FORS Fleet Management System

How FORS FMS supports your FORS accreditation

Powered by
FleetCheck

Introducing FORS FMS

FORS Fleet Management System (FORS FMS) has been designed to support businesses looking to gain and maintain their FORS accreditation by demonstrating a high level of compliance with bronze, silver and gold requirements of the FORS Standard.

<u>Key Benefits</u>

• Suite of bespoke FORS reports to support your accreditation requirements.

• Online storage for all your FORS policies and documentation.

• Automated reminders to ensure all your FORS documents are reviewed on time.

• Auditor dates, deadlines and key task reminder.

• Integrated walk-around checking app.

• Automated data input of driver training records

• Data integration with telematics, driver licence checking and all fuel cards.

• Direct links to the DVLA for vehicle details, MOT and road tax renewal dates.

• Step by step checklist for your FORS Bronze, Silver and Gold accreditation requirements.

Bronze Accreditation

M1 FORS Documentation

Requirement

The FORS operator shall manage, review, revise and retain all documentation relevant to the mandatory requirements of the FORS Standard.

How FORS FMS helps

The Policy Manager module within FORS FMS helps you to get started with your policies and procedures, providing a legally templated Driver Handbook and other Driving Policy documents. The software allows you to upload signed documents to be stored, edited, communicated, and reviewed. Additionally, an interactive checklist will support you when logging and forward planning actions to ensure nothing is overlooked.

M2 Records

Requirement

To manage and retain all records relevant to the FORS Standard.

How FORS FMS can help

The maintenance sections within the FORS FMS allow you to keep a robust audit trail of all repair and maintenance records including all necessary details and costs. Any required documentation can be uploaded as supporting evidence for completed work and can be reviewed periodically. Additionally, the included driver app allows you to store all defect reports electronically.

M3 Responsible Person

Requirement

To appoint a trained, experienced and (where necessary) qualified person responsible to run the fleet operation.

How FORS FMS can help

Details of the individual(s) with fleet or transport management responsibility can be kept within the staff records section of FORS FMS. Training and qualifications are easily recorded and stored within the driver's records and are easily exported for reporting purposes with review reminders automatically triggered for those with time-limited certifications.

M4 Staff Resources

Requirement

To provide adequate staff resources to run the fleet operation.

How FORS FMS can help

The FORS FMS mobile app ensures operators can communicate any documentation and policies directly to their drivers. The mobile app can also be used to gather fit to drive and competency declarations, helping to confirm that your drivers are safe to be on the road and can check their vehicle's safety.

M5 Communication

Requirement

To communicate fleet management policies and procedures to all staff involved in the fleet operation.

How FORS FMS can help

FORS FMS gives you the means of recording company induction training, driver handbook acceptance and any additional training/ education given to any or all staff. Courses, toolbox talk, and educational material can be uploaded together with communications and/ or review dates and reminders.

M6 Vehicle Fleet

Requirement

To document details of the vehicle fleet and how vehicles are distributed across the organisation.

How FORS FMS can help

FORS FMS allows you to store all core vehicle information including VRMs/VINs, total vehicle and

trailer count, fuel types, ownership methods and operating centres.

M7 Regulatory Licencing

Requirement

To hold all regulatory licences and permits relevant to the fleet operation.

How FORS FMS can help

You can store a copy of your O'Licence and record all associated details including identification of authorised vehicles, operating centre(s), margins available, notified changes to your licence and even renewal dates. FORS FMS also provides unlimited means for recording and tracking other types of organisational licences, certificates and other documentation.

M8 Health and Safety

Requirement

To maintain safe and healthy working conditions.

How FORS FMS can help

As covered in M1, FORS FMS can be used to store and circulate any documents such as Health and Safety policies.

M9 Complaints

Requirements

To review and act upon any complaint made against the fleet operation.

How FORS FMS can help

FORS FMS provides complete and robust means for complaint records with resolutions, follow up details and automatic alerts. Upon receipt of a complaint, whether it originates from an internal employee, a member of the public, the Traffic Commissioner, HSE or the courts, you can record all details linking the record to the appropriate staff member. Actions can be easily tracked and reports can be generated to help highlight trends associated with individual drivers or common failings.

