



# **Fleet Operator Recognition Scheme**

## **Owner Van Driver Accreditation (OVDA) Guide**



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## Introduction

This guide is created to walk you through the FORS Bronze requirements for which you will be audited. The [FORS Standard](#) can be used alongside this guide as a reference point.

Some sections are likely to vary between different owner van driver operations.

To view this guide as a digital booklet, please [open this link](#) in your internet browser.

## Out-of-scope requirements

The following FORS Bronze requirements are not applicable to the OVDA audit – M4 Staff resources, M5 Communication, V6 Vehicle safety equipment, D3 Staff induction.

## Criteria for definition as an Owner Van Driver

To qualify as an Owner Van Driver, as defined by FORS, your operation must:

- Not fall under Operator Licencing requirements;
- Not conduct international operations for hire or reward;
- Operate a motor vehicle and the trailer(s) that are plated, and the total of their gross plated weights is not more than 3,500 kg or 4,250 kg for alternatively fuelled vehicle;
- Ensure the unladen weight of your vehicle and trailer combination is not more than 1,525 kg;
- Ensure the trailer's unladen weight is less than 1,020 kg and you only carry your own goods.

## Driver details and management

### M3 Responsible person

Under requirement M3 Responsible person, you must evidence that you have completed the relevant fleet management training or relevant qualification in the last five years to demonstrate your fleet management knowledge. A dispensation for the training for the first year of the accreditation will be given.

### D1 Licensing

For requirement D1 Licensing, you must be prepared to demonstrate that you hold a full valid driving licence for the vehicle types you drive and you comply with any restriction codes indicated on your driving licence.

You'll be asked to give your consent for FORS or a fleet verification provider to check your driving licence against the DVLA database. You can check it yourself by entering your DVLA number, National Insurance number and postcode and generating a check code at <https://www.gov.uk/view-driving-licence>.

### D4 Professional development

You must complete the following professional development and mandatory [eLearning](#):

- [Road safety](#)
- [Counter terrorism](#)

To access the eLearning, [register for an eLearning account](#) on FORS Online using your email address. If you have issues, you can [contact the FORS Helpline](#). All training evidence will be verified using the FORS Professional Training Register records.

### D6 Health and eyesight

Your auditor will ask if you have any medical conditions or impairments that may affect your entitlement or ability to drive for requirement D6 Health and eyesight. They will also ask about reading a vehicle number plate from 20 metres (with glasses or contact lenses, as required) and you will need to confirm your policy on driving impaired or under the influence of alcohol, medicines or illegal substances.

### D2 Driving standards

For D2 Driving standards, you must declare that you adhere to the rules of the Highway Code, drive professionally and wear your seatbelt. Specifically, you do not exceed the speed limit or drive too fast for the conditions.

You must be able to evidence that you have access to the latest version of the Highway Code and keep yourself up to date with all changes.

### **D5 In vehicle communication**

As an owner driver and the only person in the business, you are likely to require the use of a mobile phone whilst driving, which will be asked about under D5 In vehicle communication.

For this requirement, you must show you are aware that the use of hand-held mobile phones and hand-held communication devices is illegal and unsafe, you use a fully hands-free device that is safely stowed and does not limit your field of view or cause distraction, and that all messages are limited to a basic level and for a minimum duration only.

### **D7 Drivers' hours and working time**

As you are a self-employed sole trader/director, working time regulations do not apply to you. However, you are regulated by Domestic Drivers' Hours Rules, and must show evidence for D7 Drivers' hours and working time that you do not exceed a maximum of:

- 11 hours of work per day
- 10 hours driving per day (within the work shift)

You can use Annex 1 - Owner van driver daily log or an alternative method to record your hours, and make sure these are retained for a minimum of 12 months.

If you are towing a trailer/equipment and the towing combination GCW exceeds 3,500kg, you may require a tachograph if used for commercial purposes and you must obey drivers' hours regulations.

## Vehicle management

### V1 Serviceability and roadworthiness

V1 Serviceability and roadworthiness is about showing you maintain your vehicle. You must show proof to your auditor that your vehicle is maintained in line with the manufacturer's recommendations and considered off-the-road if a safety defect has been identified or any legally required documents have expired. You must confirm your next vehicle MOT and servicing are forecasted and planned, and it's reviewed if the vehicle is changed and when an MOT or service has been completed.

