

***North East Lindsey, Upper Witham,
Witham First District and Witham
Third District Internal Drainage
Boards***

**VEHICLES
DRIVING
POLICY**

Joint Services Committee: 10/05/21
Issued May 2021

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1 Purpose of Policy

- 1.1 North East Lindsey, Upper Witham, Witham First District and Witham Third District IDBs (the 'Boards') are committed to reducing the risks that their employees face and create when driving or riding for work and using plant and machinery. It is the four Boards' policy to provide and maintain safe and healthy working conditions for all employees and to provide the information, instruction, training and supervision necessary for this purpose.
- 1.2 This policy covers the driving of Board owned/leased/hired/loaned vehicles or when using their own vehicle for work purposes. This policy applies whenever a Board vehicle is been driven (whether on business or private use) and when private vehicles are been used on Board business. All of the Boards vehicles will be kept clean and well maintained and driven safely.
- 1.3 This policy is supplemented by detailed guidance and operating procedures for the operation of specific pieces of plant and machinery and for specific working conditions (eg working under overhead power lines).
- 1.4 All employees are required to comply with this policy and any records required by this policy will be kept on individuals personal files.
- 1.5 A key part of the policy is to ensure incidents are reported and dealt with promptly to reduce the risk to the Boards' and its staff. The Policy is also to support staff by providing guidance and procedures to follow.
- 1.6 To ensure this policy is kept up to date, it will be reviewed tri-annually or as necessary when new issues arise.

2 Responsibilities

- 2.1 Overall responsibility for Vehicle Driving Risk within the organisation:
 - Chief Executive
- 2.2 The person with delegated responsibility, in the absence of the above is:
 - Director of Engineering and Operations
- 2.3 Responsibility for this policy being implemented at other premises on a day to day basis sits with:
 - North East Lindsey – Works Supervisor
 - Upper Witham - Foreman
 - Witham First - Foreman
 - Witham Third - Foreman
- 2.4 Administrative requirements will be undertaken by the Finance and Rating Officers based at Witham House.

3 General

- 3.1 When driving for work, employees will always drive within road traffic laws, comply with the Highway Code, drive safely and responsibly taking into account the prevailing road conditions, traffic and weather.
- 3.2 The vehicles and plant promote the image of the Boards' and therefore should be kept clean, well maintained and operated safely. It is the responsibility of all staff to ensure any issues which arise that detract from this are brought to your line manager/supervisors attention with minimum delay.
- 3.3 Failure to comply with the 4 Boards' policy may be regarded as a disciplinary offence.

3.4 All managers/supervisors/staff will ensure that:

- they lead by example, both in the way they drive themselves and by not tolerating poor driving practice among colleagues and nominated drivers.
- staff understand the dangers and consequences of poor driving.
- all incidents are reported promptly.
- driver safety forms part of an individual employee's terms and conditions of employment and performance appraisal.
- work related road safety issues are included in team meetings as appropriate.
- periodic checks are conducted to ensure the Board's policy is being followed, eg periodic examination of driving licences.
- staff are confident that they can report and discuss any driving related problems or concerns with an appropriate person, without fear of being treated unfairly.

3.5 Employees who drive for work will:

- ensure they have a driving licence which is valid (in date) with the correct provisions (including towing if required) for the vehicle they are asked to operate.
- present their licence, and any other document required, for inspection on request (normally six-monthly) to comply with the 4 Boards' insurances.
- report any road safety problems, including crashes, incidents, fixed penalty notices, summons and convictions for any offence to their line manager/supervisor.
- face disciplinary action which may result in a disciplinary penalty, including dismissal, for some offences (such as Drinking and Driving and Reckless or Dangerous Driving.
- co-operate with monitoring, reporting and investigation procedures.
- ensure DVLA is notified of all required changes in status, eg notifiable health conditions and correspondingly that their line manager/supervisor is notified of such changes to enable appropriate support is offered to staff members, organisational risk assessments and records to be maintained.
- be responsible for all fines relating to speeding, parking and road traffic act offences that they have committed, whether during business or private use of a vehicle.
- be responsible for legal costs (except in exceptional circumstances) if prosecuted for a road traffic offence.
- ensure that all personal protective equipment (PPE) provided in the interests of health and safety at work is maintained in good order, worn habitually where the risk of exposure persists, and any defective equipment is immediately reported to the Supervisor who will organise and issue replacement PPE.
- look after responsibly any vehicle issued to them, keep it in a clean condition and report any defects that require attention.
- conduct themselves in a manner as to prevent what is commonly known as 'road rage'.

