

This document may contain links or references to other Trowbridge Town Council policies and procedures. Copies of such can be found online www.trowbridge.gov.uk or in your employee handbook.

Contents

1. Introduction.....	2
1.1. Scope.....	2
1.2. Responsibility.....	2
1.3 User status.....	2
1.4 Non-compliance with the Motor Vehicle Policy.....	2
2. Driver's responsibilities.....	2
2.1. Authority to drive.....	2
2.2. Driver training.....	2
2.3. Safety.....	3
2.3.1 Mobile phones.....	3
2.3.2 Passengers carried.....	3
2.3.3 Equipment carried.....	3
2.3.4 Smoking.....	3
2.3.5 Drug and Alcohol.....	3
2.4. Motoring offences and fines.....	3
2.5. Mileage data and Vehicle Usage Sheets.....	3
2.6. Taking a vehicle outside of the country it is registered to.....	3
2.7. Condition of the vehicle.....	3
2.7.1.....	3
2.7.2.....	3
2.7.3. Daily vehicle checks.....	4
2.8. Insurance and accidents.....	4
2.9 Fuel.....	4
2.9.1. Using the right type of fuel.....	4
2.9.2. Fuel cards.....	4
3. Other conditions for the Town Council Vehicles.....	4
3.1. Private use	4
3.2 Hiring/Letting of Vans.....	5
3.3 Commuting to a workplace from home.....	5
3.5. Vehicle keys security and issue	5
3.6. Use of privately owned vehicles on Trowbridge Town Council business	5
4. Vehicle disposal	5
4.1. Early termination of lease vehicles.....	5
Appendix 1 – Driver Declaration Form.....	6
Appendix 2 – Vehicle Usage Sheet (<i>Example</i>).....	7
Appendix 3 – TTC Vehicle Booking Form.....	8

1. Introduction

1.1. Scope

This is Trowbridge Town Council's policy (including commercial subsidiaries if applicable) with regards to the use of all vehicles on Trowbridge Town Council business, including privately owned, leased or hired vehicles. The policy also covers acquisition and disposal of vehicles. The policy applies to vehicle related activity anywhere in the European Union and the policy should be appropriately interpreted taking account of the differing licensing and legal requirements according to where the vehicle is being used.

1.2. Responsibility

It is the driver's responsibility to understand and comply with the policy and for line management to oversee compliance. Compliance is subject to monitoring by the Fleet Manager (currently the Facilities Manager).

1.3 User status

All Trowbridge Town Council employees and volunteers are reminded that when using vehicles on Trowbridge Town Council business, they remain subject to all the terms and conditions of their contract with the Trowbridge Town Council.

1.4 Non-compliance with the Vehicle Policy

Please note that non-compliance with the Vehicle Policy may lead to disciplinary action being taken, and in serious cases, the breach may be treated as gross misconduct leading to summary dismissal.

2. Driver's responsibilities

2.1. Authority to drive

Anyone driving on Trowbridge Town Council business or driving a Trowbridge Town Council vehicle must have Trowbridge Town Council authority to do so. Such authority can only be granted by the driver's line manager. To be considered for authorisation a driver declaration form (appendix 1) must be completed on an annual basis and meet the following criteria:

- approved by your line manager to drive a vehicle on Trowbridge Town Council business;
- for vans TTC1 - TTC4; have a minimum of 6 months driving experience after passing the UK driving test.
- for TTC5 YT18 AAE, Ford Transit Crew Cab Dropside: be aged at least 25 years, and with a minimum 2 years driving experience;
- hold a full, current and valid driving licence appropriate to the type of vehicle being driven (e.g. minibuses, buses and vehicles over 3.5 tonnes are subject to special licensing regulations); and
- not be suffering from any health condition or infirmity or on any medication which may affect your ability to drive safely;

Councillors/Volunteers may drive a vehicle on Trowbridge Town Council business subject to the same criteria as specified for Trowbridge Town Council employees.

The Trowbridge Town Council reserves the right to inspect the driving licence of anyone driving on Trowbridge Town Council business, in any vehicle, at any time.

2.2. Driver training

Any driver can ask for some assistance with training or understanding the fleet should they feel the need to. They should ensure this request is made through their line manager, who can arrange this training for them.

