RSA Guide

TO KEEPING YOUR COMMERCIAL VEHICLE ROADWORTHY

Údarás Um Shábháilteacht Ar Bhóithre
Road Safety Authority

A guide to keeping your commercial vehicle roadworthy From the Road Safety Authority (RSA)

Disclaimer

The contents of this guide are expressed in broad terms and are not intended to be a detailed analysis of the law. They do not and are not intended to provide legal advice or to represent a legal interpretation of the law. While we have made every effort to ensure the accuracy of the information in the guide, the Authority, its servants and agents assume no responsibility for and give no guarantee about the accuracy, completeness or up-to-date nature of the information and do not accept any liability for any errors or omissions.

We have other guides

This guide complements our other guides for vehicle operators and drivers. They include information on:

- managing for road safety;
- driver CPC (Certificate of Professional Competence);
- drivers' hours and road-haulage enforcement;
- vehicle standards;
- vehicle testing;
- driver testing; and
- digital tachographs.

You can find details about these in Further Information, Appendix 6 or by logging onto our website at www.rsa.ie.

Contents

Section 4: Preventative maintenance systems for vehicles

Section 5: Planned routine maintenance

Section 6: Driver's walk-around check

Section 7: Reporting and recording systems

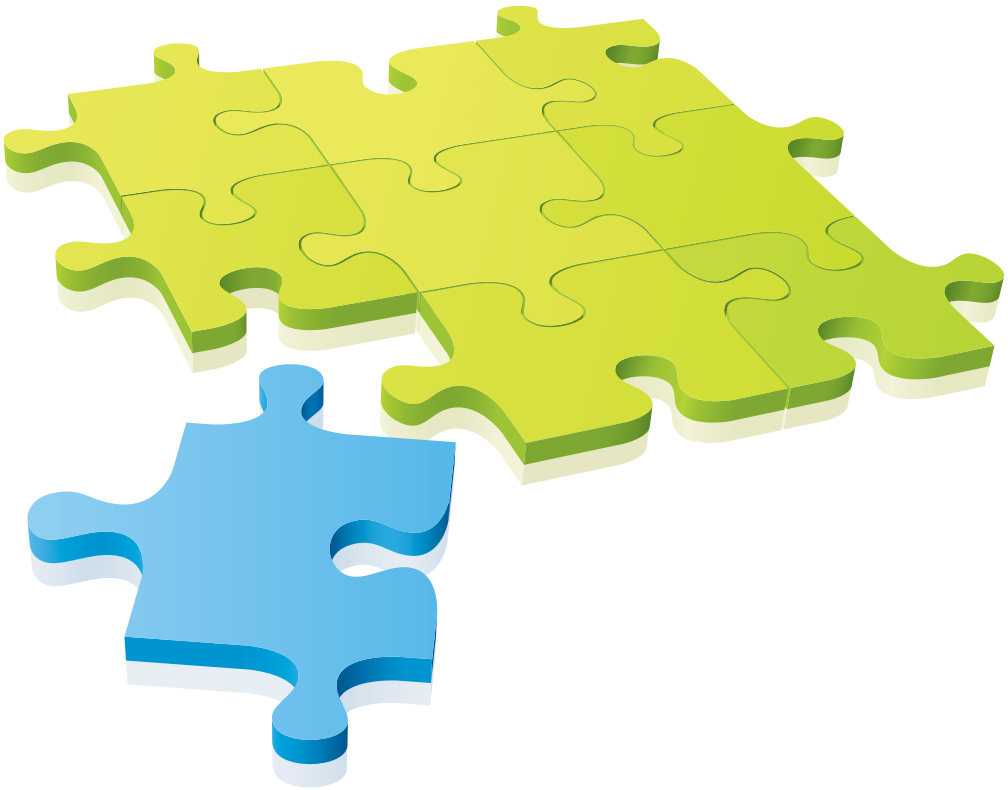
Section 8: Assessing your maintenance system

Appendices

Posters

Section 1:

Introduction



Section 1
Introduction

Maintaining goods vehicles, goods trailers and buses

We have produced this '**Guide to keeping your commercial vehicle roadworthy**' to help commercial vehicle operators and drivers know how to make sure their vehicles and trailers:

- comply with the law;
- are reliable;
- are roadworthy; and
- are safe.

If you are an operator you can introduce a 'preventative maintenance programme', which includes ongoing vehicle maintenance and safety inspections.

You should ensure these inspections are made by your drivers (through simple daily visual checks on your vehicles) and by an appropriately trained person, who regularly carries out full vehicle maintenance and safety checks on your behalf.

This guide also gives advice on:

- how frequently you should carry out safety inspections;
- setting up a system for correcting any faults you find; and
- keeping records.

Key steps to maintaining your vehicles

If you follow these few simple steps, your goods vehicle, trailer and bus will always be reliable and roadworthy.

- Give someone in your organisation overall responsibility for making sure your vehicles are roadworthy.
- Make sure your drivers always carry out daily walk-around checks.
- Fix defects in your yard before vehicles go on the road.
- Put in place an effective maintenance programme.
- Monitor all vehicle maintenance, defects and repairs.
- Make sure you have access to the facilities and expertise to maintain and repair your vehicles.
- Make sure all staff involved with the roadworthiness of vehicles are trained in their duties and know their responsibilities.

You need to keep your vehicles and trailers in a roadworthy condition all the time and not just when you are preparing them for the annual test.

If you are an operator you must know your legal obligations and fulfil them. This includes making sure your vehicles and trailers are always roadworthy and safe.

This guide will help you to meet your responsibilities.

What are the benefits of an effective preventative maintenance system?

Compared to a poorly-maintained vehicle, a well-maintained vehicle:

- is more reliable;
- is cheaper to run;
- helps to reduce the major expenses caused by vehicle breakdowns and collisions;
- helps you deliver a reliable service to your customers;
- enhances your reputation for reliability; and
- increases your business base.

If a vehicle has a faulty part or system that is left unrepaired, it may be stopped by the Gardaí and prohibited from further use. The driver and operator are also at risk of receiving a fine, prison sentence or penalty points. You can find details of the key legal requirements and penalties for breaches in Key legal obligations, Appendix 1

In 2008, RSA vehicle inspectors stopped 3,244 HGVs at roadside checks in Ireland. We found:

- **21% of HGVs had braking defects;**
- **21% of HGVs had lighting or other marking defects; and**
- **12% of HGVs had tyre or other wheel defects.**

These vehicles were not roadworthy and were therefore unsafe for use. Most of these defects would have been noticed if the driver had conducted a walk-around check before the vehicle had started its journey. These defects would then have been rectified before the vehicle was put into service, resulting in a safer and more reliable vehicle.

Key benefits of maintaining your vehicles

For your Business

An effective preventative vehicle maintenance system:

- increases customer satisfaction due to consistent on- time deliveries;
- reduces operating costs due to fewer vehicle breakdowns;
- improves vehicle fuel consumption;
- reduces overall maintenance and operating costs;
- increases vehicle residual value and protects your assets;
- lowers insurance costs;
- reduces the risk of vehicle downtime at roadside checks;

For Road Safety

Ensures the safety and roadworthiness of your vehicles:

- increases driver safety and improves their working environment;
- increases passenger safety;
- increases road safety for other road users; and
- ensures your vehicles meet the minimum standards defined by law.

Preventative maintenance can cut costs

A preventative maintenance system can reduce the operating costs of a vehicle.

The “stitch in time saves nine” philosophy can:

- save excessive and unplanned expenditure on large and unexpected maintenance jobs; and
- minimise unscheduled disruptions to your operation when vehicles are out of action for periods of time.

If your vehicles are poorly looked after you will:

- shorten their life;
- increase their whole-life vehicle cost; and
- reduce the residual value of vehicles you run on a short-term buy-back contract.

Fix before you go

It is far easier to fix any problem in your yard rather than do so on the road.

If you carry out these types of repairs in your yard:

- the vehicle will be safer and more reliable;
- you and your drivers can avoid penalty point offences; and
- you will minimise delays at vehicle roadside checks.

If defects occur once the journey has begun, but you have evidence that you or your driver carried out a daily check in advance of the journey, it may reduce any driver blame.

Some examples

The following examples demonstrate the benefits of a preventative maintenance programme.

Example 1: Worn brake pads

A small operator with two vehicles did not schedule maintenance on its vehicles. Vehicles were only serviced when business was quiet and every year when the annual roadworthiness test was due. Over a busy period, the brake pads wore down on the front brakes of one of the operator's vehicles. This was not noticed until the driver heard an unusual grinding noise when using the brakes.

If the worn brake pads had been identified in a preventative maintenance system, they would have quickly been spotted and replaced. This could have saved the brake discs from being scored and the resulting cost of their replacement, not to mention preventing the risk of driving a vehicle with defective brakes and the disruption to business of having the vehicle out of action at an unplanned time.

Example 2: Wheel misalignment

A large operator who put in place a wheel-alignment programme to reduce fuel consumption, tyre wear and vehicle wear and tear achieved the following benefits:

- fuel savings of 3.8%-18.6% on articulated lorries;
- fuel savings of 3%-11% on rigid lorries;
- 22% increase in tyre life on steered axles;
- 10% increase in tyre life on drive axles; and
- lower reported driver fatigue.

Example 3: Minimising breakdowns

An operator licensed for domestic and commercial waste collection operates 100 trucks and vans that process about 166,000 tonnes of waste each year. The operator experienced excessive breakdowns, resulting in delayed collections and poor customer service and consequently introduced the following preventative maintenance system.

- Each vehicle has a sticker in the cab to remind drivers to check all lights, coolant levels, oil levels and to do a visual check of tyres and wheel nuts daily.
- A defect report sheet is given to each fitter and service manager to document vehicle defects.
- Routine inspections are carried out on a vehicle every two to three weeks depending on mileage.
- A full maintenance service is carried out every three months (reduced from four months). If recurring problems are found with a particular type of vehicle, the vehicle's service date is brought forward to resolve the problem.

- All records are kept on a computer file showing: date, mileage, service provider, cost and invoice number.
- A driver incentive scheme is in place to reward drivers who actively keep their vehicles clean and tidy, who are accident free and who receive positive customer feedback.

Breakdowns fell 40%

With this new system, the operator achieved a 40% reduction in breakdowns and down time. This produced cost benefits and increased customer satisfaction.

