



**Armagh City
Banbridge
& Craigavon**
Borough Council

FLEET POLICY

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1.0 INTRODUCTION

1.1 This Fleet Policy (the policy) applies to all Council staff engaged by Armagh City, Banbridge & Craigavon Borough Council (the Council) driving in the course of their work. The policy has been developed to ensure all aspects of the Council's fleet operations in relation to the use of vehicles, plant & equipment* comply with the relevant statutory provisions relating to health & safety and road transport operations in addition to the intended construction and use.

** includes ride-on mowers, grounds maintenance machinery, compaction equipment, trailers etc. as an a-typical list, which is not exhaustive.*

1.1.1 The policy also represents the Council's approach to the Management of Occupational Road Risk and sets general objectives in relation to the safe use of vehicles used in the course of Council business.

1.2 The policy provides guidance to enable drivers to perform their work safely and responsibly while meeting the requirements of the relevant road transport law.

1.2.1 The policy outlines driver responsibilities and potential consequences of not adhering to the policy. To meet this aim the policy will focus on the following areas of safety:

1. Safe Driver
2. Safe Vehicle
3. Safe Journey

1.3 All drivers can individually be held legally responsible for their driving actions, as well as implicating the Council as their employer. Drivers, who are prosecuted, in a court of law, for an offence whilst driving a Council vehicle may also be subject to scrutiny by the Transport Regulations Office (TRO).

1.4 The Policy is supported by a number of management and employee standard guidance documents, identifying responsibilities of the Chief Executive, Directors, Heads of Dept., Managers, Supervisors, Fleet Maintenance, Administration and staff involved with vehicles, plant and equipment in the course of their work. These documents can be used for stand-alone instruction, guidance and information. In this case, the arrangements relate specifically, to **the safe operation of vehicles, plant and equipment in connection with Council business, primarily to ensure compliance with the general requirements of the Management of Health and Safety at Work Regulations, the Road Traffic Act, the Motor Vehicles Construction & Use Regulations and other relevant transport related legislation.**

2.0 POLICY STATEMENT

2.1 The Council recognises that the provision and use of vehicles, plant & equipment is an essential and integral element of its business operations. The Council also accepts that some employees will be authorised to use their own vehicles for Council business. Therefore, the Council, in line with its general statutory obligations;

- Prepare and maintain such information, instruction, supervision and training as is necessary to provide for the safety of staff and other persons who may be affected by the activities of the Council;
- Expect staff to drive in a legal, considerate and responsible manner;

- Take all reasonable care to provide staff with a roadworthy vehicle that is fit for purpose;
- Develop and implement appropriate documentation and training in support of this Policy;
- The Council will provide vehicles, plant and equipment which are suitable for the tasks for which they are intended;
- Where vehicles require specialist design, modification or adaptation, such works and fitments shall comply with relevant statutory provisions;
- The Council recognises that staff, contractors and agents play a vital part in enabling these aims to be achieved, and employee co-operation will ensure compliance with the relevant legislation requirements;
- The overall aim of the policy is to prevent employees who use vehicles on Council business, and all others who are affected by the Council's business, from suffering detriment or ill health whilst in the course of their work.

3.0 RESPONSIBILITIES: COUNCIL MANAGEMENT

3.1 Senior Management

3.1.1 The Council's Senior Management is committed to providing and maintaining, in so far as is reasonably practicable, safe vehicles, plant and equipment. This will be achieved by providing such information, instruction, training and supervision as necessary to ensure staff safety. To this end, Senior Management will;

- Ensure the policy is sufficiently communicated to staff within their remit and carry out suitable checks to ensure compliance;
- Proactively promote improving fleet practice at senior management level across the organisation and encourage line management to do likewise;
- Regularly review and monitor fleet risks and implement improvements where necessary;
- Provide adequate resources to enable delivery of this Fleet Policy.

3.2 Supervisor/Line Management

3.2.1 Whilst drivers are the individuals ultimately responsible for how a vehicle is driven on the road, Supervisors/Line Managers have a significant influence on their staff, either positively or negatively. For example, unrealistic schedules, inadequate training and failure to properly maintain vehicles all increase the risk of road accidents, whilst good assessments and planning can reduce the risk. Supervisors/Line Managers are responsible for ensuring, as far as reasonably practicable: -

- Staff performing driving duties must be in accordance with the Fleet Safety Policy;
- A suitable risk assessment has been completed and is in place;
- Employees have the relevant driving licence(s) and are adequately qualified and trained before assigning driving activities (including temporary/agency staff);
- Vehicles, plant & equipment is properly maintained and checked before operating;
- Ensure hired vehicle tachographs are locked-in prior to going in to service;
- Ensure relevant staff complete an annual driving declaration, are added to the driver licence check list (Licence Bureau) and have been added to the Council insurance **before** being permitted to drive a Council vehicle;
- Drivers comply with the driving, Operator licence and Working Time Directive legislation at all times, during working hours;

- Where appropriate, ensure vehicles under their control are presented for service inspection, maintenance and repairs when required;
- All vehicle incidents/near misses must be reported in accordance with Council's incident reporting procedure and appropriately investigated by Line Management;

4.0 RESPONSIBILITIES: ALL DRIVERS/OPERATORS

4.1 This Policy applies to all Council staff, including Elected Members, who drive Council owned, leased or hired vehicles, plant and equipment and includes those privately owned or leased vehicles authorised to be used in the course of the business of the Council.

4.2 Drivers ultimately have responsibility for driving safely, operating a safe vehicle and planning their journeys. **At all times drivers must comply with the appropriate road traffic regulations and the Highway Code.** In addition, drivers must: -

- Hold and produce the correct driving licence(s) to the Council at inception of their employment and anytime thereafter, as appropriate;
- Complete an annual driver declaration, prior to engaging in business driving activities;
- Consent to the Council completing regular driving licence checks to verify entitlement to drive;
- Notify the Council of any traffic offence(s) or notice of intended prosecution which the employee is required to bring to the attention of their Supervisor/Line Manager;
- Be aware of, and comply with, the rules of the road (The Highway Code);
- Wear seat belts and be in full control of the vehicle, at all times;
- Confirm fitness to drive (annually) and be fit to drive when reporting for work;
- Inform line management immediately of any change to their health status that results in no-longer being fit to drive (this includes the temporary use of medication). If a driver becomes ill whilst driving, they should stop the vehicle as soon as it is safe to do so and inform their Supervisor/Line Manager;
- Comply with this Policy, the Council's Health & Safety Procedures and associated documentation relating to the safe and proper use of vehicles;
- Cooperate with the Supervisor/Line Management in respect of this policy;
- Comply with all relevant road traffic legislation and operator licensing requirements;
- Meet basic driving eyesight requirements, with or without glasses;
- Comply with all signals, signage and direction given by Police or other authorised officers;
- Comply with all parking regulations – Police and Traffic Wardens have the right to cause a vehicle to be moved, at any time, if the vehicle is causing an obstruction;
- Ensure the Council's Fleet Policy and operator compliance, as appropriate, is not compromised by their actions;
- Ensure that working/driving hours do not exceed the appropriate time directive;
- Be responsible and accountable for the care, condition and treatment of Council provided vehicles;
- All vehicle incidents are reported in accordance with the Council incident reporting procedure;

