



# FLEET MANAGEMENT & DRIVING FOR WORK POLICY



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# DRIVING FOR WORK AND USE OF EQUIPMENT

## 1 SCOPE

This policy applies to all staff, casual workers and volunteers across all areas of service at Tendring District Council (TDC) and relates to any driving for business purposes whether in a TDC owned vehicle, leased vehicle, hired vehicle or approved user's own vehicle.

The policy details how managers should manage occupational driving risks and sets out employee driver responsibilities.

A vehicle is defined as something used for transporting people or goods, especially on land, such as car, lorry or cart.

Plant machinery and other equipment refers to items such as handheld power tools, Tractors, Dumpers, Bobcat, Ride on mowers and Utility vehicles/quad bikes.

This list is not comprehensive; please contact line manager if you require further information.

Driving for commuting purposes falls outside the scope of the policy, however driving of Council vehicles for travel to and from work is covered by this policy. Best practice principles of vehicle maintenance and driving within the law must always be applied and all staff should exercise due care and diligence for the safety of themselves and others.

Driving for work can be defined as any activity undertaken during the course of work, **whether in your own vehicle or another**. In addition to operational duties, it will include driving to training courses, meetings and any professional visits including community working, enforcement and inspections.

Employees involved in driving of vehicles on work duties or operating equipment, must fully familiarise themselves with the relevant sections of this document.

## 2 AIM

The aim of this policy is to ensure that, as far as is reasonably practicable, within its control, TDC is able to manage the use of vehicles and equipment and risks associated with them in compliance with statutory requirements, and best practice.

The Council will take all appropriate action in order to safeguard any person who may be at risk because of any TDC transport activities

### 3 GENERAL DUTIES

Health and safety law applies to on-the-road work activities just as it does to all work activities. The risks should be effectively managed within the health and safety system, [HSE Guidelines Driving At Work](#)

TDC recognises the need to protect employees and others from the dangers of work related driving. The Council is committed to the principle that vehicle and equipment accidents, including road traffic accidents, are often avoidable events. In practice, risk assessment and risk management needs to take place not only at an organisational level (by service area or line managers), but also at a personal level by the individual driver.

There is a legal duty under the Health and Safety at Work Act 1974 to ensure as far as reasonably practicable, the health and safety of all employees while at work. Employers and employees also have a duty to ensure that others are not put at risk by work related driving activities.

The Management of Health and Safety at Work Regulations 1999 also apply. There is a requirement that risk assessments are undertaken for activities with significant risks, and that effective management controls are put in place and implemented. Driving for work at TDC is an activity with higher risks and therefore should be included.

Driving for work examples will include:

- driving TDC provided vehicles, whether owned, leased, borrowed or hired, for any reason, at any time as part of employee duties, including agency, casual and consultancy staff;
- driving own vehicle, or a vehicle which an employee has available to drive, **whether or not** the employee receives or claims any allowance for driving expenses, in connection with employment duties;
- driving to training courses, meetings and other visits to fulfil the obligations of employment;
- travelling to locations which are not an employee's usual place of work, but excluding travelling to or from an employee's usual place(s) of work at the start and finish of the working day and during breaks from the normal place of work.

Driving for work excludes commuting to and from an employee's normal place of work but can include travelling to a location that is not the usual place of work.

Commuting to and from work in a Council owned vehicle counts as driving for work. Driver and managerial responsibilities are the same as for driving during duty working hours.

Managing the risks to employees who drive at work requires more than just compliance with road traffic legislation. TDC as the employer has a duty to:



- ensure as far as is reasonably practicable driver and equipment competencies
- inform on hazards, risks and safety requirements
- train on new or unfamiliar council provided vehicles and mobile equipment
- supervise employees who drive vehicles as part of their work just as they do for employees who use any other form of work equipment.

Control measures will include authorised driver permissions, minimum training standards, documentation and essential records of licence details, checks and monitoring.

## **4. RESPONSIBILITIES**

### **4.1 Tendring District Council**

The Council will comply with regulatory requirements and provide standards not less than those set out in any relevant approved codes of practice.

The council will also take all reasonable steps to ensure as far as reasonably practicable that employees driving at work do so in a manner that reduces the risk to themselves, other employees or any other persons who could be affected. This will include the application of disciplinary sanctions for staff who, whilst responsible for a vehicle owned, hired or leased by Tendring District Council, act in such a way as to present a risk to the health and/or safety of themselves, work colleagues or members of the public.

