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# Fleet and Driver Risk Management Policy

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## 1. **Introduction**

- 1.1 Driving is one of the greatest risks faced by Officers and Members. Approximately 25% of all deaths and injury collisions involve those driving in connection with their trade or business.
- 1.2 West Berkshire Council is not only committed to reducing the level of road accidents but also to reduce the level of risk faced by employees and Councillors when driving. Although this commitment is aimed principally at driving whilst in the course of the Authority's business, it is intended to be a measure of support for drivers when using their vehicles for other purposes.
- 1.3 West Berkshire Council recognises that the Health & Safety of its staff extends to driving a motor vehicle whilst on Council business irrespective of vehicle ownership. It will therefore ensure that employees and Councillors are suitably appraised of roles and responsibilities by means of this Fleet and Driver Risk Management Policy and associated procedures.

## 2. **Purpose of the Policy**

- 2.1 The purpose of the Policy is:
- 2.1.1 To provide employees and Councillors with a greater understanding of road safety issues relating to:
- The driving.
  - The vehicle.
  - The journey.
- 2.1.2 To reduce the number of collisions and consequently the human and financial costs associated with those reductions.
- 2.1.3 To provide an effective system of monitoring driver behaviour for all who drive on business.
- 2.2 To ensure compliance with the Health & Safety at Work Act (1974) which states that a place of work "includes any place and in particular any vehicle used in connection with the employer's trade or business whether owned by the employer or employee."
- 2.3 To ensure compliance with Provision and Use of Work Equipment Regulations (PUWER) that require training to ensure that drivers are trained and competent including those using their own vehicles for work.
- 2.4 The Corporate Manslaughter legislation leaves all employers vulnerable to prosecution if they fail to provide for adequate measures to manage the risks associated with work related driving.

### 3. **Overall Policy Statement**

3.1 West Berkshire Council believes the Management of Occupational Road Risk (MORR) is the joint responsibility of employer and employees. It is the Council's policy to provide and maintain safe and healthy working conditions for all employees and Councillors and to provide the information, instruction, training and supervision required for this purpose.

3.2 All employees and Councillors should be made aware of the organisation's Fleet and Driver Risk Management Policy. To ensure this policy is kept up-to-date it will be reviewed annually or when new issues arise. Should managerial responsibilities change; policies will be reviewed and/or adjusted to reflect such changes. This will be the responsibility of the Head of Highways and Transport

### 4. **Applicability**

4.1 This Policy applies to:

4.1.1 All non-school based employees working for the Council, including those working from home or at non-Council locations.

4.1.2 Other persons including Elected Councillors, Consultants, Agency staff and Contractors working for the Council, external organisations working with the Council, whilst engaged on Council business .

4.1.3 Volunteers from the Volunteer Driver Bureau

4.1.4 Schools will be made aware of this policy and invited to adopt it and conform with the standards in it.

4.2 It is the responsibility of each employee and other person mentioned in Section 4.1.2 to familiarise themselves with and adhere to this Policy.

### 5. **Terminology**

5.1 The report covers all aspects of driver and vehicle safety. For the purposes of this policy and associated procedures the following definitions are used.

5.1.1 Leased Fleet – cars and drivers of the council leased vehicles that staff have for both personal and business use.

5.1.2 General Fleet – vehicles, including minibuses used to move the Council's clients and staff, purely on Council business.

5.1.3 Grey Fleet – vehicles owned by employees of the Council and Councillors that they may use on Council business.

### 6. **Policy**

6.1 It is the Policy of the Council to:

6.1.1 Provide and enforce vehicle driver training and assessment for our vehicle drivers.

- 6.1.2 Monitor the accident records of our drivers and input a system of further training as required. In some cases drivers may be banned from driving on Council business if their driving record indicates unacceptable levels of risk. Any such decision will be taken by the Head of Highways and Transport on the advice of the Transport Services Manager.
- 6.1.3 Define the circumstances under which an individual may no longer drive for the authority, having exhausted the full provision of driver training and education.
- 6.1.4 Obtain Licence verification, MOT verification and business use insurance verification for all employees and volunteer staff to ensure compliance with the Road Traffic Act and other related legislation.
- 6.1.5 Require all staff who use their own vehicles for work to have business use on their motor insurance. In addition vehicles used by employees must be fully roadworthy and maintained to such a standard. A valid MOT certificate must be obtained as appropriate
- 6.1.6 No modification is to be made to any leased or Council owned vehicle, except as agreed by the Transport Services Manager and carried out by an Authorised and recognised Agency for such work.
- 6.2 The Insurance cover provided by our Insurers on both the Leased Car fleet and the General Vehicle fleet allows the Council to authorise employees to drive vehicles without the provision of restrictive documentation which needs to be reissued when drivers change. In providing this concession, Insurers require the Council to verify, train and monitor that all employees adhere to the provisions of this Fleet and Driver Risk Management Policy
- 6.3 This Policy will be supported and implemented by the relevant risk assessments and procedures appended to this Polcy. These are:
  - 6.3.1 The Council's "Driver Risk Assessment" – Appendix B
  - 6.3.2 The Council's "Work Related Road Safety Standard Procedure" – Appendix C
  - 6.3.3 The Council's "Driver/Rider Training Standard Procedure" – Appendix D
  - 6.3.4 The Council's "License and Insurance Verification Procedure" – Appendix E
  - 6.3.5 The Council's "Policy and Guidelines on the Safe Operation of Minibuses" Appendix F
- 6.4 Mandatory additional training/assessment will be required for new employees not holding a U.K. driving license.
- 6.5 The current £250 minimum excess will increase to £500 and in future be payable by the drivers employing Service, when involved in an accident to a General Fleet vehicle. A higher excess of £1,000 may be charged at the discretion of the Transport Services Manager where there is evidence of multiple accident history/claims by a particular driver.
- 6.6 Vehicles from the General Fleet will not be hired or loaned out to any individual or outside agency without the prior permission of the Transport Services Manager.

6.7 General Fleet vehicles are available only for business use. Use for social / domestic and recreation purposes is outside the scope of the Council's General Fleet insurance and is forbidden.

## 7. **Roles and Responsibilities**

7.1 The Head of Highways and Transport is responsible for maintaining this policy.

7.2 All Heads of Service are responsible for ensuring their staff are aware of and abide by this policy and the associated procedures.

7.3 All employees that drive as part of their duties must read this policy together with the related procedures

## 8. **Failure to comply with WBC Fleet and Driver Risk Management Policy**

8.1 This document provides employees and others with essential information regarding Driving Risk and sets out procedures to be followed. It is the responsibility of all to whom this Policy document applies to adhere to these conditions. Failure to do so may result in:

- withdrawal of authorisation to drive specific vehicles and access to relevant services
- informal disciplinary processes
- formal disciplinary action (in accordance with the relevant policies)

8.2 Additionally if, after internal investigation, a criminal offence is suspected (for example under the Road Traffic Act ), the Council may contact the police or other appropriate enforcement authority to investigate whether a criminal offence has been committed.

## 9. **Review**

9.1 This policy will be reviewed to respond to any changes in legislation and at least every 2 years.

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