5.0 RESPONSIBILITIES: OTHER USERS

5.1 This document applies to every driver of any vehicle, including their own, whilst being used on Council business. Some procedures set out in the sections below apply only to vehicles owned, leased or hired by the Council;

- All drivers must be holders of a valid licence for the category of vehicle which they intend to drive;

- All drivers are advised to carry their driving licence at all times, and make their licence available to the Council's Fleet Manager for inspection, as required. Any changes (change of address or medical circumstances) must be notified to your Supervisor/Line Manager (copies will be retained in accordance with Driver Licence Guidelines and the Data Protection Regulations);
- Some categories require medical examinations and it is the employee's responsibility to ensure that these are maintained;
- All drivers are required to notify their Supervisor/Line Manager of any incident or inspection involving the Police, DVA or Customs & Excise Officers at the earliest opportunity. Supervisors/Line Managers should pass this information to the Council's Fleet Manager, who will advise on the appropriate course of action;
- All drivers are requested not to carry personal items
- The Council accepts no responsibility for the loss or damage to personal property carried in Council vehicles. Council property, which cannot be removed from the vehicle during times when the vehicle is left unattended, should be concealed from view or locked in the boot compartment;
- Council vehicles must not be used for any other reason other than in the execution of Council Business. Vehicles must not be used outside of normal business hours, subject to reasonable period to travel to and from home and place of work, only where consent has been provided by the Supervisor/Line Manager.

NB Since 1 January 1997, drivers who have passed their driving test may only drive vehicles in category B up to 3500 kg gross vehicle weight (GVW). Drivers may also drive a vehicle of this GVW towing a trailer with a gross weight of no more than 750 kg or in the case of a trailer which exceeds 750 kg, the GVW of 3500 kg must not be exceeded. Drivers of vehicles over 3500kg are required to pass further driving tests to gain entitlement to drive larger vehicles.

6.0 RESPONSIBILITIES: FLEET MAINTENANCE UNIT

6.1 The policy sets out the responsibilities and authority of the Fleet Maintenance Unit (FMU). The FMU will ensure;

- Vehicles, plant and equipment is maintained and presented in a serviceable condition, with all relevant documentation in force;
- The FMU will work in conjunction with other Council Departments and Service Units in respect of vehicle, plant and equipment procurement and specifications. Specific vehicle, plant and equipment requirements should be referred to the Council's Fleet Maintenance Unit for advice and guidance, as regards the process;
- The FMU should be informed as to the vehicular requirements, within the Council's Capital Replacement Programme, in advance of the operational requirement. This is to facilitate the procurement process and vehicle lead-time.
- All vehicles, plant and equipment entering service must receive an initial inspection by a Council's Fleet Maintenance Unit to ensure operational compliance and to facilitate the asset management recording process.;
- All end of life vehicles, plant and equipment will be subject to the Council's Corporate disposal procedures and processes;
- Vehicle, plant and equipment revenue costs will be recorded on the Council's Fleetmaster system to ensure cost effectiveness and monitor ongoing whole life costs;
- Maintaining the Council's Goods Vehicle Operators Licence register;

- Compiling full and appropriate data on each licensed vehicle;
- Ensure that the Council's Operators Licences comply with the relevant legislation applicable to fleet operations;
- Inspect and update the Council's Motor Insurance Database (MID), as appropriate, to ensure all road vehicles operated by the Council are covered by the Council insurance policy.

7.0 RESPONSIBILITIES: ALL STAFF (GREY FLEET)

7.1 All staff using their own vehicle in the course of the business of the Council must ensure;

- The vehicle is road legal and properly maintained;
- Private vehicles being driven in the course of the Council's business must have insurance cover which permits business use. A copy of which should be forwarded to Finance prior to claiming mileage;
- Staff claiming mileage for business in the course of the Council's business must produce both parts of their driving licence to the Supervisor/Line Manager prior to claiming mileage via the Council's Transfare system;
- The Council must be notified immediately of any licensing or insurance cover changes which apply to staff using their private vehicles in the course of Council business;
- Insurance held in the name of one partner or spouse may not cover both partners or spouses for business use unless this is specifically requested;
- The Council will not accept liability for claims which are not covered by the driver's own insurance, whilst engaged on Council business;
- Failure to present valid documentation and details for Council Employees to Transfare on request may result in any use and subsequent business mileage journey not being approved;

8.0 GENERAL RESPONSIBILITIES: OPERATORS LICENCE

8.1 All goods vehicles owned, leased or hired by the Council exceeding 3,500Kgs gross vehicle weight, and trailers exceeding 1020 kg unladen weight, are subject to the Goods Vehicles (Licencing of Operators) Act 1995 (the Act), as amended. In particular, the Council, as a licensed operator, must adhere to the requirements of the Act to maintain the 'Good Repute' necessary to hold an Operator's Licence. Therefore, all actions and controls on vehicle operations must be undertaken by a professional and competent person who holds a valid Certificate of Professional Competence (CPC). The CPC holder is the nominated Goods Vehicle Operators Licence holder, and as such, has the legal responsibility for all relevant vehicle and fleet related compliance. It is worthy of note that many fleet items are not included within the above mentioned categories and are not required to be specified within the Operators licence. However, the Traffic Commissioner considers all fleet items before granting, reviewing and renewing an Operator's Licence. Therefore, the quality of maintenance, road-worthiness and annual testing results **of all the Council fleet** is taken into consideration and **can affect the integrity of the Operating Licence**.

9.0 ANNUAL ROADWORTHINESS TESTING (GVC/MOT)

9.1 Council vehicle documentation, goods vehicle certificates (GVC), service inspection records and related statutory documentation will be retained at the Fleet Maintenance Unit, CSD, Carn.

9.2 The Council's Fleet Maintenance Unit will coordinate annual roadworthiness testing (GVC/MOT's) in line with the expiry date, in line with regulatory requirements. Maintenance

and testing records will be retained by the Fleet Maintenance Unit in line with licensing requirements.

9.3 Hired vehicle documentation should be retained by the relevant service unit Supervisor/Line Manager acquiring the use of the hired vehicle, item of plant or equipment. All requests for such documents should be made through the relevant Supervisor/Line Manager and referred to the Council's Fleet Maintenance Unit, as appropriate.

10.0 ROAD FUND LICENCES

10.1 The Council will ensure that all road fleet vehicles (Council owned or hired), have a current road fund licence in force prior to use.

11.0 DRIVER CPC TRAINING (DCPC)

11.1 Driver Certificate of Professional Competence (DCPC) Regulations apply to drivers of vehicles which exceed 3500kg gross vehicle weight (GVW) and is applicable since September 2009. All drivers to whom this applies must complete the required periodic training, as appropriate. This is obtained by attending at least 35 hours of approved training within every five-year period of their driving careers. FMU Administration will advise Supervisors/Line Managers when attendance is required in order to meet the statutory DCPC training requirements.

12.0 DRIVER DIGI CARDS

12.1 Driver Digi Cards must be obtained by the driver. Costs associated with the purchase can be reclaimed from the Council by completing the appropriate expenses form; drivers should refer to their Supervisor/Line Manager in this regard. Please note, drivers are responsible for the digi card and the replacement cost, should the card be lost. Faulty cards will be replaced free of charge by the DVLA upon examination.

