



PROACTIVE • RISK • INTERVENTION • MANAGEMENT

The Guide to PRIM - Fleet Standards



WHAT ARE THE PRIM - FLEET STANDARDS?

The Proactive Risk Intervention Management - Fleet Standards is a voluntary scheme which has been built for all businesses that operate a fleet of vehicles of any size, vehicle type or industry.

The aim of PRIM - Fleet Standards is to increase road safety throughout the UK, to encourage nationwide recognition and award organisations who are proactively managing their road risk, ensuring the safety of their employees as well as the general public.

PRIM - Fleet Standards has a number of values which defines its approach and believes that the fundamental way to reduce the risk of road traffic related injuries is through robust road safety processes, positive engagement and a proactive approach to risk interventions.

WHO CAN BECOME ACCREDITED?

Any organisation with employees that drive as part of their employment (even if driving is not the main element of their role) will be eligible for a PRIM - Fleet Standards accreditation. Some examples are:

- ✓ Transport Operations
- ✓ Businesses with company car drivers
- ✓ Business with grey fleet drivers
- ✓ Van Operators
- ✓ PCV Operators

OVERVIEW

PRIM - Fleet Standards aids organisations in ensuring their vehicle and driver operations meet the minimum requirements that must be met by Fleet Operators. Once these legal requirements are met, PRIM encourages organisations to go above and beyond by demonstrating a robust road risk solution, that continually drives road safety improvement.

PRIM - Fleet Standards is made up of 4 accreditation levels:



Each accreditation level presents a different level of compliance, with Bronze covering the minimum level of legal compliance through to Platinum, covering a fully robust and extensive road risk solution with outstanding compliance and year on year incident reduction.

PRIM - Fleet Standards is applicable to all vehicle types. Throughout the PRIM framework symbols have been placed to highlight what vehicle categories the requirements apply to.



Category B Vehicles (Cars and Vans up to 3.5T)



Category C Vehicles (Any vehicle over 3.5T)



Category D Vehicles (Any passenger carrying vehicle)

MEMBERSHIPS

There are different types of memberships suitable for all types of operations.

✓ Multi-Site Memberships:

For organisations with multiple operating sites that will be included within the PRIM - Fleet Standards Accreditation. This is generally most suited for transport operations where the fleet is managed over various different sites.

For Multi-Site Memberships, champion sites can be selected if it is not operationally feasible to gain an accreditation for all of your sites.

✓ Centrally Managed Memberships:

For organisations where all vehicles / operations are managed within one site.

This is most suited for organisations with company car drivers, where the fleet is managed within one central site.



FLEET STANDARDS FRAMEWORK

For many, the progression through the levels of the PRIM - Fleet Standard would be a steady one, progressing through each grade one step at a time. From gaining the initial Bronze accreditation, small improvements can be made to work towards reaching a higher level of accreditation for your organisation.

The key areas underpinning the overall framework to PRIM - Fleet Standards are:

- ✓ Company profile
- ✓ Appointed road safety representatives
- ✓ Road safety policies
- ✓ Recruitment and onboarding
- ✓ Driver licence checking
- ✓ Driver behaviours
- ✓ Training

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- ✓ Driver welfare
 - ✓ Fleet management systems
 - ✓ Vehicle maintenance and safety
 - ✓ Grey fleet
 - ✓ Road transport working time directive
 - ✓ Telematics and tracking
 - ✓ Fines, penalties and prohibitions
 - ✓ Insurance
 - ✓ Security
 - ✓ Operator licensing
 - ✓ Risk profiling
 - ✓ Drivers hours
 - ✓ Incident reporting
 - ✓ Fuel efficiency
 - ✓ Corporate responsibility for road safety
 - ✓ Health and safety
 - ✓ Environmental
 - ✓ Supply chain management

PRICING STRUCTURE

Your PRIM - Fleet Standards costs are calculated by:

A. The annual membership cost:

- ✓ This cost is the same no matter of the size of your business

B. Audit costs:

- ✓ Based on the number of sites or vehicles within your business, dependant on your operation

AUDITING STRUCTURE

Your PRIM - Fleet Standards audit requirements are calculated by either of the following points, dependant on how your organisation operates:

A. For a Bronze Accreditation:

- ✓ Only 1 desktop bronze audit is required no matter of the size of your organisation.

