

**South Ayrshire Council**

**Report by Director of Housing and Operations  
to Cabinet  
of 12 March 2024**

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**Subject: Revised Fleet, Travel and Transport Policy 2024**

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**1. Purpose**

- 1.1 The purpose of this report is to seek approval of the revised Fleet Travel and Transport Policy and the Drivers' Supervisors' and Management Travel Handbook. In addition, that every Service identify a senior member of staff to act as their Fleet Liaison Officer.

**2. Recommendation**

**2.1 It is recommended that the Cabinet:**

- 2.1.1 approves the Revised Fleet Travel and Transport Policy and Drivers' Supervisors and Management Travel Handbook (attached as Appendix 1 and 2); and**
- 2.1.2 approves within the policy that each service must identify a senior member of staff to act as their Fleet Liaison Officer.**

**3. Background**

- 3.1 In April 2018 the Fleet Travel and Transport Policy, a Drivers' Supervisors' and Management Travel Handbook and Vehicle Tracking Procedures, were approved by Council.
- 3.2 South Ayrshire Council operates approximately 320 vehicles ranging from large refuse collection vehicles and community transport buses to small vans and cars and approximately 180 hire vehicles. All of these vehicles require to be managed and monitored, along with drivers, to ensure compliance.
- 3.3 The Council also has a large number of employees who use their personal vehicle to undertake their role, sometimes referred to as "grey fleet", and this too requires management to ensure compliance.
- 3.4 Additionally, there is a requirement to hire vehicles, and these too will be subject to both the Policy and the Handbook.
- 3.5 It is essential that all drivers, no matter the vehicle, know and understand their individual role and responsibility when driving at work, to make certain that the Council is compliant with transport legislation, the Council's Operator's Licence and Health and Safety.

3.6 Each individual Service must also understand their role and duty to ensure compliance and safety of employees and the public for any driver and vehicle within their Service area.

#### **4. Proposals**

4.1 It is 6 years since the Fleet Travel and Transport Policy, and subsequent documents, were approved. This review was undertaken to carry out any revisions and to take account of any changes in legislation, good practice and updating terminology.

4.2 Fleet Management appointed Logistics UK to undertake a review of the Policy and Handbook. Logistics UK is one of the largest business groups in the UK who can offer support, products and services ensuring compliance with Governing Regulations.

4.3 The role of the Policy and the Handbook is to minimise the risk of accidents and injury involving employees, agency staff or volunteers who drive in the course of their employment with the Council.

4.4 A key element to ensuring compliance is that each Service is actively managing their drivers and vehicles. Therefore, as part of the revised Policy, paragraph 2.2.2, there is a requirement for Service Leads to identify a senior officer to act as their Fleet Liaison Officer (FLO's). The role of the Officer is to ensure that the Council Policy and its arrangements are applied within their Service (Appendix 3).

4.5 Once FLO's have been identified Fleet Management will meet with them regularly to assist them in their task. Fleet will provide reports on fleet utilisation; provide tracker data ; fuel usage and cost ; number of hires that have been undertaken in any given period; and licence checks.

4.6 Fleet may seek information from the Service FLO regarding how they manage and record data e.g. driver licence annual checks, grey fleet insurance checks, recording of new drivers including their driving assessment.

4.7 Application of the Policy and Handbook together with the appointment of Service Fleet Liaison Officers will assist employees, agency staff or volunteers to meet their responsibilities in relation to the Road Traffic Act 1991, the Health and Safety at Work Act 1974 and other relevant and related legislation.

4.8 The aim is through developing an informed and positive attitude to road safety that a driver's risk of accident decreases, and that the Council and its drivers remain compliant.

#### **5. Legal and Procurement Implications**

5.1 Legal – the recommendations in this report are consistent with legal requirements and reflect appropriate advice.

5.2 There are no procurement implications arising from this report.

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## **6. Financial Implications**

6.1 Not applicable.

## **7. Human Resources Implications**

7.1 Not applicable.

## **8. Risk**

### **8.1 *Risk Implications of Adopting the Recommendations***

8.1.1 No risk in adopting the recommendations

### **8.2 *Risk Implications of Rejecting the Recommendations***

8.2.1 There are risk that rejecting the recommendations will present resource challenges within the Fleet Management service and may impinge on the ability of the Fleet Management team to continue to maintain the integrity and status of the Council's Operator's Licence.

8.2.2 If the recommendations are rejected there is a risk that the Council will not comply with its Duty of Care, both to staff and to the general public.

8.2.3 The service would also be working with a policy that is out of date in terms of updated legislation and the requirements of the Council.

## **9. Equalities**

9.1 The proposals in this report have been assessed through the Equality Impact Assessment Scoping Process. There are no significant positive or negative equality impacts of agreeing the recommendations and therefore an Equalities Impact Assessment is not required. A copy of the Equalities Scoping Assessment is shown in Appendix 4.

## **10. Sustainable Development Implications**

10.1 ***Considering Strategic Environmental Assessment (SEA)*** The Policy and Handbook are not considered to be a Policy , Plan or Programme as per Strategic Environmental Assessment and so is not required to undertake an SEA.

10.2 The Policy includes a Sustainable Travel Hierarchy together with a more positive management of fleet provides scope for Services to contribute to the Council's carbon reduction targets.

## **11. Options Appraisal**

11.1 An options appraisal has not been carried out in relation to the subject matter of this report.

## **12. Link to Council Plan**

12.1 The matters referred to in this report contribute to the Council Plan, Priority One, Spaces and Places – Moving around and the environment.

### 13. Results of Consultation

- 13.1 Consultation has taken place with Councillor Martin Kilbride, Portfolio Holder for the Buildings, Housing and Environment, and the contents of this report reflect any feedback provided.

### 14. Next Steps for Decision Tracking Purposes

- 14.1 If the recommendations above are approved by Members, the Director of Housing and Operations will ensure that all necessary steps are taken to ensure full implementation of the decision within the following timescales, with the completion status reported to the Leadership Panel in the 'Council and Leadership Panel Decision Log' at each of its meetings until such time as the decision is fully implemented:

<b><i>Implementation</i></b>	<b><i>Due date</i></b>	<b><i>Managed by</i></b>
Continue to roll out the Fleet Travel and Transport Policy with the Council including the identification of a Fleet Liaison Officer within each Service	January 2025	Service Lead – Neighbourhood Services
Each Service will have identified their Fleet Liaison Officer	May 2024	Each Service Lead / Service Lead Neighbourhood Services
Fleet will commence meetings with FLO's	June 2024	Service Lead – Neighbourhood Services

**Background Papers**     **Report to Leadership Panel of 13 June 2017 – [Service Review – Fleet Management](#)**

**Report to Leadership Panel of 24 April 2018 – [Fleet Travel and Transport Policy 2018](#)**

**Person to Contact**     **Fiona Ross, Service Lead – Neighbourhood Services**  
**Walker Road, Ayr, KA8 9LE**  
**Phone 01292 612241**  
**E-mail [Fiona.Ross@south-ayrshire.gov.uk](mailto:Fiona.Ross@south-ayrshire.gov.uk)**

**Date: 5 March 2024**



# **Fleet, Travel and Transport Policy**

## **February 2024**

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## 1.0 STATEMENT OF INTENT

### 1.1 POLICY AIM

- 1.1.1 Health and Safety law requires employers to ensure, so far as reasonably practicable, the health, safety, and welfare of all employees and to safeguard others who may be at risk from their work activities. This includes when they are undertaking work related driving duties and activities.
- 1.1.2 South Ayrshire Council's Fleet, Travel and Transport Policy, hereafter referred to as 'the Policy', is designed to minimise the risk of accidents, incidents and injuries involving those that drive in the course of their employment with the Council and those that our actions may affect.
- 1.1.3 Implementation of the Policy will help South Ayrshire Council and its employees, agency staff, and volunteer workers meet their obligations under Road Traffic, Health and Safety and other transport related safety legislation by having safe systems of work in place to reduce risk and stimulate a positive attitude towards road safety and the environment, both corporately and personally.
- 1.1.4 The Council, as an employer, is responsible for the health and safety of its employees whilst at their place of work. Any vehicle in which an employee carries out business on behalf of the Council is therefore subject to the Health and Safety at Work etc. Act 1974 legislation and is considered a 'place of work'.
- 1.1.5 The Policy responds to the Council's duty of care obligations as an employer to ensure that drivers are appropriately fit (Health Declaration) and skilled (Driving Assessment) to drive and that the vehicles with which they are provided are fit for purpose and properly maintained.
- 1.1.6 South Ayrshire Council acknowledges the impact which its activities have on the environment and the Policy is aligned to the Council's carbon reduction commitment. The Policy promotes a **Sustainable Travel Hierarchy (APPENDIX 1)** decision process to evolve a culture where using vehicles for business is **only** undertaken when all other options have been exhausted.
- 1.1.7 An **Authorised Driver** system is in place to ensure, so far as can be reasonably expected, that before asking any employee to drive on behalf of the Council the following criteria must be in place:
- (a) The person must have a valid driving licence and be competent and capable of driving the vehicle they are being asked to drive (driver assessment if required).
  - (b) All drivers must have authorisation from their line manager/supervisor to drive the vehicle in question.

- (c) Current drivers may be required to undertake a driver assessment to determine their competence and suitability to drive on behalf of the Council, if not already completed.
  - (d) All new employees will have successfully completed a driving assessment by an authorised assessor **before** being allowed to drive on behalf of the Council.
- 1.1.8 An Authorised Driver register will be held within each service area and will record and hold the details of all those drivers who have been authorised to drive on behalf of the Council by their line Manager or Service Lead. The Service Lead is responsible for maintaining the register. Fleet Management will hold a central register on the Councils Fleet Management System.
- 1.1.9 Driving Licence and Health Declaration form checks will take place in accordance with the **Risk Based Driving Licence Check Timetable (APPENDIX 2)**.
- 1.1.10 Vehicle tracking devices (telematics) in the Council's diverse range of vehicles and high value items of plant will assist the Council in ensuring the safety of our drivers and other employees. At the same time, it will also help to reduce carbon emissions and our carbon footprint.
- 1.1.11 The vehicle tracking system will help the Council to seek further efficiency savings in transport costs and improve the management of the Fleet overall. Fleet utilisation statistics from the vehicle tracking information will help the Council get the right size of fleet it needs to deliver our diverse range of services.
- 1.1.12 The vehicle tracking system will provide drivers with information to improve on driving techniques and increase driver awareness through driver training and this, in turn, will thereby improve efficiency and safety.
- 1.1.13 The vehicle tracking system will allow Service Leads to be able to identify where employees are in emergencies for a more rapid response.
- 1.1.14 Service Leads will put in place appropriate monitoring systems to ensure the information that is generated from the vehicle tracking system is used to maximise the benefit of efficient and effective vehicle use, and the safety of drivers and others. Training will be provided to support Service Managers in this requirement.
- 1.1.15 The Council takes extremely seriously the health, safety, and welfare of all employees. It recognises the risks to employees who need to carry out work-related driving and is committed to the prevention of injury, loss of life and damage to property from work-related driving incidents. The purpose of this Policy is to enable the Council to meet its obligation to protect employees so far as is reasonably practicable from all occupational road risks associated with work-related driving.



1.1.16 Council Managed (including hires) vehicles and Grey Fleet vehicles used on Council business are covered by this Policy.

## 1.2 APPLICATION

1.2.1 The Policy applies to all employees, agency staff, Elected Members and volunteer workers of South Ayrshire Council involved in work-related driving and activities.

1.2.2 The definition of work-related driving is:

**‘Any driving activities carried out by employees, Elected Members and volunteer workers in the course of their work’.**

1.2.3 As a consequence, its application affects all Council vehicle drivers, including commercial or hired vehicle drivers, pool cars, and Car Club vehicles, quad bikes and those who use their own vehicles, often referred to as the ‘Grey Fleet’, on behalf of the Council.

1.2.4 This Policy does not apply to employees and volunteer workers who commute solely from home to their work base but does apply when travelling from home to another work location, for example, instead of travelling from home to a normal base in Ayr the employee drives from home to Kilmarnock for a meeting.

1.2.5 The principles of this Policy are commended as best practice for any driver.

1.2.6 It is an employee’s responsibility to ensure they are fit to drive and that their ability to drive at any time is not impaired due to a health condition, alcohol, or drugs.

1.2.7 It is essential that employees disclose any medical condition that may affect their ability to drive to their Supervisor/Line Manager and the Driver and Vehicle Licensing Agency (DVLA) as soon as they become aware of the condition.

1.2.8 Anyone with any concerns or complaints about any driver’s fitness or ability to drive should contact their Supervisor/Line Manager or Fleet Management immediately.

1.2.9 The **Drivers, Supervisors & Management Travel Handbook** ([link here](#)), hereafter referred to as the ‘Handbook’, is an integral part of the Fleet, Travel and Transport Policy and as such must be read in conjunction with this Policy.

1.2.10 The **Vehicle Tracking Procedures** ([link here](#)) are an integral part of this Policy and as such must be read in conjunction with this Policy.

1.2.11 If a claim is to be made for travelling expenses, then the **Travel & Subsistence Policy** below must be read to ensure compliance.

<https://thecore.south-ayrshire.gov.uk/article/631/Travel-and-Subsistence-Policy>

1.2.12 The Policy arrangements herein will be reviewed and amended as and when appropriate.

1.2.13 Non-compliance with this Policy may result in disciplinary procedures being invoked in accordance with the Council's **Code of Conduct for Employees**.

## 2.0 COUNCIL RESPONSIBILITIES

### 2.1 THE CHIEF EXECUTIVE WILL:

2.1.1 Endorse the Policy; and,

2.1.2 Ensure that the Policy is implemented throughout the Council.

### 2.2 DIRECTORS AND SERVICE LEADS WILL:

2.2.1 Accept the Policy and ensure the health, safety and welfare of all employees and volunteer workers in their Directorate and Services in relation to driving duties, so far as is reasonably practicable; and,

2.2.2 Identify Senior Officers as **Fleet Liaison Officers** (FLOs) for their Service areas.

### 2.3 FLEET LIAISON OFFICERS WILL ENSURE THAT:

This Council Policy and its arrangements are applied, and they will:

2.3.1 Carry out checks to ensure that Supervisors/Line Managers have adequate procedures in place to confirm that drivers are competent to drive or operate the category or type of vehicle before the vehicle is assigned to them and where necessary have procedures in place for drivers to be assessed in accordance with the Handbook.

2.3.2 Ensure employees, agency staff and volunteer workers understand their role in applying the Policy.

2.3.3 Ensure that no vehicular activities proceed without the completion of a relevant risk assessment and a safe working method: for example, the transportation of clients, for instance children and the need for appropriate car seating, transportation of animals or the undertaking of activities in out-of-hours situations.

- 2.3.4 Ensure arrangements are in place to ensure appropriate information, instruction and training for employees, agency staff and volunteer workers engaged in driving duties is available.
- 2.3.5 Ensure adequate systems are in place to allow line managers to carry out checks on driving licences and that Health Declaration forms are fully and adequately completed, signed, and securely stored onsite.
- 2.3.6 Where employees use their own vehicles for business purposes, insurance details and MOT certificates must be also checked, and details recorded and securely stored onsite.
- 2.3.7 Ensure that annual checks on the validity of MOT test certificates, where appropriate, on employee/volunteer owned vehicles when used on Council business are undertaken and the results are recorded using the grey fleet spreadsheet. These checks must take place annually, on new employment or at change of vehicle and a copy to be securely stored onsite.
- 2.3.8 Ensure that annual checks on the validity of vehicle insurance certificates are in place including business use on employee/volunteer owned vehicles when used on Council business and the results are recorded using the grey fleet spreadsheet. These checks must take place annually, on new employment or at change of vehicle and retained by the line manager. This must be done for each employee, Elected Member and volunteer owned vehicle used for Council purposes.
- 2.3.9 Ensure that employees, agency staff and volunteers with driving duties are referred to Occupational Health Screening as appropriate, e.g. Change in medical condition.
- 2.3.10 Ensure that there is an effective system that guarantees the regular maintenance and inspection of all Council vehicles and associated equipment in compliance with the maintenance schedule.
- 2.3.11 Ensure that appropriate systems are in place to demonstrate compliance with motor vehicle accident and incident reporting procedures.
- 2.3.12 Ensure that there is an effective system in place to ensure all vehicle and equipment defect procedures are complied with and documentation signed, filed and defects resolved in accordance with the Handbook.
- 2.3.13 Ensure that Driver's Hours legislation and the Working Time Directive, where this is necessary and appropriate, are complied with and all appropriate documentation completed, signed, and stored securely onsite.
- 2.3.14 Ensure that there is an effective system to prevent vehicles from being overloaded.

2.3.15 Ensure that all new employees who will drive on behalf of the Council are assessed before being allowed to do so.

2.3.16 Take appropriate action as necessary when breaches of this Policy are identified.

## **2.4 SUPERVISORS/LINE MANAGERS WILL ENSURE THAT:**

This Council Policy and its arrangements are applied, and they will:

2.4.1 Ensure that drivers are competent to drive or operate the category or type of vehicle assigned to them. Driving Assessments can be arranged through the South Ayrshire Council Skills Instructor where a Supervisor/Line Manager has any concerns about a driver's competency.

2.4.2 Ensure that drivers understand their role in applying the Policy.

2.4.3 Make themselves familiar and ensure that employees/volunteers are familiar with this policy, the Handbook, the Sustainable Travel Hierarchy, and the Vehicle Tracking Procedures, and have a signed record to confirm that drivers have read and understood these documents. Make the documents available when asked to do so.

2.4.4 Have risk assessments and safe working methods completed for vehicular activities before the activity proceeds.

2.4.5 Ensure appropriate information, instruction and training for relevant employees, agency staff and volunteer workers has been made available and has been understood in relation to this Policy.

2.4.6 Ensure that checks on driving licences are completed on new employment, and at least annually thereafter. All licence checks will be entered onto the Fleet Management system (Tranman) in accordance with the Risk Based Driving Licence Check Timetable (Appendix 2) whether employees/volunteers are driving their own or a Council managed vehicle and that Health Declaration forms are fully and adequately completed, signed, and securely retained by the line manager.

2.4.7 Ensure that checks on the MOT test certificate, where appropriate, as well as the insurance details for business usage are carried out and recorded on employment, annually, or at change of vehicle. This must be done for each employee/volunteer owned vehicle used for Council purposes.