Section 2

What are management's role and responsibilities?

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General responsibilities

By law, as a vehicle or trailer owner, you must maintain any vehicles used on a public road so that they are unlikely to cause danger to anyone. You must always make sure that all your vehicles are roadworthy and safe.

Your vehicles must:

- have a Certificate of Roadworthiness (Section 18 of the Road Traffic Act 1961) if it is 1 year old or over; and
- comply with all Construction, Equipment and Use Regulations (Section 11 Road Traffic Act 1961) – key items include wheels, tyres, brakes, lighting, steering and suspension (Appendix 1 sets out some of the key legal obligations applying to Commercial Vehicles).

Driver and owner are both liable

Under Road Traffic Law, the user of a vehicle is responsible for the vehicle being maintained in a safe and roadworthy condition at all times when in use on a public road. The 'user' of a vehicle is not only the driver but also the owner of the vehicle. Owners who are found negligent about maintaining commercial vehicles may be prosecuted.

Management's key responsibilities

To establish an effective vehicle preventive maintenance system, you must take the following steps.

All vehicles must be roadworthy

All your vehicles must always be roadworthy, in compliance with the law (see Appendix 1 Key legal obligations).

Certificate of Roadworthiness

Each of your vehicles and trailers over one year old (including vehicles and trailers hired in) must have a current Certificate of Roadworthiness.

All staff must know their legal responsibilities

You must clearly inform staff of all their legal responsibilities. They must be able to comply with the law when carrying out their job for your company.

You must provide training

All your staff must receive quality training so they can meet their responsibilities.

Using a maintenance system as part of your day-to-day operations

Having an effective vehicle preventative maintenance system will make sure that key parts of your vehicles do not deteriorate or become worn and that the vehicle and trailer are safe to use on the road.

During use, vehicles and trailers deteriorate and sometimes they can become a hazard to other road users. You must make sure that the vehicles used by you and your drivers are safe.

Managing for road safety

Your vehicle maintenance system should form part of a broader 'managing for road safety' policy that makes sure you meet your obligations. This includes managing your drivers hours and ensuring drivers complete their driver CPC training (Certificate of Professional Competence). See Appendix 3 for further details.

You must never require staff to drive under conditions that:

- are unsafe;
- create an unsafe environment; or
- do not comply with the law.

Designate a person to make sure your vehicles are roadworthy

Each operator should appoint a responsible and competent person with sufficient authority to decide if the vehicle is suitable to be used on a public road. If you are a licensed haulier or bus operator, you must have a designated transport manager who has a Certificate of Professional Competence in road transport operations management (see Appendix 2). The person you designate as being responsible for making sure your vehicles are roadworthy may be the CPC holder or another suitably qualified person.

The responsible person should know:

- each vehicle's safety and maintenance records;
- the status of annual roadworthiness tests and PSV inspections on all vehicles used by your organisation (including those owned by a third party); and
- details of any road traffic incidents in which vehicles may have been involved.

Responsible person must enforce rules

It is very important that the CPC holder or responsible person strictly enforces your company's maintenance system. When needed, they must take action to make sure your system stays effective and staff stay aware.

Making sure all vehicles you use are roadworthy

Even though trailers are very often interchanged and used by various transport organisations, you must make sure they do not pose a roadworthiness risk to your organisation.

Hired-in vehicles and trailers

Each operator must make sure that any vehicles and trailers leased, hired or borrowed are roadworthy and have a valid Certificate of Roadworthiness (CRW) if they are more than one year old.

Your designated responsible manager should make sure that vehicles or trailers that you hire have a current CRW. If you are an own-account operator you should allocate this responsibility to a designated person.

By law, your drivers must make sure that any hired-in vehicle or trailer has a valid CRW and is in a roadworthy state when they are driving them on a public road. You should make sure that your driver carries out a **walk-around check** before they drive a hired-in vehicle or trailer.

Section 3

What are the driver's role and responsibilities?

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What are the driver's role and responsibilities?

General responsibilities

As a driver, by law, you must make sure that any vehicle you drive on a public road is maintained and used so that it is unlikely to cause a danger to anyone.

The vehicle you are driving must:

- have a Certificate of Roadworthiness (Section 18 of the Road Traffic Act 1961) if it is more than one year old; and
- comply with all Construction, Equipment and Use Regulations (Section 11 Road Traffic Act 1961) relating to key items including wheels, tyres, brakes, lighting, steering and suspension (see Key legal obligations, Appendix I).

Daily checks

If you briefly check specific items on your vehicle every day it will help you to identify obvious vehicle defects. If you discover any problems, you must report these to the person in your company who is responsible for ensuring that the problem is fixed. This is a vital first step in an effective vehicle preventive maintenance system.

Drivers' key responsibilities

You must make sure that the vehicle you are driving is roadworthy and is not likely to cause danger to anyone. If you fail to do so, you could be found guilty of a number of different offences [see Appendix 1].

Compliance

The vehicles you drive must comply with the law, for example regarding tyres, lights and brakes.

Valid Certificate of Roadworthiness

If the vehicle you drive requires, but does not have, a valid certificate of roadworthiness, you can be summonsed directly to court. If found guilty, you could receive a fine, prison sentence and five penalty points on your licence.

You must not drive defective vehicles

If you drive a dangerously defective vehicle, you can be summonsed to court and, if found guilty, you could receive a fine, prison sentence and five penalty points on your licence.

If you check your vehicle every day, it will help to make sure that:

- you are complying with the law;
- the vehicle you are driving is safe for you and other road users; and
- you can complete your job on time and are not delayed because of breakdowns.

If you are stopped at a roadside check and it is found that your vehicle is defective or does not comply with the law, you can be taken to court, prosecuted and, if found guilty, can be fined, receive penalty points or be sent to prison.

The vehicle can also be stopped from going ahead with its journey.

Section 4

Preventative maintenance systems for vehicles

Section 4

Preventative maintenance systems for vehicles

Is your level of maintenance adequate?

For your vehicle maintenance system to be adequate it must include these key elements:

1. **Planned routine maintenance**	Do you have **a routine maintenance programme** for every vehicle, carried out at fixed intervals of time or mileage, for example according to the manufacturer's instructions?
2. **Daily and weekly checks**	Do your drivers carry out basic safety checks before using the vehicle?
3. **System for reporting, rectifying and recording**	Do you have a system for reporting faults on the vehicle and associated equipment and rectifying defects? Do you record vehicle defects as well as actual and planned maintenance activity?

Why you need a system in place

> Most defects that occur on road vehicles are maintenance-related and therefore preventable.

> The cost of correcting unexpected vehicle failures is always higher than the cost of preventing that failure.

> Up to 10% of collisions causing injury are caused by vehicle defects.

What should operators do?

- Have a planned maintenance schedule that includes service intervals and suggested timelines for adjustment or replacement of any consumable parts. This should be based on the vehicle manufacturer's recommendations.
- Make sure all drivers carry out **daily walk-around checks,** which may be supplemented by more comprehensive **weekly checks.**
- Have the vehicle adequately maintained.
- Make sure that regular safety checks are carried out on vehicles.
- Repair any problems identified.
- Remove a vehicle from service if it is not roadworthy.
- Keep a record of all safety checks, repairs and services.
- Inform staff, including drivers, of their responsibilities.
- Make sure that staff are adequately trained to carry out their duties.

What should drivers do?

- Carry out a **daily walk-around check** on the vehicle.
- Report defects or any potential problems.
- Do not drive the vehicle until the problem can be repaired or it has been deemed safe to drive in the short term by the designated responsible person in your workplace.

How to make your system work

For your vehicle maintenance system to work, management must:

> designate a responsible, competent person with appropriate authority to make sure that all vehicles are roadworthy;

> have a scheduled programme of regular safety inspections and maintenance;

> make sure to conduct daily walk-around checks;

> set out clearly what each person is responsible for;

> set clear written procedures for drivers;

> provide appropriate training where necessary; and

> document and record all vehicle maintenance, including defects notified and rectified.

Who should maintain your vehicles?

Operators must decide whether to:

- carry out safety and maintenance inspections and repairs on their own premises;
- contract this procedure out to an independent party; or
- use a combination of both.

If an operator carries out inspection and repair procedures in-house, adequate facilities must be available. The person carrying out the maintenance must be suitably qualified and in a safe working environment have access to:

- undercover accommodation for the largest vehicle in the fleet;
- appropriate tools and equipment;
- an adequate under-vehicle inspection facility;
- adequate lighting; and
- steam or pressure under-vehicle washing facilities.

Operators using an external garage or workshop to carry out the vehicle inspection and repair must ensure that the facilities used by the agent are suitable and that all their staff are adequately trained. They should also follow the vehicle manufacturer's maintenance recommendations for all the vehicles in the fleet.

Operators must ensure that any person employed to conduct a safety and maintenance inspection or carry out vehicle repairs is technically competent. They must also be familiar with the safety standards that apply to the vehicles they are working on.

As an operator, you are responsible for the condition of your vehicles and trailers even if these vehicles are maintained and inspected by an external garage or workshop. You should regularly assess the quality of work done by your external maintenance contractor and ideally should have a formal written contract in place outlining their obligations.

Section 5

Planned routine maintenance

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Planned routine maintenance

Regular vehicle maintenance inspections

Your preventative maintenance programme for each vehicle should be thorough, regular and frequent enough to meet the manufacturer's guidelines and common sense. Everyone involved in maintaining a vehicle should be technically competent. Each routine vehicle maintenance inspection should include a full list of items to be inspected and, or, replaced and the following basic safety checks:

- braking system and components;
- steering linkages and components;
- wheels and tyres; and
- lamps, lighting and markings.

Your maintenance inspections should include a check that structural parts of the vehicle and trailer are free from any problems that could lead to the failure of safety-related equipment or systems on the vehicle or trailers. For example, the vehicle and trailer must be sound and free from:

- cracks;
- damage;
- faulty repairs or modifications; and
- corrosion.

Planning your maintenance schedule

You should schedule safety inspections and vehicle maintenance at specific intervals so that you can identify a problem before it becomes a concern. You can schedule maintenance based on:

- time, for example every three months;
- distance travelled, for example every 30,000 km;
- running hours; or
- a combination of all three.

