

How to Mobile Workers

This guidance is intended for Single Status and Craft employees who are allocated a Council vehicle to carry out their duties as part of a mobile working arrangement.

Daily vehicle checks must be carried out by the responsible employee in accordance with the [Corporate Fleet Policy](#).

Working Time

For the purposes of the Working Time Directive, working time is the period from when the employee starts the vehicle checks until they finish the last job of the day and return home, excluding any unpaid breaks, e.g. lunch period.

Paid Working Time

Employees will be paid from when they start the vehicle checks until they finish the last job of the day, i.e. this excludes their journey home and any unpaid breaks, e.g. lunch period.

Example

Employee leaves home at 07.45 and carries out vehicle checks before driving to their first job. They have an hour lunch break from 12.30, finish their last job at 16.15 and get home at 16.45.

	Working Time	Paid Working Time
Morning	07.45 to 12.30	07.45 to 12.30
Afternoon	13.30 to 16.45	13.30 to 16.15
Total hours	8 hours	7 ½ hours

For further guidance about travel for mobile workers refer to the Frequently Asked Questions below.

Frequently Asked Questions

Q1. When is an employee classed as a mobile worker?

If you start your work day from home and use an allocated Council vehicle as an integral part of your duties, e.g. to travel between several locations on a daily basis, without the need to attend a PKC base, you may be classed as a mobile worker.

If you are allocated a Council or pool vehicle for collection from a PKC base or other designated place, you would not normally be classed as a mobile worker.

Q2. Who can travel with me?

In accordance with the [Corporate Fleet and Transport Policy & Procedure Arrangements](#) only authorised passengers may travel with you and on Council business.

Q3. Can I use the vehicle for personal use?

You are not permitted to use the vehicle for personal use.

Q4. What happens if I travel with a colleague to jointly carry out work?

Where more than one employee travels together, the passenger's line manager should consider what other duties they can carry out, e.g. as an alternative to allocated time for vehicle checks, to ensure they fulfil their contracted hours.

Q5. If I am allocated a vehicle, must I have a parking place at my home address?

Yes, you should park your vehicle overnight at or near your home address. If you require to park overnight somewhere other than at that address, this must be agreed with your line manager in advance.

Q6. What happens if I'm thinking about moving house?

You are contractually required to live within a reasonable travelling distance of your allocated geographical location within Perth and Kinross. You should therefore discuss this with your line manager as soon as possible and before you move house.

Q7. How will my line manager assess whether I will still be living within a reasonable travelling distance?

Your line manager will consider, on a case by case basis, all relevant factors, e.g. any additional travelling time or distance involved, anticipated impact on

service delivery and costs, and whether the arrangement would be sustainable.

Q8. Can I request to be allocated an alternative geographical location within Perth and Kinross?

You may make a request but there is no obligation on your line manager's part to offer you an alternative location.

Q9. What happens if the Council decides to allocate me to an alternative geographical location within Perth and Kinross?

If this involves additional travelling time at the start of the day, this will still be treated as paid working time. However, any additional travelling time at the end of the day after your last job would be unpaid.