### V3 Insurance and V4 Vehicle tax

Linked to V1, for requirements V3 and V4, you'll need to have the following information listed below for the auditor:

- MOT valid certificate (if applicable)
- LOLER valid certificate (if applicable)
- Motor insurance valid certificate
- Goods in transit insurance valid certificate (if applicable)
- Public liability insurance valid certificate (if applicable)
- Last service inspection record (if applicable)
- Next service date having been planned
- VED confirmation
- Tacho calibration valid certificate (if applicable)

### V2 Walkaround checks

Prior to using your vehicle, you'll be required to demonstrate that you conduct a walkaround check by referring to Annex 2 DVSA Van Walkaround Checklist. This covers the serviceability of:

- Wheels and tyres
- Brakes and steering
- Lights and reflectors
- Mirrors and windows
- Bodywork condition
- Fluid levels and leaks
- Advanced driver-assistance system (ADAS)

You can use Annex 1 - Owner van driver daily log or an alternative method to log your walkaround checks, and make sure these are retained for a minimum of 15 months.

Additionally, you must show that if a:

- Safety defect is identified – the vehicle is declared off-the-road until it is inspected and repaired
- Non-safety defect is identified – the repair is logged for its next service
- Defect is not identified – the record is considered a 'nil defect' report

Your auditor will ask for the following records and evidence they are retained in support of your vehicle and operation:

- MOT test records: retained for 15 months after expiry date
- Vehicle defects, maintenance and repairs: retained for 15 months
- Nil defects: retained for 14 weeks

## **V5 Load safety**

As part of the walkaround check, you must show that load security is being checked. You must evidence that your vehicle is suitable for the load it carries and that safe loading, unloading, distribution and restraint practices are being used. When providing consignment documentation, consider the following in relation to gross vehicle weight :

- Cargo type
- Cargo weight
- Cargo dimensions

## **V7 Tyre management**

For V7 Tyre management, the auditor will ask how your tyres are maintained. As part of the walkaround check, you must demonstrate that all tyres are visually checked for damage, wear and pressures and they are fully examined during the vehicle MOT. Use receipts and documentation as evidence that a tyre specialist service is used to replace or repair any defective tyres.

You must show that you're aware of your responsibility to undertake due diligence checks to ensure that tyres are recycled/disposed legally by:

- Obtaining job sheets/invoices displaying environmental disposal charges and/or
- Obtaining/maintaining Environmental Agency records for the tyre specialist used.

## Management responsibilities

### M1 FORS documentation

M1 details that you should have all FORS documentation for your audit in one place. Please gather all documentation before your audit, including the completed Annex 1 in this document if applicable. You can refer to Annex 3 in this guide for a checklist of everything you'll need.

### M6 Vehicle fleet

M6 Vehicle fleet requires operators to document details of the fleet. As you have one vehicle, you should have the following information ready for the audit:

- Manufacturer
- VRM
- Fuel type
- Ownership type
- GVW
- Model
- V5 issue date
- Engine capacity
- Euro status
- Body type
- Parking arrangements

### M7 Regulatory licensing (waste licence)

For M7 Regulatory licensing you must show evidence that you hold regulatory licences and permits in relation to your vehicle operation – if applicable. You'll need the following information:

- Licence/permit
- Issue date
- Expiry date
- Upper/lower tier

### M8 Health and safety

For M8 Health and safety, you must show that you have a general policy to operate in a safe work environment and use safe work equipment.



You can find an example of this below.

1. I therefore ensure adequate control of the risks arising from my work activities with regards to:
  - Slips, trips and falls
  - Manual handling
  - Lone working
  - Substances hazardous to health
  - Access to vehicles and working at height
  - Working around moving vehicles
  - Reversing, manoeuvring and turning
  - Coupling, uncoupling and towing trailers (where relevant)
2. I also ensure operational and driving-at-work risks are managed for:
  - Driving standards, speed and adverse weather
  - Driving distraction, in-vehicle communications and mobile phone use
  - Safe loading and load restraint
  - Routes taken
  - Passenger safety
3. Personal protective equipment (PPE) is worn when and where required including seat belts whilst driving.
4. I am aware of the operational and terrorism security risks and remain vigilant to counter this threat.

### **M9 Complaints policy and procedure**

The auditor will ask about how you investigate and act upon complaints made. You must evidence how complaints can be made, how you will investigate them (with timelines) and how you keep a record.

You can use Annex 1 - Owner van driver daily log or an alternative recording method to record complaints, and make sure the log is retained for a minimum of 12 months.

### **M10 Transport infringement policy and procedure**

For requirement M10 Transport infringement policy and procedure, you must show the auditor that you're aware of your responsibility for transport infringements and offences. You must show how you record, investigate and take action as a result.