12.2 Digi cards are valid for 5 years and applications for renewal should be completed in advance of the required date.

NB Drivers must be in possession of a valid driver's card at all times.

13.0 LICENCE CHECKS

13.1 The following criteria should be applied for checking that employees' driving licences are still valid:

- If an employee is required to drive as part of their employment, they must have their licence checked on a 6 monthly basis and at the start of their employment with the Council;
- The responsibility for monitoring and checking driving licences resides with the Council's nominated service provider;
- Driver mandates, annual declarations and fitness to drive should be returned to the Council's FMU for processing and retention. Updates will be returned to the relevant Supervisor/Line Manager;

14.0 SAFE DRIVING

14.1 All employees are required to drive in a safe, responsible and courteous manner in accordance with the requirements of the Highway Code. The Council will provide training for employees, as required, to ensure the highest standards of safety and driving skill is observed.

14.2 Employees may be required to undertake a driving assessment and or further training following an incident, or road traffic accident at work, where their driving was found to be at fault.

14.3 The following requirements should be borne in mind when driving: -

- **Never** drive a vehicle if you are unwell or taking medication, unless a Medical Practitioner or dispensing Pharmacist has confirmed it is safe for you to drive. Ensure you follow guidelines of medication if self-medicating.
- **Remember** it is the drivers' responsibility to inform the DVLA, and line manager of any medical condition or medication that affects your ability to drive.
- **Never** drive under the influence of alcohol or drugs as per Council Drugs and Alcohol Policy.
- **Never** start out or continue driving if you are tired. Driving requires your full concentration.
- **Never** exceed your driving hours when covered by EU Drivers' Hours Rules or Working Time Directive Legislation, seek advice from your Supervisor/Line Manager or the Fleet Maintenance Unit.
- **Never** exceed a vehicles permissible gross vehicle weight, axle weight and/or train weights.
- **Never** drive with poor eyesight or if your vision is blurred. You must wear spectacles or contact lenses for driving if your optician prescribes them for that purpose.
- **Never** eat, drink, or try to read a map or directions whilst driving. You must pull in and stop somewhere safe first.
- **Never** put yourself and others at risk if you are involved in a breakdown or an accident.
Contact your Depot Supervisor/Line manager and/or Fleet Maintenance Unit in Carn CSD for assistance or in the case of an accident/ incident contact the emergency services by dialling 999 or by using a roadside Emergency Telephone;
- **Never** await recovery in your vehicle. Always position yourself in a clearly visible location, a safe distance from the vehicle and road-side and wear a high visibility jacket if possible.
- **Do not** change a punctured wheel. Such occurrences should be referred to the Council's Fleet Maintenance Unit for rectification. Fleet Maintenance Unit staff or Tyre Specialists are the only authorised people to fit replacement wheels. A defect should be recorded and forwarded to the Supervisor/Line Manager, if you are driving a Council vehicle.

15.0 VEHICLE ACCIDENTS & DAMAGE

15.1 You must report any vehicle damage or accident to a Council owned, leased or hired vehicle at the first available opportunity to your Supervisor/Line Manager. An Incident Report Form (IR1) to be submitted in full on return to depot. All damage should be recorded on a vehicle defect form and be reported to the Fleet Maintenance Unit as soon as

possible. Any damage that affects safety or the legal use of a vehicle should be immediately

NB If in doubt, do not drive the vehicle. Report the issue to your Supervisor/Line Manager and the Fleet Maintenance Unit prior to continuing your journey. There may be hidden damage and the vehicle may require recovery.

15.2 PROCEDURES IN THE EVENT OF AN ACCIDENT: you are required to:

- **STOP AND INVESTIGATE** if any person involved in the accident or incident is injured, arrange for help;
- Call for assistance, by an appropriate means;
- Do not ignore the possibility of the stationary vehicle(s) creating a hazard to other road users. Where necessary, arrange for other drivers to be warned in sufficient time for them to take appropriate action if safe to do so;
- If the Council vehicle is equipped with hazard warning lights, amber beacons or is carrying traffic cones, these should be used to help warn all approaching traffic.
- Never leave the scene of an accident were someone has been injured, unless instructed to do so by a relevant authority.

15.3 THE USE OF VEHICLE ACCIDENT CAMERA PACK:

- The accident pack should contain Disposable Camera, Pencil/Pen Measuring Tape, Instruction Leaflet;
- Obtain all the information required to complete an accident report form, including details of any damage, injuries, witnesses, etc.
- Where possible draw a sketch of the accident scene noting vehicle and person positions and other significant details (speed limits, signs, etc.);
- If a camera is available take photographs;
- It is important that the insurance details and names and addresses of all vehicle occupants and vehicle or property owners are obtained. It is also important to obtain the names and addresses of any independent witnesses to the accident;

NB Do not admit liability or blame, either verbally or in writing, or make any offer of promise of payment.

15.4 The driver of a motor vehicle must, as a legal obligation, stop if involved in an accident that causes:

- Injury to anyone other than the driver;
- Damage to property on or adjacent to the road (e.g. lamp post, trees, gates);
- Damage to another vehicle.

15.5 If required to do so by a person with reasonable grounds (e.g. the owner of damaged car), as the driver you **must** provide:

- Your name and address;
- The registration number of your vehicle,
- The address of your depot as detailed in the Vehicle & Driver Handbook;

If a driver refuses to give the statutory information to anyone with reasonable grounds for requiring it at the scene of an accident, the driver is guilty of an offence even if they later report the accident to the Police.

15.6 If, in your opinion, the other driver was driving recklessly or under the influence of alcohol or drugs, the Police should be informed of this as soon as possible.

NB If having stopped, the above procedure is not completed for any reason the driver must report to the Police as soon as reasonably practicable and within 24 hours after the incident. Any accident, which results in injury to another person, must be reported to the police as soon as reasonably practicable and within 24 hours after the incident.

15.7 The Police must also be informed (within 24 hours) of all accidents which result in damage to other vehicles, trailers or property or in the death or injury of an animal (excluding a cat) unless the owner of the animal, property, vehicle or trailer has been made aware of the accident at the time and all relevant information has been exchanged.

15.8 If legal proceedings are taken against the driver of a Council vehicle, the matter must be immediately communicated to your Supervisor/Line Manager and the Fleet Maintenance Unit

15.9 All communications received from insurance companies or third parties must be immediately forwarded to the Fleet Manager and **must not be answered or acknowledged** in any way by the driver, Supervisor or Line Manager. The Council's Insurance Unit and Health & Safety Manager are to be advised also with copies of documentation attached.

NB For the avoidance of doubt when deciding who should fill in an accident form, the driver last in charge of the vehicle shall complete the forms in full and provide all information, except in exceptional circumstances.

16.0 CRIMINAL OFFENCES

16.1 Employees, for their part, are expected to familiarise themselves with this document and abide by the contents. They are required to advise the Fleet Management Unit if they have their licence endorsed, lose their full driving entitlement or receive penalty points (business or personal). This must be reported immediately, with details of the penalty points or fixed penalties, to the Council's Fleet Manager.

17.0 SMOKING & EATING

17.1 It is an offence under The Prohibition of Smoking in Certain Premises (NI) Regulations 2006, to permit, or cause to permit smoking (including e-cigarettes) on Council premises. Vehicles, plant and equipment are classified as certain premises. The Council's Smoking in the Workplace Policy has a "No Smoking" Policy in all Council accommodation and vehicles and this must be adhered to at all times. The Council's No Smoking Policy can provide more in-depth information on the subject.