3.6 Members of the Board will not be bound by the Vehicle Driving Policy but those that claim mileage from the Boards will each time declare that their vehicle is properly maintained, insured and legal to drive for carrying out their duties whilst on Board business.

4 Provision of Vehicles

- 4.1 Staff will either be provided with a vehicle to undertake business travel or will use their own vehicle where designated. Additionally, Operatives will be using large items of plant and machinery in order to undertake their daily tasks.
- 4.2 The Boards' will be responsible for the provision of vehicles for operatives and designating staff as either 'essential' or 'casual' user where they use their own vehicle for business purposes.

5 Board Provided Vehicles

- 5.1 The Boards' will consider what vehicles are required and will agree whether to procure new or second hand vehicles via outright purchase, hire or leasing. The Boards' will ensure the suitability of all vehicles purchased/leased/hired with regard to passenger/load safety, ease of loading/unloading, and driver comfort as well as the vehicle's suitability for the task and its whole life value.
- 5.2 All drivers will undertake full familiarisation training, arranged by their line manager/supervisor, prior to using any Board vehicle. Care should be taken where drivers are asked to make frequent vehicle changes, especially when moving between large and small vehicles on a daily basis.
- 5.3 Maintenance of Board owned or leased vehicles will be carried out in line with the manufacturer's schedules and to meet any requirements required by the lessor. Tyres on vans/4x4's/light goods vehicles will be replaced when tread depth reaches a minimum of 2mm.
- 5.4 Some of the 4 Boards' vehicles may be leased rather than owned. When this applies no modifications or adaptations will be made without the express prior permission in writing of the lease provider. All servicing and maintenance must be carried out by the leaseholder's nominated maintenance provider.
- 5.5 Drivers are legally responsible for the road worthiness of their vehicle once they have taken possession of it. Regular inspections are required to ensure its road worthiness is maintained and record sheets will be completed and submitted weekly for each of the Boards' vehicles.
- 5.6 A mileage sheet will also be required for each operative who is using a Boards' van or 4x4. This will summarise for each day the start and finish mileage, total mileage undertaken and how this is split between business and private mileage. It will also record any fuelling that has taken place (including any private fuelling for any private mileage). These are to be submitted weekly to Witham House.
- 5.7 Employees will ensure that:
 - the vehicle they drive is regularly serviced and taxed and that they have the correct driving licence for that vehicle.
 - any road traffic offences and penalties incurred, whether in the execution of work or not, are reported to their line manager/supervisor who will in turn inform the Finance and Rating Officer (this information may be required by the Board's insurance company to calculate premiums for the vehicle fleet).
 - any accidents involving a Board's vehicle must follow the procedure set out below.
 - no other person, unless authorised by the Board, will drive the Boards' vehicles.
 - passengers carried during business use of the Boards' vehicles will only be those in relation to the Boards' business (eg staff or members of all 4 Boards, related party staff/contractors, visitors to the Boards', etc).

- no staff will provide lifts to hitchhikers.
- whilst not in use, any company vehicle is to be parked in a safe location to protect the Board's asset, preferably well lit designated parking areas (be aware of wheel clamping, the Board cannot be held responsible for such penalties) or wherever is deemed a safe location taking account of the local neighbourhood and locality. It must be locked and sufficiently secured and remove any valuable items from view.
- daily/weekly safety check sheets will be completed for each vehicle as provided.
- daily/weekly mileage sheets will be completed and submitted for each vehicle as provided.
- hired/loaned vehicles are checked on collection/delivery and any faults are notified to the hiring/loaning organisation immediately.

