

FLEET ROAD RISK POLICY



Fleet Road Risk Policy.

1.0 Introduction.

Carmarthenshire County Council is committed to manage the risk associated with the operation of road and passenger transport. The County Council is intent on improving road safety through the responsible use of transport associated with the delivery of services to the people of Carmarthenshire.

The Fleet Road Risk Policy promotes the safe use of vehicles through programmes that will enable all transport users to integrate transport into the service delivery/business process.

2.0 Policy Scope.

2.1 The Policy covers all operational vehicles (to include pool cars) and drivers (employed and voluntary) utilised in service delivery by and for the Council. It excludes employee leased and owned cars.

2.2 This document should be read in conjunction with associated transport documents :

- The policy for the provision and maintenance of vehicles within the Council.
- The agreement for the provision and hire of vehicles of Vehicles.
- Carmarthenshire County Council Driver Development Manual.
- Procedures for the safe loading and maintenance of vehicles.
- The Disciplinary Rules.

3.0 The Important Legal Requirements.

3.1 Transport users are often unaware that they operate in one of the most regulated industries within the UK today. Legislation governs the way we build, operate and manage our transport.

3.2 The Traffic Commissioner licenses our Goods Vehicles and in effect has control over every vehicle operated by the Council. He in conjunction with the Police and the Health and Safety Executive have wide powers that include prosecution through the Courts, disciplinary action against the Council and its Transport Manager, suspension of our licence to operate goods and passenger vehicles and more recently impounding and confiscation of vehicles.

3.3 The Council is therefore required to operate all plant and vehicles safely and to have suitable management procedures in place to comply with all legal obligations.

4.0 The Key Objective.

4.1 Carmarthenshire County Council is committed to providing a safe environment relating to the use and operation of its vehicles and plant. The County Council will ensure its operational transport is properly administered, operated safely in accordance with all legal obligations and road risk is proactively managed.

The County Council will deliver its commitment through four key tools :



5.0 Management and Ownership.

5.1 The Head of Transport has responsibility for the Fleet Road Risk Policy and will implement the policy through Heads of Service and Service Managers.

5.2 The Policy seeks to improve safety of the operational use of transport within the Council. Operational Heads of Service, Managers and Supervisors have day to day responsibility to ensure their departments comply with the content of the Fleet Safe Use Policy, the Fleet Maintenance Policy, terms of the Hire Agreements and all procedures issued relative to the operation of vehicles and plant.

5.3 Drivers have responsibility for ensuring vehicles and plant are used in accordance with the law at all times.

5.4 All vehicles and plant will be subject to corporate, centralised ownership and operated in accordance with this and supporting policies and procedures.

5.5 The County Council will keep up to date with **best practise** relative to management of road risk, by a process of learning through membership of appropriate transport, safety organisations and through training. We will implement best practise and continually develop our management arrangements for reducing road risk.

5.6 Risk assessments of each transport operation will be undertaken at two yearly intervals. The frequency will be increased if necessary e.g through information obtained from monitoring accidents and incidents or through changes in transport related legislation.

6.0 Vehicles and Plant.

6.1 Plant/Vehicle Selection.

The Council will ensure that vehicles and plant purchased by the Council are selected to be fit for purpose, comply with the latest legislative requirements and contribute to safety improvements to meet the objectives of the Fleet Road Risk Policy.

Plant and vehicles will only be selected following an analysis and risk assessment of the operational requirements of the service.

All vehicles must be in high visibility colours (white or yellow) and where practicable be equipped with high visibility, conspicuous tape. Vehicles and Plant will also be liveried in accordance with Corporate Policy and agreed by the Head of Customer Relations.

6.2 Licensing.

The Council will ensure all plant and vehicles are properly licensed to comply with legislation.

6.3 Maintenance.

The Council will ensure the plant and vehicle fleet is in a fit and serviceable condition through the implementation of **rigorous** and **effective** maintenance procedures that must include :

- Pre use safety inspection for vehicles procured / hired for use within the Authority.
- A written daily defect checking and reporting system for all drivers, (through the use of the County Council official vehicle log book); defects are repaired in accordance with our maintenance policy.
- Pre-planned, scheduled safety inspections and servicing in accordance with all Statutory, Department for Transport and Manufacturers recommendations. **Independent checks on the Council's maintenance procedures will be undertaken on a periodical basis by an accredited trade organisation.**

6.4 Legal Obligations.

Vehicles and plant will be used in accordance with all legal obligations and the Council will meet the commitments provided to the Traffic Commissioner i.e.