17.1.1 Where any employee uses their private car on Council business and on occasions carries passengers/colleagues who do not smoke, the driver is requested to refrain from smoking during these official journeys.

17.2 Eating and drinking by any Council driver whilst in control of a moving vehicle is strictly prohibited. Such a practice considerably increases the risk of losing control of the vehicle and being involved in an accident.

18.0 ACCEPTABLE USE OF COUNCIL VEHICLES, PLANT & EQUIPMENT

18.1 Council vehicles, plant and equipment must only be used to carry goods and/or passengers on Council business. Council vehicles, plant and equipment are not to be used for private use.

18.2 Only persons on Council related business are authorised to be carried in Council vehicles as follows:

- Council employees on duty;
- Persons engaged on work for or on behalf of the Council;
- Persons being carried in the event of an emergency;
- Persons being transported as part of a Council service;
- Repair/Service Agents.

NB It remains the legal responsibility of the driver to ensure that Council goods/waste are carried safely and securely at all times.

18.3 No goods are permitted to be carried in a Council vehicle other than property, tools or equipment and materials being used on behalf of the Council, or which belongs to the Council.

18.4 Tools and materials are not permitted to be transported in the same cabin space as personnel.

18.5 Personnel may only be transported in properly designed and fitted seats. Seat belts are to be worn at all times, when fitted, including plant and equipment.

19.0 MAXIMUM LADEN WEIGHTS

19.1 When built, a manufacturer's identification plate bearing details of the maximum gross weight, axle and train weight is fitted to each commercial vehicle. Drivers should familiarise themselves with the requirements and location of these identification plates. The following terms are used on manufacturers and plates:

- **Maximum Gross Weight:** Is the maximum weight, which can be carried by the vehicle and includes the weight of the vehicle, fuel, vehicle load, driver and any passengers carried
- **Maximum Axle Weight:** The maximum weight to which each axle on the vehicle can be loaded is given for each axle location
- **Maximum Train Weight:** This is the combined gross weights of the vehicle and any trailer or towed unit

19.2 Overloading is a serious offence and could lead to the prosecution of both the driver and the Council.

19.3 Drivers must ensure that they are aware of the maximum loads, which can be carried on the vehicles in their charge and ensure that they are not exceeded. Any concerns regarding the loading of a vehicle should be immediately drawn to the attention of the supervisor and or the Council's Fleet Manager. All loads must be distributed evenly and securely on the vehicle/trailer.

NB It is the legal requirement that the maximum vehicle weights are not exceeded.

20.0 SAFE LOADING OF VEHICLES

20.1 An appropriate workplace risk assessment will identify hazards and control measures to reduce the risk of injury when loading or unloading vehicles. Risk assessments may identify the need for mechanical handling aides (e.g. vehicle tail lift), that in turn, require their own assessment and implementation of suitable control measures. Where manual handling is the only option, such operations will also be subject to an assessment under the Manual Handling Operations Regulations in line with the Council's Health & Safety Policy.

20.2 Line managers are responsible for the identification and assessment of risks associated with particular work streams and for ensuring that control measures are implemented. The Council's Health & Safety Unit can assist in this process with the provision of appropriate training in Risk Assessment.

20.3 Drivers are responsible for the safety and security of **all** vehicle loads. They must, therefore, ensure that all loads are securely fixed and present no danger to the vehicle occupants or to third parties.

20.4 Council employees have a duty under section 7 of Health & Safety at Work Act and the Council's Health & Safety Policy to take reasonable care for their own health and safety and that of others who may be affected by their actions or omissions at work. If any driver has any doubt regarding the safe loading of a vehicle, item of mobile plant or equipment, they should contact their Supervisor/Line Manager for direction. Staff have a duty to report safety concerns to Line Managers under the Management of Health & Safety at Work.

21.0 PARKING OF VEHICLES

21.1 All Council vehicles must be parked overnight in appropriate Council premises. All vehicles must reverse park in their allocated parking space on site where possible. Vehicles parked away from the Council premises must be legally parked.

All goods vehicles with a gross weight exceeding 2,500Kg must have parking lights on when parked on a street or road between sunset and sunrise as per the Road Vehicle Lighting Regulations 2010.

All Operator Licence vehicles must only be parked at Authorised Goods Vehicle Operating Centres listed on the Council's Operating Licence.

22.0 VEHICLE SECURITY

22.1 A driver in charge of a Council vehicle is responsible for the security of the vehicle and its contents whenever the vehicle is left unattended. The following actions must always be taken on such occasions:

- The parking brake must be fully engaged;
- The ignition key must be removed from the vehicle if operation of vehicle **PTO** is not required;
- All doors and windows must be closed and locked if no employee is in vehicle cab and is parked in a public area no matter how long the duration might be;
- Anti-theft devices must be switched on/activated, where fitted;
- Vehicle keys must be kept secure at all times;
- All operational plant, ride-on mowers, diggers etc. are included within this section

23.0 VANDALISM AND THEFT

23.1 In the event of theft from or vandalism to the vehicle, the driver responsible for the vehicle is to take the following action;

- Immediately report loss or damage to the Supervisor/Line Manager and where required the Police;
- Ensure the vehicle and contents are secured until such times as it can be moved;
- If the Police have been involved, the vehicle should only be moved following instruction to do so from the Police;
- The crime ref number should be noted and passed to the Supervisor/Line Manager;
- An incident report form must be completed fully before end of shift and submitted to the Supervisor/Line Manager.

24.0 DRIVERS' HOURS & TACHOGRAPHS

24.1 Drivers of vehicles that fall under the Operator's Licence (and certain non-operated licence) Council vehicles have a legal obligation to keep particular records and adhere to the regulations governing drivers' hours of duty – details are contained within the Council's Drivers Handbook.

24.2 All drivers operating vehicles equipped with a tachograph will now be standardised and drive under EU Regulations. This aligns the Council with best practice guidelines for recording drivers hours of duty. Drivers are required to hold and use a personal digital smart card (digi card) or analogue chart to record each days driving activities. The Supervisor/Line Manager can advise drivers on the operation of the tachograph regulations or refer to the Council's Fleet Management Unit for advice. Drivers must retain the original records for the current day and the previous 28 calendar days and return tachograph charts within 42 days of completion.

24.3 Where a vehicle is fitted with a digital tachograph vehicle unit (VU) **only** a driver with a digital tachograph Drivers' smart card is permitted to drive. The driver must ensure;

- the VU is fitted with a print roll – 2 spare print rolls must be carried in each vehicle;
- Immediately report loss or damage to the Supervisor/Line Manager and where required the Police;
- the driver smart card is inserted in the VU at the start of the each duty shift;
- Remove their card at the end of their duty shift;
- Must not leave their digi card in the VU overnight;
- Must download their digi card regularly, or at least weekly;
- Drivers must be able to produce recordings for the current day and previous 28 calendar days;
- It is an offence to tamper with, amend, alter or interfere with the recording equipment in a Council vehicle.