M10 Transport Infringements

Requirement

To record, investigate and take action against all transport-related infringements.

How FORS FMS can help

FORS FMS gives you complete control of penalties and fines associated with occupational driving. You can easily assign PCN's to the necessary drivers and track them all the way through to completion, ensuring that nothing is overlooked, and costs are kept to a minimum. Smart reporting enables you to identify repeat offenders and highlight emerging trends as well as the ability to upload your company's policy surrounding transport-related fines which ensures you and your staff are fully aware of driver responsibility/ accountability relating to these offences.

M11 Transport Updates

Requirement

To keep up-to-date with developments in the fleet and road transport industry.

How FORS FMS can help

FORS FMS users can opt in to receive email notifications for regulatory information and industry best practice to ensure that they are always up to date with the latest legislation and guidance. This channel of communication helps build a robust audit trail of updates given to relevant transport staff and drivers as required.

3.2 Vehicles

V1 Serviceability and Roadworthiness

Requirement

To maintain vehicles, trailers and specialist equipment in a serviceable and roadworthy condition.

How FORS FMS can help

The maintenance sections within FORS FMS allows you to record all upcoming and completed work against all vehicles, trailers and speciality equipment with automatic alerts scheduled to ensure no key dates/ event are overlooked. The FORS FMS mobile app will also allow your drivers to complete thorough walk around inspections to check the vehicle is roadworthy before they drive.

V2 Daily Walkaround Checks

Requirement

To check vehicles, trailers and specialist equipment for defects immediately before they are used.

How FORS FMS can help

The FORS FMS mobile app allows you to create detailed inspection sheets that your drivers can access on their phone or mobile device. Drivers can complete their checks and submit descriptions with photographic evidence of any defects discovered. All data is imported straight into the software with date and time stamps and even check duration available, giving the Fleet Manager a complete insight, enabling prompt resolutions and useful reporting.

V3 Insurance

Requirement

To hold a minimum of third-party insurance or self-insurance for the fleet and any other insurance necessary to provide financial protection to the operation.

How FORS FMS can help

FORS FMS includes a supplier's section where all insurance records and contracts including providers, policy numbers, contract dates and documents can be stored and reviewed. Advance alerts are generated automatically for renewals giving you peace of mind that your insurance cover is always valid and up to date. You can also record any meetings with your provider/ broker with the means to build a detailed history of claims.

V4 Vehicle Tax

Requirement

To tax all vehicles operating on public roads.

How FORS FMS can help

FORS FMS will automatically input vehicle road tax information using a link to the DVLA database. This will trigger future alerts both in the system and by email when the tax is due to be renewed. SORN declarations can be completed with advance alerts to highlight vehicles that are not on the road due to having no tax.

V5 Load Safety

V5.1 Load Safety for HGV's

Requirement

To load vehicles and trailers safely and within the legal limits

How FORS FMS can help

For companies operating HGV's, policies and other documents can be uploaded to FORS FMS, giving clear guidance on safe loading, luggage distributions and on-board items. Authorship, ownership and review dates are logged, enabling you to have complete control over the policies and ensuring that they don't fall out of date.

V5.2 Load Safety for PCV's

Requirement

To load vehicles and trailers safely and within the legal limits.

How FORS FMS can help

For companies operating PCV's, policies and other documents can be uploaded to FORS FMS, giving clear guidance on safe loading, luggage distributions and on-board items. Authorship, ownership and review dates are logged, enabling the company to have complete control over the policies and ensuring that they don't fall out of date.

V5.3 Load Safety for Vans

Requirement

To load vehicles and trailers safely and within the legal limits.

How FORS FMS can help

For companies operating vans, policies and other documents can be uploaded to FORS FMS, giving clear guidance on safe loading, luggage distributions and on-board items. Authorship, ownership and review dates are logged, enabling the company to have complete control over the policies and ensuring that they don't fall out of date.

