

EAST AYRSHIRE COUNCIL
CORPORATE SUB-COMMITTEE
OF THE POLICY & RESOURCES COMMITTEE – 12 FEBRUARY 2002

VEHICLE POLICY

Report by Director of Development Services

1 PURPOSE OF REPORT

1.1 To seek approval of a vehicle policy.

2 BACKGROUND

2.1 The attached vehicle policy had its origins in discussion at the Corporate Risk Management Group. It draws together and updates a number of existing procedures covering staff and management responsibilities relating to driving vehicles on Council business and the use of Council vehicles..

3 PURPOSE OF POLICY

3.1 The policy provides a guide to staff who drive their own vehicles on Council business or who are required to drive a Council vehicle on their responsibilities. It also provides a guide to management on their duties in maintaining procedure for ensuring that staff adhere to the requirements of the policy.

3.2 The objectives of the policy are to:

- Ensure that the Council complies with health and safety requirements
- Ensure that the Council complies with the terms of the Council's Operators' ("O") Licence
- Ensure compliance with terms of the Council's insurance policy

3.3 The policy relates to hired vehicles as well as vehicles which are owned or leased by the Council except for certain sections where vehicle hire companies will specify their own procedures.

4 PROPOSED CIRCULATION

4.1 The policy is divided into four distinct sections:

- | | |
|--------|--|
| Part A | Guidance to all staff driving their own car (or a Council vehicle) on Council business |
| Part B | Guidance specific to drivers of Council vehicles |

- Part C Guidance to managers with responsibility for staff permitted to drive their own cars on Council business
- Part D Guidance to managers of staff required to drive Council vehicles

- 4.2** Part A will be reproduced in a folded A4 leaflet format for distribution through departmental management.
- 4.3** Part B will be reproduced in the form of a jacket pocket sized handbook. It is intended to include in the front of this a Council vehicle driver's permit. This will be signed off by the Transport Services Unit to record that the driver has undertaken the relevant assessment, and the member of staff to confirm that they understand their responsibilities. (This new permit arrangement will be rolled out over a period of a few months).
- 4.4** The complete policy will be circulated with a covering PER Circular.

5 CONSULTATION

- 5.1** Earlier drafts of the vehicle policy were discussed by the Corporate Risk Management Group. The final text has been agreed by the Head of Personnel and the Council's Risk Manager. The policy document has also been agreed by departmental Directors.
- 5.2** Much of the Policy draws on specific policies and procedures which have been agreed with Trade Union representatives. But the complete document will also be discussed with Trade Union representatives before it is issued.

6 RECOMMENDATION

- 6.1** It is recommended:
- (a) that the Sub-committee approve the attached vehicle policy subject to consultation with Trade Union representatives; and
 - (b) that the Director of Development Services in consultation with the Head of Personnel is authorised to make minor amendments of a textual nature or to reflect detailed points raised through consultation with Trade Union representatives.

Stephen Chorley
Director of Development Services
5 February 2002

SC/JR



East Ayrshire

COUNCIL

VEHICLE POLICY

Policy and procedures applying to driving of vehicles on Council business and operational management of vehicles provided by the Council

EAST AYRSHIRE COUNCIL

VEHICLE POLICY

This Vehicle Policy is set out in four parts relating to different categories of staff and management:

- A** : Drivers of any vehicles, including their own, used in the course of Council business
- B** : Drivers of Council-owned vehicles, or vehicles hired or leased by the Council
- C** : Managers responsible for inspecting drivers' licences or insurance certificates of vehicles owned by staff
- D** : Managers of Council-owned vehicles or vehicles hired or leased by the Council

An Annex provides information on the services provided by the Transport Services Unit to assist managements in carrying out their responsibilities under this Policy.

Compliance with the terms of this Policy is required to:

- Fulfil the Council's and employees' obligations under health and safety regulations
- Ensure that the Council complies with all Licensing Regulations
- Minimise risk of insurance claims

Staff are required to familiarise themselves with all the sections relevant to their duties. Separate handbooks will be provided for all staff falling into categories A and B, but management staff should be familiar with the sections relating to staff as well as to managers.