25.0 OPERATOR LICENCE DISCS

25.1 A current Operators Licence disc must be displayed at all times where applicable. Any loss or defacement of the Operator's Licence must be immediately reported to your Supervisor/Line Manager and Fleet Maintenance Unit. Defect procedure to be followed.

26.0 VEHICLE DESCRIPTION

26.1 All goods vehicles, must have appropriate reflectors the vehicle which must be kept clean and operational. Any defect to be reported as directed in Daily Checks and reported to Fleet Maintenance Unit.

26.2 Vehicle registration number plates should be free from damage and be clearly visible at all times. Temporary plates must be of an approved design and appropriately displayed. Trailers being towed must be fitted with approved plates and correspond with the vehicle that the trailer will be attached and towed by.

27.0 MOBILE PHONES

27.1 Management shall ensure appropriate instructions are issued to all Supervisors/Line Managers and drivers regarding the safe and appropriate use of mobile phones whilst in the course of their work. Supervisors/Line Managers should have due regard for the Council's Mobile Phone Policy and relevant legislation regarding the safe and appropriate use of mobile phones, during working hours.

27.2 All other drivers issued with or using mobile phones for Council business shall ensure they are turned to silent mode or turned off for the duration of the vehicle journey. Drivers should ensure the voice-mail facility is activated on their mobile phone, in order that urgent and appropriate messages may be left for retrieval upon arrival at the destination or during a suitable break from driving.

27.3 The use of mobile phones while driving on Council business or whilst driving a Council vehicle is not permitted. If a call has to be made or received, the driver must stop in a safe place and turn off the engine before receiving or making the call.

28.0 ALCOHOL AND DRUGS

28.1 Human Resources shall ensure suitable arrangements are made for the implementation and monitoring of Council's Alcohol, Drugs and Substance Abuse policy. Staff must not be under the influence of alcohol or drugs during working hours, when driving or operating any vehicle, item of mobile plant or machinery. No alcoholic drink is permitted to be carried in a Council vehicle.

28.2 Drivers/operators of vehicles, plant and equipment must not drive/operate, attempt to drive/operate or be in charge of a vehicle or equipment if under the influence of alcohol or drugs. When taking prescribed medication **ALWAYS** check with your doctor or pharmacist as to whether or it is safe to drive/operate vehicles or equipment. It is an offence to drive, attempt to drive or be in charge of a motor vehicle if unfit as a result of consuming alcohol or taking drugs. It is a serious offence to drive or be in charge of a motor vehicle whilst under the influence of alcohol or drugs. The Council will not condone any employee, contractor or agent driving any vehicle or operating an item of mobile/equipment having consumed alcohol or illegal drugs. No excuses will be taken in mitigation for this offence.

NB If you are being treated by a doctor and are prescribed drugs or medicine, which could affect your ability to drive or operate machinery safely, it is your responsibility to inform your Supervisor/Line Manager and produce a medical certificate outlining the nature of the medication.

29.0 VEHICLE EQUIPMENT

29.1 Council vehicles are fitted with accessories and equipment used in the course of the Council's business. Staff should refrain from tampering, adjusting or attempting to complete a repair to any part of the vehicle or its equipment. Vehicles, plant or equipment which develop faults in the course of the working day should be reported to the Supervisor/Line Manager. No attempt should be made to undertake adjustments or repairs.

30.0 VEHICLE CONTROL

30.1 The Council must plan the use of all vehicles, plant and equipment under its control, which are being used in the course of its business. There is a legal obligation for all Council service users/operators to identify specific vehicle operations and allocations.

Supervisors/Line Managers will control vehicle allocation/usage within their specific service area. The driver who has been allocated the vehicle will be fully responsible for the roadworthiness of the vehicle at all times whilst under their control and **must** complete a drivers daily report **before** use. The driver will also be responsible for any Road Traffic Offences incurred until the vehicle has returned to the depot and the keys returned to Supervisor/Line Manager or key box.

31.0 SERVICING SCHEDULE

31.1 Service and periodic safety inspection dates for all vehicles will be advised to Supervisor/Line Managers by the Fleet Maintenance Unit. Vehicles, plant and equipment **must** be presented for servicing or periodic safety inspections on the specified day. At present the periodic safety inspections are scheduled between 6 & 9 weeks. The vehicle unit (Tacho where fitted) will be downloaded at this service time, as appropriate.

31.2 Any non-safety related defects that require attention should be listed in the vehicle defect book during the drivers daily report. The Supervisor/Line Manager should then be informed of the issue and the Fleet Maintenance Unit notified.

31.3 All personal effects must be removed from the vehicle before being presented for servicing, inspection or repair, especially those vehicle with a tilting cab.

31.4 The vehicle must be cleaned and properly presented to enable the relevant work to be carried out, this includes the vehicle body.

32.0 VEHICLE CHECKS

32.1 To ensure Council vehicles, plant and equipment is safe to use and complies with relevant legislation, it is the responsibility of all drivers to ensure that there are no obvious defects or deficiencies to the vehicle, plant or equipment they drive/operate, **before** being used. Therefore, all drivers of Council operated vehicles, plant and equipment **must** undertake a daily safety check **before** a vehicle, item of mobile plant or equipment is used. **See Appendix 4 Driver Daily Report Check list.**

NB Nil defects must also be recorded using the documentation provided. The vehicle tachograph (where fitted) should be set to other work during the daily checking process.

33.0 DEFECT REPORTING, REPAIRS & BREAKDOWNS

33.1 If a defect is discovered the relevant details must be entered into the vehicle defect book. **See Appendix 4 for details.** All defects must be reported to the relevant Supervisor/Line Management. Only technically qualified staff from the Fleet Maintenance Unit can make a decision on the roadworthiness of any Council vehicle.

33.2 **Only** the Council's Fleet Maintenance Unit is authorised to carry out, or to instruct a third party, to carry out repairs on Council vehicles, plant and equipment.

33.3 In the event of a breakdown, contact your Supervisor/Line Manager who will arrange with the Fleet Maintenance Unit to attend the vehicle at the roadside or arrange recovery.

34.0 VEHICLE SAFETY INSPECTIONS AND REPAIRS

34.1 All vehicles operated by the Council must be made available for safety inspections and routine servicing in accordance with the schedule provided by the Council's Fleet Maintenance Unit.

34.2 No vehicle is permitted to be used in an unsafe, un-roadworthy condition, especially following an incident or accident, if damage has been sustained. The Fleet Maintenance Unit should be requested to carry out an inspection to determine if the vehicle can be used or requires recovery.

34.5 Repairs to Council operated vehicles, plant and equipment may only be carried out by or with the authority of the Fleet Maintenance Unit in accordance with service requirements and the manufacturers authorisation, as appropriate. This will ensure a breach of legislative and/or CE approval does not occur and warranties are maintained.

34.6 Drivers must ensure all hired vehicles are checked for damage immediately upon receipt from the supplier if collecting from supplier site. The use of Daily Defect Book is used prior to driver taking control of the vehicle. If unsafe the supplier advised there and then. The supplier must be notified of any discrepancies in their record of vehicle condition following delivery to a Council depot, allowing adequate notification to the respective hire or lease company to arrange alternative vehicle only if safety related issue is highlighted.

35.0 FLEET MAINTENANCE UNIT (FMU)

35.1 The Fleet Maintenance Unit will ensure that Driver Daily Report books are readily available for every vehicle. The FMU will also ensure that all vehicle defects reported following the driver daily check will be repaired accordingly.

