

Road Ready

User Guide v1.0

Introduction

Welcome to Road Ready. This comprehensive fleet administration and compliance software is designed to ensure every vehicle in your operation meets legal compliance and safety standards before it hits the road. It digitises pre-departure checks, automates maintenance schedules, and centralises defect reporting to maintain robust, auditable records for DVSA compliance.

1. Getting Started

The Dashboard

The **Dashboard** provides a high-level overview of your fleet's status at a glance. It displays totals for Vehicle Types, Vehicles, Drivers, and Checklist Templates. It also allows you to quickly see Recent Vehicles added to the system and the current status of your Drivers.

Setting Up Fleet Data

Before any inspections can begin, you must populate the system with your operational data.

Data Category	Description
Vehicle Types	Define the categories of vehicles you operate (e.g., Van, HGV, Car). Checklists are assigned based on these types.
Vehicles	Add individual vehicles to the system. You can use the Lookup DVLA feature by entering a registration plate to automatically fill in the make, model, year, and colour.
Drivers	Add your staff members to the database, including their licence numbers and contact details.

2. Creating Checklist Templates

Navigate to **Checklist Templates** under the Checklists menu. This is where you define the specific safety and compliance checks required for each Vehicle Type.

To create a new template, click **+ New Template** and select the relevant Vehicle Type. You must then define the individual inspection items.

Inspection Phase	Description
Pre-Trip Inspection	Add items that must be checked before departure (e.g., Tyre pressure, Engine oil, Lights).
Post-Trip Inspection	Add items that must be checked upon return (e.g., Load area cleared, Vehicle refuelled).

Once saved, these templates apply automatically to all vehicles categorised under that specific Vehicle Type.

3. Conducting and Reviewing Inspections

The system separates the physical inspection process from the administrative review process, ensuring that drivers can complete checks easily while managers retain full oversight.

Action	Description
Conducting Inspections (Mobile)	Drivers use a mobile-friendly interface (or scan Vehicle QR Stickers attached to the vehicle) to access the checklists assigned to their vehicle. They must complete the Pre-Trip checks before departing and the Post-Trip checks upon return. Any failed checks immediately flag as defects in the system, alerting the fleet manager and preventing unsafe departures.
Reviewing Completed Checks	Administrators navigate to Completed Checklists to view the logs submitted by drivers. This forms your audit trail for DVSA compliance, showing exactly who checked what vehicle, at what time, and what the specific results were.