Copies of this Policy document and related handbooks may be obtained directly or via departmental managements from:

**Personnel Headquarters, London Road
Transport Services Unit, Crookedholm
Risk Manager, Finance Department**

PART A RESPONSIBILITIES OF DRIVERS OF ANY VEHICLE, INCLUDING THEIR OWN, ON COUNCIL BUSINESS

1 LICENCE REQUIREMENTS

- 1.1** All drivers must be holders of a licence valid for the category of vehicle which they are driving.

Note: it should be noted that a standard car driver's licence does not permit the holder to drive a vehicle over 3.5 tonnes or a vehicle with more than 8 passenger seats, or to draw a heavy trailer.

- 1.2** All drivers must make their licence available to an authorised supervisor for inspection as required. Any changes must be notified to your supervisor.

2 INSURANCE

- 2.1** Drivers who use their own vehicles must ensure that they are insured for use by themselves for business, and must make their insurance certificate available to an authorised supervisor for inspection as required. Any changes must be notified.

Notes:

- *insurance held in the name of one partner or spouse may not cover both partners or spouses for business use unless this is specifically requested*
- *the Council will not accept liability for claims which are not covered by the driver's own insurance*

- 2.2** Council property such as computer equipment is insured under the Council's policy, but this excludes theft from an unattended vehicle. Such thefts are unlikely to be covered by the employee's own policy. All such property should be removed from unattended vehicles. If this is impossible in specific circumstances equipment must be hidden from view and preferably locked in a boot.

3 CRIMINAL OFFENCES

- 3.1** Drivers must not drive, attempt to drive or be in charge of a vehicle if under the influence alcohol or drugs. If taking medication, always check with your doctor or pharmacist as to whether or not it is safe to drive.

It is an offence to drive, attempt to drive or be in charge of a motor vehicle if unfit through drinking alcohol.

- 3.2** Any employee is subject to discipline up to and including dismissal for an accident in which the driver is cited for criminal or gross negligence whilst undertaking vehicle

operations or operating a vehicle under the influence of drugs or alcohol. Any discipline for violation of this policy shall take into consideration the seriousness of the violation. Where a full driving licence is a condition of employment, or the employee's inability to drive would have a significant bearing on their ability to perform their duties, the loss of a licence will result in the employee's continuing employment being reviewed by the Council. Employees must advise the Council if they lose their full driving licence/ HGV licence.

SAFE DRIVING

Never drive a vehicle if you are ill or taking medication unless your Medical Practitioner has confirmed it is safe for you to drive. Remember it is the driver's responsibility to inform the DVLA, the insurance company and your manager of any medical condition that affects your ability to drive

Never drink alcohol and drive

Never take drugs and drive

Never start or continue driving if you are tired. Driving requires your full concentration

Never exceed your driving hours when covered by EC Drivers' hours rules or UK drivers' hours rules except in emergency situations (departmental Managers will advise staff to whom these rules apply)

Never drive with poor eyesight. You must wear spectacles or contact lenses For driving if your optician prescribes them

Never use a mobile phone, eat, drink, or try to read a map etc. while driving

Never put yourself and others at risk if you are involved in an accident or breakdown – contact a breakdown call out service for assistance or in the case of an accident contact the emergency services by dialling 999

Do not change a wheel unless it is completely safe to do so (call out the Transport Services Unit if you are driving a Council vehicle)

Mobile phones: The Council requires all its employees to use mobile Phones sensibly. Council policy requires that drivers pull over and Stop the vehicle in a safe position before using the phone. This Applies to either hand held or hands free equipment

4 SMOKING

- 4.1** The Council's Smoking in the Workplace Policy (see PER Circular 8/2000 dated 13 April 2000) introduced a "No Smoking" Policy in all Council accommodation and vehicles.
- 4.2** Where any employee uses their private car on Council business and on occasion carries as passengers colleagues who do not smoke, they are asked to respect the wishes of the non-smoker by not smoking during those journeys. If the authorised car user wishes to continue to smoke in their own vehicle while on Council business, then the employee who is the passenger may elect to make alternative travelling arrangements if they so wish. Any such arrangements will be reimbursed in accordance with Council policy.