35.2 Operator Licence systems and documentation will be subject to future internal/external compliance audits. Therefore, drivers are required to submit signed daily defect checklists to enable compliance with the relevant legislation.

35.3 Driver Daily Report (DDR) books form part of the Council's legal requirements in respect of Operator Licensing. Therefore, the loss of a DDR should be reported immediately.

36.0 MAINTENANCE FREQUENCIES

36.1 The FMU will provide full vehicle, plant & equipment service schedules for all relevant Council assets, as appropriate, to ensure service and inspection requirements are met.

36.2 Each service may be extended to include the necessary safety inspection, required under relevant statutory provisions. Such inspections may be undertaken outside the routine servicing schedules.

37.0 INSTRUCTION ON DAILY VEHICLE CHECKS

37.1 Supervisor/Line Managers will also arrange, in co-operation with the User, for appropriate driver retraining in respect of Driver Daily Report checks.

38.0 ROADSIDE VEHICLE CHECKS/DVA SITE VISIT

38.1 Supervisor/Line Managers must immediately report any roadside inspection or site visit by Police, authorised Inspectors of the Driver & Vehicle Agency (DVA) or Customs & Excise, irrespective of whether or not charges have been made against the driver. The Fleet Maintenance Unit will advise on the appropriate course of action to be taken in each case.

39.0 FUEL

39.1 The Fleet Maintenance Unit will arrange a fuel access fob for each Council vehicle to enable fuel to be automatically issued from each bulk fuel site.

39.2 The Council have installed a web-based fuel usage system. This allows managers to monitor usage and on-site stock quantity, to ensure adequate stock is available.

40.0 USE OF VEHICLES OUTSIDE THE UK

40.1 Special arrangements are required for the use of Council vehicles outside NI. Such arrangements will require discussions with the Council's Fleet Maintenance Unit, Operations Manager and the Health & Safety Manager, in advance. Written authorisation may also be required from the relevant Executive Director.

41.0 VEHICLE CLEANLINESS

41.1 As far as is reasonably practicable, all Council vehicles must be kept clean and tidy both inside and out. All equipment and materials must be properly stowed in the load area. Particular attention should be paid to all around vision (glass, mirrors and reflective markers). This is in the interest of visibility, road safety, health & safety and to present a positive Council image of the public.

41.2 All mechanical sweepers must wash out and drain water from the sweeper system at the end of each shift.

41.3 All RCVs must be regularly cleaned to prevent build-up of waste on moving parts (bin lifts, ejector plate etc.) and any liquid accumulated during the waste collection process should be drained on a regular basis at an authorised facility.

41.4 Staff must remove any litter from the interior of Council's vehicles at the end of the shift pattern. Such waste must be deposited in the appropriate receptacle.

NB Vehicle spot checks will be carried out to ensure staff adhere to the vehicle cleanliness standards.

42.0 INSURANCE CLAIM PROCESSING

42.1 The Fleet Maintenance Unit will assist in the investigation of insurance claims and vehicle repair estimates. All vehicle insurance matters will be referred to the Council's Insurance Unit.

43.0 EXTERNAL SPOT HIRE

43.1 The Fleet Maintenance Unit, in association with the Admin/Depot Manager will make arrangements for all external hire of vehicles, in accordance with the user specifications, as appropriate. All such arrangements will be made to meet appropriate legislation and Operator Licence requirements, as appropriate.

43.2 The Fleet Maintenance Unit will be advised by the relevant Council section on the specification for hiring of vehicles. Details must be provided in respect of the vehicle requirements and the duration of hire. The Council's procurement process will be followed as regards approved suppliers.

44.0 DRIVING FOR WORK: EMPLOYEE OWNED VEHICLE CHECKS

44.1 Employers owe the same duty of care to staff who drive their own vehicles for work. It is an offence under Road Traffic Act to cause or permit a person to drive a vehicle that is in a dangerous condition or without a valid licence or insurance. Essential/Casual car users are encouraged to conduct regular vehicle checks to ensure their vehicle is roadworthy.

NB Staff should refer to the RoSPA (The Royal Society for the Prevention of Accidents) Driving for Work Own Vehicle guide.

45.0 STAFF MILEAGE & SUBSISTENCE CLAIMS

45.1 The Council has adopted the Transfare system in respect of travel and subsistence claims. The Transfare system can be accessed via the Council's intranet system.

46.0 FLEET ECONOMIC LIFE PLAN

46.1 Fleet Economic Life Plan: the current make-up of the fleet by vehicle type, as shown in the table below. Large goods vehicles (vehicles over 7.5 tonne) are planned to be replaced at approximately 10 years. The cost effectiveness of this approach has been reviewed and revised as detailed below:

46.2 Out of Life Assessment: All Council operated vehicles, plant and equipment will be subject to an out-of-life assessment, completed by the Council's Fleet Maintenance Unit. When a vehicle, item of mobile plant or equipment is scheduled for replacement, under the Council's capital replacement schedule, an assessment of the ongoing mechanical viability will be made. Thereafter, the vehicle or item of mobile plant/equipment will be retained or scheduled for disposal, for a pre-determined period of time, or until a further economic/out-of-life assessment is made. The relevant section Supervisor/Line Manager will be notified of the decision.

46.3 The Council is committed to purchasing the most environmentally friendly vehicles available to carry out its functions.

46.4 It is intended to standardise the fleet, as far as possible, to facilitate fleet service knowledge, sourcing of spare parts and repair diagnostics. This will enable on diesel over the short term whilst keeping hybrid development under review particularly for heavier vehicles which currently operate at very low levels of fuel efficiency. If opportunities

arise to pilot such technology at reasonable comparable cost these will be explored and decisions made on a case by case basis.

47.0 FLEET DISPOSAL

47.1 The Head of Department will liaise with the Fleet Maintenance Unit in respect of assets which should be removed from service. The asset will be sent to Carn or Banbridge Depot for full out-of-life assessment. A condition report will be processed in accordance with the Council's asset disposal process and the asset scheduled for disposal.

47.2 An AD1 form must be completed by the relevant Supervisor/Line Manager and a copy will accompany the asset. The Council's Finance section must be informed of the disposal.

47.3 The asset will be scheduled for public auction at the next available date. The auction proceeds will be forwarded to the Council's Finance section. The MV2 form will be completed with the Fleetmaster, insurance database and Operators Licence systems updated accordingly.

48.0 EQUALITY (see Appendix 4)

TRANSFARE

Getting Setup

In order to claim mileage through the Transfare System, Council staff should complete a Transfare Setup Form. Once completed and authorised by the appropriate Supervisor/Line Manager, this should be scanned and emailed to the Finance & ICT department. Along with the form a copy of the Staff members Vehicle Log Book and Valid Car Insurance, showing Business Use, should also be scanned and emailed.

Personal Details are automatically defaulted. If any details are incorrect please contact Finance Dept.

Due to System setup, and Council Policy, claims must be made within 3 months of journey date.

Also, if a user changes their car, a copy of the new vehicle log book and updated insurance must be scanned and emailed again to Finance and ICT dept. Council Expenses Policy will go into more depth on this item.

