

Cyngor Sir CEREDIGION County Council

REPORT TO: Corporate Resources & Scrutiny Committee

DATE: 27 October 2021

LOCATION: Online

TITLE: HR Policies: (1) Driving at Work – Council Fleet and (2) Driving at Work – Use of Private Vehicles (Grey Fleet) policies

PURPOSE OF REPORT: To review and recommend two HR Policies: Driving at Work – Council Fleet and Driving at Work – Use of Private Vehicles Policies

REASON SCRUTINY HAVE REQUESTED THE INFORMATION: To review new policies

BACKGROUND:

The development of these two new policies by People & Organisation Service has been in collaboration with Highways and Environmental. Both policies have been subject to consultation with the relevant Trade Unions and their amendments have been incorporated where appropriate.

The purpose of all staff policies and procedures is to clearly set out the behaviours, processes and procedures required of staff, how they can gain advice or support and, where applicable, the consequences of not adhering to the policy and/or procedure.

Driving at Work- Council Fleet Policy

A Fleet and Driver Risk Management review was undertaken by a consultant on behalf of Zurich, the Council's insurance company. Its main purpose was to review the Council's policies and arrangements against best practice standards and to provide recommendations that assist with ensuring compliance, protecting our workforce from harm, and reducing the risk of incidents.

A key recommendation of the Review was the introduction of a Driving at Work Policy with embedded Driver Agreement which provides "clear unambiguous expectation as to driving standards". The Driving at Work – Council Fleet Policy is one of a suite of initiatives aimed at standardising recording and compliance across the vehicle fleet and achieving driving standards which improve driver and passenger safety, the number of fleet related incidents and accidents. Other initiatives include the introduction of a driver training e-learning module and robust checking systems for vehicles and licences.

The Driving at Work – Council Fleet Policy introduces;

- Driver/Plant Operator Agreement to be signed on an annual basis;

- The requirement to inform their manager of any change in health or physical/sensory impairments and an annual health assessment
- With cause drug and alcohol screening
- Employee paying up to £250 contribution to insurance excess costs, following a disciplinary procedure, if the damage is caused as a result of their negligence or driving without due care and attention

Driving at Work - Use of Private Vehicle (Grey Fleet) Policy

The Driving at Work – Use of Private Vehicle (Grey Fleet) Policy set out the expectations of those employees who use their private vehicle for Council business purposes. An e-learning module will also be developed to complement the policy.

The Driving at Work – Use of Private Vehicle (Grey Fleet) Policy introduces;

- Private Vehicle user Declaration to be signed on an annual basis;
- The requirement to inform their manager of any change in circumstances which may affect the use of a private vehicle for work purposes
- With cause drug and alcohol screening
- Employee confirming that their vehicle is roadworthy, is MOT certificated (where appropriate) and correctly insured for business purposes.

WELLBEING OF FUTURE GENERATIONS:	<p>Has an Integrated Impact Assessment been completed? If, not, please state why</p> <p><i>Summary:</i></p> <p>Long term:</p> <p>Integration:</p> <p>Collaboration:</p> <p>Involvement:</p> <p>Prevention:</p>	<p>Yes</p>
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RECOMMENDATION (S):

- To recommend the approval of the Driving at Work – Council Fleet Policy and Driving at Work – Use of Private Vehicles (Grey Fleet) Policy by Cabinet

REASON FOR RECOMMENDATION (S):

Contact Name: Geraint Edwards
Designation: Corporate Lead Officer – People & Organisation
Date of Report: 05/10/2021
Acronyms:



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Driving at Work – Council Fleet Policy



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Version Control

Version	Date	Author	Comment
1.0			

Contents

1. Policy statement	4
2. Scope	4
3. Roles and responsibilities	5
4. Revision of policy	9
5. Appendices	10

1. Policy statement

This Driving at Work – Council Fleet policy clearly sets out the expectations on those with managerial or supervisory responsibility for drivers and individual drivers. It is important that all managers / supervisors and drivers adhere to this policy and the procedures, which adopts the Health & Safety Executive's (HSE) safe driving risk-management ethos covering:

- **Safe driver:** are staff fit and competent to drive safely?
- **Safe vehicle:** are vehicles fit for purpose and in a safe road-worthy state?
- **Safe journey:** are journeys necessary and are they planned?

It is everyone's duty when at work:

- To take reasonable care of our own safety
- To take reasonable care of the safety of others who may be affected by what we do or fail to do
- To co-operate so that we can all comply with our legal duties

2. Scope

This policy applies to all Ceredigion County Council employees, teachers, governors, elected members, volunteers and agency staff who drive the Council's Fleet as part of their duties.

