

| | | |
|---|-----------------|-----------------------------|
| <h1>Licence and Insurance Verification Procedure</h1> | Reference: | * |
| | Version No: | 1 |
| | Issue Date: | 6 th August 2010 |
| | Classification: | * |

Document Control

| | | | |
|-----------------------------------|------------------|----------------|---------------|
| Document Ref: | | Date Created: | Jan 2009 |
| Version: | | Date Modified: | 19 March 2009 |
| Revision due | | | |
| Author: | Ian Priestley | Sign & Date: | |
| Head of Service: | Andy Walker | Sign & Date: | |
| Equality Impact Assessment: (EIA) | Date undertaken: | | |
| | Issues (if any): | | |

Change History

| Version | Date | Description | Change ID |
|---------|------|-------------|-----------|
| 0.1 | | | |
| | | | |
| | | | |

Related Documents

| Reference | Title | Tier |
|-----------|--|------|
| | <i>Car Allowances – Advice Note for Managers</i> | |
| | | |
| | | |

Contents

| | | |
|----|---|---|
| 1. | Purpose | 3 |
| 2. | Applicability | 3 |
| 3. | Failure to comply with this procedure | 3 |
| 4. | Roles and Responsibilities | 3 |
| 5. | Driving Licences | 4 |
| 6. | Insurance | 4 |
| 7. | Servicing | 5 |
| 8. | MOT..... | 5 |

1. Purpose

1.1. Employees who drive on Council business must be appropriately insured, hold a valid driving licence, ensure that their car is roadworthy, and have a valid MOT where required.

1.2. The Council's business includes all journeys apart from travel to and from the employees normal place of work. For example attendance at a training course in another Council building, eg Shaw House does count as business use.

1.3. This procedure sets out the requirement for managers to make annual checks of documentation.

2. Applicability

2.1. This procedure applies to all employees who drive on Council business. This includes:

- Leased car drivers
- Staff and Members using their own cars
- Staff and volunteers using the General Fleet vehicles, eg minibuses managed by the Council's Highways and Transport Service.

3. Failure to comply with this procedure

3.1. Employees who drive their own vehicles on council business must have "**business use**" insurance cover in place. Employees must not drive their cars on WBC's business unless cover is in force.

3.2. Employees who do drive on Council business without business use insurance cover in place, will be driving illegally, will be open to prosecution and their Insurers will refuse to pay claims if an accident occurs. In such circumstances they will also be subject to disciplinary action by the Council.

3.3. Any employee who refuses to make their documents available will not be allowed to drive on council business. Any refusal to comply with this policy will lead to disciplinary action to remedy the situation if not being able to drive has an impact upon their ability to fulfil their contract of employment, eg essential car users or staff who travel regularly but do not qualify as essential car users.

4. Roles and Responsibilities

4.1. The Head of Service has overall responsibility for ensuring the procedure is managed appropriately in accordance with these agreed standards.

4.2. Line managers are responsible for;

4.2.1. checking with relevant employees on an annual basis that they hold the correct documentation. In the case of new employees these checks should be carried out when they start employment with the Council.

4.3. Managers should ask employees to produce the following original documentation:

- Driving licence (both parts)
- Insurance certificate
- MOT certificate if the car is more than three years old

4.4. All employees who use their own cars on Council business are responsible for familiarising themselves with, and ensuring that they comply with, the requirements set out in this procedure.

5. Driving Licences

5.1. Employees must hold the appropriate driving licence for the vehicle being driven.

5.2. If an employee is driving on a licence issued overseas (other than EU Nationals) this must be exchanged for a UK licence within 1 year of arrival in the UK. It is illegal to drive in the UK after this period unless the licence has been exchanged.

5.3. Managers must check the counterpart licence as well to ensure that the address is the same as that known to WBC

5.4. Employees must declare any endorsements on their licences to their insurers and managers should ask them if they have done so. Insurers can refute claims if information like this has not been disclosed.

5.5. Employees who have leased cars must disclose any driving convictions and endorsements to the Insurance Team in the Finance Service.

5.6. Employees and volunteers who drive any of the Council's fleet of vehicles managed by Highways and Transport must declare any driving convictions and endorsements to the Transport Services Manager in the Highways and Transport Service.

6. Insurance

6.1. Employees who use their own vehicles for any business travel must have full business use cover on their insurance policy. Without this cover an employee must not drive on WBC business. Home to normal place of work travel is not classed as business travel. Any other travel related to work is classed as business use.

6.2. Mileage and Lump Sum allowances paid to employees who drive their own cars on business are designed to cover any additional expense which the insurance company may charge for "business use" cover.

6.3. Managers must check the insurance certificate to ensure that it is in the name of the employee and the address matches that known to WBC.

7. Servicing

7.1. It is the responsibility of employees to ensure that they adhere to the servicing schedule for their vehicle and maintain it in a roadworthy condition.

8. MOT

8.1. The first MOT is required once a vehicle is three years old. The MOT certificate is not a guarantee of the general mechanical condition of a vehicle.

8.2. The line manager must check to ensure that a valid MOT certificate is in place for all private vehicles that are used for Council business.

8.3. The Lease Car Scheme Administrator will ensure that MOT certificates are in place for lease cars.

8.4. The Transport Services Manager in the Highways and Transport Service will ensure that MOT certificates are in place for General Fleet vehicles.

Check List for Managers

| | |
|-------------------------------|--|
| Name of employee | |
| Job title/Service Unit | |
| Name of line manager | |

The following Documents have been checked:

| | Documents | Checked by | Date |
|----------|--|------------|------|
| 1 | Driving licence (including counterpart); <ul style="list-style-type: none"> • Valid for driving in United Kingdom • Matches name and address known to West Berkshire Council | | |
| 2 | Insurance certificate; <ul style="list-style-type: none"> • Includes business use for the vehicle being used by the employee • Name and address on certificate matches that shown on driving licence | | |
| 3 | Current MOT (where car is more than 3 years old) | | |

| |
|---|
| <p>Statement of compliance by the employee / driver</p> <p>I confirm that I have a valid driving licence and that I have informed my line manager of any endorsements.</p> <p>I confirm that where I use a car, other than one provided by the Council, that the car is serviced and maintained in accordance with the law and manufacturers instructions</p> <p>I confirm that, where appropriate, I have obtained a valid MOT test certificate.</p> <p>I confirm that where I use a car, other than one provided by the Council, that I have insurance in place that includes business use.</p> <p>I confirm that where I have a car provided through the Council's leased car scheme, that I do not allow any other named driver, eg spouse to use it in connection with their employment, but only for social and domestic purposes.</p> |
| Signed by |
| Dated |

| | |
|------------------------------|--|
| Signed (line manager) | |
| Dated | |

THIS FORM MUST BE RETAINED BY THE HEAD OF SERVICE FOR AUDIT PURPOSES.