5 EXPENSES CLAIMS AND TAX

- 5.1** You may be required by the Inland Revenue to provide evidence of the amount of business mileage. It is in your own interest to maintain an accurate record of all business mileage when you submit expense claims. It should be noted that travel to and from your home to your normal place of work is classed as private mileage.
- 5.2** Drivers who use Council vehicles to travel to and from their normal place of work should be aware that this mileage is classed as taxable by the Inland Revenue, therefore it is advisable to keep accurate records of the dates and mileage of these occurrences.

PART B DRIVERS OF VEHICLES OWNED, LEASED OR HIRED BY THE COUNCIL

All the terms of Section A apply equally to drivers of vehicles provided by the Council.

Procedures set out in some sections apply only to vehicles owned or leased by the Council. Procedures for hired vehicles relating to these sections will be set by the hire company. Departmental managements will advise whether vehicles are hired and provide information on any variations in procedures applying. The sections where variations may apply are noted. All other sections apply in full to hired vehicles.

1 GENERAL

1.1 Employees may only drive a Council vehicle if they are in possession of a valid Council vehicle driver's permit issued by the Transport Services Unit.

Notes:

- *Transport Services Unit have staff qualified to assess a driver's ability to handle vehicles of the category they are required to drive*
- *Currently the names of authorised drivers are held on a central list. It is proposed to introduce drivers' permits, which will contain the relevant sections of this Policy, during 2002*

1.2 Drivers of Council vehicles must report any incident involving the Police whether or not it leads to charges to their line manager.

1.3 The Council accepts no responsibility for loss or damage to personal property carried in Council vehicles. It may be that your normal "household contents" policy will cover the contents of cars, but this should be carefully checked. Please note that any personal property, eg sports equipment, tools, etc should not be left in full view of passers by in unattended vehicles. Where such property cannot be removed, it should be left in the boot or concealed from view where there is no boot.

2 USE OF COUNCIL VEHICLES

2.1 East Ayrshire Council vehicles must only be used to carry goods and passengers on authorised journeys. Authority shall only be considered to have been given when:

- (a) the journey is for official Council purposes, and/or
- (b) the employee is acting on the instruction of a duly authorised officer of the Council .

2.2 Only authorised passengers should be carried in Council vehicles as follows:

- (a) Council employees on duty, or to and from duty.
- (b) Persons engaged on work for or on behalf of the Council.
- (c) Persons are carried in the event of an emergency.
- (d) Persons being transported as part of a council service.
- (e) Other persons as authorised by management.

2.3 It is the legal responsibility of a driver to ensure that passengers and goods are carried safely at all times. No goods will be carried in a Council vehicle other than property which belongs to the Council, or tools, equipment and materials being used on behalf of the Council, or as otherwise authorised by management

3 DRIVERS' CHECKS

3.1 To ensure Council vehicles are used safely and kept in a roadworthy condition in compliance with current legislation it is the responsibility of all drivers to ensure that there are no obvious deficiencies in the vehicle. The minimum checks that should be carried out are as follows

Daily Checks

- Check that the vehicle defect book is in the vehicle (not hired vehicles)
- Check that the vehicle coolant level is correct
- Check that the oil levels are correct
- Check that the windscreen washer reservoir is topped up
- Check that there is sufficient fuel in the tank
- Check tyres for wear or damage
- Check for loose or missing wheel nuts, studs or bolts (where visible)
- Check that lights, reflectors and horns are working
- Check that all fitted mirrors are correctly adjusted
- Check that a current road fund licence disc and number plates are fitted
- Check for obvious damage to the vehicle
- Where applicable check that a current "O" licence or small bus permit disc is fitted
- Where fitted check that air pressure or vacuum gauges in the braking system are operating correctly

Some departments may require additional vehicle and equipment checks. Drivers should check with their supervisors.

