Finance and Contractual Services

SCOTTISH FIRE AND RESCUE SERVICE
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FLEET & EQUIPMENT

SCOTTISH FIRE AND RESCUE SERVICE

TRANSPORT STRATEGY

Safety. Teamwork. Respect. Innovation.

VERSION HISTORY

Version	Change	Who	When
1.0	First version issued	Scott Roberts, Scottish Fleet Manager	12/07/2019

FINANCE AND CONTRACTUAL SERVICES

FLEET AND EQUIPMENT

TRANSPORT STRATEGY

1. INTRODUCTION

1.1 This document sets out the Transport Strategy for the Scottish Fire and Rescue Service (SFRS).

1.2 It encompasses the best practices gleaned from the individual Fire & Rescue Services that existed prior to amalgamation on 1 April 2013 and amalgamates them into SFRS minimum standards. Its main aims are to identify and reduce the risks to those who work in the SFRS and communities we serve.

2. AIM OF POLICY

2.1 The aim of this policy document is to ensure that all procedure and practices are in place which will ensure that:

- We are delivering a cost effective and responsive service, which supports the operational needs through Best Value in the procurement of all SFRS vehicles and associated fixed equipment;
- Supports the effective provision of service delivery, in particular, emergency response cover, based on current and future requirements which are driven by travel distances and response times;
- All SFRS vehicles are maintained to an acceptable standard, ensuring the safety of those travelling in them, the safety of the general public as the vehicles attend incidents and are fully and effectively operational when they arrive at incidents;
- Full beneficial use and maximum utilisation incorporating whole life costing is achieved from each and every vehicle through standardisation and whole life fleet escalation;
- Disposal and decommissioning of vehicles is carried out in line with SFRS disposal policies to realise maximum capital receipts, whilst at the same time ensuring are purchased by approved organisations or individuals.

3. RESPONSIBILITIES

3.1 Responsibility for maintaining the Transport Strategy lies with the Scottish Fleet Manager.

3.2 Responsibility for Implementing the Policy lies with the Scottish Fleet Manager.

3.3 Responsibility for delivering the aims of the Policy lies with the SFRS and its Management team and Stakeholders.

4. POLICY STATEMENT

4.1 Vehicle specification will be established to meet end user requirements and will be procured in compliance with SFRS European Procurement Policy, taking into consideration supporting policies, including equality, diversity and sustainability and the Provision of Use of Work Equipment Regulations (PUWER). This, combined with in-depth technical output specification, will ensure robust contract management and supply of fit for purpose vehicles.

4.2 Vehicle replacement cycles are determined by vehicle type and will be scheduled for replacement according to the following guide:

- All appliances based on commercial vehicle chassis shall be replaced on a maximum 15 year cycle;
- All light pumping appliances, based on commercial vehicle chassis having a GVW of no greater than 7.5t shall be replaced on a maximum 12 year cycle;
- Combined Aerial Rescue Pumps shall be replaced on a maximum 12 year cycle;
- General purpose vans shall be replaced on a maximum 7 year cycle;
- General purpose cars shall be replaced on a maximum 4 year cycle for management team allocated cars or a maximum 7 year cycle for pool cars;

- All vehicles will have annual mileage and condition assessed over its life to allow for maximum utilisation (see Appendix A);
- All demountable units will have a maximum of 20 years on a condition assessment basis.

4.3 As a minimum, all front-line appliances and specials bearing emergency warning systems over 3500kgs gross vehicle weight shall be inspected for roadworthiness at 13 week intervals up to a maximum of 18 weeks, as specified in the Best Practice for the Maintenance of Fire Service Vehicles Document issued by CFOA (Chief Fire Officer's Association). All general purpose cars and vans shall be inspected on an annual basis, in line with manufacturers' recommendations of time and mileage covered.

4.4 Servicing, maintenance and repair of vehicles shall be carried out in compliance with the requirements and standards of the following documents:

- CFOA Best Practice Manual;
- HGV Testers Manual issued by The Driver and Vehicle Standards Agency (DVSA), formerly known as the Vehicle and Operator Services Agency (VOSA);
- Manufacturers' Guidance and Warranty terms.

Details of the content of the annual vehicle service is contained in the SFRS Fleet Maintenance inspection document. The majority of vehicle inspection and servicing will be carried out within SFRS Fleet and Equipment Workshops operated by the SFRS or on station by FRS workshop personnel. Any inspection or maintenance carried out by a third party would meet the minimum criteria of IRTEC registration, the standards and requirements previously identified will also be applied.

For the purpose of compliance and auditability, all fleet will monitored by a suite of key performance indicators which shall be reported on a 4 monthly basis to the Head of Asset Management:

KP/1 – Safety inspections on time;
KP/2 – MOT completed on time;
KP/3 – Annual services completed on time;
KP/4 – Total defects actioned within 1 week of recording.

4.5 Vehicles will be disposed of in accordance with the SFRS Disposal Policy at public auction or by means of donation to a registered humanitarian charity. Prior to disposal, all vehicle assets will have a reserve market figure applied, as set out by Industry trade guidance, (i.e. Glasses independent trade values); vehicles will be decommissioned as specified in the SFRS Decommissioning procedure document, no fire appliances or specials shall be disposed of through public auction on the grounds of public security.

4.6 This document will be reviewed and updated, as required, every three years by the Scottish Fleet Manager.

5. ASSOCIATED DOCUMENTS / REFERENCES

Disposal of Surplus Assets and Inventory Items Procedure
Provision and Use of Work Equipment (PUWER) Management Arrangement

APPENDIX A – VEHICLE CONDITION GRADING SCALE

Grade 5 – in excellent condition

- PAINT, BODY & INTERIOR
- Only minor defects in panel surfaces and bodywork requiring no body or paint work;
- No missing, broken or damaged parts that require replacement;
- No visible glass damage;
- No missing, broken or damaged parts that require replacement;
- No cuts, tears or burns that require repair;
- Shows no signs of wear.

