

**Manage your fleet risks -  
and protect yourself from prosecution from just £3.50 a day**

**FACT SHEET: 1-1**



## **FLEET ROAD RISK MANAGEMENT SYSTEM**

**Total Motion's Fleet Road Risk Management System is designed to help companies manage their fleet risks, control their fleet costs and protect themselves from prosecution in a simple, practical and cost effective way.**

### **Corporate Responsibilities**

Under road-related Health & Safety and the new Corporate Manslaughter legislation, a business can be prosecuted if it fails to manage its road risks and meet its duty of care responsibilities. The penalties can be large fines and/or imprisonment.

The Health & Safety Executive states that a business must

- > Provide a written health and safety policy
- > Assess risks to employees, customers, partners and any other people who could be affected by their drivers' activities, regardless of who owns the vehicle
- > Arrange for the effective planning, organisation, control, training, monitoring and review of preventative and protective measures and actions.
- > Ensure their drivers have access to competent health and safety advice
- > Consult and inform employees about their risks at work and current preventative and protective measures and actions.

According to Total Motion's research, most businesses are not doing enough protect themselves. This applies to large and small fleets and those run by ACFO and ICFM members. It is not sufficient to simply ask drivers to sign to say that they have read a fleet policy or add a health & safety section in the monthly expense claim form.

### **The Total Motion System**

The Total Motion Fleet Road Risk Management system is derived from a proven Health & Safety and COSSH management system used in many industries, including retail, transport and the public sector. It has been adapted by a team of health & safety, risk management legal and fleet management professionals specifically to resolve the issues of managing company vehicles and the 'grey' fleet within the law.

The Fleet Road Risk Management system incorporates all the procedures and data necessary to ensure that businesses do what is required, without time-consuming or unworkable processes. Providing that a company commits to work with the system and follows all the procedures, it provides a coherent and fully auditable process which will stand up to any investigation or scrutiny from legal or enforcement authorities.

The web-based system is fully interactive and provides a full and detailed audit trail for every aspect of driver and fleet operation on request.

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FACT SHEET: 1-2



### How the System Works

With all other fleet road risk management software, the client is responsible for managing the system after purchase. With this system, it is a partnership where the system is supported, administered and managed by Total Motion and its suppliers to the client's individual requirements.

The system is set up and implemented to meet the operating needs of the client, with the option to upgrade or extend at a later date. The client decides what day-to-day management they want to be responsible for and Total Motion takes care of the rest. If required, clients only need to provide driver data on one monthly email, and Total Motion can manage the whole system on their behalf. Drivers need to spend about 15 minutes a week completing tasks and updating information. The system is available over the internet so can be easily accessed at home, at work, while mobile or via a manager, either individually or in group meetings.

### Cost Savings

While the system itself is cost-effective, it will also help businesses to reduce their fleet costs in several ways:

#### > Rental Spend

The risks created by the use of private vehicles for business have resulted in a massive increase in rentals as companies have to provide hire cars for ad hoc or short term drivers instead. This system enables businesses to manage private vehicles safely and meticulously, in many cases reducing rental spend by up to 80%.

#### > Cash for Car Schemes

The facility to manage private vehicles safely also allows companies to cut their costs by offering cash for car schemes and reducing the size of their fleets.

#### > Driver Training

The system makes it easier to identify risks and implement specific control measures and training. It clearly shows who needs what training, so that companies can target individuals rather than using a blanket programme. This leads to more effective training while reducing costs by up to 45%.

### SYSTEM SPECIFICATION

The Total Motion Fleet Risk Management System incorporates the following modules as standard:

#### > Fleet Safety Agreement

An agreement structured to the requirements of the business and signed by both the company and driver. This establishes and records the drivers' commitment to abide by the policy and process, to drive safely and responsibly, and to be responsible for their own actions the first step towards compliance.

#### > Authorised Driver & Vehicle Program

Authorises, tracks and manages all drivers and vehicles used on company business, regardless of ownership. The system requests and stores all the necessary documents and data, including service, repair, accident and insurance records, providing a fully auditable history. It can also accept data from third parties, such as leasing providers, for managing maintenance programmes.

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### FACT SHEET: 1-3



#### > Policy Management

Maintains the fleet policy and ensure drivers have all the information they need on operational, legal and health & safety matters. Total Motion will provide a bespoke policy (at no extra cost) or upload an existing one, updating it as and when required. Drivers are notified automatically when the policy changes and have to log on and confirm their understanding and acceptance.

#### > Driving Licence Management

Checks the driver and licence details direct with the DVLA and stores copies of licences and DVLA reports. The system sets an ongoing programme of checks and issues automatic prompts.

#### > Convictions, Fines & Penalties Database

Logs all convictions, fines or penalties, allowing easy identification of high risk drivers or persistent offenders. Drivers can log fines and penalties themselves, or this can be done via the client or Total Motion.

#### > Accident, Incident, Damage & Near Miss Reporting and Management

Based on a COSHH accident reporting system, this collects all the required data on incidents, near misses and vehicle damage, with reports available by vehicle, by driver or both. It can also be used as an online accident reporting form for insurance companies, allowing incidents and risks to be managed more effectively.

#### > Event & Task Management

The most important element in terms of control and compliance, this module issues automatic notifications and tasks to the drivers such as:

- Vehicle Condition Checks
- Insurance, MOT or Road Tax expiry
- Service & maintenance reminders
- Policy updates
- Risk Assessments
- Safety Briefings, Information & Training

Compliance is monitored in real time and daily management reports generated on late or non-compliance.

#### > Vehicle Maintenance History, Scheduling & Management

Tracks maintenance on company and private vehicles, demonstrating that all steps have been taken to ensure vehicles are properly maintained and creates a full documentary record. The system will verify and create histories for private vehicles It also issues automatic service reminders.

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### FACT SHEET: 1-4



#### > **Private Insurance Management**

Stores copies of insurance policies for private vehicles. Cover is verified and automatic reminders set for expiry dates.

#### > **Vehicle Use & Mileage Management**

Captures mileage data and produces regular reports on each vehicle and driver.

#### > **Risk Assessment/Management (inc Fleet Risk Assessment Creator)**

Creates client specific assessments and control measures, with automatic driver notification. This module also incorporates an employee risk consultation and communication/feedback tool to comply with HSE requirements. Assessments can be issued to all or to specific individuals.

#### > **Vehicle & Driver Compliance & Monitoring**

Creates a daily compliance report to identify any issues and enable quick and effective action. Also logs what has been read or submitted and by whom.

#### > **Document & Video Reference Library**

Meets the HSE requirement for informing and training drivers. Any relevant information can be included, from the Highway Code and DVLA medical conditions list to how to change a wheel or carry out basic checks on a vehicle. The system can also instruct drivers to view specific information and create individual training programmes based on risk assessments.

#### > **Vehicle MOT, RFL History Management & Verification**

Maintains a full documentary record of each vehicle with expiry dates. All documents are verified and automatic expiry reminders set.

#### > **Driver Development, Training & Assessments Psychometric & Cognitive**

Ensures HSE compliance by structuring driver assessment, training and development so that risk is properly identified and resources focused. This minimises the risk to the business and eliminates spend on unnecessary driver or group training.

#### > **System Reporting**

Provides a comprehensive management reporting facility with report specification and survey option. This includes real time non compliance reports and daily client review report.