FLEET MANAGEMENT

CORPORATE FLEET AND TRANSPORT

POLICY and PROCEDURE ARRANGEMENTS

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1 INTRODUCTION

This Fleet & Transport Vehicle Policy and Procedure Arrangements have been developed to ensure all aspects of the Council’s operations in relation to the use of Motor Vehicles, Plant & Mechanical Equipment are compliant with relevant statutory provisions relating to health and safety and road transport operations in addition to intended construction and use.

This document also represents the Council’s Management of Occupational Road Risk Policy and sets the Council’s general objectives in relation to the safe use of motor vehicles used in the course of Council business.

The Policy Statement is supported by a number of Management and Employee Standards & Guideline documents, identifying responsibilities of The Chief Executive, Executive Directors, Heads of Service, Managers, Head Teachers, Teachers and Employees involved with motor vehicles at work. These documents can be used for stand-alone instruction and information.

The General Drivers Responsibilities are included in the Drivers Handbook.

The Chief Executive, Executive Directors and Heads of Service are to ensure the requirements of this Policy, Standards and Guidelines are implemented within their areas of responsibility.

Any Employee identifying a deficiency in the written system or its implementation should draw the attention of their Manager to the situation for action where appropriate.

The Health & Safety at Work Act 1974 requires employers to prepare a written statement of the organisation and arrangements for carrying out their Health & Safety Policy. This Policy & Procedural document is one of a number of documents that form Perth & Kinross Council’s written arrangements. In this case the arrangements relate specifically to the safe operation of motor vehicles in connection with Council business, primarily to ensure compliance with general requirements of the Management of Health and Safety at Work Regulations, the Road Traffic Act, the Road Transport Construction and Use Regulations.
PERTH AND KINROSS COUNCIL
STATEMENT OF FLEET & TRANSPORT POLICY

Perth and Kinross Council recognises that the provision and use of motor vehicles is an essential and integral element of its business operations. The Council also accepts that some employees will be authorised to use their own motor vehicles for Council business.

The Council, in line with its general statutory obligations, will therefore prepare and maintain such information, instruction, supervision and training as is necessary to provide for the safety of employees and other persons who may be affected by the activities of the Council, as a result of motor vehicles used in the course of its business. The Council will operate motor vehicles that are, to the best of its ability, roadworthy, safe and comply with relevant statutory provisions, appropriate for the type and class of vehicle operated.

The Council will develop and implement appropriate documentation and training in support of this Policy, to direct management and drivers of motor vehicles being used in the course of Council business. These documents and training information will form Management and Employee Standards & Guidelines that will ensure the continued safe operation of its motor vehicle fleet and those private motor vehicles used by employees in the course of their duties.

The Council will purchase, hire or lease as appropriate, only such vehicles as are suitable for the tasks for which they are intended. Where motor vehicles require specialist design, modification or adaptation, such works and fitments shall comply with relevant statutory provisions. Where regular maintenance, testing or inspection is requisite, such activities will be undertaken by competent persons within the prescribed times-scales.

Employees are required to co-operate with the implementation of this Policy and the associated Management and Employees Standards and Guidelines. Failure to do so may result in disciplinary action. Employees should also draw the attention of their management to any deficiency in this Policy or the associated Management or Employee Standards and Guidelines, in order that they may be reviewed and any suitable amendments made.
RESPONSIBILITIES

Perth & Kinross Council Chief Executive, Executive Directors and Heads of Service are committed to providing and maintaining, so far as reasonably practicable safe vehicles, plant & mechanical equipment, by providing such information, instruction, training and supervision as necessary to ensure the safety of employees. The Chief Executive, Executive Directors accept responsibility for ensuring, so far as reasonably practicable, the safety of other persons who may be affected by activities in the use of vehicles, plant and mechanical equipment.

The following Management Standards and Guidelines, and Employee Standards and Guidelines, support the Council’s Occupational Road Risk Policy by providing information and systems of work to be implemented by drivers of vehicles on Council business and managers of drivers involved with driving on the business of the Council. Within the term ‘business’ these Policy & Procedures include any person driving any vehicle during paid employment (including travel to and from training courses, seminars, conferences and similar activities). Each Policy & Procedures document will relate to a category of driver or category of manager as follows:

DOCUMENT 1
RESPONSIBILITIES OF ALL DRIVERS/OPERATORS

This Policy & Procedures document applies to all drivers/operators (including Elected Members) of Council vehicles, plant & mechanical equipment owned, leased, or those vehicles, plant & mechanical equipment hired on an ad-hoc basis for long or short term periods and include those privately owned or privately leased vehicles authorised to be used in the course of the business of the Council.

DOCUMENT 2
RESPONSIBILITIES OF MANAGERS & HEADTEACHERS

This Policy & Procedures document directs Managers and Teachers in their responsibilities to all persons driving on the business of the Council, using their own vehicle and for the safe operation of the vehicle, plant & mechanical equipment under their charge.

DOCUMENT 3
GENERAL RESPONSIBILITIES OF THE FLEET MANAGEMENT SERVICE

This Policy & Procedures document identifies the responsibilities of the Fleet Management Service with due authority to protect the interests of the Council in relation to the Goods Vehicle Operators Licence.
CHECKLIST OF SERVICE RESPONSIBILITY

This single page highlights the key issues affecting managers in relation to vehicle operations, directing them to the appropriate sections of the Manager, Teacher and Employee section of these Policy & Procedures.

GUIDANCE ON THE ASSESSMENT OF ‘EMERGENCY’ CATEGORY FOR MOBILE PHONE USERS

This document provides advice to The Chief Executive, Executive Directors and Heads of Service on the assessment of users considered to be ‘Emergency’ category vehicles or individuals and so requiring the installation of an approved hands-free mobile phone kit.

Compliance with this Policy & Procedures will ensure the continued:

- Fulfilment of the Council’s statutory obligations under Health & Safety and Road Transport Legislation.
- Fulfilment of the driver’s statutory obligations under health & Safety and road transport legislation.
- Compliance with all Goods Vehicle Operator Licensing requirements.
- Minimisation of Occupational Road Related Risks.

All employees are required to familiarise themselves with those Standards & Guidelines relevant to their duties. Each of the Standard & Guideline documents is available as an individual publication that may be given for personal issue.

Copies of this Policy & Procedures and related Guidelines are available from The Fleet Management Service.
DOCUMENT 1
RESPONSIBILITIES OF ALL DRIVERS & USERS

This document applies to every driver of any vehicle, including their own, on Council business. Some procedures set out in the sections below apply only to vehicles owned, leased or hired by the Council.

It should be noted that failure to follow these guidelines may result in disciplinary action.

1 GENERAL

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

*Note: since the 1st of January 1997 a standard car driver’s licence does not permit the holder to drive a vehicle over 3,500Kgs or a vehicle with more than 8 passenger seats, or to draw a heavy trailer, greater than 750Kgs. Please seek advice from The Fleet Management Service on entitlements relating to older licences.*

1.2 All drivers must make their licence available to an authorised line manager for inspection as required. Any changes must be notified to your authorised line manager. (Copies will be retained in accordance with Driver Licence Guidelines and the Data Protection Regulations).

1.3 Failure to present valid licence documentation on request may result in prohibition from using vehicles for business mileage journeys or be investigated in accordance with Council’s Disciplinary Procedures.

1.4 It is the responsibility of employees who drive as part of their employment to ensure that their licence remains current and valid in all required categories. Some categories require medical examinations and it is the employee’s responsibility to ensure that these are maintained.

1.5 Employees may only drive a Council vehicle if they are in possession of a valid Council Vehicle Driver’s Permit issued by the Driver Training Team.

*Note:*

- The Driver Training Team has designated employees qualified to assess a driver’s ability to handle vehicles of the category they are required to drive

- The names of authorised drivers will be held on a central list. From 2011 the introduction of drivers’ permits will provide immediate recognition of classes of vehicle a driver is entitled to drive.

1.6 Drivers of Council vehicles including hired and leased vehicles must report any situation involving the Police, authorised inspectors of the Vehicle & Operator...
Standards Agency (VOSA) or Customs & Excise, whether or not it leads to charges being made against the driver, to their line manager immediately. The line manager must, in turn, report the incident immediately to the Fleet Management Service, who will instruct upon the appropriate course of action to be taken.

1.7 The Council accepts no responsibility for the loss or damage to personal property carried in Council vehicles. It might be that your normal “household contents” insurance policy will cover the contents of cars, but this should be carefully checked by individuals.

1.8 Please note that any personal property, e.g. sports equipment, tools, etc. should not be left in full view 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. The vehicle should be locked at all times.

2 LGV & PCV LICENCES

2.1 It is the responsibility of employees who require a vocational entitlement Large Goods Vehicle (LGV) or Passenger Carrying Vehicle (PCV) licence to ensure that their licence remains valid. Statutory medical examinations may be carried out by the Council’s Occupational Health Service. A request for such an examination should be made through your line manager. Where such entitlement expiry date has been allowed to lapse, driving such vehicles is strictly prohibited and must be brought to the attention of the employee’s line manager immediately.

2.2 Driver Certificate of Professional Competence (CPC)

The Driver CPC Regulation applies to new drivers acquiring PCV licence from September 2008 and for LGV licence from September 2009. Those who already hold a vocational licence on these dates will be given acquired rights for initial qualification, however all drivers with either or both these entitlements must complete 35 hours periodic training over a five year period.

2.3 Drivers given acquired rights - it is the responsibility of employees who require periodic training to ensure attainment of (LGV) Driver CPC. This is obtained by attending at least 35 hours of approved training within every five year period of their driving careers.

