

## Fuel, Emissions and Tyres Policy

OnSite Support Ltd will appoint individual/s who are responsible for managing and monitoring fuel consumption and emissions output of the delivery vehicle fleet. To ensure that directors, managers and drivers are aware of fuel use and to assist in managing the economic and environmental sustainability of the business through a single point of responsibility.

### Fuel usage

Drivers of delivery vehicles will be issued a company fuel card to purchase fuel. Fuel receipts are to be passed to the Logistics manager or Team Leader and recorded by driver for invoicing and analysis purposes. Start and finish mileage is to be recorded on daily vehicle check sheets to allow comparison between drivers to assess driving style / behaviour / vehicle defects in accordance with FORS M11 Standard.

### Tyres

A visual tyre inspection will be performed daily and recorded on vehicle checks. Tyre tread measurements will be recorded at minimum monthly and entered onto a spreadsheet to ensure tyres are replaced at or above 2.0mm. Reports to compare driving style / behaviour of drivers will be produced indicating whether vehicle maintenance or driver training are needed, in line with FORS M11 requirements.

An external tyre provider will be used to manage tyre wear and replace in line with vehicle manufacturer guidelines.

### Fuel and Tyre Management

Fuel and Tyre Tread measurements will be calculated on a monthly basis via spreadsheets to highlight disparity between vehicles / drivers allowing further investigation, as follows:

- Vehicle service will be booked to determine whether there is a defect that is causing disparity in calculated figures with any faults being corrected accordingly
- If no faults are found in the vehicle service then an interview with the driver will be conducted to determine if there is an underlying issue with driving style / behaviour.
- If the driver interview process finds that driving style / behaviour is believed to be the cause of disparity between driver / vehicle tyre tread figures then a complaint will be filed following the complaints procedure.
- As part of the complaints procedure corrective and preventive action will be identified which will include re-training and education in accordance with manufacturer's guidelines.
- If there is a re-occurrence disciplinary action may follow.

## Fuel and Emissions

An appointed Fuel and Emissions champion will evidence the use and monitoring of fuel consumption and emissions and will demonstrate the following indicators;

- Mileage travelled
- Fuel usage
- CO2 output
- NOx output

Fuel and mileage will be collected by electronic systems via fuel cars and/or by drivers on daily check sheets and collated onto spreadsheets for analysis and reporting purposes. The fuel spreadsheets will be used to calculate vehicle/driver miles per litre. Reports to compare driving style / behaviour of drivers will be produced indicating whether vehicle maintenance or driver training are needed to reduce emissions.

The individual appointed responsibility for managing Fuel and Emissions will have attended FORS Practitioner workshop 'Reducing Fuel and Environmental Impact' and/or have achieved FORS Practitioner status in accordance with FORS S7 standard.



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Date: .....

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**Warren Lynes,**  
**Managing Director**

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