



STRATFORD-UPON-AVON TOWN COUNCIL

Driving Council Vehicles Policy

Introduction

This policy sets out the standards and procedures that must be followed by all employees, councillors, and authorised individuals who are required to drive vehicles owned, leased, or hired by the Council in the course of their duties.

The Council takes Health and Safety very seriously and in this respect, it is important that if you are driving a Council vehicle that you drive responsibly at all times.

Eye Examination

All employees who drive company vehicles will be expected to undertake an annual eye examination, at the expense of the Council.

Licences

Every year, you will be required to submit your driving license details from [View or share your driving licence information - GOV.UK](https://www.gov.uk/view-or-share-your-driving-licence-information) which will identify any motoring offences. You will need to submit your Licence Summary to the Town Clerk.

You may be required to submit to a driving license review by the Council at any time.

Failure to provide permission for inspection may be considered a disciplinary matter.

If, as a result of motoring offences, you are no longer able to fulfill your job role with the Council, you may be offered an alternative position (if one exists) or your employment may be terminated

Income tax liability

You agree to bear any income tax liability as assessed by HM Revenue & Customs in respect of your use of the vehicle.

Passengers

Drivers are not permitted to pick up hitchhikers. Passengers must be people known to the driver or Council colleagues.

Fines and penalties

You are responsible for the payment of any fines or charges incurred as a result of a motoring offence committed whilst driving the vehicle or whilst it is in your possession or under your control, including but not limited to parking, congestion and speeding fines.

By signing this policy, you accept that the Council shall be entitled to deduct the cost of any such fines from your wages.

Tracking devices

The Council retains the right to fit tracking devices to its vehicles at any time.

Points

The Driver must advise the Council of any changes to their licence. Failure to advise the Council of penalty points is a serious matter as accumulation of motoring offences can result in disqualification.

Fuel

Fuel purchased for the vehicle should be done so in accordance with the fuel policy and the driver should ensure that the correct fuel is entered into the vehicle before refueling.

Cleanliness

You must also take reasonable steps to ensure that the vehicle is in a clean and presentable condition (both externally and internally) when used for business travel on the basis that it represents the Council to its stakeholders.

Reporting faults

Employees who drive Council vehicles should ensure that any faults identified are reported in a timely fashion.

Pre use check

It is good practice to carry out a daily check before the vehicle is used i.e. check that tyres are legal, lights & indicators are working properly. This also applies to hired vehicles. Such checks ensure that the vehicle is roadworthy, and they protect you from blame and fines if the vehicle is broken or damaged. If you do find a problem please report this to your Line Manager.

Regular vehicle checks

Once a week checks of oil, tyre pressure, tyre treads, water, battery fluid levels, antifreeze and screen wash should be conducted by the driver to ensure that the vehicle is effectively maintained and that breakdowns are avoided. In addition these checks should be repeated before a long journey.

MOT

The Council shall arrange for the vehicle to be serviced and MOT obtained. All the documentation relating to the registration of the vehicle will remain with the Council.

Servicing

The Council is responsible for ensuring that the maintenance schedule for the vehicle is maintained and that the vehicle is booked in for its service in accordance with this schedule at an approved garage.

Breakdowns

When any manufacturer's cover expires, the Council will arrange to provide and pay for emergency breakdown/roadside assistance cover through a motoring organisation selected by the Council. Always contact the breakdown assistance as per the details in the vehicle, do not use an unauthorised recovery agent without prior expressed consent of the Town Clerk.

Use of the vehicle

The vehicle may only be used in connection with Council business.

Failure to comply with these requirements may result in disciplinary action.

Security

Always lock the vehicle when leaving it unattended. Where fitted, alarms/immobilisers must be set. Valuables should be stored out of sight, or locked in the boot. When parking-up a vehicle for any length of time, particularly in the hours of darkness, try to choose a well-lit area, with passing traffic and pedestrians, rather than somewhere secluded. Laptops, mobile phones and company documentation etc. must never be left in a vehicle.

Return of the vehicle

The vehicle should be left in a tidy condition and personal items and all litter removed by the driver.

You must promptly return or account for the vehicle and deliver up the keys to your Line Manager in the following circumstances:

- On the termination of your employment;
- If, for whatever reason, you cease to hold a valid and current licence to drive a motor vehicle;
- During any period of extended leave granted by the Council;
- If you are convicted of a reckless or dangerous driving offence, at the discretion of the Council;
- If the vehicle is involved in an excessive number of accidents whilst being used by you, as determined by the Council;
- If you fail to observe the terms of this policy or fail to use the vehicle in a reasonable and responsible manner, as determined by the Council;
- If there is an unacceptable increase in the insurance premium for the vehicle as a result of the number of penalty points endorsed on your driving licence, as determined by the Council.