You can use a simple wall planner to schedule:

- vehicle maintenance;
- roadworthiness test due dates; and
- tachograph calibration.

See example of "Vehicle maintenance scheduling wall planner" at Appendix 7.

You could also use an electronic system, but whatever system you put in place, everyone must be able to understand it. It must also schedule all maintenance in advance.

VEHICLE AND TRAILER MAINTENANCE SCHEDULE										
Vehicle Type	Registration No:	January					February			
KEY; S = Service, I = Inspection Service, C = Commercial Vehicle Test, T = Tacho Check										

Extract from a maintenance wall chart planner

What intervals should be used?

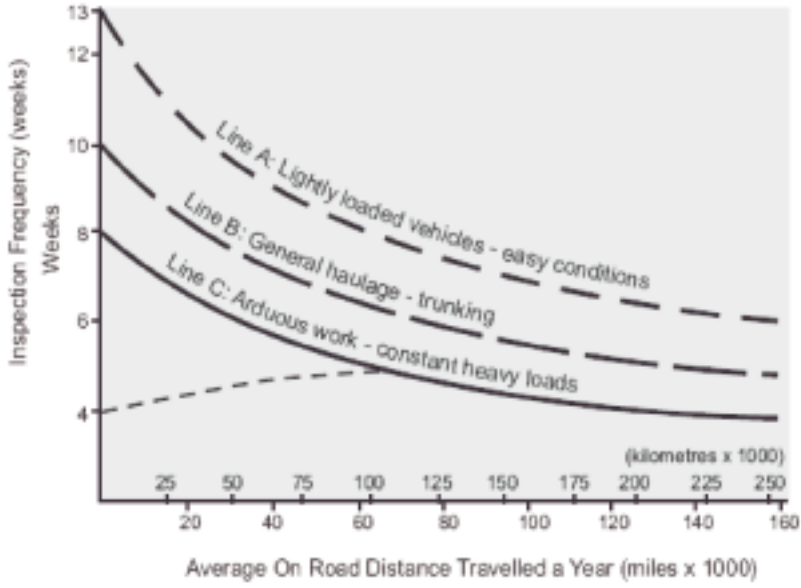
You should choose how often to inspect vehicles based on:

- the conditions under which a vehicle will be used;
- the expected annual mileage;
- the recommendations of the vehicle manufacturer; and
- other factors that may increase the risk of vehicles becoming unroadworthy.

Your maintenance schedules and safety inspections should take account of:

- how often parts fail, for example brakes of a vehicle used on hilly terrain; and
- the vehicle's age and mileage.

Manufacturers develop model-specific vehicle-maintenance schedules. These can vary between different models produced by the same manufacturer.



Vehicle check sheets

Vehicle maintenance check sheets are available from all manufacturers and are an excellent way to make sure all maintenance items are checked. You can use these schedules on which to base your maintenance programme.

If, when you analyse your records, components are regularly failing between inspections, you should shorten the intervals between inspection. You should analyse all vehicles separately, as some vehicles may be used in different conditions or do higher mileage than other vehicles. The chart shown earlier (on page 35) is a basic guide to how often you should carry out comprehensive vehicle maintenance and safety inspections.

The chart shows how vehicle maintenance frequencies can vary depending on the average mileage of a particular vehicle and the type of conditions in which it is working. It is important that this chart is only used as a guide, as the operator is responsible for adjusting the maintenance frequencies of their vehicles so that components are not failing between scheduled maintenance.

Example of two buses

A bus operator has two buses:one bus operates between Galway and Dublin airport twice a day doing 200,000 kms each year and the second, smaller bus only does local runs totalling about 25,000 kms each year. The first bus is likely to need more frequent maintenance inspections, as it is doing far higher mileage. Using the earlier chart and assuming that the bus will operate under average conditions (Line B), the airport bus would have a maintenance inspection approximately every five weeks and the bus doing local runs would have a maintenance inspection approximately every nine weeks.

Section 6

Driver's walk-around check

Section 6
Driver's walk-around check

What is the purpose of the 'driver daily walk-around check'?

The '**driver daily walk-around check**' is an essential first step in an effective preventative maintenance system. You should use it to:

- identify obvious vehicle defects so they can be fixed; and
- make sure that all vehicles are in a roadworthy condition before they go on the road.

The **daily walk-around check** should be carried out by each driver on their vehicle before they start their first journey in the vehicle each day. Where more than one driver is using a vehicle in a day, the second driver should conduct the same inspection before they use the vehicle. Each driver must be satisfied that their vehicle is safe to operate and free from defects.

How long should it take?

The '**driver daily walk-around check**' will not take long – a very basic check can be conducted in just 60 seconds for a small van and a few minutes for a HGV or bus. Doing the daily check means the driver can identify vehicle defects that could result in them committing an offence by driving it in an unroadworthy condition.

Tailor for individual vehicles

The **daily driver walk-around check** should be tailored to each vehicle and how that vehicle is being used. For example, a petrol tanker is likely to require more thorough daily checks than a small delivery van doing short trips.

Walk-around Check Key Points

> A daily walk-around check only takes a few minutes.

> This is a key first step in an effective maintenance system.

> Operators should support and equip drivers to carry out this check.

> Operators should keep a record of any defects

Equipping your drivers to conduct walk-around checks

All drivers should be:

- trained to carry out an effective **daily walk-around check**;
- given a check list appropriate for the vehicle;
- trained to identify vehicle defects that can be easily noticed once they know what to look for;
- trained in what action to take when they identify a defect; and
- told how the defect reporting system works.

What should the daily check include?

On the **daily walk-around check,** the driver should:

- inspect the whole vehicle, including the trailer; and
- investigate the condition of safety critical components to ensure that they are in a roadworthy state.

It is vital, for example, that the driver makes sure that where applicable, the ABS or EBS cable is present and connected.

Daily check sheet

Any defects the driver identifies should be reported on a daily vehicle check sheet or defect report. If a defect occurs during a journey, these records could be useful to show that the vehicle was roadworthy at the start of the day.

The following tables identify items that should typically be included in a **walk-around check** and suggest some of the defects that should be looked for.

In-cab checks

In-cab items to check	What the driver should look for
Mirrors	Check that all rear view and close proximity mirrors are: > secure; and > aligned correctly.
Windows	Check windows for: > cracks; > other damage; or > anything that may obscure the driver's vision.

In-cab items to check	What the driver should look for
Driving controls **Seat belts** **Safety belts**	Check that the driver's seat is adjusted so that: > all the controls are easy to reach; and > the seat belt is working correctly.
Windscreen washer and wipers	Check that: > wipers operate correctly and the blades are not worn; > the windscreen washer operates and the jets are aimed correctly; and > the washer bottle level warning light is not showing.
The horn	Briefly check that it works.
The tachograph	**Make sure:** > the hours and calibration are correct. **For digital tachographs, make sure:** > the unit is operating; and > there is paper loaded in the printer. **For analogue tachographs:** > insert a new chart into the unit; and > make sure it is operating correctly. Where applicable, check that: > a speed limiter plaque is fitted and that it is showing the same tyre size as on vehicle drive axle.

In-cab items to check	What the driver should look for
ABS and EBS in-cab warning lights	> Check that the ABS / EBS lights display and follow their correct sequence.
Instruments **Gauges** **Warning devices**	> Check that no other instrument warning lights or indicators remain on after start up
Air leaks and pressure drops	Check for any indications of a drop in brake air pressure, for example: > the sound of an air leak when you press the brake; > air warning lights or buzzer; and > the air pressure gauge shows insufficient pressure.

External vehicle checks

External items to check	What the driver should look for
Tax and insurance discs	Check that all required discs are displayed and valid, for example: > tax; > Insurance; and > haulage licence (if applicable).
Tyres **Tyres should have sufficient tread – the tread must not be worn to the extent that the tread indicator contacts the road surface. The legal minimum tyre tread depth is 1.6mm.**	Check tyres for: > pressure; > damage; > correct inflation; > tread depth; > deep cuts; > cracks; > bulges; > evidence of carcass failure; and > separated or perished rubber.

External items to check	What the driver should look for
Wheels **Condition and security**	Check that: > no wheel nuts are missing; and > all wheel nuts are fitted correctly and secure. > check for any cracks or damage on wheels; > wheel nut pointers may be fitted so that this can be done at a glance. > if wheel nut pointers are fitted, check that they are in line.
All lights and reflectors	Check all required lights are: > fitted; and > working. It will be quicker if you have a colleague help you with this or you could have a fixed mirror in your yard so that lights can be checked from the cab. Check that all required markings are: > fitted; > clearly visible; and > not faded.
Exhaust	Check for any obvious signs of the exhaust being: > loose; or > excessively noisy.

External items to check	What the driver should look for
Air and electrical suzies and connectors	Check that all required connectors (including ABS and EBS cable if applicable) are: > present; > located correctly; and > in good condition. There should be no: > leaks from the air lines; > stretching; > chafing; or > general damage or wear.
Fifth wheel and locking devices **Steps** **Catwalk or drawbar coupling**	Check that the trailer: > is correctly located in fifth wheel; > locking and safety devices are in position and working correctly; and > steps and catwalks are secure.
Vehicle body and wings **Guards** **Side and rear curtains** **Straps, doors, tail lift**	All cab and trailer doors should: > be secure; and > close properly. All body panels should: > be secure; and > not liable to fall off. The bodywork should: > have no sharp edges; and > be undamaged.

External items to check	What the driver should look for
Landing legs and handle	Check that: > landing legs are fully raised; and > the handle is secured in the correct position.
Trailer park brake (operation)	Check that: > it operates correctly; and > it is fully released.
Air suspension	Check that the suspension is set at the correct drive height.
Number plates and marker plates	Check that: > number plates are fitted in the correct position; and > all digits are clearly visible. Where a truck and trailer are used: > the trailer must display the number of the truck at the rear; and > the trailer should also display its own registration or marker plate on the nearside chassis rail.
Engine oil **Water** **Windscreen washer reservoir** **Fuel levels and leaks**	> Check that all engine fluid levels are between minimum and maximum levels. On some vehicles you may be able to check levels with relevant gauges or the display in the cab. > Check the engine bay for any evidence of leaks. > Make sure the washer bottle has enough fluid.