V5.4 Load Safety for Cars

Requirement

To load vehicles and trailers safely and within the legal limits.

How FORS FMS can help

For companies operating cars, policies and other documents can be uploaded to FORS FMS, giving clear guidance on safe loading, luggage distributions and on-board items. Authorship, ownership and review dates are logged, enabling the company to have complete control over the policies and ensuring that they don't fall out of date.

V5.5 Load Safety for P2W

Requirement

To load vehicles and trailers safely and within the legal limits.

How FORS FMS can help

For companies operating P2W's, policies and other documents can be uploaded to FORS FMS, giving clear guidance on safe loading, luggage distributions and on-board items. Authorship, ownership and review dates are logged, enabling the company to have complete control over the policies and ensuring that they don't fall out of date.

V6 Vehicle Safety Equipment

Requirement

To fit larger vehicles with safety equipment that helps protect vulnerable road users.

How FORS FMS can help

FORS FMS allows you to record each item of equipment fitted to your vehicles as well as those provided to drivers. The provision of a vehicle inspections routine will also give the drivers the opportunity to report any faults or concern associated with the vehicle or equipment safety.

V7 Tyre Management

Requirement

To monitor tyre usage and maintain tyres in a serviceable and roadworthy condition.

How FORS FMS can help

Tyre pressure and tread depths can be imported to the system, either by manual entry using a pre-built safety checksheet or via the FORS FMS mobile app. Once recorded, you'll receive proactive alerts for tyre replacements, as the system will recognise when the treads are approaching a pre-defined minimum depth. The uploaded maintenance invoices will ensure you have a robust audit trail of approved tyre disposal routines.

3.3 Drivers

D1 Licensing

Requirement

To verify that all drivers hold a valid licence for the category and type of vehicle they are tasked to drive and manage any risks associated with endorsements or restrictions.

How FOR FMS can help

FORS FMS includes a comprehensive licence recording, checking and verification platform giving you clarity of all licence statuses for each of your drivers. Details of licences and all other associated driver categories and entitlements are uploaded into the system and endorsements are logged with recommended risk-based re-check schedules linked to endorsement statuses.

D2 Driving Standards

Requirement

To require all drivers to have knowledge of and comply with the rules of the road.

How FORS FMS can help

FORS FMS can be used to store and circulate any documents including written policies on driving standards and driver declarations including the rules of The Highway Code.

D3 Staff Induction

Requirement

To inform drivers and other staff involved in the fleet operation of the fleet operation policies, procedures and FORS accreditation, from the start of their employment.

How FORS FMS can help

FORS FMS allows you to record company induction training, focussing on health and safety, road safety and the safety of vulnerable road users as well as driver handbook circulation/ acceptance and any additional education given to any or all staff. Details of courses, toolbox talks, and educational material can be uploaded to the system, together with communication and/ or review dates.

D4 Professional Development

Requirement

To professionally develop drivers and all other staff involved in the fleet operation, through progressive FORS Professional Development.

How FORS FMS can help

With FORS FMS, you have the means of ensuring that your drivers are adequately trained and that any qualifications or certifications remain current and valid. Driver e-learning records conducted via FORS are automatically imported, and you can create records in the system for all other training and education connected with driving activity.

D5 In-Vehicle Communication

Requirement

To not cause or permit a driver to use a hand-held mobile phone or any other handheld communication device while driving.

How FORS FMS can help

Policies associated with the use of hand-held communication devices while driving can be uploaded to FORS FMS with set review dates and reminders to evidence that these instructions have been effectively communicated to all your driving staff.

D6 Health and Eyesight

Requirement

To require that drivers are fit to drive, are not impaired and meet the minimum eyesight standard for driving.

How FORS FMS can help

Within FORS FMS, you can record and track all the details and history of each individual driver's medical and eyesight checks, together with any resulting issues that may impact their ability to drive, or that need to be disclosed to the DVLA.

D7 Working Time and Drivers' Hours

Requirement

To manage drivers' working time and driving hours.