2.4.1 Employees who drive LGVs on behalf of the Council are responsible for ensuring their statutory CPC requirement is current and must notify their line manager three months prior to expiry. LGV drivers without current CPC certification must not drive a Council vehicle above 3500Kg and must inform their line manager immediately.

2.4.2 Service management will advise drivers when attendance will be required in order to meet the statutory 35 hours periodic training and this training will be
carried out by the Driver Training Team; however it is drivers’ responsibility to maintain their CPC.

3 **INSURANCE & OTHER STATUTORY DOCUMENTATION**

3.1 Employees who use their own vehicles on Council business must ensure that they are insured for business purposes. Employees must make their valid insurance certificate available for inspection by their line manager along with the drivers licence. Any changes to these insurance details must be notified to line managers immediately.

*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*

3.2 Drivers who use their own vehicles in the course of Council business must ensure the vehicle is legal and roadworthy. Where a vehicle is required to undergo an MOT test, a valid MOT Test Certificate should be presented to the line manager in addition to the insurance documentation.

3.3 Failure to present valid documentation on request may result in any use and subsequent business mileage journey not being approved or be investigated in accordance with Council’s Disciplinary Procedures.

4 **INSURANCE – COUNCIL PROPERTY**

4.1 Council property and equipment are insured under the Council’s general insurance policy. However, this excludes theft from an unattended vehicle. All property and equipment must be removed from unattended vehicles. If this is impossible in specific circumstances equipment must be hidden from view and preferably be locked away. The vehicle should be locked at all times.

5 **VEHICLE ACCIDENTS AND DAMAGE**

5.1 You must immediately report any vehicle damage or accident to any Council Owned, Leased or Hired Vehicle to your line manager. An accident report form must also be submitted within 24 hours of the incident taking place together with a post incident investigation form to the Fleet Management Service. All damage should be recorded on a vehicle defect form 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 by the Fleet Management Service.
Note
If in doubt, do not drive the vehicle. Get it checked out by the Fleet Management Service prior to continuing on a journey. There may be hidden damage and the vehicle may require to be recovered.

5.2 An accident/near miss report form should also be completed and submitted in accordance with the Incident/Near Miss Reporting procedures as detailed in the Corporate Health & Safety Policy.

5.3 PROCEDURES IN THE EVENT OF AN ACCIDENT. You are required to:

- **STOP AND INVESTIGATE**
  - If any person involved in the accident or incident is injured, arrange for help. If your vehicle is fitted with means of communication, call for assistance, otherwise seek a land line BUT return to the scene when your call is complete.
  - Do not ignore the possibility of the stationary vehicle(s) creating a hazard to other road users. Where necessary, arrange for other drivers to be warned in sufficient time for them to take appropriate 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 all approaching traffic.
  - Obtain all the information required to complete an accident report form, including details of any damage, injuries, witnesses, etc. Where possible draw a sketch of the accident scene noting vehicle and person positions and other significant details (speed limits, signs, etc.). If a camera is available take photographs.
  - 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.
  - **Do not admit liability or blame, either verbally or in writing, or make any offer of promise of payment.**

- The driver of a motor vehicle must, as a legal obligation, stop if involved in an accident that causes:
  1. Injury to anyone other than the driver;
  2. Injury to an animal;
  3. Damage to property on or adjacent to the road (e.g. lamp post, trees, gates); or
  4. Damage to another vehicle.
If required to do so by a person with reasonable grounds (e.g. the owner of damaged car), as the driver you **must** provide:

1. Your name and address.
2. The registration number of your vehicle.
3. The address of the Fleet Management Service as detailed in the Vehicle & Driver Handbook, a copy of which is in each vehicle.

If a driver refuses to give the statutory information to anyone with reasonable ground for requiring it at the scene of an accident, the driver is guilty of an offence even if they later report the accident to the Police.

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.

If having stopped, the above procedure is not completed for any reason the driver must report to the Police as soon as reasonably practicable and within 24 hours after the incident.

Any accident which results in injury to another person must be reported to the police as soon as reasonably practicable and within 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.

5.4 If legal proceedings are taken against the driver of a Council vehicle, the matter should immediately be communicated to line management and the Fleet Management Service.

5.5 All communications received from insurance companies or third parties must be immediately forwarded to the Fleet Management Service and **must not be answered or acknowledged** in any way by the driver or line manager.

5.6 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 and provide information in order to complete a Post Accident Investigation from.

6 **CRIMINAL OFFENCES**

6.1 Employees, for their part, are expected to familiarise themselves with the Corporate Fleet & Transport Policy, Standards & Guidelines and abide by them. Any breach of the Policy which may be considered to be unsatisfactory conduct
on the employee’s part, will be investigated in accordance with the Council’s Disciplinary Procedures.

6.2 This will include any convictions which have a bearing on the employee’s employment with the Council, or where the offence was committed on the business of the Council.

6.3 Employees are required to advise the Council if they have their licence endorsed and/or lose their full driving licence, including Large Goods Vehicle or Passenger Carrying Vehicle group licence. Where a full and/or vocational LGV or PCV driving licence is a condition of employment, the loss of a licence will be investigated in accordance with the Council’s Disciplinary Procedures as Gross Misconduct.

6.4 Employees are required to advise the Council if they receive fixed penalty notices by an enforcement agency officer when on Council business and this must be reported to the line manager and Fleet Manager immediately with copies of the fixed penalties forwarded to the Fleet Management Service.

7 SMOKING

7.1 It is an offence under The Prohibition of Smoking in Certain Premises (Scotland) Regulations 2006 Act and vehicles are classified as Certain Premises. The Council’s Smoking in the Workplace Policy has a “No Smoking” Policy in all Council accommodation and vehicles and this must be adhered to at all times.

7.2 Where any employee uses their private car on Council business and on occasions carries passengers/colleagues who do not smoke, the driver is 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(s) who are the passengers may elect to make alternative travelling arrangements if they so wish. Any such arrangements will be reimbursed in accordance with Council Policy.

8 SAFE DRIVING

8.1 All employees are expected to drive safely in accordance with the requirements of the Highway Code at all times.

8.2 Training opportunities are, from time to time, made available by the Fleet Management Service and employees are encouraged to take advantage of such opportunities. Employees may be required to undertake a driving assessment and further training if they have been involved in an accident at work where their driving was found to be at fault.
The following requirements should be borne in mind when driving:

- **Never** drive a vehicle if you are unwell or taking medication, unless a Medical Practitioner or dispensing Pharmacist has confirmed it is safe for you to drive.

- **Remember** it is the drivers’ responsibility to inform the DVLA, the insurance company and manager of any medical condition or medication that affects your ability to drive.

- **Never** drive under the influence of alcohol or drugs.

- **Never** start out 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 Domestic Drivers’ hours rules (line managers will advise employees to whom these rules apply and any relevant exemptions that may apply). Expert advice can be provided by the Fleet Management Service.

- **Never** exceed a vehicle’s permissible gross vehicle weight, axle weight and/or train weights.

- **Never** drive with poor eyesight or if your vision is blurred. You must wear spectacles or contact lenses for driving if your optician prescribes them for that purpose.

- **Never** eat, drink, or try to read a map or directions whilst driving. You must pull in and stop somewhere safe first.

- **Never** put yourself and others at risk if you are involved in a breakdown or an accident. Contact the relevant breakdown call out service for assistance or in the case of an accident/incident contact the emergency services by dialling 999 or by using a roadside Emergency Telephone.

- **Never** await recovery in your vehicle. Always position yourself in a clearly visible location, a safe distance from the vehicle and roads-side and wear a high visibility jacket if possible.

- **Do not** change a wheel unless you have been trained and it is completely safe to do so. Call the Fleet Management Service if you are driving a Council vehicle. If out of hours use the emergency breakdown number which is displayed on the emergency card located in each vehicle.
9  ACCEPTABLE USE OF COUNCIL VEHICLES

9.1 Perth and Kinross Council vehicles must only be used to carry goods and/or passengers on authorised journeys. Authority shall only be considered to have been given by the line manager 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

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

(a) Council employees on duty, or travelling to or from duty

(b) Persons engaged on work for or on behalf of the Council

(c) Persons being carried in the event of an emergency

(d) Persons being transported as part of a Council service

(e) Other persons as authorised by appropriate management

9.3 It remains the legal responsibility of the driver to ensure that only PKC employees or authorised passengers and goods are carried safely and securely at all times.

9.4 No goods are permitted to 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.

9.5 Tools and materials are not permitted to be transported in the same cabin space as personnel. Personnel may only be transported in properly designed and fitted seats. Seat belts are to be worn at all times wherever fitted.

9.6 Any breach of this “Acceptable Use of Council Vehicles” section which may be considered to be unsatisfactory conduct on the employee’s part, will be investigated in accordance with the Council’s Code of Discipline and Disciplinary Procedures as Gross Misconduct.

10  DRIVERS’ CHECKS

10.1 To ensure Council vehicles are kept in a roadworthy condition, in compliance with current legislation, it is the responsibility of all drivers to ensure that there are no obvious defects or deficiencies to the vehicle they drive.
10.2 Training on carrying out vehicle safety checks is available from the Fleet Management Service or the Driver Training Team for all classes of vehicle operated.

10.3 All Drivers of Council owned, leased or hired vehicle must undertake a daily walkaround check before a vehicle is used.

10.4 The check includes the Vehicle Tax Disc validity and Vehicle Operators Licence Disc or Permit validity if applicable.

10.5 The check should also cover the external condition of the vehicle ensuring in particular that the lights, tyres, wheel fixings, bodywork, load and trailer, trailer coupling, ancillary equipment if applicable are serviceable.

10.6 A comprehensive guide detailing Drivers Walkaround Daily Checks are shown in Appendix 4 & 5 and can be used as a pull out to Drivers.