Checks before leaving the depot

Items to check	What to check
Steering and brake operation	With the engine started, check that: > the service brake operates on both tractor and trailer; > no air leaks are noticed when you press the brake; > the brake pedal is free from damage and there is adequate anti-slip provision; and > the steering does not have too much play and operates freely with the power assistance in operation.
Load security and weight distribution	Check that all loads are: > adequately secured; > unlikely to move; > not overloaded (either overall or on any individual axle); and > that any load is not too wide, too high or too long.

Checks while driving

Items to check	What to check
Tachograph **Speedometer** **Speed limiter**	Check that the: > tachograph continues to operate correctly; > speedometer is operating and can be seen from the driving position; and > vehicle does not exceed the maximum speed stated on the speed limiter plaque.
ABS and EBS warning lights	> Check that the ABS or EBS lights do not remain on after their check sequence is complete. This would indicate a fault with the system.

You can get a book of vehicle defect sheets off the shelf or you may choose to produce your own check list along the lines of the sample check sheet on the following page.

Driver Walk-Around Check Sheet

You must make sure that the vehicle you are driving is roadworthy and is not likely to cause danger to anyone.

Driver's Name:_____ Signature_____

Date:_____ Vehicle Reg:_____ Mileage:_____

Check Items	Tick box if defect found
In-Cab Checks	
1. Good visibility through all cab windows and mirrors. Mirrors adjusted properly.	
2. Driving controls, seat, and safety belts.	
3. Windscreen washer and wipers.	
4. Horn.	
5. Tachograph correct hours and calibration and speed limiter plaque displayed.	
6. ABS/EBS in-cab warning lights.	
7. All instruments, gauges, & warning devices.	
8. Check for air leaks and pressure drop.	
External Vehicle Checks	
9. Check tax and insurance discs are present and valid.	
10. Wheels for condition and security. Tyres for damage, correct inflation, and tread depth.	
11. All lights and reflectors.	
12. Exhaust.	
13. Air & electrical suzies and connectors.	
14. Fifth wheel and locking devices, steps, catwalk, or drawbar coupling.	
15. Vehicle body/wings/guards, side and rear / curtains and straps/doors/tail lift.	
16. Landing legs and handle.	
17. Trailer park brake (operation).	
18. Air suspension correctly set.	
19. Number plates and marker plates.	
20. Check engine oil, water, windscreen washer reservoir, and fuel – for levels and leaks.	
Prior to Leaving Depot	
21. Steering and brake operation.	
22. Load security and weight distribution.	
On-the-Road	
23. Tachograph, speedometer, and speed limiter.	
24. ABS/EBS warning lights off.	

Weekly walk-around check

A **daily walk-around check** may be complemented by a more detailed **weekly walk-around** check for items that are not critical and do not require checking every day. This weekly walk-around check may be done by the driver, CPC holder or other designated person. It should be recorded.

Example of walk-around checks on an LGV fleet

This example demonstrates how the Electricity Supply Board [ESB], a public sector organisation with a large fleet of commerical vehicles, put in place a **driver walk-around check programme** on its fleet of LGVs. It also shows the benefits received as a result.

The 'ESB Safe Driving charter' aims to keep staff, contractors and other road users safe on the road. The ESB completed a detailed 'safe driving' assessment of its 2,700 liveried vehicles, which travel around 40 million miles each year.

These measures put in place by the ESB to reduce vehicle-related injuries and deaths have achieved significant quantifiable results. This includes an **85% decrease in its annual insurance premium** over a five-year period.

Daily driver check sticker

Staff identified key vehicle roadworthiness measures to put in place. One of the measures identified was a **daily driver walk-around check** on each vehicle. The daily check is supplemented by a more comprehensive **weekly vehicle check**. Defects that drivers identify are recorded on the ESB's defect reporting system.

The ESB provides ongoing education for its driving staff. It also promotes awareness of its 'safe driving' commitments to staff through a range of internal media. To enforce these commitments, internal audits are carried out on critical features in the 'safe driving' programme. This makes sure the programme is in ongoing use and that all members of staff comply with it.

Defect reporting card

Section 7

Reporting and recording systems

Section 7
Reporting and recording systems

System to record defects

For the **daily driver walk-around** check to be effective, the operator must have a system in place for reporting and recording vehicle defects. It is a good practice for operators to give drivers a book of duplicate defect forms where they can record all checks they have completed. This can be combined with their walk-around check list. It should include the:

- vehicle registration;
- date;
- details of the defects or symptoms; and
- the driver's name.

Someone responsible for taking action

Drivers must give all defect reports to the designated responsible person to take appropriate action. This may include taking the vehicle out of service.

It is vital that all reported defects are followed up and that appropriate action is taken by the transport manager or the designated responsible person before the vehicle leaves the premises. This action should be recorded. Whoever is responsible for holding the defects report should include it in the vehicle's maintenance record along with details of the remedial action taken.

A record for each vehicle

You must keep a record of all defects, repairs and maintenance conducted on each vehicle. These records should include:

- when the vehicle had its last Annual Roadworthiness Test;
- details of what maintenance was carried out;
- details of all defects reported by the driver;
- details of when defects were rectified;
- total number of hours worked on a vehicle; and
- parts and service invoices.

This will make it easy to monitor the reliability and cost of maintaining each vehicle and provide information to ensure appropriate scheduling of maintenance for each vehicle.

Section 8

Assessing your maintenance system

Section 8
Assessing your maintenance system

It is good practice for an operator to assess the effectiveness of their maintenance system. Warning signals for operators that their existing maintenance system is not effective include:

- regular vehicle breakdowns;
- high repair costs per vehicle;
- delays at vehicle roadside checks;
- a high failure rate for vehicles at their annual roadworthiness test; and
- an unacceptably high rate of collisions.

RSA operator maintenance system survey

We have developed a survey to help operators assess their maintenance system. This survey prompts the operator to question areas of their maintenance system, such as whether or not they:

- have enough suitably skilled maintenance staff relative to the number of vehicles operated;
- maintain individual vehicle records;
- ensure drivers always conduct a **daily walk-around check**; and
- have a system in place to make sure that any defects identified by a driver are rectified.

You should take a few minutes to complete the survey to identify the effectiveness of your current maintenance systems and identify the areas that you need to improve. You may keep the survey yourself or return it to us for advice on any aspect of developing and putting in place your preventative maintenance system.

You can download an electronic version of this survey form with extra details from our website, www.rsa.ie. You can send completed forms to:

Commercial Vehicle Testing
Road Safety Authority, Clonfert House, Bride Street, Loughrea, Co. Galway
E-mail: cvtadmin@rsa.ie

Údarás Um Shábháilteacht Ar Bhóithre
Road Safety Authority

Operators roadworthiness maintenance survey

We are working with operators to make sure that they have an effective preventive maintenance programme. This will benefit the operator and enhance safety of all road users. This survey is designed to identify areas where the operator's vehicle preventive maintenance systems can be improved. We will then give you suggestions about how you can improve these areas. Thank you for taking the time to complete this survey.

Please complete or tick the appropriate boxes and send completed forms to Commercial Vehicle Testing, Road Safety Authority Clonfert House, Bride Street, Loughrea, Co. Galway. Email: cvtadmin@rsa.ie

GENERAL

Trading Name:						
Name of limited company (if applicable):						
Operator Contact Details						
Business category:	Owner/driver		**Transportation type:**	Goods		
	Own account			Passenger		
	Contract hire			Both		
Fleet:	Number of motor vehicles owned			Number of motor vehicles leased		
	Number of trailers owned			Number of trailers leased		
Type of business (%):	Local		%	International		%
	National		%	Schools		%

PERSONNEL

Name and Title of person responsible for roadworthiness of vehicles?		
Name and Title of the person who holds a CPC (Certificate of Professional Competence)?		
Name and Title of the person who takes responsibility for authorising vehicles in use?		
How many drivers are employed?		

PERSONNEL CONTINUED							
How many fitters are employed?							
What are their qualifications and experience?							
What outside services do you use?	Maintenance	Yes		No			
	Training	Yes		No			
	Tachograph analysis	Yes		No			
	If you answered 'Yes' to any of the above please give details.						

RECORDS									
VEHICLE MAINTENANCE	*Motor vehicles and trailers.*								
Where is maintenance carried out?	In-house		Out sourced		Both				
On-site maintenance workshop?	Yes		No						
How do you plan your maintenance?	Scheduled		Ad hoc		Breakdown				
What scheduling system do you use?	Computer		Manual		Wall Chart		None		
What criteria do you use to schedule maintenance?	Time		Mileage		Manufacturer's recommendations		None		
Give the time interval or mileage interval that you use to schedule maintenance.	Motor vehicle			Trailer					
Do you schedule vehicle testing? If so, what system do you use? If other please give details.	On or before due dates			When tax expires			Other		

MAINTENANCE SYSTEMS								
Vehicle inspections carried out	**Motor vehicles**				**Trailer, if applicable**			
Drivers walk-around checks:	None				None			
	Daily				Daily			
	Weekly				Weekly			
Are identified faults recorded?	Yes		No		Yes		No	
Are there systems in place to make sure all identified faults are rectified?	Yes		No		Yes		No	
If yes, give examples								
How are vehicle/trailer defects resolved and followed up?								
Do you carry out routine vehicle safety inspections? And on your trailer, if applicable?	None		Every 2 Wks		None		Every 2 Wks	
	Every 4 Wks		Every 6 Wks		Every 4 Wks		Every 6 Wks	
	Every 12 Wks		Other		Every 12 Wks		Other	
Are periodic brake tests conducted (other than roadworthiness test)?	Yes		No		Yes		No	
	How often?				How often?			
If yes, who performs periodic brake tests on your vehicle? And on your trailer, if applicable?	In-house		VTN Ctr		In-house		VTN Ctr	
	Other, give details				Other, give details			
Is there a defect book kept ?	No, none kept		Yes, in workshop		Yes, in vehicle			
Is it a multi-copy format so someone is notified of the defect?	Yes				No			
Where does each copy go? (To the driver, repairer, office records, other)	Vehicle Comments				Trailer Comments			

MAINTENANCE COSTS								
Are vehicle maintenance costs recorded?	Motor vehicles				Trailer, if applicable			
Scheduled costs	Yes		No		Yes		No	
Unscheduled costs	Yes		No		Yes		No	
Total cost per vehicle	Yes		No		Yes		No	
Are frequent failures or use of spare parts monitored?	Yes		No		Yes		No	
Are changes to costs monitored (for example, tyres, fuel, insurance and brake components).	Yes		No		Yes		No	
Have you achieved cost benefits from a preventive maintenance programme? For example, reduction in fuel cost, fewer breakdowns, improved on-time delivery, fewer roadworthiness infringements? If 'Yes' please give details.								
OTHER								
INCIDENTS AND ACCIDENTS :								
Are Incidents and accidents recorded and retained?	Yes		No		Example			
Do you have any additional safety measures? If you do please detail them here.								
Do you have a driver-incentive scheme?	Yes		No		Example			
Any additional comments?								