How FORS FMS can help

FORS FMS can be used to circulate any documents relevant to working time and drivers' hours behind the wheel. Review dates can be set to ensure these are kept up to date with the current standards.

3.4 Operations

O1 Routing

Requirement

To adhere to compliant, safe and efficient routes.

How FORS FMS can help

You can give guidance to your drivers about route selection via training sessions, driver handbooks or other documents which can be stored, circulated and reviewed in FORS FMS. If a telematics system is used for route optimisation, the data can be integrated for an insightful overview of driving efficiency.

O2 Fuel, Emissions and Air Quality

Requirement

To monitor fuel consumption and vehicle emissions.

How FORS FMS can help

Simple importing schedules set up on FORS FMS will ensure you have total visibility of fuel consumption as well as running routine reports on this information so

that the data can be used to educate your drivers about company fuel purchases and efficiency policies.

O3 Road Traffic Collisions

Requirement

To document and investigate road traffic collisions, incidents and near-misses.

How FORS FMS can help

FORS FMS includes a dedicated "Incidents" section where you can record reports of driver infractions, complaints, fines, collisions and near misses. Here you can keep a full audit of the witnesses/contributors, dates, costs and any necessary follow up actions. Drivers can also report collisions using the FORS FMS mobile app using a pre-built template.

O4 Passenger Safety

Requirement

The FORS operator shall carry passengers in such a manner that no danger is likely to be caused, to ensure passenger safety and comfort.

How FORS FMS can help

Risk assessments and policies associated with all aspects of vehicles and personal safety can be uploaded to FORS FMS, along with their planned review dates and evidence that instructions have been communicated to staff. You can also build records in the system of any training and education connected with safety, including toolbox talks, and allocate these to driver records so that you have an accurate, readily accessible staff communication history.

O5 Specialist Operations

Requirement

The FORS operator shall conduct specialist operations safely and in accordance with the law to ensure the risks associated are managed and do not endanger the driver, passengers or other road users.

How can FORS FMS help

FORS FMS provides unlimited means of recording and tracking all types of organisational licences, documents and certificates. You can upload your policies relating to transport of hazardous/dangerous goods and abnormal loads to the system, with all relevant dates, references, owner(s), advisers, and evidence of internal policy circulation.

O6 Operational Security

Requirement

The FORS operator shall minimise the risk of theft of vehicles, fuel, equipment and loads.

How FOR FMS can Help

Detailed information about assigned drivers, out-of-hours vehicle activity (via telematics integration) and allocated equipment can be recorded within FORS FMS, giving you the optimum insight into where your vehicles are, who is responsible for them and any patterns of activity that require investigation. Documents providing guidance to your drivers regarding theft and unauthorized access can be stored and reviewed within the policy section. Fuel reports (via fuel card integration) will also highlight any misuse or overfilling of fuel on your vehicles.

O7 Counter Terrorism

Requirement

The FORS operator hall recognise the current terrorist threat and raise awareness, security and vigilance across the organisation.

How FORS FMS can help

FORS FMS can be used to store, edit and review all policies, procedure and documentation around counter terrorism to ensure that all staff are informed.

4 Silver And Gold Accreditation

4.1 Silver Progression

S1 FORS Bronze

Requirement

The FORS operator shall maintain the requirements of the FORS Bronze accreditation awarded.

How FORS FMS can help

FORS FMS can help you gain and maintain your Bronze accreditation by allowing you to store, edit and communicate your policies with the opportunity to regularly review them. In addition, an interactive checklist will help you to log and forward plan your actions, ensuring that nothing is overlooked. (Please refer to the Bronze section for further information)

S2 Performance Data

Requirement

The FORS operator shall actively monitor and manage operational performance to reduce costs and minimise the impact on the environment.

How FORS FMS can help

FORS FMS has extensive reporting capabilities which make it easy to monitor performance indicators over the entire fleet. Baseline data reports covering the entire FORS fleet can be run over selected time periods so that they can be used to benchmark the data year on year. Data from your fuel and incidents records can be automatically imported into the system.
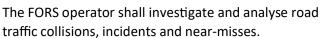
S3 Fuel, Emissions and Air Quality

Requirement

The FORS operator shall commit to reducing fuel consumption and vehicle emissions to improve operational performance.