The table below describes the two main driver categories in the Council:

Council fleet driver	<ul style="list-style-type: none">• Required to drive a vehicle supplied by the Council for some or all of their role. <p>This policy applies to this category of driver</p>
Grey fleet driver	<ul style="list-style-type: none">• Required to drive for work reasons and paid mileage using a private vehicle or has use of a day hire vehicle arranged through the Council's Procurement Service. <p>See <i>Driving at Work – Use of Private Vehicles Policy</i> for this category of driver</p>

The policy does not apply to commuting prior to the driver starting work, unless they are driving a vehicle provided by the Authority.

3. Roles and responsibilities

3.1 Elected Members

- Are advised by Council Officers and have the responsibility to ensure adequate resources are available to enable the implementation of this policy and all other necessary measures to control foreseeable risks to our employees, governors, elected members, volunteers and agency staff who drive the Council's Fleet as part of their duties.
- An elected member with sufficient knowledge and experience is appointed the Council's health and safety champion and will oversee the development of this policy and bring driver and vehicle safety matters to the attention of affected Cabinet members.

3.2 Chief Executive

The Chief Executive has the overall responsibility for ensuring that the Council's Driving at Work policy is implemented and maintained. The Chief Executive will facilitate the provision of systems to carry out the following:

- The Chief Executive is directly responsible for the health, safety and wellbeing of all employees and any others who may be affected by any driving undertaken on behalf of the Authority as part of their duties.
- Ensuring the participation, commitment and involvement at all levels in the Council in improving the safety of our employees, governors, elected members, volunteers and agency staff who drive for work.
- Ensuring compliance with Driving at Work – Council Fleet policy and associated arrangements.

3.3 Health and Safety Team

The Health and Safety Manager and team will be responsible for the preparation and review of this policy. They will also:

- Assist with, monitor and audit the unannounced fleet vehicle checks carried out by Fleet Management Team.
- Following the completion of an incident management investigation by a line manager / supervisor, review the investigation and if felt appropriate undertake further investigation into driving incidents and potentially dangerous near- misses at work.
- Assist with complex/high risk driving at work risk assessments.
- Assist the learning and development team to develop a driving safely at work e-learning programme.
- Work in collaboration with the relevant Service area and HR in the event of driving at work incidents where reckless behaviour, drugs or alcohol are believed to be a causal factor.

- Report RIDDOR reportable incidents to the HSE and liaise with the HSE, Police and other external enforcing agencies where required.

3.4 Corporate Directors and Corporate Lead Officers

Corporate Directors and Corporate Lead Officers have the general responsibility for compliance with the health and safety within their service areas. There also lies the expectation that from the head of the Council down, individuals should lead by personal example and follow the guidance in this policy, both in the way they drive themselves and in encouraging colleagues and employees to drive safely.

A Corporate Director will undertake the role of Health and Safety Champion bringing driver, Grey Fleet and Council Fleet safety matters to the attention of Leadership Group.

3.5 Trade Union Safety Representatives

Safety Representatives play an important part in ensuring employees are fully consulted on and engaging with the Council's policies on safe driving, updates on driving and health at work and encouraging open communication between managers, unions and employees. Safety Representatives help by:

- Attending Health and Safety Representatives meetings and cascade information to the workforce and collect feedback.
- Reporting concerns / issues related to driving at work that have identified or have been referred to them to their supervisor / line manager or the relevant service area in the first instance. If these are subsequently not resolved, by referring them to the Health and Safety Representatives meeting or to the health and safety team or their union for escalation if it is considered that the issues have not been addressed in a timely manner.
- Leading by personal example.
- Highlighting driving at work concerns from an operational level.
- Offering feedback and contributing to the review of this policy.