2.4.8 Ensure that employees, agency staff and volunteers with driving duties are referred to Occupational Health screening when there are health concerns that could affect safe driving.

2.4.9 Ensure the regular maintenance and inspection of Council vehicles and associated equipment in accordance with the inspection intervals.

- 2.4.10 Put systems in place to ensure that drivers undertake daily, and first use vehicle checks and record their findings.
- 2.4.11 Put systems in place to ensure that vehicles and associated equipment are secured when not in use.
- 2.4.12 Put systems in place to ensure that all driving accidents and incidents are reported and investigated in accordance with Arrangement 11 of the Council's Health and Safety Policy.
- 2.4.13 Put systems in place to ensure that all vehicle and equipment defect procedures are complied with, and documentation signed, filed and defects resolved.
- 2.4.14 Ensure that Driver's Hours legislation and the Working Time Directive, where this is necessary and appropriate, are complied with and all appropriate documentation is completed, signed, and filed.
- 2.4.15 Ensure that routes/journeys are arranged to avoid the risk of overloading.
- 2.4.16 Ensure that routes/journeys are arranged to avoid the risk of driver fatigue and drivers' hours contraventions.
- 2.4.17 Ensure that all driving accidents and incidents are reported as soon as possible by the driver completing the **Motor Accident Report Form (MARF 1)**, attached as **APPENDIX 3**, and submitting it to his/her Line Manager/Supervisor for investigation.
- 2.4.18 Ensure that on receipt of a completed **MARF 1** form from a driver, the Line Manager/Supervisor undertakes an investigation into the incident and records his/her findings on the **MARF 2** Form, **Incident Investigation**, attached as **APPENDIX 4**. The Line Manager/Supervisor will take appropriate action following on from the outcome from the incident investigation.
- 2.4.19 Ensure that all completed **MARF 1** and **MARF 2** Forms are electronically submitted to Fleet.Marf@south-ayrshire.gov.uk as soon as possible after the incident.
- 2.4.20 ensure that appropriate action as necessary is taken for breaches of this Policy.

## **2.5 INVOLVED IN DRIVING OR TRAVELLING**

All involved in driving or travelling on behalf of the Council will:

- 2.5.1 Carry out their duties within the requirements of this Policy.
- 2.5.2 Make themselves familiar with this Policy, the Handbook, the Sustainable Travel Hierarchy, and the Vehicle Tracking Procedures.

- 2.5.3 Read and become familiar with appropriate information and take part in any appropriate instruction or training that has been made available in relation to this Policy.
- 2.5.4 Have a valid UK Drivers Licence or the right to drive in the UK with the required categories for driving duties and present it to their Supervisor/Line Manager on request.
- 2.5.5 Allow Supervisor/Line Managers/Fleet Management to access Driver & Vehicle Licensing Agency's (DVLA's) personal driving record to check the driving history held by the DVLA.
- 2.5.6 Ensure they have a valid Digital Tachograph Driver 'Smart' Card on their possession if required.
- 2.5.7 Ensure they have a valid Driver's Certificate of Professional Competence (DCPC) on their possession if required.
- 2.5.8 Read, complete, and sign the Driver's Licence checklist and Health Declaration form when requested.
- 2.5.9 Have a current MOT, if appropriate, for employee/volunteer owned vehicles used on Council business and present it to their Supervisor/Line Manager on request.
- 2.5.10 Have relevant insurance cover to include business usage for employee/volunteer owned vehicles used on Council business and present it to their Supervisor/Line Manager on request.
- 2.5.11 Ensure that employees are aware of their duty to disclose all motor accidents they have been involved in to their personal motor insurance provider, including all motor accidents at work.
- 2.5.12 Undertake daily and first use vehicle checks on Council managed vehicles to ensure that the vehicle is roadworthy report any, defects, and complete/sign the documentation to confirm doing so.
- 2.5.13 Ensure that employee/volunteer owned vehicles, if used on Council business, are maintained to a good standard and are safe and roadworthy.
- 2.5.14 Carry out appropriate checks on their vehicles, if used on Council business, to ensure the vehicle is safe and roadworthy and have identified defects repaired before use.
- 2.5.15 Attend any necessary medical examination required to uphold their driving licence or class, for example LGV drivers, as well as any medical examination determined by risk assessment or occupational role and responsibilities, such as drivers of passenger carrying vehicles.

- 2.5.16 Drive to the requirements of the Road Traffic Act, the Highway Code, and any other relevant legislation.
- 2.5.17 Not use handheld, or hands-free mobile phones or any other handheld communication devices whilst driving on Council business.
- 2.5.18 Ensure their health does not impact on their driving ability and inform their Supervisor/Line Manager of any illness, medication or condition which could affect their ability to drive or work vehicular equipment safely.
- 2.5.19 Make adequate adjustments to ensure a safe driving position and field of vision.
- 2.5.20 Report all driving accidents and incidents on a **MARF 1** Form and present it to the Supervisor/Line Manager for investigation. Subsequently, the drivers line manager should complete incident investigation on **MARF 2**.
- 2.5.21 Report all traffic convictions, including disqualifications, immediately to their Supervisor/Line Manager.
- 2.5.22 Pay all fines and expenses incurred due to failure to comply with legislation or Council Policy, such as parking fines and speeding fines.
- 2.5.23 Comply with site specific rules, such as speed limits, segregation, and parking.
- 2.5.24 Avoid any unnecessary journeys where possible and comply with the Sustainable Travel Hierarchy Decision Process within the Handbook.
- 2.5.25 Safely load and secure any load when transporting equipment and supplies ensuring that the load is evenly spread, where possible, and ensuring that vehicles are not overloaded.
- 2.5.26 Store all bags and equipment out of sight to reduce the risk of vandalism and theft when leaving the vehicle unattended.
- 2.5.27 Not leave equipment/and or documentation in/or on vehicles overnight.
- 2.5.28 Report any hazards or concerns regarding driving for work to Supervisors/Line Managers at the earliest possible opportunity.
- 2.5.29 Council vehicles must only be used on authorised Council business. Persons and goods will only be carried if it is for official Council purposes. Council owned and hired vehicles must be parked in Council premises overnight unless permission has been given to do otherwise.
- 2.5.30 Vehicles parked overnight away from Council premises must be legally parked where they will not inconvenience the public or other road users. Vehicles taken home or used at lunchtimes must be by management permission and for specific and identified tasks and can never be considered as a condition of

service with the Council. The vehicle must not be used for any activities other than those authorised; and,

## **2.6 FLEET MANAGEMENT WILL:**

- 2.6.1 Ensure the maintenance of the Council's fleet of vehicles and maintain the Council's Operator's Licence.
- 2.6.2 Monitor and audit compliance in conjunction with fleet liaison officers.
- 2.6.3 Issue inspection schedules for leased Fleet vehicles.
- 2.6.4 Issue annual test schedules for leased Fleet vehicles.
- 2.6.5 Maintain leased Fleet vehicle records to required standards.
- 2.6.6 Control and arrange the work schedule for external bodies such as the UK Logistics.
- 2.6.7 Arrange regular meetings with each FLO.
- 2.6.8 Update the Handbook as required.
- 2.6.9 In collaboration with Fleet users and the Procurement Service, arrange the procurement of vehicles and equipment.
- 2.6.10 Arrange the hire of LGVs and specialist equipment.
- 2.6.11 Procure and issue fuel and manage the Fuel Supply contract.
- 2.6.12 Manage electric Fleet charging points.
- 2.6.13 Offer specialist and technical advice and support on Fleet related matters.
- 2.6.14 Offer taxi licensing specialist support.
- 2.6.15 Manage the external Fleet Maintenance service provider on behalf of the Council.
- 2.6.16 Manage the Tyre Replacement contract.
- 2.6.17 Manage the Vehicle Tracking System contract.
- 2.6.18 Record receipt of completed **MARF 1** and **MARF 2** Forms and provide the Council's Risk and Safety team with a copy; and
- 2.6.19 Ensure that fleet activities comply with legislation and Council Policy.

## **2.7 OCCUPATIONAL HEALTH WILL:**



- 2.7.1 Undertake health surveillance of Council drivers using particular vehicles, such as forklift trucks, Large Goods Vehicles (LGVs)<sup>1</sup> and passenger carrying vehicles when requested to do so;
- 2.7.2 Provide medical advice where necessary and undertake health tests or eyesight screening on behalf of Service Leads where risk assessment or incident investigation reporting recommends this as a course of action; and
- 2.7.3 Provide report on trends in respect of statistics, when called upon to do so.

## 3.0 ARRANGEMENTS FOR IMPLEMENTATION

- 3.1 Implementation must be achieved by all tiers of management throughout the Council to ensure a consistent and systematic approach to the Policy.
- 3.2 This approach will consist of:
- 3.2.1 Adequate management planning through regular Fleet Liaison Meetings with FLOs and Fleet Management.
- 3.2.2 Dissemination of the Policy by FLOs to their areas of responsibility.
- 3.2.3 Adequate risk assessments, using relevant risk assessment documentation available from the Safety and Risk section of the Council's 'Core' Intranet service, of driving and vehicular equipment activities, considering:
- the activity and risk levels.
  - vehicle suitability to the activity.
  - suitability of vehicular equipment to the activity.
  - individual capabilities.
  - work activity durations.
  - weather conditions.

## 4.0 NON-COMPLIANCE

- 4.1 Non-compliance and any breaches of this Policy may invoke the Council's Disciplinary Policy in accordance with Section 8.1 of the **Code of Conduct for Employees**.

## 5.0 INTRODUCTION

- 5.1 The aim of this Policy is to ensure that South Ayrshire Council's drivers are aware of the risks of driving or operating associated equipment when on Council business and that all reasonable measures are in place to minimise that risk.
- 5.2 The most recent figures available in the UK from 2022 state that there were 1,711 fatalities on UK Roads.

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<sup>1</sup> Large Goods Vehicles (LGVs) are vehicles over 3.5 tonnes Gross Vehicle Weight (GVW) which are subject to 'O' Licence requirements.

- 5.3 The Health and Safety Executive has laid down a definition that “**the vehicle is a workplace**” when used during an employee’s, agency staff or volunteer worker’s working day. If driving or operating vehicular equipment whilst ‘at work’ this Policy sets out the Council’s aims and responsibilities for ensuring an employee’s, Elected Member’s, or volunteer driver’s safety.
- 5.4 The Management of Health and Safety at Work Regulations 1999 requires health and safety to be managed effectively. Assessments of the health and safety risks of employees, while they are at work, and other people who may be affected by work activities must be carried out.
- 5.5 To meet its obligations, the Council, through Service Leads, will assess the work activity risks associated with driving on business and operating vehicular equipment and put in place all ‘reasonably practicable’ measures to control those risks. Such measures will more than pay for themselves by reducing associated accident and incident costs and loss in productivity.
- 5.6 Compliance with this Policy, the Handbook and any relevant risk assessments is required to fulfil legislative and licensing obligations in terms of the Council’s duty of care to employees, volunteers, and service users.
- 5.7 This has particular emphasis when associated with the Council’s Operator’s Licence<sup>2</sup>, or the ‘O’ Licence as it is sometimes referred to, for the operating and management of large goods vehicles and buses. The ‘Good Repute’ of the Council could be placed at risk if the legislative requirements to maintain the ‘O’ Licence are not fulfilled.
- 5.8 To drive on behalf of the Council all drivers must have the authorisation of their Supervisor/Line Manager.
- 5.9 South Ayrshire Council has published a ‘**Drivers’, Supervisors’ & Management Travel Handbook**’ hereafter referred to as the ‘Handbook’. The Handbook is an integral part of this Policy and must be read in conjunction with the Policy. The Handbook is held online so that updates can be easily made to reflect changes to legislation, operational requirements, good practice or efficiency improvements. All drivers should make themselves fully aware of the content of the most up to date version of the Handbook available. Hard copies or sections of the Handbook can be made available from Supervisors/Line Managers for front line personnel who do not have regular access to a computer terminal.

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<sup>2</sup> An ‘O’ Licence is required to operate LGVs. To hold an ‘O’ Licence an operator must have a qualified and named person who is referred to as the ‘Transport Manager’ who must ensure that the operator’s vehicles are roadworthy and that drivers comply with traffic and drivers’ hours rules. The ‘O’ Licence requires that the vehicle maintenance system must incorporate daily running checks, vehicle safety inspections, routine maintenance at set intervals and a means of reporting and rectifying faults. Records of all maintenance work must be kept for at least 15 months for inspection by the Traffic Commissioner. The operator, through the Transport Manager, is responsible for the condition of their vehicles and the maintenance of records.

5.10 Employees, agency drivers and volunteers must ensure that they have read and understood the sections within the **Handbook** and the **Vehicle Tracking System Procedures** that will influence them when driving on Council business.

## 6.0 SUSTAINABLE TRAVEL HIERARCHY

6.1 Travel is an operational requirement of Council business. However, there needs to be a method of assessing the requirement to travel and the most productive method.

6.2 Before contemplating any journey the assessments shown in the Handbook should be considered.

6.3 If it is decided that an employee's own car is the most cost effective and efficient mode of transport, then the mileage tables and expenses rates from the Travel and Subsistence Policy must be used.

6.4 The Handbook is to be read as part of this Policy and as such, compliance with the Handbook is a requirement. Failure to comply may result in disciplinary action being considered.

## 7.0 DRIVING ON COUNCIL BUSINESS

7.1 The Handbook is designed to advise drivers, Supervisors and Service Leads of the procedures required to operate Council managed and employee, Elected Member and volunteer owned vehicles that are used on Council business in a way that should maximise efficiency, effectiveness and economy whilst ensuring safe and legal operation.

7.2 The Handbook will also support the Policy in minimising the risk of accidents, incidents and injuries involving those that drive in the course of their employment with the Council and those that our actions may affect.

7.3 The Handbook is to be read as part of this Policy and as such, compliance with the Handbook is a requirement. Failure to comply may result in disciplinary action.

## 8.0 VEHICLE TRACKING SYSTEM

8.1 Vehicle tracking devices are fitted to all Council vehicles (not including hires or grey fleet vehicles) and high value items of plant.

8.2 The Council has developed a Vehicle Tracking Procedure which determines the operation of the tracking system.

8.3 The vehicle tracking system will support the Council in its efforts to protect the workforce and its assets whilst ensuring the efficiency, effectiveness and economy of Council managed vehicles and plant.

8.4 Drivers of Council managed vehicles must be aware of the process involved in allowing the tracking system to operate unhampered and in accordance with the Vehicle Tracking Procedures.

8.5 Service Leads must ensure compliance with paragraph 1.1.14 of this Policy.

## 9.0 THIS POLICY

9.1 Employees, Elected Members and volunteers must comply with the content of this Policy.

9.2 The Handbook is to be read as part of this Policy and as such, compliance with the Handbook is a requirement.

9.3 The Vehicle Tracking Procedures are to be read in conjunction with this Policy and compliance is a requirement.

9.4 Failure to comply with this Policy may result in disciplinary action being considered.

Signed: \_\_\_\_\_

**Mike Newall**  
Chief Executive

Signed: \_\_\_\_\_

**Lyndsay McRoberts**  
Depute Chief Executive/ Director of Education

Signed: \_\_\_\_\_

**Kevin Braidwood**  
Director of Housing, Operations and Development

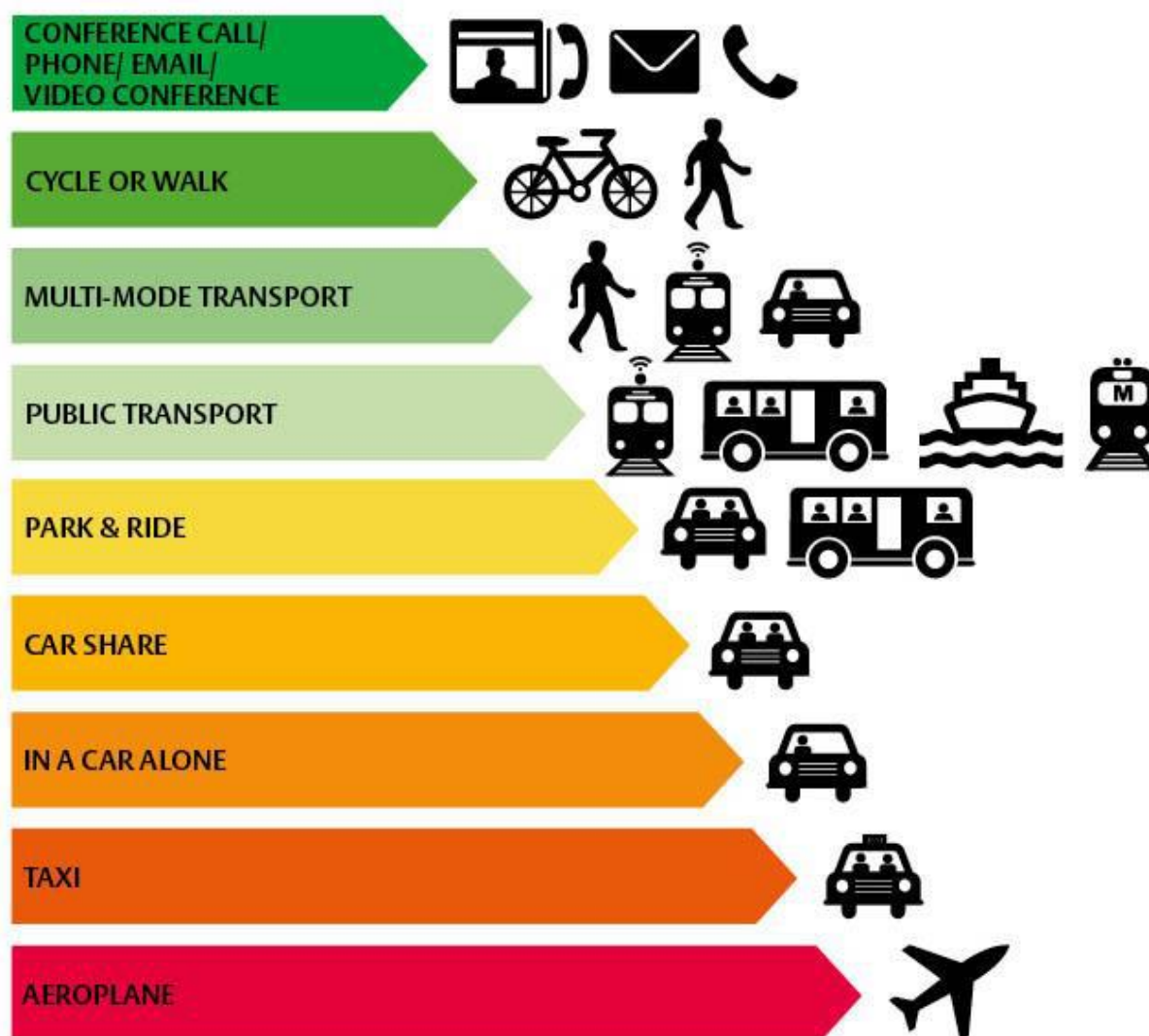
Signed: \_\_\_\_\_

**Tim Eltringham**  
Director of Health and Social Care

Date: \_\_\_\_\_

## APPENDIX 1 - SUSTAINABLE TRAVEL HIERARCHY

The Council is committed to encourage greener travel by its employees. To do so, the Council endorses the need to reduce business travel and increase awareness among employees of travel choices and their implications. This Policy facilitates and promotes more active modes of transport. To assist and remind employees of the need to comply with the Sustainable Travel Hierarchy, copies of the visual plan below should be clearly posted in workplace locations, and as part of any future ICT screen saver considerations.