- 3.2 Before a trailer is towed, check that the vehicle and trailer are equipped with suitable towing attachments and electrical connections. Where required, a trailer board must be complete with lights, number plate and indicators. Ensure that breakaway cables are in good condition and always secured before moving off.

4 SERVICING SCHEDULE

Hire company arrangements will apply to hired vehicles

- 4.1 Service and inspection dates for all vehicles will be notified to drivers by their supervisors. Vehicles must be presented for servicing on the correct day unless prevented from doing so by an emergency. In such an event the Transport Services Unit should be informed as soon as possible.
- 4.2 Any defects that require attention should be listed in the vehicle defect book, which should then be handed over to the workshop reception when the vehicle is booked in for service.
- 4.3 Ensure that all personal effects are removed from a vehicle and that all vehicle equipment, e.g. spare wheels, jacks, first aid kits, fire extinguishers, etc. are accounted for on each occasion a vehicle is booked in for repair or is collected after repair.

5 TRANSPORT SERVICES UNIT CHECKS

- 5.1 The Transport Services Unit (TSU) is empowered to carry out spot-checks on vehicle maintenance and vehicle operations. Where a spot check reveals vehicle maintenance defects or operational deficiencies the TSU may instruct that the vehicle is removed from service.
- 5.2 In the event of a notice being issued, the instructions which accompany the notice, must be followed. The driver should also report the notice to a supervisor at the first opportunity.
- 5.3 Misuse of a vehicle or a persistently poor standard of driving resulting in damage to Council vehicles will be reported to the employee's line management and may lead to disciplinary action.

6 MAXIMUM LADEN WEIGHTS

- 6.1 When built, a manufacturer's plate bearing details of the maximum gross weight, axle and train weight is fitted to each commercial vehicle. A Department of Transport (DTp) ministry plate is also fitted to large goods vehicles (LGV), previously referred to as heavy goods vehicles (HGV), and trailers. Drivers should familiarise themselves with the requirements and location of these plates.
- 6.2 The following terms are used on manufacturers and ministry (DTp) plates :

Maximum Gross Weight: This is the maximum weight, which can be carried by the vehicle and includes the weight of the vehicle, fuel, vehicle load, driver and any passengers carried.

Maximum Axle Weight: The maximum weight to which each axle on the vehicle can be loaded is given for each axle location.

Maximum train weight: This is the combined gross weights of the vehicle and any trailer or towed unit.

- 6.3** It is a legal requirement that the maximum gross, axle, and train weights are not exceeded. Overloading is a serious offence and could lead to the prosecution of both the Council and the driver. Drivers must ensure that they are aware of the maximum load, which can be carried on vehicles in their charge and ensure these are not exceeded. All loads must be distributed evenly on the vehicle.
- 6.4** The manufacturer's plate and the Department of Transport ministry plate are normally displayed in the vehicle cab. If the weights differ on the two plates, the weights shown on the Department of Transport ministry plate are the ones which apply.

7 SAFE LOADING OF VEHICLES

- 7.1** Drivers are responsible for the safety and security of all vehicle loads. They must therefore ensure that all loads are securely fixed and present no danger to the vehicle occupants or to third parties.
- 7.2** If a driver has any doubt regarding the safe loading of a vehicle, whether or not the driver loaded it, the vehicle should not be moved until a supervisor has been consulted.

8 GARAGING OF VEHICLES

- 8.1** All East Ayrshire Council vehicles must be garaged or parked overnight in Council premises except where permission has been given to do otherwise by a line manager with authority.
- 8.2** Vehicles parked overnight away from the Council premises must be legally parked where they will not inconvenience the public or any other road users. Parking problems should be reported to the line management.