- **Vehicles and trailers , including those hired are kept fit and serviceable.**

- ❑ **The rules on drivers hours and tachographs are observed and proper records kept.**
- ❑ **Motor Vehicles and trailers are not overloaded.**
- ❑ **Vehicles operate within speed limits.**
- ❑ **Drivers report promptly any defects that could prevent the safe operation of vehicles and that any defects are promptly recorded in writing.**
- ❑ **Records are kept for 15 months of all driver defect reports , all safety inspections , routine maintenance and repairs to vehicles and trailers.**
- ❑ **In respect of each operating centre specified, that the number of authorised vehicles kept there will not exceed the maximum numbers registered with the Traffic Commissioner.**

6.6 Performance Monitoring.

The Council will utilise a computerised Fleet Management system to monitor performance of the fleet to include , safety, maintenance, safe loading, cost and operational performance. Information will be produced and passed to the appropriate Heads of Service who will be responsible for implementing corrective action to improve performance to protect the “good repute” of Carmarthenshire County Council .

Performance will be measured through a suite of Performance Indicators.

Technology will be exploited to ensure a safe environment is created for the operation of vehicles and plant. Vehicle telematics integrated to GPS systems will be utilised to improve vehicle performance and the safety of our employees..

The County Council will encourage community feedback on the effectiveness and safety of its vehicle fleet through the membership of the “well driven” scheme that enables members of the public to phone a central call centre to comment on both the positive and negative aspects of vehicle performance. The Council will utilise the information to deliver improvement in vehicle and driver performance.

6.7 Security.

Carmarthenshire County Council has a significant amount of resource invested in vehicles and plant. The safe and secure storage and parking of vehicles is essential to minimising the risk of theft. Vehicles/plant must be properly secured when left unattended , all doors locked and keys removed.

Vehicles may only be taken home by an employee with the written permission of the Department Head of Service under the following circumstances :

- ❑ Stand by Duty for emergency call out.
- ❑ To enable an employee to report direct to site.

On no account is any private mileage permitted in an authority operated vehicle. The carriage of unauthorised goods is not permitted nor will any private business be transacted in the course of a journey on council business.

On authorised journeys, vehicles equipped with suitable seating may only carry classes of persons whom the driver has been authorised to carry as passengers by the Heads of service or a person acting with their authority.

6.8 Vehicle Brokerage/Loan to Third Parties.

Vehicles loaned or hired to non council organisations may only be loaned with the approval of the Council's insurers, lease company and in accordance with the Fleet Road Risk Policy. All loan/hire agreements must be thoroughly documented and supported by a sub letting/loan agreement signed by both parties. The agreement must provide an assurance from the third parties that they will comply with the terms of all transport related policies, procedures and agreements.

6.9 Insurance and Accident Analysis.

Vehicles and plant will be insured through the County Council's Risk Management Department. The Risk Management Department will decide on the most appropriate level of indemnity for the fleet.

All accidents must be reported promptly via an official claim form and in accordance with the insurance reporting procedures.

Accident/incident reports will be analysed and monitored to develop accident prevention programmes to reduce risk. Such analysis will include departmental, vehicle, driver and accident data. The data will be benchmarked against the performance of other local authorities and best practise within the transport sector.

Accident Investigation – accidents involving injuries to any individual, damage to property or significant vehicle damage will be investigated thoroughly and reviewed by the **Fleet Road Risk Group**. The Head of Transport or Head of Operational Service may suspend 1. Any individual from driving or 2. Any vehicle from operating, following any accident where there is a future risk to the safety of employees or the public.

Specialist forensic accident investigators may be utilised whenever a Council vehicle has been involved in a serious accident.

The Group will have the responsibility for developing and implementing corrective action programmes. Any programme will be consistent with County council Policies and procedures.

The Fleet Road Risk Group will report to the Risk Management Group and Employee Relations Group on performance on a periodical basis.

Insurance premiums and claims excess will be based on fleet safety and claims experience over the previous 12 months performance, with effect from 1st April 2004.

7.0 Routeing and Scheduling

7.1 Operational managers and supervisors will be responsible for organising work schedules to realistic timescales that ensure road related risks are minimised and compliance with the law and operators licence commitments are achieved at all times. **Safety is paramount.**

7.2 Drivers/operatives are responsible for ensuring compliance with the legal and operators license responsibilities when utilising vehicles and plant during the course of their work.

