



Appendix A – Driving at a Safe Speed (Operational Driving and Vehicle Policy)

This policy focuses on the safety of our staff while operating company vehicles. To achieve this, all staff members are required to adhere to the speed limits and driving regulations. This policy outlines the guidelines and consequences related to speeding while driving company vehicles that are equipped with GPS tracking devices.

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Related Policies:

- [Operational Driving and Vehicle Policy](#)
- [Disciplinary Procedure](#)

Related Guidance:

- [Manager Conversation Guide - Speeding](#)

If you have any questions about this policy or require any further support, please contact the HR team by emailing hr@southkesteven.gov.uk

For independent support, our Employee Assistant Support service offer a completely confidential helpline for employees. Call 0800 716 017 to receive support for mental health, legal signposting, practical help, manager coaching and much more.

1.0 Introduction

The Council is committed to protecting the health, safety and wellbeing of our employees, contractors and members of the public who could be affected by our work. To do this, we will take all reasonable steps to ensure our drivers are able to:

- Drive safely and are fully competent and capable of doing their job in a safe way,
- Understand the importance of appropriate behaviour when driving,
- Understand that vehicle tracking information will be used to make journeys safer for drivers.

Vehicle tracking technology has been fitted to all our work vehicles and this policy sets out specifically how the tracking information will be used.

2.0 Guiding principles

- The Council has a responsibility to take action where there are breaches of safety. SKDC wants to keep the driver, their colleagues and the public safe.
- Staff members must comply with all applicable speed limits as defined by local traffic laws and regulations.
- Speeding is breaking the law, a serious breach of safety and harmful to the Council's reputation.
- Tracking devices are in place on all Council vehicles to enhance safety and ensure compliance with speed limits.
- It is the responsibility of the employee to ensure that they obey speed limits and must not drive faster than the road or driving conditions allow.

3.0 Vehicle Tracking

There are many purposes of vehicle tracking technology being used in all company vehicles, including locating employees in the event of an emergency and tracking stolen vehicles. However, this policy is in sole reference to speeding.

Only nominated supervisory staff will be provided with speeding reports from the vehicle tracking system and it will always be dealt with in a confidential manner.

Tampering with the tracking devices, including attempts to disable or remove the device from a vehicle will likely result in disciplinary measures.

4.0 Cases of speeding

When driving a work vehicle, staff members must comply with all applicable speed limits as defined by local traffic laws and regulations. Speed limits may vary depending on the road type, area or prevailing conditions.

Any driving related fines or penalties for whatever reason, but including speeding, are the driver's responsibility and will not be reimbursed.

All Council vehicles are fitted with tracking devices. Where the reports from this system highlight an instance, or instances, of speeding, it is important we address this. Whilst each occurrence is dealt with on a case-by-case basis, to support in correcting unacceptable behaviour, the steps in the table below would usually be taken.

There may be occasions when cases of speeding enter the disciplinary process and these will be dealt with in line with the approved policy. This includes giving employees the opportunity to be accompanied to meetings by a colleague or Union Representative. Penalties are based on the severity and frequency of the violation, but no outcome is pre-determined.

Potential Action	Examples of where this may be the appropriate course of action	Description
Informal Conversation	First instance of speeding where there is only one instance within a month.	<p>An informal conversation takes place between the manager and employee. This is not part of the disciplinary process.</p> <p>The 'Conversation Guide for Managers – Speeding' document will help guide this conversation that should include a two-way discussion about the occurrence, emphasis of the risks/expectations and advising that repeat occurrences are likely to be dealt with under the disciplinary process.</p>
Investigation in line with the Council's Disciplinary Procedure	<p>Multiple instances of speeding within a month.</p> <p>One instance of exceeding the speed limit by a high percentage.</p>	<p>Cases of speeding may be investigated under the Council's Disciplinary Procedure. Due consideration for individual circumstances will be taken into account as part of the process.</p> <p>Possible outcomes include:</p> <ul style="list-style-type: none">• First Written Warning (12 months)• Final Written Warning (18 months)

	A further occurrence of speeding after an Informal Conversation has taken place.	<ul style="list-style-type: none"> • Very serious cases would be investigated for Gross Misconduct and could result in Dismissal. • Other measures may be considered under the Disciplinary process including a suspension from work related driving.
Further Investigations under the Council's Disciplinary Procedure	Further occurrence(s) of speeding after an employee has already had a penalty awarded under the Disciplinary Procedure.	Where an employee has a live warning on their file, a further speeding offence may result in a further Disciplinary Investigation. As above, the outcomes could fall under any stage of the Disciplinary procedure depending on the investigation and severity of the offence.

5.0 Driver Awareness Training

To raise awareness of driving safely, individuals who drive for work may be required to attend training which could be face to face or online.

6.0 Data Protection Implications

Under the provisions of Data Protection legislation, and the Council's Data Protection Policies, the Council and its employees have a responsibility to make sure that any personal data collected from the vehicle tracking system is done so in line with the requirements of the Act.

Only relevant supervisory staff shall have access to the vehicle tracking system. These relevant supervisory staff are responsible for complying with any security and control procedures covering access and use or protection of data.

For further information about this policy, please contact the HR Team at hr@southkesteven.gov.uk.

- This policy applies to all employees within South Kesteven District Council unless stated otherwise within the policy.
- This policy does not form part of contracts of employment.
- The Council reserves the right to amend this policy from time to time.