

## **Policy**

### **Purpose**

Provide concise consistent information and instruction to vehicle users relating to British Transport Police (BTP) Vehicle Fleet (e.g. selection, purchase, fitted and associated equipment, usage, repair and maintenance, decommissioning etc.)

Assist all BTP personnel to get the maximum benefit and value for money in the adoption of this policy and associated documentation in line with BTP's Corporate Objectives and policing activities.

Promote a greater awareness of the Vehicle Fleet Management Department (VFMD) functions and procedures to ensure clarity through expectation of service delivery from a vehicle user perspective.

Ensure vehicle users are aware of the necessity to comply with VFMD guidance and instructions and in doing so reduce the risk of individuals compromising their personal safety in relation to vehicle usage, type of vehicle utilised and circumstances in which a vehicle is deployed.

To underpin the prerequisite that VFMD will achieve best value in the provision of all police vehicles ensuring they are fit for intended purpose and are deployed in line with operational requirements, meet environmental requirements (where possible) and contribute to minimising "Vehicle Off Road" (VOR) events.

### **Scope**

This policy applies to all Police Officers, Police Community Support Officers, Police Staff, Special Constables and Volunteers; collectively termed as 'employees' who are authorised to drive in line with Driving Standards Standard Operating Procedure (SOP) mandatory requirements and those employees who have direct or indirect responsibility in the use of and deployment of BTP vehicles on police business only as directed by the Chief Constable and his/her delegated authority.

This includes those employees who are on part time, fixed term, or permanent contracts, those on secondment and members of the Volunteer programme who have been authorised to drive as per Driving Standards SOP.

The policy scope particularly applies to officers and staff in the following roles:

- BTP employees responsible for the management control or use BTP vehicles
- Divisional Commanders and their delegated authorities
- Divisional Business Support Managers
- Force Headquarters (FHQ) Portfolio Heads and their delegated authorities to include

Central Operations, Territorial Policing and Crime

- Capability and Resources portfolio heads and their delegated authorities.

It is understood that authorised drivers are only permitted to drive on police business as delegated by the Chief Constable; the responsibility is discharged via the chain of command until it comes to rest with the driver of the vehicle, who is ultimately responsible for ensuring any police owned, hired or loaned vehicle is only driven on police business.

The scope of this policy incorporates our relationships with government agencies & business partners. The policy is applicable to England, Scotland and Wales.

## **Key Information**

Vehicles under the control of BTP are subject to regulations and requirements which must be adhered to as defined in the procedural notes in this policy.

For example, it is essential that those responsible (SPOC) for booking vehicles in for any work, do so without delay in order to maintain the serviceability of vehicles and the reduction of downtime.

All employees affected by this policy must comply with the Force Driving Standards SOP. The consequences of failing to meet the requirements of this may involve disciplinary action by PSD (Professional Standards Department) and could affect BTP's reputation.

## **Monitoring and Review**

The Vehicle Fleet department is responsible for monitoring and reviewing the policy.

The policy is monitored annually and reviewed 3-yearly. Ongoing changes to the policy will be recorded in a designated file for updating in future versions. The Vehicle Fleet Manager is responsible for reviewing the policy.

## **Who to contact about this Policy**

This policy is owned by \_\_\_\_\_ Vehicle Fleet Manager, and Vehicle Fleet.

Any enquiries about this policy should be directed to \_\_\_\_\_ Vehicle Fleet Manager

## **End of policy**