



PROCEDURE (Essex) / Linked SOP (Kent) – Vehicle Equipment and Mileage Record books (VEMR)

Number: T 07103

Date Published: 23 August 2017

1.0 Summary of Changes

1.1 This procedure/SOP has undergone its 2 yearly review and the following updates have been made:

- Paragraph 2.5 has been added regarding Telematics and VEMR completion;
- Within Section 4 the 9 protected EIA characteristics have been updated;
- Paragraph 3.6.2 clarity given regarding VEMR sheets relating to short term hires.

2.0 What this Procedure/SOP is About

2.1 The aim of this procedure/SOP is to ensure that an accurate record of journeys and vehicle mileage is captured in accordance with legal requirements and that the recordings of mandatory weekly vehicle checks are undertaken.

2.2 This procedure/SOP applies to all drivers and their supervisors of Essex Police and Kent Police vehicles.

2.3 In all instances it is the responsibility of the supervisor to ensure that vehicle checks are undertaken and the Vehicle Equipment and Mileage Record (VEMR) books are completed correctly.

2.4 In all instances it is the responsibility of the vehicle driver to ensure that the VEMR book is completed accurately.

2.5 Where Telematics is installed in a vehicle, the VEMR book must still be completed until Transport Services advise otherwise.

Compliance with this procedure/SOP and any governing policy is mandatory.

3.0 Detail the Procedure/SOP

3.1 All fleet vehicles, lease vehicles, hire vehicles, sponsored vehicles, pool vehicles and vehicles acquired for demonstration / evaluation used for the purpose of police business will be issued with a VEMR book (also sometimes known as the log book).

3.2 It is a legal requirement that all VEMR books are kept up to date at all times and record journeys, mileages, drivers and confirmation that mandatory vehicle checks have been undertaken. It will also indicate the condition of the vehicle and its equipment, when taken-over by another driver, including any defect or deficiency and indicate who was driving the vehicle at any given time.



PROCEDURE (Essex) / Linked SOP (Kent) – Vehicle Equipment and Mileage Record books (VEMR)

Number: T 07103

Date Published: 23 August 2017

3.3 Issue of Vehicle Equipment and Mileage Record Books

3.3.1 Newly Commissioned Fleet and Lease Vehicles

The VEMR book will be issued by Transport Services. Thereafter, drivers are responsible for ensuring that as the current book nears its completion a replacement is obtained from their local administration support team.

3.3.2 Other Vehicles

- **Long Term Hire** (more than 28 days hire) – A VEMR book for each separate hire will be issued to the hirer by the Business Centre bookings team;
- **Short Term Hire** – A single VEMR sheet will be issued by the Business Centre Bookings Team to the user. These must be completed for each hire and returned to Transport Services – see Section 3.6.2;
- **Sponsored Vehicles** - The VEMR book will be issued by Transport Services.
- **Demonstration Vehicles** – A single Vehicle Equipment and Mileage Record sheet will be issued by Transport Services;
- **Pool Vehicles** – The VEMR book will be issued by Transport Services.

3.4 Use and Completion of Vehicle Equipment and Mileage Record Books

3.4.1 The vehicle driver is responsible for completing all columns of the VEMR book for each journey made (this is a legal requirement). Failure to comply may result in a disciplinary investigation.

3.4.2 It is the responsibility of the vehicle driver to ensure that vehicle inspections are carried out and that the vehicle is in a roadworthy condition prior to use. Any defects which are found prior to, or during, use must be noted in the VEMR book and reported to the relevant Transport Services workshop.

3.4.3 A record of the weekly inspection must be entered into the VEMR book, and should include the date, driver's signature and force number.

3.3.3 Any driver that identifies a mileage that is incorrectly recorded in the VEMR book must report it to their Line Manager/Supervisor who will investigate and take action as necessary. The book will be endorsed by the line manager/supervisor to reflect the action taken.