- **need for travel** - can a telephone call, video conference or email deliver the same outcome;
- **walking/cycling** - the healthiest and cheapest forms of transport, negligible carbon emissions and flexibility, viable for journeys up to 2.5 km;
- **bus / rail** - improved productivity of workforce on medium to long distance essential trips;
- **taxi/private car** – sometimes the only option but better with more than one occupant, shared trips should be offered where possible, but there may be issues with congestion and high carbon emissions per head; and
- **air travel** - sometimes the only option – with high carbon emissions, high in cost, but may sometimes be cheaper in monetary terms than rail and use of time.

## APPENDIX 2 - RISK BASED DRIVING LICENCE CHECK TIMETABLE

**When carrying out automated driving licence checks via the ADD DVLA system, Service Leads and line managers/supervisors will be made aware of any endorsements that may be present on the driving licence to enable an assessment of the risk that the licence holder presents, and their ability to carry out their driving duties safely.**

- 1.0 When an individual physical licence check is required the Service Leads and line managers/supervisors will be required to carry out the face-to-face licence check.
- 2.0 A vast array of offences may be committed which will result in a fixed fine as well as penalty points being added to a licence. Minor offences may attract 2 penalty points, while more severe can attract up to 11 penalty points or even disqualification.
- 3.0 Once a driver has amassed 12 penalty points the licence is usually withdrawn and a driving ban imposed, however, there have been occasions where a Sheriff has allowed a driver to continue driving with 12 or more penalty points, so this needs to be factored into the risk-based driving licence check process.
- 4.0 For very serious offences, such as drink driving, a ban may be imposed following a single offence. It is vital that service managers and line managers/supervisors know why any points are on a licence.
- 5.0 With the increasing number of automated speed detection devices (speed cameras) it is possible that a driver may have 3 penalty points on their licence. The driving licence check needs to compare these penalty points with those obtained through driving without due care and attention or dangerous driving as these offences have very different levels of risk against them.
- 6.0 Service Leads need to consider if driver training or a full driving re-assessment by a qualified driver trainer is needed for any employee especially if driving is a core activity for the employee.
- 7.0 Driving licence checks carried out through the DVLA portal will be undertaken on an annual basis by Fleet Management once employees give formal consent which covers a 3-year period. This allows Fleet Management team to carry out the automated check.
- 8.0 It is the responsibility of service leads/line managers to ensure that employees driving under their authorisation have submitted the D906 form to Fleet Management to enable the automated checks.

**Individual physical driving licence checks are undertaken by line manager/supervisors utilising the Government website [www.gov.uk](http://www.gov.uk) and selecting the Driving and Transport page, and the 'View or Share Your Driving Licence Information' section. It is the responsibility of the service/line managers to inform Fleet Management of any individual licence checks undertaken.**

9.0 The table below sets out a risk-based licence check frequency that Service Leads should consider as part of their driving licence check duties.

Penalty Points	Risk Status	Risk Factors	Frequency of Driving Licence Checks
0 to 3	<b>Green</b>	<ul style="list-style-type: none"> <li>• Infrequent Driver</li> <li>• No endorsements</li> <li>• No accident history</li> <li>• No health concerns.</li> <li>• No serious endorsement issues.</li> <li>• LGV driver</li> </ul>	<ul style="list-style-type: none"> <li>• Checked on appointment and at least annually.</li> <li>• Vocational Driving Licences (LGVs) are checked every 3 months as standard.</li> </ul>
4 to 8	<b>Amber</b>	<ul style="list-style-type: none"> <li>• Penalty point concerns</li> <li>• Severity of offences recorded.</li> <li>• History of accidents</li> <li>• Health concerns</li> <li>• LGV driver</li> </ul>	<ul style="list-style-type: none"> <li>• A minimum of 2 checks per year to be carried out.</li> <li>• Vocational Driving Licences (LGVs) are checked every 3 months as standard</li> </ul>
9 to 11	<b>Red</b>	<ul style="list-style-type: none"> <li>• Penalty point concerns</li> <li>• Severity of offences recorded.</li> <li>• Health concerns</li> <li>• LGV driver</li> </ul>	<ul style="list-style-type: none"> <li>• Quarterly checks or monthly checks depending on the severity of the offences recorded.</li> <li>• Vocational Driving Licences (LGVs) are checked every 3 months as standard.</li> </ul>
12+	<b>Brown</b>	<ul style="list-style-type: none"> <li>• Severity of offences recorded</li> </ul>	A monthly driving licence check to be undertaken.

10.0 On an annual basis Service Leads/Line Managers must ensure that they view the driver's physical licence and record the details on the appropriate form to ensure it is still available and current. At this time the employee must complete an updated health declaration form and this document and a photocopy of all driver cards to be securely stored onsite. Where employees use their own vehicles for business purposes, insurance details and MOT certificates must be also checked, and details recorded and securely stored onsite.

## Driver's declaration

***It is an offence to drive any vehicle on a road without a licence authorising him to drive it. It is also an offence for a person to cause or permit another person to drive it.***

This is a declaration that I \_\_\_\_\_

have produced my latest licence, and that I have no pending convictions, endorsements or disqualifications.

I have had no change in my health, which could affect my entitlement to drive, in particular, for ALL licences:

- Epilepsy
- Fits or blackouts
- Repeated attacks of sudden disabling giddiness (*dizziness that prevents you from functioning normally*)
- Diabetes controlled by insulin
- An implanted cardiac pacemaker
- An implanted cardiac defibrillator (ICD)
- Persistent alcohol abuse or dependency
- Persistent drug abuse or dependency
- Parkinson's disease
- Narcolepsy or sleep apnoea syndrome
- Stroke, with any symptoms lasting longer than one month, recurrent 'mini strokes' or TIAs (Transient Ischaemic Attacks)
- Any type of brain surgery, severe head injury involving inpatient treatment, or brain tumour
- Any other chronic (long term) neurological condition
- A serious problem with memory or episodes of confusion
- Severe learning disability
- Serious psychiatric illness or mental ill-health
- Total loss of sight in one eye
- Any condition affecting both eyes, or the remaining eye only (not including short or long sight or colour blindness)
- Any condition affecting your visual field (*the surrounding area you can see when looking directly ahead*)
- Any persistent limb problem for which your driving has to be restricted to certain types of vehicles or those with adapted controls

Also, for vocational licences:

- Angina, other heart conditions or heart operation
- Diabetes controlled by tablets
- Visual problems affecting either eye
- Any form of stroke, including TIAs (Transient Ischaemic Attacks)

If any of the above affects me I will inform my employer as soon as possible. I understand that I must also inform DVLA by writing to the: Drivers Medical Group, DVLA, Swansea SA99 1TU (the appropriate medical questionnaires can be downloaded from [www.direct.gov.uk/driverhealth](http://www.direct.gov.uk/driverhealth)). Failure to do so is a criminal offence punishable by a fine of up to £1,000. I will inform my employer of any road traffic incidents, convictions, endorsements or disqualifications that occur, which could affect my entitlement to drive, as soon as possible.

I have read and fully understand the above and will comply with what is requested of me.

Signed \_\_\_\_\_ Date \_\_\_\_\_







<b>DAMAGE TO SAC VEHICLE</b>		
Details of damage: .....		
Depot location: .....		
Where can our Engineer inspect the vehicle? .....		
Contact name: .....	Contact telephone no: .....	
Line manager name: .....	Contact telephone no: .....	
<b>PASSENGER DETAILS</b>		
No. of passengers in SAC vehicle: .....		
Name & Address of passengers in vehicle:	Injured?	Wearing seat belt?
1. ....	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. ....	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. ....	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>OTHER VEHICLE / PROPERTY</b>		
		Registration No:
Name of owner / driver: .....		
Address: .....		
Vehicle make: .....	Vehicle model: .....	Vehicle type: .....
Insurance details: .....		
Damage to vehicle / property: .....		
<b>PASSENGER DETAILS</b>		
No. of passengers in vehicle: .....		
Name & Address of passengers in vehicle:	Injured?	Wearing seat belt?
1. ....	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. ....	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. ....	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>ANY OTHER WITNESSES</b>		
<b>Name &amp; Address</b>		
1. ....		
2. ....		
3. ....		
<b>POLICE</b>		
Were the Police informed? <input type="checkbox"/> Yes <input type="checkbox"/> No      Did the Police attend? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Give Officer's name & station		
.....		
Reference number (if applicable) .....		
Why do you think this accident occurred? .....		
.....		
.....		



Please provide sketch below

**General Data Protection Regulations (GDPR): Your information will be used by South Ayrshire Council for the purpose of Claims Handling and Investigation and to confirm and update the Council's records held for this purpose.**

Signature of Driver: \_\_\_\_\_  
Print name: \_\_\_\_\_ Date: \_\_\_\_\_

Line Manager's Signature: \_\_\_\_\_  
Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Countersigned by Service Lead: \_\_\_\_\_  
Print name: \_\_\_\_\_ Date: \_\_\_\_\_

**MARF 2 MUST BE COMPLETED, SCANNED AND RETURNED TO FLEET TEAM ALONG WITH THIS FORM**

Vehicle Registration:



Fleet Reference:   
Insurance Reference:

**INCOMPLETE FORMS WILL BE RETURNED**

**MARF 2 - THE BELOW INCIDENT INVESTIGATION IS TO BE COMPLETED BY THE DRIVER'S MANAGER IN ACCORDANCE WITH COUNCIL POLICY**

Driver's Name: _____ Incident Date: _____	
Has the driver had any previous motor incidents whilst at work within the last 3 years? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, please specify: _____	
What action could the driver have taken to avoid the incident? _____	
Is CCTV installed in vehicle? <input type="checkbox"/> Yes <input type="checkbox"/> No Has CCTV footage been downloaded and saved? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Did any of the factors below contribute to this incident?	
Driver Inexperience: <input type="checkbox"/>	Failure to follow risk assessment: <input type="checkbox"/>
Prescribed medication: <input type="checkbox"/>	Inadequate / lack of risk assessment: <input type="checkbox"/>
Excessive haste: <input type="checkbox"/>	Failure to follow instruction: <input type="checkbox"/>
Tiredness / fatigue: <input type="checkbox"/>	Inadequate / lack of instruction: <input type="checkbox"/>
Problems with eyesight: <input type="checkbox"/>	Failure to heed warning: <input type="checkbox"/>
Violent / aggressive behaviour: <input type="checkbox"/>	Inadequate / lack of training: <input type="checkbox"/>
Lack of due care and attention: <input type="checkbox"/>	Failure to recognise hazards / risks: <input type="checkbox"/>
In vehicle distraction: <input type="checkbox"/>	Poor communication: <input type="checkbox"/>
Insufficient time for task: <input type="checkbox"/>	Poor supervision: <input type="checkbox"/>
Other: <input type="checkbox"/> Please specify: _____	
Has the driver's licence been checked in accordance with the Fleet, Travel and Transport policy? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Date of last licence check: _____	
Has a Health Declaration form been completed for the driver? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Date of completed Health Declaration form: _____	
Would the employee benefit from a referral to occupational health? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, please provide details: _____	
What actions have been taken to prevent a recurrence? _____ _____	
How have actions / outcomes of investigation been relayed to the driver? _____ _____	
Line Manager's Signature: _____	Countersigned by Service Lead: _____
Print Name: _____	Print name: _____
Date: _____	Date: _____

**Please refer to the accompanying Privacy Notice which outlines the processing of personal data governed by the General Data Protection Regulation 2016 (GDPR).**



# **Drivers, Supervisors and Management Travel Handbook**

**February 2024**

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## Driving for the Council – Information Introduction

Transport is vital in the delivery of Council services. You may be called upon to drive a Council managed vehicle or your own vehicle at some time in your work with South Ayrshire Council. As soon as you sit behind the wheel of a vehicle on Council business you become responsible for that vehicle.

This Handbook provides employees, agency workers and volunteers with information to assist them during their driving duties and to help and encourage them to drive safely and legally.

The Handbook is deemed to be an inclusive part of the Council's **Fleet, Travel & Transport Policy** that is hereafter referred to as 'the Policy'.

Further guidance is also given on a few issues relating to driver behaviour, care of vehicles, the Council's maintenance regime, and other legal requirements associated with your driving duties.

The Policy sets out Service Lead, Supervisor, Employee, Agency Workers, and Volunteers responsibilities in complying with legislative, regulatory, and procedural requirements, all of which assist in demonstrating compliance with the Council's Operator's Licence (or often referred to as the 'O' Licence).

The 'O' Licence is subject to periodic review and assessment by the Traffic Commissioner for Scotland, and the Driver & Vehicle Standards Agency (DVSA). Withdrawal or a restriction of the 'O' Licence for reason of non-compliance will critically affect the Council's ability to deliver services, which could also impact on the continued viability of in-house services. Non-compliance of this Policy can have an effect the Council's 'O' Licence.

The Handbook covers the expectations of the Council when employees are driving vehicles, either employee owned, or Council managed. Drivers must be familiar with the vehicles for which they are responsible. The Council operates a large and varied fleet and for this reason the Handbook is unable to cover every aspect of all transport activities.

If there is any doubt about any aspect that may affect the safe and legal operation of a vehicle, drivers must check with their Supervisor/Line Manager before proceeding. The Handbook is split into sections to provide guidance on what type of travel is required.

As this document is used as part of the **Fleet, Travel & Transport Policy** failure to comply with the content may result in payments for travel expense claims being refused or delayed and/or disciplinary action being considered.

The Handbook is designed to give advice on transport matters. If you are in doubt about any aspects covered in the Handbook, you should ask your Supervisor/Line Manager.

All employees who are asked to drive on behalf of the Council will be required to confirm that they are aware of this Handbook and of its contents. This confirmation will form part of the Authorised Driver process and will be included in the signed declaration form all drivers complete on at least an annual basis.

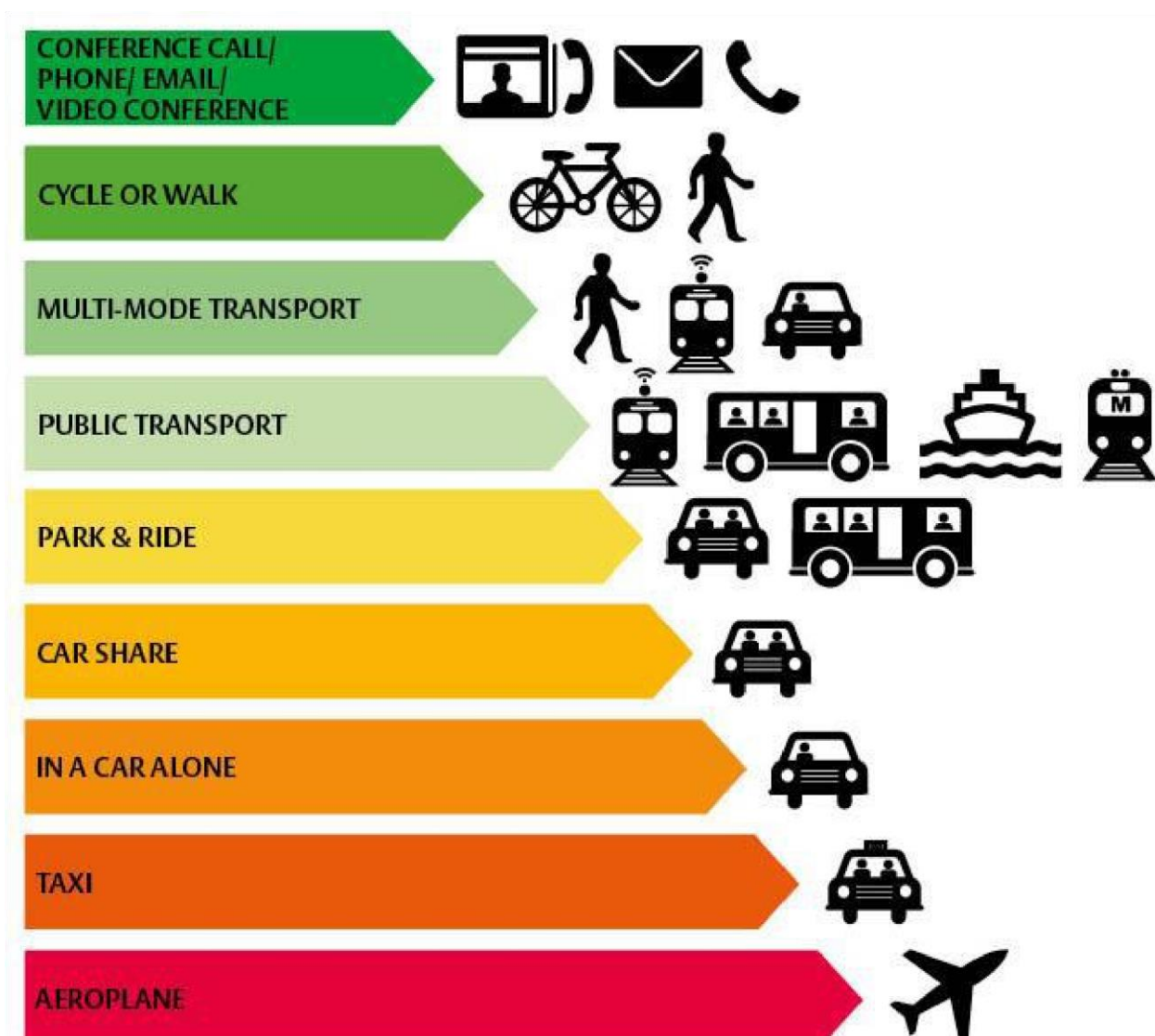
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## 1.0 SUSTAINABLE TRAVEL HIERARCHY

- 1.1 The Council has developed a Sustainable Travel Hierarchy which must be referred to if transport is to be used on Council business. The Sustainable Travel Hierarchy, hereafter referred to as 'the Hierarchy', forms part of the **Fleet, Travel & Transport Policy**. The Hierarchy identifies the most efficient, economically advantageous, environmentally effective, and productive means of travel. The Hierarchy must be considered when decisions on Council travel needs are being considered.
- 1.2 Below is a summary of the Hierarchy which promotes a decision-making process to evolve a culture where using vehicles for business is **only** undertaken when all other options have been exhausted.





