

# Rotherham Metropolitan Borough Council

## Fleet Transport Policy

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## **PREFACE**

This policy supersedes all previous individual transport related policies and should be read by all employees.

It is the responsibility of all Strategic Directors working through their Assistant Directors and Heads of Service to ensure that all employees are familiar with this document and where appropriate the relevant procedures and work instructions as issued by Fleet Services.

Andrew Bramidge  
Strategic Director (Regeneration & Environment)

## 1. FLEET TRANSPORT POLICY STATEMENT

Rotherham Metropolitan Borough Council recognises that the provision and use of motor vehicles is an essential and integral element of its business operations the Council also accepts that some employees will be authorised to use their own motor vehicles pursuant to the business of the Council.

The Council, in line with its Health and Safety Policy and its general statutory obligations, will therefore prepare and maintain such information, instruction, supervision and training. This is necessary to provide for the safety and lawful activity of employees and those other persons who may be affected by the operations of the Council, as a result of motor vehicles used in the course of business. The Council will operate motor vehicles that are roadworthy, safe and comply with relevant statutory provisions appropriate for the type and class of vehicle operated.

The Council will develop, implement and monitor appropriate systems of work in support of this Policy, to direct Management and Drivers of motor vehicles being used in the course of Council business. These systems of work will form Management and Employee Procedures and Work Instructions that will actively seek to reduce the number of traffic accidents, minimise risk and ensure the continued safe operation of its motor vehicle fleet and those private motor vehicles used by employees in the course of their duties.

The Council will purchase, hire or lease as appropriate, only such vehicles as are suitable for the tasks for which they are intended. Where motor vehicles require specialist design, modification or adaptation, such works and fitments shall comply with relevant statutory provisions. Where regular maintenance, testing or inspection is requisite, such activities will be undertaken only by competent persons in line with the prescribed inspection intervals.

Employees, for their part, are required to co-operate with the implementation of this Policy, the Management and Employee Procedures and Work Instructions, to assist the Council in fulfilling its statutory obligations. Employees should also draw to the attention of their management any deficiency in this Policy and the associated Management or Employee Procedures and Work Instructions, in order that they may be reviewed and any suitable amendments made in the appropriate cases.

The effectiveness of this policy and arrangements will be monitored and reviewed as and when necessary but at intervals not exceeding 12 months.

John Edwards  
Chief Executive

*(1)A motor vehicle is defined as any form of motorised transport used by COUNCIL*

## **2. ORGANISATION – DUTIES AND RESPONSIBILITIES**

### **2.1 Introduction**

This Chapter sets out the responsibilities and organisation of fleet transport management within Rotherham Metropolitan Borough Council. It is linked to the Corporate Health and Safety Practices through the requirements of Occupational Road Risk<sup>(2)</sup> and the need for risk assessment to ensure Rotherham Metropolitan Borough Council manages work related road safety effectively.

### **2.2 Responsibilities**

#### **2.2.1 Elected Members**

The Cabinet Member for Transport, Jobs and the Local Economy, has the overall political responsibility for the monitoring of the effectiveness of the Fleet Transport Policy.

#### **2.2.2 The Chief Executive**

The Chief Executive has the overall responsibility for the implementation of the Fleet Transport Policy and ensuring that all operations and undertakings of the Council are carried out with due regard for the Health, Safety and Welfare of all people.

In particular the Chief Executive will ensure that:

- There are arrangements for identifying, evaluating and managing risk associated with work-related road safety.
- Resources are provided for putting the policy into practice; and
- There are arrangements for monitoring incidents linked to work-related road safety and that regular reviews of the effectiveness of the policy are carried out.

#### **2.2.3 Strategic Directors**

In addition to the Chief Executive each individual Strategic Director has a key role in ensuring that the Fleet Transport Policy is maintained, both across the Council and in their Directorate.

Each Strategic Director, within their Directorate, will ensure that:

- The Fleet Transport Policy is properly implemented through delegated responsibilities and appropriate arrangements.
- Resources are allocated to enable these responsibilities to be carried out.

<sup>(2)</sup> As Issued by the Royal Society for the Prevention of Accidents

- Risk assessments are carried out and reviewed as necessary for all operations and undertakings.

- Safe systems of work and preventive and precautionary measures are in place for all operations and undertakings, taking account of corporate guidance and procedures.
- Information, instruction, training and supervision are arranged for all employees.
- Effective communication and consultation with employees is maintained through management and team meetings.
- Implementation of this policy, guidance and procedures are monitored and reviewed as necessary, taking into account organisational changes.
- An effective programme for transport monitoring is produced and standards improved in areas of low performance.
- Systems are in place to provide information that will enable Fleet Services to fulfil their responsibilities;
- An appropriate senior manager is appointed to attend scheduled transport management group meetings.

#### **2.2.4 Assistant Directors**

Assistant Directors are responsible for the management of transport through their respective management teams within their respective areas.

Duties are to be delegated as appropriate. The competence and ability of staff to perform the required assessments and duties must be taken into account.