2.3. Safety

2.3.1 Mobile phones: The use of a hand-held mobile phone whilst driving is illegal in the UK. It is the Town Council's policy to prohibit the use of mobile phones whilst driving. The use of a hands-free set may be permitted in exceptional circumstances. Please refer to vehicles owner's manual to set this up. Many of the fleet vehicles have Bluetooth connectivity.

2.3.2 Passengers and Payload

Passengers carried must not exceed the seat belt capacity of the vehicle. If you are carrying equipment you must not exceed the gross vehicle weight which includes vehicle, driver, passengers, goods and fuel. This permissible Payload can be found on the 'Vehicle Information Sheet' within the folder in the glovebox.

2.3.3 Equipment carried

Any items carried in or towed by the vehicle must be adequately secured and special care must be taken in loading and securing equipment outside the vehicle, e.g. on dropside bed, bulkhead etc.

2.3.4 Smoking

Smoking is not permitted in any Trowbridge Town Council vehicle, to comply with Smoke-free regulations. If you are driving a privately owned vehicle on Town Council business you must refrain from smoking in the vehicle when there is a passenger present.

2.3.5 Drug & Alcohol

Its goes without saying, driving a vehicle whilst under the influence of drugs and/or alcohol is illegal. Authorised drivers are reminded of their responsibilities and therefore should refer to the town councils Drug and Alcohol Policy for clarification.

2.4. Motoring offences and fines

A new driver declaration form (Appendix 1) must be completed as soon as practicable (and in all circumstances within 7 days) if a driver receives a motoring conviction, endorsement on their licence or is made aware by the relevant Police Authority that a prosecution is to take place. This requirement applies irrespective of whether the offence or alleged offence occurred whilst driving on Trowbridge Town Council business.

Parking fines, congestion charge fines, toll charges and fines related to traffic offences should be dealt with promptly (and if not appealed) paid immediately by the driver. Some offences will be reported to the Facilities Manager via the lease company in the first instance (e.g. speeding and other offences caught by camera) and the Town Council has a legal obligation to provide, when requested, the full name and address of the driver at the time of the alleged offence. As stated on the driver declaration form Trowbridge Town Council reserves the right to deduct from salary all costs incurred as a result of a driver's infringement of the Road Traffic Act and applicable Road User Regulations. This will include any associated administration fees which have been charged to the Town Council by the leasing company.

2.5. Mileage data and Vehicle Usage Sheets (Appendix 2)

Within the folder located in the glovebox are the vehicle usage sheets for the Town Council vehicles, these must be completed each time the vehicle is used and will be checked regularly.

2.6. Taking a vehicle outside of the country

A 'driver declaration form' must be completed by anyone who wants to take a fleet vehicle outside of mainland UK. This form will accompany a Letter of Authorisation which must contain emergency information along with T&Cs.

Drivers of privately owned vehicles on Trowbridge Town Council business must contact their own insurers. You may need to carry specific equipment in the vehicle to comply with local legal requirements in the country you are visiting. This equipment is not provided by the Town Council. For further information on any requirements, please visit the AA's website.

2.7. Condition of the vehicle

2.7.1 The driver must ensure that the vehicle and any trailer or other towed equipment is roadworthy and conforms to all legal requirements. The Trowbridge Town Council's minimum requirement for tyre tread is 3mm.

2.7.2 Daily vehicle check

All drivers of Town Council vehicles must complete the Daily usage sheets for mileage and for the daily vehicle checks. Anything significant must be communicated to the Fleet Manager immediately. Drivers are responsible for ensuring that fluid levels are checked before commencing their journey to prevent any on the spot fines that can be issued by the police. E.g. screen wash.

2.7.3 Cleanliness of vehicles

a) Internal Cleanliness, Drivers are responsible for reporting any issues on collection of the vehicle. Drivers are responsible for ensuring that the vehicle is returned litter free and clear of any spills, waste and other detritus before returning the vehicle. Drivers not doing so will be required to clean vehicles outside of work time.

b) External Cleanliness, Department managers and supervisors are responsible for ensuring that vehicles are externally cleaned on a regular basis as required depending on use. This ensures that the council reputation is upheld.

If the driver is not an employee (hire of vehicle) then they will be invoiced for any cleaning work undertaken on the vehicle if not returned clean.

2.8. Insurance and accidents

Trowbridge Town Council motor insurance operates in respect of fire, theft and accidental damage to the fleet vehicles. The insurance includes European Cover.