5.8 Training will be provided for all newly appointed drivers or upon the change of vehicle and records kept on their Personnel file.

5.9 Where new equipment or facilities are provided, training in their use will be given and records kept on the relevant individuals Personnel file.

5.10 Appropriate training and support will be given to any staff travelling abroad.

5.11 Where Operatives are provided with a vehicle for business travel (usually a van or 4x4) then with the Chief Executive's permission this may be taken home and used for normal commuting. If any Operative wishes to use the vehicle for private use then they must seek permission to ensure income tax compliance. Further information is available from the Finance and Rating Officers.

6 Use of Own Vehicle

6.1 Employees required to use their own vehicle for work will be designated as 'essential' or 'casual' user and will be reimbursed by the Boards' on this basis. Those using their own vehicle for business use will ensure that:

- the vehicle is taxed and has a valid MOT.
- their motor insurance policy includes business use cover for the amount and type of business mileage undertaken each year.
- the vehicle is serviced according to the manufacturer's specifications.
- the vehicle is not used inappropriately (e.g. towing, carrying unsecured loads, or hazardous off-road access).

6.2 The employee is responsible for ensuring the vehicle is fit for purpose, properly insured and regularly checked.

7 Licence, Insurance & MOT Checks

7.1 On commencement of employment, those required to drive must have their licence checked before any new starter is permitted to drive one of the Boards' vehicles. New employees will have no more than six penalty points on their licence at recruitment. Follow up checks will be carried out at least annually (usually six monthly as recommended by the 4 Boards' insurer) and random checks may be carried out in between.

All staff members and nominated drivers must report any changes in driving licence status immediately to their line manager.

- 7.2 Employees required to use their own vehicle for work must ensure they have "Business use" included on their insurance, a current MOT and road fund licence. Employees will be asked for confirmation of this at least annually (usually six monthly as recommended by the 4 Boards' insurer).
- 7.3 On employment those required to drive specialised vehicles will be subject to a practical assessment of competence. Young/inexperienced drivers will not be allowed to drive performance or specialist vehicles until the relevant Boards insurer is satisfied.
- 7.4 Line manager/supervisors must ensure that employees have the correct licence to drive/tow equipment, in addition to this being a duty of the employee to ensure he/she has the relevant licence provisions, training and experience.

8 Driver Assessment and Training

- 8.1 The 4 Boards' have agreed that all its drivers should be 'Low Risk' and it may, therefore, be necessary for new employees to undertake some driver training before commencing full-time work.
- 8.2 Regular driving and operational assessments will take place at either set intervals (usually 3-5 years) or regular periods tailored to the individual's established abilities. If incident data shows up problems between assessments then more frequent assessments may take place. Line manager/supervisors will be responsible for ensuring such assessments and training are regular and ongoing. This will include specific training relating to specific risks such as driving and working near overhead power lines.
- 8.3 When subsequent driving assessment or incident record shows a problem, appropriate training will be provided.
- 8.4 Young and/or inexperienced drivers (i.e. those under 25 years) will be risk assessed and driver ability/attitude/hazard awareness assessed before being allowed to drive high performance or other specialised vehicles. In some instances certain vehicles may not be able to be driven by younger drivers due to insurance restrictions. Please clarify any restrictions for younger drivers with the Finance & Ratings Officer.

9 Fitness to Drive

- 9.1 All drivers have a personal responsibility for ensuring that they are fit to drive, whether this be their own vehicle or a vehicle provided by the Boards.
- 9.2 You must tell DVLA if you have a driving licence and:
- you develop a 'notifiable' medical condition or disability
 - a condition or disability has got worse since you got your licence
- 9.3 Notifiable conditions are anything that could affect your ability to drive safely. They can include:
- epilepsy
 - strokes
 - other neurological and mental health conditions
 - physical disabilities
 - visual impairments
- 9.4 Line managers/supervisors will ensure that employees:
- are confident that they can report and discuss any fitness to drive problems they may have with their relevant line manager/supervisor without fear of being treated unfairly.