Assistant Directors will ensure that:

- Risk assessments are completed and recorded for all relevant activities, consulting and involving those carrying out the work Risk Assessments are reviewed in accordance with Council guidance and statutory requirements;
- Safe systems of work and preventive and precautionary measures are in place for all operations and undertakings, taking account of Corporate guidance and procedures;
- Employees are aware of this policy and receive clear information and instruction on risks to their health and safety identified by the risk assessment and the safe system of work procedures to be used;
- Where considered necessary, the Capability and Disciplinary Procedures are used for employees breaching the Fleet Transport Policy and Procedures.
- Systems are in place to provide information that will enable Fleet Services to fulfil their responsibilities;

- Employees receive appropriate training to their needs;
- Employees are adequately supervised in the implementation and compliance of the Fleet Transport Policy; Supervision needs to be regular and directed to ensure it is seen as beneficial for the drivers.
- Effective communication and consultation with employees is maintained through their responsible service areas, transport management meetings, management and team meetings;
- Transport performance is monitored and standards improved in areas of low performance;
- Accidents, near misses and/or dangerous occurrences and incidents are reported promptly, investigated and appropriate remedial action is taken;
- Where any work situation that threatens serious and immediate danger; or any hazard or failure or inadequacy in health and safety precautions are reported by employees or other persons these are investigated as required and corrective action taken;
- Advice and support from Fleet Services is sought as and when necessary.
- Ensure that managers and supervisors within their services uphold their responsibilities with regards this policy.

#### **2.2.5 Assistant Director for Community Safety & Street Scene**

This post carries specific responsibility to ensure that this policy and practices are implemented maximising the contribution from both Fleet Services and Emergency and Safety Team.

#### **2.2.6 Fleet Transport Manager**

The Fleet Transport Manager must ensure undertakings to the traffic commissioner under the terms of the Council's operator licence and these are:

- That the rules on drivers hours and tachographs are observed and accurate records are maintained;
- Motor vehicles and trailers are not overloaded;
- Vehicles operate within speed limits;
- Motor vehicles and trailers, including hired vehicles and trailers, are kept fit for purpose and serviceable;
- Drivers report promptly any defects or symptoms of defects that could prevent the safe operation of vehicles and/or trailers, and that these are made available on request and;

- In respect of each operating centre specified, the number of authorised motor vehicles and the number of authorised trailers kept there will not exceed the maximum numbers recorded against the operating centre in this licence.

### **2.2.7 Fleet Services**

Under the direction of the HOS for Fleet & Transport Services, Fleet Services is responsible for overseeing:

- Compliance with the Fleet Transport Policy.
- The development and delivery of driver training/awareness courses.
- An approach to actively seek to reduce the number of vehicle related accidents.
- Working with operational managers to minimise damage costs and reduce fuel consumption through driver development, implementation of best practice and legal compliance.
- All managers are kept up to date with legislative changes and transport issues through transport management user group meetings.
- The monitoring of Council transport partnerships and contracts with particular regard to safety and legal compliance.

### **2.2.8 Human Resources & Payroll**

Under the direction of Human Resources, employees using their private vehicle on Council business (Grey Fleet Drivers), such as to and from meetings, training, site visits, conferences etc, will have their licences and documentation checked annually to prove they are using vehicles legally whilst on Council business. All employees who drive their vehicle on Council business must have a current valid driving licence, insurance covering business use and a valid MOT certificate (if applicable). It is the responsibility of the employee's line manager to check these details. However, all Grey Fleet Drivers must follow this policy and adhere to their responsibilities set out in 2.2.11 Line Managers of Grey Fleet Drivers must also read, understand this policy and their responsibilities set out in 2.2.10 Further information on Grey Fleet Drivers can be found in the Travel and Subsistence Policy on intranet.

### **2.2.9 Heads of Service & M3 Managers**

All Heads of Services and M3 Managers within the Council have the responsibility of ensuring that:

- Drivers carry out their duties under the Fleet Transport Policy and in line with prevailing legislation.
- All fleet vehicles in their service area have **daily use checks completed** and that all faults are reported.

- All employees, in their service areas, driving on Council business, have read and understand this document and its contents.
- Vehicle weight tickets, (when applicable) are correctly recorded and overloading breaches are reported to the Transport Manager and investigated.
- The necessary tools and equipment are available to operate their vehicles safely.
- Appropriate driver training is arranged.
- There is attendance at regular scheduled meetings organised by the Transport Manager.
- All employees, including agency drivers have their driving licences checked, and a driving assessment initiated prior to driving any vehicle on Council business.
- Drivers, Managers and Heads of Service receive training conducted through Fleet Services to understand their legal responsibilities for driving on Council business.
- Ensure the line manager of every driver supervises the Fleet Drivers responsibilities as set out below.

#### **2.2.10 Operational Managers / Drivers Line Managers**

All Managers and/or Supervisors have responsibilities:

- To ensure Fleet Services are notified of any new starters and training and required training arranged ahead of the new employee driving on behalf of RMBC
- To ensure Fleet Drivers follow this policy.
- To ensure Fleet Drivers use Council vehicles in a safe and compliant manner.
- To ensure Fleet Drivers have read and understood the Drivers Handbook.
- To ensure risk assessments include driving and that Fleet Drivers follow these assessments.
- To ensure that all Fleet Drivers are licenced and trained to use the vehicles they are being asked to drive.
- To ensure that Fleet Drivers reporting for work are in a suitable condition to drive.

