Fleet Operator Recognition Scheme
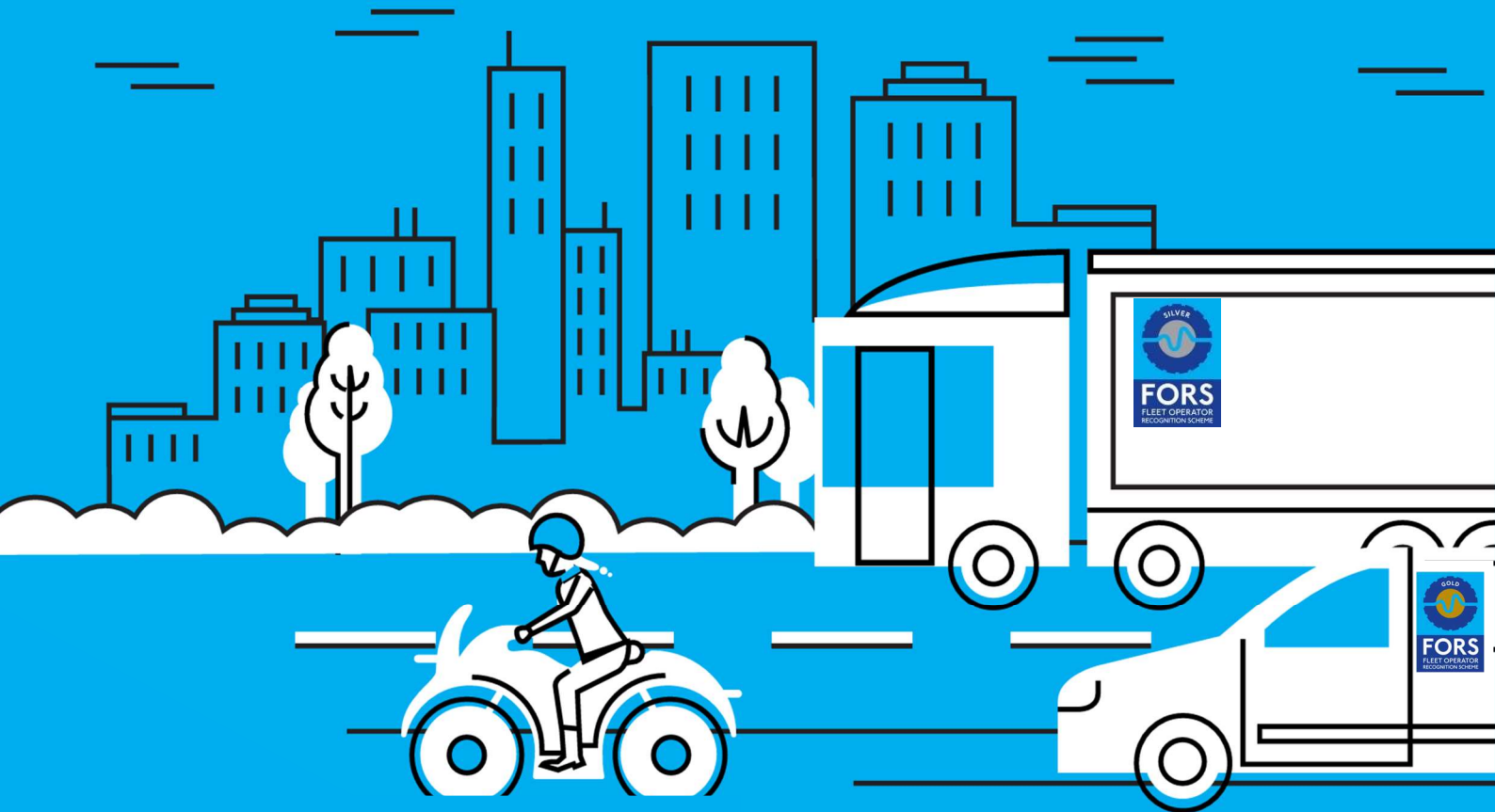
FORS Silver & Gold Progression Toolkit

Find out more at
Fors-online.org.uk

> The FORS Progression Toolkit has been created to assist in meeting the Silver and Gold requirements. The toolkit includes:
>
> - Templates that can be used to meet the new mandatory requirements of the Standard
> - Tools and guides that can be used to assist in completing the templates
>
> You may use this toolkit as evidence or use it as guide to produce your own.
>
> If you are not using this toolkit – which is not mandatory to use - you can use your own documents, which will be accepted as evidence.
>
> The wording and structure of this toolkit is just a guide and should be updated to suit your operation.