10.7 Some services may require additional vehicle and equipment safety checks. These will be identified to drivers by their supervisors, along with any written records that are also required to be maintained.

10.8 Where there is a variation in the safety checks required, they shall be identified within the vehicle documentation.

10.9 Drivers are also required to record the results of the daily walkaround check in the documentation provided in the vehicle.

10.10 Identified defects must be reported using the vehicle defecting reporting system and procedures.

10.11 Nil defects must also be recorded using the documentation provided in the vehicle.

10.12 Where employees are authorised to use their own vehicle for business use regular vehicle safety checks must be carried out. A detailed guide is shown in Appendix 6.

11 SERVICING SCHEDULE

11.1 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 Fleet Management Service should be informed as soon as possible.
11.2 Any defects that require attention should be listed in the vehicle defect book, which should then be handed over to the Fleet Management Service when the vehicle is presented for service or repair.

11.3 Drivers are advised that they must remove all personal effects from the vehicle.

11.4 Drivers of vehicles where the cab tilts must ensure that all loose items are removed from the cab area of the vehicle.

12 FLEET MANAGEMENT SERVICE CHECKS

12.1 The Fleet Management Service (FMS) 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 FMS may instruct that the vehicle is removed from service.

12.2 In the event of a vehicle being removed from service, the FMS will issue a Prohibition Notice upon the vehicle that may contain specific instructions to be followed by the driver. The driver is required to follow the instructions of the Prohibition Notice and should report the fact to their supervisor at the earliest opportunity.

12.3 Misuse of a vehicle or a persistently poor standard of driving, resulting in damage to Council vehicles or the image or reputation of the Council, will be reported to the employee’s line management by the Fleet Management Service. The driver may be investigated in accordance with the Council’s Disciplinary Procedures.

13 MAXIMUM LADEN WEIGHTS

13.1 When built, a manufacturer’s identification plate bearing details of the maximum gross weight, axle and train weight is fitted to each commercial vehicle. A Department for Transport (DfT) identification plate VDG6 is also fitted to LGV (Large Goods Vehicles) previously referred to as heavy goods vehicles (HGV) and trailers. Drivers should familiarise themselves with the requirements and location of these identification plates.

13.2 The following terms are used on manufacturers and (DfT) plates:

**Maximum Gross Weight:** 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

13.3 It is the legal requirement that the maximum gross, axle and train weights are not exceeded. As a result the driver may be investigated in accordance with the Council’s Disciplinary Procedures. Overloading is a serious offence and could lead to the prosecution of both the driver and the Council.

13.4 Drivers must ensure that they are aware of the maximum loads, which can be carried on the vehicles in their charge and ensure that they are not exceeded. Any concerns regarding the loading of a vehicle should be immediately drawn to the attention of the supervisor. All loads must be distributed evenly and securely on the vehicle/trailer.

13.5 The manufacturers’ plate and the DfT identification plate (VTG 6) are normally displayed in the vehicle cab. If the weights differ between the two plates, the weights shown on the VTG 6 column 2 ‘Weights not to be exceeded in Gt. Britain’ must be followed.

14 SAFE LOADING OF VEHICLES

14.1 Workplace risk assessment will identify hazards and control measures to reduce the risk of injury when loading or unloading vehicles. Assessments may identify the need for mechanical handling aides (e.g. vehicle tail lift), that in turn, require their own assessment and implementation of suitable control measures.

14.2 Where manual handling is the only option, these operations will also be subject to an assessment under the Manual Handling Operations Regulations.

14.3 Line managers are responsible for the identification and assessment of risks and for ensuring that control measures are implemented. Corporate Health & Safety can assist in this process with the provision of appropriate training in Risk Assessment.

14.4 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.

14.5 Employees have a duty under section 7 of Health & Safety at Work and under Road Traffic legislation to take reasonable care for their own health and safety and that of others who may be affected by their actions or omissions at work.

14.6 If any driver has any doubt regarding the safe loading of a vehicle, whether or not the driver loaded it them self, the vehicle should not be moved until a supervisor has been consulted.
14.7 Employees are duty bound to report safety concerns to supervisors under the Management of Health & Safety at Work Regulations.

15 PARKING OF VEHICLES

15.1 All Perth and Kinross Council vehicles must be parked overnight in appropriate Council premises, unless permission has been given to do otherwise by the relevant Service Manager or their nominee.

15.2 Vehicles parked overnight away from the Council premises must be legally parked.

15.3 All goods vehicles with a gross weight exceeding 2,500Kg must have parking lights on when parked on a street or road between sunset and sunrise as per the Road Vehicle Lighting Regulations 2010.

15.4 All Operator Licence vehicles must only be parked at Authorised Goods Vehicle Operating Centres listed on the Council’s Operating Licence.

16 VEHICLE SECURITY

16.1 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 fully engaged

(b) The ignition key must be removed from the vehicle

(c) All doors and windows must be closed and locked

(d) If fitted, anti theft devices must be switched on/activated

(e) Vehicle keys must be kept secure at all times

17 VANDALISM AND THEFT

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

(a) Immediately report loss or damage to a supervisor and where required the Police. The Fleet Management Service must also be informed as soon as possible
(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 Fleet Management Service.

18 DRIVERS’ HOURS AND TACHOGRAPHHS

18.1 Drivers of vehicles that fall under the Operators Licence (and certain non-operated licence) Council vehicles have a legal obligation to keep particular records and adhere to the regulations governing drivers’ hours. There are two relevant statutory provisions that deal with driver’s hours:

(a) British Domestic Regulations

(b) EU Regulations

Both these regulations require drivers to use either a personal digital smart card or wax charts (which will be issued by the line manager) to record each day’s driving activities.

Service Management will advise drivers which of these sets of regulations apply along with any required actions, records, etc to be maintained.

Drivers must retain the original records for the current day and the previous 28 calendar days and return tachograph charts within 42 days of completion.

18.2 Where a vehicle is fitted with a digital tachograph vehicle unit (VU) only a driver with a digital tachograph Drivers’ smart card is permitted to drive.

The driver must:

Ensure that the VU is fitted with a print roll and there must be two full spare print roll’s in each vehicle.

Ensure that the driver smart card is inserted in the VU at the start of the each duty shift.

Remove their card at the end of their duty shift.

Driver’s smart cards must not be left in the VU overnight.

The driver must be able to produce, to enforcement agency staff on request, driver smart card if one is held; any charts for current day and previous 28 calendar days and/or any legally required manual records for the same period.
18.3 Employees must not tamper with, amend, alter or interfere with the workings of any tachographs or VUs fitted to a Council vehicle. Employees who tamper etc. with tachographs or VUs, including charts, digital cards or the manual records sheets, may be subjected to legal action or be investigated in accordance with the Council’s Disciplinary Procedures as Gross Misconduct.

19 DEFECT REPORTING, REPAIRS AND BREAKDOWNS

19.1 As soon as a defect is noticed or damage has occurred, the relevant details must be entered into a vehicle defect report book.

19.2 If a driver is of the opinion that a Council vehicle is not in a roadworthy condition but, has duties to perform that require the use of that vehicle, line management should be informed immediately to make suitable alternative arrangements.

19.3 Only a technically qualified employee from the Fleet Management Service will make the final decision on the roadworthiness of any Council vehicle.

19.4 Only the Fleet Management Service is authorised to carry out or to instruct a third party to carry out repairs on Council vehicles.

19.5 Drivers should report low coolant levels to the Fleet Management Service as soon as possible by using the defect reporting procedures. They should not top up coolant levels without authorisation.

19.6 Drivers may top up engine oil but if quantities of more than half a litre are required the Fleet Management Service should be informed immediately by using the defect reporting procedures.

19.7 With the exception of windscreen washer fluid, no other fluids may be topped up nor running repairs made, except by or with the authority of the Fleet Management Service.

19.8 Never change a wheel on a Council vehicle unless trained and it is safe to do so. Contact the Fleet Management Service who will attend site to ensure the operation is undertaken with appropriate control measures.

19.9 In the event of a breakdown, contact the Fleet Management Service who will either attend the vehicle at the roadside or arrange for recovery of the vehicle. Never await recovery in your vehicle. Always position yourself in a clearly visible location, a safe distance from the vehicle and road-side.
20 MOBILE PHONES

20.1 The use of mobile phones while driving on Council business or whilst driving a Council vehicle is not permitted. If a call has to be made or received, the driver must stop in a safe position to do so and turn off the engine before making or receiving the call.

20.2 Where a vehicle or individual has been designated as an ‘Emergency’ category (see Appendix 2) and where contact with the driver is required to be made for emergency purposes, subject to a suitable and sufficient risk assessment having been undertaken, the vehicle may be fitted with an approved hands-free phone kit.

20.3 All other drivers issued with or using mobile phones for Council business shall ensure they are turned to ‘Silent’ mode or turned off for the duration of the vehicle journey.

20.4 Drivers should ensure the voice-mail facility is activated on their mobile phone, in order that urgent and appropriate messages may be left for retrieval upon arrival at the destination or during a suitable break from driving.

21 ALCOHOL AND DRUGS

a. General information on the implications of alcohol or drugs at work can be found in the Council’s Policy on Alcohol, Drugs and Substance Abuse. It must be appreciated that alcohol, illegal drugs and certain prescription drugs, plus some over the counter drugs, pain killers, hay fever and cold remedies, etc, will also affect driver/operator ability; thereby placing their safety and that of passengers and other road users at risk. Therefore, all driving/operating on Council business must act responsibly, comply with legislative requirements.

b. Drivers/operators of vehicles and plant machinery must not drive/operate, attempt to drive/operate or be in charge of a vehicle or equipment if under the influence of alcohol or drugs. If taking medication ALWAYS check with your doctor or pharmacist as to whether or it is safe to drive/operate vehicles or equipment.

