



SOUTH
KESTEVEN
DISTRICT
COUNCIL

Operational Driving & Vehicle Policy

DRAFT

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1. Introduction

- 1.1. The Council recognises its duties under the Road Traffic Act 1988 and the Health and Safety at Work etc. Act 1974 to ensure, as far as reasonably practicable, the health and safety of all employees while at work and to safeguard others who may be put at risk from its work activities. This duty extends to include work-related driving activities.
- 1.2. The purpose of this Policy is to ensure compliance with legislation, the Health and Safety Executive Guidance for Employers “Driving at Work – Managing work-related road safety”, to fulfil the requirements of the Council’s statutory ‘duty of care’ and to meet current insurance sector standards and requirements.
- 1.3. This Policy details the arrangements and collective responsibilities that will ensure that the risks associated with occupational driving are minimised, so far as reasonably practicable.
- 1.4. All persons driving while on Council business must be familiar with and always adhere to the Highway Code and relevant legislation.
- 1.5. This Policy applies to all Council employees, agency workers, temporary and casual staff who drive a vehicle to carry out Council business. These are referred to as “employees” throughout this Policy.
- 1.6. Employees are reminded of their obligations in respect of other relevant Council policies e.g. use of pool cars, smoking, alcohol and drugs, and should refer to the Council’s Staff Handbook and relevant Fact Sheets for further information.

2. Qualifications to drive

- 2.1. Employees who drive on behalf of the Council for business purposes must hold the appropriate licence for the classification of vehicle being driven.
- 2.2. Driving licences will be checked on commencement of employment and must be produced on request. Employees are responsible for ensuring they hold the appropriate UK driving licence for the classification of vehicle and that their licence remains current throughout.
- 2.3. Drivers of vehicles over 3500kg GVW e.g., Caged tippers, sweepers and refuse freighters are legally required to hold the Certificate of Professional Competence (CPC). The Council will provide CPC courses to help relevant drivers maintain the 35 hours of periodic training. Should a driver fail to attend training, it is their responsibility to ensure that they retain their CPC qualification.

3. Insurance

- 3.1. Employees who drive Council owned or hired vehicles for business purposes are automatically covered by the Council’s insurance policy (providing they meet the licence criteria for that vehicle).

3.2. Employees who use their own vehicle for Council business purposes must ensure that their personal insurance policy includes cover for business use. Evidence of this must be produced on request.

4. Road Safety

4.1. The law states that it is the responsibility of the driver to ensure that any vehicle driven on the public highway is safe and fit for use.

4.2. Where an employee uses vehicles owned or hired by the Council, appropriate servicing and maintenance arrangements are in place in accordance with manufacturer's recommendations, to ensure that the vehicle is fit for use.

4.3. Employees must carry out basic routine vehicle checks and complete the relevant log prior to use. If there is a defect on the vehicle this must be reported to the Fleet Manager/Supervisor. Unsafe vehicles must not be driven.

4.4. Employees who use their own vehicle for Council business purposes must ensure that the vehicle has a valid MOT certificate, is properly maintained and roadworthy. Evidence of this must be produced on request.

4.5. Employees must keep accurate records of their driving history whilst driving on Council business, including date, time, destination, reason and start and finish mileage. Employees using vehicles owned or hired by the Council must complete the vehicle log or electronic record, and record safety checks completed on the vehicle as required. The Council has a legal duty to provide information that leads to the identification of a driver who has allegedly committed a road traffic offence.

4.6. Employees must drive in a safe manner and within legal speed limits or to take account of adverse road conditions.

4.7. Employees must ensure that seat belts are used by themselves and all passengers.

4.8. Employees must not drive whilst under the influence of alcohol, illegal substances or medicines which affect driving (some over the counter or prescription medication can affect the ability to drive) and must always comply with the Council's Alcohol and Drugs Policy.

4.9. Employees must inform their line manager immediately of any medical condition which would prevent them from driving legally on the public highway. Any changes or deterioration in any medical condition affecting their ability to drive, or hold a licence, must be reported to their line manager/supervisor and the DVLA.

4.10. Any employee taking medication which may adversely affect their ability to drive must notify their line manager prior to starting work.

4.11. Employees must not drive for extended durations without sufficient rest/breaks. Rest periods should be sufficiently long and continuous to ensure that employees do not harm themselves, colleagues, or members of the public.

- 4.12. LGV Category C drivers and above are considered professional drivers and must take a 30 minute (minimum) break after a maximum of 4 hrs driving during the working day; tipping, loading and unloading counts as driving. Drivers are responsible for the health and safety of the crew in the vehicle and should also ensure that other crew members take adequate rest breaks.
- 4.13. It is illegal to hold and use a phone, sat nav, tablet, or any device that can send or receive data, while driving. Employees who are driving whilst at work are required to comply fully with the law. Although devices with hands-free access are permitted, as long as they are not held at any time during their use, employees are encouraged to make use of the voicemail facility on their mobile phone and make return calls only when it is safe and legal to do so.