- understand what to do if they consider they are at risk (eg health risk) due to the driving they are required to do.

9.5 Employees will ensure that they:

- inform their line manager/supervisor immediately if they feel they are not fit to drive, for any reason.
- comply with the DVLA medical and eyesight requirements and report any health issue that affects their ability to drive to the DVLA, particularly all DVLA notifiable conditions.

9.6 More information of notifiable conditions is available at www.gov.uk/driving-medical-conditions

You could be fined up to £1,000 if you don't tell DVLA about a condition that might affect your ability to drive safely. You could also be prosecuted if you have an accident.

10 Carriage of Passengers/Goods

10.1 Employees are not permitted to use Board owned vehicles for private use except if agreed by the Chief Executive. No passengers are to be carried in the vehicle unless on one of the Boards' business. If private use has been agreed by the Board for a driver then passengers may be carried in accordance with the capacity of the vehicle and using appropriate additional seating if required (eg child seats, booster seats, etc).

10.2 Seat belts will be worn at all times by drivers and passengers in accordance with the law.

10.3 Child seats must be checked for suitability with the vehicle as well as for the age and size of the child being carried.

10.4 All goods being carried will be securely restrained in and on the vehicle.

10.5 Ensure the vehicle is locked at all times and never leave keys in the vehicle. Items of value carried in vehicles will be stored out of sight in the boot or under a cover and/or in a secure place. The Board will not be responsible for replacement of personal items stolen from the vehicle.

10.6 All staff must ensure information is secure and data is protected whether hard copy or electronic. Encrypt all sensitive information and store on removable media particularly when it is being carried in vehicles or outside the organisations physical control. If any organisational or person sensitive data is outside the organisations control it needs to be protected. Staff should work digitally where possible to minimise the risk of papers being left, lost or stolen. Any loss of data should be reported to Witham House immediately.

11 Towing and Loading

11.1 Anyone towing must have the correct driving licence and insurance. Line manager/supervisors will be responsible for ensuring all drivers towing or loading have suitable and sufficient training to undertake these tasks legally and safely and the correct licence to do so.

11.2 Employees participating in dual manual lifting operations with others must not assume that their partners have received any training in manual lifting techniques. To ensure that safety is maintained and the product is not damaged, clarify before lifting that the person controlling the lifting event has received the appropriate training.

11.3 Loads carried on roof racks must be checked for weight so as not to exceed the safe loading limit of the rack.

11.4 Before towing, drivers must ensure that the weight of the loaded trailer is within the vehicle's towing capacity and maximum gross vehicle train weight, that suitable external mirrors are fitted to the vehicle, and trailer indicators and lights are operating correctly. Tyre pressures and

number plates will be checked and large loads suitably marked. Further guidance is available from <https://www.gov.uk/towing-with-cars>

- 11.5 Drivers when towing must adhere to the maximum speed restrictions. The speed limits in force at the time of approval of this policy are attached. The current speed limits can be found at www.gov.uk/speed-limits

12 Carriage of Substances Hazardous to Health

- 12.1 Management and employees will, under the COSHH Act, control exposure to hazardous substances to protect the public, employees and others who may be exposed from work activities.
- 12.2 Management undertake to identify work place based hazardous substances, identify the risks to people's health and what precautions are needed to make employees safe.
- 12.3 Management undertake to prevent people being exposed to hazardous substances but where this is not reasonably practicable, control the exposure within safety guidelines. Where appropriate, exposure of employees to hazardous substances will be monitored.
- 12.4 Management will ensure control measures are used and maintained properly and that safety procedures are followed and employees will support such measures.
- 12.5 Line manager/supervisors will ensure that health surveillance is carried out where risk assessments show that it is necessary or COSHH regulations makes specific requirements.
- 12.6 Line managers/supervisors will ensure that all employees are properly informed, trained and supervised in understanding and complying with COSHH regulations.