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

22 VEHICLE CLEANLINESS

22.1 Perth and Kinross Council vehicles must be kept clean and tidy both inside and out at all times. All equipment and materials must be properly stowed and the vehicles washed as often as required to keep them clean. This is in the interest of road safety, health and safety and to present a positive image of the public.
22.2 Employees who use Council vehicles must remove any litter and items from the inside of a vehicle that they have just used.

*Note: Regular inspections will be carried out on vehicles and the last person to use the vehicle will be held responsible for the cleanliness of the vehicle.*

23 LICENCE DISCS

23.1 A current Road Fund Licence disc must be displayed at all times.

23.2 Any loss or defacement of the Road Fund Licence, Operators Licence or the Small Bus Permit Disc must be immediately reported to your line manager and the Fleet Management Service. Vehicles which have an expired, missing or defaced Road Fund Licence disc are prohibited from being used on the road.

24 LEGAL PLATES

24.1 All goods vehicles, which require Department for Transport plates (DfT), 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 and the line manager and the Fleet Management Service.

24.2 All vehicle registration number plates should be free from damage and be clearly visible at all times. Temporary plates must be of an approved design and appropriately displayed. Trailers being towed must be fitted with approved plates and correspond with the vehicle that the trailer will be attached and towed by.

25 TEST CERTIFICATES

25.1 Council fleet vehicles MOT test certificates and similar statutory vehicle inspections, along with the current certificate of motor insurance, are held by the Fleet Management Service. Hire vehicles documentation are held by the respective company and will be made available when requested. All requests for such documents will be made through Departmental Management to the Fleet Management Service.

26 VEHICLE TRACKING and TELEMATICS

26.1 VEHICLE TRACKING
26.1.1 Vehicles identified will be fitted with a tracking system to assist in improved utilisation of the Council's Assets.

26.1.2 Tampering with the tracking equipment will be clearly identifiable both in the vehicle and/or by reports. The unit continues to record even when attempts have been made to deactivate the mobile collection unit and information will be accessed once the unit is reporting again. Deliberate attempts to disable the tracker unit or any of its components will be investigated in accordance with the Council’s Disciplinary Procedures as Gross Misconduct.

26.1.3 For the purpose of probity, vehicles must not be used for any other reason other than in the execution of Council Business. The vehicles must not be used outside of normal business hours subject to reasonable period of time to travel to and from home and place of work where consent has been provided by the Head of Service or nominee. The only exception being where an employee is using the vehicle for business purposes in the execution of the department’s emergency service. In such circumstances the vehicle cannot and must not be used for private business on the pretence that the employee may receive a call to attend an incident as part of a service. Use of a vehicle for personal use will be investigated in accordance with the Council’s Disciplinary Procedures as Gross Misconduct.

26.2 VEHICLE TELEMATICS

26.2.1 Vehicles may be fitted with telematics systems, such as on-board weighing systems, C.C.T.V camera recording systems etc. The on-board weighing system should be used at all times to ensure no overloading incidents occur. The camera system shall be used as part of health & safety at work monitoring systems.

26.3 TRACKING & TELEMATICS REPORTS

26.3.1 Service Management shall ensure that arrangements are in place to monitor reports generated that will include vehicle positioning, journey information, vehicle speed, idling, fleet utilisation, etc. Line Manager will be given system access to their vehicles for day to day management of these vehicles within their responsibility to improve effectiveness, efficiency and vehicle utilisation. Reports will also be used by the Fleet Manager to assist with the strategic management of the Council fleet.

26.3.2 The vehicle tracking and telematics system will also be used to assist in the management of occupational road risk, management of workplace health & safety, reduce the risk of vehicle theft and as support in lone working.

26.3.3 Where appropriate, reports or images may be used to assist in disciplinary investigations being conducted where information comes to the attention of.
managers or supervisors that there may have been misconduct by a member or members of staff. The information gathered will be used in accordance with the Council’s Disciplinary Policy and Procedures and where appropriate the reports will be used as evidence in any hearings. The compilation of any evidence will be carried out in accordance with the Data Protection Act 1998.

26.3.4 Where employees are required to drive vehicles fitted with vehicle tracking and telematics systems then they will receive appropriate training in the use of the systems. Training and awareness on vehicle tracking and telematics systems will form part of the Driver Assessment training thereby ensuring, in future, all new drivers of Council vehicles are fully aware of the vehicle tracking systems. Such training will include both the technical and the reporting aspects of the system.

27 VEHICLE CONTROL

27.1 As an employer the Council must control the use of all owned, Leased or Hired vehicles that are used / operated by all Council Services. There is a legal obligation for all Council Services, users / operators to identify which driver has a specific vehicle at any one given time.

27.2 Services must identify a nominated person who will control vehicle usage within their service. This individual will be responsible for controlling the day to day use of vehicles and will also be the nominated attendee on the Fleet user Group.

27.3 Systems must be in place where drivers have to sign a vehicle and keys in and out of their control. The vehicle will then be fully under the control of the employee who has signed for the vehicle and keys and vehicle log book.

27.4 The employee who has signed for the vehicle will be fully responsible for the roadworthiness of the vehicle at all times whilst under their control. The employee will also be held responsible for any Road Traffic or Other Offences incurred until the vehicle has handed back to the controller and the keys and completed log book signed back in to the controller.

27.5 The service vehicle controller will ensure that all systems and documentation have been completed and will be responsible for carrying out regular damage and cleanliness checks.
Responsibilities of Service Management & Head Teachers

This document sets out the responsibilities of management in relation to those drivers of vehicles owned, leased or hired by the Council and those drivers of their own vehicles being used in the course of Council business. It should be noted that failure to follow these guidelines may result in disciplinary action.

1. VEHICLE ASSET PROCUREMENT MANAGEMENT AND DISPOSAL

1.1 Service Management shall ensure that all vehicles, plant, equipment and other assets that fall within the Fleet Asset Stream as defined by the Corporate Asset Management Group are procured by the Fleet Management Service.

1.2 Service Management shall ensure that each replacement or additional vehicle, plant or mechanical equipment asset is justified by the completion of a justification report authorised by the Head of Service or nominee and presented to the Fleet Management Service.

1.3 Service Management shall ensure that the procurement of all vehicles, plant, and other assets that fall within the Fleet Asset Stream as defined by the Corporate Asset Management Group are procured by means of the Fleet Management Service Capital Replacement Programme. The method of funding for this programme is decided by the Council and is subject to regular reviews.

1.4 The ongoing revenue costs for all vehicles, plant, and other assets that fall within the Fleet Asset Stream as defined by the Corporate Asset Management Group will be provided to User Services through the use of an Internal Contract Hire Recharge System and administered by the Fleet Management Service.

1.5 Service Management shall ensure that the utilisation of all vehicles, plant, and mechanical equipment assets that fall within the Fleet Asset Stream as defined by the Corporate Asset Management Group will provide best value to the Council. The Fleet Management Service will be responsible for carrying out utilisation audits.

1.6 Service Management shall ensure that all vehicles, plant, and mechanical equipment assets that fall within the Fleet Asset Stream as defined by the Corporate Asset Management Group are disposed by means of the Fleet Management Service disposal procedures.
2 DRIVERS’ LICENSES, PERMITS AND VEHICLE DOCUMENTATION

2.1 Service Management shall ensure that arrangements are made for a six monthly or annual inspection (depending on which criteria the driver falls into, see Appendix 7) of the relevant driving and motor vehicle documentation, of every driver under their charge, to confirm that:

- the driving licence held by the employee continues to permit them to drive their own vehicle, including vehicles owned, leased or hired, on Council business for which they are authorised.

- for the purpose of those drivers of their own vehicles, statutory documentation relating to the use of the motor vehicle(s) is current and valid (e.g. an MOT Test Certificate where appropriate) and in particular, the vehicle insurance certificates specifically cover the employee for business purposes.

- records are maintained of all statutory documentation checks and employees are reminded of the need to advise management of changes in same.

- Penalty points will be recorded and reported to the Fleet Management Service for further reporting to the appropriate authority in order to comply with the Council’s Operating Licence obligations.

*Note: copies must be held on file and held in a locked and secure area or along with the employees personnel file. All requirements of the Data Protection Act must be observed.*

*Photocopies of driving licences will only be retained until the next licence check date. Thereafter all copies must be properly destroyed. Copy driving licences shall be maintained in a secure position at all times prior to disposal.*

*Comprehensive guidance notes for managers on how to check drivers licences is available from the Fleet Management Service.*

2.2 All new employees permitted to drive Council vehicles, must undergo a driver assessment by a designated member of Driver Training Team. Employees will only be authorised to drive on receipt of a valid driving permit authorised and issued by the Driver Training Team. Consideration must be given to have a person assessed by the Driver Training Team or designated trained Service Nominee prior to being awarded employment with the Council, if that position requires driving to be essential.

2.3 Suitable employees will then be registered on a central list of authorised drivers, held by the Driver Training Team. Authorising Permits will be completed and
signed to confirm the types/classes of vehicle for which they the employee is permitted to drive.

2.4 Service Management should ensure that all employees under their control are fully informed and understand their obligations under this Policy.

2.5 Service Management is responsible for informing drivers of variations in procedures relating to specific vehicles.

2.6 Services are responsible for identifying a member of their management team or authorised nominee who will have day-to-day responsibility for all Fleet and Transport Operations within their Service to ensure full compliance of this policy.

