

Driver Induction: NHVAS Maintenance Management

1. Introduction

- **Purpose:** Ensure all drivers understand Metro Express's maintenance requirements under the NHVAS.
- **Scope:** Applies to all drivers (employees/subcontractors) operating Metro Express trailers & Customer Trailers.

2. Daily Checks (Pre-Starts)

What to Do:

- Complete a **Pre-Trip Inspection** before every shift or every 24 hours (whichever comes first).
- Use the [Metro Express NHVAS Daily Check Form](#) (digital) or paper copy (available at sites).
- **Key Areas to Inspect:**
 - Wheels & Tyres (tread, security).
 - Lights & Reflectors (functionality).
 - Windscreen/Wipers/Mirrors (clean, undamaged).
 - Brakes (gauges, leaks).
 - Tow Couplings/Drawbars (security).
 - NHVAS Label (visible, undamaged) and Intercept Report Book (in vehicle).

Critical Rules:

- **DO NOT DRIVE** if the vehicle is unsafe. Report issues immediately.
- Certify safety by ticking: *"I certify this vehicle is safe to the limits of my inspection."*
 - You confirm the vehicle meets safety standards based on what you can reasonably observe during the pre-trip inspection.
 - You are NOT certifying the entire mechanical condition of the vehicle (e.g., internal engine parts), only visible/external components covered in the checklist.

3. Fault Recording & Reporting

Procedure:

1. **During a Trip:**
 - Record **ALL** faults in the NHVAS Fault Record Book (on the trailer).
2. **Report Faults:**
 - Use the [Online Fault Reporting Form] (portal link) or contact Dispatch.
 - **Major Faults** (e.g., brakes, steering, suspension):
 - **STOP SAFELY** → Contact Dispatch immediately.
 - Await a qualified mechanic.

Timelines:

- Report faults **AS SOON AS IDENTIFIED** (pre-trip or mid-journey).
- Delayed reporting = disciplinary action.

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4. Specific Responsibilities

- **Daily Checks:** Complete pre-trip inspections diligently.
- **Fault Reporting:** Log all faults promptly.
- **Safety Compliance:** Never operate an unsafe vehicle.
- **Chain of Responsibility (CoR):** You are legally liable for HVNL breaches related to your duties.

5. Non-Compliance Consequences

- **Minor Breaches** (e.g., missed pre-trip): Retraining.
- **Moderate Breaches** (e.g., repeated failures): Warning/suspension.
- **Major Breaches** (e.g., unreported safety fault causing accident): Termination.

QR Code for Pre Start:



I, _____, certify that I:

- Understand my obligation to conduct thorough daily pre-trip inspections before every shift/24hrs using the NHVAS Daily Check Form.
- Commit to reporting ALL faults immediately:
 - Minor faults → Via online portal/Fault Record Book
 - Major faults (brakes/steering/suspension) → **STOP** & contact Dispatch
- Accept legal liability under the Chain of Responsibility (CoR) for HVNL compliance.
- Will never operate an unsafe vehicle and will ground trailers as required.
- Acknowledge consequences of non-compliance:
 - Minor breaches → Retraining
 - Moderate breaches → Warning/Suspension
 - Major breaches → Termination

Driver's Signature: _____

Drivers Name: _____ Date: _____

Trainer Signature: _____

Trainer Name: _____ Date: _____