9 VEHICLE SECURITY

- 9.1** A driver in charge of a Council vehicle is responsible for the security of the vehicle and its contents whenever the vehicle is left unattended. The following actions must always be taken on such occasions :

- (a) the parking brake must be engaged.
- (b) All doors and windows must be closed and locked.
- (c) If fitted, anti theft devices must be switched on.
- (d) The ignition key must be removed from the vehicle.

Subject to management approval, variations to the above procedures may be agreed providing the vehicle is garaged in secure premises. Vehicle keys must be kept secure at all times.

10 VANDALISM AND THEFT

10.1 In the event of theft from or vandalism to the vehicle, the driver responsible for the vehicle should take the following action:

- (a) Immediately report loss or damage to a supervisor and where required the Police. The Transport Services Unit should also be informed as soon as possible after the event.
- (b) Ensure that the vehicle and its contents are secured until such times as the vehicle can be moved. If the Police have been involved the vehicle should only be moved once it has been established that their initial investigation has been completed.
- (c) An incident report form giving full details of any incident must be completed within 24 hours and submitted to the Transport Services Unit.

11 DRIVERS HOURS AND TACHOGRAPHS

11.1 Drivers of “O” licence vehicles (and certain non-”O” licence) Council vehicles have a legal obligation to keep particular records and adhere to the regulations governing drivers’ hours. There are two legal regulations for drivers hours as follows :

- (a) British Domestic Regulations
- (b) EC Regulations

Departmental management will advise drivers if either of these sets of Regulations apply.

11.2 Employees must not tamper with, amend, alter or interfere with the workings of any tachographs fitted to Council vehicles or tachograph records. Employees who tamper etc with tachographs may be subject to disciplinary action and legal action.

12 DEFECT REPORTING, REPAIRS AND BREAKDOWNS

Hire company arrangements will apply to hired vehicles

- 12.1** As soon as a defect is noticed or damage has occurred, the relevant details must be entered into the vehicle defect report book. If a driver is of the opinion that a Council vehicle is not in a roadworthy condition and has duties to perform that require the use of that vehicle line management should be informed immediately.
- 12.2** Only the Transport Services Unit is authorised to carry out repairs or to instruct a third party to carry out repairs on Council vehicles.
- 12.3** Drivers should report low coolant levels to the Transport Services Unit as soon as possible. They should not top up coolant levels without authorisation.
- 12.4** Drivers may top up oil. But if quantities of more than half a litre are required the Transport Services Unit should be informed immediately.
- 12.5** No other fluids may be topped up and no other running repairs may be carried out except by the Transport Services Unit.
- 12.6** Never change a wheel. Always contact the Transport Services Unit.
- 12.7** In the event of a breakdown contact the Transport Services Unit who will either attend the vehicle at the roadside or arrange for recovery of the vehicle.

13 VEHICLE ACCIDENTS AND DAMAGE

- 13.1** Report any vehicle damage or accident to a supervisor. An accident report form must also be submitted to the Transport Services Unit within 48 hours. All damage should be recorded in the vehicle defect book and be attended to as soon as possible. Any damage that affects safety or the legal use of a vehicle should be immediately attended to.
- 13.2** Every driver of an East Ayrshire Council vehicle must take the following actions if involved in an accident.
 - (a) **STOP AND INVESTIGATE.** If any person involved in the accident is injured, arrange for help. If your vehicle is fitted with means of communication, call for assistance. If possible do not leave the scene of the accident although, under exceptional circumstances, this may be necessary to summon help.
 - (b) Do not ignore the possibility of the stationary vehicle(s) causing a hazard to other road users. Where necessary arrange for other drivers to be warned in sufficient time for them to take action. If the Council vehicle is equipped with hazard warning lights, amber beacons or is carrying traffic cones, these should be used to help warn oncoming traffic.
 - (c) Obtain all information required to complete an accident report form, including details of any damage or injuries. Where possible draw a sketch of the accident noting vehicle positions and other significant details.

- (d) It is important that the insurance details and names and addresses of all vehicle occupants and vehicle or property owners are obtained. It is also important to obtain the names and addresses of any independent witnesses to the accident.