### **4.2 Chief Executive**

The Chief Executive has overall accountability for ensuring that road and transport risks in connection with the activities of the Council are minimised to the lowest reasonable practicable level. The Chief Executive may delegate responsibilities to Directors, Heads of Service and other appropriate managers.

### **4.3 Corporate Directors, Assistant Directors / Heads of Service**

It is the duty of senior managers to ensure that no person in their area of service is required or permitted to use their own vehicle for business purposes without authorisation.

#### **4.4 Service Managers/Supervisors**

Managers and supervisors of services and functions must ensure that the risks of driving for work purposes have been assessed and recorded.

Service managers and supervisors must ensure that staff for whom they have line management responsibility and who drive in the course of their work duties are authorised to drive on Council business.

No manager shall authorise or permit any employee to drive on Council business, whether in a Council vehicle or any employee's own vehicle, if it is known that:

- The person is not appropriately qualified to drive the vehicle, including for business purposes.
- The vehicle is not road legal either by way of the existence of a fault or because of absence of appropriate documentation.
- This application applies to relevant equipment including plant machinery.

Managers must promptly refer any employee who drives as part of their duties to Human Resources for an occupational health assessment if it is suspected, or they become aware, that the employee has a health problem which could affect capabilities and the ability to drive safely. Where necessary, the manager will suspend the member of staff from driving until medical advice has been obtained.

Managers should ensure that drivers are reminded that if they need glasses for driving that they wear them. If a manager is unsure about a driver's vision, they should contact the Transport Services Manager for advice in the first instance.

Managers should ensure that they do not impose unrealistic demands or timescales on staff driving and ensure that time demands are accurately considered.

Service managers are responsible for supporting the investigation of vehicle accidents involving their staff and producing reports where necessary.

Managers are responsible for the allocation of fuel cards, that the daily checks are carried out by drivers in their service area and they ensure vehicles are available for inspection as directed by the Transport Services Manager.

All road traffic collisions, other accidents and near misses must be recorded on the TDC Health and Safety incident form (See Appendix 1). Where there is personal injury, there are further requirements to

report accidents via RIDDOR regulations in the event of a member of staff taking time off because of an accident.

#### **4.5 Transport Services Manager**

The Transport Services Manager has overall responsibility for the transport fleet and all matters relating to vehicles and plant / machinery across the council.

The Transport Services Manager is responsible for investigating all vehicle accidents involving TDC fleet vehicles. The level of investigation will be relative to the accident and will follow the process set out in the Vehicle Accident Investigation Procedure. The Transport Services Manager will need to notify the Health and Safety team.

Following all investigations, the Transport Services Manager will inform the driver's line manager of their conclusions and make recommendations in line with the Council's procedures. The Transport Services Manager will also inform the Insurance manager of the outcome.

In instances where the Transport Services Manager has evidence to show that the driver has acted in such a way as to present a risk to the health and/or safety of themselves, work colleagues or members of the public, or has concerns about the welfare of the member of staff, the Transport Services Manager will seek guidance from HR.

Serious, or Grave incidents, or repeated incidents that represent a pattern of behaviour will be reported to HR and a decision will be made regarding the implementation of a disciplinary investigation that could result in sanctions of Written Warning, Final Written Warning, or even dismissal in accordance with the Council's Disciplinary Policy.

The Transport Services Manager is responsible for the provision of repair and maintenance of the council's fleet vehicles. They also lead on the procurement of new and replacement vehicles and their disposal.

The Transport Services Manager will arrange and co-ordinate all statutory training requirements and monitor the database of required fleet driver competencies i.e. licence categories & assessments.

The Transport Services Manager will also have the overall responsibility for arranging vehicle safety checks, servicing and that employees and managers are complying with the vehicle check requirements. All servicing will need to be carried out and recorded as part of PUWER regulations and stored for 3 years

The Transport Services Manager and their team will require vehicles for periodic inspection and sometimes at short notice.

## 4.6 Employees

All employees authorised, or likely to be authorised to drive Council vehicles in the course of Council employment will be given instructions and training appropriate to their responsibilities for driving while at work. Where appropriate this will be reinforced with instruction by the line manager, or other person appointed to fulfil that role to ensure the employee understands the requirement for safe and legal driving on behalf of TDC.

The Transport Services Manager will manage the general requirement for driving on Council business. The Transport Services Manager will appoint a responsible person with responsibility for vehicle licence checks and record them onto a database.