3.4.4 Line Managers/Supervisors are responsible for carrying out weekly checks of the VEMR books belonging to vehicles in their care or control and must endorse them upon inspection to confirm correct completion.



PROCEDURE (Essex) / Linked SOP (Kent) – Vehicle Equipment and Mileage Record books (VEMR)

Number: T 07103

Date Published: 23 August 2017

3.4.5 The VEMR book is to be kept in the vehicle at all times to enable pre-use checks to be carried out and must accompany the vehicle and keys when going to workshops.

3.5 Loss of Vehicle Equipment and Mileage Record book

3.5.1 The loss of a VEMR book must be reported to Transport Services immediately and a local investigation undertaken to locate it. An audit trail of the investigation must be supplied to the Fleet Coordinator, Transport Services.

3.6 Storage and retention of Vehicle Equipment and Mileage Record Books

3.6.1 If a police vehicle is transferred to another Command or Department, the current VEMR book pertaining to that vehicle must be transferred with the vehicle.

3.6.2 All completed VEMR books and completed VEMR sheets, in the case of short term hire vehicles and demonstrator vehicles, must be returned to Transport Services who will retain them in accordance with the relevant Force retention policy. Individual sheets for short term hires can be scanned and sent via email to the Transport Services Administration inbox.

3.6.3 Other information regarding Vehicle Equipment and Mileage Record Books is available in the Travel Procedure (see related documents).

4.0 Equality Impact Assessment

4.1 An equality impact assessment has been carried out and shows the proposals in this procedure/SOP would have no potential or actual differential impact on grounds of age, sex, disability, race, religion or belief, marriage and civil partnership, sexual orientation, gender reassignment and pregnancy and maternity.

5.0 Risk Assessment

5.1 There are no specific risk assessments associated with the procedures concerning the completion of VEMR books.

5.2 There is an organisational risk if VEMR books are not completed due to a legal requirement to maintain driver record details.



PROCEDURE (Essex) / Linked SOP (Kent) – Vehicle Equipment and Mileage Record books (VEMR)

Number: T 07103

Date Published: 23 August 2017

6.0 Consultation

6.1 The following were invited to provide feedback in the consultation phase during the formulation of this document:

- Unison
- Federation
- Business Services
- Driver Training Department
- OPC Roads Policing Sergeant
- Health & Safety

7.0 Monitoring and Review

7.1 This procedure/SOP will be reviewed by, or on behalf of, the Head of Transport Services every two years to ensure that it remains accurate and fit for purpose.

8.0 Governing force policy.

Related force policies or related procedures (Essex) / linked standard operating procedures (Kent)

6.1 Joint Essex Police and Kent Police Policy and Procedures/SOPs

- T 0710 Policy – Vehicle Fleet Management
- T 07101 Procedure/SOP – Vehicle Maintenance
- T 07102 Procedure/SOP – Fuel Management
- T 07104 Procedure/SOP – Provision and Use of Vehicles and Equipment
- T 07105 Procedure/SOP – Wheels and Tyre Management
- T 07107 Procedure/SOP – Hire & Pool Vehicles
- T 07108 Procedure/SOP – Telematics – Provision & Management of Equipment & Users

6.2 Essex Policies and Procedures

- G 1600 Policy – Travel and Associated Transport and its associated sub procedures.
- D 2000 Policy – Safe Driving and its associated sub procedures



PROCEDURE (Essex) / Linked SOP (Kent) – Vehicle Equipment and Mileage Record books (VEMR)

Number: T 07103

Date Published: 23 August 2017

6.3 Kent Policies and SOPs

- T 07106 SOP – Vehicle Lease Schemes
- O45 Policy – Safe Driving and all its associated Standard Operating Procedures
- V01 Policy – Allowances and all its associated Standard Operating Procedures

9.0 Other source documents, e.g. Legislation, APP, Force forms, partnership agreements (if applicable)

- There are no related documents