13.3 Do not admit liability or blame, either verbally or in writing, or make any offer of promise of payment. Only the following information should be given to other persons involved in the accident:

- 1 Your name and address
- 2 The registration number of your vehicle
- 3 The address of the Transport Services Unit

13.4 If, in your opinion, the other driver was driving recklessly or under the influence of alcohol or drugs, the police should be informed of this as soon as possible.

13.5 Accidents which result in injury to another person must be reported to the police as soon as possible and no later than 24 hours after the incident. The police must also be informed within 24 hours of all accidents which result in damage to other vehicles, trailers or property or in the death or injury of an animal (excluding a cat) unless the owner of the animal, property, vehicle or trailer has been made aware of the accident at the time and all relevant information has been exchanged.

13.6 If legal proceedings are taken against the driver of a Council vehicle, this should be immediately communicated to line management and the Transport Services unit

13.7 All communications received from insurance companies or third parties must be immediately forwarded to the Transport Services Unit and must not be answered or acknowledged in any way by the driver or supervisor

13.8 For the avoidance of doubt when deciding who should fill in an accident form, the driver last in charge of the vehicle shall complete the claim form.

13.9 Where there are a number of incidents involving an unknown third party being reported by the same driver and where the Council deem this to be an abuse of the policy provisions, the Council reserves the right to suspend the driver from driving either permanently or temporarily and / or take disciplinary action as appropriate.

14 VEHICLE CLEANLINESS

14.1 East Ayrshire Council vehicles must be kept clean and tidy inside and outside at all times. All equipment must be properly stowed and the vehicle washed as often as is required to keep them clean

15 LICENCE DISCS

Hire company arrangements will apply to hired vehicles

- 15.1** Any loss or defacement of either the Road Fund Licence or the Operators licence must be immediately reported to a supervisor and The Transport Services Unit.

16 LEGAL PLATES

Hire company arrangements will apply to hired vehicles

- 16.1** All goods vehicles, which require Department of Transport plates, will have them affixed in the driving cab. Trailer plates will be found on the chassis. Any loss or defacement of these plates must be reported immediately to the designated service centre for the vehicle.
- 16.2** All number plates should be free of any damage and be clearly visible.

17 TEST CERTIFICATES

Hire company arrangements will apply to hired vehicles

- 17.1** All Department of Transport vehicle test certificates are held by the Transport Services Unit and are available when required. All requests must be made via a supervisor to obtain these documents

18 INSURANCE CERTIFICATE

- 18.1** Copies of the current insurance certificate are held by the Transport Services Unit and are available when required.
- 18.2** If the police request that the East Ayrshire Council certificate of insurance be produced, this request must be communicated to your immediate supervisor who should then contact the Transport Services Unit.

19 HGV LICENCES

- 19.1** Employees who require an HGV licence to carry out their duties with the Council will have the cost associated with the medical examination paid for by the Council when renewing their licence. It is the responsibility of the individuals to ensure that their licence is up to date.

PART C MANAGEMENT RESPONSIBILITIES IN RELATION TO DRIVERS OF THEIR OWN VEHICLES

- 1.1** Directors should make arrangements for:
- An annual inspection of licences held by all employees permitted to drive their own vehicles, including vehicles leased or hired for personal use, on Council business
 - An annual check of insurance certificates to ensure that the employee is specifically covered for business purposes.
- 1.2** Records should be maintained of all licence and insurance checks and subsequent changes in circumstances.
- 1.3** Directors should ensure that all authorised drivers are issued with the leaflet setting out Section A of this Policy.
- 1.4** Vehicle accidents are one of the most common and serious causes of industrial injuries for office-based staff. Directors should:
- Include provisions related to safe driving in their Health and Safety Action Plans
 - Consider assisting staff to undertake refresher driving courses
 - Not place employees under pressure which results in unsafe driving

Directors should consider taking appropriate measures to encourage safe driving. These would normally include requesting training from the Health and Safety Manager or providing appropriate literature and other materials.