1.3 The Council is committed to encouraging Greener Travel by its employees and volunteer workers. To do so the Council endorses the following objectives for Greener Travel:

- To reduce the need to travel.
- To increase awareness among staff of travel choices and their implications.
- To facilitate and promote more active modes of travel.
- To encourage staff to commute to work by walking, cycling, and using public transport, and to reduce, single occupancy car journeys.
- To encourage the use of sustainable forms of transport on official business.
- To maximise the efficiency of our fleet/other vehicles; and,
- To ensure the Policy is embedded into existing corporate and departmental processes. and reviewed on a regular basis.

1.4 The Hierarchy upon which the Policy is based is summarised as follows:

- **Need for travel** - can a telephone call, video conference or email deliver the same outcome.
- **Walking/Cycling** - the healthiest and cheapest forms of transport, negligible carbon emissions and flexibility, viable for journeys up to 2.5 km.
- **Bus/Rail** - improved productivity of workforce on medium to long distance essential trips.
- **Council/Private Car/Taxi** – sometimes this may be the only suitable option however shared trips should be offered where possible.
- **Air Travel** - sometimes the only option - high carbon emissions, high in cost, but may sometimes be cheaper in monetary terms than rail and use of time.

## 2.0 SOUTH AYRSKIRE COUNCIL FLEET

2.1 As well as employees using their own cars on Council business, the Council manages fleet and hired vehicles across all departments. These units range from cars and small vans through to refuse collection vehicles and buses. From small grounds maintenance equipment to large loading shovels, beach cleaning equipment and road building machinery.

2.2 Drivers, Supervisors and Management must be aware of the contents of this Handbook.

## 3.0 ALL DRIVERS

### 3.1 Compliance

- a) It is the Council's Policy that all drivers of all vehicles carry out a **First Use Walk Round Check** before using a vehicle on Council business. The check must be recorded on the **First Use Walk Round Checklist**. The driver must sign the checklist and present it to the driver's Line Manager/Supervisor for countersigning. There are different checklists for different vehicles. An example of a First Use Walk Round Checklist is attached as **Appendix 1**.
- b) Any defect that deems the vehicle unfit for use must be recorded in the **Defect Book** and reported immediately for repair. Every Leased Council vehicle must be in possession of a Defect Book. An example of a page from a Defect Book is attached as **Appendix 2**.
- c) Any defects found on employee-owned vehicles which deem the vehicle unfit for use must be repaired before the vehicle can be used on Council business.

### 3.2 Service Lead/Supervisor & Driver

- a) It is the responsibility of Service Leads and Supervisors to put in place monitoring systems to ensure that all drivers complete a First Use Walk Round Check of vehicles before commencement of duty.
- b) All employees involved in driving, or supervising and managing activities involving vehicles and plant, have a duty to ensure compliance with legislation, regulations, and Council Policy.
- c) It is the legal responsibility of all persons driving on behalf of the Council to ensure the Health & Safety of themselves and others, and to comply with the Council's Health and Safety Policies. Vehicles are an extension of the workplace and must always be kept clean, tidy, and safe with no hazards such as slippery surfaces or objects blocking movement of driver or passengers.

### 3.3 Disciplinary Procedure

- a) If a non-compliance incident happens with regards to a vehicle that was being driven, a follow up procedure is essential. Each non-compliance incident with regards to any vehicle or driver will be dealt with on a case-by-case basis and will be considered under the Council's Disciplinary Policy as set out in the Disciplinary Procedures Manager's Handbook and in accordance with the Council's Code of Conduct for Employees.

### 3.4 Considerate Driving

- a) Drivers must be aware that Council vehicles often attract a certain amount of attention from the public since the vehicles can be easily noticed and identified. Drivers should always be considerate to other road-users and pedestrians.

- b) The Highway Code rules must always be complied with. The most up to date Highway Code can be accessed on line at [www.gov.uk/guidance/the-highway-code](http://www.gov.uk/guidance/the-highway-code). Speed limits, and other road signs, must be complied with. In some places it is inappropriate to reach the maximum speed limit allowed and the road or weather conditions must be considered. For example, when driving near schools or in housing estates speeds should be reduced.
- c) When parking, make sure the vehicle is parked, legally, safely, and considerately causing the least inconvenience to others.

### 3.5 Driver and Vehicle Standards Agency (DVSA) and Police Roadside Checks

- a) Any driver asked to stop at a DVSA, or Police Roadside Check must comply with such a request and subsequent instructions made by the Enforcement Officers and/or the Police. If you are driving a Council vehicle, any incident or resultant paperwork is to be brought to the immediate attention of your Line Manager/Supervisor who will then notify Fleet Management 01292 616364. Drivers must show courtesy to DVSA/Police on all occasions.

### 3.6 Licence Requirements

- a) Before driving a vehicle on Council business, including employee-owned vehicles, drivers must be legally entitled and medically fit to drive a particular vehicle and have a valid driver's licence that covers the type of vehicle to be driven.
- b) Drivers' licence categories are shown in **Appendix 3**.
- c) Supervisor/Line Manager will ensure that drivers have a valid licence and are fit to drive in accordance with section 2.4 of the Policy.
- d) They will have a register of authorised drivers securely stored onsite for the vehicles under their control. They will ask to see licences on an annual basis to ensure that they are still current in accordance with the **Risk Based Driving Licence Check Timetable**.
- e) Drivers must allow the Line Managers/Fleet Management team to access the Driver & Vehicle Licensing Agency's (DVLA's) website to view the personal record of a driver. This allows appropriate checks of the driver's driving history and status of driving licence information.
- f) If a Vocational Licence<sup>1</sup> is required to drive on behalf of the Council and it is due to reach its expiry date, drivers will be able to claim for costs of renewing the vocational licence and associated medical assessment fees. Drivers will meet the cost of

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<sup>1</sup> A Vocational Licence is a requirement when driving vehicles over 3500 kg gross vehicle weight (GVW) or otherwise known as a large goods vehicle (LGV) or a minibus which is a bus with more than 9 seats but not exceeding 22 seats including the driver.

replacing lost or destroyed licences and licences requiring address or personal detail changes.

- g) Vocational Drivers applying for a renewal of a Group 2 (LGV/PSV) licence are required to consent that the Council's Occupational Health provider can contact the employee's General Practitioner to obtain medical records as part of a D4<sup>2</sup> examination.
- h) In accordance with the Council's Code of Conduct if a driver is charged with or is likely to be charged with or convicted of any pending motoring offence (*except parking charges*) whether related to the driving of a Council or a non-Council managed vehicle, the driver must notify their Supervisor/Line Manager immediately.
- i) Drivers must advise their Supervisor/Line Managers immediately if they lose the entitlement to hold a driving licence. It is also the driver's responsibility to apply for the required categories of vehicles when their licence is due for renewal.

**NOTE:** Some categories are not automatically renewed. Any changes to driving licences must be notified immediately to a Supervisor/Line Manager.

- j) If there is a current endorsement, a combination of endorsements or a pending case on a licence in the following categories, the driver may be excluded from driving on Council business:
  - i) driving under the influence of alcoholic drink or drugs.
  - ii) failing to stop after an accident; or
  - iii) any other endorsement or combination of endorsements that would result in the disqualification from driving.
- k) Loss of a driving licence through an endorsement or a combination of endorsements that prohibits a driver from their driving duties may result in disciplinary action being considered if it can be demonstrated that an employee is unable to fulfil an essential part of their substantive duties.
- l) Drivers will only be authorised to operate vehicles on satisfying endorsement, assessment, and medical conditions. Some services may choose to adopt a stricter criterion due to operational requirements such as the transportation of vulnerable persons.

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<sup>2</sup> A D4 examination is a medical examiner report for a Vocational lorry or bus driving licence.

## 3.7 Driving Standards

- a) Drivers may only drive on behalf of the Council if the Supervisor/Line Manager is confident that the driver is competent to drive the classification of vehicle on behalf of the Council and satisfies the requirements of section 1.1.7 of the Policy.
- b) Supervisors/Line Managers will ensure that all new employees who will drive on behalf of the Council are assessed before being allowed to do so in accordance with section 2.4.1 of the Policy.
- c) If a Supervisor/Line Manager requires confirmation of an employee's driving ability, a driving assessment can be arranged through the Council's Skills Instructor to determine the driver's suitability to drive. The driving assessment will determine if any further training requirements are necessary and appropriate.
- d) The driving assessment will involve an eyesight test, which will require a car number plate on a car (*with glasses or contact lenses, if necessary*) to be read from 20 metres. If corrective lenses are prescribed to do this, then they must be always worn whilst driving. An assessment on driving techniques, driver competence and driver behaviour will also take place.
- e) If an LGV or buses are to be driven, there are much more stringent vision requirements. These are set out in the DVLA website.  
[www.gov.uk/driving-eyesight-rules](http://www.gov.uk/driving-eyesight-rules)
- f) It is essential that regular eyesight checks every two years are carried out by an eye specialist for drivers. Drivers must advise the eye specialist if large goods vehicles or buses will be driven. Drivers must confirm any problems with eyesight, and this will be included in the Health Declaration form.
- g) A satisfactory driving assessment will allow the employee to drive Council vehicles within a specific category. Drivers are not permitted to operate any unfamiliar vehicle or mounted vehicular equipment until adequately qualified or licensed.

## 3.8 Driver Training

- a) Drivers may be involved in development training that will help ensure that standards are developed to match present driving standards and techniques. A Supervisor/Line Manager can arrange this training if required.
- b) Due to the potential additional risk that some young drivers may pose, drivers under 25 years of age may require additional training before authorisation to drive on behalf of the Council is given. A Supervisor/Line Manager may arrange this for drivers under the age of 25 through the Council's Skills Instructor.

### **3.9 Re-Assessments for Driving on Behalf of the Council**

- a) Driving competency may be re-assessed if an accident or incident indicates the need. For example, where a driver has been involved in a blameworthy accident/incident, if complaints are received about poor driving techniques, where inconsiderate driving behaviours that can be backed-up from vehicle tracking records have been identified, or where there has been a conviction of a traffic offence or where driving on behalf of the Council is infrequent.
  
- b) The purpose of the request to re-assess is to ensure that the Council is complying with its Duty of Care requirements to both the driver and the general public at large and that the driver is satisfied adequate training has been provided to allow them the confidence and competence to undertake the duties and activities as instructed.

## 3.10 Medical Conditions

- a) Supervisor/Line Managers are required to carry out a check to ensure that drivers are medically fit to drive. A **Health Declaration Form** (attached as **Appendix 4**) must be completed as part of the Driving Licence Check process. Questions must be answered honestly. If assistance is required to complete this document, drivers can talk to their Supervisor/Line Manager or contact Fleet Management or Occupational Health or discuss the matter further with a Trade Union representative.
- b) If a driver cannot fulfil the requirements of the Health Declaration for driving a specific category of vehicle, this will prohibit driving activities in a vehicle of that category on behalf of the Council until the driver is later deemed fit to drive that category. Alternative duties will be sought for the driver in the short term, but if the prohibition is for a long term or permanent, then redeployment may need to be considered.
- c) Medical fitness may be re-assessed if an accident or incident indicates the need, for example where a driver has been involved in a blameworthy accident/incident, if complaints are received about poor driving techniques or inconsiderate driving behaviours that can be backed-up from vehicle tracking records, where there has been a conviction of a traffic offence or where driving on behalf of the Council is infrequent.
- d) It is a driver's responsibility to inform the Driver and Vehicle Licensing Agency (DVLA), their insurance company and Supervisor/Line Manager of any medical condition or medication that could affect the ability to drive. The driver must ask their doctor, consultant, or nurse if any medical condition that they have or medication that they are taking may affect ability to drive. Further information is available by clicking -  
<https://www.gov.uk/health-conditions-and-driving>

To inform the DVLA of a new medical condition please use the link below.

<https://www.gov.uk/driving-medical-conditions/telling-dvla-about-a-medical-condition-or-disability>.

- e) Vocational licence holders, that are attending a medical professional for treatment, must advise them that they are a vocational licence holder and be sure that the medical condition or the medication prescribed does not affect their ability to drive safely or legally.

## 3.11 Medication

- a) If medicines are being taken, see **Medical Conditions** above. Not all medicines are prescribed, and vehicle or vehicular equipment operation must be carried out safely. Care must be taken if driving duties have been assigned whilst taking or receiving un-prescribed medication that could affect driving or working ability.
- b) Drivers must advise doctors or pharmacists of driving requirements if considering un-prescribed medicines. Supervisors/Line Managers must be notified immediately if there is any doubt of the effects of any medication.

## 3.12 Eyesight

- a) Drivers must be able to pass an eyesight test, which will require a car number plate on a car (with glasses or contact lenses, if necessary) to be read from 20 metres. If corrective lenses have been prescribed to do this, then they must be always worn whilst driving.
- b) Drivers must ensure that their eyesight meets the required standard for driving. Drivers should have their eyesight checked every two years by an optician and should advise the eye specialist that they will drive a vehicle. Large vehicle and bus drivers have different eyesight standards to adhere to, see **paragraph 3.7(e)** above. The optician must be made aware of what types of vehicles are driven at work.

## 3.13 Vehicle Condition

- a) Drivers of vehicles must be satisfied about the condition of the vehicle before driving and reasonable action must be taken to ensure the vehicle stays in a safe and roadworthy condition throughout the journey. When using vehicles on Council business a Walk Round First Use Check must be completed before setting off. For Council managed vehicles, the results must be recorded on the First Use Walk Round Checklist and if any defects are found these must be recorded in the Defect Book, and appropriate action taken.
- b) It is illegal to drive a vehicle that is not roadworthy. It is in the driver's own interest to check the safety and legality of a vehicle. Whilst the vehicle is allocated to a driver, that driver is legally responsible for its condition. Do not rely on previous drivers to ensure a vehicle is safe and roadworthy.
- c) Training for the First Use Check can be arranged through the Councils Skills Instructor.

## 3.14 Safe Driving Requirements

- a) Unsecured objects can cause serious injury. Always adequately secure or remove objects, including rubbish, from inside the vehicle as they may pose a safety or health hazard to drivers or passengers.
- b) Accidents can be caused by mud, grease etc. on the sole of footwear. Not only can this result in a road accident, but drivers can slip on entering or leaving the vehicle. Ensure that the soles of footwear, vehicles steps etc. are clean.

## 3.15 Starting Up

- a) Before starting the engine of any vehicle, a check must be made that the seat and seat belts are correctly adjusted and comfortable, and driving mirrors are correctly adjusted. If a seat belt is fitted to the vehicle, then it must be worn. Make sure that the Parking brake is on, and the gear lever is in neutral/park as applicable.



## 3.16 Reversing

- a) Many deaths involving vehicles at work occur during reversing. Many other reversing accidents do not result in injury but cause costly damage to vehicles, equipment, and premises. The driver must ensure all the mirrors are clean and adjusted. Try to avoid reversing altogether, but if reversing is necessary, it is always safer to get a '**Reversing Assistant**' to direct the vehicle back safely. A driver should get out of the vehicle before reversing to assess the hazards before commencing any reversing manoeuvre.
- b) Do not rely solely on any reversing aids.
- c) Where multiple employees are traveling together in one vehicle on Council business, a trained passenger must act as the Reversing Assistant to assist the driver with reversing when required.
- d) If there is a Reversing Assistant available, then they must remain in close proximity of the vehicle and must remain visible to the driver at all times. The driver must not rely on the mirrors alone when using an assistant to aid reversing.
- e) Clear hand signals must be used and obeyed, in accordance with the illustrations below in (3.17).
- f) If the driver loses sight of the Reversing Assistant at any time the vehicle must stop, until such times as a clear line of sight is regained.
- g) Reversing Assistants are defined as trained employees who play an active part in reversing manoeuvres by giving pre-arranged hand signals to the driver, such as:
  - Signal the vehicle driver to stop when necessary to prevent the vehicle colliding with pedestrians and other road users.
  - Warn approaching vehicles or pedestrians.
  - Assist trained and competent drivers to safely manoeuvre the vehicle.
  - They **Do Not** take responsibility for the reversing manoeuvre; and **only trained** Reversing Assistants can assist reversing vehicles.
- h) Training for Reversing Assistants can be arranged through the Councils Skills Instructor.

## 3.17 Reversing Assistants – Procedure

- 3.17.1 Reversing Assistants should stand 5-10 metres back from the vehicle and 1 metre out to the side of the vehicle, on the pavement wherever possible so that the driver can always see the Reversing Assistant.
- 3.17.2 Reversing Assistants should **Never** stand directly behind the vehicle when it is reversing.

3.17.3 Reversing Assistant must always stay visible in the driver's mirrors. If a driver cannot see a Reversing Assistant, the driver **must** stop the vehicle.



3.17.4 A driver should not commence reversing until the Reversing Assistant is in position and has signalled for a safe start.

3.17.5 Vehicle loading must never take place when a vehicle is reversing.

3.17.6 Reversing Assistants must never walk backwards whilst giving signals to a driver as this poses a 'slip/trip' risk.

3.17.7 Reversing Assistants must avoid distractions such as mobile phones or talking to other people whilst they are assisting a driver to reverse.