13 Mobile Telephones

- 13.1 The use of mobile phones, whether hands free or not, is not favoured by the insurance company whilst driving.
- 13.2 They believe it is increasingly accepted that there is sufficient distraction for it to be dangerous, even when using a Bluetooth device. This would then expose the driver to prosecution, and the Board open to criticism that a total ban should be in place irrespective of Bluetooth connection.
- 13.3 The law states:

Using hands-free devices when driving

You can use hands-free phones, sat navs and 2-way radios when you're driving or riding. But if the police think you're distracted and not in control of your vehicle you could still get stopped and penalised.

- 13.4 In order to reduce the risk whilst balancing it with operational requirements, the Board will allow drivers to **accept** calls on a hands free/Bluetooth device so long as this doesn't distract them from their driving. The Board does not insist that calls are answered and so it is driver discretion depending upon road conditions, how busy the roads are, if additional concentration is required (eg narrow or twisty road), etc.
- 13.5 Calls are **not to be made** whilst driving. If you need to make a call you should pull over in a safe place to make the call or wait until you have reached your destination so as not to distract you from driving.
- 13.6 When using machinery, the machine must be in a static position and not be moving or been operated whilst a call is made or received.

13.7 This approach will be kept under review. Many companies now insist that mobiles are not used (and are even switched off) whilst employees are driving vehicles.

14 Satellite Navigation System (satnav)

14.1 The purpose of a satnav is to provide advance information about route or traffic conditions, enabling the driver to make earlier and better decisions. However, it is essential that drivers still pay attention to their route and the roads they are using in case the system recommends an unsuitable route or manoeuvre. For example, many systems may not have information such as weight and height limits on roads and bridges (satnavs are not designed for use in heavy vehicles). Drivers must obey road signs and markings, irrespective of what the satnav tells them to do.

14.2 If a Satnav (or mobile phone being used as a satnav) is being used it must be in a fixed cradle and must not be in the drivers line of vision.

15 Use of Personal Audio Earphones/Headphones

15.1 The wearing of personal audio system headphones whilst operating or driving equipment/vehicles is forbidden.

16 Substance Misuse

16.1 For the purpose of this policy substance misuse refers to the misuse of illicit substances, prescription drugs, over the counter medications, solvents and alcohol which may lead a person to experience physical, psychological or social problems.

16.2 The consumption of alcohol or any illicit substance can pose a risk to the individual, work colleagues, visitors, clients and the public. It is unacceptable in the context of consuming alcohol or misusing substances either before or during work under any circumstances.

16.3 Employees are not permitted to carry out their duties whilst under the effects of drugs or alcohol and must not drive and/or attend work if their ability to do so is impaired by alcohol, drugs or medicines.

16.4 Failure to comply with this will be regarded as a serious disciplinary matter, as such will be enforced through the organisational white book disciplinary procedures.

16.5 Board owned vehicles are classed as a place of work and as such the consumption of alcohol or any illicit substances or smoking is not permitted.

16.6 Guidance/counselling may be made available to staff who have an identified problem. Should this support be ignored then recourse to disciplinary procedures may be taken

16.7 Line manager/supervisors will ensure that:

- employees understand the dangers and consequences of driving while under the influence of alcohol, drugs or medicines.
- employees are confident that they can report and discuss any drink or drugs problems they might have with the line manager/supervisor without fear of being treated unfairly.

16.8 Employees will:

- ensure they act responsibly and adhere to policy guidance.
- Understand the dangers and consequences of driving while under the influence of alcohol, drugs or medicines.
- never drive while under the influence of alcohol, drugs or medicines.