2.7 To promote positive driving and reduce the risk of motor vehicle accidents/incidents, Service Management should:

- Consider provisions relating to safer driving within their Health and Safety Action Plans
- Support and encourage the use and undertaking of safe and efficient driver training
- Not place employees under pressures which are likely to result in unsafe driving practices for example speeding and/or overloading
- Ensure safe management of the Goods Vehicle Operating Licence, Driver’s Hours and Working Time in accordance with legislation

2.8 Service Management should consider taking appropriate measures to encourage safe and efficient driving. These may include desktop & practical driver training, vehicle safety checking techniques, recording systems, etc. Such measures may be introduced and managed through a Quality Management System, further advice and guidance is available from the Fleet Management Service.

3 VEHICLE SAFETY INSPECTIONS AND REPAIRS

3.1 All vehicles operated by the Council must be made available for safety inspections and routine servicing in accordance with the schedule provided by the Fleet Management Service. Any variations to the dates or time vehicles are allocated must be agreed with the Fleet Management Service in accordance with the Service Level Agreements.

3.2 No vehicle may be permitted to be used, at any time, which has a defect or accident damage which makes the vehicle unsafe or unroadworthy. If there is any doubt about the safety of a vehicle the vehicle must not be driven and the Fleet Management Service should be requested to carry out an inspection at the location of the vehicle.

3.3 Service Management must ensure that arrangements are made for the transfer of all unsafe vehicles to the Fleet Management Workshop or depot for repair, or
to the hire company’s depot in the case of hired vehicles. These arrangements must only be made by the Fleet Management Service.

3.4 Service Management are responsible for ensuring all hired vehicles are checked for damage immediately upon receipt from the Fleet Management Service. The Fleet Management Service must be notified of any discrepancies in their record of vehicle condition following delivery, allowing adequate notification to the respective hire or lease company.

3.5 Service Management must immediately report to the Fleet Management Service any incident that comes to their attention involving the Police, authorised Inspectors of the Vehicle & Operator Services Agency (VOSA) or Customs & Excise, irrespective of whether or not charges have been made against the driver. The Fleet Management Service will advise on the appropriate course of action to be taken in each case.

4 DRIVERS’ HOURS AND TACHOGRAPHS

4.1 Service Management 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 both Analogue and Digital Tachographs.

4.2 Service Management must ensure that they are familiar with the procedures relating to the issue and return of tachograph charts and the compliance of drivers’ hours. Arrangements must be put in place for monitoring drivers’ hours and safekeeping of Tachograph charts and other drivers’ hour records.

4.3 Arrangements must be put in place for monitoring all aspects of Working Time Directive legislation.

5 REPAIRS AND MODIFICATIONS

5.1 Repairs and modifications to Council-owned or leased vehicles may only be carried out by or with the authority of the Fleet Management Service, in order that a breach of legislative and/or CE approval does not occur.

6 FUEL

6.1 Service Management must ensure that they have effective procedures in place for monitoring fuel consumption using information provided by the Fleet Management Service or authorised external suppliers.
6.2 Appropriate instruction should be given by management to ensure the correct fuel and grade of fuel is used when re-fuelling vehicles. This is essential in the case of diesel and petrol engines.

6.3 Fuels must only be drawn from internal sources or by fuel agency cards issued by the Fleet Management Service on request.

6.4 There may be exceptions to the above and prior authorisation must be provided by the Service Manager.

7 VEHICLE DOCUMENTS

7.1 Service Management should ensure that the following documents are readily available in every vehicle at all times:

- driver daily check record book
- vehicle defect reporting book
- vehicle hand book
- vehicle duty log book

8 DAILY DRIVER CHECKS

8.1 Service Management must ensure that all vehicle daily check records, defect records and accidents documents are fully reported kept securely. Systems and documents will be subject to future compliance audits carried out by the Fleet Management Service or external body.

8.2 Drivers are required to submit signed checklists or to sign on a central record that checks have been completed.

9 USE OF VEHICLES OUTSIDE THE UK

9.1 Special arrangements are required for the use of Council vehicles outside the UK. Such arrangements will require discussions with the Fleet Manager and the Council's Health & Safety Manager.

9.2 Arrangements for Council vehicles to be used outside the UK will also require written authorisation from the relevant Executive Director.

10 GOODS VEHICLE OPERATOR LICENCE AND SPECIAL LICENCE REQUIREMENTS FOR PCV

10.1 The Council is required to hold a special licence in order that it may operate using vehicles over 3.500 Kg (a Goods Vehicle Operators licence). This places
stringent obligations upon the Council, in relation to inspection, servicing and operational management (including particular record keeping), for all vehicles within its motor vehicle fleet. This duty extends, therefore, to include those vehicles not themselves requiring an specified on the Goods Vehicle Operators Licence as well as those hired/leased in the performance of the Council’s business.

10.2 The procedures set out in this Policy and the services provided through Service Level Agreements are designed to ensure that the necessary standards are maintained, demonstrating compliance with the Goods Vehicle Operators Licence statutory obligations.

10.3 Since 1 January 1997 all drivers of goods vehicles over 3.500 Kg require a Large Goods Vehicle (LGV) licence. The Fleet Management Service will advise management on entitlements relating to older licences.

10.4 Service Management and Drivers should be aware that vehicles with more than 8 passenger seats require a special permit (a Section 19 or 22 Permit for Passenger Carrying Vehicles). Drivers of such vehicles require the appropriate licence category of D1. A special PCV licence is also required for drivers of vehicles with more than 16 seats. The Fleet Management Service can advise on the Permit and licence requirements and application procedures.

10.5 It remains the responsibility of employees who require an LGV/PCV licence to ensure that their licence remains valid. Statutory medical examinations may be carried out by the Council’s Occupational Health Service. A request for such an examination should be made through your line manager.

10.6 Service Management must ensure that systems are in place to notify the Fleet Management Service of any criminal offence of drivers under their instruction that require reporting to the Traffic Commissioner, who will determine if the offence may deem a driver fit to hold a vocational licence entitlement. Any said driver may also be called to attend a hearing by the Traffic Commissioner where their licence may be revoked.

11 INSURANCE

11.1 Service Management must ensure that any driver involved in an accident submit an accident report form. In addition, Service Managers should arrange for a post loss report form to be completed in support of any claim through the Council’s insurers.

11.2 All such report forms must be sent to the Fleet Management Service in the first instance.
12 PARKING

12.1 Service Management must ensure that arrangements are in place for safe parking of all Council vehicles, either at a depot or parked at an appropriate Council property. In some instances, arrangements will be made to permit the vehicle to be parked at an employee’s home. In such situations, the employee must be advised to report cases of concern or objection from local neighbours to the line manager if the vehicle is considered to be an obstruction.

12.2 Drivers are to be reminded of the need to park their vehicle in a safe, secure location, preferably under street or other local lighting to reduce the risk of theft or vandalism. The driver should be reminded that they are responsible for the vehicle, even when it is left unattended.

12.3 All goods vehicles with a gross weight exceeding 2,500Kg must have parking lights on when parked on a street or road between sunset and sunrise as per the Road Vehicle Lighting Regulations 2010.

12.4 Service Management are required to establish procedures authorising employees to take vehicles home and confirm that they will be parked in a safe location.

13 MOBILE PHONES

13.1 Service Management shall ensure suitable instructions are given to all supervisors and drivers regarding the safe use of mobile phones whilst driving. Managers should have due regard for the driver and only contact them for urgent matters and leave messages on the voice-mail service.

13.2 The use of mobile phones while driving on Council business or whilst driving a Council vehicle is not permitted. If a call has to be made or received, the driver must stop in a safe position to do so and turn off the engine before receiving or making the call.

13.3 Where the vehicle or individual has the designation ‘emergency category’, arrangements shall be made for a suitable and sufficient risk assessment to be undertaken, prior to the fitting of an approved hands-free kit. The use of the hands-free kit should be restricted to emergency communications only.

13.4 Appendix 2 provides managers with guidance on assessing the ‘emergency’ category of vehicle or individual.

14 VEHICLE TRACKING AND TELEMATICS

14.1 Service Management shall ensure that arrangements are in place for vehicle Tracking and Telematics systems to be used where relevant to assist in the
efficient management and operation of the Council’s fleet of vehicles as well as addressing risk management issues.

14.2 Service Management shall ensure that arrangements are in place to monitor reports generated that will include vehicle positioning, journey information, vehicle speed, idling, fleet utilisation, etc. Line managers will be given system access to their vehicles for day to day management of these vehicles within their responsibility to improve effectiveness, efficiency and vehicle utilisation. Reports will also be used by the Fleet Manager to assist with the strategic management of the Council fleet.

14.2.1 The vehicle tracking and telematics system will also be used to assist in the management of occupational road risk, management of workplace health & safety, reduce the risk of vehicle theft and as support in lone working.

14.2.2 Where appropriate, reports or images may be used to assist in disciplinary investigations being conducted where information comes to the attention of managers or supervisors that there may have been misconduct by a member or members of staff. The information gathered will be used in accordance with the Council’s Disciplinary Policy and Procedures and where appropriate the reports will be used as evidence in any hearings. The compilation of any evidence will be carried out in accordance with the Data Protection Act 1998.

14.2.3 Service Management shall ensure that arrangements are in place where employees required to either access the vehicle tracking and telematics systems or drive vehicles fitted with vehicle tracking and telematics systems; that they will receive appropriate training in the use of the systems. Training and awareness on vehicle tracking and telematics systems will form part of the Driver Assessment training thereby ensuring, in future, all new drivers of Council vehicles are fully aware of the vehicle tracking systems. Such training will include both the technical and the reporting aspects of the system.

15 MAXIMUM LADEN WEIGHTS

15.1 Service Management shall ensure that all vehicles and drivers under their control are familiar with vehicle and axle gross weights, as described within Document 1 (Responsibilities of All Drivers & Operators).

15.2 Service Management shall ensure that arrangements are in place where vehicles safely carry goods, materials, equipment and/or tools do not cause and permit the driver’s of vehicles to be operated exceeding permissible capacities.