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Operational performance commitment

Commitment statement for Silver operators

We commit to undertaking an annual review of the fleet operation, assessing the potential for initiatives that could minimise environmental impact, reduce road risk and improve operational efficiency. The review will include potential sustainable ways of working and help understand projected procurement cycles of vehicles within the fleet.

The fleet review will include an assessment of the estimated total cost of ownership of petrol and diesel internal combustion engine vehicles and how that compares to lower environmental impact vehicle alternatives. It will also document the company's procurement cycle, and any financial support that might be available.

The review will consider how lower environmental impact vehicles could be integrated into the fleet, including fueling and charging requirements, running times, requirement for electricity grid upgrades on charging sites, and any operational changes that may be needed. We will record the review findings in this document to help prepare for any regulatory phase-out dates for the procurement of new petrol and diesel vehicles.

Additional commitment statement for Gold operators

We are committed to reducing the negative impacts of climate change and poor air quality by replacing our fleet with only the ultra-low emission engine vehicles:

- Euro VI and Euro 6 for diesel or hybrid vehicles
- Euro 4 or above for petrol vehicles
- Zero tailpipe emission vehicles or alternative fuelled vehicles emitting less than 75g of CO_2 /km from the tailpipe

As per the above definition, our fleet [has achieved 100 per cent ultra-low emissions in 20XX] - [will be 100 per cent ultra-low emissions by 20XX][1].
In line with this commitment, our target for the procurement of zero emission vehicles ahead of relevant regulatory phase-out dates for internal combustion engine vehicles [is due to commence in 20XX] - [commenced in 20XX][2].

We are committed to developing, maintaining, and implementing our decarbonisation strategy that sets out long-term, planned emissions performance improvements. We are also to support the industry knowledge sharing of the challenges and opportunities available in the transition towards operations with a low environmental impact.

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[1] Amend and delete as appropriate
[2] Amend and delete as appropriate

Operational and fleet review

Sustainability review guide (S3)

The objective of our annual operational and fleet review is to identify key action areas that offer the best combination of cost effectiveness and environmental impact improvements. Actions identified will be incorporated into the Operational Performance Action Plan.

Review considerations include:

- Planned actions to be taken to improve environmental performance over a four-year timeframe
- How progress will be monitored
- Target outcomes to be achieved at the end of the four-year period
- Interim targets for years one to three

The operational performance action plan will be actively maintained and include:

- A record of the actions taken and a review of progress against each target
- Any changes to targets or planned actions (with original targets recorded)
- Justification for not meeting planned targets

Sustainability review tool (S3)

The review of our operation includes an assessment of a range of measures and sustainable ways of working that have potential to minimise the impact of the fleet operation. Review areas include:

Potential measure	Description	Viability	Action
Technology	Optimise operations and vehicle efficiency		
Collaboration	Sharing resources and infrastructure		
Renewable energy	Use of alternative cleaner fuel sources		
Retiming fleet activities	Avoiding peak congested periods		
First time deliveries	Improving performance		
Consolidation	Combining loads and activities		

Training and development	Providing training to enable improvements in fuel efficiency		
e-cargo bikes	Replace last mile van journeys		
Sustainable plant operations	Alternative cleaner fuel sources for plant vehicles		
[other]			

Noise assessment template (S7)

Our noise assessment is an evaluation of the noise impacts of our operational activities, driver behaviour and equipment used at operating centres and relevant customer locations. Its aim is to minimise noise pollution and its impact on local communities, and in turn reducing the risk of complaints and causing a statutory nuisance.