3.17.8 People must not be in the 'crush zone' during a vehicle reversing. That is the area between the rear or sides of a vehicle and fixed objects such as walls, lamp posts or other vehicles.

3.17.9 Reversing Assistants must always make themselves clearly visible to drivers by wearing their high visibility protective clothing as provided.

3.17.10 The signals for a '**Safe Start**' and '**Stop**' in a reversing manoeuvre are shown below.



**Safe Start**



**Stop**

### 3.18 Mobile Phone and Radio Equipment

- a) Driving today requires concentration all the time.
- b) Do not use a mobile phone, or a two-way radio whether handheld or hands free, do not read or compile text messages, or listen to messages whilst in the process of driving.
- c) **Do not use a phone while driving.** If it is necessary to use a phone or other equipment, park the vehicle safely, apply the handbrake, switch off the engine and remove the keys from the ignition.
- d) **Do not touch a phone while driving.** No employee will be expected to use a phone while driving.
- e) Mobile phones and radios must not be used when at fuel stations.
- f) Responsibility for the safe control of the vehicle always rests with the driver. Proper control of the vehicle must be maintained at all times.

### 3.19 Distractions

- a) Drivers should not eat, drink, read, or tune/adjust radios, or Bluetooth enabled equipment while driving. The vehicle should be stopped in a safe place with the handbrake on, ignition off and keys removed if there is a need to do anything that could distract whilst driving.

## 3.20 Speed

- a) Drivers must not exceed speed limits.
- b) Speed limits are the absolute maximum permissible speeds allowed on a particular stretch of road. It doesn't mean that it's safe to drive at this speed in all conditions.
- c) For some vehicles the maximum road speed may be higher than the maximum vehicle speed on the same road.
- d) Road conditions may require a reduction in this maximum speed limit and consideration must be given to other road users such as pedestrians and cyclists.
- e) Driving should also be appropriate for prevailing weather conditions.
- f) The speed limit in Council property is 5mph (walking pace) unless signs indicate otherwise.
- g) A speed limit of 30 miles per hour (mph) or 48 kilometres per hour (km/h) normally applies in built up areas, unless there are road signs confirming otherwise, such as 20 mph zones in residential areas and at or near schools.
- h) Speed limiters legally must be fitted on:
  - Vehicles with more than 8 passenger seats, such as buses, minibuses and coaches; and
  - Goods vehicles with a maximum laden weight of more than 3.5 tonnes.
- i) Speed limiters are designed to reduce accidents. They limit the maximum speed of a vehicle by restricting fuel supply to the engine. Having a speed limiter fitted may mean that a vehicle can't reach the speed limit.
- j) National Speed limits are shown by opening the link below.

<https://www.gov.uk/speed-limits>

## 3.21 Safety Gap

- a) Drivers must maintain a safe distance between their vehicle and the vehicle in front. A time gap of 2 seconds is the minimum safe gap between vehicles. If a trailer is being towed, 1 second should be added to the safety gap time for each 3 metre of trailer length. These recommendations are for ideal driving conditions. In poor driving conditions it is recommended that the safety gap time is doubled.

- b) In slow moving traffic drivers should ensure that their vehicle should never get so close to a vehicle in front such that reversing, or more than moderate steering is required to manoeuvre around the vehicle if required.

### 3.22 Smoking

- a) Smoking (including the use of e-cigarettes) is **not allowed** in Council vehicles. It is an offence to smoke or permit smoking in vehicles (including employee's own vehicles) when used on Council business.
- b) Drivers must not smoke at fuelling points or stations.
- c) Drivers and all other employees should refer to the Council's Smoke Free Policy for more information.

### 3.23 Identification

- a) Supervisors have an obligation to identify the driver of a vehicle (eg, in the event of an accident). Drivers may be expected to complete a log of the journey for this reason. Vehicle Telematics records will be reviewed where available to identify drivers in such circumstances.

### 3.24 Alcohol

- a) Drivers must comply with section 8.5 of the Council's Code of Conduct which states:  
*"Employees must not consume or be under the influence of alcohol or drugs while at work and must comply with the Council's Zero Tolerance to Alcohol or Drugs standards as outlined in the Supporting Employees in Managing Addiction Policy."*
- b) Drivers must consider that alcohol can remain in the body for up to 24 hours after consumption and may still affect driving.
- c) Drivers must notify their Supervisor/Line Manager immediately if in any doubt about their ability to operate vehicular equipment because of alcohol consumption.
- d) The consumption of alcohol by passengers on Council business is **strictly prohibited**. If passengers refuse to co-operate, and where it is inappropriate to ask them to leave the vehicle, then the driver must report such incidents to their Supervisor/Line Manager at the earliest possible opportunity.

### 3.25 Drugs

- a) Drivers must comply with section 8.5 of the Council's Code of Conduct. Refer to **3.24(a)** above.

- b) Drugs and “legal highs” can remain in the body for much longer periods than alcohol. Drivers should notify their Supervisor/Line Manager immediately if in any doubt.
- c) The taking of drugs or “legal highs” by passengers on Council business is **strictly prohibited**. If passengers refuse to co-operate, and where it is inappropriate to ask them to leave the vehicle, then the driver must report such incidents to their Supervisor/Line Manager at the earliest possible opportunity.

### 3.26 Journey Planning

- a) A planned journey reduces the risk of drowsiness and falling asleep at the wheel.
- b) In some Services within the Council, such as Waste Management, the route is pre-planned to take account of Driver’s Hours, break period requirements and operational matters such as collection of waste such that vehicles are not at risk of being overloaded.
- c) Where these routes become inoperable, due to road works as an example, this must be immediately notified to the respective Supervisor/Line Manager so that alternative routes can be planned to ensure business continuity is not compromised.
- d) Where one-off or infrequent journeys are required, drivers should ensure that their route is planned to ensure best value is achieved and that the route accounts for any required rest and refuelling.
- e) Route planning should involve checking information on road works and weather conditions that may affect a driver’s journey.
- f) Supervisors/Line Managers must afford their drivers adequate time to travel safely.
- g) If travelling alone drivers should always make sure someone else knows the route, expected arrival time and destination and a ‘Lone Working Risk Assessment’ must also be completed.

### 3.27 Nominated Person

- a) It is important that a nominated person (not on the journey) has a list of people on the journey, knows the destination, route and expected time of arrival and return.
- b) Drivers and Supervisors/Line Managers must be aware of who this person is and how to contact them.

### 3.28 Tiredness

- a) Drivers must not drive or continue to drive or operate equipment if feeling tired or drowsy.

**NOTE:** The pressure to complete a journey must not compromise the safety of the driver, any passengers, pedestrians, or other road users.

- b) Equipment or equipment attached to vehicles must not be operated if tiredness or drowsiness could affect concentration or ability to work safely.

### **3.29 Personal Protective Equipment (PPE)**

- a) Appropriate PPE identified in risk assessments, or instructed by a Supervisor/Line Manager, must be worn when operating vehicles or vehicular equipment.

### **3.30 Passengers**

- a) Drivers must ensure that only the number authorised passengers for the capacity of the vehicle are carried. A seat should be available for each passenger. Passengers shall only be carried on vehicles with seats constructed specifically for this purpose.
- b) Where fitted to a vehicle, seat belts must be worn, and this includes child restraints where required.
- c) Drivers should drive in a manner that demonstrates safety, comfort, and full control of their vehicle with consideration for any passengers. Passengers should advise the driver of any concerns accordingly or raise the issue with their Supervisor or Line Manager at the earliest possible opportunity.
- d) Children should be encouraged to behave in a travelling vehicle, ensuring no distraction to the driver through bad behaviour, shouting, arguing, or moving around out of their seat. If a situation requires it, vehicles must be stopped in a safe place to reinforce this requirement to unruly children until behaviour improves.
- e) Drivers and passengers must make sure that any bags or equipment are secured and stored safely and not left in vehicle walkways.
- f) No person shall ride in or on a trailer of any description used by the Council.
- g) No persons shall ride on tractor drawbars, trailer tailboards or any other part of a vehicle or trailer not specifically designed for such purposes.
- h) No person, other than the driver, shall ride or be permitted to ride in the cab of a tractor, forklift truck or other such like vehicles unless designed for this purpose and have a seat for each person.
- i) Passengers must only enter and exit from a vehicle when it is stationary and in a safe place to do so.
- j) No person shall ride in or on the rear or side of a refuse collection vehicle or any other vehicle.

## 3.31 Seat Belts

- a) Council drivers and passengers must always wear a seat belt if fitted to a vehicle.
- b) Drivers have a duty of care to other passengers and taking this into consideration, should remind passengers of the need to wear a seat belt where they are fitted to the vehicle.
- c) Drivers are responsible for ensuring that children under the age of 14 wear a seat belt and be forward facing unless the child is positioned in a child seat. Drivers must ensure that:
  - i) Children must use seat belts or restraints appropriate for the child's size and vehicle seat,
  - ii) A baby/child seat or booster cushion must only be used as instructed by the manufacturer,
  - iii) A child seat must be used for children under the age of 12 years old or 135 cm (4'5") in height.
- d) If a passenger refuses to wear a seat belt and it is not appropriate for them to leave the vehicle, then the driver should continue with the journey. A report should be made on the driver's return to their Supervisor/Line Manager.

## 3.32 Action to be taken in the event of a Vehicle Fire (General)

- a) Stop and park the vehicle in a safe place if possible. Switch off vehicle.
- b) Evacuate the vehicle.
- c) Summon the Fire and Rescue Service by calling 999 as soon as possible.
- d) Keep all persons clear of the vehicle. **DO NOT PUT ANYONE AT RISK.**
- e) Do not attempt to fight the fire. Await the arrival of the Fire and Rescue service.

## 3.33 Harassment

- a) If a driver feels that they are being harassed by other road users, they should stay calm, keep driving to the nearest Police Station, Police car, patrolling Police Officer, or Council office where the driver may feel safe to stop.
- b) If a driver is being followed do not drive home. Drive to the nearest Police station or Council office or depot.
- c) If driving on behalf of the Council the driver must not harass other road users. Drivers will be expected to always drive courteously.



## 4. VEHICLE TRACKING

- a) All Council managed leased vehicles are fitted with Global Positioning System (GPS) vehicle telematics-based devices. These devices will record all journeys including starting point and time along with finishing point and time.
- b) It will allow Supervisors/Line Managers to identify where vehicles and drivers are in emergencies to enable a more rapid response.
- c) The telematics system where fitted will provide drivers with information to improve on their driving techniques and increase driver awareness through driver training and this, in turn, will thereby improve efficiency and safety.
- d) Information concerning accidents will be recorded which can protect the interests of the Council, the driver and other employees and provide added security for lone workers.
- e) The vehicle telematics system will provide improved security for the Council's leased fleet of vehicles and high value items of plant. If a Council vehicle or a high value of plant is stolen, then the vehicle tracking system will assist in its recovery.
- f) The **Vehicle Tracking Procedures** are an integral part of the **Fleet, Travel and Transport Policy** and as such must be read in conjunction with the Policy.

## 5.0 EMPLOYEE OWNED VEHICLES

### 5.1 Insurance

- a) Drivers must ensure that they have adequate business insurance cover for their own vehicle or any other vehicle that may be used that is not managed by the Council.
- b) Personal Insurance Certificates showing that business use is allowed must be presented to a Supervisor/Line Manager at least annually, or on request, or on renewal or if the driver changes their car or cover.
- c) The Council does not accept any liability for claims incurred using private motor insurance cover.
- d) Drivers must ensure that all incidents and accidents associated with work related driving are reported to their personal vehicle insurance provider in accordance with section 2.5.11 of the Policy.

### 5.2 Annual Vehicle Road-Worthiness Test (MOT)

- a) If an employee drives their own vehicle, or a vehicle that is not managed by the Council-on-Council business, they must ensure that there is an MOT certificate (if required by Law) that covers the vehicle.

- b) The MOT certificate must be presented to a Supervisor/Line Managers on renewal or on request. Evidence from the DVLA website of the status of an MOT certificate is an acceptable alternative to producing a paper copy.

## 5.3 Security

- a) Drivers are responsible for their own vehicle when driving on Council business. If a vehicle is left unattended the driver must:
  - i) Ensure that the parking brake is engaged.
  - ii) Switch off the engine and remove the ignition keys.
  - iii) Ensure that all vehicular equipment is stowed safely and secured;
  - iv) Close and lock all windows and doors; and
  - v) Activate any anti-theft devices.
- b) Confidential documents or computers that may contain sensitive information **must never** be left in vehicles.

## 6.0 Council Managed Vehicles

### 6.1 Recording Journeys

- a) Vehicle journey logs must be completed as specified by a Supervisor/Line Manager.

### 6.2 Insurance and Test Certificates

- a) Any required Vehicle Insurance or Test Certificates for Council Fleet vehicles are available from Fleet Management.

### 6.3 Routine Inspection & Servicing

- a) The Council has a legal duty to ensure that Council leased vehicles and plant are inspected and serviced regularly. Fleet Management will confirm when a vehicle requires to be serviced and inspected.
- b) For LGV commercial vehicles, over 3.5 tonnes GVW, inspection and service are required every 6 weeks.
- c) Other vehicles, up to and including 3.5 tonnes GVW, are to be inspected and serviced annually.
- d) Buses are to be inspected and serviced as follows:
  - i) Buses with up to 18 seats, including the driver, are to be presented every 13 weeks.
  - ii) Buses with more than 18 seats are required to be presented every 10 weeks.

- e) Vehicles may also be inspected in accordance with the manufacturer's mileage recommendation for servicing if that comes first. This can be obtained from the driver's information book which is stored in the vehicle or via a service due indicator light on the dashboard.
- f) Drivers should arrange a vehicle service by notifying their Supervisor/Line Manager and Fleet Management if the vehicle service warning light illuminates.
- g) Any vehicle defects must be recorded on the Defect Sheet when presenting a vehicle to the Council's contracted vehicle maintenance and repair centre for servicing or repair.
- h) Drivers should ensure that all personal effects are removed from the vehicle and all equipment such as the spare wheel, if fitted, is accounted for when delivered and collected.

## 6.4 Vehicle Inspections/Repairs

- a) The Council use a repair and maintenance facility operated by Motus Commercials. All Council diesel fleet vehicles for maintenance and repair are to be presented to:

**Motus Commercials LTD,  
Wheatpark Road,  
AYR KA8 9RT  
01292 269002.**

- b) Fleet Management will inform a Supervisor/Line Manager when a vehicle is due for its routine inspection. When a vehicle is presented for a repair, the defect book must be completed and presented to the receptionist at the repair centre.
- c) The Scottish Traffic Commissioner has issued the Council with an Operator's Licence ('O' Licence) which lays down conditions with which South Ayrshire Council must comply.
- d) One of the conditions is that vehicles must be inspected at regular intervals (intervals agreed by the Department for Transport). Drivers must ensure that the vehicle is presented to the maintenance depot as per the issued schedule. Failure to do so could jeopardise the Council's 'O' Licence.

## 6.5 Roadside Repair / Accidents

- a) In the event of a breakdown a driver should ensure that their own safety, and that of any colleagues, passenger, or the public, is not put at risk.
- b) Motus Commercials supply roadside assistance and 'on-site' service by means of dedicated and fully equipped vehicles through.

- c) If the vehicle suffers a breakdown or requires recovery after a breakdown or an accident, please use the contact numbers below.

## 6.6 Vehicle Breakdown / Accident / Recovery Procedures

- a) For recovery or breakdown during normal working hours contact 01292 269002.

Normal Working Hours are confirmed as follows:

Monday 0730 hours to Friday 1930 hours.

Saturday: 0730 hours to 1350 hours.

- b) Outwith normal working hours please contact the **Motus on call technician 07393 012221**.

- b) If a vehicle has active breakdown/recovery cover then the driver must make Motus Commercials control room aware of this and the contact number. (They will assess the incident and deal with arrangements for action).

- c) Otherwise – If general maintenance with a Council vehicle is required, contact Motus Commercials on 01292 269002.

Normal Working Hours are confirmed as follows:

Monday 0730 hours to Friday 1930 hours.

Saturday: 0730 hours to 1350 hours.

## 6.7 Fuel Cards

- a) For petrol vehicles, fuel cards are available from Fleet Management, Walker Road Operating Centre, Ayr, contact 01292 294348 or 01292 616092 These cards will be issued only in response to a written request from a Service Lead to Fleet Management.

## 6.8 Punctures/Tyre Replacement

- a) If a vehicle has a puncture or a flat tyre, stop the vehicle as soon as it safe to do so. For tyre repairs contact should be made with McConechy's Tyre Services on the following:

**1) 0800 hours to 1700 hours      01292 291088**

**2) 1700 hours to 0800 hours      01785 231260**

All Council vehicles must operate with a tyre tread depth of a minimum of 3mm. If the tread depth of a tyre is measured at 3mm or below, arrangements should be made to have the tyre replaced by contacting the numbers above, Forepersons or line managers supply tyre tread depth gauges and training on their correct operation is carried out during walk round check training. Training identifying other tyre defects such as bulges, damage etc will also be given at service level during walk round check training.

## 6.9 Insurance

- a) In accordance with section 1.1.7 the Policy, an 'Authorised Driver', of a Council managed vehicle on authorised Council business is automatically insured to drive the vehicle.
- b) A Council managed vehicle **is not** to be used for unauthorised journeys or to carry unauthorised persons. The vehicle will not be adequately covered by insurance and the driver may face disciplinary action.
- c) If the vehicle is taken home, then the driver **must** have permission from a Supervisor/Line Manager. The vehicle must not be used for any other activities other than those authorised. (Note: Use of a vehicle to travel home at any time is private use, unless previously agreed with the Service Lead or Director).
- b) Council and personal property left in any Council vehicle is not insured and, consequently, should not be left unattended. Property must be hidden from view if it is not feasible to remove it from the vehicle, such as locking it in a boot.

## 6.10 Security

- a) The driver is responsible for the vehicle allocated to them when driving on Council business. If a vehicle is left unattended, they must:
  - i) Ensure that the parking brake is engaged.
  - ii) Switch off the engine and remove the ignition keys.
  - iii) Ensure that all vehicular equipment is stowed safely and secured.
  - iv) Close and lock all windows and doors.
  - v) Activate any anti-theft devices.
- b) On pick-ups or trucks all equipment must be secured in or on the vehicle. This is especially important for vehicles carrying ladders.
- c) Confidential documents or computers that may contain sensitive information **must never** be left in vehicles.
- d) Any variations to the above must be authorised by a Supervisor/Line Manager.
- e) Keys for Council managed vehicles must be always kept secure. The driver should check with their Supervisor/Line Manager for the arrangements in place for the security of vehicle keys.