Údarás Um Shábháilteacht Ar Bhóithre
Road Safety Authority

Teach Chluain Fearta, Stráid Bhríde, Baile Locha Riach, Co. na Gaillimhe.
Clonfert House, Bride Street, Loughrea, Co. Galway.

phone: (091) 872 600 fax: (091) 872 660
email: enforcement@rsa.ie website: www.rsa.ie

Appendices

Appendix 1

Key legal obligations

Some of the mainly ROADWORTHINESS RELATED OFFENCES relevant to commercial vehicles

This Appendix is for information purposes only. It does not purport to set out all legal obligations relating to the roadworthiness of commercial vehicles. It is not, nor it should be treated as, a definitive or legal interpretation of the applicable law and its requirements. It is a matter for each operator, owner and driver to ensure that he or she complies with the applicable law.

LEGAL INSTRUMENT	OFFENCE DESCRIPTION	PENALTY
GENERAL ROADWORTHINESS		
Road Traffic Act 1961 Section 18; SI no.771 of 2004 EC (Vehicle Testing) Regulations 2004, Regulation 19	**Certificate of roadworthiness** Owner or User of the following vehicles without a certificate of roadworthiness: (a) Vehicles used for the carriage of passengers with more than 8 seats, excluding the driver's seat (b) Goods vehicles (c) Goods trailers and (d) Ambulances	Direct summons to court; on summary conviction, a fine not exceeding €3,000 and/or imprisonment not exceeding 3 months. Includes 5 penalty points.

LEGAL INSTRUMENT	OFFENCE DESCRIPTION	PENALTY
GENERAL ROADWORTHINESS		
SI no. 771 of 2004 EC (Vehicle Testing) Regulations 2004, Regulation 20(1)	**Production of certificate of roadworthiness** Failure by user of vehicle to produce certificate within 10 days to Garda Station having being requested to do so.	As above
Road Traffic Act 1961 Section 20(10) (as amended)	**Dangerous defect** Driving vehicle before remedying dangerous defect	On summary conviction, a fine not exceeding €2,000 and/or imprisonment not exceeding 3 months and/or 3 penalty points
Road Traffic Act 1961, Section 54	**Defective vehicle** Owner or driver of a dangerously defective vehicle	On summary conviction, a fine not exceeding €2,000 and/or imprisonment not exceeding 3 months and/or 5 penalty points
SI No 227 of 2003 EC (Random Roadside Vehicle Inspection Regulations) (as amended by 2004 transposing Regulations)	**Direction of garda / inspector** Failure to comply with a direction of an inspector/garda or failure to stop and remain stationary	On summary conviction, fine not exceeding €3,000 and/or imprisonment for a term not exceeding 3 months
TRAILER LICENSING		
SI No.35 of 1982 Road Traffic (Licensing of Trailers and Semi-trailers) Regulations 1982 Regulation 19	Trailer licence Contravention of provisions of Regulation 3 – use of vehicle in public place after commencement of Regulations without being licensed in accordance with the Regulations	On summary conviction, first offence – a fine not exceeding €1,000. Second offence under same section/subsection – a fine not exceeding €2,000. Third or subsequent offence under same section/subsection within 12 consecutive months - fine not exceeding €2,000 or imprisonment not exceeding 3 months, or both (s.102, Road Traffic Act, 1961 as amended and s.10, Road Traffic Act, 1968)

LEGAL INSTRUMENT	OFFENCE DESCRIPTION	PENALTY
LIGHTING		
SI No.189 of 1963 Road Traffic (Lighting of Vehicles) Regulations, 1963 Regulation 5	Vehicle lighting Contravention of Regulation 9 – requirements regarding obligatory lighting on vehicle (see below for defects)	On summary conviction, first offence – a fine not exceeding €1,000. Second offence under same section/subsection – a fine not exceeding €2,000. Third or subsequent offence under same section/subsection within 12 consecutive months – fine not exceeding €2,000 or imprisonment not exceeding 3 months, or both. (s.102, Road Traffic Act, 1961. Note that under s.11(5), where the owner is not the user of the vehicle at the relevant time, he will still be liable unless they can prove the use was unauthorised)
SI No.189 of 1963, Regulation 5	**Lighting defect** Contravention of Regulation 33- requirements for obligatory rear reflectors	As above
SI No.189 of 1963, Regulation 5	**Lighting defect** Contravention of Regulation 36 - requirements for projecting load reflectors	As above
SI No.189 of 1963, Regulation 5	**Lighting defect** Contravention of Regulation 38(1)-requirements for advance warning device	As above
SI No.189 of 1963, Regulation 5	**Lighting defect** Contravention of Regulation 40 - compliance by vehicles with general requirements in respect of lighting	As above

LEGAL INSTRUMENT	OFFENCE DESCRIPTION	PENALTY
VEHICLE & TRAILER REQUIREMENTS		
SI No. 190 of 1963, Road Traffic (Construction, Equipment and Use of Vehicles) Regulations, 1963, Regulation 19	**Steering** Failure by user or owner while vehicle and trailer being used in a public place to comply with provisions of Regulation 20 – steering requirements	On summary conviction, first offence – a fine not exceeding €1,000. Second offence under same section/subsection – a fine not exceeding €2,000. Third or subsequent offence under same section/subsection within 12 consecutive months – fine not exceeding €2,000 or imprisonment not exceeding 3 months, or both (ss.11(5) and 102, Road Traffic Act, 1961)
SI No 190 of 1963, Regulation 19	**Reversing gear** Failure by user or owner while vehicle and trailer being used in a public place to comply with provisions of Regulation 21 – reversing gear requirements	As above
SI No 190 of 1963, Regulation 19	**Wings** Failure by user or owner while vehicle and trailer being used in a public place to comply with provisions of Regulation 22 –requirements for wings	As above
SI No 190 of 1963, Regulation 19	**View of road** Failure by user or owner while vehicle and trailer being used in a public place to comply with provisions of Regulation 23 – requirements for view of road	As above

LEGAL INSTRUMENT	OFFENCE DESCRIPTION	PENALTY
VEHICLE & TRAILER REQUIREMENTS		
SI No 190 of 1963, Regulation 19	**Safety glass requirements** Failure by user or owner while vehicle and trailer being used in a public place to comply with provisions of Regulation 24 – safety glass requirements	As above
SI No 190 of 1963, Regulation 19	**Windscreen wipers** Failure by user or owner while vehicle and trailer being used in a public place to comply with provisions of Regulation 25 – windscreen wiper requirements	As above
SI No 190 of 1963, Regulation 19	**Driving mirrors** Failure by user while vehicle and trailer being used in a public place to comply with provisions of Regulation 26 – requirements for driving mirrors	As above
SI No 190 of 1963, Regulation 19	**Speedometer** Failure by user or owner while vehicle and trailer being used in a public place to comply with provisions of Regulation 27 - speedometer requirements	As above
SI No 190 of 1963, Regulation 19	**Horn** Failure by user or owner while vehicle and trailer being used in a public place to comply with provisions of Regulation 28 – audible warning device requirements	As above

LEGAL INSTRUMENT	OFFENCE DESCRIPTION	PENALTY
VEHICLE & TRAILER REQUIREMENTS		
SI No 190 of 1963, Regulation 19	**Exhaust Silencer** Failure by user or owner while vehicle and trailer being used in a public place to comply with provisions of Regulation 29 – silencer requirements	As above
SI No 190 of 1963, Regulation 19	**Smoke emissions** Failure by user or owner while vehicle and trailer being used in a public place to comply with provisions of Regulation 30 – requirements on smoke emissions etc	As above
SI No 190 of 1963, Regulation 19	**Locks** Failure by user or owner while vehicle and trailer being used in a public place to comply with provisions of Regulation 31 – means to prevent unauthorised driving	As above
SI No 190 of 1963, Regulation 19	**Inessential Projections** Failure by user or owner while vehicle and trailer being used in a public place to comply with provisions of Regulation 32 – requirements on inessential projections	As above
SI No 190 of 1963, Regulation 19	**Maintenance** Failure by user or owner while vehicle and trailer being used in a public place to comply with provisions of Regulation 34 – condition and maintenance requirements	As above

LEGAL INSTRUMENT	OFFENCE DESCRIPTION	PENALTY
VEHICLE & TRAILER REQUIREMENTS		
SI No 190 of 1963, Regulation 47	**Combination of brakes** Failure by user while vehicle or trailer being used in a public place to comply with provisions of Regulation 39 – requirements for combination of brakes	As above
SI No 190 of 1963, Regulation 47	**Brakes** Failure by user while vehicle or trailer being used in a public place to comply with provisions of Regulation 40 – requirements for obligatory brakes on mechanically propelled vehicles	As above
SI No 190 of 1963, Regulation 47	**Trailer brakes** Failure by user while vehicle or trailer being used in a public place to comply with provisions of Regulation 41 – requirements for obligatory brakes on trailers	As above
SI No 190 of 1963, Regulation 47	**Combination brakes** Failure by user while vehicle or trailer being used in a public place to comply with provisions of Regulation 42 – requirements for obligatory brakes on combination of vehicles	As above

LEGAL INSTRUMENT	OFFENCE DESCRIPTION	PENALTY
VEHICLE & TRAILER REQUIREMENTS		
SI No 190 of 1963, Regulation 47	**Service brake** Failure by user while vehicle or trailer being used in a public place to comply with provisions of Regulation 43 – requirements for service brake	As above
SI No 190 of 1963, Regulation 47	**Parking brake** Failure, by user, while vehicle or trailer being used in a public place to comply with provisions of Regulation 44 – requirements for parking brake	As above
SI No 190 of 1963, Regulation 47	**Brakes** Failure by user while vehicle or trailer being used in a public place to comply with provisions of Regulation 45 – miscellaneous requirements for vehicle and trailer brakes	As above
SI No 190 of 1963, Regulation 47	**Brake performance** Failure by user while vehicle or trailer being used in a public place to comply with provisions of Regulation 46 - requirements for performance of brakes)	As above

