

Perth and Kinross Council Fleet Usage Policy

1. Introduction

This policy identifies how Perth and Kinross Council will manage the significant risks from the driving activities of those who drive vehicles for, or on behalf of Perth and Kinross Council including employees, volunteers, elected members and drivers from external organisations.

2. Policy Statement

Perth and Kinross Council recognises that the provision and use of motor vehicles is an essential and integral element of its business operations. The Council also accepts that some employees and elected members will be authorised to use their own motor vehicles for Council business.

To ensure the safety of our drivers, other staff, service users and members of the public, drivers must comply with all relevant legislation and best practice requirements to prevent accidents, injuries and other incidents as far as reasonably possible across the whole range of driving activities.

The Chief Executive, Executive Directors, Depute Directors, Heads of Service, Service Managers and Head Teachers are responsible for ensuring the requirements of this Policy, Standards and Guidelines are implemented within their areas of responsibility.

3. Risks

- Non-compliance of the Operator's Licence.
- Non-disclosure of medical conditions impacting ability to drive.
- Non-compliance of completing driving licence checks.
- Non-compliance of all relevant road traffic legislation, Drivers Hours regulations and the Road Transport Working Time Directive.

4. Responsibilities

The Chief Executive, Executive Directors, Depute Directors, Heads of Service, Service Managers and Head Teachers:

- Ensure the requirements of the Perth and Kinross Council Fleet Usage Policy are implemented as an integral part of business and operation planning and service delivery.

5. Fleet Responsibilities

- The Fleet Manager is the nominated Goods Vehicle Operators Licence holder and as such has the responsibility for all Perth and Kinross Council vehicles and fleet related compliance.
- Ensure that Council vehicles are maintained in a roadworthy condition.

- Conduct checks to ensure drivers comply with the Drivers Hours and Working Time Directive regulations where required to do so.
- Manage Driver Certificate of Professional Competence (CPC) training where required.
- Manage volunteer drivers.
- Arrange training/familiarisation where required on new Fleet and Mechanical Equipment (FaME) assets.
- Monitor accidents/incidents and highlight with relevant line manager or appropriate PKC Officer to take appropriate action.

6. Line Manager/PKC Officers Responsibilities

- Ensure the recruitment procedures are adhered to and recorded.
- Ensure that risk assessments are conducted for all driving activities.
- Ensure persons affected by this policy, including external organisations that use Council vehicles have access to, or are issued with and familiarise themselves with this policy.
- Ensure employees requiring to drive have had their driving licence checked and are only driving vehicles for the category of licence they hold.
- Ensure drivers comply with Drivers Hours and Working Time Directive regulations where required to do so.
- Ensure that employees have received training and assessment in the safe operation and use of FaME assets when required.
- Ensure that employees have undertaken CPC training if applicable.
- Ensure employees are fit to drive, taking advice from Occupational Health if required and inform Fleet Management of any changes.
- Inform Fleet Management when notified of driving convictions/endorsements.
- Investigate driving collisions/incidents which occur at work and follow the Vehicle Accidents and Damage procedure.
- Ensure employees are keeping vehicles are kept clean, tidy and presentable internally and externally at all times.
- Ensure employees adhere to the Travel Policy.
- Where car seats are required ensure, authorised employees follow the manufacturers guidelines.

7. Driver Types and Responsibilities

All Drivers of Council Vehicles (owned, leased or hired):

- Comply with the requirements of the Highway Code, and all relevant road traffic legislation, Drivers Hours regulations and the Road Transport Working Time Directive (where required to do so), relevant codes of practice and Council policies, procedures and guidance.
- Do not undertake any driving activities whilst under the influence of alcohol, drugs or prescribed medication which may affect driving ability.
- Seat belts are to be worn at all times wherever fitted. Exemptions:-

a driver who is reversing, or supervising a learner driver who is reversing.

- Authorised drivers must inform their manager or appropriate PKC officer of any medical condition that affects their ability and fitness to drive.
- Where safety equipment is provided it must be used and maintained correctly in line with the manufacturer's instructions.
- Authorised drivers must adhere to the manufacturers guidelines when using a car seat.
- Authorised drivers must participate in driving licence checks as required.
- Must have a valid UK driving licence including an up-to-date photo card (if applicable).
- Authorised drivers must inform their manager or appropriate PKC officer of any change in circumstances relating to your driving licence.
- Comply and undertake appropriate pre start check.
- Report any vehicle defects to Fleet Management.
- Report any collisions/incidents in a timely manner to Line Manager and Fleet Management.
- Ensure loads are secure where appropriate.
- Ensure vehicle isn't overloaded.
- Authorised drivers must refrain from idling when stationary.
- Ensure vehicles are kept clean, tidy and presentable internally and externally at all times.
- Adhere to the Travel Policy.