16 ALCOHOL AND DRUGS

16.1 Service Management shall ensure suitable arrangements are made for the implementation and monitoring of Council’s Policy on Alcohol, Drugs and Substance Abuse.
16.2 Service Management shall ensure they can recognise and assist with ‘Fitness for Duty’ problems that may impact on driver/operator work performance and/or safety and this training is put into practise as per the Council’s Policy on Alcohol, Drugs and Substance Abuse policy.

16.3 Service Management shall ensure suitable arrangements are made for random testing to be implemented in accordance with the Council’s Policy on Alcohol, Drugs and Substance Abuse policy.

16.4 Service Management shall ensure records are maintained of all random testing in accordance with the Council’s Policy on Alcohol, Drugs and Substance Abuse policy.

17 VEHICLE CONTROL

17.1 Service Management will identify a nominee who will be the responsible person within their service to control all vehicle related tasks. This nominee should be of suitable grade to make decision on behalf of the service and be the liaison with The Fleet Management Service for all vehicle related control and tasks.

17.2 The Service Management nominee will attend the Fleet User Group on behalf of the service.

17.3 Service Management shall ensure that vehicles are controlled and used by having systems in place to meet all legal requirements.

17.4 Service Management shall ensure that vehicles, keys and log book are signed for upon collection of the vehicle and signed in after use by the driver.

17.5 Service Management shall ensure that drivers are aware of their legal responsibilities in using a Council owned, leased or hired vehicle.

17.6 Service Management shall ensure that un-roadworthy vehicles are not used and that all defects are reported to The Fleet Management Service for repair or further guidance on use.

17.7 The nominated controller will carry out random checks on vehicle control and daily check documentation, vehicle damage and cleanliness checks and record the findings. Further instruction and training on these subjects will be provided by The Fleet Management Service or by the Training Team.
DOCUMENT 3  
GENERAL RESPONSIBILITIES OF THE FLEET MANAGEMENT SERVICE

This document sets out the responsibilities and authority of the Fleet Management Service staff. It should be noted that failure to follow these guidelines may result in disciplinary action.

1  VEHICLE ASSET PROCUREMENT MANAGEMENT AND DISPOSAL

1.1 The Fleet Management Service will procure all vehicles, plant & mechanical equipment on behalf of all Council Services.

1.2 The Fleet Management Service will assess all replacement and additional vehicle, plant & mechanical equipment justification case reports on an individual basis.

1.3 The Fleet Management Service will ensure that all replacement and additional vehicles, plant and mechanical equipment are included in the Capital Replacement Programme.

1.4 The Fleet Management Service will provide users with an accurate annual contract hire revenue charge for each vehicle, item of plant or mechanical equipment ensuring best value to the Council. The annual internal contract hire charge will be reviewed to ensure they reflect accurate full life costs and provide best value.

1.5 The Fleet Management Service will carry out utilisation audits to ensure that each vehicle, item of plant or mechanical equipment provides the best option and gives value for money to the Council assets.

1.6 The Fleet Management Service shall dispose of all end of life or surplus vehicles, plant or mechanical equipment using the Corporate and Fleet asset Stream disposal procedures and processes.

2  FLEET DEVELOPMENT

2.1 The Fleet Management Service will provide advice to User Services on the specification, procurement, maintenance, inspection and disposal of their vehicles / plant, utilising the specialised skills available within the team.

2.2 Advice will also ensure the achievement of Best Value both for the User Service and the Service Provider.
3  ROAD FUND LICENCES

a. The Fleet Management Service will operate a system that ensures that all identified vehicles (Council-owned or on hire), are displaying a current road fund licence.

b. The service includes monitoring licences due dates, purchasing of licence discs, informing nominated User Service staff when licence discs are at hand and providing ongoing checks to ensure discs are displayed.

4  MOT TESTS

4.1 The Fleet Management Service will ensure that all vehicles are identified for test by their due date, in line with MOT requirements.

4.2 Appropriate records will be maintained of all tests and results, for each Council-owned vehicle and those on hire/lease from external sources.

5  MAINTENANCE FREQUENCIES

5.1 The Fleet Management Service will provide full vehicle, plant & mechanical asset Service Schedules for all Council vehicles, plant & mechanical assets and ensure that through an agreed Service Provider/Client communications procedure, schedules are met.

5.2 The service is extended to include any necessary safety checks or statutory thorough examinations, required under relevant statutory provisions (e.g. Lifting Operations and Lifting Equipment Regulations, etc.). Such inspections may be required to be undertaken out-with the routine servicing schedules.

6  DRIVER ASSESSMENT

6.1 The Council’s Driver Training Team provides a driver assessment service to User Service’s, to ensure that personnel are competent to drive the class of vehicle(s) they are assigned and issue Driver Permits accordingly.

6.2 User Service Management is responsible for the selection and appointment of persons to drive council vehicles.

6.3 The Driver Training Team will maintain a database of all authorised drivers containing appropriate copies of driving licence details, assessment records etc.

6.4 Service Management should ensure all employees required to drive vehicles hired owned and/or leased by the Council are subjected to an assessment of
competence before being included as a regular driver or prior to employment of any new potential employees whose duties include driving.

7 INSTRUCTION ON DAILY VEHICLE CHECKS

7.1 The Fleet Management Service will instruct authorised drivers on daily vehicle check obligations and procedures required for the type and class of vehicle(s) they are operating.

7.2 The Fleet Management Service will also arrange, in co-operation with the User Service Training Co-ordinator, for appropriate courses for drivers.

8 MAINTAIN OPERATORS LICENCE INTEGRITY

a. All goods vehicles owned, leased or hired by the Council exceeding 3,500Kgs gross vehicle weight, and trailers exceeding 1020 kg unladen, are subject to the Goods Vehicle Licence of Operating Act 1995.

b. The Council, as a licensed operator, must adhere to the requirements of this Act to maintain the ‘Good Repute’ necessary to hold an Operators Licence. Therefore, all actions and controls on vehicle operations must be undertaken by a professional and competent person who holds a valid Certificate of Professional Competence (CPC) and who also is of personal ‘Good Repute’.

c. The Fleet Manager is the nominated Goods Vehicle Operators Licence holder and as such has the responsibility for all vehicle and fleet related compliance.

d. It is worthy of note that many fleet items are not included within the above mentioned categories and are not required to be specified within the Operators licence. However all fleet items are considered by the Traffic Commissioner before granting, reviewing and renewing an Operators Licence.

e. The quality of maintenance and road-worthiness of all the Council fleet is taken into consideration and can affect the integrity of the Operating Licence.

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

- maintaining the Goods Vehicle Operators Licence register, and compiling full and appropriate data on each specified Operators Licensed vehicle ensuring that a valid vehicle specific disc is displayed on the vehicle
- ensuring that all Operators Licences are complying with Department of Transport regulations and requirements
- administering tachograph and/or log book usage
9   VEHICLE CHECKS

9.1 Members of the Fleet Management Service are authorised to undertake random
vehicle checks, to review work carried out in the workshop and inspect them for
appropriate quality of workmanship.

9.2 In addition, a programmed sample of roadside vehicle spot checks or post-gate
checks will be carried out with repair work arranged where appropriate. A record
will be maintained of the results of these checks and inspections, including the
remedial works undertaken.

10  INSURANCE CLAIM PROCESSING

10.1 The Fleet Management Service will assist in the investigation of insurance claims,
collate quotations, liaise with User Service and process all appropriate
documentation.

11  EXTERNAL HIRE

11.1 The Fleet Management Service will make arrangements for all external hire of
vehicles and plant, which are in accordance with the User specifications or to an
equivalent standard/fitment.

11.2 All such arrangements will be made to meet appropriate Department of
Transport requirements and Operator Licence obligations, whilst having due
regard for the safe operation and ensuring that Best Value is achieved.

11.3 The Fleet Management Service will assess and maintain a list of approved
suppliers of hire vehicles and plant meeting the appropriate criteria in
accordance with procurement regulation and financial governance.

12  FUEL SUPPLIES

12.1 The Fleet Management Service will make arrangements that ensure the adequate
provision of fuel supply for vehicles that are owned or used by any Council
Services.

12.2 The Fleet Management Service will provide a fuel key tab for each Council
vehicle to enable fuel to be automatically issued from each bulk fuel site. In the
event of the bulk fuel system being unsuitable for use by certain vehicles they
will be issued with a fuel card for external fuel provision.
12.3 The Fleet Management Service will provide fuel usage reports for individual using department and by individual vehicle.
1. COMPLIANCE

1.1 To ensure that all operators and users comply with this Policy & Procedures, and to ensure full compliance with all statutory legal obligations and requirements are met, regular audits and monitoring will be carried out on records and documentation.

1.2 The key indicators for ensuring compliance fall into a number of areas however the following list of the main high level indicators ensure compliance with the Goods Vehicle Operators Licence and meet the statutory Road Transport Act requirements:

- Percentage of MOTs passed first time
- Percentage of Safety Inspections carried out within the due week
- Percentage of Safety Related Defects missed by drivers
- Percentage of Drivers Hours Breached
- Percentage of Drivers Tachograph Infringements
- Number of Accidents/Incidents

2 PERFORMANCE MONITORING

2.1 Performance monitoring covers a wide area of different indicators and includes both the supplier of the service and the user/operator. These indicators will be used to improve service provider and user performance ensuring efficient and effective use of the Council assets through better utilisation of all Vehicle, Plant & Mechanical Equipment and also demonstrating best value.