3.6 Managers and Employee's responsibilities

Driving at work activity	Supervisors / Managers must:	Employees must:
Council Fleet and personal vehicles	<ul style="list-style-type: none"> • Ensure their employee has read, understood and signed the driver agreement policy on appointment and annually thereafter. • Enter the employee's driving licence details onto the CERI system. • Ensure that their drivers have a valid licence for the category of vehicle they drive at work. • Carry out risk assessments related to driving activities and communicate these to their teams. • Ensure drivers report driving incidents via the Council's Incident Management process. • Carry out thorough investigation of driving related incidents at work through the Council's Incident Management process. • Ensure their staff are aware of the policies and procedures relevant to driving at work, including the Alcohol and Drug Misuse policy, Sickness Absence policy, H&S policy, Lone-working requirements etc. • Monitor the health and behaviour of their drivers including incident numbers, feedback from gate checks and complaint reports etc. and take suitable action where necessary. • Monitor the health and wellbeing of their drivers through supervision, annual appraisals and Occupational Health support where required • Seek advice from their HR Advisor if a driver's licence is suspended or revoked. Also advise the Fleet Management team of the suspension / revocation. • Work alongside HR recruitment process to ensure the job description and person 	<ul style="list-style-type: none"> • Read, understand and sign the driver agreement on appointment and annually thereafter. • Comply and co-operate with the controls put in place regarding driving safely at work. • Hold a valid driving licence for the category of vehicle they drive at work. • Drive in accordance with the current laws of the road and Highway Code (i.e. traffic signs and signals, speed restrictions, use of seat belts, satellite navigation, action to take following incidents on the road, etc.). • Ensure that any loads in the vehicle are securely stowed. • Be fit to drive. If fitness to drive is impaired (i.e. medical condition, taking medication etc.), they must inform their supervisor / line manager and Fleet Management Team immediately and notify the DVLA as required. • Comply with any drug and alcohol test requests as outlined in the Driver's agreement. • Ensure that their eyesight meets the minimum requirements for driving and wear prescription glasses or corrective lenses if needed at all times whilst driving. • Not use any electronic devices including mobile phones when driving or when the vehicle is running. • Report any incidents whilst driving at work to their supervisor / line manager immediately. • Comply with the Council's smoke free policy • Complete and record, the daily vehicle checks prior to first use each day and report any defects identified by the check or which

	<p>specification are met (such as the checking of driving licences prior to appointment).</p>	<p>arise whilst in use where appropriate.</p> <ul style="list-style-type: none"> • Notify their manager and the Fleet Management team of any unspent driving convictions/ penalty points or any pending prosecutions / charges for driving related offences. Carry out all actions required to maintain their driving licence entitlement including but not limited to renewing their licence by the expiry date and attending any medicals where required to renew the licence. • Comply with any restrictions related to their licence. • Notify their supervisor/line manager and Fleet Management team immediately of any reason, which may lead to the suspension or revocation of their licence in full or in part. • Plan their journeys taking into account weather, time of day and where relevant, time constraints e.g. meeting start time. • Attend any training required to reduce risk, maintain competency and put this training into effect.
<p>Driving Council Fleet</p>	<ul style="list-style-type: none"> • Ensure their drivers have attended all relevant training e.g. CDAT and MiDAS updates, H&S update training, vehicle familiarisation sessions and toolbox talks relevant to their duties. • Ensure their driving staff have attended Fleet and job specific training prior to starting their driving duties • Ensuring drivers provide driving licence and Driver CPC card (where appropriate) details every 6 months to enable checks to ensure eligibility to drive. • Ensure their drivers complete their daily driver checks prior to first use; they are recording these and reporting defects. 	<ul style="list-style-type: none"> • Complete and record the daily vehicle defect book and report any defects immediately to their supervisor / line manager and Fleet Management team. • Attend the additional training required (MiDAS, CDAT, etc.) for the items of the fleet they drive at work and ensure they are up to date. Where required, to undertake the 37 hours of driver CPC training over a 5-year period in line with the Council's Driver CPC programme. Where required carry their Driver CPC card at all times whilst driving a relevant item of Council Fleet. • Take the breaks from driving as required by current legislation.

	<ul style="list-style-type: none"> • Notify Insurance Section of any driver who informs you that they have received a driving conviction / endorsement to ensure continuation of cover. 	
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3.7 Fleet Management

The Council's Fleet Management Service is responsible for the management of the Council's owned, leased and hired fleet. This involves:

- Ensuring compliance with relevant health and safety and Fleet / driving related legislation,
- Complying with its obligations as an Operator's Licence holder,
- Developing and reviewing its Safe Systems of Work and Risk Assessments in liaison with the Corporate Health and Safe Unit,
- Undertaking audits of compliance with Fleet related management and driving requirements,
- Providing or arranging for the provision of Fleet driver training e.g. Driver CPC, MIDAS, CDAT and Infringement training,
- Management and supervision of Fleet Management related contractors on site,
- Management of fuel stocks,
- Operation of the Council's Transport Maintenance Units (TMUs) which are situated at Glanyrafon Depot, nr. Aberystwyth and Penrhos Depot, nr. Llandysul whose work includes:
 - Planning and undertaking scheduled inspections, maintenance and preparation for MOT / Annual testing,
 - Diagnosing faults and identifying defects; undertaking or arranging repairs where necessary
 - Responding to / recovering fleet involved in accidents or which have broken down (including on call out of hours)
 - Undertaking Class 4 and 7 MOTs,
 - Management of parts and consumables,
 - Operation of activities in line with Safe Systems of Work and Risk Assessments.