[Check any local authority planning conditions that are relevant to your location]

Initial assessment

To help understand whether our operation has the potential to cause noise pollution at our operating centres or customer locations we have conducted an initial audit. [Complete the initial assessment questions]

Are any operating centres in noise sensitive locations[3] and where operations take place between 2300-0500hrs?	Yes[4]	No[4]
Do delivery and servicing activities take place at noise sensitive customer locations between 2300-0500hrs?	Yes[4]	No[4]

The outcome of the initial assessment indicates that [no[5]] further assessment or actions are required.

Detailed assessment

[Describe noise sensitive locations and the community neighbours that would be affected by your operation. Include a map of the areas.]

[Describe the potential and predicted noise pollution]

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[3] Noise sensitive location - area where the community may be adversely affected by operational noise
[4] If yes to either question – conduct a detailed assessment for each noise sensitive location. If no to both questions – no further assessment or action is required
[5] Include or delete as appropriate

Noise reduction measures

Noise reduction measures that have been considered as part of our operation are:

Potential measure	Description	Viability	Action
Noise reduction equipment	Adopt specific noise reduction equipment on vehicles and load areas		
Code of practice	Implement a staff and driver code of practice (also issued to suppliers and contractors)		

Noise reduction equipment

We will ensure that all equipment – both on the vehicle and the location – will be in good working order and maintained to minimise noise when in operation.

Where possible, we will use newer and quieter vehicles and equipment [such as quiet roll cages, rubber floor mats, soft-close doors, electric pallet trucks and door systems, and low-noise refrigeration units].

At locations we control we will ensure doors, gates and shutters are well maintained to minimise noise when opening and closing. External Tannoy systems and bells will also be switched off at night.

Code of practice

Effective control requires the cooperation of all staff but drivers in particular. As part of our quiet operations code of practice, some dos and don'ts for drivers operating at night are:

Do:

- Be aware how far your voice can carry when talking
- Turn the radio/music off before opening your door
- Minimise opening and closing doors - and close them gently
- Switch off reversing and turning alarms
- Minimise excessive air brake noise
- Allow extra time to load or unload quietly
- Notify staff at the delivery point in advance if possible
- Use sidelights rather than headlights to avoid light intrusion (if safe to do so)
- Show the same consideration when leaving the site as when you arrived

Don't:

- Idle your engine unnecessarily
- Over-rev your engine especially when starting up
- Sound your horn

- Leave the radio/music on
- Whistle or shout to other staff
- Slam vehicle or load area doors
- Drop or drag stowage and restraint equipment
- Bang the vehicle or cause metal-on-metal contact
- Manoeuvre your vehicle unnecessarily - ask where you need to be on arrival

Fleet review tool (S10)

The review of our vehicle fleet includes assessing the profile of each vehicle type we operate and determining the availability and viability of different fuel options.

We operate a range of [xxx] vehicles across [xxx] locations. [xxx] percentage is wholly owned by the organisation, with the remainder being leased or hired. Our current fleet profile:

Vehicle type[6]	No of vehicles	% ultra-low emission	% zero emission	Average annual mileage	Planned remaining lifecycle	DVS rating

Sustainable fuel options tool (S10)

From the fuel technologies available, use this table to summarise which are viable to your operation.

Fuel type	Viability	Action
Biodiesel B10-B100		
Renewable diesel (HVO)		
CNG		
LNG		
Compressed biomethane		
Liquefied biomethane		
Grid electricity		

[6] Extend table if required to cover all vehicle types

Renewable electricity		
Fossil hydrogen		8
Renewable hydrogen		
[other]		

Enhanced safety requirements guide (S10)

When outlining your fleet replacement plans for goods vehicles over 3.5t GVW consideration is to be given for higher DVS ratings or enhanced blind spot vision aids and camera systems requirements.

Constraints and challenges guide (S10)

Outline any operating constraints and practical considerations your company may face when integrating ultra-low and zero emissions vehicles in the fleet. Examples include:

- Market availability of viable renewable fuels
- Availability of fuel and recharging infrastructure
- Vehicle operating range and conditions
- Electricity grid restrictions etc
- Availability of funding

Fleet replacement plan

Fleet replacement plan template - Silver (S10)

[Company name] fleet replacement plan assesses the opportunities and challenges in the transition to cleaner vehicles to manage future changes and minimise the environmental impact of the fleet. It forms a part of the review of our fleet operation, assessing the potential for initiatives that could minimise environmental impact and improve efficiency and enable us to achieve our set emissions targets.