## 6.11 Vehicle Use

- a) Council vehicles must only be used on authorised Council business.
- b) Goods will only be carried on Council vehicles if it is for official Council purposes.

- c) Vehicles taken home or used at lunchtime or out with normal working hours must be by Management permission and be for specific and identified Council related tasks and can never be considered by an employee as a condition of service with the Council.
- d) Vehicles parked overnight away from Council premises must be legally parked and where they will not cause an inconvenience to the public and other road users.
- e) Council Managed vehicles must not be used for any activities other than those authorised by a Supervisor/Line Manager.
- f) Passengers or animals should only be transported as part of Council business and authorised by a Supervisor/Line Manager. It is the driver's responsibility to ensure that any passengers, animals, and goods are carried safely and securely at all times.

## 6.12 Accidents, Incidents and Damage to Council Managed Vehicles

- a) If driving a vehicle that is involved in an accident or incident or there has been damage caused by or to a Council managed vehicle the driver **MUST** stop the vehicle.
- b) In accordance with sections 2.3.11, 2.4.17, 2.4.18, of the Policy, a driver involved in any accident or incident, or when a third party is involved in an accident, the driver must follow the procedure and complete the details required in the 'Motor Incident Accident Assistance Card', or often referred to as the 'Bump Card', as set out in **Appendix 5**. In the event of an accident of any kind **no admission of liability** should be made. Liability and any subsequent compensation will be decided upon by the Council's insurers.
- c) Where a third party is involved, drivers should contact the Council's motor insurer immediately using the information provided on the Bump Card. Take a note of the Third Party's details and provide them with a contact name and number for the Council's Risk and Safety Team, drivers should not offer their home address details unless instructed to by a police officer attending the accident, then immediately contact the Council's Risk and Safety Team using the contact details provided in the 'Bump Card'. 'Bump Cards' have been printed with this information on and are available at **Appendix 5**. Supervisors/Line Managers should ensure that there is one in every vehicle.
- d) Upon return to base the driver must complete a **Motor Accident Report Form (MARF 1)** which must be requested from Fleet Management, in accordance with sections **2.4.17** of the Policy. A **MARF 2** form is to be completed by the driver's Line Manager/Supervisor following an investigation into the incident in compliance with section **2.4.18** of the Policy. The completed **MARF 1** and **MARF 2** forms must be submitted to Fleet Management as soon as possible after the incident in accordance with section **2.4.19** of the Policy.
- e) Any contact by the Third Party or their Solicitor should be notified to the Council's Risk and Safety team as soon as possible.

- f) Fleet Management will notify the Risk and Safety team of all reported vehicle accidents and incidents in accordance with section **2.6.18** of the Policy.
- g) Fleet Management will arrange for appropriate estimates and repairs of vehicles involved in accidents and incidents.

## 6.13 Vehicle Condition

- a) A driver must be satisfied about the condition of the vehicle before driving off and they must take reasonable action to ensure the vehicle stays in a safe and roadworthy condition throughout the journey. Before driving off a 'Driver's first use Check' must be completed, and the results recorded in the Drivers first use Checklist. If any defects are found these must be recorded in the defect book and appropriate action taken.
- b) It is illegal to drive a vehicle that is not roadworthy. It is in the driver's own interest to check the safety and legality of a vehicle. Whilst the vehicle is in their charge the driver is legally responsible for its condition. Do not rely on previous drivers to ensure a vehicle is safe and roadworthy.
- c) A driver can easily do the First use check by using a routine to walk round the vehicle. It does not take long but will give the driver peace of mind and a defence if a fault develops during a journey (for example a bulb becoming inoperable). The police and the DVSA has the authority to charge the driver for defects on the vehicle if, in their opinion, the driver should have noticed the defect.
- d) A driver must have the correct licence categories for trailer entitlement on their licence to allow the towing of a trailer. Refer to **Appendix 3** for guidance.
- e) The driver must ensure that the towing vehicle has the legal towing capacity to tow the trailer and its load, and the load is suitably positioned and secured within the trailer.

## 6.14 Vehicle Cleanliness

- a) The driver is responsible for the cleanliness of the vehicle that has been allocated, both inside and out. The vehicle must be kept clean and tidy. Nothing should be left unsecured in the cab or within the load area.
- b) Vehicles must be cleaned in a safe manner and in accordance with any relevant risk assessments where applicable, with particular attention being paid to ensuring mirrors, lights; number plates, rear marker plates, reversing aids and cameras are kept clean.

## 6.15 Spot Checks

- a) Supervisors/Line Managers, Fleet Management, and other authorised bodies, such as UK Logistics, will conduct spot checks on the condition and cleanliness of any vehicle used on Council business at any time.
- b) If faults are identified on the vehicle that would render the vehicle hazardous or unroadworthy then the vehicle must not be used until it is made safe.

- c) The inspector of the vehicle must complete a report on the identified faults. Any instructions given to the driver must be followed by the driver.
- e) Vehicle Examiners from the DVSA and Police Scotland have the right to check any vehicle. Drivers must comply with their requests and subsequent instructions. Any incident or resultant paperwork is to be brought to the immediate attention of the drivers Supervisor or Line Manager and Fleet Management on all occasions.

## 6.16 Loading

- a) All loads carried on Council vehicles must be secure.
- b) Loading must not be carried out in such a way as to obstruct vision or lights.
- c) Vehicles must not be used for carrying loads for which they are not designed or authorised.
- d) **No vehicle** or trailer is to be overloaded. Where on-board weighing equipment has been fitted to a Council Managed vehicle, the information that is displayed must be adhered to. Should any defects to the on-board weighing equipment become evident, these must be reported using the Defect reporting process.
- e) If a driver has any doubts as to the weight being carried, they must draw this to the attention of their Supervisor/Line Manager to enable further investigation to take place. Where available, weighbridges **must be** used.
- f) The vehicle must never be left unattended when the engine is running: An exception would be in the case of refuse collection vehicles fitted with bin lifting equipment; this must not be left unattended or out with the vision of the driver.
- g) The driver must ensure when loading communal or bulk bins that loaders must stand clear of bins and equipment during the loading procedure.
- h) Under no circumstances is any employee permitted to enter the rear of a refuse vehicle.
- i) Whilst the vehicle is being tipped, ejecting, or unloading materials, the driver must ensure that all employees and members of the public are kept well clear of the body of the vehicle before and during the operations.
- j) Any employee requiring access under the body of any vehicle in the tipped or raised position must ensure that it is securely propped, using approved equipment only.



## **7.0 Large Goods Vehicle Drivers (LGV) Additional information**

### **7.1 Vehicle - Condition (Large Goods Vehicles)**

- a) The Council operates approximately 40 LGVs. An LGV is the legal term for a goods vehicle with a Gross Vehicle Weight of over 3.5 tonne. All LGVs are covered by the Council's 'O' Licence.

### **7.2 Driver Certificate of Professional Competence (CPC)**

- a) A Vocational driver licensed to drive LGVs will require a Driver's Certificate of Professional Competence (DCPC). Training required to comply with this requirement will be arranged for employees identified and paid for by the Council.
- b) Identified employees must attend any training arranged.
- c) There will be a requirement for a driver to pay back the cost of the training if they leave the Council before the completion of the term of the training as laid down in the Council's training procedures.
- d) Drivers are required to always carry their DQC (Drivers Qualification Card) card when driving on behalf of the Council.
- e) The Council will pay for the renewal of a DQC card when it reaches its expiry date if it is required for Council business. Renewal for any other reason is the driver's responsibility.

### **7.3 Digital Tachograph Driver 'Smart' Card (Driver Hours recording)**

- a) If driving is covered by Driver's Hours Regulations a Digital Tachograph Driver 'Smart' Card is required to electronically log hours at work. The Council will pay for the initial Driver's 'Smart' Card if driving a vehicle covered by these regulations.
- b) Drivers are required to carry their Driver's 'Smart' Card at all times when driving on behalf of the Council. The Council will pay for the renewal of a Driver's 'Smart' Card when it reaches its expiry date if it is required for Council business. Renewal for any other reason is the driver's responsibility.
- c) Drivers will use Drivers' 'Smart' Cards as directed by their Supervisor/Line Manager and in compliance with the Council's 'O' Licence obligations.
- d) The use of tachographs forms part of the DCPC training course and certificate. It is the driver's responsibility to ensure full compliance with the regulations. If there are any concerns regarding this requirement, Vocational drivers should speak with their line manager/supervisor or Fleet Management.

- e) Vocational drivers **must** download their Drivers' 'Smart' Cards each Friday on a weekly basis wherever possible.

## 7.4 Drivers Hours

- a) Drivers must comply with the Driver's Hours Regulations including European Working Time Directive, relating to the allocated vehicle being driven, or operation being undertaken. Driver's Hours are not just about driving time, but include time undertaking other work, sometimes known as 'on duty' activities, either with the Council or another employer if this has been approved. All driving and other 'on duty' hours must be considered. **Drivers working within the scope of EU drivers hours must carry 28 days' worth of complete records with them and make these records available to roadside Enforcement Officers or the Police.**
- b) Drivers must be aware that the regulations indicate the **maximum** hours that can be driven within the law and the daily/weekly rest periods required. They must still ensure that health and safety is not compromised if not covered by Driver's Hours Regulations.
- c) If there is any doubt about the regulations or advice is required on Driver's Hours and how to record them, contact a Supervisor/Line Manager or Fleet Management for more information.
- d) There is legislation on the amount of time that drivers can legally drive a large vehicle. Drivers of large vehicles will either be covered by 'GB Domestic Rules' or 'European Union (E.U.) Rules'. For more information on any of these regulations, contact Fleet Management.

## 7.5 Rest Periods

- a) Drivers must be aware of and comply with the daily and weekly rest requirements as set out in the Driver's Hours Regulations.
- b) If there is any doubt about the regulations or advice is required on Driver's Hours and rest periods and how to record them, drivers should contact a Supervisor/Line Manager or Fleet Management for more information.

## 7.6 Vehicle Movement Recording

- a) All journeys must be recorded. This will be done by using the Digital Tachograph units within LGVs.
- b) Drivers must be aware of and comply with current regulations and instructions in relation to vehicle movement recording.

- c) If there is any doubt about the regulations, or advice is required on vehicle movement recording, a Supervisor/Line Manager or Fleet Management should be contacted for more information.

## 7.7 Rules Covering Drivers Hours

- a) In general terms driving is carried out in scope of EU561 (Drivers Hours and Tachograph Rules).
- b) However, within local authorities there are exemptions to these rules that may affect the operation. This Handbook describes which vehicles are subject to exemptions. These are set out in **Appendix 7**.

## 7.8 Tachographs

- a) All vehicles over 3.5 tonnes GVW are fitted with a digital tachograph. Drivers must use the tachograph to record their activities. See **Appendix 7** for exemptions.
- b) Digital Tachographs will be used as directed by Supervisors/Line Managers.
- c) Digital Tachographs must be downloaded in line with current legislation if the tachograph is being used to record drivers' hours. Otherwise as per Supervisor/Line Manager's instruction.

## 7.9 Vehicle Height

- a) Drivers must be aware of the height of the vehicle being driven.
- b) Vehicles over 3 metres in height must have a height indicator (in feet and inches and metres) inside the vehicle cab.
- c) If the height of the vehicle can be altered, by, for example, the addition or removal of a load, the indicator must be adjusted each time to show the new overall height of the vehicle.
- d) Remember to readjust the height indicator when the load has been removed.
- e) Be aware of the height and length of the vehicle.
- f) Watch for low bridges, canopies at forecourts etc. And be aware of overhead cables and any similar obstacles.

## 7.10 Maximum Weights

- a) Drivers must be aware of the vehicular maximum loads to ensure they are not exceeded. A manufacturer's plate bearing details of maximum gross, axle and train weights is fitted to every commercial vehicle. In addition to this, a Department for Transport plate is fitted to LGVs and trailers.

- b) Drivers must use any equipment that is fitted, such as on-board weighing, or available weighbridges, to ensure that maximum weights are not exceeded. If there is any doubt, seek advice from a Supervisor/Line Manager.
- c) Drivers must familiarise themselves with the location and details of these plates. If, however, the weight on the Department for Transport plate differs from the weight on the manufacturer's plate, then the Department for Transport takes precedence.
- d) The following terms are used on manufacturers and Department for Transport plates:

**Maximum Gross Weight or Maximum Authorised Mass (MAM)**

This is the maximum weight of the vehicle and is the combined weight of the vehicle, its load fuel, driver, and passengers that it is carrying.

**Maximum Axle Weight**

This is the total weight transmitted to the road by all of the wheels on one axle.

**Maximum Train Weight**

This is the total weight of the vehicle and any trailer or towed unit.

## 7.11 Specialist Equipment (incl. Tippers, refuse collectors etc.)

- a) Before operating specialist equipment, drivers must have been trained and be familiar with the equipment. A Supervisor/Line Manager will not ask anyone to operate equipment if they are not satisfied that they are competent.
- b) Drivers should ensure that the vehicle and any equipment is safe and operational before use. Make sure that all emergency switches and controls are operational. If there is a fault that could affect the safety of the equipment, it **must not** be used. Drivers should not enter or allow others to enter hoppers or equipment while it can be operated. Drivers must ensure that unauthorised personnel do not operate or interfere with the equipment.
- c) Drivers must make sure that the vehicle is not overloaded.

## 7.12 Safe Loading & Unloading

- a) Drivers are responsible for the safety and security of any load and passengers that are carried in the vehicle.
- b) Drivers must ensure that all loads are safely secured.
- c) Where possible, loading and unloading should always take place away from passing traffic, pedestrians and anyone not involved. This reduces the risk from wind turbulence and if something should fall then no one will get hurt.

- d) Avoid overhead cables where there is a risk of contacting the cables with the load or the vehicle body.
- e) Loading should not be done in a way that could make the vehicle unstable. The load should, as far as possible, be spread evenly over the loading area.
- f) Drivers should ensure that they wait in a safe place during loading and do not wander into dangerous areas.

## **7.13 Tipping**

- a) Drivers must be aware of the dangers of loads sticking, leading to sudden uncontrolled release.
- b) Drivers to be aware and avoid overhead hazards such as cables, roller doors and other obstacles when tipping exiting buildings.

## **7.14 Gas Containers**

- a) Gas containers should be adequately secured **upright** in the load area of the vehicle. Only one cylinder (not attached to the apparatus) and one spare should be carried. Cylinders should, as far as possible, be carried on open backed vehicles. If they are carried inside a van, they should be in a sealed compartment with ventilation directing any leaked gas to the outside of the vehicle.
- b) Cylinders should never be transported unsecured or lying on their side.

## **7.15 Dangerous Goods**

- a) Dangerous goods must not be carried in any Council vehicle unless the driver has been trained in accordance with the appropriate and current legislation.
- b) Drivers should check with the Supervisor/Line Manager if there is any doubt.

## **7.16 Props**

- a) No employee should access spaces under the body of any vehicle in the tipped or raised position unless authorised and trained to do so and the tipping equipment must be secured by the approved body prop.

## **7.17 Movement and Placing of Skips**

- a) It is important to place skips off the road wherever possible. If this option is not available then skips should be placed on the road rather than the pavement unless the permit allows the skip to be placed on the pavement. Do not place skips on the road in places where they might become a nuisance or a danger to road users.

## **7.18 Safety Measures for the Placement of Skips**

- a) Safety measures to follow are:

- use cones and amber flashing marker lights if available around the skip when it's dark and/ or hard to see because of fog, mist, and other conditions.
  - fix reflective markers on both ends of the skip; and
  - avoid placing the skip on the pavement wherever possible, manhole covers, drains, grates, or other utility access points.
- b) Make sure:
- the contents don't stick out from the sides of the skip: this is dangerous for road users and pedestrians.
  - the skip isn't over-filled, and its contents are stable, covered with netting or sheeting to stop the waste materials from inside blowing out.
  - the skip doesn't contain materials likely to pose a risk of fire, explosion and won't release toxic fumes or present a health or environmental hazard. See **Appendix 6** for additional details.

## **8.0 Bus and Minibus Drivers Additional Information**

### **8.1 First Use/ Daily Check (Bus & Mini-Bus)**

- a) Drivers must be satisfied about the condition of the vehicle before driving off and reasonable action must be taken to ensure the vehicle stays in a safe and roadworthy condition throughout the journey. Before driving off a 'Driver's First Use Check' must be completed, and the results recorded in the First Use Checklist. If any defects are found these must be recorded in the defect book and appropriate action taken.
- b) It is illegal to drive a vehicle that is not roadworthy. It is in the driver's own interest to check the safety and legality of a vehicle. The driver is legally responsible for its condition. Do not rely on previous drivers to ensure a vehicle is safe and roadworthy.
- c) Drivers must carry out the checks as part of the vehicle First Use Check.

### **8.2 Journeys**

- a) Before going on a journey, drivers should take the time to plan a route and where luggage will be stored. Ensure that luggage is secured before setting off. Check the security of the luggage, again, at refreshment stops.
- b) Drivers should ensure that they fit in adequate refreshment stops. Driving a bus or a minibus is much more tiring than driving a car. The pressure to complete the journey should not compromise the safety of passengers.

### **8.3 Buses with Trailers**

- a) If a trailer is to be towed behind a bus, then be sure that, in the event of an accident, occupants can be evacuated quickly. Drivers must be aware that if the bus topples

onto the near side and the trailer and contents are piled against the rear door, it could only leave the driver's door to evacuate the passengers.