LEGAL INSTRUMENT	OFFENCE DESCRIPTION	PENALTY
OFFENCES APPLICABLE TO PSVS		
SI No 190 of 1963 Road Traffic (Construction, Equipment and Use of Vehicles) Regulations, 1963 Regulation 54	**Suspension** Failure by user while large public service vehicle being used in public place, to comply with provisions of Regulation 57 – suspension requirements (no excessive sway)	On summary conviction, first offence – a fine not exceeding €1,000. Second offence under same section/subsection – a fine not exceeding €2,000. Third or subsequent offence under same section/subsection within 12 consecutive months – fine not exceeding €2,000 or imprisonment not exceeding 3 months, or both (ss.11(5) and 102, Road Traffic Act, 1961)
SI No 190 of 1963, Regulation 54	**Guard rails** Failure by user while large public service vehicle being used in public place, to comply with provisions of Regulation 61 – requirements for guard rails	As above
SI No 190 of 1963, Regulation 54	**Steering** Failure by user while large public service vehicle being used in public place, to comply with provisions of Regulation 62 - steering requirements	As above
SI No 190 of 1963, Regulation 54	**Exhaust pipes** Failure by user while large public service vehicle being used in public place, to comply with provisions of Regulation 65 – requirements for exhaust pipes	As above

LEGAL INSTRUMENT	OFFENCE DESCRIPTION	PENALTY
OFFENCES APPLICABLE TO PSVS		
SI No 190 of 1963, Regulation 54	**Electrical equipment** Failure by user while large public service vehicle being used in public place, to comply with provisions of Regulation 66 – requirements for electrical apparatus	As above
SI No 190 of 1963, Regulation 54	**General construction** Failure by user while large public service vehicle being used in public place to comply with provisions of Regulation 67 – requirements for general construction and equipment	As above
SI No 190 of 1963, Regulation 54	**Steps, platforms & stairs** Failure by user while large public service vehicle being used in public place to comply with provisions of Regulation 68 – requirements for steps, platforms and stairs	As above
SI No 190 of 1963, Regulation 54	**Exits** Failure by user while large public service vehicle being used in public place to comply with provisions of Regulation 69 – requirements for number and situation of exits and entrances	As above

LEGAL INSTRUMENT	OFFENCE DESCRIPTION	PENALTY
OFFENCES APPLICABLE TO PSVS		
SI No 190 of 1963, Regulation 54	**Exit dimensions** Failure by user while large public service vehicle being used in public place to comply with provisions of Regulation 70 – requirements for dimensions of entrances and exits	As above
SI No 190 of 1963, Regulation 54	**Doors** Failure by user while large public service vehicle being used in public place, to comply with provisions of Regulation 71 – requirements for doors	As above
SI No 190 of 1963, Regulation 54	**Emergency exits** Failure by user while large public service vehicle being used in public place to comply with provisions of Regulation 72 – emergency exits requirements	As above
SI No 190 of 1963, Regulation 54	**Exit access** Failure by user while large public service vehicle being used in public place, to comply with provisions of Regulation 73 – requirements for access to exits	As above

LEGAL INSTRUMENT	OFFENCE DESCRIPTION	PENALTY
OFFENCES APPLICABLE TO PSVS		
SI No 190 of 1963, Regulation 54	**Markings** Failure by user while large public service vehicle being used in public place to comply with provisions of Regulation 77 – requirements for markings	As above
SI No 190 of 1963, Regulation 54	**Maintenance** Failure by user while large public service vehicle being used in public place, to comply with provisions of Regulation 78 – maintenance requirements	As above
SI No 190 of 1963, Regulation 54	**Carriage of equipment** Failure by user while large public service vehicle being used in public place to comply with provisions of Regulation 79 – requirements for carriage of certain equipment	As above
SI No.191 of 1963, Road Traffic (Public Service Vehicles) Regulations, 1963, Regulation 61; Section 82 Road Traffic Act 1961	**PSV licence** Contravention by user of public service vehicle of the provisions of Regulation 16 – requirements relating to defective public service vehicles	On summary conviction, first offence – a fine not exceeding €1,000. Second offence under same section/subsection – a fine not exceeding €2,000. Third or subsequent offence under same section/subsection within 12 consecutive months – fine not exceeding €2,000 or imprisonment not exceeding 3 months, or both (s 102 Road Traffic Act, 1961)

LEGAL INSTRUMENT	OFFENCE DESCRIPTION	PENALTY
OFFENCES APPLICABLE TO PSVS		
SI No.191 of 1963, Regulation 61	**Other PSV offences** Being owner but not the user of public service vehicle in contravention of any of the provisions of Regulations 5, 6, 7, 13 or 14	As above
SEAT BELTS		
SI No. 96 of 1971 Road Traffic (Construction, Equipment and Use of Vehicles) (Amendment) Regulations, 1971 Regulation 5	**Fitting of safety belts** Owner or driver of a vehicle not fitted with safety belts in accordance with Articles 3 or 4 of the 1971 Regulations.	On summary conviction, first offence – a fine not exceeding €1,000. Second offence under same section/subsection – a fine not exceeding €2,000. Third or subsequent offence under same section/subsection within 12 consecutive months – fine not exceeding €2,000 or imprisonment not exceeding 3 months, or both (ss.11(5) and 102, Road Traffic Act, 1961).
SI No 204 of 2006 EC (Compulsory Use of Safety belts and Child Restraint systems in Motor Vehicle Regulations) 2006	**Use of safety belts** Failure of driver or passengers to use a safety belt where fitted	€2,000 fine on summary conviction
SI No 204 of 2006	**Informing passengers of safety belt use** In the case of an M2 or M3 (passenger vehicles for more than 8 persons), failure to inform passengers of the requirement to wear a safety belt	€5,000 fine on summary conviction

LEGAL INSTRUMENT	OFFENCE DESCRIPTION	PENALTY
SPEED LIMITATION DEVICES		
SI No.299 of 1993 Road Traffic (Construction, Equipment and Use of Vehicles) (Amendment) Regulations 1993 Regulation 3	**Speed limiter devices** Contravention of provisions of Regulation 3 – requirements for speed limitation devices	On summary conviction, first offence – a fine not exceeding €1,000. Second offence under same section/subsection – a fine not exceeding €2,000. Third or subsequent offence under same section/subsection within 12 consecutive months - fine not exceeding €2,000 or imprisonment not exceeding 3 months, or both (ss.11(5) and 102, Road Traffic Act, 1961)
SI No.299 of 1993, Regulation 5	**Sealing of speed limiters** Contravention of provisions of Regulation 5 – requirements for sealing of limitation devices	As above
SI No.299 of 1993, Regulation 6	**Owner responsibilities** Being the owner but not the user of a vehicle in public place in contravention of provisions of Regulation 3 concerning speed limitation devices	As above
SI No 831 of 2005, European Communities (Installation and use of speed limitation devices in Motor Vehicles) Regulations 2005	**Vehicles requiring speed limiters** Requirements for speed limitation device	On summary conviction, a fine not exceeding €3,000 or to imprisonment for a term not exceeding 3 months or both.

LEGAL INSTRUMENT	OFFENCE DESCRIPTION	PENALTY
WEIGHTS		
Road Traffic Act 1961, s.12(4)	**Maximum gross weight** Contravention of s.12(3) - use by user or owner on a public road of a vehicle exceeding maximum weights specified by regulation made under s.12	On summary conviction, first offence – a fine not exceeding €1,000. Second offence under same section/subsection – a fine not exceeding €2,000. Third or subsequent offence under same section/subsection within 12 consecutive months – fine not exceeding €2,000 or imprisonment not exceeding 3 months, or both (ss.11(5) and 102, Road Traffic Act, 1961).
SI No.224 of 2000, Road Traffic (Construction, Equipment and Use of Vehicles) (Amendment) Regulations 2000, Regulation 4	**Maximum axle weight** Contravention of provisions of Regulation 4 - maximum weight requirements for vehicle axles.	On summary conviction – a fine not exceeding €1,000. Second offence under same section/subsection – a fine not exceeding €2,000. Third or subsequent offence under same section/subsection within 12 consecutive months - fine not exceeding €2,000 or imprisonment not exceeding 3 months, or both (ss.11(5) and 102, Road Traffic Act, 1961).

LEGAL INSTRUMENT	OFFENCE DESCRIPTION	PENALTY
EQUIPMENT		
SI No.158 of 1985, Road Traffic (Construction, Equipment and Use of Vehicles) (Amendment) Regulations 1985, Regulation 4	**Under run protection** Contravention of provisions of Regulation 4 – requirements for rear under run protective device	On summary conviction, first offence – a fine not exceeding €1,000. Second offence under same section/subsection – a fine not exceeding €2,000. Third or subsequent offence under same section/subsection within 12 consecutive months – fine not exceeding €2,000 or imprisonment not exceeding 3 months, or both (ss.11(5) and 102, Road Traffic Act, 1961).
SI No. 359 of 1991, Road Traffic (Construction, Equipment and Use of Vehicles) (Amendment) (No.3) Regulations 1991, Regulation 3	**Belt & restraint systems** Contravention of provisions of Regulation 3 – requirements for approved belt and restraint systems	As above

LEGAL INSTRUMENT	OFFENCE DESCRIPTION	PENALTY
INSURANCE		
Road Traffic Act 1961, s.56(3)	**Insurance cover** Contravention of s.56(1) – Use in a public place by person other than the owner of a mechanically propelled vehicle unless an insurer, guarantor etc would be liable for drivers negligence, or there is an approved insurance policy or guarantee in force	On summary conviction, a fine not exceeding €5,000 or imprisonment not exceeding six months or both. See also potential fine in lieu of damages under s.57
SI No. 355 of 1984, Road Traffic (Insurance Disc) Regulations, 1984, Regulation 5(3)	**Insurance disc** Contravention of Regulation 5 (1) - user or owner of vehicle in public place without carrying an insurance disc, ten days after the authentication of the certificate of insurance	On summary conviction, first offence – a fine not exceeding €1,000. Second offence under same section/subsection – a fine not exceeding €2,000. Third or subsequent offence under same section/subsection within 12 consecutive months – fine not exceeding €2,000 or imprisonment not exceeding 3 months, or both (ss.11(5) and 102, Road Traffic Act, 1961).