How FORS FMS can help

Simple import routines make sure that you have total visibility of fuel consumption, and you can run scheduled reports on this information so that this data can be used to educate your drivers about your company's fuel purchasing and efficiency policies.

S4 Road Risk

Requirement

The FORS operator shall investigate and analyse road traffic collisions, incidents and near-misses.

How FORS FMS can help

FORS FMS includes a dedicated incidents section where you can record complaints and/ or reports of road incidents with details of witnesses/ contributors, dates and any necessary follow ups. Actions can be easily tracked and progressed via the system and reports can be generated to help you highlight trends associated with individual drivers, vehicles, locations or common failings for onward management and mitigation.

S5 Professional Development

Requirement

The operator shall professionally develop drivers and other staff involved in the fleet operation, through progressive FORS Professional Development.

How FORS FMS can help

With FORS FMS you have robust means of ensuring that your drivers are adequately trained and that any qualifications or certifications remain current and valid. Driver e-learning record conducted via FORS are automatically imported, and you can create records in the system for all other training and education connected with driving activity, including toolbox talks.

S6 Vehicles Safety Equipment

Requirement

The FORS operator shall ensure HGV's have enhanced safety equipment fitted to help protect vulnerable road users.

How FORS FMS can help

Detailed information about allocated equipment can be reported within the system, giving the optimum insight into where equipment is allocated and patterns of activity that may require investigation.

N7 Noise Pollution

Requirement

The FORS operator shall conduct and comply with a noise impact assessment at operating centres and noise sensitive locations.

How FORS FMS can help

All documentation required by the FORS Standard can be kept in one place, so you can keep records of all assessments related to noise pollution and in the locations, they have been done, and then use the tools provided to circulate these policies and any other associated literature to the relevant staff members.

S8 Internal Communications

Requirement

The FORS operator shall actively promote FORS and the requirements of the FORS Standard across the organisation.

S9 Sub-contracted Services

Requirement

The FORS operator shall require FORS accreditation throughout sub-contracted services that are delivered on behalf of FORS-specifying clients.

4 Gold Accreditation

4.2 Gold Progression

G1 FORS Silver

Requirement

The FORS operator shall maintain the requirement of the FORS Silver accreditation reward

How FORS FMS can help

Please refer to the FORS Silver sections.

G2 Recruitment and Retention

Requirement

The operator shall actively attract, recruit, and retain driver and other staff involved in the fleet operation.

How FOR FMS can help

The FORS support team can guide you with this requirement if you require assistance.

G3 Sustainable Operations

Requirement

The FORS operator shall progress further to reduce the environmental, safety and congestion impacts of the fleet operation.

How FORS FMS can help

All FORS related policies and documents focussed on sustainable operations can be stored and periodically reviewed within FORS FMS. There are also a number of reports that can be used to measure environmental impact of the fleet.

G4 Staff Travel

Requirement

The FORS operator shall encourage the promotion of sustainable and cost-effective staff travel behaviours.

How FORS FMS can help

You can use FORS FMS' central documentation section to store, edit and review all relevant policies around staff travel rules and restrictions. These can also be communicated via the FORS FMS mobile app with read receipts to ensure communication is effective and policies are adhered to.

G5 Professional Development

Requirement

The FORS operator shall develop, motivate and engage drivers and all other staff involved in the fleet operation to further their professional development.

How FORS FMS can help

With FORS FMS you have a robust means of ensuring that your employees are adequately trained, their qualifications or certifications remain current and valid and that their professional development plans are monitored. Driver e-learning records conducted via FORS are automatically imported and you can create records in the system for all other training and education connected with driver activity, including toolbox talks. These can then be allocated to driver records so that you have an accurate, instantly accessible history of each driver's professional training and development, and certificates can be uploaded as evidence.