- be aware that they may still be over the limit, or affected by alcohol the morning after they have been drinking.
- be aware that prescription drugs, over-the-counter medicines and/or alternative remedies can affect driving and can cause drowsiness and should act upon the warnings given on the label or from a medical professional. They should inform their line manager/supervisor.
- Immediately report drug and alcohol problems, including cautions, summons or convictions for alcohol or drug related offences, to their line manager/supervisor who will in turn inform the Chief Executive.

17 Speed Limits

- 17.1 Employees driving for work must never drive faster than road and weather conditions safely allow and must obey posted speed limits at all times. Exceeding the speed limit is against the law. Persistent failure to comply with the law will be regarded as a serious matter, and gross speeding while driving for work will be regarded as a serious disciplinary matter.
- 17.2 Employees who gain penalty points on their licence may be required to take further driver training. Vehicles provided by the Board may be withdrawn from staff who attain more than six or more penalty points and will be withdrawn from staff who are disqualified from driving.
- 17.3 The Board will co-operate with police enquiries resulting from an alleged speeding offence or incident and will supply details of the employee (or the driver, if different) to whom the vehicle is allocated.
- 17.4 Speeding offences are not the Board's liability and any speeding fines incurred by an individual will be met in full by that individual.
- 17.5 Employees are responsible for understanding the speed restrictions on works commercial vehicles. This applies particularly to vans and 4x4's where the differentials can be confusing. If the van is based upon a car model (eg a Vauxhall Corsa van) then the national speed limits apply. If the van is not based upon a car model (eg Citroen Berlingo vans) then the reduced light commercial vehicle limits apply which are 10mph below the national speed limit on a dual carriage way (from 70mph to 60mph) and single carriageway (from 60mph to 50mph). Similarly, if the unladen weight of aa 4x4 is more than 2040kg (2 imperial tonnes) then the lower speed limits apply. The speed limits in force at the time of approval of this policy are attached. The current speed limits can be found at www.gov.uk/speed-limits.
- 17.6 Line manager/supervisor will ensure that:
- they lead by personal example.
 - staff understand their responsibilities to drive at safe speeds and obey speed limits.
 - staff plan and undertake journeys at safe speeds and obey speed limits.
 - work targets and systems of work do not create pressures which lead staff to use speed inappropriately.
- 17.7 Employees who drive for work will:
- never drive faster than conditions safely allow and obey posted speed limits at all times.
 - ensure they know what the maximum speed limit is for the vehicle they are driving.
 - plan journeys so they can be completed at safe speeds and without exceeding speed

limits.

- report any incidents, fixed penalty notices, summons and convictions for any offence, including speeding to their line manager/supervisor.
- plan their journey to ensure adequate time is allowed for rest breaks, traffic congestion and weather conditions.

18 Conviction Penalty Points/Disciplinary Procedures

- 18.1 Any conviction incurred will be notified to your line manager/supervisor immediately for recording.
- 18.2 Any driver convicted of a traffic offence will be given priority for driver re-assessment/training. Drivers will be actively encouraged to take part in any driver rehabilitation training as an alternative to prosecution (e.g. National Driver Improvement Scheme and Speed Awareness workshop).
- 18.3 In the event of a driving ban being imposed by the courts, drivers will be relieved of driving duties and, if possible, offered alternative work within the organisation if available recognising the opportunity for this may be limited.

19 Journey Planning

- 19.1 Line managers/supervisors will raise awareness at recruitment and staff tool box talks to ensure that drivers are reminded of the need for safe journey planning and the dangers of falling asleep at the wheel.
- 19.2 Employees will ensure that they:
- check their vehicle before each journey, especially tyres, lights, windscreen wipers and fluid levels.
 - take breaks on longer journeys and plan breaks before they start their journey.
 - allow sufficient time to take account of reasonably foreseeable weather and traffic conditions and to comply with speed limits.
 - consider staying overnight when the combination of travelling to or from a long distance location along with the time at the event/appointment is excessive.
 - find somewhere safe to stop if they start to feel tired.
 - wherever possible avoid driving at night and in adverse weather conditions, particularly fog, very high winds, ice, snow or flooding or where there is a danger of becoming stranded in a remote location.
 - are aware of the dangers of 'moonlighting' or spending too long on evening hobbies, social activities or domestic work that limit sleeping time.