8.0 Employees

Drivers and operatives have the greatest influence on their own and vehicle safety on a day to day basis. It is therefore critical that they are equipped with the right skills and knowledge to ensure compliance with the law and to ensure the safe performance of Carmarthenshire Council vehicles/plant at all times.

The County Council will support employees through correct recruitment, training and procedures that assist them with legal compliance at all times. Drivers must comply with such legal requirement at all times.

8.1 Recruitment.

All job profiles relating to posts which require an employee to drive as a requirement for the job must ensure the job advert/job profile states :

- ❑ The correct driving license requirement.
- ❑ All applicants must provide details of their driving record to include accidents and infringements.
- ❑ Applicants driving records will be checked with previous employers.

Questions relating to the applicants attitude to safety should be asked at the interview.

Managers must ensure that any potential employee must produce their original driving licence at interview and the licence must be checked to ensure compliance with the requirements of the post.

Where the post involves a significant amount of driving no job offer should be made until the applicant has undertaken a driver assessment check through the County Transport Division. Should the applicant fail the assessment then if the person meets all other criteria for the post a formal training programme must be agreed before engagement.

All new employees must undergo an induction programme for transport before they are required to drive at any time.

All Employees

8.3 Training.

Existing employees will be required to undertake training / development and refresher courses every two years or at a period determined by the Fleet Road Risk Group or appropriate Head of Service.

The County council will train drivers and operatives on the use of vehicles where any new vehicle or item of plant enters service. Such training will be documented.

8.4 Return Following Disqualification from Driving.

Any employee who has been disqualified from driving and returns to work, following a conviction will not be allowed to return to driving duties for the Authority until they have appeared before the Fleet Road Risk Group and undertaken a formal driver development training programme , agreed with the County Transport Division. The driver may then return to driving subject to the results of the development training programme and review. The Fleet Road Risk Group will decide on an appropriate period of probation and review.

8.5 Licences.

Managers, Supervisors and driver must ensure that people have the correct category of licence for the vehicles being driven and licenses are current and up to date. Operational Service Managers must ensure six monthly checks are undertaken on licences and drivers must cooperate with these checks. Such checks will be undertaken in conjunction with the County Transport Department through two methods :

- Driver Vehicle Licensing Agency – if supported by an employee agreement.
- Inspection of employees original driver licence.

Drivers / employees will be required to sign a consent form enabling the Authority to undertake a licence check with the DVLA in order to minimise disruption and inconvenience for the employee.

Drivers / employees who receive endorsements or licence disqualification must notify the County Transport Division immediately. Failure to comply to could invalidate insurance.

8.6 Fitness to Drive.

It is the responsibility of the driver, supervisor and manager to ensure that a driver is fit to drive and that he/she satisfies any medical certification or other legal documentary requirements.

A driver must not be in charge of a vehicle/item of plant if he or she is not fit and able to drive under any legal restraint, or under the influence of any alcoholic drink or drug as outlined in Section C5 of the Disciplinary Rules.

8.7 Legal Obligations.

Every driver will ensure that vehicles and plant will be used in accordance with all legal obligations and that the Council will meet the commitments it has provided to the Traffic Commissioner i.e.

- ❑ Vehicles and trailers , including those hired are kept fit and serviceable by undertaking daily defect checks and completing the vehicle defect log.
- ❑ The rules on drivers hours and tachographs are observed and proper records kept through the completion of the drivers log book.
- ❑ Motor Vehicles and trailers are not overloaded, drivers will comply with the guidelines on safe loading.
- ❑ Vehicles operate within speed limits. Drivers will comply with speed limits at all times.
- ❑ Drivers report promptly any defects that could prevent the safe operation of vehicles and that any defects are promptly recorded in writing.

9.0 Notice of Intended Prosecutions.

Every employee must notify their Line Manager of any intended prosecution relating to Road Traffic Offences, immediately. The Line Manager must inform the County Transport Department immediately.

10.0 Compliance

All managers, supervisors and drivers are required to follow this policy and supporting documents and to meet all legal requirements when using vehicles/plant. Failure to do so may result in disciplinary action in accordance with the Council's disciplinary procedures.

11.0 Policy Review

The Head of Transport will undertake an annual review of the Fleet Road Risk Policy to measure performance and to update the Policy in accordance with emerging legislation.