A record will be kept by service managers and shared with the Transport Services Manager of any instruction, information or training provided for fleet vehicles.

Training is a requirement in any of the following cases:

- When a new member of staff joins a department. This includes inter departmental transfers.
- When a member of staff changes to a significantly different type of vehicle.
- Refresher training at a period to be determined as result of statutory duty or risk assessments and the type and complexity of vehicle(s)

Employees are responsible for risk assessing their own personal journeys. The assessments need not be written down or recorded, but employees should be aware of the guidelines when planning journeys.

When driving on Council business **all** employees must:

- At all times comply with the Highway Code, following road traffic instructions and adhere to relevant speed limits and the wearing of seat belts where fitted;
- Make allowance for prevailing road and weather conditions;  
Drive safely and allow sufficient time to carry out their duties without endangering themselves or others;
- Promptly report all work-related transport and road traffic incidents;
- Ensure that they have vehicle insurance which includes cover for business use;
- Ensure that any vehicle used for business purposes is maintained in a roadworthy condition in accordance with the manufacturer's recommendations;
- Where applicable, have a current MOT certificate and Vehicle Excise Duty for the vehicle;
- Regularly carry out basic checks to own vehicles used for Council business purposes;

- Report to line managers immediately any accident involving their own vehicle when driving during working hours.
- Report to their line manager immediately any motoring related prosecution or fine attracting 6 or more penalty points, whether driving on Council related business or not;
- Report any health problems, which might affect their ability to drive, if driving is a requirement of the post. Failure to do so could lead to disciplinary action.
- Comply with any reasonable request to carry out driving duties where it is a requirement of their employment and to do so, in a safe and responsible manner. Failure to do so could lead to disciplinary action.

When driving on Council business **using fleet vehicles** employees must:

- Conduct routine daily vehicle checks (Appendix 3), if driving a TDC fleet vehicle mileage must be recorded at the beginning and end of each day (Appendix 4).
- Ensure that they will not drive when unfit to drive safely i.e. Medication, Alcohol, and Tiredness.
- Report any defects or damage to TDC owned, hired or leased vehicles to the Transport Services Manager as soon as practicable by completing the relevant documents;

When driving on Council business **using private vehicles** all employees must:

- Allow the TDC appointed person to carry out licence checks with the DVLA with them present.
- Have a valid driving licence;
- Report any disqualification from driving to their manager;
- Supply Copies of Business Use Insurance and MOT details to the Council.
- Have paid the Vehicle Excise Duty for the vehicle.
- Be made aware that the Council will not reimburse fuel expenses for travel for any employee who has not undergone the appropriate licence, insurance and MOT checks.

Employees are responsible for any infringement of the law whilst driving and are responsible for fines (including those for parking violations) relating to any road traffic offence they commit and will include any administration charges incurred by TDC.

Vehicles classified as “Classic” cars i.e. no seat belts, airbags etc. must not be used to carry passengers for business use and drivers using these types of cars are doing so at their own risk.

Please note that preparation and making sufficient time for journeys, as well as taking regular rest breaks will enable employees to comply with the above and improve road safety.

## **Unacceptable Behaviours whilst driving**

At all times, staff, and including passengers are expected to behave with courtesy to others and in a manner that does not bring the reputation of the Council into disrepute.

Behaviours such as:

- Throwing litter from a vehicle
- Tailgating
- Gesticulating and shouting abusive phrases
- Aggressive driving including improper use of the horn and flashing of headlights
- Unsafe overtaking or any reckless maneuver.
- Not wearing a seatbelt
- Using a mobile phone whilst driving

Are expressly forbidden and will be subject to disciplinary proceedings.

## **5 MANAGING RISK**

### **5.1 Risk Assessment**

Managers are responsible for ensuring that suitable and sufficient risk assessments are in place for driving activities in their area of responsibility and that these are properly communicated to employees.

For general guidance when considering risk assessments for driving purposes managers should consider the following:

- Legality of driver.
- Health of drivers.
- Defective vehicles.
- Personal safety/security.
- Hazards when carrying out pre-use checks.
- Use of in-vehicle equipment while driving, e.g. mobile phones, satellite navigation systems, radios, in car entertainment.
- Distraction such as eating, drinking and smoking.