Insurance & Accident Forms Templates



Witness Statement From

Name of Witness:	_____
Address:	_____
Postcode:	_____
Telephone No: (Home)	_____ ((Mobile) _____
Date of Accident:	_____ Time of Accident: _____ am/pm
Date Reported:	_____ Time Reported: _____ am/pm
Accident Location:	_____
Name of Manager/Supervisor taking statement:	_____
Job Title:	_____

I have witnessed an accident/incident and wish to make the following statement

The above statement is true and correct.

Injured Person Signature _____ (Printed)
_____ Date _____

Manager/Supervisor Signature: _____ (Printed) _____ Date



**Armagh City
Banbridge
& Craigavon**
Borough Council

INVESTIGATION RECORD FORM

NAME OF INJURED PARTY:- _____

DATE OF INCIDENT:- _____

Follow up Action	Person Responsible	Completed Date	Signature



**Armagh City
Banbridge
& Craigavon**
Borough Council

Injured Party Statement

Injured Person Name: _____

Address: _____

Postcode: _____

Telephone No: (Home) _____ ((Mobile) _____

Date of Accident: _____ Time of Accident: _____ am/pm

Date Reported: _____ Time Reported: _____ am/pm

Accident Location: _____

Name of Manager/Supervisor taking statement: _____

Job Title: _____

I have been involved in an accident/incident and wish to make the following statement



**Armagh City
Banbridge
& Craigavon**
Borough Council

ACCIDENT RECORD FORM

If this form relates to a **member of the public**, email this completed form to:

Corporate H&S Advisor

For all other **Employees**, **Agency workers** and **Contractors** please email this completed form to both:

Human Resources & the Corporate H&S Advisor

An Accident record form must be emailed **within one working day**. The injured party statement, witness statement and accident investigation **must then be emailed within 3 working days**. This is to ensure we meet our RIDDOR reporting obligations to HSENI. Please also send on all original forms to Corporate H&S in a sealed envelope.

(Tick as Appropriate)

<input type="checkbox"/> Employee	<input type="checkbox"/> Member of Public	<input type="checkbox"/> Agency	<input type="checkbox"/> Contractor	<input type="checkbox"/> Other
--	--	--	--	---------------------------------------

INJURED PARTY DETAILS – please give all details if possible

Name:	<input type="checkbox"/> Male <input type="checkbox"/> Female
Address:	

Age:		DOB:	
Telephone No.		Mob No.	

INJURY DETAIL

Nature and Location of Injuries: (e.g. pain in left ankle, graze on right elbow, broken right arm)

FIRST AID

Was an Ambulance required?

Yes/No

For under 18's – were parents informed?

Yes/No

First Aid given Name of First Aider: _____

Treatment Given: _____

Doctor Doctor's Name: _____

Doctor Address: _____

Hospitalisation Hospital Name: _____ Duration: _____

Other Specify: _____

ACCIDENT DETAILS

Date of Accident : ____/____/____ Time of Accident ____am/pm

Reported To : _____ Time & Date Reported ____am/pm on ____/____/____

EXACT LOCATION OF ACCIDENT

Was the person authorised to be in that place at that time? **Yes/No**

Pictures taken **Yes/No**

EMPLOYEE ONLY DETAILS

Did employee Resume Work Following the Accident? **Yes/No**

If No – Please state the **Time and Date** Employee ceased work _____ am/pm ____ / ____ / ____

Has the employee been absent due to sickness for 3+working days? **Yes/No/Pending**

PERSON COMPLETING FORM

NAME	
DESIGNATION	
SIGNATURE	
DATE	

REVIEW

This Policy & Procedures document will be subject to regular reviews and updates due to changes in other Corporate Policies and the introduction of new legislation. These changes will be made by Council Management and will be communicated through the issue of an updated version release. The Compliance and Monitoring section will also be subject to review to demonstrate best value to the Council.

FLEET ECONOMIC LIFE PLAN

Fleet Economic Life Plan: the current make-up of the Council's fleet by vehicle type is shown in the table below. Large goods vehicles (vehicles over 7.5 tonne) are scheduled to be replaced after approximately 10 years service. The cost effectiveness of this approach has been reviewed and revised as detailed below:

Type of Council vehicle allocated life:

- Small Panel Vans: 8 years
- Large Panel Vans: 7 years
- Vehicles: (3.5 - 7.5 tonne) 8 years
- Refuse Collection Vehicles (RCV's) 10 years
- Mechanical Sweepers (under 7.5 tonne): 5 years
- Mechanical Sweepers (over 7.5 tonne): 10 years
- Large Mechanical Plant/Equipment (Loading Shovels etc.): 15 years
- Tractors 15 years
- Misc. Plant 15 years

**** All vehicles, plant & equipment will be subject to an out-of-life assessment to determine whether replacement at the above intervals is required.***

Out of Life Assessment: All Council operated vehicles, plant & equipment will be subject to an out-of-life assessment, completed by the Council's Fleet Maintenance Unit. When a vehicle, item of mobile plant or equipment is scheduled for replacement, under the Council's capital replacement schedule, an assessment of the ongoing mechanical viability will be made. Thereafter, the vehicle or item of mobile plant/equipment will be scheduled for disposal, or retained for a pre-determined period of time until a further out-of-life assessment is completed. The relevant section Supervisor/Line Manager will be notified of the outcome of the assessment.

It is intended to standardise the fleet, as far as possible, to facilitate fleet service knowledge, sourcing of spare parts and repair diagnostics. If opportunities arise to pilot alternative technology at reasonable comparable cost these options may be explored and decisions made on a case by case basis. The Council is committed to purchasing the most environmentally friendly vehicles available to carry out its functions.

Equality Screening Form

Policy Scoping

Policy Title: Fleet Policy

Brief Description of Policy (please attach copy if available). Please state if it is a new, existing or amended policy.

The Fleet Policy is new and represents the Council's approach to statutory fleet compliance and the management of occupational road risk. The policy has been developed to address all aspects of the Council's fleet operations, ensuring they comply with the relevant statutory road transport provisions, as set out in our Road Transport Operators Licence.

The policy provides the parameters by which all Council fleet transport operations should operate.

Intended aims/outcomes. What is the policy trying to achieve?

The Council recognises that the provision and use of vehicles, plant & equipment is an essential and integral element of its business operations. The Fleet Policy aims to;

1. Prepare and maintain such information, instruction, supervision and training as is necessary to provide for the safety of staff and other persons who may be affected by the fleet related activities of the Council;
2. Provide a framework for those who manage, drive or operate vehicles, plant and equipment in the course of their daily work;
3. Sets out the legal parameters within which the Council fleet should operate;
4. Provide and maintain the Council's fleet of vehicles, plant and equipment ensuring fitness to operate;
5. Develop and implement appropriate documentation and training in support of the Fleet Policy;
6. Provide vehicles, plant and equipment which is suitable for the tasks for which it is intended and which complies with relevant statutory provisions;
7. The overall aim of the policy is to ensure statutory compliance for all Council fleet related operations.

Policy Framework

Has the policy been developed in response to statutory requirements, legal advice or on the basis of any other professional advice? Does this affect the discretion available to Council to amend the policy?

The Fleet Policy has been developed in response to the introduction of the Goods Vehicles (Licensing of Operators) Act (Northern Ireland) 2010, requiring the Council to licence all vehicles over 3500kg GVW for the purpose of road transport operations. The legislation requires the Council to operate its fleet within a strict regulatory framework. Other relevant road traffic legislation also applies.