B. For a multi-site accreditation:

- ✓ The number of audits required is based on the number of operating sites within your organisation, where road risk is managed at various locations.

C. For a centrally managed accreditation:

- ✓ The number of audits required is based on the number of vehicles within your organisation, where road risk is managed at various locations.

ADDITIONAL SUPPORT

The PRIM - Fleet Standards team take a consultative approach to support you through each stage of your accreditation, offering 'gap analysis auditing' that provides strategic time to ensure your organisation is on track to achieve your PRIM - Fleet Standards Accreditation.

Speak to your PRIM Account Manager for further information.



LEVELS OF ACCREDITATION - The road to success



BRONZE is stage one of your accreditation journey and provides recognition that your organisations legal compliance to workplace road risk is met. There are no on-site auditing requirements for the Bronze accreditation.



GOLD is recognition that your organisations compliance to workplace road risk is to an outstanding degree, going above and beyond requirements to improve safety. On-site auditing is required for the Gold accreditation. Gold accreditation audits are more extensive than those required for the Silver accreditation.



SILVER is recognition that your organisations compliance to workplace road risk being greater than the minimal legal requirements. On-site auditing is required for the Silver accreditation.



PLATINUM will be the final step for organisations to show a fully robust and extensive road risk solution with outstanding compliance and year on year road incident reduction. On-site auditing is required for the Platinum accreditation. Platinum accreditation audits are more extensive than those required for the Gold accreditation.

REGISTERING WITH PRIM

To register for your first membership with PRIM - Fleet Standards, you will be required to provide the following information about you and your organisation:

- ✓ Your contact details:
 - ✓ Name, job title, email address, contact number
- ✓ Your company details:
 - ✓ Trading name for the membership, address, telephone number, website, trading status, invoicing details
- ✓ Business details:
 - ✓ Nature of business, annual UK turnover, categories of vehicles used, number of drivers, memberships and accrediting bodies
- ✓ Information regarding Operator Licensing (if applicable):
 - ✓ How many are held, what type
- ✓ Your PRIM Accreditation:
 - ✓ What level of membership you are registering for

THE REGISTRATION PROCESS

Following receipt of your registration form, you will be assigned an Account Manager who will be in contact to discuss which level of accreditation you wish to enter into.



Your Account Manager will ensure the correct level of accreditation is selected for your organisation to ensure maximum benefits are achieved.

Most organisations enter the PRIM - Fleet Standards at Bronze level for their initial accreditation. Following successful Bronze implementation, progress is made to increase the organisations standard to reach higher levels of compliance.

However, should you believe that your organisation already meets a higher level of compliance you may register to enter at an accreditation level higher than Bronze.



PRELIMINARY BRONZE ACCREDITATION

Following the registration process, a Bronze accreditation pack will be sent to you for completion. The entire Bronze accreditation process can be completed electronically, although a hard copy will also be posted for your organisation to keep on file in line with your compliance requirements.

Within the pack will be your Bronze accreditation application form. You will be required to complete the application form and send this to your PRIM Account Manager along with any necessary supporting documents.

It is important to note upon receipt of the Bronze accreditation pack, your organisation shall be limited to a 28 working day period to complete and return your application. If returned after this period, your registration may be void and any fees paid during the registration and initial accreditation process will be non-refundable.

Following receipt of your completed Bronze accreditation application form, this will be internally reviewed by a PRIM auditor during a desktop audit. During this audit, the PRIM auditor will assess that your organisation meets the legal minimum requirements for workplace road safety.