All drivers must be satisfied that the vehicle is in a safe and roadworthy condition. This applies equally to TDC, lease, hire, or own vehicles. Employees must carry out a basic visual vehicle safety check before using a vehicle on Council business (Appendix 3) and for private vehicles checks (Appendix 5). Checks in council owned vehicles should be confirmed using the Vehicle Inspection Sheet (Appendix 4) which are stored in each vehicle.

### **5.2 Training**

As with other work equipment TDC has a duty to assess, inform, train and supervise workers who drive vehicles as part of their work.

Even though employees have passed a driving test and hold an appropriate valid licence managers should still ensure that the employee has the competence to safely undertake the type of driving the job requires.

No officer of TDC shall allow an employee, agency worker or volunteer to drive a Council vehicle, hired vehicle without first ensuring:

- The suitability of the individual to drive the vehicle.
- That the vehicle user has the appropriate full and current licence to drive the vehicle(s) proposed.
- That the vehicle driver has the necessary experience, or is assessed for competency before commencing duties.

### **5.3 Record Checks for employees using their own vehicle for work**

A recorded check of drivers' licences, insurance cover and MOT's must be carried out at least every 12 months. It is the responsibility of the service area manager to ensure checks are carried out and up to date. This includes employees who use vehicles for work purposes but do not claim fuel allowance.

Licence checks, MOT and insurance cover where appropriate, for employees and non-employees must be carried out in advance of the start of first driving duty, before permitting the driver to drive on behalf of the Council.

Any endorsements for serious offences i.e. those attracting 6 or more penalty points, such as drink driving and reckless/dangerous driving, must be notified to the employee's manager and Head of Service / Assistant Director.

Any employee found to be driving on Council business with a non-valid licence will be immediately suspended from driving duties and may be subject to disciplinary procedures.

When recruiting, managers must ensure that if a role requires the person to drive on TDC business, it is a condition of recruitment that the following question will be asked:

"Do you have any driving current endorsements? If yes, please give details including when they are due to expire" Information given, may affect recruitment decisions

## **5.4 Medical Suitability and Fitness to Drive**

New employees whose duties include driving a TDC owned, leased, hired or their own vehicles on Council business are required to complete a declaration form to affirm that they are medically fit to drive.

Employees are required to notify their line manager as soon as they become aware of any medical condition, which may affect their ability to drive a vehicle.

There is a legal requirement to report to the DVLA any medical condition requiring notification.

To view the full list of reportable illnesses, please visit: <https://www.gov.uk/health-conditions-and-driving/find-condition-online>.

If you are concerned that you are suffering from a health condition that affects your driving you must inform your line manager and HR.

In addition, for LGV and PCV drivers, the following additional conditions require notification:

- Any heart condition or heart operation.
- Sight in only one eye.
- Any visual problems affecting either eye.

If there is any doubt as to the medical suitability of an employee to carry out driving duties then that employee will be referred to the Occupational Health provider or any suitable alternative for expert medical opinion and advice.

## **5.5 Alcohol and Drugs (Including prescribed medication)**

It is an offence to drive, attempt to drive or be in charge of any motor vehicle on the public highway when unfit through drinking alcohol or consumption of drugs.

Employees who are prescribed drugs for any medical condition must make it clear to any medical professional prescribing treatment that driving a vehicle for work is included in the employee's duties. The line manager must be informed of any medical condition, which could affect the ability of the employee to drive safely.

All drivers and managers of drivers should refer to the Tendring District Council Alcohol and Substance Misuse policy for more detail and the options for alcohol testing.



## 5.6 Mobile Phones and hand held devices

All staff are reminded that it is an offence to use a mobile phone, other than a legally compliant 'hands free' in a vehicle on the public highway at any time when the engine is running. This includes when stationary at traffic lights or when parked on roads when the engine is running.

No employee should use a mobile phone or other hand held devices on the public highway whilst in the driving seat of a vehicle and the engine is running.

Whilst the use of hands free systems is legal, the Council strongly advises all drivers to refrain from the use where possible such systems unless it is an emergency. The evidence that the risk of accident increases with their use is considerable.

## 5.7 Seat Belts

All drivers & Passengers must ensure that seat belts are worn (if fitted) at all times while driving.

## 5.8 Eye Tests

Tendring District Council will, upon request from an employee who is a Driver, provide a voucher for the cost of an eyesight test, which must be carried out by our nominated opticians (currently **Specsavers**), at a time convenient to the employee, but arranged to minimise disruption to the working day.