PART D MANAGEMENT RESPONSIBILITIES FOR VEHICLES OWNED, LEASED OR HIRED BY THE COUNCIL

1 DRIVERS' LICENCES AND PERMITS (SEE ALSO SECTION C)

- 1.1 Drivers' licences must be checked for the category of vehicle to be driven.
- 1.2 All employees permitted to drive Council vehicles must undergo a driver assessment by a qualified member of staff of the Transport Services Unit. They will then be registered on a central list held by the Transport Services Unit and issued with a permit, which will contain the text of Parts A and B of this Policy.
- 1.3 Directors should ensure that staff fully understand their obligations under this Policy.
- 1.4 Departmental managements are responsible for informing staff of variations in Part B procedures relating to hired vehicles.

2 VEHICLE SAFETY INSPECTIONS AND REPAIRS

- 2.1 All vehicles maintained by the Council must be made available for safety inspections and routine servicing in accordance with the schedule provided by the Transport Services Unit. Any variations to the time vehicles are due must be agreed with the Transport Services Unit in accordance with the Service Level Agreements.
- 2.2 All contracts for hire of a vehicle for more than a month should contain equivalent provision for safety inspections.
- 2.3 No vehicle must be used at any time which has a defect or accident damage which makes the vehicle unsafe. If there is any doubt about the safety of a vehicle the Transport Services Unit (or the hire company) should be requested to carry out an inspection at the location of the vehicle. Arrangements should be made for the transfer of all unsafe vehicles to the Transport Services depot for repair, or to the hire company's depot in the case of hired vehicles.
- 2.4 All hired vehicles must be checked for damage immediately on receipt and the hire company notified of any discrepancies in their record of vehicle damage.

3 DRIVERS' HOURS AND TACHOGRAPHS

- 3.1 Directors must ensure that the relevant drivers' hours regulations are being applied and that all drivers covered by these regulations are familiar with the relevant procedures for the use of Tachographs.
- 3.2 Arrangements must be put in place for monitoring drivers' hours and safekeeping of tachograph records.

4 REPAIRS AND MODIFICATIONS

- 4.1** Repairs and modifications to Council-owned or leased vehicles may only be carried out by the Transport Services Unit.

5 FUEL

- 5.1** Departments should ensure that they have effective procedures in place for monitoring fuel consumption using information provided by the Transport Services Unit (internal supplies) or authorised external garages. A separate set of procedures relating to fuel is in preparation.

6 VEHICLE DOCUMENTS

- 6.1** Departments should ensure that the following documents are readily available in every vehicle at all times:

- vehicle defect book (except hired vehicles)
- a next inspection and service sticker
- the service schedule and record (except hired vehicles)
- a 'safe driving' card
- a daily inspection checklist

7 DAILY DRIVER CHECKS

- 7.1** Departments must maintain records of daily vehicle checks and ensure that defects and accidents are fully reported. Departments may wish to consider requiring drivers to submit signed checklists or to sign on a central record that checks have been completed.

8 USE OF VEHICLES OUTSIDE THE UK

- 8.1** Special arrangements will be required for the use of Council vehicles outside the UK. This should be discussed with the Transport Services Unit and the Council's Risk Manager, and may only be authorised by a Director.

9 'O' LICENCE AND SPECIAL LICENCE REQUIREMENTS FOR PSVS

- 9.1** The Council requires to hold a special licence to operate vehicles over 3.5 tonnes (an 'O' licence). This places the Council under stringent obligations covering inspection, servicing, operational management and record keeping in relation to all vehicles for which it is responsible including hired vehicles and vehicles not themselves requiring an 'O' licence. The procedures set out in this Policy and the level of service provided through Service Level Agreements are designed to ensure that the necessary standards are maintained.
- 9.2** All drivers of vehicles over 3.5 tonnes require an HGV licence.
- 9.3** Drivers of vehicles with more than 8 seats require a special permit (a Section 19 or 22 permit for driving Passenger Carrying Vehicles). A special licence is required for drivers of vehicles with more than 16 seats. The Transport Services Unit can advise on the permit required and application procedures.