4. Revision of policy

The Council will review and update this policy as required to reflect changes in legislation, processes, post-incident recommendations and case law.

How the success of the policy will be measured

The success of this policy will be measured by the increase or decrease in:

- The number of driving related incidents reported.
- The number of reportable driver related incidents that are deemed to be avoidable.
- The number of traffic infringements received.
- The number of notices of intended prosecutions of drivers received in relation to vehicles of the Council's Fleet.
- The costs of repairs and maintenance of the Fleet.
- Other financial costs associated with vehicle use.
- The average cost of vehicle-related employee compensation claims.

5. Appendices

Appendix 1	Driver/Plant Operator Agreement
Appendix 2	Driving Incident – Reporting Flow Chart

Ceredigion County Council

Driver/Plant Operator Agreement

This agreement sets out the expectations, requirements and conditions of all employees who are required to drive or operate any Fleet item within the course of their duties.

Definitions

<i>Council Fleet</i>	<i>All vehicles, plant and trailers owned, leased or on hire to the Ceredigion County Council</i>
<i>Drivers/Plant Operators</i>	<i>All employees who are required to drive and/or operate an item of the Council Fleet during the course of their duties</i>
<i>Employees</i>	<i>Any permanent, temporary, casual, relief or agency staff employed by or working on behalf of Ceredigion County Council</i>

All employees must agree and fully adhere to the following conditions, failure to adhere may result in the revocation of the right to drive/operate a Ceredigion Council vehicle and disciplinary action.

Employee personal responsibilities:

- Employees must inform their manager and the Fleet Management Team if they have any new or existing underlying health conditions or any other physical or sensory impairments that may affect their ability to drive / operate their vehicle / plant safely. They must present themselves when requested for an annual health assessment to assess their health, wellbeing and fitness to drive/operate Council Fleet.
- Employees must hold a valid licence to drive or operate the vehicle, plant or trailer they use.
- Employees must notify their manager and the Fleet Management Team of any unspent driving convictions/ penalty points.
- Employees must obey road/ traffic regulations and drive with due care and attention at all times.
- Employees must have completed the Ceredigion Driver Awareness Training (CDAT), MIDAS (Minibus Driver Awareness Scheme) training (where applicable) and vehicle familiarisation (where appropriate) for the vehicles, plant or trailer they use.
- Drivers must ensure that they, and all passengers, are wearing seatbelts as required by law and Council policy.
- Employees involved in any vehicle / plant related incident must report this to their line manager immediately, irrespective of whether anyone was hurt or not, and no matter how insignificant the damage to the vehicle or plant. Drivers must

follow the incident reporting procedure as outlined in the incident reporting flow chart.

- Employees must not interfere with or modify any risk mitigating equipment (including dash cameras & telematics).
- Employees must report to their manager if they are taking any prescribed (or over the counter) medication that may affect their ability to drive / operate their vehicle / plant safely.
- Employees are required to comply with all requirements related to maintaining their driving licence entitlement including but not limited to:
 - renewing their licence at the required intervals specified on their licence in accordance with their age and / or medical conditions; and
 - notifying the DVLA of any new reportable medical conditions or changes to existing medical condition which may affect their ability to drive.
- Employees must not smoke or use electronic cigarettes in vehicles.
- Employees who are required to hold a Drivers CPC card must undertake the 37 hours of driver CPC training where relevant over a 5 year period. Drivers must carry their CPC cards with them at all times whilst driving vehicles / plants where driver CPC is required.
- The employee must submit their licence and CPC card details on an 6 monthly basis, when requesting a new defect check book or drivers hours book or as required by their manager.
- Employees must only use the vehicle for work purposes (some employees may be permitted to take vehicles home; in which case, Council vehicles must not be used for domestic / personal purposes).