If you need to arrange an eye test:

Contact [healthandsafety@tendringdc.gov.uk](mailto:healthandsafety@tendringdc.gov.uk) who will send you a voucher. Upon receipt of the voucher, you can then arrange your eye test with the nominated optician. Once the test has been carried out, the optician will complete their section of the form, which must then be returned to [healthandsafety@tendringdc.gov.uk](mailto:healthandsafety@tendringdc.gov.uk).

In addition to eye tests it is also recommended that all staff take advantage of the councils free health check event, if you are concerned about your health or well being you should contact your doctor.

# 6 FLEET AND FLEET DRIVER ISSUES

## 6.1 Road worthiness of fleet vehicles

All leased, hired or TDC owned vehicles are to be inspected for road-worthiness by the user on a daily basis. As a minimum:

- Drivers must complete the vehicle daily check and defects report. Any defect must be brought to the attention of a responsible manager as soon as possible.
- All completed vehicle check and defects report forms must be handed into the transport office at the end of every week.
- All forms must be completed legibly and in full.

- Team Leaders/Supervisors will keep a record of their findings and will carry out monthly checks.
- Any concerns with the mechanical condition of a leased, hired or other company vehicle must be reported immediately to the Transport Services Manager and a defect sheet completed.
- Drivers must maintain any leased, hired or company vehicle in a clean and tidy condition, with particular attention to the external vehicle cleanliness
- Drivers are not permitted to remove, make any additions or alterations to the standard livery of a leased or company vehicle or tamper with or fit additional equipment/accessories;
- Drivers must ensure that the vehicle's load is safe and maximum gross weights and axle weights are not exceeded.

Vehicles which have been hired in from a hire company will be delivered with a signed rental agreement and vehicle checklist to confirm the vehicles roadworthy. This list is kept in the Transport Office for safe keeping and is available on request.

## **6.2 Vehicle security**

Drivers are responsible for ensuring that at all times:

- Tracking systems if fitted are not interfered with or hindered in their operation and that any vehicle is securely locked when the driver and staff members are away from vehicle.
- Ignition keys are not left in any vehicle or any door lock when left unattended and that the engine is not left idling when away from the vehicle.
- Loads including equipment are secure from theft at all times.
- Fuel cards or tracker fobs are kept securely. Driver fobs are personal and should not be left in vehicles or loaned to other staff members.
- Loads on or in the rear of the vehicle must be securely fastened whilst the vehicle is in transit.

Note: A vehicle is not considered unattended when the driver and /or other staff members are out of the cab and operating ancillary equipment associated with the vehicle operation.

Should a vehicle be broken into or stolen the Police and Transport services Manager must be notified immediately.

## **6.3 Smoking**

The Smoke-free (Premises and Enforcement) Regulations 2006, prohibits smoking in the work place, e.g. if that work place is an enclosed space or substantially enclosed and is used by more than

one person; this has been clarified as including the cab area of company vehicles.

Smoking is prohibited within all vehicles as per the councils No Smoking Policy; this includes the use of e-cigarettes. Drivers using their own vehicles to carry passengers on Council business must not smoke within the vehicle while carrying out that business.

Any member of staff refusing to observe the policy will be liable to Disciplinary Action in accordance with the Council's Disciplinary Procedure.

#### **6.4 First aid**

A first aid kit is available in all TDC fleet vehicles.

It is the responsibility of the driver to ensure that vehicle first aid kits are up to date and sufficiently stocked. Checks should be carried out and recorded in accordance with service needs and use, but must be inspected and recorded at a period no longer than 13 weeks.

TDC staff who are using their own vehicles for work purposes should also ensure that they have an appropriate basic first aid kit.

#### **6.5 TDC vehicles for personal use and carrying passengers**

TDC owned, leased or hired vehicles are solely for use on authorised business and must not be used by any person except on Council business. Any approved use of vehicles for travel from home to work and work to home will be in accordance with Inland Revenue guidance.

'To and from work' can be interpreted as travelling to an individual job or any Tendring District Council office, depot or premises. Drivers of TDC owned, hired or leased vehicles who take vehicles home at the end of the working day in order to commute to work and/or are on emergency call out are not considered by the Inland Revenue to be receiving a taxable benefit.

Only individuals working for or on behalf of Tendring District Council (this includes contractors, employees, Members and agency staff) at the time of the journey are authorised to drive or be a passenger in a Council, owned leased or hired vehicles.