20 Stress

- 20.1 Drivers must try to reduce stressful situations by undertaking journey planning and scheduling of appointments. Employees are encouraged to discuss any events or situations which may have or be causing stress with their line manager/supervisor and/or HR Consultant. The required support and guidance will be available following those discussions. Types of support could be to identify the triggers, practical guidance, further training and or counselling

21 Vehicle Maintenance

- 21.1 Vehicle maintenance will be carried out in line with the manufacturer's schedules. Leased vehicles will be maintained by the lease holder's nominated provider.
- 21.2 Daily and weekly checks will be completed by all drivers on all Board vehicles. Any defects should be reported immediately to the line manager/supervisor. The check sheets will be submitted to the Finance & Rating Officer at Witham House. It is recommended that employees using their own vehicles also undertake these checks.
- 21.3 Hired/loaned vehicles will be checked on collection/delivery by the driver and any faults will be notified to the hiring/loan organisation immediately. It is the driver's responsibility to ensure that hired/loaned vehicles remain in excellent condition.
- 21.4 The line manager/supervisor will be responsible for arranging for any defects to be dealt with immediately, both with the regular fleet or hired/leased/loaned vehicles.
- 21.5 It will be made clear to all drivers that they are legally responsible for the road worthiness of their vehicle once they have taken possession of it.
- 21.6 Tyres on vans/4x4's/light goods vehicles will be replaced when tread depth reaches a minimum of 2mm.

22 Vehicle Breakdown/Emergency Assistance

- 22.1 Drivers must contact their work base immediately to report any problem and seek guidance during normal office/depot hours. Otherwise they should use the out of hours contact numbers provided.
- 22.2 Drivers must follow the procedure laid down in their vehicle documentation. There are out of hours contact numbers available for leased vehicles which will be kept in each vehicle.

23 Vehicle Incident Reporting

- 23.1 If you are involved in an accident that requires the Police to attend then call them immediately. The safety of employees and other road users is paramount.
- 23.2 If recovery of the vehicle by the insurance company is required then contact Witham House during office hours or the insurance company direct (details are in drivers packs) if out of office hours.
- 23.3 At the earliest opportunity any incident should be reported to your line manager/supervisor who will report it to The Director of Operations.
- 23.4 All employees working for the Board will report any vehicle/driving incident or near miss regardless of vehicle type driven to their line manager/supervisor. Any incidents, including near misses and damage, must be reported.
- 23.5 Details of all incidents and near misses will be recorded, from which control measures can be identified. The Director of Operations will review on a timely basis.

24 Fuelling Vehicles

- 24.1 The Boards' will provide a number of arrangements to ensure vehicles can be fuelled. This will include:
- Fuel stocks held at depots
 - provision of Credit Cards to some staff for those vehicles that can drive and be fuelled

easily at a petrol filling station.

25 Vehicle Cleaning

- 25.1 As with any of the other Boards' vehicles it's the Operative's responsibility to keep the vehicle clean and tidy. They are representing the Boards' image. Facilities will be provided at each depot location for the cleaning and washing of vehicles.
- 25.2 Reasonable time will be allowed for the cleaning of vehicles.
- 25.3 If as an alternative you wish to use a car washing and cleaning facility then this will be at the individuals own expense. The Boards' will not reimburse car washing/cleaning costs unless separately agreed by the Chief executive.

26 Review

- 26.1 This Policy will be subject to review at least tri-annually. If issues arise which require changes ahead of this then a revised version will be taken to the Boards' for approval.
- 26.2 The next review is scheduled for May 2024.

Acceptance

I confirm I have read and understood this Policy and the procedures contained within it and understand that by undertaking driving for business purposes I will comply with and undertake the requirements of this Policy.

Signature

Position

Date