LEGAL INSTRUMENT	OFFENCE DESCRIPTION	PENALTY
BRIDGE STRIKES		
Railway Safety Act 2005, s.138 (3)	**Striking a bridge** Bridge Strikes - where the height of a structure in a public place is specified by a traffic sign, it is an offence to drive or attempt to drive under the structure so as to strike it	Direct summons to court, up to €5,000 and/or 6 months imprisonment and 3 penalty points on summary conviction. On indictment, up to €50,000 and/or 6 months imprisonment
Railway Safety Act 2005, s.138 (3)	**Notification of bridge strike** Failure to notify of strike of a structure in a public place, the height of which is specified by a traffic sign, whether or not damage is apparent	On summary conviction, a fine up to €1,000

Appendix 2

Certificate of Professional Competence (CPC) in Road transport operations management

To comply with the Road Haulage Operator Licence requirement of professional competence, there must be at least one person in the road haulage operators business who holds a Certificate of Professional Competence in Road Haulage Operations in order to be qualified to act as Transport Manager.

This Certificate of Professional Competence (Operator CPC) is a Certificate that is issued on behalf of the Department of Transport, to a candidate who has successfully completed the Operator CPC course. The Certificate is proof that the candidate is professionally competent to act as a transport manager.

The Operator CPC qualification ensures that there are no barriers that would prevent an operator from plying their trade, for example, in Ireland, France or the UK. The EU Commission proposed that all transport operators should operate under a common system of rules and that each operator would do the same course across Europe. This course, therefore, seeks to promote awareness of what is required to effectively and continuously manage a transport business anywhere in the European Union

Course Outline

The Course covers the essential requirements for those wishing to set up a transport business. It is primarily about managing a transport business in a professional and profitable manner and ensuring that the business complies with all legal and safety regulations. It is divided into nine distinct chapters based on the following format:

- Introduction to Passenger Transport Operations
- Setting up Road Passenger Transport Business
- Access to the Road Transport Market
- Transport Operations Management
- Financial Management
- Technical Standards
- Civil, Commercial & Social Legislation
- Conventions and Documentation
- Route Planning and Road Safety

Further details of the (CPC) in Road transport operations management course can be found at www.cilt.ie

Appendix 3

Driver Certificate of Professional Competence (Driver CPC)

Driver CPC has put in place ongoing training for all professional Bus and Truck drivers on an EU wide basis. The aims of the Driver CPC are as follows;

- To ensure that all professional drivers have good driving and safety standards and that those standards are maintained throughout the professional driver's career.
- To make sure that training and testing standards are the same for all drivers throughout the EU.
- To reduce fatalities and serious injuries on Irish roads. The aim of the RSA is that Ireland will be one of the best performing countries, with the lowest deaths and injuries in Europe.

Introduction of the Driver CPC

The Road Safety Authority introduced the Driver CPC for Buses on the 10th September 2008 and the Driver CPC for Trucks on the 10th September 2009. All new bus and truck drivers must pass a 2 two hour theory tests and a 30 minute practical test as well as the current driving test in order to obtain Driver CPC after these dates. The theory tests and the practical test are developed to ensure the applicant has a comprehensive knowledge of the Rules of the Road and of the skills and professionalism to be a full time driver of a bus and truck. On passing all examinations a driver will be issued with a Driver CPC Qualification Card which they will require in addition to their driving licence.

How the Driver CPC affects current professional drivers

If you have your bus licence on or before the 9th September 2008, or your truck licence on or before 9th September 2009, you are automatically entitled to Driver CPC. This is called acquired rights. In order to keep your Driver CPC, you must do 35 hours of periodic training over the next five years. Training is on a one day per year basis.

Periodic training

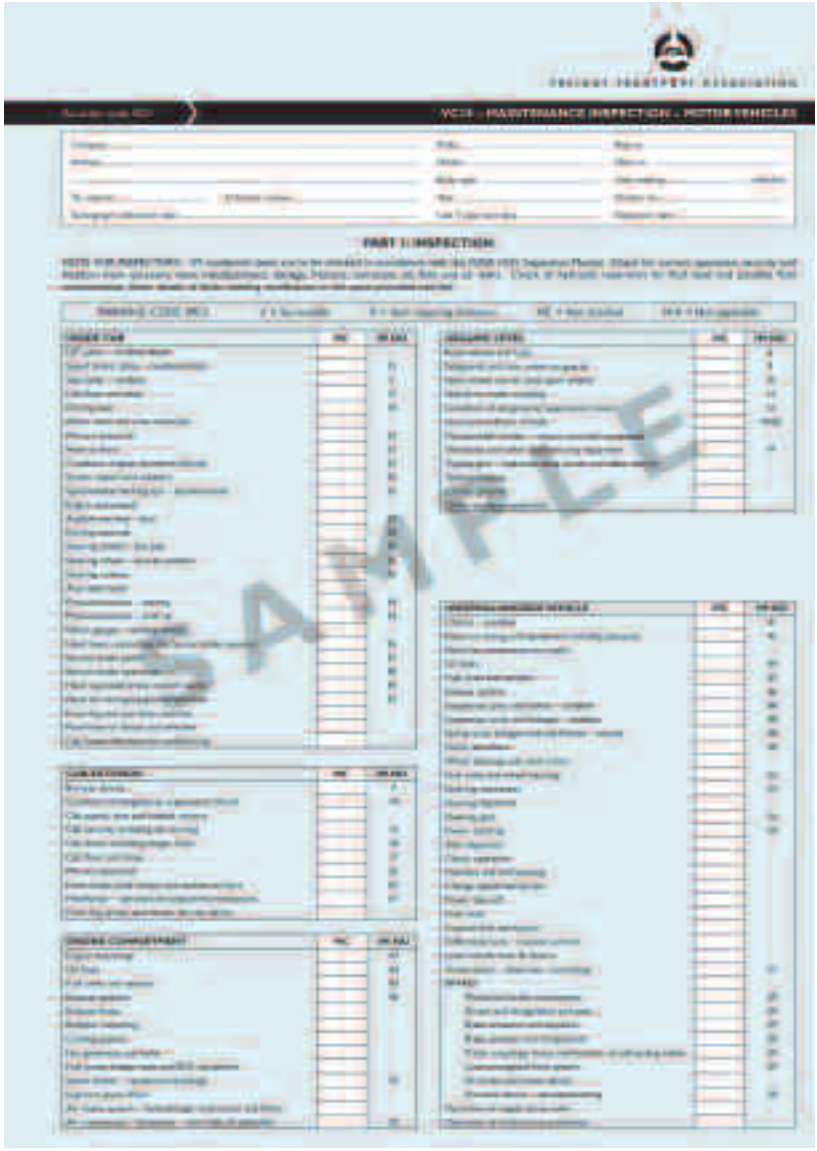
Training is carried out by RSA approved training providers, in centres throughout Ireland. At present there are over 236 approved Driver CPC training centres. There are six training modules in total, each of 7 hours duration with additional reading material to cover specific areas.

The titles of the modules are;

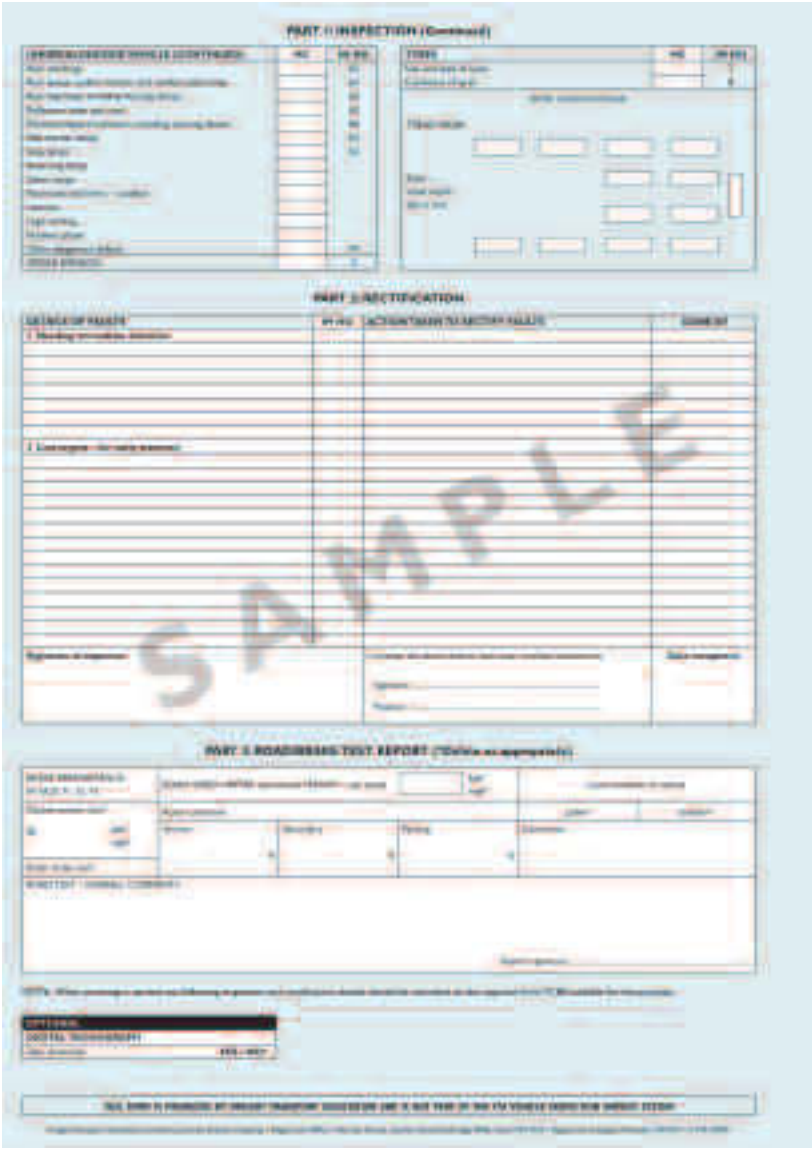
- Control of the Vehicle and Eco Driving Techniques.
- Minimising Risks and Managing Emergencies in the Transport Industry.
- Health and Safety for the Professional Driver.
- Role of the Professional Driver in the Transport Industry.
- The Professional Truck Driver.
- The Professional Bus Driver.