## 9.0 Fuel Procedures

### 9.1 Location of Fuelling Points/Electric Charging Posts

- a) A list of Council Fleet operated fuel pumps are detailed below in **Table 1**.
- b) A list of Council Fleet operated electric charging posts for electric and hybrid vehicles are detailed in **Table 2** below.
- c) Since virtually all fleet vehicles are now either electric or diesel powered, only diesel fuel is supplied from Council pumps. Petrol vehicles will be required to use external garages for fuel.
- d) Procedures for operators/drivers of Council vehicles require all fuel drawn to be recorded along with mileage reading. The computerised diesel fuel management system will enable checks to be made on fuel consumption to ensure that vehicles are correctly maintained and fuel-efficient.
- e) Petrol containers should not be transported in the cab of any vehicles. If there is a need to carry petrol in containers in the vehicle, only carry 5 litres in properly constructed containers for the transportation of petrol. Ensure that the containers are in good condition, are clearly marked and the lid has a good seal. Make sure that no fuel has spilled down the outside of the container. Secure the container to the vehicle.
- f) It is safer to carry petrol in the back of 'pick-up' type vehicles. If there is a need to carry petrol inside a van, the van must have adequate ventilation to remove fumes and be separated from the driver.
- g) No smoking or naked flames are allowed when petrol is being transported or handled in any way.
- h) Diesel fuel is available from the undernoted fuelling centres. Out with the times shown below fuel cards must be used. fuel cards are available from Fleet Management.

**Table 1: COUNCIL FUEL PUMP LOCATIONS**

Location	Monday-Friday	Saturday and Sunday
Walker Road Operating Centre, Ayr	0600 to 2100 hours	06.00 to 1730 hours
Neighbourhood Services Depot, Dukes Road, Troon	0700 to 1600 hours	Not Available
Maybole Recycling Centre, Seaton Street, Maybole	0700 to 1600 hours	Not Available
Neighbourhood Services Depot, Bridge Street, Girvan	0600 to 2100 hours	Not Available

**i) Table 2: COUNCIL OPERATED, FLEET VEHICLE ONLY, ELECTRIC CHARGING POSTS**

Location	Number of Charging Post Connections	Charging Point Capacity	Availability of Use
Walker Road Operating Centre, Ayr	10	7kw <sup>3</sup> and 22kw	Council Vehicles Only
McCalls Avenue Depot, Ayr	5	22kw and 50kw	Council Vehicles Only
Masonhill Crematorium	2	7kw	Council Vehicles Only
County Buildings Courtyard	2	7kw	Council Vehicles Only
10 Wellington Square, Ayr	6	7kw	Council Vehicles Only
Girvan Housing Offices Knockcushan Street	4	7kw	Council Vehicles Only
Hillcrest Nursing Home 29 McConnell Square Girvan	2	7kw	Council Vehicles Only
Green Street Lane	6	22kw	Council Vehicles Only
Trading Standards Office Car Park, River Terrace,	5	7kw	Council Vehicles Only
Ayr Academy	2	22kw	Council Vehicles Only
Belmont Academy Ayr	2	22kw	Council Vehicles Only
Carrick Academy	2	22kw	Council Vehicles Only
Girvan Academy	2	22kw	Council Vehicles Only
Kyle Academy	2	22kw	Council Vehicles Only
Marr College Troon	2	22kw	Council Vehicles Only



Prestwick Academy	2	22kw	Council Vehicles Only
Queen Margaret Academy	2	22kw	Council Vehicles Only
Viewfield Gate Ayr	2	22kw	Council Vehicles Only

<sup>3</sup> 7kw electric charging points can return an electric vehicle to a full charge between 4 and 8 hours, depending on the power held in a vehicle's battery at the time of the charge.

**Table 3 Public Access EV Charge Points**

Ayr			
Burns Statue Square, Ayr	3	1 Rapid Charger <sup>3</sup> 1 Fast Charger <sup>5</sup> 1 x 7kw	Available to all electric vehicle users
Millbrae Car Park, Ayr	2	7kw	Available to all electric vehicle users
Barns Street Car Park, Ayr	2	7kw	Available to all electric vehicle users
Troon Swimming Pool Car Park	2	7kw	Available to all electric vehicle users
Prestwick Swimming Pool Car Park	2	7kw	Available to all electric vehicle users
Girvan Harbour Car Park	2	7kw	Available to all electric vehicle users

- j) Vehicles expected to be used over the weekend or those vehicles being used as part of out-of-hours emergency response should be fuelled-up on a Friday, or the last day of normal working in the case of a Bank holiday weekend or prior to the Christmas and New Year festive period or Easter weekend.
- k) **All drivers must adhere to local depot rules when drawing fuel or charging an electric vehicle, such as wearing high visibility clothing as required.**
- l) **South Ayrshire Council chargepoints, fuel cards, and diesel fuel stock is only available for the purposes of operating fleet or hired vehicles on council business.**

<sup>3</sup> Rapid Chargers can return a vehicle battery charge from 0 to 80% within 20 to 30 minutes. <sup>5</sup> A Fast Charger can return a vehicle's battery to full charge between 2 to 4 hours.

## APPENDIX 1: First use check sheet for LGV.

### First Use Drivers Walk Round Check Report

A driver must complete a walk round check prior to a vehicle being used by them. Details of this check must be recorded on this report. Before leaving the yard completed reports must be handed to supervisor for action as detailed on the report.

**Tachograph Card must be inserted before commencing check and tachograph unit mode set to work. By signing this Report a driver declares that they have no reason to believe that they are not fit to drive.**

<i>Vehicle Registration</i>	<i>Date</i>	<i>Mileage</i>

Check for fuel, oil, and water leaks		Visually check condition of chassis, body and suspension	
Check for air leaks		Check Operators Licence disc	
Check tyre tread (3mm minimum) and inflation- no cuts or bulges		Check engine oil, coolant, fuel, hydraulic oil, brake fluid Ad Blue levels	
Check wheel nut security and condition of wheels		Check on board weighing system	
Check condition and security of mudguards, mud flaps, and wings		Check operation of reversing audible and visual aids	
Check doors / door locks / cab steps and grab handles		Check reverse safety stop systems	
Check operation of steering, footbrake & handbrake		Check security of tow bar, trailer, and load	
Check operation and condition of all lights, side markers and reflectors.		Check cab is clean and clear of rubbish or loose items.	
Check driving controls, horn, seating and seatbelts, warning lights.		Vehicle washed to ensure lights, mirrors, windows, number plates and equipment clean	
Check heating and ventilation		Check Emergency Stop switches/ lift equipment/ packer	
Check for excessive engine exhaust smoke		Check operation of beacons	
Check windscreen/ door glass, mirrors, mirror positioning & washers/ wipers		Check Mobile Phone present in vehicle	
Check Tachograph 2 year calibration due date		Check operation of Garmin/ CMS in-cab unit	
Check drivers defect book, vehicle height & No Smoking Notice in cab			
Check battery security and condition			
Check security and condition of number plates & legal plates			
Engine and gearbox area clear of rubbish			

✓ No Defect Detected ✗ Defect Detected N/A Not Applicable

**Drivers Signature.** I confirm that I have carried out a daily check on this vehicle and any defects found have been detailed and reported as per the Council defect reporting procedures.

Signature \_\_\_\_\_

Print Name \_\_\_\_\_

Date \_\_\_\_\_

<b>Defects found (completed by Driver)</b>	<b>Reported To</b>	<b>Defect No</b>	<b>Action Taken (completed by Supervisor)</b>

# DRIVERS', SUPERVISORS' & MANAGEMENT TRAVEL HANDBOOK

Tick box if vehicle is still roadworthy/ in service			
<b>Driver should Write NIL here if no defects found.</b>	<b>Supervisor Signature.</b> I confirm to the best of my knowledge the details recorded are correct.		
	Signature	Print Name	Date

*This record must be stored and retained for 15 months at the operating centre & made available for inspection by either an officer nominated by Fleet Management, FTA or Driver and Vehicle Standards Agency (DVSA).*

Any defects found during the drivers check must be reported immediately to the driver's Line Manager and Fleet Management. This includes any accident damage. Where such damage is not reported at the time and subsequently reported by the next user the previous users Service will be charged for the cost of the repair.

Completed Drivers First Use Walk Round Check Reports should be retained by the Service user for 15 months and made available to Fleet Management if requested.

Drivers Mileage Logs Sheets should be retained by the service on completion and made available for audit purposes if requested.

## APPENDIX 2: DEFECT BOOK

### DRIVER / OPERATOR INSTRUCTIONS

1. The daily checks must be completed before each journey and any defects reported.
2. The defect forms in this book must be filled in whenever a vehicle is found to be defective or if the vehicle suffers a breakdown or if the vehicle/trailer is being dropped off for the purposes of a service/inspection.
3. This book must be kept in the vehicle cab at all times.
4. When a defect has to be written up, the rear cover should be used to ensure that no more than 3 colour copies of any 1 defect are written, each defect should comprise of a white, blue and pink copy all will have the same defect number at the top right corner.
5. The white copy is held by the repairer as proof that a repair has been requested. The blue copy is held on file by the relevant department and a copy to be emailed to Fleet Management. The pink copy stays in the book within the vehicle to prove that the defect has been actioned.
6. Any defects which are spoiled must be actioned by drawing a diagonal line through the text and writing the word "Cancelled" below the line.
7. Any defect/s entered within this book must be actioned and not left as no action taken.
8. When all the defects in a book have been used up the book must be returned to Fleet Management for archiving,



Defect No. **14761**  
 White copy to be held by repairer  
 Blue copy to be emailed to Fleet Management  
 Pink copy to remain in defect book

### DRIVER / OPERATOR DEFECT REPORT

Registration Number	Mileage/Hours	Department	Location
<b>DESCRIPTION OF DEFECT:</b>			<i>Action taken by Workshop:</i>

Driver's Name..... Signed ..... Date .....

Defect/s reported to..... Signed ..... Date .....

Vehicle contact name ..... Contact Number .....

I consider the above defects have been repaired satisfactorily and the vehicle is in a safe and roadworthy condition.

Name ..... Signed ..... Date ..... Position .....

**APPENDIX 3: DRIVING LICENCE CATEGORIES**

- To access driver licence categories please use the link below.

<https://www.gov.uk/driving-licence-categories>

## APPENDIX 4: HEALTH DECLARATION FORM

### South Ayrshire Council

#### Driver's declaration

***It is an offence to drive any vehicle on a road without a licence authorising him to drive it. It is also an offence for a person to cause or permit another person to drive it.***

This is a declaration that I \_\_\_\_\_

have produced my latest licence, and that I have no pending convictions, endorsements or disqualifications. I have had no change in my health, which could affect my entitlement to drive, in particular, for ALL licences:

- Epilepsy
- Fits or blackouts
- Repeated attacks of sudden disabling giddiness (*dizziness that prevents you from functioning normally*)
- Diabetes controlled by insulin
- An implanted cardiac pacemaker
- An implanted cardiac defibrillator (ICD)
- Persistent alcohol abuse or dependency
- Persistent drug abuse or dependency
- Parkinson's disease
- Narcolepsy or sleep apnoea syndrome
- Stroke, with any symptoms lasting longer than one month, recurrent 'mini strokes' or TIAs (Transient Ischaemic Attacks)
- Any type of brain surgery, severe head injury involving inpatient treatment, or brain tumour
- Any other chronic (long term) neurological condition
- A serious problem with memory or episodes of confusion
- Severe learning disability
- Serious psychiatric illness or mental ill-health
- Total loss of sight in one eye
- Any condition affecting both eyes, or the remaining eye only (not including short or long sight or colour blindness)
- Any condition affecting your visual field (*the surrounding area you can see when looking directly ahead*)
- Any persistent limb problem for which your driving has to be restricted to certain types of vehicles or those with adapted controls

Also, for vocational licences:

- Angina, other heart conditions or heart operation
- Diabetes controlled by tablets
- Visual problems affecting either eye
- Any form of stroke, including TIAs (Transient Ischaemic Attacks)

If any of the above affects me I will inform my employer as soon as possible. I understand that I must also inform DVLA by writing to the: Drivers Medical Group, DVLA, Swansea SA99 1TU (the appropriate medical questionnaires can be downloaded from [www.direct.gov.uk/driverhealth](http://www.direct.gov.uk/driverhealth)). Failure to do so is a criminal offence punishable by a fine of up to £1,000. I will inform my employer of any road traffic incidents, convictions, endorsements or disqualifications that occur, which could affect my entitlement to drive, as soon as possible. I have read and fully understand the above and will comply with what is requested of me.

Signed \_\_\_\_\_ Date \_\_\_\_\_

## APPENDIX 5: MOTOR INCIDENT ACCIDENT ASSISTANCE FORM

### Bump card

 <p><b>PROTECTOR</b> insurance</p> <p><i>south</i> <b>AYRSHIRE</b> COUNCIL <i>Comhairle Siorrachd Àir a Deas</i> Making a Difference Every Day</p> <p>You have been involved in an accident with our policy holder. Please call our insurers Protector Insurance on:</p> <p><b>0161 274 9077</b></p> <p><b>Policy Number: 2820464</b></p>	<p><b>RECORD WITNESS OR PASSENGER DETAILS HERE</b></p> <p>Witness Name _____</p> <p>Address _____</p> <p>_____ Postcode _____</p> <p>Phone Number _____</p> <p>Witness location to the Accident _____</p> <p>Number of occupants in other vehicle including driver _____</p> <p>Their Gender and approximate age _____</p> <p>_____</p> <p>Did the emergency services attend Y/N _____</p> <p>Reference number if YES _____</p>	 <p><b>PROTECTOR</b> insurance</p> <p><b>MOTOR INCIDENT ACCIDENT ASSISTANCE</b></p>  <p><i>south</i> <b>AYRSHIRE</b> COUNCIL <i>Comhairle Siorrachd Àir a Deas</i> Making a Difference Every Day</p> <p>Please report immediately to <b>0161 274 9077</b></p>
<p><b>IN THE EVENT OF AN ACCIDENT</b></p> <ul style="list-style-type: none"> <li>✔ Number 1 priority after a road traffic collision, check and see if there are any casualties, if there are, always summon assistance immediately. Do not move any of the vehicles unless they pose a direct threat of further injury or damage at the scene.</li> <li>✔ Do not admit liability</li> <li>✔ Record the details of the vehicles involved including registration, make, model, drivers name, address and contact telephone number</li> <li>✔ Exchange details of insurers with other parties</li> <li>✔ Take note of the number of occupants in each vehicle</li> <li>✔ Take witness details where applicable</li> <li>✔ Note the time, date and location of the accident</li> <li>✔ Where possible, take photographs of the location and any damage sustained</li> <li>✔ Report the accident to your insurers on <b>0161 274 9077</b></li> </ul>	<p><b>RECORD THIRD PARTY DETAILS HERE</b></p> <p>Name _____</p> <p>Address _____</p> <p>_____ Postcode _____</p> <p>Phone Number _____</p> <p>Vehicle Make/Model _____</p> <p>Is this a company vehicle Y/N _____</p> <p>Number of occupants in other vehicle including driver _____</p> <p>Registration Number _____</p> <p>Insurance Company _____</p> <p>Policy Number _____</p> <p>Date / Time / Location _____</p> <p>_____</p> <p>Signature of third party _____</p>	<p><b>FILL IN YOUR DETAILS, TEAR OFF AND GIVE TO THE THIRD PARTY:</b></p> <p>Name _____</p> <p>Company Name _____</p> <p>Registration Number _____</p> <p><b>PROTECTOR</b> insurance 7th Floor, 3 Hardman Street, Spinningfields, Manchester, M3 3HF <b>Telephone: 0161 274 9077</b> <b>Email: <a href="mailto:claims@protectorinsurance.co.uk">claims@protectorinsurance.co.uk</a></b> <b>Policy Number: 2820464</b></p> <p>Please refer to our privacy policy for details of how your data will be processed: <a href="https://www.protectorinsurance.co.uk/#!/privacy-policy/1920">https://www.protectorinsurance.co.uk/#!/privacy-policy/1920</a></p>

## **Appendix 6: Safety Procedures – Skip Vehicles, Demountable Bodies Vehicles**

- 1.0 Skips or containers will only be placed in accordance with the requirements of Sections 22 and 23 of the Roads (Scotland) Act 1984 and any condition as may be laid down by the Council's Roads Service provider, the Ayrshire Roads Alliance (ARA).
- 2.0 When "overnight" skips are being placed, the responsibilities for lighting etc., will be borne by the user.
- 3.0 No skip or container from which any object is likely to fall or be blown out of will be transported on the road unless it is adequately netted or sheeted. Drivers must use nets/sheets provided and report any damaged to their Line Manager/Supervisor.
- 4.0 The driver must not reverse the vehicle unless they are satisfied that it is safe to do so, and if necessary, will seek assistance in this manoeuvre in accordance with sections **3.16** and **3.17** of this Handbook. Ensure skip is sited on a suitable location (e.g. hard standing) with adequate access before commencing manoeuvre.
- 5.0 When a skip or container has been overfilled, the driver will contact the user in person or by leaving notification that the skip will not be lifted until the situation has been remedied and advise their supervisor.
- 6.0 Suitable HI-VIS clothing and personal protective clothing including gloves should be used when loading or unloading skips and ancillary equipment such as securing chains and ropes etc.
- 7.0 Before lifting a skip or container the driver must check that the chains are fitting correctly on the lugs on the skip, or the hook is properly engaged in the container.
- 8.0 At no time during lifting or lowering will the driver leave the controls unattended, and no means of wedging or bypassing the controls is permitted.
- 9.0 Before lowering a skip or container from the vehicle, the driver will ensure that persons are not in such a location as to be in danger.
- 10.0 Once a skip has been deposited and before a vehicle is driven off, the driver will hook up the chains, either to the hooks provided on the arms or across the vehicle to each other. Demountable bodied vehicles must not be driven empty with the hook extended.
- 11.0 Damaged skips (sharp edges, tears) and obscured or missing warning markers must be reported to supervisor.
- 12.0 **CONDITIONS FOR USE OF BUILDERS' SKIPS** (Form BS2) **ROADS**  
**(SCOTLAND) ACT 1984 SECTIONS 85 and 86**
- 12.1 Bulk containers (skips) for use on the road for the disposal of building materials or other things shall comply with the appropriate Motor Vehicles Construction and Use Regulations when carried on a vehicle.