8. Vehicles exceeding 3.5 tonnes (excluding minibuses)

In order to drive you must also undertake Driver CPC qualification and carry your card when driving.

- Comply with appropriate law regarding driver hours and Tachograph regulations.

9. Minibus Drivers (Including Volunteers)

- In addition to the above minibus Drivers must have a valid Midas certificate.
- In the case of volunteer drivers inform Fleet Management of any change in circumstances relating to your driving licence.
- Ensure appropriate section 19 permit is displayed on vehicle at all times.

10. Own Vehicle Use for Authorised Drivers

- Comply with driving licence procedure by signing mandate every 3 years.
- Inform line manager or appropriate PKC Officer of any change in circumstances relating to your driving licence.
- Provide appropriate insurance to cover business use and MOT documentation annually.

- Report any accidents/incidents whilst undertaking Perth and Kinross Council business.

11. Health, Safety and Wellbeing Responsibilities

Monitor and review compliance with this policy.

12. Occupational Health Responsibilities

Monitor and review compliance with this policy.

13. Trainers & Training Providers Responsibilities

- Deliver courses to the standard required by Fleet Management.
- Maintain adequate records of attendees.
- Upload driver information to the Driver Vehicle Standards Agency (DVSA) within specified timeframes for the issue of a Driver Qualification Card.

14. Training and Training Provider

Deliver courses on the following:

- Midas
- CPC
- Familiarisation e.g. Pool Vehicles
- Induction
- D1 + E – Minibus Driver Training
- C1 – HGV Training
- Trailer Training
- Any other relevant training courses

15. Frequency of Driving Licence Checking (All Authorised Drivers)

- Drivers of vehicles exceeding 3.5 tonnes (excluding minibuses) will have their licence checked every 6 months.
- Drivers of vehicles exceeding 3.5 tonnes (excluding minibuses) with 6 or more penalty points will have their licence checked every 3 months.
- All other drivers with 0 - 5 penalty points will have their licence checked every 12 months.
- All other drivers with 6 and more penalty points will have their licence checked every 3 months.
- Drivers who have passed their test and are in their 2 year probation period will have their licence checked every 6 months.
- Drivers who have passed their test and are in their 2 year probation period and have 3 or more penalty points will have their licence checked every 3 months.

16. Maintenance & Modifications

The Fleet Management Team (FMT) will ensure all PKC vehicles are maintained in a roadworthy condition, subject to planned routine vehicle servicing, planned safety inspections, that vehicles are inspected daily prior to use and that records are to be maintained.

The Fleet Management Team will provide service schedules for all FaME assets. Services must ensure they have appropriate arrangements to ensure service dates are met.

- Any modifications must be submitted to Fleet Management Team for approval.
- Any vehicle defects must be supported by relevant defect report and logged on Key 2.

17. Service Level Agreement (SLA)

An SLA has been produced for each Service to detail the responsibilities of Fleet Management and service responsibilities.

18. Compliance Audit Checks

The Fleet Management Team is empowered to carry out roadside or depot spot-checks on vehicle maintenance and vehicle operations. Where a spot check reveals vehicle maintenance defects or operational deficiencies the Fleet Management Team may instruct that the vehicle is removed from service.

- Misuse of a vehicle or a persistently poor standard of driving, resulting in damage to Council vehicles or the image or reputation of the Council, will be reported to the employee's line manager by the Fleet Management Team.

19. Insurance and Acceptable Use of Council Vehicles

Perth and Kinross Council vehicles (owned, leased or hired) must only be used to carry goods and/or authorised passengers when the journey is for official Council purposes. Any damage sustained during unauthorised use is not covered by Council insurance therefore the driver will be liable for payment of repair damage and any subsequent third-party claim.

It is the legal responsibility of the driver to ensure that only PKC employees or authorised passengers and goods are carried safely and securely at all times.

Authorised passengers are:

- Council employees on duty or travelling to or from duty.
- Persons engaged in work for or on behalf of the Council.
- Persons being carried in the event of an emergency.
- Persons being transported as part of a Council service.
- Other persons as authorised by Line Manager.

Any unauthorised passengers (including animals) are not permitted and therefore are not covered under Council insurance including any personal liability claims.

Council property and equipment is insured under the Council's general insurance policy. However, this excludes theft from an unattended vehicle. All property and equipment must be removed from unattended vehicles. If this is impossible in specific circumstances equipment must be hidden from view and be locked.

Community groups may be liable to pay £250 excess charge in the event of any damage caused as detailed in booking information.

Under no circumstances should Council vehicles be used for personal use. This includes home to office travel unless authorised by Line Manager. Refer to Mobile workers information on Eric.