Drug and Alcohol Testing

- Employees must not drive / operate any vehicles or any equipment if they are under the influence of illegal substances or alcohol.
- To ensure the effective implementation and operation of this agreement and the Driving at Work Policy, the Council reserves the right to require Employees to undertake alcohol and/or drug tests when it is suspected that they are under the influence of drugs or alcohol.
- Employees are advised that a request to undergo alcohol and drug testing does not, in itself, indicate that they are suspected of wrongdoing.
- Where testing takes place, the individual will be expected to sign a written consent to be tested. Failure to give consent, or refusal to supply a sample of urine, blood, hair or other sample as reasonably required, will be considered to be a breach of this agreement and may lead to disciplinary action being taken.
- Tests will be conducted under the direction of, and test results interpreted by, a professional external service that meets appropriate standards. Staff will have access to a duplicate of any sample taken to enable them, if they wish, to have it independently analysed. Other arrangements relating to screening will be discussed with affected members of staff at the time.
- When testing for alcohol, a blood-alcohol level of 80 mg of alcohol per 100 ml of blood or above will usually lead to disciplinary action.

Employee vehicle / plant responsibilities:

- Drivers must ensure that they complete their daily checks prior to first use of a vehicle, plant or trailer each day and record this in their Driver's Daily Check.
- Drivers must report any defects identified as part of their daily check, or any which arise during use, to the Transport Maintenance Unit immediately and follow any instruction given.
- The employee is responsible for ensuring the vehicle / plant is kept in a clean, usable condition.
- The employee is required to present the vehicle / plant / trailer for inspection at the required intervals.

IMPORTANT

This list is not exhaustive; all drivers must ensure they comply with all legal and employment requirements.

Employees who are found to have caused damage to either an item of the Council Fleet, third party vehicle or property through negligence or driving without due care and attention may be liable, following a disciplinary hearing, for an amount of up to £250 as a contribution to insurance excess costs.

EMPLOYEE DECLARATION

I have read, understand and agree to comply with above conditions authorising me to drive/operate Ceredigion County Council Fleet items.

I understand and specifically authorise Ceredigion County Council to deduct from my pay or other payments due to me any money which I may owe to the Council under the terms of this Agreement.

Employee signature:.....

Print name:.....

Employee number:

Date:

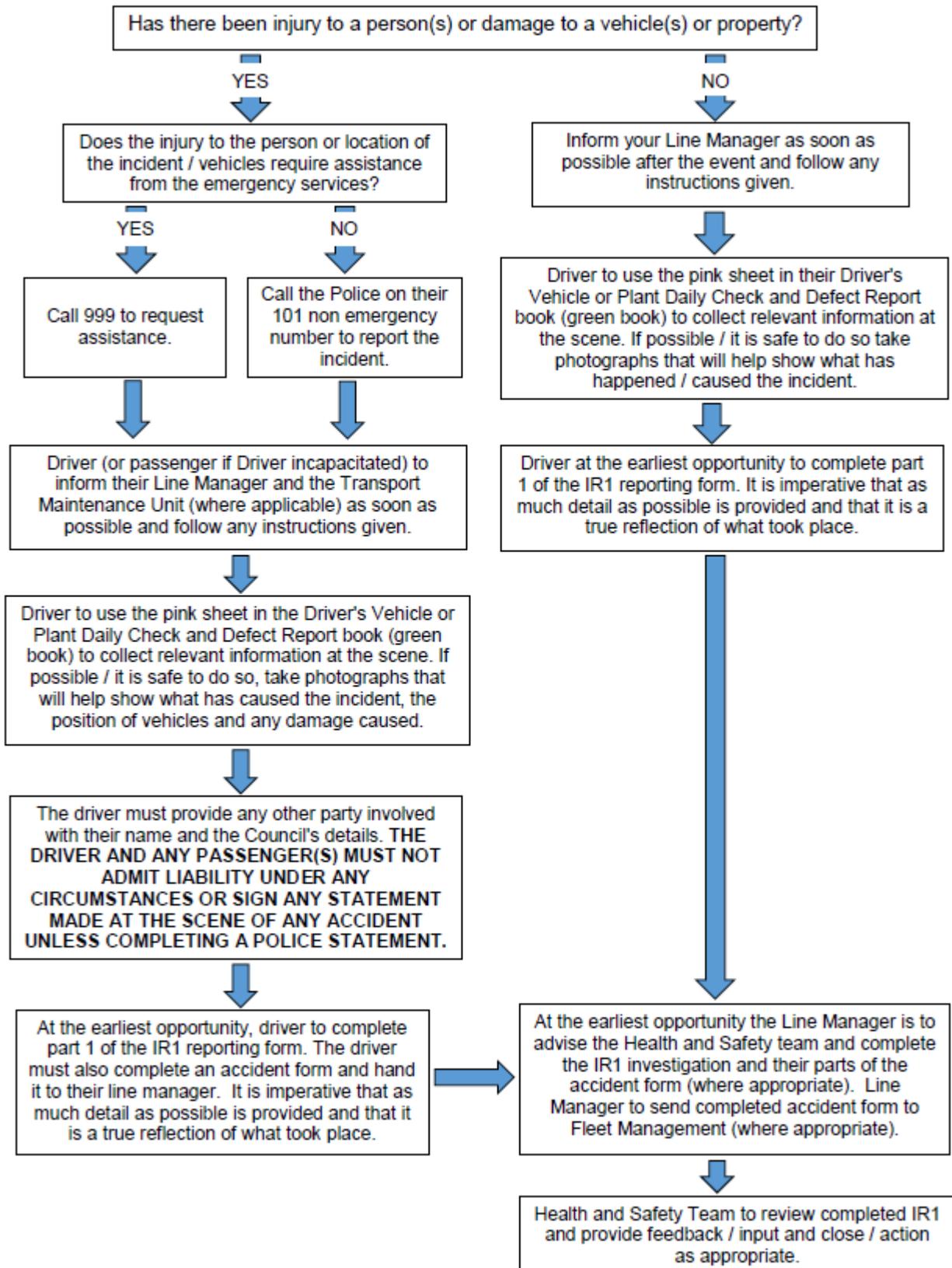
Job Title:.....