2.2 Utilisation Indicators
Key areas of performance on utilisation:

- Vehicle usage per vehicle type compared to availability
- Vehicle Mileage & Machine Operational Hours
- Vehicle Availability compared to downtime due to number of days lost due to maintenance & repairs

2.3 Operational Indicators
Key areas of performance on operational use:

- Fuel Usage MPG (Miles Per Gallon) per vehicle and user
- Number of blameworthy accidents by user
- CO2 Emissions per vehicle
- Carbon Footprint by Operator/User
2.4 Cost Indicators
Key areas of performance vehicle or asset costs:

- Full Life Operating Costs by vehicle/asset type
- Maintenance Cost by vehicle/asset type (scheduled & unscheduled)
- Tyre Cost by vehicle type & user
- Insurance cost by type & user against number of accidents/incidents

2.5 Management Indicators
Key areas of performance for The Fleet Management Service:

- Number of Vehicles & Assets procured against replacement plan
- Number of Additional Vehicle & Assets not planned
- Timescales between vehicle/asset arriving until entering service
- Timescales between removal from service to disposal at auction
- Fleet Pool vehicle usage against the number of external hires
- Number of vehicles/assets with outsourced maintenance

2.6 Maintenance Workshop Indicators
Key areas of performance for the Maintenance Workshop:

- Productive hours against Non-productive hours (also by mechanic)
- Percentage of standard job times met (also by mechanic)
- Breakdown of hours by the following categories:
  - Scheduled Inspections
  - Scheduled Service
  - Scheduled Repairs
  - Unscheduled Repairs
  - Vehicle Breakdowns
  - Insurance Repairs
  - Heavy Goods Vehicle Tests
  - Light Vehicle Tests
  - External MOTs
  - Taxi Tests
  - Tyres Normal Wear
  - Tyres Abnormal Wear

3. REVIEW
This Policy & Procedures document will be subject to regular reviews and updates due to changes in other Corporate Policies and the introduction of new legislation. These changes will be made by The Fleet Management Service and will be communicated through the issue of an updated version release. The Compliance and Monitoring section will also be subject to review to demonstrate best value to the Council.
# APPENDIX 1  CHECKLIST OF SERVICE RESPONSIBILITIES

<table>
<thead>
<tr>
<th>Detail</th>
<th>Para</th>
<th>Document</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual Driver Licence &amp; vehicle document checks</td>
<td>1.1</td>
<td>Documents 3 &amp; 4</td>
<td></td>
</tr>
<tr>
<td>Supply of Driver Handbook</td>
<td>1.3</td>
<td>Documents 3 &amp; 4</td>
<td></td>
</tr>
<tr>
<td>Driver assessment</td>
<td>1.2</td>
<td>Document 4</td>
<td></td>
</tr>
<tr>
<td>Driver training</td>
<td>1.5</td>
<td>Document 3</td>
<td></td>
</tr>
<tr>
<td>Authorised Driver list</td>
<td>1.3</td>
<td>Document 4</td>
<td></td>
</tr>
<tr>
<td>Inform Employees of variations in conditions of hire</td>
<td>1.5</td>
<td>Document 4</td>
<td></td>
</tr>
<tr>
<td>Submit vehicles for servicing &amp; statutory inspection</td>
<td>2.1</td>
<td>Document 4</td>
<td></td>
</tr>
<tr>
<td>Ensure defects or damage affecting safety are actioned</td>
<td>2.2</td>
<td>Document 4</td>
<td></td>
</tr>
<tr>
<td>Apply Drivers Hours procedures</td>
<td>3.1</td>
<td>Document 4</td>
<td></td>
</tr>
<tr>
<td>Monitor Drivers Hours</td>
<td>3.2</td>
<td>Document 4</td>
<td></td>
</tr>
<tr>
<td>Monitor fuel usage</td>
<td>5.1</td>
<td>Document 4</td>
<td></td>
</tr>
<tr>
<td>Record daily driver checks</td>
<td>7.1</td>
<td>Document 4</td>
<td></td>
</tr>
<tr>
<td>Accident reporting procedures</td>
<td>10.1</td>
<td>Document 4</td>
<td></td>
</tr>
<tr>
<td>Appropriate parking of vehicles</td>
<td>11.1</td>
<td>Document 4</td>
<td></td>
</tr>
</tbody>
</table>

*THIS CHECKLIST SHOULD BE READ WITH THE APPROPRIATE MANAGEMENT STANDARD & GUIDELINE DOCUMENT*
APPENDIX 2  MOBILE PHONE EMERGENCY VEHICLE CATEGORY ASSESSMENT

The use of mobile phones, while driving on Council business or whilst driving a Council vehicle is not permitted. If a call has to be made or received, the driver must stop in a safe position to do so and turn off the engine before making or receiving the call.

Where a vehicle or individual has been designated as an ‘Emergency’ category and where contact with the driver is required to be made for emergency purposes, subject to a suitable and sufficient risk assessment having been undertaken, the vehicle may be fitted with an approved hands-free phone kit.

The following questions should be used as a guide when assessing if a vehicle should be fitted with an approved hands-free phone kit under the ‘EMERGENCY CATEGORY’.

1. Does the activity or function of the individual driving the vehicle, require they respond immediately to a situation that cannot be managed by any other suitable means?

2. Does the phone call require an immediate response?

3. Is the driver involved in a ‘standby’ or duty shift rota and liable to be called to respond immediately to the situation from any location or situation?

4. Is the operation of the vehicle fulfilling a statutory duty?

The answers to these questions should guide the Executive Director or Head of Service as to whether or not the fitting of a hands free-kit is essential. If the Executive Director or Head of Service is of the opinion that the vehicle requires a hands free-kit to be fitted, then this should be considered within the wider risk assessment process, aimed at ensuring a safe system of work.

Upon assessment of the vehicle, activities and the driver, a number of control measures may be required to ensure the safety of the driver or other persons. This may include, for example, the acknowledgement of the call but no further conversation until such time as the vehicle has located to a safe position to continue the conversation.

Current guidance from the Government and road safety organisations is to “Switch it off!” as “Missing a call won’t kill you”. Employers are being urged to positively contribute to road safety by not encouraging the use of mobile phones whilst driving.

If a vehicle is involved in a road traffic accident and the driver was involved in a mobile phone conversation, they may be prosecuted for failing to have proper control of their vehicle.
**APPENDIX 3  PROHIBITION NOTICE**

Below is a copy of a Prohibition Notice as may be issued by the Fleet Management Service during random checks and upon a vehicle being un-roadworthy. Instruction given on this Notice must be adhered to by the driver of the vehicle.

**Perth and Kinross Council**

**FLEET MANAGEMENT SERVICE**

**PROHIBITION OF DRIVING A VEHICLE ON THE ROAD**

This prohibition shall come into force **IMMEDIATELY** at ………………. Hrs. on …………./………/………. and shall continue until it is removed, by The Fleet Management Service.

Vehicle Registration Number …………………………………..

Using Department ……………………………………………….

Make / Model …………………………………………………..

Instructions issued to driver ……………………………………………………………………………………………………

…………………………………………………………………………………………………………………………

…………………………………………………………………………………………………………………………

Examined by ………………………………………………………

Cleared by …………………………………………………………

Date ……………………………………………………………….
### APPENDIX 4  DAILY CHECKS FOR ALL VEHICLES ABOVE 3500kgs

Employers owe a duty of care under health and safety law to employees who drive company owned, leased or hired vehicles to carry out daily vehicle checks before starting off on a journey.

It is also an offence under road traffic law to cause or permit a person to drive a vehicle that is in a dangerous condition or without a valid licence or insurance.

The following checks are encouraged to take place on a daily basis before driving any Council owned, leased or hired vehicle above 3500kgs.