Projected procurement cycles[7]

[Identify procurement needs]
Eg The business has identified the need for procuring [xxx] over [xxx] period including technical requirements [xxx] and potential supply base [xxx].
[Develop procurement plan and budget]
Eg To achieve this plan it's estimated that [annual] cost of this plan will be in the region of [xxx]. We are planning that the financing will be achieved by using the following sources: [Capital investment, Grants, Financing through hire purchase or contract hire etc]
[Obtain quotations and relevant information]
Eg Sending a formal request for quotations. Obtaining all the necessary information on technical specifications including ordering and payment terms. Gather more information on potential suppliers.
[Other]

Costings

Vehicle type	Petrol and diesel vehicles		Lower environmental impact alternative[8]	
	Fuel type	**Estimated total costs of ownership[9]**	**Fuel type**	**Estimated total costs of ownership[8]**

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[7] Extend table if required to cover all procurement steps in your organisation

[8] Include most viable alternatives

[9] Initial purchase price plus running and maintenance costs over the lifecycle less resale value

Practical considerations

Practical considerations	Details
[eg charging requirements]	
[eg running times]	
[eg operational changes]	

Annual review

- A record of the actions taken and a review of progress against each target
- Any changes to targets or planned actions (with original targets recorded)
- Justification for not meeting planned targets

Additional fleet replacement plan template - Gold (G7)

[Company name] fleet replacement plan is a further development on Silver requirement to ensure that the negative environmental impacts of the fleet operation can continue to be minimised over time with a transition to the use of cleaner vehicles.

Commitment	Target date
Procuring all new vehicles at ultra-low emissions	
Achieving a 100% ultra-low emissions fleet	
Beginning to procure zero emission vehicles[10]	

The fleet replacement plan contributes towards the company's emissions targets set out for 2030, 2035 and 2040 as part of our decarbonisation strategy. The plan must include:

Annual review

- A record of the actions taken and a review of progress against each target
- Any changes to targets or planned actions (with original targets recorded)
- Justification for not meeting planned targets

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[10] Target dates for this commitment are to be set ahead of relevant regulatory phase out dates for petrol and diesel combustion engine vehicles

Operational Performance Action Plan template (S2, S3)

KPI	Planned actions and activities[11]	Data capture and monitoring method[12]	Baseline[13]	[Year]		[Year]		[Year]		[Year]	
			Actual	Forecast[14]	Actual	Forecast[13]	Actual	Forecast[13]	Actual	Forecast[13]	Actual
Fuel usage[15]											
[Unit of measurement]											
Emissions[16]											
[Unit of measurement]											
Traffic collisions and incidents											
RIDDOR											
Transport fines and charges											
[eg Consolidation][17]											
[eg Technology]											
[eg Renewable fuel]											

[11] Planned actions and activities – such as fleet replacement plans, investments in technology, training etc

[12] Data capture and monitoring method – such as fleet management system, vehicle telematics, insurance reports, fuel reports, etc

[13] Baseline – Silver Initial audit, based on previous three months data, Silver Reapproval audit – based on previous 12 months data

[14] Forecast - KPI is to be measurable (i.e., a figure, a percentage increase/decrease). Where applicable, the KPI should be set by individual fleet type

[15] Unit of measurement – such as litres, gallons, MPG, MPL, etc

[16] Unit of measurement – such as FORS Emissions Calculator or a FORS Approved alternative

[17] See sustainability review tool (S3) for potential measures

Decarbonisation strategy template (G3)

[Company name] decarbonisation strategy is to ensure that the negative environmental impact of fleet operation can be reduced over time and sets out a long-term, planned emissions performance improvements

The strategy is a development on emissions action areas identified at the sustainability review as part of requirements S3 and S10.

Reflective where relevant of the fleet replacement plans set ahead of the regulatory phase out dates as part of requirement G7.