- CAB / CHASSIS / UNDERSIDE
- Cab/Chassis/structure has no sign of corrosion;
- Expected to meet required specifications.

- MECHANICAL / FIRE ENGINEERING
- Mechanically sound;
- All equipment and accessories are operable.

Grade 4 – is better than average

- PAINT, BODY & INTERIOR
- Minor chips or scratches in panel surfaces requiring minor conventional body and paint work;
- May require removal of small dents that have not broken the paint;
- May require replacement of minor missing or broken part;
- No visible glass damage beyond minor pitting of windscreen;
- Clean, showing minimal wear;
- May require replacement of minor missing or broken part.

- CAB / CHASSIS / UNDERSIDE
- Cab/Chassis/structure has minor signs of corrosion;
- Expected to meet required specifications.

- MECHANICAL / FIRE ENGINEERING
- Mechanically sound;
- All equipment and accessories are operable.

Grade 3 – Normal wear and tear

- PAINT, BODY & INTERIOR
- May require minor body and paint work;
- May require replacement of parts;
- May have sustained cosmetic or light damage;
- No visible glass damage beyond minor pitting of windscreen;
- Shows signs of normal wear and usage;
- May require repair or replacement of parts.

- CAB / CHASSIS / UNDERSIDE
- Cab/Chassis/underside has signs of corrosion;
- May require repair or replacement of parts;
- Expected to meet required specifications.

- MECHANICAL / FIRE ENGINEERING
- Mechanically sound;
- May require minor mechanical repairs;
- May require minor repair of equipment or accessories.

Grade 2 – Shows signs of excessive wear and tear

- PAINT, BODY & INTERIOR
- Dents, scratches, and body panels that may require replacement;
- Parts may be broken and missing;

- May have multiple prior repairs to be carried out;
- May have repaired or unrepaired damage;
- Windscreen may be damaged;
- Shows signs of excess wear;
- May have burns, cuts, tears, and non-removable stains.

- CAB / CHASSIS / UNDERSIDE
- Cab/Chassis/underside has excessive signs of corrosion and deformation;
- May not meet required specifications.

- MECHANICAL / FIRE ENGINEERING
- May have mechanical damage that prohibits vehicle from operating properly;
- Engine and/or transmission may be in poor condition;
- Operability of equipment or accessories is questionable.

Grade 1 – Shows signs of severe abuse

- Paint and body work requiring major work;
- May be cost prohibitive to extensively recondition this vehicle to Fire Service Standards;
- Cab/Chassis/underside severely corroded, deformed or cracked and does not meet required specifications;
- May have severely worn, missing or disconnected mechanical parts;
- Although operable, this vehicle is at the end of its useful life;
- Operability of equipment or accessories is doubtful.

Grade 0 – Vehicle is inoperative

- Good for parts only;
- Mechanical and body parts may be inoperable, disconnected, damaged or missing.

Mark each vehicle 0 – 5 in three categories:

- Body / interior;
- Cab/Chassis & components;
- Mechanical / Fire engineering.

Max score 15 means mint condition and then any combination down to 0.

Any section marked 0, 1 or 2 should have a brief note why.

Grade 5 – The vehicle is in excellent condition, with only minor defects in panel surfaces which do not require body or paint work. There are no missing, broken or damaged parts and no visible glass damage. The vehicle's cab/chassis/structure has no signs of corrosion and meets required specifications. The interior does not show any signs of wear. The vehicle is mechanically sound and all equipment is operable.

Grade 4 – The vehicle is better than average, with only minor chips or scratches in panel surfaces which may require minor body and paint work. The vehicle may have sustained cosmetic or light damage. The vehicle's cab/chassis/structure has minor signs of corrosion and is expected to meet required specifications. A minor missing or broken part may require replacement. The interior is clean, shows minimal wear. There is no visible glass damage beyond minor pitting of the windscreen. The vehicle is mechanically sound and all accessories are operable.

Grade 3 – The vehicle has normal wear and tear (for example, dings, small scratches, chips and/or minor broken parts). It may require minor body and paint work or replacement of parts. The vehicle may have sustained cosmetic or light damage and been repaired. The vehicle's cab/chassis/structure has some corrosion and may been repaired and is expected to meet required specifications. The interior shows signs of normal wear and usage, requiring repair or replacement of parts. There is no visible glass damage beyond minor pitting of the windscreen. The vehicle is mechanically sound but may require maintenance and minor repair of accessories.

Grade 2 – The vehicle shows signs of excessive wear and tear. The body may have dents, scratches and body panels that require replacement. Parts may be broken and missing. The interior may show signs of excess wear with burns, cuts or tears and non-removable stains. The vehicle may have had multiple repairs performed at an earlier date. The cab/chassis/structure may be damaged, repaired and may not meet required specifications. The vehicle may have mechanical defects that prohibit it from operating properly, repairs can be made. The engine, transmission or main pump may be in poor condition. Operability of accessories is questionable.

Grade 1 – The vehicle shows signs of severe abuse or may have sustained major damage. It may be cost prohibitive to recondition this vehicle to Fire Service standards. The cab/chassis/structure may be severely corroded and not meet required specifications. The vehicle may have missing or disconnected mechanical/fire engineering parts. Although operable, the vehicle is at the end of its useful life. Operability of accessories is doubtful.

Grade 0 – The vehicle is inoperative. Mechanical and body parts may be disconnected, damaged or missing. The vehicle's condition renders it suitable for dismantling or scrap.