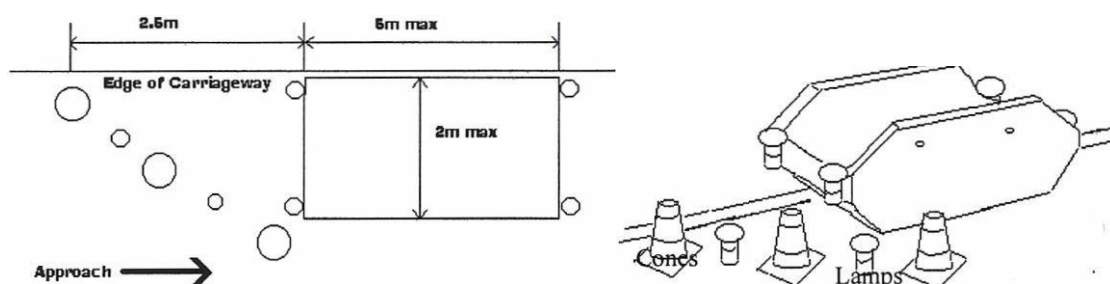


- 12.2 Each skip shall be positioned so that its longer sides are parallel to the edge of the carriageway and as near to the edge of the carriageway as is reasonably practicable and so that it does not impede the surface water drainage of the road nor obstruct access to any manhole cover or the apparatus of any statutory organisation or that of the Council.
- 12.3 Where more than one skip is on the road at any time, the skips shall be positioned as closely as possible to each other, but not so as to obstruct access to any premises unless the consent of the occupier of those premises has been obtained.
- 12.4 Each skip, or group of skips, shall, while on the road at any time, be marked (guarded) and lit in accordance with the requirements of Chapter 8 of the Traffic Signs Manual:
- (a) The ends of each skip (that is the sides of the skip facing traffic in both directions), shall be painted yellow and there shall be attached below, and across the top edge of each end so as to be visible to traffic, a strip of material the composition of which complies with the Motor Vehicle (Rear Markings) Regulations 1970 (SI 1970 No. 1700) in having broad red florescent and yellow reflecting diagonal stripes. The painting and the strip of material shall always be kept clean.
  - (b) Each skip shall be guarded by at least 3 traffic cones placed on the carriageway in an oblique line on the approach side of the skip. Where 2 or more skips are deposited in a row, so that the distance between adjacent skips does not exceed 2 metres, the row shall be guarded as if it were one skip.
  - (c) At night (that is to say, between half-an-hour after sunset and half-an-hour before sunrise) a lamp shall be placed against or attached to each corner of the skip or the end corners of the row of skips where two or more skips are deposited in a row and the distance between adjacent skips does not exceed 2 metres, and shall also be placed between each cone. Lamps shall comply with the Traffic Signs Regulations and General Directions.
- 12.5 No skip when standing on the road, shall contain any inflammable, explosive, noxious or dangerous material which is likely to putrefy or which otherwise is, or likely to become a nuisance to users of the road.
- 12.6 No skip shall be used in such a way that any of its contents fall on to the road, or that there is an escape of dust from the contents of the skip when standing on the road.
- 12.7 Each skip shall be removed for emptying as soon as practicable, and in any case not later than two working days after it has been filled.
- 12.8 No skip shall remain on the road pursuant to this permission after the period of this permission specified in paragraph 1 of Form BS1 has expired.
- 12.9 All materials placed in each skip shall be properly disposed of and the road where the skip or skips have been deposited shall be left in a clean and tidy condition on the expiration of this permission.
- 12.10 The skip shall be clearly and permanently marked with the owner's name and with his telephone number or address.

12.11 The permit shall be shown on demand, to any Police officer or official of ARA.

- (a) Section 22(2) of the Roads (Scotland) Act 1984 empowers the local Roads Authority to impose conditions to its permission relating to the siting and lighting of the skip and the removal of the skip at the end of the period of the permission. Section 22(3) makes it an offence to use a skip in contravention of the Act and specifies a fine not exceeding £100.
- (b) Section 23 of the Roads (Scotland) Act 1984 empowers the Roads Authority or a Police Officer to require the removal or repositioning of a builder's skip deposited on the road, even though it may have been deposited with the Roads Authority's permission.
- (c) Failure to comply with a request to remove or reposition a skip under the section may result in the highway authority removing or repositioning the skip and recovering expenses reasonably incurred in so doing.

## CHAPTER 8 OF THE TRAFFIC SIGNS MANUAL BUILDER'S SKIP LAYOUT REQUIREMENTS



## Appendix 7: DRIVERS' HOURS AND TACHOGRAPH REGULATIONS

### 7.1 E.U. Regulations

Any vehicles over 3.5 tonnes normally used as delivery vehicles and all commercial vehicles over 7.5 tonnes unless listed below are subject to E.U. rules.

### 7.2 Domestic Regulations

#### 7.2.1 Works

Vehicles with a GVW over 3.5 and not over 7.5 tonnes, including trailers carrying material or equipment for the **driver's** use in the course of her/his work. This must be within a 100km radius of the place where the vehicle is normally based. Driving the vehicle must not constitute the driver's main activity. It is important to note that the goods carried must consist of 'tools of the trade' and the like.

#### 7.2.2 Roads Maintenance

Drivers simply delivering material to a road works must use E.U. regulations.  
Construction of new roads is not roads maintenance and is covered by E.U. rules.

#### 7.2.3 Refuse Collection and Skip Collection

Drivers of refuse collection vehicles, **under the authorisation of a local authority**, that are collecting refuse (that is not a by-product of an industrial process) from domestic **and** commercial premises and disposing of the waste at a suitably licensed waste reception site or transfer station. This includes skips as well as wheelie bins or plastic sacks. Transport must be a subsidiary part of the operation and a **journey involving only one collection from a single site is not likely to be exempt from E.U. rules.**

#### 7.2.4 Road Sweepers

Drivers of vehicles removing waste from the road surface on the instruction of a local authority.

#### 7.2.5 Gully Cleaners

Drivers of vehicles used for removing waste from gullies on the instruction of a local authority.

#### 7.2.6 Parks and Grounds Maintenance

Drivers of vehicles working on horticulture, agriculture, or forestry undertakings on the instruction of a local authority within a 100 km radius of the place where the vehicle is normally based. If the driver is using the vehicle for delivery of goods not connected with the above, then the driver is covered by E.U. rules.

#### 7.2.7 Emergencies

Drivers of vehicles covered by Domestic Rules can exceed their driving hours if emergencies occur in connection with roads maintenance, refuse collection and disposal, sewerage, flood protection, water, gas and electricity services.

The above emergencies are in connection with the following circumstances. (i)

Events that cause or are likely to cause: -

- (a) Danger to life or health of a person or animal; or
  - (b) A serious interruption in water, gas, electricity, drainage, telecommunications, or postal services; or
  - (c) Serious interruption in use of roads, ports, or airports; or
- (ii) Events likely to cause such serious damage to property that immediate action is needed to avoid it.

## **7.3 E.U. Rules**

E.U. rules apply to any road journey of a goods vehicle or a passenger vehicle, whether laden or not, unless exempt or otherwise excluded.

### **7.3.1 Daily driving**

The daily driving limit shall not normally exceed 9 hours, although the daily driving limit may be extended to at most 10 hours, not more than twice during the week.

### **7.3.2 Weekly driving**

Driving time shall not exceed 56 hours in a fixed week which is Monday 00.00-Sunday 23.59.

### **7.3.3 Fortnightly driving**

Maximum 90 hours in any two consecutive weeks.

### **7.3.4 Breaks from driving**

45 minutes break in or immediately following 4.5 hours of accumulated driving time.

### **7.3.5 Daily rest**

At least 11 continuous hours daily rest may be replaced by a reduced daily rest must be taken if it is at least 9 hours. However this daily rest requirement can be reduced to 9 hours up to three times between weekly rest periods. Compensation for reduced daily rest is not required.

### **7.3.6 Weekly rest**

A weekly rest period of at least 45 consecutive hours must be taken after, at most, 6x24 hour periods from the end of the last weekly rest. However, this can be reduced to 24 hours every other week provided the reduction is compensated for by an equivalent period of rest before the end of the third week following the week in question. The time must be paid back in one block and must be attached to another rest period of at least 9 hours.

## 7.3.7 Multi-manning

9 hours rest in 30 hours permitted, with further allowance for a driver to operate the 1<sup>st</sup> hour solo.

## 7.3.8 Records

The requirement to be able to produce records for the current day and any completed in the previous 28 calendar days became law on 1<sup>st</sup> January 2008. The need to be able to produce a driver card, even if it has never been used, came into force in May 2006.

- (i) Drivers must always use the correct 'Activity Mode' switch on the tachograph. If it is incorrectly set this can lead to prosecution.
- (ii) A Digital tachograph vehicle does not record 'Break/Rest' times unless the driver physically selects the 'Bed' mode when the vehicle is stationary. If the vehicle moves, even for only a few metres, the Activity Mode will automatically revert to the 'Driving' mode then onto 'Other Work' when the vehicle becomes stationary again.
- (iii) If you have been issued with a Driver Card, you must carry it when driving and make it available to Enforcement Officers on request.

## 7.3.9 Unforeseen Events

Provided that road safety is not jeopardised, in exceptional circumstances, it is permitted to depart from the EU or AETR driving limits, breaks and rest requirements but only to the extent necessary to ensure the safety of persons, the vehicle or its load, to reach a suitable stopping place. Drivers must note all the reasons for deviating from the rules on the back of their tachograph record sheets (if using an analogue tachograph) or on a printout or temporary sheet (if using a digital or smart tachograph) at the latest on reaching the suitable stopping place."

## 7.4 Domestic Rules

There are only two requirements, which apply to goods vehicle drivers covered by the Domestic Rules:

- (i) A daily driving limit of 10 hours in any period of 24 hours. Off road driving is not included but counts towards this total.
- (ii) A daily duty of 11 hours in any 24 hours. Duty covers any time spent on duty for a driving employee; the limit does not apply on non-driving days.

## 7.5 Part Time Drivers

A driver who drives for less than four hours in each calendar day in any fixed week (commencing at midnight Sunday/Monday) need not observe the drivers' hours requirements during that week. In practice, this means that s/he can ignore the daily limit. But if s/he drives for more than four hours, even for just one day, the limits apply for the whole of that week.

## 7.6 Mixed Driving

If you work partly under EU or AETR rules and partly under GB domestic rules during a day or a week you must take EU or AETR daily rest periods, as well as a weekly rest period.

- i. not count the time you spend driving under EU or AETR rules as an off-duty period under GB domestic rules.
- ii. understand that driving under GB domestic rules counts as 'other work', not as a break or rest period.
- iii. understand that driving or being on duty under EU or AETR rules counts towards the driving and duty limits under GB domestic rules".

## 7.7 Emergencies

The EU rules do not define an 'emergency' but we consider this would certainly include any of the situations that would be considered an emergency for the purposes of the GB domestic drivers' hours legislation, namely a situation where immediate preventative action is needed to avoid: • danger to the life or health of people or animals • serious interruption of essential public services (gas, water, electricity or drainage), of electronic communication and postal services, or in the use of roads, railways, ports or airports • serious damage to property

## 7.8 Legal Obligations and Penalties

It is an offence for a driver to contravene these rules or for an employer (or anyone else to whose order the driver is subject) to cause or permit them to do so. The penalty in summary conviction is a fine up to £2500 per offence and the Operator's Licence and driver's Vocational licence may also be at risk. A person is not liable to conviction if they prove to the court:

- (i) In the case of a driver or employer, that the contravention was due to unavoidable delay in completing a journey arising from circumstances that could not reasonably have been foreseen. (It is essential that such delays should be recorded in some form by the driver at the time to avoid possible misunderstandings. If delays become a regular occurrence the operator should thoroughly investigate the drivers schedule to make sure it can be done within the prescribed hours);
- (ii) In the case of an employer (or anyone else to whose orders the driver is subject), that the contravention was because the driver had, during the period concerned, also been employed by someone else where they were not the subject to the first employer's instructions, and the first employer was not and could not reasonably have been aware of the fact.

## FLEET LIAISON OFFICERS WILL ENSURE THAT:

This Council Policy and its arrangements are applied, and they will:

- carry out checks to ensure that Supervisors/Line Managers have adequate procedures in place to confirm that drivers are competent to drive or operate the category or type of vehicle before the vehicle is assigned to them and where necessary have procedures in place for drivers to be assessed in accordance with the Handbook.
- ensure employees, agency staff and volunteer workers understand their role in applying the Policy.
- ensure that no vehicular activities proceed without the completion of a relevant risk assessment and a safe working method: for example, the transportation of clients for instance children and the need for appropriate car seating, transportation of animals or the undertaking of activities in out-of-hours situations.
- ensure arrangements are in place to ensure appropriate information, instruction and training for employees, agency staff and volunteer workers engaged in driving duties is available.
- ensure adequate systems are in place to allow line managers to carry out checks on driving licences and that Health Declaration forms are fully and adequately completed, signed, and securely stored onsite.
- Where employees use their own vehicles for business purposes, insurance details and MOT certificates must be also checked, and details recorded and securely stored onsite.
- ensure that annual checks on the validity of MOT test certificates, where appropriate, on employee/volunteer owned vehicles when used on Council business are undertaken and the results are recorded using the grey fleet spreadsheet. These checks must take place annually, on new employment or at change of vehicle and a copy to be securely stored onsite.
- ensure that annual checks on the validity of vehicle insurance certificates are in place including business use on employee/volunteer owned vehicles when used on Council business and the results are recorded using the grey fleet spreadsheet. These checks must take place annually, on new employment or at change of vehicle and retained by the line manager. This must be done for each employee, Elected Member and volunteer owned vehicle used for Council purposes.
- ensure that employees, agency staff and volunteers with driving duties are referred to Occupational Health Screening as appropriate, e.g. change in medical condition.
- ensure that there is an effective system that guarantees the regular maintenance and inspection of all Council vehicles and associated equipment in compliance with the maintenance schedule.
- ensure that appropriate systems are in place to demonstrate compliance with motor vehicle accident and incident reporting procedures.
- ensure that there is an effective system in place to ensure all vehicle and equipment defect procedures are complied with and documentation signed, filed and defects resolved in accordance with the Handbook.

- ensure that Driver's Hours legislation and the Working Time Directive, where this is necessary and appropriate, are complied with and all appropriate documentation completed, signed, and stored securely onsite.
- ensure that there is an effective system to prevent vehicles from being overloaded.
- ensure that all new employees who will drive on behalf of the Council are assessed before being allowed to do so.
- take appropriate action as necessary when breaches of this Policy are identified.



## South Ayrshire Council Equality Impact Assessment Scoping Template

Equality Impact Assessment is a legal requirement under the Public Sector Duty to promote equality of the Equality Act 2010. Separate guidance has been developed on Equality Impact Assessment's which will guide you through the process and is available to view here: <https://www.south-ayrshire.gov.uk/equalities/impact-assessment.aspx>

Further guidance is available here: <https://www.equalityhumanrights.com/en/publication-download/assessing-impact-and-public-sector-equality-duty-guide-public-authorities/>

The Fairer Scotland Duty ('the Duty'), Part 1 of the Equality Act 2010, came into force in Scotland from 1 April 2018. It places a legal responsibility on Councils to actively consider ('pay due regard to') how we can reduce inequalities of outcome caused by socio-economic disadvantage, when making strategic decisions. [FSD Guidance for Public Bodies](#) in respect of the Duty, was published by the Scottish Government in March 2018 and revised in October 2021. See information here: <https://www.gov.scot/publications/fairer-scotland-duty-guidance-public-bodies/>

### 1. Policy details

Policy Title	Revised Fleet, Travel and Transport Policy 2024
Lead Officer (Name/Position/Email)	Fiona Ross, Service Lead – Neighbourhood Services – fiona.ross@south-ayrshire.gov.uk

**2. Which communities, groups of people, employees or thematic groups do you think will be, or potentially could be, impacted upon by the implementation of this policy? Please indicate whether these would be positive or negative impacts**

Community or Groups of People	Negative Impacts	Positive impacts
Age – men and women, girls & boys	n/a	n/a
Disability	n/a	n/a
Gender Reassignment (Trans/Transgender Identity)	n/a	n/a
Marriage or Civil Partnership	n/a	n/a
Pregnancy and Maternity	n/a	n/a
Race – people from different racial groups, (BME) ethnic minorities and Gypsy/Travellers	n/a	n/a
Religion or Belief (including lack of belief)	n/a	n/a
Sex – (issues specific to women & men or girls & boys)	n/a	n/a

Community or Groups of People	Negative Impacts	Positive impacts
Sexual Orientation – person’s sexual orientation i.e. LGBT+, lesbian, gay, bi-sexual, heterosexual/straight	n/a	n/a
Thematic Groups: Health, Human Rights & Children’s Rights	n/a	n/a

**3. What likely impact will this policy have on people experiencing different kinds of social disadvantage i.e. The Fairer Scotland Duty (This section to be completed for any Strategic Decisions). Consideration must be given particularly to children and families.**

Socio-Economic Disadvantage	Negative Impacts	Positive impacts
Low Income/Income Poverty – cannot afford to maintain regular payments such as bills, food, clothing	n/a	n/a
Low and/or no wealth – enough money to meet Basic living costs and pay bills but have no savings to deal with any unexpected spends and no provision for the future	n/a	n/a
Material Deprivation – being unable to access basic goods and services i.e. financial products like life insurance, repair/replace broken electrical goods, warm home, leisure/hobbies	n/a	n/a
Area Deprivation – where you live (rural areas), where you work (accessibility of transport)	n/a	n/a
Socio-economic Background – social class i.e. parent’s education, employment and income	n/a	n/a

**4. Do you have evidence or reason to believe that the policy will support the Council to:**

General Duty and other Equality Themes Consider the ‘Three Key Needs’ of the Equality Duty	Level of Negative and/or Positive Impact (High, Medium or Low)
<b>Eliminate unlawful discrimination, harassment and victimisation</b>	n/a
<b>Advance equality of opportunity</b> between people who share a protected characteristic and those who do not	n/a
<b>Foster good relations</b> between people who share a protected characteristic and those who do not. (Does it tackle prejudice and promote a better understanding of equality issues?)	n/a
Increase participation of particular communities or groups in public life	n/a
Improve the health and wellbeing of particular communities or groups	n/a
Promote the human rights of particular communities or groups	n/a
Tackle deprivation faced by particular communities or groups	n/a

## 5. Summary Assessment

<b>Is a full Equality Impact Assessment required?</b> (A full Equality Impact Assessment must be carried out if impacts identified as <b>Medium and/or High</b> )	<del>YES</del> <b>NO</b>
<b>Rationale for decision:</b>  <b>There are no equality issues relating to the Revised Fleet, Travel and Transport Policy 2024.</b>	
<b>Signed :</b> Fiona Ross	<b>Service Lead</b>
<b>Date:</b> 19 February 2024	