5. Fines, Penalty Points, Convictions and Disqualification

- 5.1. Employees must inform their line manager at the earliest opportunity of any points received for driving offences and report immediately should they accumulate 9 or more penalty points or receive a driving suspension or disqualification.
- 5.2. Employees are personally responsible for all traffic/parking/speeding/enforcement fines and all fees incurred.

6. Use of Vehicles

- 6.1. Vehicles must only be used in connection with Council business using practical/logical routes. Multiple destinations should be pre-planned using the most efficient route to reduce total mileage, time and fuel usage.
- 6.2. Where there is a requirement, which must be approved by the line manager, to take a Council vehicle home overnight, the vehicle must be kept secure and parked in the employee's driveway, in a well-lit car park, or on a well-lit highway. Vehicles must be parked legally and not cause an obstruction. Employees are not permitted to use the vehicle for any purpose other than travelling between their home and the work site.
- 6.3. Council vehicles are only to be used in connection with Council business. Employees are not permitted to use the vehicle for any private purpose, or to carry private passengers or goods.
- 6.4. Smoking, including vaping is prohibited in any vehicle provided for business use by the Council.
- 6.5. It is the employee's responsibility to ensure the vehicle is kept in a clean, tidy and presentable condition at all times, both internally and externally. No unapproved extra markings/stickers/adverts etc are permitted.
- 6.6. All vehicles must be loaded safely and securely, and the gross vehicle and axle weights adhered to at all times. Any loads must always be secured from moving and endangering the driver, the vehicle and other road users. Open backed vehicles must use roping, ratchet straps and sheeting/netting to prevent loss of load.

7. Tracking Devices and CCTV

- 7.1. All Council vehicles are fitted with GPS tracking devices which record the location of the vehicle and driver behaviour at all times. Some vehicles e.g., sweepers, 7.5t caged tippers and refuse collection freighters are also fitted with CCTV.
- 7.2. Real time location information can be accessed and will be used in some instances to effectively respond to service demands.
- 7.3. Tracking and CCTV supports the Council in its duty of care, providing safety and security for employees, especially when lone working, and can help to ensure that employees and the Council are protected from false claims made by third parties.
- 7.4. The data will be used to monitor how and where a vehicle is being driven and can highlight issues such as speeding, excessive acceleration and braking, periods of inactivity, excessive idling, unauthorised use outside of permitted hours and incidents of poor driving.
- 7.5. Driving behaviour will be monitored via the tracking/CCTV systems and its data used to improve driver behaviour, vehicle utilisation and to investigate driving issues. Data may be used as evidence to support additional driver training, or in serious cases as part of disciplinary investigations.
- 7.6. Where CCTV monitoring devices are fitted to vehicles to record the vehicle and operatives' movements, the information will be used to ensure compliance with safe working practices and should the vehicle be involved in any accident, incident, or insurance claim.

8. Reporting accidents and incidents

- 8.1. In the event of any accident involving any vehicle being used on Council business, an accident report form must be completed and submitted to the employee's line manager for comment before forwarding to the Corporate Health and Safety Team within 5 working days.
- 8.2. The line manager should notify the Council's Insurance Officer as soon as possible, irrespective of the amount of damage.
- 8.3. Employees who are driving Council owned or hired vehicles and are involved in road traffic accidents, incident or theft which results in damage to vehicles, loss or damage to property or injury to persons, the employee must;
 - In the event of vehicle theft, vandalism or attempted break in, inform their line manager and the Police immediately (and obtain a Police incident number)
 - Not admit liability or offer payment to a third party or their insurer.
 - Note the registration number of the vehicle(s) involved and take the full name, address and contact numbers of each driver.
 - Obtain contact details of any witnesses and obtain statements from any witnesses if possible.

- Take photographs of the area and vehicles and provide a detailed sketch showing road markings, vehicle positions etc which may assist in any insurance claim.
- Complete the Accident and Incident Report Form and forward to their line manager.
- Notify their own insurer – this is essential as all motor claims are shared on a central record held by the Association of British Insurers. Individuals will be asked at renewal if they have been involved in an accident and insurers can obtain this information.

8.4. Employees who are involved in an accident/incident whilst engaged in work-related driving in their own vehicles should deal with any claims that arise from this directly with their own insurer.

9. Fuelling of Council Vehicles

9.1. All Council owned vehicles will be allocated a fuel pump card/fob. Fuel must be obtained from the Council's fuel pumps, currently at Mowbeck Way.

9.2. Employees must ensure that the vehicle mileage is accurately recorded at the fuel pump.

9.3. Lost or missing fuel fobs/cards must be reported to the Transport Manager immediately.