#### **6.6 Holidays, sickness and unplanned leave**

Individual services may have specific arrangements for employees permitted to take Council vehicles home. However, it is the responsibility of the employee to make the vehicle available for use by their service in the event of absences and leave.

## 6.7 Use of Vehicle Tracking Systems

All Council vehicles are tracked for operational fleet management monitoring, security, employee safety reasons and is a requirement of the council's fleet insurance.

If vehicle tracking systems are installed drivers need to be aware that, while tracking is a safety benefit for lone drivers, the primary reason for installation is to provide operational fleet management and efficiencies.

Tracking system reports could highlight unsafe driver behaviour, such as speeding, and inappropriate use of vehicles. Outcomes could include disciplinary actions.

Drivers must be made aware that authorised Council officers may use the information recorded by tracking systems in order to:

- Support any areas requiring investigation.
- To settle disputes or provide additional information to resolve accidents / incidents and issues of complaint.
- Use this information in order to take appropriate action where concerns exist.

Authorised users of the tracking system and data need to be aware that the information recorded is confidential. Persons inappropriately disclosing information gathered from the tracking system may be subject to disciplinary action.

It should also be noted that although the GPS tracking system is covered by the GDPR and Data Protection Act provisions this does not apply to information required by the police in respect of the prevention or detection of crime or by HM Revenue and Customs in support of the collection of taxation or duty.

**Managers must bring to the attention of the Transport Services Manager any vehicle not fitted with a tracking system or where it has become defective.**

Regular monitoring will be conducted to ensure compliance.

## 6.8 Road traffic accident/incident procedure for Fleet

In the event of an accident, the driver must follow the guidance provided in the vehicle on the Insurance Accident Assistance Card (Appendix 2).

Employees must not admit liability for any accident or road traffic incident, authorise any repairs to a third party vehicle or property or make any offer of payment when driving a Council vehicle.

Incidents that require the driver to stop:

- Injury to any person, property, or to the following animals: cattle, horses, pigs, goats or dogs.
- Damage to another vehicle or trailer drawn by the vehicle, property on or adjacent to the road e.g. lamp posts, traffic lights, trees or gates.
- Damage to the vehicle (in order to assess roadworthiness to continue the journey.)

#### Requirements in the event of an accident

- The driver must give vehicle registration number and insurance particulars to any person having reasonable grounds for requiring them.
- Drivers should note that an accident involving injury to people or the animals listed above must be reported to the police as soon as possible and in any case within 24-hours.
- Any delay in reporting (within 24 hours) may still be classed as an offence if it is considered that the accident could have been reported sooner.

Failure to stop and report an accident is an offence and the driver could incur a fine and/or imprisonment plus penalty points on the individual's driving license and possible disqualification.

At the scene of an incident/accident, the employee should obtain full details of the third party as follows:

- Full name and address including postcode.
- Telephone number.
- Make and model of vehicle and registration number.
- Insurance company details including policy number.
- Details of damage to third party vehicle or property.
- Details of any injured party and nature of injury.
- Did Emergency services attend the incident?

Where possible the driver must obtain full details of any witnesses and take photographic records of the damage to vehicles, the location and any other relevant information including any abuse or violence.

This information must be passed to the Transport Services Manager.

Should the employee need support following a road traffic accident, either the employee, their line manager or the transport services manager can arrange this with HR.

## 6.9 Fleet driver assessments

An initial assessment will be carried out before the person is allowed to drive a vehicle, or operate equipment owned or operated by TDC.

Further mandatory assessments will be carried out if the level of driving falls below the standards required by TDC.

Either the Transport Services Manager or their nominated person, to assess driver suitability, will carry out driver assessments.

Driver assessments or suitability to drive vehicles above 3.5t requires additional scrutiny.

Any manager concerned about the safety of a driver should contact the Transport services manager and request an assessment.

Refusal by the employee to undergo such an assessment when reasonably requested could and without reasonable excuse, will result in removal of authorisation to drive on Council business.

The employee may also be subject to disciplinary procedures.

## **7 FUEL CARDS**

### **7.1 FUELLING OF COUNCIL VEHICLES**

All Council owned/hired/leased vehicles are fueled using a fuel card.

Fuel can be obtained from nominated petrol stations only.

Fuel Cards are registered in the name of the employee who will be accountable for all purchases made.

Service managers and supervisors can request new cards by contacting the Transport Services Manager.