Further details of the Driver CPC course can be found in the RSA CPC Information Booklet, at www.rsa.ie or by contacting the Driver CPC Unit at cpc@rsa.ie; 096 25015.

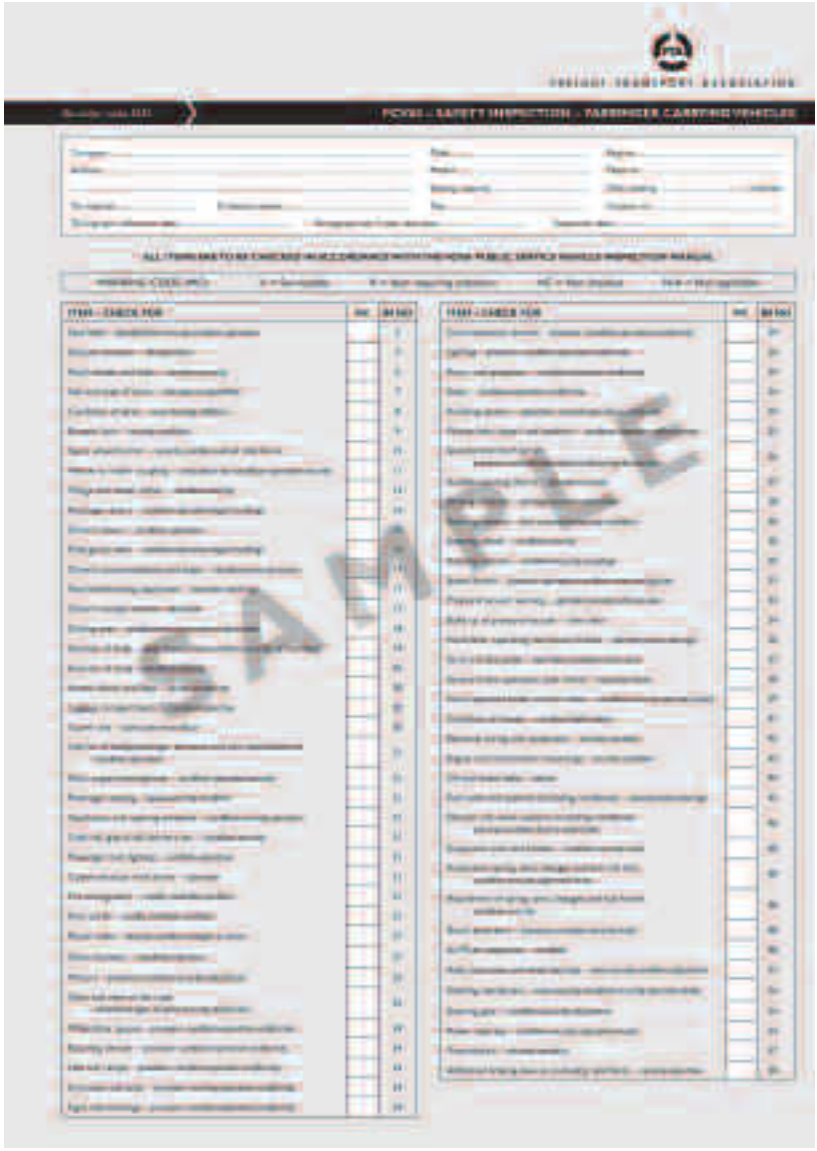
Appendix 4



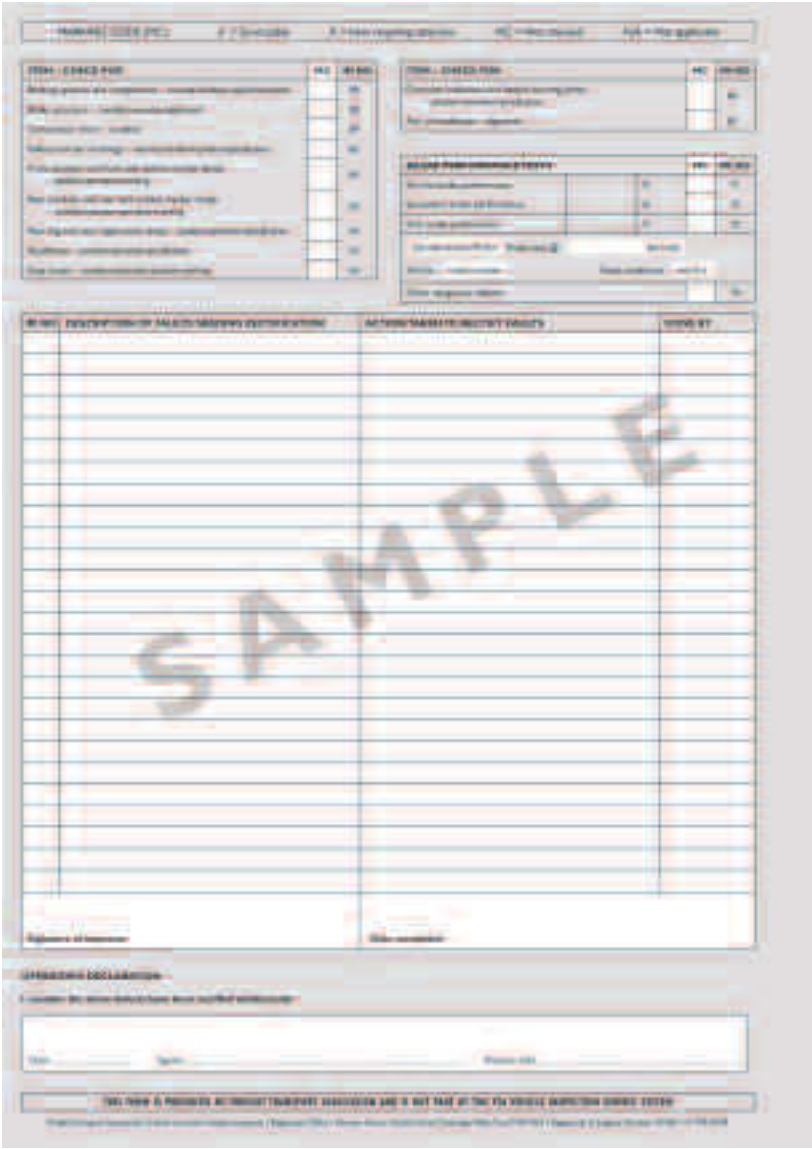
REVERSE: Sample HGV vehicle inspection checklist



Appendix 5



REVERSE: Sample PSV vehicle inspection checklist



Appendix 6

Useful addresses

RSA website address
www.rsa.ie

Road Safety Authority – Loughrea

Commercial Vehicle Testing
Road Safety Authority
Clonfert House
Bride Street
Loughrea
Co. Galway
Tel: (091) 872 600
Fax: (091) 872 660
E-mail: CVTadmin@rsa.ie

Enforcement (drivers' hours)
Tel: (091) 872 600
Fax: (091) 872 660
E-mail: enforcement@rsa.ie

Digital tachograph card issue
Tel: (091) 872 600
Fax: (091) 872 660
E-mail: digitaltacho@rsa.ie

Road Safety Authority – Ballina
Moy Valley Business Park
Primrose Hill
Ballina
Co. Mayo
Tel: (096) 25000 or
Lo-Call: 1890 50 60 80
Fax: (096) 25252
E-mail: info@rsa.ie

Vehicle standards
Tel: (096) 25014
Fax: (096) 25252
E-mail: vehiclestandards@rsa.ie

Driver CPC Department (Certificate of Professional Competence)
Tel: (096) 25015
Lo-Call: 1890 50 60 80
Fax: (096) 25252
E-mail: cpc@rsa.ie

Department of Transport
Road Transport Operator Licensing Unit
Department of Transport
Clonfert House
Bride Street
Loughrea
Co. Galway
Lo-Call: 1890 44 33 11
Fax: (091) 872 999
E-mail: rtol@transport.ie
Website: www.transport.ie

Irish Road Haulage Association (IRHA)
Suite 6
Gowna Plaza
Bracetown Business Park
Clonee
Co. Meath
Tel: (01) 801 3380
Fax: (01) 825 3080
E-mail: info@irha.ie
Website: www.irha.ie

The Society of the Irish Motor Industry (SIMI)
5 Upper Pembroke Street
Dublin 2
Tel: (01) 676 1690
Fax: (01) 661 9213
E-mail: info@simi.ie
Website: www.simi.ie

The National Roads Authority (NRA)
St. Martin's House
Waterloo Road
Dublin 4
Tel: (01) 660 2511
Fax: (01) 668 0009
E-mail: info@nra.ie
Website: www.nra.ie

Freight Transport Association (FTA)
Hermes House
St. John's Road
Tunbridge Wells
Kent
TN4 9UZ
UK
Tel: 0044 (0)1892 526171
Fax: 0044 (0)1892 534989
Website: www.fta.co.uk

Useful publications

The following publications are available from our website at www.rsa.ie.

or by contacting the RSA, Loughrea office at (091) 872 600.

- Vehicle Reflective Markings.
- Guide to EU Rules on Drivers' Hours.
- Guide to Digital Tachographs.
- Guide to the Road Transport Working Time Directive.
- Guide to Tachographs in Minibuses.
- EU Road Transport Working Time Directive.
- No Approval – No Sale, EC whole vehicle type approval.
- Haulage Operator Licensing.
- Is Your Haulier Licensed?
- Bus and Truck Operators' Guide to Managing for Road Safety.
- Driver Certificate of Professional Competence (Driver CPC) Information Booklet.
- Driver Tiredness the Facts.

Appendix 7

Your vehicle and trailer maintenance planner

Insert codes into relevant boxes (see key below)

Vehicle type	Registration number	January	February	March	April	May	June	July	August	September	October	November	December

Key

S Service due

Service complete

I Inspection service due

Inspection service complete

L Lube service due

Lube service complete

C Commercial Vehicle Test due

Commercial Vehicle Test complete

T Two-year tacho check due

Two-year tacho check complete