Drivers of privately owned vehicles on Trowbridge Town Council business must ensure that they have business use cover and to promptly provide evidence of such cover as and when requested to do so by HR.

All vehicle-related accidents involving Trowbridge Town Council insured vehicles must be reported immediately to the Facilities Manager and the incident form completed as soon as possible. The 'Vehicle Accident Form' is located in the file within the glovebox, and includes details on who to contact. Should the driver of the Town Council fleet vehicle be at fault then they will be liable to cover all excess that are charged to the Town Council by the insurance company. They are as follows:

***Accidental Excesses £100 plus additional excesses for young or inexperienced drivers;
Under 21 £300, Aged 21-24 £200, 25 and over on Provisional or not held a licence for at least 12months £200***

A new driver declaration form (appendix I) must be completed as soon as practicable (and in all circumstances within 7 days) following an accident irrespective of whether the vehicle was provided by the Town Council or not. Driver authorisation may be suspended pending an investigation into the circumstances of an accident and satisfactory completion of an updated driver risk assessment.

2.9. Fuel

2.9.1. Using the right type of fuel

It is essential that the correct type of fuel is used when driving a vehicle provided by the Town Council; significant costs can be incurred where the wrong type of fuel is used and these costs are not covered by Trowbridge Town Council insurance.

Biofuels (biodiesel and bioethanol) are not permitted in any Trowbridge Town Council provided vehicle as they may harm the engine.

2.9.2 Fuel cards

The Town Council provides BP Plus fuel cards for each leased vehicle for business use only. Drivers should always aim to use BP stations where we receive the savings. However, if the driver is not able to locate a BP station then the card can also be used in ESSO and Texaco stations. Drivers of privately owned vehicles used on Town Council business cannot be provided with fuel cards.

The card may be used for the purchase of fuel, washes and oil only; transactions are monitored and inappropriate use is followed up. The Trowbridge Town Council does not permit staff to set up accounts with any fuel or fuel card provider. Staff using their own vehicles for business use will be required to submit their own expensive claim form, as per the council's policy.

3. Other conditions for the Town Council Vehicles

3.1 Private Use

The Trowbridge Town Council's insurance arrangements cover private use of the vehicles. Should such request be made the full contents of this policy still applies to the driver including excess and covering of fines and endorsements etc. A 'TTC vehicle booking form' (appendix 3) will be required to be completed to gain permission for such use.

3.2 Hiring/Letting of Vans (Receiving of payment)

Our insurance does not cover the vans for hire/lettings. There is a separate insurance cover for the TTC Minibus, allowing hire of this vehicle.

3.3. Commuting to a workplace from home

Our Insurance Company and the HM Revenue and Customs does not allow fleet vehicles to be used for journeys between home and work.

3.4. Branding, customisations and installations

All branding on vehicles used for Trowbridge Town Council business must comply with the Town Council's branding policy. All customisation and installations (including radios, racking, tow bars, electrics etc) must be approved by the Facilities Manager, prior to any work being undertaken.

3.5. Vehicle keys security and issue

Keys should only be issued to the drivers who comply with the requirements of section 2 of this Vehicle Policy.

A record should be kept of when vehicle keys are removed from and returned to their storage location.

Drivers should not normally have direct access to the keys themselves and should request them from Adam Casserly or Christina Connor. If the second key is required, the Facilities Manager has these. All systems for the logging of keys must include, as a minimum, the vehicle ID number, the driver's name and the date and time keys were taken and returned. Keys should never be left unattended within the vehicles.

3.6. Use of privately owned vehicles on Trowbridge Town Council business

To be authorised by Trowbridge Town Council to drive a privately owned vehicle on Trowbridge Town Council business you must firstly obtain approval of your line manager. Your line manager will need to be satisfied that you and your vehicle meet and comply with the following:

1. The motor insurance applicable to the vehicle being driven includes use in connection with Trowbridge Town Council business.
2. Present evidence that the vehicle has a valid MOT and VED.

4. Vehicle disposal

4.1. Early termination of lease vehicles

Early termination of a lease vehicle requires sign-off by the Facilities Manager. And is subject to agreement and authorisation by the relevant councillor committee. Any termination costs will be recharged to the department or if viable the vehicle will be reallocated. Any costs associated with the reallocation, including transportation and valeting will be recharged to the relevant department.