Manager signature:

Print name:.....

Date:.....

Driving Incident - Reporting Process Flow Chart





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Driving at Work – Use of Private Vehicles (Grey Fleet) Policy



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Contents

1. Introduction	4
2. Policy statement.....	4
3. Scope.....	4
4. Roles and responsibilities.....	5
5. Business travel.....	9
6. Revision of policy	10
7. Appendices	10

1. Introduction

The Council has a responsibility to their employees and others who may be affected by their actions. To ensure it fulfils this duty of care the Council is required to comply with legislative requirements when employees use their own vehicles for work related business. There are a number of risk implications of this for both the Council and its employees which have to be managed such as welfare, health and safety, transport, and insurance.

An employee's own vehicle is deemed to be a *place of work* when it is being used on their employers' business, and therefore there are responsibilities which fall on employers in terms of assessing any risks and taking reasonable, practicable precautions.

These risks include the drivers being unlicensed or uninsured, or the vehicles being un-roadworthy or unsuitable for the purpose, which could lead to the risk of accidents and injuries, potentially followed by compensation claims and prosecutions under road traffic law or health and safety legislation.

2. Policy statement

This policy clearly sets out the expectations on those employees who use privately owned vehicles for Council business and the expectations on their line managers. It is important that all managers and employees who use a private vehicle for work purposes adhere to this policy and the procedures, which adopts the Health & Safety Executive's (HSE) safe driving risk-management ethos covering:

- **Safe driver:** are staff fit and competent to drive safely?
- **Safe vehicle:** are vehicles fit for purpose and in a safe road-worthy state?
- **Safe journey:** are journeys necessary and are they planned?

It is everyone's duty when at work:

- To take reasonable care of our own safety
- To take reasonable care of the safety of others who may be affected by what we do or fail to do
- To co-operate so that we can all comply with our legal duties

3. Scope

This policy applies to all Ceredigion County Council employees, school employed staff, governors, elected members, volunteers and agency staff who drive their own private

vehicles or a hired vehicle which has been arranged through the Council's Procurement Team on work business.

The table below describes the two main driver categories in the Council:

Council fleet driver	<ul style="list-style-type: none"> Required to drive a vehicle supplied by the Council for some or all of their role. <p>See <i>Driving at Work – Council Fleet Policy</i> for this category of driver</p>
Grey fleet driver	<ul style="list-style-type: none"> Required to drive for work reasons and paid mileage using a private vehicle or has use of a day hire vehicle arranged through the Council's Procurement Service. <p>This policy applies to this category of driver</p>

The policy does not apply to commuting prior to the driver starting work

4. Roles and responsibilities

4.1 Elected Members

- Are advised by Council Officers and have the responsibility to ensure adequate resources are available to enable the implementation of this policy and all other necessary measures to control foreseeable risks to our employees, governors, elected members, volunteers and agency staff who drive their own private vehicles or privately hired vehicles on work business
- An elected member with sufficient relevant knowledge and experience is appointed the Council's Health and Safety Champion and will oversee the development of this policy and bring driver and vehicle safety matters to the attention of affected Cabinet members.