Are there any Section 75 categories which might be expected to benefit from the policy? If so, please outline.

This policy will have a neutral impact on the section 75 categories. It will apply to all staff members who are required to drive during the course of their work.

Who initiated or wrote the policy (if Council decision, please state). Who is responsible for implementing the policy?

Who initiated the policy?	Who is responsible for implementation?
Operations Manager Environmental Services	The Council's Fleet Manager

Are there any factors which might contribute to or detract from the implementation of the policy (e.g. financial, legislative, other?)

The potential implementation of other fleet-related legislation. In addition, the availability of appropriate capital/revenue finance to maintain and replace the Council's fleet and provide the appropriate staff training to ensure ongoing operator compliance.

Main stakeholders in relation to the policy

Please list main stakeholders affected by the policy (e.g. staff, service users, other statutory bodies, community or voluntary sector, private sector)

The appropriate provision of relevant technical staff, employees who drive, fleet related suppliers (goods & services) and The Driver & Vehicle Agency (regulatory body).

Are there any other policies with a bearing on this policy? If so, please identify them and how they impact on this policy.

The Fleet Policy is a stand-alone policy to address regulatory compliance. However, the following Council policies are referenced;
Drugs & Alcohol, Health & Safety, Mobile Phones and Smoking.
The above policies are referenced, but have no specific bearing on the provision of the Fleet Policy.

Available Evidence

Council should ensure that its screening decisions are informed by relevant data. What evidence/information (both qualitative and quantitative) have you gathered to inform this policy? Specify details for each of the Section 75 categories.

Section 75 category	Evidence
Religious belief	No impact, therefore no evidence has been compiled.
Political opinion	No impact, therefore no evidence has been compiled.
Racial group	No impact, therefore no evidence has been compiled.
Age	No impact, therefore no evidence has been compiled.
Marital status	No impact, therefore no evidence has been compiled.
Sexual orientation	No impact, therefore no evidence has been compiled.
Men and women generally	No impact, therefore no evidence has been compiled.
Disability	No impact, therefore no evidence has been compiled.
Dependants	No impact, therefore no evidence has been compiled.

Needs, experiences and priorities

Taking into account the information gathered above, what are the different needs, experiences and priorities of each of the following categories in relation to this particular policy/decision?

Section 75 category	Needs, experiences and priorities
Religious belief	N/A
Political opinion	N/A
Racial group	N/A
Age	N/A
Marital status	N/A
Sexual orientation	N/A
Men and women generally	N/A
Disability	N/A
Dependants	N/A

Screening Questions

1. What is the likely impact on equality of opportunity for those affected by this policy for each of the Section 75 categories?

Category	Policy Impact	Level of impact (Major/minor/none)
Religious belief	N/A	N/A
Political opinion	N/A	N/A
Racial group	N/A	N/A

Age	N/A	N/A
Marital status	N/A	N/A
Sexual orientation	N/A	N/A
Men and women generally	N/A	N/A
Disability	N/A	N/A
Dependents	N/A	N/A

2. Are there opportunities to better promote equality of opportunity for people within the Section 75 categories?

Category	If yes, provide details	If no, provide reasons
Religious belief	N/A	N/A
Political opinion	N/A	N/A
Racial group	N/A	N/A
Age	N/A	N/A
Marital status	N/A	N/A
Sexual orientation	N/A	N/A
Men and women generally	N/A	N/A
Disability	N/A	N/A
Dependents	N/A	N/A

3. To what extent is the policy likely to impact on good relations between people of different religious belief, political opinion, or racial group?

Category	Details of Policy Impact	Level of impact (major/minor/none)
Religious belief	N/A	N/A
Political opinion	N/A	N/A
Racial group	N/A	N/A

4. Are there opportunities to better promote good relations between people of different religious belief, political opinion or racial group?

Category	If yes, provide details	If no, provide reasons
Religious belief	N/A	N/A
Political opinion	N/A	N/A
Racial group	N/A	N/A

Multiple Identity

Generally speaking, people fall into more than one Section 75 category (for example: disabled minority ethnic people; disabled women; young Protestant men; young lesbian, gay and bisexual people). Provide details of data on the impact of the policy on people with multiple identities. Specify relevant s75 categories concerned.

N/A

Disability Discrimination (NI) Order 2006

Is there an opportunity for the policy to promote positive attitudes towards disabled people?

N/A

Is there an opportunity for the policy to encourage participation by disabled people in public life?

N/A

Screening Decision

A: NO IMPACT IDENTIFIED ON ANY CATEGORY – EQIA UNNECESSARY

Please identify reasons for this below

The overall aim of this policy is to ensure statutory compliance for all Council fleet related operations. The policy has no bearing in terms of its likely impact on equality of opportunity or good relations for people within the equality and good relations categories.

B: MINOR IMPACT IDENTIFIED – EQIA NOT CONSIDERED NECESSARY AS IMPACT CAN BE ELIMINATED OR MITIGATED

Where the impact is likely to be minor, you should consider if the policy can be mitigated or an alternative policy introduced. If so, an EQIA may not be considered necessary. You must indicate the reasons for this decision below, together with details of measures to mitigate the adverse impact or the alternative policy proposed.

C: MAJOR IMPACT IDENTIFIED – EQIA REQUIRED

If the decision is to conduct an equality impact assessment, please provide details of the reasons.

Timetabling and Prioritising

If the policy has been screened in for equality impact assessment, please answer the following questions to determine its priority for timetabling the equality impact assessment.

On a scale of 1-3 with 1 being the lowest priority and 3 being the highest, assess the policy in terms of its priority for equality impact assessment.

Priority criterion	Rating (1-3)
Effect on equality of opportunity and good relations	
Social need	
Effect on people's daily lives	

The total rating score should be used to prioritise the policy in rank order with other policies screened in for equality impact assessment. This list of priorities will assist the council in timetabling its EQIAs.

Is the policy affected by timetables established by other relevant public authorities? If yes, please give details.

Monitoring

Effective monitoring will help the authority identify any future adverse impact arising from the policy. It is recommended that where a policy has been amended or an alternative policy introduced to mitigate adverse impact, monitoring be undertaken on a broader basis to identify any impact (positive or adverse).

Further information on monitoring is available in the Equality Commission's guidance on monitoring (www.equalityni.org).

Identify how the impact of the policy is to be monitored

The policy will be monitored and updated as required to remain compliant with relevant guidelines and legislation.

Approval and Authorisation

A copy of the screening form for each policy screened should be signed off by the senior manager responsible for that policy. The screening recommendation should be reported to the relevant Committee/Council when the policy is submitted for approval.

Screened by	Position/Job title	Date
Tom Cousins	Fleet Manager	May 2018

Approved by	Position/Job Title	Date
Barry Patience	Head of Department: Environmental Services	May 2018

Please forward a copy of the completed policy and form to:

mary.hanna@armaghbanbridgecraigavon.gov.uk

who will ensure these are made available on the Council's website.

The above officer is also responsible for issuing reports on a quarterly basis on those policies "screened out for EQIA". This allows stakeholders who disagree with this recommendation to submit their views. In the event of any stakeholder disagreeing with the decision to screen out any policy, the screening exercise will be reviewed.