Non Perth and Kinross Council goods and materials are not permitted to be transported in Perth and Kinross Council vehicles.

Unauthorised non Perth and Kinross Council tools and equipment are not permitted and therefore not covered by insurance.

Tools and materials are not permitted to be transported in the same cabin space as personnel. Personnel may only be transported in properly designed and fitted seats.

Perth and Kinross Council vehicles are only permitted to tow Perth and Kinross Council trailers no private vehicles or trailers are permitted for this type of use.

20. Parking

All Council vehicles must be parked legally to comply with all Road Traffic Act regulations.

All Operator Licence vehicles must only be parked at Authorised Goods Vehicle Operating Centres listed on the Council's Operating Licence.

21. Fines

Any incident which is due to a driver's failure to observe their responsibilities as a road user whilst driving a Council vehicle will incur the fine, or penalty points as a result of this. incurred whilst using a Council vehicle is the drivers responsibility.

22. Smoking including E-Cigarettes

It is an offence under The Prohibition of Smoking in Certain Premises (Scotland) Regulations 2006 and vehicles are classified as Certain Premises.

The Council's Smoking at Work Policy has a "No Smoking" Policy in all Council accommodation and vehicles and this must be adhered to at all times.

23. Use of Communications Equipment

The use of mobile phones, satellite navigation, mobile devices and in cab technology while driving on Council business or whilst driving a Council vehicle is not permitted. To undertake these activities the vehicle must be stationary. If devices are required to be used the driver must stop in a safe position to do so and turn off the ignition before using the device.

24. Vehicle Trackers, Telematics & CCTV

All Perth and Kinross Council vehicles are now fitted with tracking devices. Fleet Management shall ensure that arrangements are in place to monitor reports generated from telematics including vehicle positioning, journey information, vehicle speed, idling, fleet utilisation, etc. Line Managers will be given system access to their vehicles for day to day management of these vehicles within their responsibility to improve effectiveness, efficiency and vehicle utilisation. Reports will also be used by the Fleet Manager to assist with the strategic management of the Council fleet.

Where information comes to the attention of a manager that there may be misuse of a Council vehicle, data such as reports, or images may be used to assist with a disciplinary investigation/hearing in accordance with the Council's Achieving and Maintaining Standards Procedure/Disciplinary Procedure for Teachers. *The compilation of any evidence will be carried out in accordance with the General Data Protection Regulations 2018.*

25. On-Board Weighing Systems

The on-board weighing system (where fitted) should be used at all times to ensure no overloading incidents occur.

26. Use of Vehicles Outside of UK

Any journeys using PKC vehicles outside the UK must be referred to Fleet Management prior to trip.

27. Fuel including Alternative Fuels

The Fleet Management Team will make arrangements that ensure the adequate provision of fuel supply for vehicles that are owned or used by any Council Services. Any inappropriate use of fuel out with Perth and Kinross Council business will result in disciplinary investigation/hearing in accordance with the Council's Achieving and Maintaining Standards Procedure/Disciplinary Procedure for Teachers.

PKC is working towards delivering the Scottish governments targets for net zero emissions in transport by 2025 for cars and light commercials and 2030 for all other vehicles.

For further information regarding PKC's strategy for transitioning to Electric Vehicles refer to PKC's LEV Fleet Strategy. PKC employees are to use dedicated PKC chargers in the first instance where possible.

28. External Hires

Fleet Management will make arrangements for all external hire of vehicles and plant, which will be procured using the appropriate framework agreement to achieve best value.

29. Procurement & Disposal

The Fleet Management Team will procure all vehicles, plant & mechanical equipment on behalf of all Council Services.

The Fleet Management Team shall dispose of all end of life or surplus vehicles, plant or mechanical equipment using the Corporate and Fleet asset Stream disposal procedures and processes as outlined in FaME Disposal and FaMe Procurement Registration Policies.

Failure to follow this policy may be deemed to be misconduct and may be investigated in accordance with the Council's Achieving and Maintaining Standards Procedure/Disciplinary Procedure for Teachers.

30. Occupational Road Risk

For further guidance please refer to the following documents –
[Occupational Road Risk Arrangement](#)
[Occupational Road Risk Guidance](#)

31. Legislation

Management of Health and Safety Regulations 1999 (MHSW)
The Road Traffic Act 1988
The Road Safety Act 2006
The Goods Vehicle Operators Licence 1995
The Road Vehicles (Construction & Use) Regulations 1984 and associated amendments
The Road Transport Working Time Regulations 2005 and associated amendments
The EC Drivers' Hours and Tachograph Rules for Goods Vehicles (Regulation (EC) 561/2006)
The Vehicle Drivers (Certificates of Professional Competence) Regulations 2007 and associated amendments

32. PKC Reference Documents

EV Strategy
EV Chargers locations