



Serving the community

Blaby Parish Council

EMPLOYMENT POLICY 14 – DRIVING COUNCIL VEHICLES

Authority to Drive

Before you are allowed to drive any of the council vehicles, you must provide access for the Parish Council Manager to view your driving record online, to view what vehicles you can drive, and check for any penalty points or disqualifications.

Prior to commencing your employment you will be asked to create a 'check code' to share your driving record, and for this you will need to access

<https://www.gov.uk/view-driving-licence> and apply using your driving licence number, your National Insurance number and the postcode on your driving licence. The code will last 21 days so you should provide this to the council as soon as possible.

If you do not have access to the internet, you can ask the Manager who will assist you to complete this process in the council offices.

Throughout your employment you will be asked to produce a code on a regular basis, and it is a condition of your employment that you do so when requested.

It is your responsibility to ensure that you do not allow anyone to drive a council vehicle who is not authorised to do so by the council.

<https://www.gov.uk/check-driving-information>

Tax and Insurance, etc.

The council is responsible for ensuring that the vehicle has road tax, and insurance, however, you should check that the tax disc has a valid date and is displayed on the vehicle correctly, since if you are found to be driving an unlicensed or untaxed vehicle, you will be held accountable by the authorities.

Maintenance and Repairs

We will ensure that the vehicles are regularly serviced and have a valid MOT certificate. If you are aware that the vehicle has not been serviced or MOT's on time, you must immediately report the matter to your Manager and should not drive the vehicle until you have been assured that it is legal to do so.

Any mechanical problems with the vehicle must be reported to your Manager immediately.

It is the driver's responsibility to check oil and water levels on a regular basis and to ensure that the vehicle has adequate supplies of both at all times.

The vehicle must be cleaned internally and externally on a regular basis. It is the driver's responsibility to keep the vehicle clean.

Use of the Vehicle

The vehicle must not be used for private use. Please ensure no unauthorised persons are carried as passengers at any time the vehicle is driven as this invalidates the insurance cover in case of any incident/accident. If you are found to have done so, this may be regarded as Gross Misconduct and would lead to your summary dismissal.

The vehicle is to be used only in connection with council business. Any contravention will result in the cost of the fuel used for the journey/s being deducted from any monies owing to you and could render you liable to disciplinary proceedings.

Excess Insurance

If at any time an individual driver has a claims record and as a result of that the council's insurers impose an increased excess, the driver will have to bear the amount of this excess.

Fuel Card

If you knowingly claim for fuel which was not used on legitimate Council business, this will be regarded as gross misconduct and could lead to your summary dismissal.

Loss or Damage to the Vehicle

Employees are required to report any loss or damage to any council vehicle to your Manager immediately and then to provide a written report to the Manager on the next following working day.

You will also be given an insurance form to complete and return to Head Office by the next working day at the latest.

If the Loss or damage is as a result of your negligent behaviour, or your failure to follow council rules and procedure, we will deduct the cost of the repair or the insurance excess (whichever is the lesser) from any monies owing to you.

Accidents

In the event of an accident involving the vehicle, you must notify the Manager as soon as possible after the accident. In line with our insurer's guidelines, you should not admit liability for the accident with the other party.

The vehicle user is responsible for obtaining particulars of any persons involved in the accident as well as the names and addresses of witnesses. An accident report form must be completed within 24 hours of the date of the accident and given to your Manager.

Employees are required to pass on to the council any correspondence received, unanswered, by return post and these matters will be dealt with promptly by the council.

If the accident is as a result of your negligent behaviour, we will deduct the cost of the repair or the insurance excess (whichever is the lesser) from any monies owing to you.

If you have an accident in one of our vehicles and, after a full investigation of the facts, the accident is deemed to have been caused by your negligent or reckless behaviour, or could have been otherwise easily avoided, we reserve the right to deduct the cost of repair, or the insurance excess (whichever is the lesser) from any monies owing to you. Such a deduction will be subject to a maximum of the insurance excess which is currently £250.00.

Motoring Offence/Fines

Any motor offences committed by the driver whilst driving the council vehicle will be the responsibility of that driver, including any fines imposed. We will not pay for any fines. If we receive a summons on your behalf, we will notify the relevant issuer of the name and address of the driver of the vehicle. If the fine remains unpaid, we may pay the fine and deduct the cost from your wages or any other monies owing to you.

Use of Mobile Phone whilst Driving

It is illegal to use a mobile phone whilst driving unless using an approved hands-free kit. If the use of a mobile phone with a hands-free kit results in an accident or dangerous driving, the driver can still be prosecuted, e.g. for driving without due care and attention etc.

We do not encourage you to use a mobile phone whilst driving. If there is another person in the vehicle they should use the phone instead. If you do take any calls whilst driving, you should only take such calls if you consider it safe to do so and the call should be kept very brief. If it is not safe to take the call or the call is likely to be lengthy, you should park the vehicle where it is safe to do so and return the call as soon as possible.

Safety of Vehicles and their Contents

Equipment should not be left in an unlocked vehicle, even for short periods of time. If we suffer a loss of any tools or equipment from an unlocked vehicle, we will deduct the cost of replacement of such tools from any wages or other monies owing to you.

Vehicles should not have keys left in the ignition, irrelevant of the time period involved, without the driver being sat in the driving seat. All vehicles should be locked when no-one is in attendance. If a vehicle is stolen or damaged under such circumstances we will deduct the cost of the insurance excess from your wages or any other monies owing to you.

Adopted September 2020