Following the desktop audit you will receive a full report of your application. The report will include any non-conformances to the standard. Non-conformances identified must be actioned, evidenced and returned to the accreditation team, within 28 working days.

GAINING A BRONZE ACCREDITATION

Upon receipt of your resubmission, the accreditation team will review all areas identified in the previous outcome report and if sufficient, the PRIM accreditation team will make contact to confirm your accreditation approval has been successful.

Shortly afterwards you will receive your PRIM – Fleet Standards accreditation pack which shall include your award certificate, accreditation logo for your marketing literature, website, as well as vehicle display stickers.





PRELIMINARY SILVER ACCREDITATION

Following the registration process, a Silver accreditation pack will be sent to you for completion. The entire Silver accreditation process can be completed electronically, although a hard copy will also be posted for your organisation to keep on file in line with your compliance requirements.

Within the pack will be your Silver accreditation application form. You will be required to complete the application form and send this to your PRIM Account Manager along with any necessary supporting documents.

It is important to note that upon receipt of the Silver accreditation pack, your organisation shall be limited to a 28 working day period to complete and return your application.

If returned after this period, your registration may be void and any fees paid during the registration and initial accreditation process will be non-refundable.

Following receipt of your completed Silver accreditation application form, this will be internally reviewed by a PRIM auditor during a desktop audit.

During this audit, the PRIM auditor will assess that your organisation meets the Silver accreditation requirements for workplace road safety.

Following the desktop audit you will receive a full report of your application. The report will include any non-conformances to the standard. Non-conformances identified must be actioned, evidenced and returned to the accreditation team, within 28 working days.

GAINING A SILVER ACCREDITATION

The PRIM accreditation team will make contact to arrange your organisations Silver accreditation audit/s.

Along with arranging a suitable date/s, you will be provided with a detailed breakdown of what to expect during the audit/s as well a list of any items that will need to be readily available to show your auditor.

Your Silver accreditation audit/s will be conducted by a fully qualified PRIM auditor at your location. The auditor shall give a de-brief on their findings which will be followed up with a detailed report.

In the event any non-conformances are identified, these will be presented along with the necessary actions that will be required to be undertaken by your organisation within 28 working days.

To evidence that the non-conformances have been rectified, the PRIM accreditation team will make further contact to arrange a follow up audit with your organisation. The audit type will be decided dependant on the amount/type of non-conformances.



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PRELIMINARY GOLD ACCREDITATION

Following the registration process, a Gold accreditation pack will be sent to for completion. The entire Gold accreditation process can be completed electronically, although a hard copy will also be posted for your organisation to keep on file in line with your compliance requirements.

Within the pack will be your Gold accreditation application form. You will be required to complete the application form and send this to your PRIM Account Manager along with any necessary supporting documents.

It is important to note that upon receipt of the Gold accreditation pack, your organisation shall be limited to a 28 working day period to complete and return your application.

If returned after this period, your registration may be void and any fees paid during the registration and initial accreditation process will be non-refundable.

Following receipt of your completed Gold accreditation application form, this will be internally reviewed by a PRIM auditor during a desktop audit.

During this audit, the PRIM auditor will assess that your organisation meets the Gold accreditation requirements for workplace road safety.

Following the desktop audit you will receive a full report of your application. The report will include any non-conformances to the standard.

Non-conformances identified must be actioned, evidenced and returned to the accreditation team, within 28 working days.

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GAINING A PLATINUM ACCREDITATION