<table>
<thead>
<tr>
<th>Vehicle Interior checks from Drivers Seat</th>
<th>Check That</th>
</tr>
</thead>
<tbody>
<tr>
<td>Steering</td>
<td>Check steering for excessive play</td>
</tr>
<tr>
<td></td>
<td>When checking for leaks underneath vehicle check the major steering components to ensure that they are present and undamaged</td>
</tr>
<tr>
<td>Brakes</td>
<td>Check service brake operates both the tractor and trailer (where applicable)</td>
</tr>
<tr>
<td></td>
<td>Check parking brake operation</td>
</tr>
<tr>
<td></td>
<td>These checks can be done by listening for the air releasing from the vehicle and trailer (if applicable) or by asking a colleague to watch the operation as the brake pedal is operated</td>
</tr>
<tr>
<td></td>
<td>The service brake pedal doesn’t have excessive side play or missing, loose or incomplete anti slip provision</td>
</tr>
<tr>
<td></td>
<td>The trailer parking brake works by operating it as you do the walkaround check</td>
</tr>
<tr>
<td>Excessive Engine Exhaust Smoke</td>
<td>The exhaust doesn’t emit excessive amounts of smoke</td>
</tr>
<tr>
<td>Horn</td>
<td>Check that the horn control is easily accessible from the drivers seat</td>
</tr>
<tr>
<td></td>
<td>Check that the horn works when the control is operated</td>
</tr>
<tr>
<td>Windscreen Wipers &amp; Washers</td>
<td>The wipers continually move when switched on</td>
</tr>
<tr>
<td></td>
<td>Wiper blades are not so deteriorated that they do not clear the screen when used with washers</td>
</tr>
<tr>
<td></td>
<td>Washers are operational and point at the screen</td>
</tr>
<tr>
<td>Mirrors &amp; Glass</td>
<td>All mirrors that should be there are secure and aligned properly</td>
</tr>
<tr>
<td></td>
<td>The view of the road (especially in the driver’s side swept area) is not obscured by: damaged/discoloured glass, or obstructions (stickers, etc)</td>
</tr>
<tr>
<td><strong>Vehicle exterior checks from walk around</strong></td>
<td>Check that the side windows are not damaged or discoloured in a way that obscures the view to a mirror.</td>
</tr>
<tr>
<td><strong>Lights &amp; Indicators</strong></td>
<td>Check that all lights and indicators work correctly.</td>
</tr>
<tr>
<td></td>
<td>All lenses are present, clean and are of the correct colour.</td>
</tr>
<tr>
<td></td>
<td>Stop lamps come on when the service brake is applied and go out when released.</td>
</tr>
<tr>
<td></td>
<td>Marker lights are present and work (where applicable) and:</td>
</tr>
<tr>
<td></td>
<td>All dashboard warning lamps work correctly (e.g. the ABS warning lamp, full headlamp warning lamp, parking brake warning lamp, etc)</td>
</tr>
<tr>
<td><strong>Fuel/Oil leaks</strong></td>
<td>Check that with engine on, underneath vehicle for any leaks of fuel/oil; and that the fuel filter cap is properly located.</td>
</tr>
<tr>
<td></td>
<td>If leaks are detected that are not fuel or oil, trace the cause (i.e. power steering fluid, water, etc).</td>
</tr>
<tr>
<td><strong>Coupling Security</strong></td>
<td>Check that the trailer (if applicable) is located correctly in the fifth wheel; and the security bar is in the correct position for its use.</td>
</tr>
<tr>
<td><strong>Battery Security/Condition</strong></td>
<td>Check that battery is held securely in place by the correct means, not by its cables; and the battery is not leaking.</td>
</tr>
<tr>
<td></td>
<td>The battery must be replaced if it is leaking.</td>
</tr>
<tr>
<td><strong>Security of body/wings</strong></td>
<td>Check that all fastening devices are present, complete, secure and in working order.</td>
</tr>
<tr>
<td></td>
<td>Cab doors and trailer doors are secure when closed.</td>
</tr>
<tr>
<td></td>
<td>No body panels on tractor unit or trailer are loose and in danger of falling off.</td>
</tr>
<tr>
<td></td>
<td>No landing legs, where fitted are likely to fall from the vehicle.</td>
</tr>
<tr>
<td><strong>Spray Suppression</strong></td>
<td>Check that spray suppression flaps are fitted (where required)</td>
</tr>
<tr>
<td></td>
<td>Stiff and secure</td>
</tr>
<tr>
<td></td>
<td>Undamaged</td>
</tr>
<tr>
<td></td>
<td>Not clogged with mud or debris.</td>
</tr>
<tr>
<td></td>
<td>Check as much of each tyre/wheel as you can see. There</td>
</tr>
<tr>
<td>Tyres and Wheel fixing</td>
<td>must be:</td>
</tr>
<tr>
<td>-----------------------</td>
<td>---------</td>
</tr>
<tr>
<td>Minimum tread depth of 1mm.</td>
<td></td>
</tr>
<tr>
<td>Sufficient inflation of each tyre.</td>
<td></td>
</tr>
<tr>
<td>No deep cuts in the side wall.</td>
<td></td>
</tr>
<tr>
<td>No cord visible anywhere on the tyre</td>
<td></td>
</tr>
<tr>
<td>No missing or insecure wheel nuts.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Reflectors</th>
<th>Check that</th>
</tr>
</thead>
<tbody>
<tr>
<td>The reflectors are not obscured, missing or of the wrong colour.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Markers</th>
<th>Check that</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Marker boards are present if the type requires them.</td>
<td></td>
</tr>
<tr>
<td>Not obscured by dirt or other objects.</td>
<td></td>
</tr>
<tr>
<td>Securely fastened.</td>
<td></td>
</tr>
<tr>
<td>Of the correct type and clearly visible.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Security of Load</th>
<th>Check that</th>
</tr>
</thead>
<tbody>
<tr>
<td>Any load is secured adequately.</td>
<td></td>
</tr>
<tr>
<td>Any container has an effective secondary looking device fitted.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Brake Lines</th>
<th>Check that</th>
</tr>
</thead>
<tbody>
<tr>
<td>Couplings are free from debris and located properly.</td>
<td></td>
</tr>
<tr>
<td>There are no leaks from the lines themselves.</td>
<td></td>
</tr>
<tr>
<td>There is no bulging, kinking, corrosion, stretching chafing or general damage/wear to any brake lines.</td>
<td></td>
</tr>
<tr>
<td>If the engine is left running until pressure has built up after the initial brake test, it will be easier to hear leaks as the rest of the walk around test is carried out.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Electrical Connections</th>
<th>Check that</th>
</tr>
</thead>
<tbody>
<tr>
<td>All visible wiring is insulated and is not in a position where it is likely to get chafed.</td>
<td></td>
</tr>
<tr>
<td>All electrical switches operate their components correctly.</td>
<td></td>
</tr>
</tbody>
</table>

**Note**

*The source of this information is from VOSA’s guide to Maintaining Roadworthiness.*
APPENDIX 5  DAILY CHECKS FOR ALL VEHICLES BELOW 3500kgs

Employers owe a duty of care under health and safety law to employees who drive company owned, leased or hired vehicles to carry out daily vehicle checks before starting off on a journey.

It is also an offence under road traffic law to cause or permit a person to drive a vehicle that is in a dangerous condition or without a valid licence or insurance.

The following checks are encouraged to take place on a daily basis before driving any Council owned, leased of hired vehicle.

<table>
<thead>
<tr>
<th>Vehicle Exterior</th>
<th>Fluids</th>
</tr>
</thead>
<tbody>
<tr>
<td>Condition of vehicle bodywork, windscreen &amp; all lights</td>
<td>Engine oil level</td>
</tr>
<tr>
<td>Condition of windscreen wiper blades</td>
<td>Coolant level</td>
</tr>
<tr>
<td>Condition of vehicle bodywork, windscreen &amp; all lights</td>
<td>Windscreen washer level</td>
</tr>
<tr>
<td>Cleanliness of windscreen, windows, mirrors, lights and number plates</td>
<td>Brake / clutch fluid</td>
</tr>
<tr>
<td>Security of load, trailer, roof-rack or any other ancillary fitted equipment</td>
<td>Power steering fluid</td>
</tr>
<tr>
<td>Condition of tyres, tyre pressures, tyre wear</td>
<td>Condition of battery</td>
</tr>
<tr>
<td>Availability of spare wheel &amp; jack if applicable</td>
<td>Oil or water leaks</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Vehicle Interior &amp; Equipment</th>
<th>Function Checks before Starting a Journey</th>
</tr>
</thead>
<tbody>
<tr>
<td>Condition &amp; function of seat belts</td>
<td>Warning lights</td>
</tr>
<tr>
<td>Head restraint adjustment</td>
<td>All lights</td>
</tr>
<tr>
<td>Mirror adjustment</td>
<td>Horn</td>
</tr>
<tr>
<td>Tax disc</td>
<td>Washers &amp; wipers</td>
</tr>
<tr>
<td>First aid kit</td>
<td>Foot &amp; hand brake</td>
</tr>
<tr>
<td>Fire extinguisher</td>
<td>Fuel</td>
</tr>
<tr>
<td>Vehicle hand book</td>
<td></td>
</tr>
</tbody>
</table>

Note
The source of this information is from VOSA, & RoSPA (The Royal Society for the Prevention of Accidents) along with benchmarking other Local Authority policies.
APPENDIX 6  DRIVING FOR WORK: EMPLOYEE OWN VEHICLE CHECKS

Employers owe the same duty of care under health and safety law to staff who drive their own vehicles for work as they do to employees who drive company owned, leased or hired vehicles.

It is also an offence under road traffic law to cause or permit a person to drive a vehicle that is in a dangerous condition or without a valid licence or insurance.

Where practical, managers should conduct periodic visual checks of private vehicles used for work. If a vehicle looks to be in a shoddy condition on the outside this may be a sign of overall poor condition and maintenance and the driver should be asked to show vehicle Registration, Tax Disc, MOT and Insurance documentation.

The following checks are encouraged to take place on a weekly basis on employee’s own vehicles used for Council purposes.

- Tyres are undamaged, have enough tread and are at the correct pressure
- Oil, coolant and windscreen wash levels are correct
- Brakes are working
- Lights and indicators are clean, working and free from damage
- Windscreen and windows are not damaged
- There are no signs of vehicle damage
- Washers and wipers are working
- Mirrors are free from damage and are correctly positioned

In addition employees are encouraged to conduct pre-drive checks to ensure that tyres are properly inflated and undamaged, lights and indicators are working, there is no visible damage to the vehicle body or windows, the washers and wipers are working and the mirrors are correctly positioned. Drivers should check their brakes are working and that all occupants are using their seat belts, their head restraints are adjusted correctly and any loads are securely restrained before setting off.

**Note**

*The source of this information is from RoSPA (The Royal Society for the Prevention of Accidents) DRIVING for WORK OWN VEHICLE guide.*
APPENDIX 7 DRIVER LICENCE FREQUENCY OF CHECKING

The following criteria should be applied for checking that employees’ driving licences are still valid:

1. If an employee is required to drive as part of their employment they must have their licence checked on a 6 monthly basis.
2. If an employee drives a council owned, leased or hired vehicle on average once a week they must have their licence checked on a 6 monthly basis.
3. If an employee uses their own car and submits more than 6 mileage claims per annum they must have their licence checked on a 6 monthly basis.
4. All other employees who drive as part of their employment, and do not meet the above criteria must have their licence checked on a 12 monthly basis.

The responsibility for monitoring the above and checking licences would be that of the employee’s immediate line manager.

To assist line managers with this process the IHRP system will be developed to issue line managers with a reminder will have to verify that the check has been carried out through the IHRP system and retain copies of any relevant documents.

Line managers must abide by the guidelines listed and be responsible for ensuring an employees licence is checked at the appropriate time.