4.2 Chief Executive

The Chief Executive has the overall responsibility for ensuring that this Driving at Work – Use of Private Vehicles policy is implemented and maintained. The Chief Executive will facilitate the provision of systems to carry out the following:

- The Chief Executive is directly responsible for the health, safety and wellbeing of all employees and any others who may be affected by any driving undertaken on behalf of the Authority when driving their own private vehicles or privately hired vehicles on work business
- Ensuring the participation, commitment and involvement at all levels of the Council in improving the safety of our employees, governors, elected members, volunteers and agency staff who drive for work.

- Ensuring compliance with Driving at Work – Use of Private Vehicles policy and associated arrangements.

4.3 Health and Safety Team

The Health and Safety Manager and team will be responsible for the preparation and review of this policy. They will also:

- Following the completion of an incident management investigation by a line manager / supervisor, review the investigation and if felt appropriate undertake further investigation into driving incidents and potentially dangerous near- misses at work.
- Assist with complex/ high risk driving at work risk assessments.
- Assist the learning and development team to develop a driving safely at work e-learning programme.
- Work in collaboration with the relevant Service area and HR in the event of driving at work incidents where reckless behaviour, drugs or alcohol are believed to be a causal factor.
- Where appropriate, report RIDDOR reportable incidents to the HSE and liaise with the HSE, Police and other external enforcing agencies where required.

4.4 Corporate Directors and Corporate Lead Officers

Corporate Directors and Corporate Lead Officers have the general responsibility for compliance with the health and safety within their service areas. They are also expected to lead by example and follow the requirements and guidance in this policy, both in the way they drive themselves and by encouraging colleagues and employees to drive safely.

A Corporate Director will undertake the role of Health and Safety Champion bringing driver, Grey Fleet and Council Fleet safety matters to the attention of Leadership Group.

4.5 Safety Representatives

Safety Representatives play an important part in ensuring employees are fully consulted on and engaging with the Council's policies on safe driving, updates on driving and health at work and encouraging open communication between managers, unions and employees. Safety Representatives help by:

- Attending Health and Safety Representatives meetings and cascade information to the workforce and collect feedback.
- Reporting concerns / issues related to driving at work that have identified or have been referred to them to their supervisor / line manager or the relevant service area in the first instance. If these are subsequently not resolved, by referring them to the Health and Safety Representatives meeting or to the

health and safety team or their union for escalation if it is considered that the issues have not been addressed in a timely manner.

- Leading by example.
- Highlighting driving at work concerns from an operational level.
- Offering feedback and contributing to the review of this policy.

4.6 Managers and Employee's responsibilities

Driving at work activity	Line Managers must:	Employees must:
Council Fleet and personal vehicles	<ul style="list-style-type: none"> • Ensure their employee has read, understood and signed the Private Vehicle User declaration on appointment and annually thereafter. • Enter the employee's driving licence details onto the CERL system. • Ensure drivers report driving incidents via the Council's Incident Management process. • Where relevant, carry out thorough investigation of driving related incidents at work through the Council's Incident Management process. • Ensure their staff are aware of the policies and procedures relevant to driving at work, including the Alcohol and Drug Misuse policy, Sickness Absence policy, H&S policy, Lone-working requirements etc. • Seek advice from their HR Advisor if a driver's licence is suspended or revoked. • Work alongside HR recruitment process to ensure the job description and person specification are met (such as the checking of driving licences prior to appointment). 	<ul style="list-style-type: none"> • Read, understand and sign the Private Vehicle User declaration on appointment and annually thereafter. • Comply and co-operate with the controls put in place regarding driving safely at work. • Hold a valid driving licence for the category of vehicle they drive at work. • Drive in accordance with the laws of the road and Highway Code (i.e. traffic signs and signals, speed restrictions, use of seat belts, satellite navigation, action to take following incidents on the road, etc.). • Ensure that any loads in the vehicle are securely stowed. • Be fit to drive. If fitness to drive is impaired (i.e. medical condition, taking medication etc.), they must inform their line manager immediately and notify the DVLA as required. • Comply with any drug and alcohol screening requests as outlined in the Private Vehicle User Declaration. • Ensure that their eyesight meets the minimum requirements for driving and wear prescription glasses or corrective lenses if needed at all times whilst driving. • Not use any electronic devices including mobile phones when driving or when the vehicle is running. • Report any incidents whilst driving at work to their line manager immediately. • Comply with the Council's smoke free policy • Notify their manager of any unspent driving convictions or any pending