Lance Allan – Town Clerk & Proper Officer

Signed

Dated

This policy was approved on 6TH November 2018. It will be kept up to date as the size and nature of the Council changes or new legislation is introduced. Otherwise date of next review is four yearly – November 2022.

TROWBRIDGE TOWN COUNCIL Fleet Vehicle Policy Appendix I – Driver Declaration Form

Anyone driving on Trowbridge Town Council business or driving a Trowbridge Town Council vehicle must have Trowbridge Town Council authority to do so. Such authority can only be granted by the driver’s line manager. To be considered for authorisation this driver declaration form must be completed on an annual basis and meet the following criteria:

- approved by your line manager to drive a vehicle on Trowbridge Town Council business;
- for vans TTC1 - TTC4; have a minimum of 6 months driving experience after passing the UK driving test.
- for TTC5 YT18 AAE, Ford Transit Crew Cab Dropside: be aged at least 25 years, and with a minimum 2 years driving experience;
- hold a full, current and valid driving licence appropriate to the type of vehicle being driven (e.g. minibuses, buses and vehicles over 3.5 tonnes are subject to special licensing regulations); and
- not be suffering from any health condition or infirmity or on any medication which may affect your ability to drive safely;

Councillors/Volunteers may drive a vehicle on Trowbridge Town Council business subject to the same criteria as specified for Trowbridge Town Council employees.

The Trowbridge Town Council reserves the right to inspect the driving licence of anyone driving on Trowbridge Town Council business, in any vehicle, at any time and may use www.gov.uk/view-driving-licence to check details are correctly recorded. A printout may be taken and kept on record.

Title [Prof / Dr / Mr / Ms etc]:	
First Name:	
Last Name:	
Job Title:	
Date of Birth:	
DVLA Driving Licence Number:	
Date DVLA Driving Test Passed:	
Categories of Entitlement:	
Minibus Test, Date Passed:	

MOTOR ACCIDENTS Please give details of all accidents in the last 5 years:

Date	Description	Costs

MOTORING CONVICTIONS Please give details of all convictions in the last 5 years:

Conviction Date	Conviction Code: e.g. SP10 DR10 etc	Fine / Ban / Penalty Points

DECLARATION - to be signed by Driver

- 1) I have the above motoring convictions only and do not have a prosecution pending
- 2) I shall notify HR immediately of any likely or pending prosecution due to any alleged contravention of the Road Traffic Act
- 3) I shall notify my line manager immediately of any changes in health conditions that might affect my driving ability
- 4) I have received the latest copy of the Vehicle Policy and signed the agreement overleaf to be bound by rules therein

Signed by employee:		Date:	
Signed by line manager:		Date:	

OFFICE:

I have checked original of Driving Licence and confirm driver meets requirements set out in Vehicle Policy.

Signed by HR:		Date:	
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Authorised Drivers must receive a copy of the **Vehicle Policy** and sign a copy to say that they have read and understood it before driving any vehicle.

Appendix 3 – TTC Vehicle Booking Form

Trowbridge Town Council, Civic Centre, St Stephen’s Place, Trowbridge. BA14 8AH
01225 765072

Hirer/Driver Name:	
Hirer/Driver Address:	
Hirer/Driver Licence No:	
Hirer/Driver Contact No:	
Hirer/Driver D.O.B	
Hirer/Driver Policy Excess <i>(Please Circle)</i>	<p>£400 for Under 21. £300 for Aged 21-24. £300 for 25 or over who has a provisional licence or has not held, for 12 months or more, a full driving licence issued by any country which is a member of the EU. £100 for none of the above.</p>
Please state purpose for use:	
Hire Period <i>(Day/Date and Time for Collection and Drop Off)</i>	

The Town Council insurance policy will cover you to drive the fleet vehicles for private use only. You MUST NOT use them to gain reward (Payment), you will be liable to pay the excess applicable as listed above in the event of an accident. There is no hire charge for the vehicle but we do expect the vehicle to be clean on return along with at least the same amount of fuel in the tank as of when the vehicle was collected. The Town Council will not compensate any over filling of fuel on return of the vehicle. Your signature confirms you understand and agree to these terms.

I.....agree to the terms above.

Signed:.....Date:.....

For office use:

Application approved: YES / NO by whom:.....
 Driver Declaration Form Completed: YES / NO
 Letter of Authorisation: YES / NO by whom:.....