You can use Annex 1 - Owner van driver daily log or an alternative recording method to record infringements, and make sure the log is retained for a minimum of 12 months.

### **M11 Transport updates**

You must show that you keep up to date with developments in the fleet and road transport industry via your FORS subscription and the FORS eNews.

## Operational management

### O1 Routing

Adhering to safe and efficient routes is important. Therefore, O1 Routing requires you to let the auditor know how routes are planned, taking into consideration: whether a journey is a single or multi-drop consignment, whether any consignments are time sensitive, the vehicle's size and dimensions, what software you use, how you approach sensitive locations. Routes should consider road charging schemes, clean air zones, tolls and the impact on working time and drivers' hours. Be prepared for the auditor to ask about how routes are adhered to.

You can use Annex 1 - Owner van driver daily log or an alternative method to record distance travelled.

### O2 Fuel usage

Fuel usage should be monitored by dividing vehicle's distance travelled (odometer readings) by the amount of fuel drawn (fuel card or receipts) over a period of time.

To show information for O2 Fuel usage, you can use Annex 1 - Owner van driver daily log or an alternative method to keep note of Fuel and AdBlue (if applicable) usage and distances travelled, and make sure the log is retained for a minimum of 12 months.

### O3 Road traffic collisions

Any road traffic collisions should be recorded as per requirement O3 Road traffic collisions. You can use Annex 1 - Owner van driver daily log or an alternative method to do this, and make sure the log is retained for a minimum of 12 months.

### O4 Passenger safety

Though you may not routinely carry passengers as part of your operation, you may carry passengers on occasions. Therefore, for requirement O4, you must declare to the auditor that you're aware the passenger must wear their seatbelt and is instructed to be a good co-driver by not causing a distraction.

### O5 Specialist operations (if applicable)

Specialist operations include, but are not limited to:

- Dangerous goods
- Hazardous and non-hazardous waste
- Abnormal indivisible loads (AIL)

If this applies to you, you must show the auditor that the risks associated with the specialist operations you undertake are managed so that they do not endanger any passengers or other road users. You can do this by showing evidence of your ADR licence classes and expiry dates.

## **O6/O7 Security and counter terrorism**

For O6 and O7, you must show the auditor that you're aware you must safeguard against security breaches, terrorism threat and potential theft of your vehicle, its load, fuel and equipment and you remain vigilant to:

- Safety and security of my vehicle and its keys
- Security measures when stopping for breaks and rest
- Leaving a vehicle engine running for operational purposes
- Hijack through unauthorised passengers or hoax enforcement officers
- Reporting theft and suspicious activity to the authorities

Any suspicious terror activity should be reported as a bomb threat or suspect device will be reported to the police by calling 999.

## Annex 1: Owner van driver daily log

This daily log is a record of domestic drivers' hours, walkaround check, vehicle mileage and fuel drawn. Any defects identified during the walkaround check and incidents such as infringements or road traffic collisions are recorded on the back of this daily log

You can download a word document for you to edit and fill out [here](#).

Name:		Month:	
VRM:		Odometer start	

Date	Time start	Walkaround check complete	Time end	Hours driving	Odometer end reading	Initials


**Defect log**

Date	Defect	Action taken

**Incident log** (collision, accidents, complaints)

Date	Incident type	Action taken

**Fuel and AdBlue drawn**

Date	Litres	Date	Litres


**End of month data**

Distance travelled (miles)	Total fuel drawn (litres)	MPL	Total AdBlue drawn (litres)

## Annex 2: DVLA Van Walkaround Checklist



Driver & Vehicle  
Standards  
Agency

### Van Walkaround Checklist

You should check the condition of your van every day and get any problems checked out or repaired as soon as you can

#### LIGHTS

Check that:

- ▶ all lights and indicators work correctly
- ▶ all lenses are present, clean and are the correct colour
- ▶ stop lamps come on when the service brake is applied and go out when released
- ▶ marker lights are present and work
- ▶ all dashboard warning lamps work correctly including:
  - ▶ ABS
  - ▶ airbags (SRS)
  - ▶ EPS
  - ▶ full beam headlamp warning lamp
  - ▶ parking brake warning lamp

#### HORN AND STEERING

Check that:

- ▶ horn control is easily accessible from driver's seat
- ▶ horn works when its control is operated
- ▶ steering has no excessive play

#### WASHERS AND WIPERS

Check that:

- ▶ wipers move continually when switched on
- ▶ wiper blades are not so deteriorated that they don't clear the windscreen effectively when used with washers
- ▶ washers point at the windscreen and are operational
- ▶ washer fluid is topped up

#### MIRRORS AND GLASS

Check that:

- ▶ all mirrors that should be there are properly aligned and secure
- ▶ your view of the road in all directions isn't obscured by damaged or discoloured glass or obstructions such as stickers

#### SEATS AND SEATBELTS

Check that:

- ▶ seats are secure
- ▶ seatbelts operate correctly and are free from cuts and damage

#### BRAKES

Check that:

- ▶ foot / service brake works correctly and does not have any excessive travel
- ▶ hand / parking brake works correctly and does not have any excessive travel

#### BODYWORK AND DOORS

Check that:

- ▶ all doors shut properly and are secure when closed
- ▶ there are no sharp edges or damage
- ▶ no body panels are loose or in danger of falling off

#### LOAD

Check that:

- ▶ any load is adequately secured
- ▶ van doors have an effective locking device

#### TOW BARS AND TAIL LIFTS

Check that:

- ▶ tow bar is secure and any trailer is correctly and securely attached with all electrical connections working correctly
- ▶ tail lift is secure and free from damage, functions correctly and the electrics are working correctly

#### EXHAUST

Check that:

- ▶ exhaust doesn't emit excessive amounts of smoke

#### FLUIDS, FUEL AND OIL

Check that:

- ▶ brake fluid, engine coolant, engine oil, power steering fluid, windscreen washer fluid and water levels are correct
- ▶ fuel filler cap is securely fitted
- ▶ there are no brake fluid, power steering fluid and water leaks by looking for puddles on the ground - if leaks are detected trace the cause

With the engine on, check:

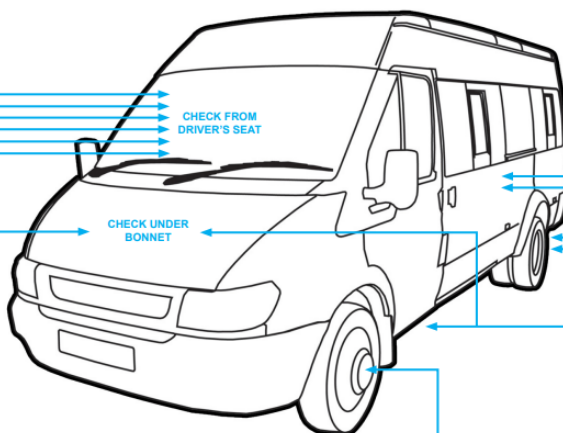
- ▶ underneath the van for any fuel and oil leaks looking for puddles on the ground

#### TYRES AND WHEELS

Check as much of your tyres and wheels as you can see. There must be:

- ▶ a minimum tread depth of 1.6mm
- ▶ sufficient inflation of each tyre
- ▶ no deep cuts in the sidewall
- ▶ no cord visible anywhere on the tyre
- ▶ no missing or insecure wheel-nuts

Failing to ensure a tyre is safe and legal can result in receiving 3 penalty points on your licence per tyre.





## Annex 3: A list of key documentation for the audit

Below is the list of key documentation for you to have ready for the audit:

1. Fleet manager training and/or qualification records (if any) (Transport Manager CPC qualification, FORS Fleet Management Essentials, TM CPC refresher, OLAT, FORS Practitioner modules).
2. Driving licence photocard
3. Driving licence check code (generated following <https://www.gov.uk/view-driving-licence>)
4. FORS eLearning training records
5. Access to the Highway Code (hard/electronic copy handbook, app, electronic link, etc)
6. 12 months drivers' hours records
7. Latest MOT certificate
8. 15 months vehicle service history and defect repair records
9. Latest LOLER certificate (if applicable)
10. Latest tachograph calibration certificate (if applicable)
11. 14 weeks' nil defect reports
12. Latest motor insurance certificate
13. Public liability insurance (if applicable)
14. Goods in transit insurance (if applicable)
15. Latest VED renewal confirmation
16. Tyre maintenance records (job sheets, invoices)
17. V5C document
18. Records of licences and permits (if any) (e.g. Waste carrier licence)
19. Records of any complaints received
20. Records of any transport fines and charges issued
21. Samples of industry updates sources being used
22. Distance travelled records
23. Fuel and AdBlue usage records
24. Accident records
25. ADR licence (if applicable)
26. Dangerous goods and waste transportation documentation and records (if applicable)