Performance managed in accordance with the requirement S2 with emissions baseline established using the total well-to-wheel emissions data calculated using FORS Emissions calculator or FORS approved alternative

Year	Emissions performance baseline	Size and type of the fleet operation
[ ]		
Year	**Emissions performance target**	**Planned action**
2028		
2030		
2035		
2040		
2050	[Net zero]	

Annual review

- A record of the actions taken and a review of progress against each target
- Any changes to targets or planned actions (with original targets recorded)
- Justification for not meeting planned targets

Workplace travel plan template (G4)

Our workplace travel plan is a series of measures and initiatives to encourage staff to reduce single-occupancy car use by promoting car sharing, cycling, walking and public transport. It defines targets and measures to ensure that the objectives of the plan are achieved and that it remains sustainable over the longer term.

[Check your local authority website for information on travel planning]

Workplace audit

To help understand how we can influence staff and visitor travel behaviour we have conducted a workplace audit. This covers the conditions around and within the workplace.

[Provide a scale map of at least one mile radius around the workplace that includes:

- Road network
- Parking facilities, including disabled and motorcycle
- Cycling routes and cycle parking
- Public transport stations, stops and routes]

[Complete the workplace audit questionnaire]

Workplace audit item	Response
Number of employees?	
What are the staff working hours?	
What is the home working/flexible working policy?	
Are video conference facilities used?	
Are company pool cars available?	
What is the mileage allowance?	
What is the travel expenses policy?	
Number of parking spaces - staff	
Number of parking spaces - disabled	
Number of parking spaces - visitors	

Number of motorcycle parking spaces	
Number of cycle parking spaces	
Are there shower, changing facilities and lockers?	
Are there drying facilities for clothing?	

Staff survey

We will conduct a staff survey to help understand the modes of transport used by our staff and the distances and times they travel. The staff travel survey will be conducted every two years and the survey findings will be examined over time as part of our monitoring strategy. *An example staff travel survey can be found* here.

Objectives and targets

The objectives of our Staff Travel Plan are to:

- Reduce the number of single car occupancy trips to and from the workplace
- Maximise the use of sustainable modes of travel by staff and visitors on their journey to and from work, including public transport, walking and cycling
- Contribute positively to the local environment through the implementation of sustainable travel initiatives

The targets to achieve in year one are to:

- Appoint a Staff Travel Champion
- Develop incentives and initiatives to reduce reliance on car use for both commuting and business purposes

By years 3 and 5 we expect to achieve a [X% and X%][18] reduction in car use across the business respectively.

We recognise that staff travel planning is a continuous process for improvement and requires monitoring, review and revision to ensure it remains relevant to our workplace. In order to monitor the Staff Travel Plan, our Staff Travel Champion will be responsible for managing and monitoring the Staff Travel Plan. This includes:

- Conducting staff travel surveys every two years
- Reviewing and revising the Staff Travel Plan as required
- Implementing staff travel incentives and initiatives
- Implementing a monitoring strategy

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[18] Amend as appropriate

Staff travel incentives and initiatives

Incentives and initiatives are a series of measures to be considered that aim to aid the reduction in reliance on car use. Examples of measure to be considered are:

- Provision of secure cycle parking
- Provision of shower, changing facilities and lockers
- Provide relevant sustainable travel information
- Adopting 'Cycle to Work' and/or 'Step to Work' schemes
- Hosting workplace cycle training and maintenance
- Implementing and supporting car share schemes
- Using video conferencing to reduce staff travel
- Taking part in community initiatives such as Bike Week, Cycle to Work Day, Ride to Work week and Liftshare Week

Monitoring strategy

The findings of the staff travel survey conducted every two years are the basis of our monitoring strategy. We will use a consistent staff travel survey questions to ensure like for like monitoring over time. Monitoring will be conducted by our Staff Travel Champion who will examine the data collected to determine the success of the incentives and initiatives that have been implemented.

Action plan

Objectives, targets, incentives and initiatives identified in this Staff Travel Plan are included in the action plan below:

Measure	Description	Target date	Outcome