If one of these applies, by signing this policy you accept that your failure to return or account for the vehicle this will entitle the Council to withhold any outstanding monies/wages due from the Council to you up to the value of the vehicle.

Loss or damage to a vehicle

The Driver should report any loss or damage to a Council vehicle to the police and receive the relevant crime number. In addition the Council should be advised at the earliest opportunity. The Council can accept no liability for personal items left in a Council vehicle.

Accidents

All damage to, or loss of, or from, a Council vehicle however caused, must be reported to the Town Clerk without delay.

You will be required to complete an accident report form, available from the Town Council Office on your return. This form should be returned to the Town Clerk, fully completed within 24 hours of the accident.

If you are involved in an accident, resulting in damage to property, or another vehicle, or causes injury to any person, or notifiable animal, you must give your name and address, the Council's name and address, the registration number of your vehicle and details of the Council's insurers, to any person who may reasonably have grounds for requesting the information. You must notify the Town Clerk of the incident without delay.

If following an accident, you are in a position to do so, you should take the following steps:

- Make your vehicle safe;
- Give assistance to any injured;
- Warn other traffic;
- Obtain the names, address and registration number, make and model and insurance details of other parties;
- Obtain the names, address and registration number, make and model and insurance details of any witnesses;
- Obtain the names, numbers and base, of any police officers in attendance.

Do not offer any opinion regarding responsibility for the accident. Simply exchange the particulars mentioned above.

You should also let us have a sketch, detailing the roads in the location, give way markings and signs etc. and also showing the positions of all the vehicles, before and after the accident.

If you are asked to make statements by the police, you should ask to contact the Town Clerk before doing so. This is particularly important in serious accidents, where death or injury may have resulted and it may be necessary for you to be legally represented.

Employees involved in an accident may be subject to disciplinary action. Where the employee is identified to have been at fault they may be required to pay the insurance excess.

Use of mobile phones whilst driving

All employees are reminded that it is illegal to use a mobile phone whilst driving, unless a hands-free device is used.

Any breach of this instruction will be treated as a serious matter and may result in disciplinary action.

If you need to use your mobile phone while driving in the course of your duties, you must first pull over and stop in a safe location, ensuring the vehicle's engine is turned off before using the device.

Whilst driving in the course of your employment with the Council, you should make use of any voicemail or call-divert facility available on your mobile phone.

Use of satellite navigation systems

Where fitted satellite navigation systems should only be operated when the vehicle is stationary. Operation includes touching the display to change settings, view maps etc.

Safe standards of driving

When driving the vehicle, you must drive within the law and abide by all requirements of road traffic law and the Highway Code, including ensuring that:

- Traffic signs and statutory speed limits are observed;
- The vehicle is sensibly parked and not in breach of any road traffic regulations.

You are responsible for your own safety, for any passengers or loads vehicle carried in the vehicle and for ensuring that the vehicle is safe to use. When the vehicle is carrying passengers, ensure you comply with the vehicle manufacturer's design specification. There should be enough seats for all passengers and only one person per seat. The driver and any passengers must wear seat belts on all journeys.

You are prohibited from driving the vehicle whilst under the influence of any intoxicating substances such as alcohol or drugs. If you are taking any prescription drugs or other medication which may cause drowsiness, you should inform your Line Manager prior to driving on Council business as this may affect your ability to drive.

While driving on Council business, it is important that you take regular breaks because driving when tired can result in accidents.

Suspension from duty

In the event that the Council suspends you from the performance of your duties in accordance with the Council's disciplinary procedures, you may not be entitled to the continued use of the vehicle during that period of suspension.

Breach of this policy

The Council reserves the right to take disciplinary action (up to and including summary dismissal) against any employee who breaches any provision of this policy.

Name:

I confirm that I have received a copy of this procedure and understand that it forms part of my terms and conditions of employment.

Signed:..... **Date**

Date of policy: April 2025

Approving Committee: Personnel Committee

Date of Committee meeting: May 2025

Policy Review: Every four years or sooner if there are changes in legislation or other relevant matters.

Annual DVLA Check Confirmation

Name	Check Date	Checked By	Method of Checking	Any offences Noted	Action Taken (if any)

Declaration

I confirm that I have reviewed the driving licence and motoring record of the above-named employee on the date stated, using the appropriate DVLA checking service.

Signed: _____

Name: _____

Role: _____

Date: _____