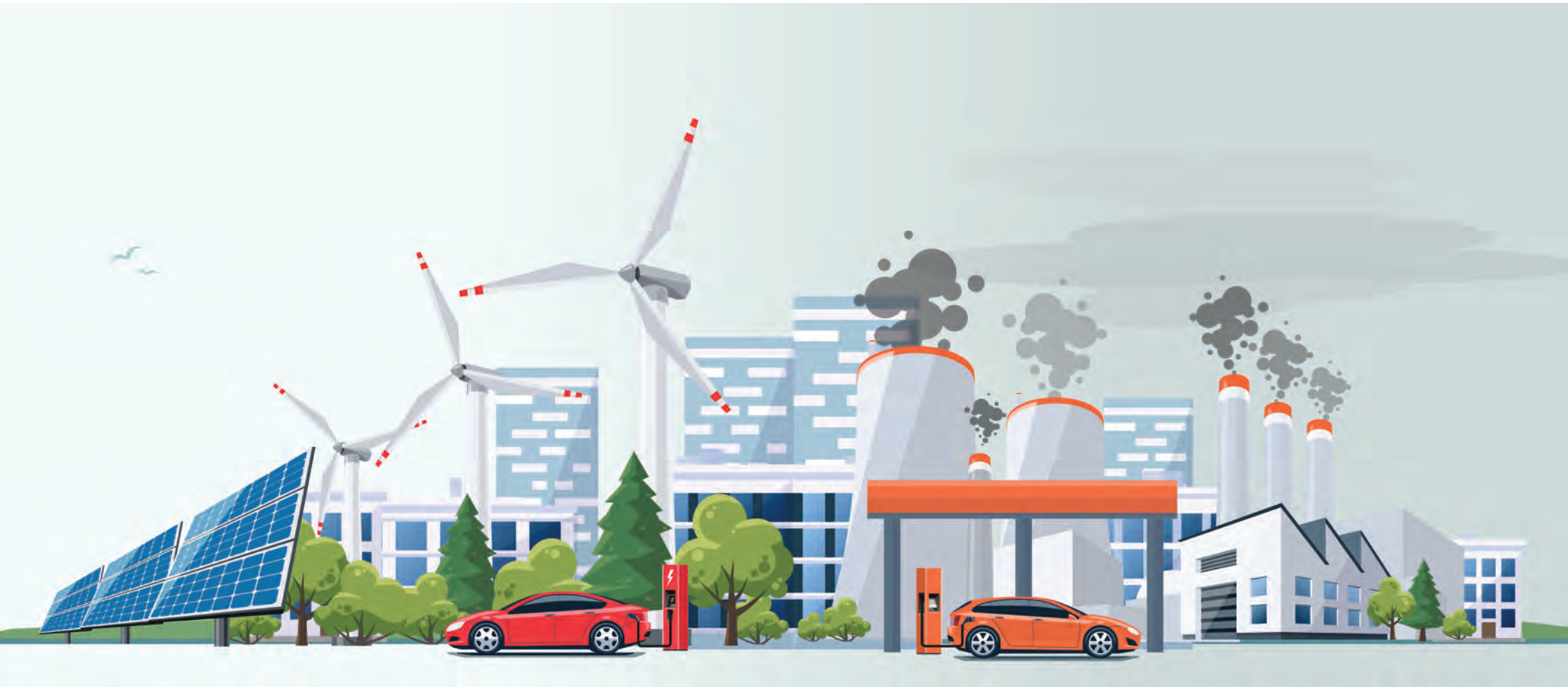
Due to the enhanced requirement for this prestigious award, organisations are unable to enter into PRIM - Fleet Standards Platinum, for their first accreditation.

To gain a Platinum accreditation, organisations must firstly have held a PRIM - Fleet Standard Gold accreditation for a minimum period of 12 months.

As part of the Platinum accreditation process, extensive evidence is required from organisations to highlight road incident statistics over the previous 12 months but specifically, a reduction in the number of road incidents within the organisation as a result of your outstanding compliance to work place road risk.

For the purpose of the PRIM - Fleet Standard, non-blameworthy road incidents will not be accounted for within your organisations road incident statistics.

Road incidents shall be calculated via 'per mile driven' rather than 'per vehicle' to ensure tangible measurement of incident data.





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T: 0117 279 4417

E: team@primfleetstandards.co.uk

W: www.primfleetstandards.co.uk



@PRIMFleetStandards



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A voluntary scheme built for all businesses operating a fleet of vehicles of any size, vehicle type or industry