10 INSURANCE

- 10.1** If, in the event of an accident, a driver is found to be at fault, and such an accident is due to reckless driving or abuse of vehicle by the driver, the Council will recover, from the driver's department, such sums representing the Council's insurance excess.

11 GARAGING

- 11.1** Departments must ensure that arrangements are in place for safe garaging of all vehicles either at a depot or park provided at a Council property, or where appropriate at an employee's home.

12 PART B PROCEDURES

- 12.1** Departmental managers are responsible for ensuring that appropriate procedures for implementation of Part B procedures are in place within the services for which they are responsible.

ANNEX

DESCRIPTION OF FLEET MANAGEMENT SERVICES SUPPLIED

Fleet Development

Advice to Client on procurement, specification and disposal of their vehicles and plant, using the specialised skills available within the Transport Services Unit, to ensure that Best Value is achieved both for the Client and the Service Provider.

Road Fund Licence

Operations of a system that ensures that all Client vehicles, Council-owned or on hire are displaying a current road fund licence. This covers monitoring licences due; purchasing of licence disc, informing when licence discs are at hand, and providing ongoing checks to ensure discs are displayed.

MOT Tests

Ensure that all vehicles are tested by their due date, in line with MOT legal requirements. Records will be maintained of all tests, including all Council-owned vehicles and those on hire from external sources.

Regular Servicing

Provision of full Service Schedules for all Council vehicles and ensure that, through agreed Service Provider/Client communications procedures, schedules are adhered to. This will include arrangements for special safety checks under LOLER and regulations covering PCVs.

Driver Assessment

Provide a driver assessment service to the Client, to ensure that personnel are competent and appropriately employed. Transport Services will maintain a file of all authorised drivers containing copies of driving licences, assessment records etc. All staff, required as drivers by the Homes Division, will be given an assessment of competence before being included in the list of authorised drivers

Instruction on Daily Vehicle Checks

Instruct all authorised drivers on daily vehicle check obligations and procedures required for the type of vehicle (Appendix F).

Arrange for courses for drivers, usually through the Freight Transport Association (FTA), to instruct them on the basic maintenance responsibilities that are appointed to them.

Maintain 'O' Licence Integrity

All goods vehicles owned, leased or hired by the Council exceeding 3.5 tonne gross vehicle weight, and trailers exceeding 1020 kg unladen, are subject to the Goods Vehicle Licence of Operating Act 1995. The Council, as a licenced operator, must adhere to the requirements of this Act. To maintain the 'Good Repute' necessary to hold an 'O' Licence, all actions on vehicles must be undertaken by a person with a CPC (Certificate of Professional Competence) and are of 'Good Repute'. The Transport Services Unit has two employees qualified in this capacity.

Although many fleet items are not include within the above mentioned categories are not required to be detailed within the 'O' licence the quality of maintenance and roadworthiness are taken into consideration and can affect the Operating Licence integrity.

The main functions to be carried out by the Service Provider are:

- updating 'O' licence register, and maintaining full data on each 'O' licensed vehicle
- ensuring all 'O' licences are complying with Ministry of Transport regulations
- administering tachograph or log book usage.

Vehicle Checks

Random vehicle checks - work carried out on vehicles in the workshop will be inspected for quality. In addition, a programmed sample of roadside vehicle spot checks will be carried out, repair work arranged where appropriate, and a record kept of the results of checks and the remedial work.

Insurance Claim Processing

Investigate insurance claims, collate quotations, inform Client, and process all paperwork.

External Hire

Make arrangements for external hire of vehicles and plant, which are as per Homes Division specification or equivalent, meet current Ministry of Transport legislation and 'O' Licence obligations, and ensure that Best Value is achieved.

Maintain a list of approved suppliers of hire vehicles and plant meeting the above criteria.

Fuel Supplies

To make arrangements that ensure the provision of fuel for vehicles that are owned or used by the Homes Division