Any lost/stolen fuel cards must be reported to the Transport Services Manager immediately.


Any obsolete/unwanted cards must be returned to the Transport Services Manager immediately for cancellation.

Managers are responsible for returning fuel cards to the Transport Services Manager when an employee from their service area leaves the council.

Fuel receipts must be obtained by the employee when using a fuel card & put into the receipt box located in the transport office at Northbourne Depot.

Use of fuel will be monitored against mileage and vehicle use. Managers and supervisors are to support regular monitoring.

# Appendix 1

<b>TENDRING DISTRICT COUNCIL- INCIDENT REPORT FORM</b> <b>Record of injury or non-injury accident or incident involving violence, fire, near-miss or hazard</b> <b>Return to: <a href="mailto:healthandsafety@tendringdc.gov.uk">healthandsafety@tendringdc.gov.uk</a></b> Health and Safety at Work Act 1974 and Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) If this incident relates to a member of TDC or a contractor this could be RIDDOR reportable, Please see RIDDOR examples inside cover of book.		
<b>Part 1</b> <b>Information required about Person injured in the Incident.</b> a) Name of injured person/s b) Address of the person c) State Job Title if an employee or state Member of Public (MOP) d) Date & time of incident e) Person's age f) Reference No. of report	a) Name: _____ Sex M <input type="checkbox"/> F <input type="checkbox"/> b) Address: _____ Post Code _____ d) Date of Incident: ___/___/___ e) Time: ___:___ AM <input type="checkbox"/> PM <input type="checkbox"/> f) Age of person: _____ years old g) Location of incident _____	
<b>Part 2</b> <b>Information About the incident.</b> a) State exactly where it happen b) Describe what happened, and explain the factors involved. If a fall is involved, from what height did it occur. If reporting a violent incident give the names of those involved c) Give brief details of any action taken or recommendations to prevent re-occurrence	a) Place incident occurred: _____ b) What happened (be clear as possible in your description of the event): _____ _____ _____ c) Action taken if required: _____ _____	
<b>Part 3</b> <b>Details of any Injury.</b> a) Type of injury (State LH or RH where necessary) b) Was the person off work for more than 3 days c) Details of any First Aid given d) Who gave First-Aid e) Who was the incident reported to	a) Injury details (be clear as possible in your description i.e where on the body the injury occurred): _____ _____ _____ b) Over 3 day Absence Yes <input type="checkbox"/> No <input type="checkbox"/> c) First-Aid given: _____ d) Emergency services incident number: _____ e) By: _____ f) Reported to: _____	
<b>Part 4</b> <b>Incidents.</b> Give the names and addresses of any witness/s	Name and Address: _____ _____	
<b>Part 5</b> <b>Details of the Fire Or Hazard.</b> <b>If reporting a fire.</b> a) Date and time it occurred b) Briefly describe the damage caused <b>If reporting a hazard give details</b>	a) Date of fire or hazard: ___/___/___ Time: ___:___ AM <input type="checkbox"/> PM <input type="checkbox"/> b) Details: _____ _____ _____	
<b>Part 6</b> <b>Person involved to sign confirming above details correct</b>	Name: _____ Signature: _____ Date: / /	
<b>Part 7</b> <b>Member of staff filling in form</b>	Name: _____ Signature: _____ Date: / /	
<b>Part 8</b> <b>Name of Supervisor / Manager</b>	Name: _____ Signature: _____ Date: / /	
<b>NOTES</b> i ii iii	For an Injury, Accident or Incident involving Violence Start at part 1 and also fill in parts 2, 3, 4, 6, 7 and 8 For a Fire or Hazard Report start at Part 5 and also fill in Parts 6, 7 and 8 For a non-injury accident or near miss incident start at part 2 and also fill in parts 4,7,7 and 8.	