		<p>prosecutions / charges for driving related offences.</p> <ul style="list-style-type: none"> • Notify their supervisor / line manager immediately of any reason, which may lead to the suspension or revocation of their licence in full or in part. • Carry out all actions required to maintain their driving licence entitlement including but not limited to renewing their licence by the expiry date. • Comply with any restrictions related to their licence. • Plan their journeys taking into account weather, time of day and where relevant, time constraints e.g. meeting start time. • Attend any training required to reduce risk, maintain competency and put this training into effect.
Driving personal vehicles	<ul style="list-style-type: none"> • Ensure that their drivers are aware of the requirements for their vehicles to be roadworthy at all times, be taxed, have a current MOT (where applicable) and be appropriately insured for business use where any expenses claims are made. 	<ul style="list-style-type: none"> • Carry out regular vehicle condition / defect checks and ensure the servicing, repair and maintenance of their own vehicle. • Ensure that their vehicle is taxed, has a current MOT and is appropriately insured for business use where any expenses claims are made. Keep their vehicle details updated on the CERI system (self-service). • Keep their electronic diaries up to date to ensure their colleagues and line manager know their whereabouts for lone working / safety reasons.

5. Business travel

- 5.1** The Council is responsible for meeting the cost of travel by its employees on official business. Official travelling means necessary travel for the purpose of:
- attendance at meetings in pursuit of official Council's business
 - attendance at training courses
 - journeys made on work related business

- 5.2** Official travelling does not include travel from home to normal place of work and the return journey. See Officer Travelling & Subsistence guidance on CeriNet for further details

6. Revision of policy

The Council will review and update this policy as required to reflect changes in legislation, processes, post-incident recommendations and case law.

7. Appendices

Appendix 1 Private Vehicle User Declaration

Ceredigion County Council

Private Vehicle User Declaration

I understand the Driving at Work – Use of Private Vehicles Policy and the requirements relating to the use of a private vehicle at work. I acknowledge that it is my responsibility, whilst using a private vehicle for work purposes, to ensure that:

- I am correctly licensed to drive it and have the correct vehicle permissions.
- I will produce my driving licence when requested by my line manager
- The vehicle is serviced and maintained in a roadworthy condition as required by road safety legislation and is suitable for the task.
- I will produce, upon request, my MOT certificate (where required).
- My use of the vehicle is covered by an appropriate insurance policy which includes the use for business purposes and I will produce the insurance certificate when requested by my manager.
- I will bring to my line manager's immediate attention any change in circumstances which may affect the use of a private vehicle for work purposes, including any conviction for a traffic offence, onset of a medical condition, illness, injury or impairment affecting my ability and fitness to drive.

Notes

Insurance policies for Social, Domestic and Pleasure use typically only permit travel to the normal place of work from home and back again. Individuals must ensure that their intended use of a privately owned vehicle is covered for business use, for the period their vehicle is to be used. If in doubt individuals should check with their insurance company to establish if their existing insurance policy provides cover for the intended use before using a private vehicle for Council business use. In addition, claims for damages or injuries remain a personal responsibility.

Drivers are expected to ensure they have checked their vehicle for roadworthiness prior to use on council business.

Drug and Alcohol Testing

Employees must not drive any vehicle if they are under the influence of illegal substances or alcohol.

- To ensure the effective implementation and operation of this declaration and the Driving at Work Policy – Use of Private Vehicles, the Council reserves the right to require employees to undertake alcohol and/or drug tests when it is suspected that they are under the influence of drugs or alcohol.
- Employees are advised that a request to undergo alcohol and drug testing does not, in itself, indicate that they are suspected of wrongdoing.
- Where testing takes place, the individual will be expected to sign a written consent to be tested. Failure to give consent, or refusal to supply a sample of urine, blood, hair or other sample as reasonably required, will be considered to be a breach of this agreement and may lead to disciplinary action being taken.
- Tests will be conducted under the direction of, and test results interpreted by, a professional external service that meets appropriate standards. Staff will have access to a duplicate of any sample taken to enable them, if they wish, to have it

independently analysed. Other arrangements relating to screening will be discussed with affected members of staff at the time.

- When testing for alcohol, a blood-alcohol level of 80 mg of alcohol per 100 ml of blood or above will usually lead to disciplinary action.

EMPLOYEE DECLARATION

I have read, understand and agree to comply with above conditions

Employee signature:.....

Print name:.....

Employee number:

Date:

Job Title:.....

Manager signature:

Print name:.....

Date:.....