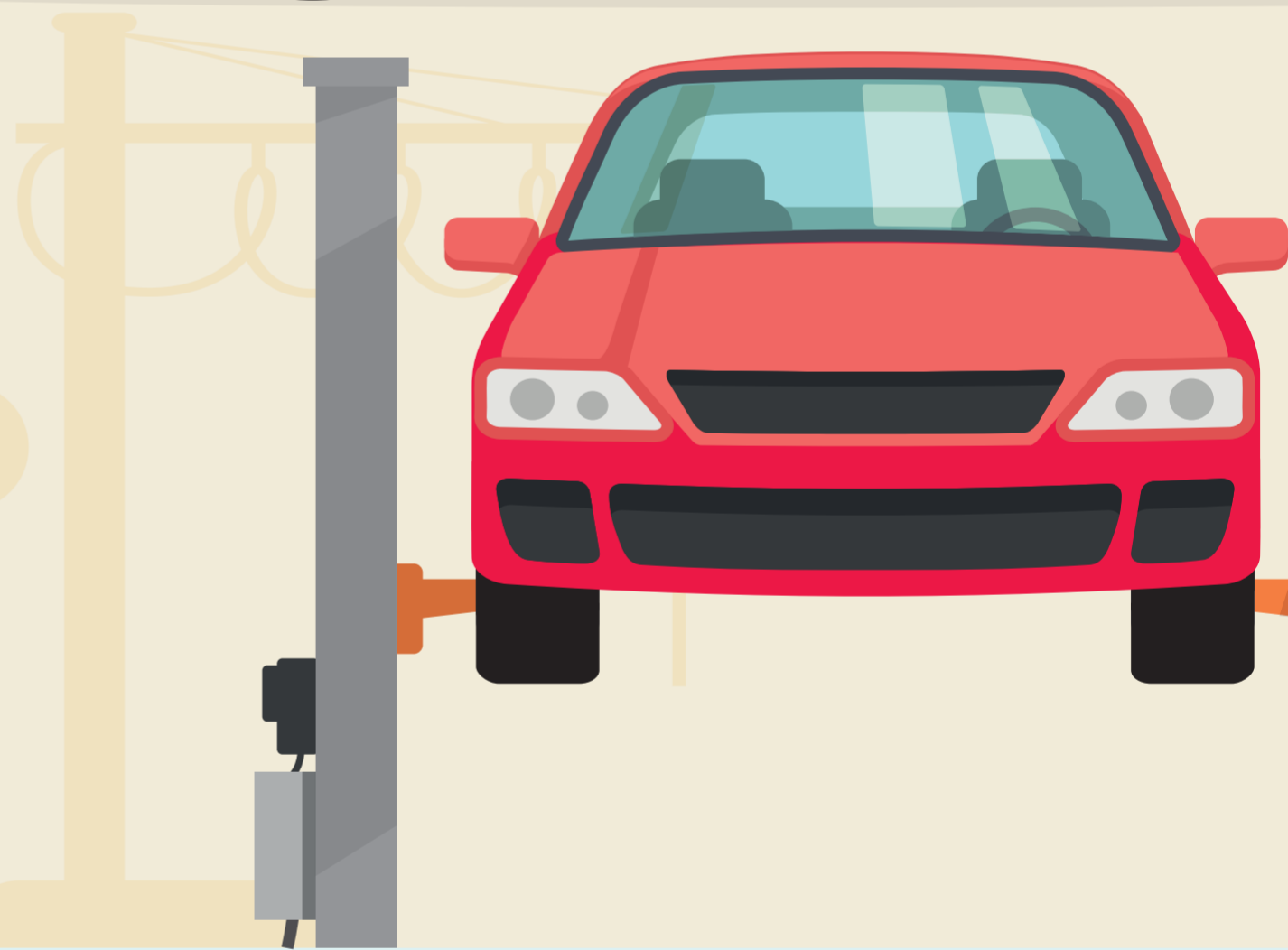
MOTs should continue to be scheduled for an appropriate time to avoid potential issues



### Inspections

Whilst not an exhaustive list, in addition to requirements for maintenance, servicing and MOTs, in-house checks and inspections should include:

- > Tyres
- > Brakes and braking systems
- > Oil and coolant levels
- > Evidence of damage within the engine compartment
- > Windscreen and other glass
- > Dashboard warning lights
- > External lights and indicators
- > Sounders and horns and alarms
- > Seat restraints and seat belts
- > Door and steering lock systems
- > General body work



### Sanitisation and cleaning



Ensure suitable arrangements are in place for vehicle cleaning, disinfection and sanitisation.



Review the need for suitable personal protective equipment for anyone completing such cleaning, disinfection and sanitisation procedures.

### Employees



Consider methods and timing of communications to employees around re-opening and re-starting procedures and associated expectations



Review existing driving for work policies, driver safety handbooks and associated safe systems of work procedures and risk assessments