# Appendix 2

<p><b>PROTECTOR</b> insurance</p> <p><b>Tendring District Council</b></p> <p>You have been involved in an accident with our policy holder. Please call our insurers Protector Insurance on:</p> <p><b>0161 274 9077</b></p> <p><b>Policy Number: 458918</b></p>	<p><b>RECORD WITNESS OR PASSENGER DETAILS HERE</b></p> <p>Witness Name _____ Address _____ Postcode _____</p> <p>Phone Number _____ Witness location to the Accident _____</p> <p>Number of occupants in other vehicle including driver _____ Their Gender and approximate age _____</p> <p>Did the emergency services attend <b>Y/N</b> _____ Reference number if <b>YES</b> _____</p>	<p><b>PROTECTOR</b> insurance</p> <p><b>MOTOR INCIDENT ACCIDENT ASSISTANCE</b></p> <p><b>Tendring District Council</b></p> <p>Please report immediately to <b>0161 274 9077</b></p>
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<p><b>IN THE EVENT OF AN ACCIDENT</b></p> <ul style="list-style-type: none"> <li>✓ Number 1 priority after a road traffic collision, check and see if there are any casualties, if there are, always summon assistance immediately. Do not move any of the vehicles unless they pose a direct threat of further injury or damage at the scene.</li> <li>✓ Do not admit liability</li> <li>✓ Record the details of the vehicles involved including registration, make, model, drivers name, address and contact telephone number</li> <li>✓ Exchange details of insurers with other parties</li> <li>✓ Take note of the number of occupants in each vehicle</li> <li>✓ Take witness details where applicable</li> <li>✓ Note the time, date and location of the accident</li> <li>✓ Where possible, take photographs of the location and any damage sustained</li> <li>✓ Report the accident to your insurers on <b>0161 274 9077</b></li> </ul>	<p><b>RECORD THIRD PARTY DETAILS HERE</b></p> <p>Name _____ Address _____ Postcode _____</p> <p>Phone Number _____ Vehicle Make/Model _____ Is this a company vehicle <b>Y/N</b> _____ Number of occupants in other vehicle including driver _____ Registration Number _____ Insurance Company _____ Policy Number _____ Date / Time / Location _____ Signature of third party _____</p>	<p><b>FILL IN YOUR DETAILS, TEAR OFF AND GIVE TO THE THIRD PARTY:</b></p> <p>Name _____ Company Name _____ Registration Number _____</p> <p><b>PROTECTOR</b> insurance</p> <p>Telephone: <b>0161 274 9077</b> Email: <a href="mailto:claims@protectorinsurance.co.uk">claims@protectorinsurance.co.uk</a> Policy Number: <b>458918</b></p>
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# Appendix 3

Vehicle Daily Check Items to be Signed For

Security of:	Seat Belts
Check Level of:	Oil
Check Level of:	Coolant
Check Level of:	Screen Wash
Check Level of:	Brake/Clutch Fluid
Security/Visibility of:	Number Plates
Security of:	Mirrors
Function of:	Lights
Function of:	Indicators
Condition/Inflation of	Tyres
Condition of:	Bodywork
Display of:	O Licence Disc if Appropriate

# Appendix 4

VEHICLE LOG SHEET

Fleet No. \_\_\_\_\_ WK. No. \_\_\_\_\_  
Reg'n No. \_\_\_\_\_

		Fuel Drawn Gall/Lts	Oil Drawn Lts.	Mileo- Meter Start	Mileo- Meter Finish	Total Miles	Man No.	Drivers Signature
SAT.	Daily Check Completed							
	Defect Note No. if Any							
SUN.	Daily Check Completed							
	Defect Note No. if Any							
MON.	Daily Check Completed							
	Defect Note No. if Any							
TUES.	Daily Check Completed							
	Defect Note No. if Any							
WED.	Daily Check Completed							
	Defect Note No. if Any							
THUR.	Daily Check Completed							
	Defect Note No. if Any							
FRI.	Daily Check Completed							
	Defect Note No. if Any							
(VS4)	TOTALS							WEEK ENDING / /

## **Appendix 5** - Vehicle checks for employees using their own vehicle.

Employees are not required to record vehicle checks for service areas but carrying out checks will help to ensure the safety of casual/essential user vehicles.

<b>Basic vehicle checklist non-fleet drivers</b>				
<b>Vehicle Reg No.</b>		<b>Date</b>		
		<b>Yes</b>	<b>No</b>	<b>Action</b>
<b>Tyres</b>	Tyres inflated			
	Tyres no visual damage			
	Tyres no bald patches			
<b>Lights</b>	Brake			
	Headlights			
	Rear lights			
	Indicators			
	Hazard			
<b>Screen wipers</b>	Front			
	Rear			
<b>Screen Wash</b>	Front			
	Rear			
<b>Wing Mirrors</b>	Nearside			
	Offside			
<b>Seatbelts</b>	Driver			
	Passenger(s)			
<b>Brakes</b>	Hand			
	Foot			
<b>Oil</b>	Above minimum			