- To monitor and manage performance of Fleet Drivers with regard to duties outlined in 2.2.11.
- To investigate accidents and incidents that involve Fleet Drivers.
- Provide feedback to staff on investigations and outcomes.
- To refer drivers to Fleet Services if there is a need for driving related training.
- To notify Fleet Services of any leavers, ensure that any vocational drivers have downloaded their driver tachograph cards before leaving

### **2.2.11 Fleet Drivers**

Fleet Drivers are defined as individuals who drive any vehicle either, owned, hired or leased on Council business. Individuals employed in this capacity are:

- Required to sign appropriate documentation verifying that they have read and fully understand the contents of this policy.
- Sign a mandate to ensure that driving licences can be checked at periodic intervals as set by Fleet Services.
- Personally responsible for always ensuring the validity of driver licence entitlements.
- Responsible for ensuring that they complete the periodic DCPC training required to maintain continued validity of their DQC.
- Legally responsible for the safety and roadworthiness of the vehicle they drive.
- Responsible for ensuring that a vehicle pre-drive check list is completed and recorded upon taking possession, where a paper based pre drive check sheet has been completed, the check sheet must be submitted to their line manager for.
- To drive the vehicle legally and in compliance with the highway code.
- To drive the vehicle in such a way that it does not bring the council's name into disrepute.
- Responsible for reporting any endorsable offences, acquired through driving on Council business or personal use.
- To ensure that no vehicle is driven whilst under the influence of non-prescribed drugs or alcohol.
- To report to their line manager any health conditions or use of prescribed drugs that impact on their ability to drive.

- To ensure the vehicle remains in a clean & tidy condition.
- To follow rules and regulations at any and every depot, both Council owned and Contractors sites.

### **2.2.12 Fleet Transport Workshop**

The council's fleet of vehicles are maintained by the Fleet Transport Workshop, based at Hellaby Depot. All servicing, planned maintenance and annual MOT tests are arranged by the workshop administration department. Vehicles which are hired / leased are usually maintained by the respective owner, arrangements are made to ensure vehicles are presented for planned works and that all hired / leased vehicles are operated in a legal, compliant manner.

## **3. CORPORATE INDUCTION FOR FLEET DRIVERS**

### **3.1 Introduction**

This section of the booklet deals with the compulsory Induction that all new drivers to the authority must undertake prior to driving any corporate fleet vehicle whether hired, leased or owned. The driver is the single most important factor in the vehicles safe operation, its maintenance and its economic use and as such it is important that suitable resources, equipment and training are made available.

### **3.2. Driver Development and Training**

Fleet Services must be notified by relevant managers when new drivers are employed by the council in order that induction training can take place. Fleet Services will then arrange suitable induction training and this must take place prior to driving fleet vehicles.

All driving licences, including tachographs and driver qualification cards are to be checked and recorded on the Fleet Management System maintained by Fleet Services (this is to comply with the Council's legal requirements to ensure drivers are correctly licensed for the vehicle they are asked to drive). Licenses are to be rechecked at regular intervals, set by Fleet Services.

- Fleet Services provide **induction** training to ensure that drivers:
  - Are proficient in the completion of daily use checks and defect reporting procedures.
  - Are familiar with and have been assessed in the vehicles that they will be using.
  - Are aware of their responsibilities as a driver in the eyes of the law;
  - Understand collision and recovery procedures in the event of a breakdown.
  - Are aware of and understand the obligations of compliance with drivers hours and tachograph rules and working time directive regulations.

- Have had Specialist Vehicle Training (if necessary, according to user requirement) in conjunction with Fleet Services as and when required.
  - Understand defensive and economic driving techniques.
- Fleet Services will provide **refresher** training when:
    - An officer within Fleet services or Manager/Supervisor has concerns regarding a driver's competence.
    - A current employee, who is required to drive on Council business for the first time, or who has not driven a fleet vehicle on Council business for a period exceeding 6 months.
    - A driver has not driven a particular type of vehicle for 6 months, or as part of a driver improvement course.
    - A driver has had two or more at fault accidents in a period of 12 months. In this instance the Fleet Manager will contact the relevant Head of Service (M3 Manager) to discuss.
    - Within 3 years of the original training date.
  - Fleet Services will provide **additional** training for identified drivers when:
    - The law requires it (i.e. Driver CPC)
    - New standards are adopted by the Council
    - At the Fleet or Transport Manager's request.

#### **4. DRIVER AND JOURNEY PREPARATION**

##### **4.1 Introduction**

The driver of a vehicle is legally responsible for the condition of the vehicle and the security and safety of its load. It is not only essential that the vehicle is fit for purpose but that the driver is too. This section highlights the key points which managers should take into account on a daily basis with regard to both drivers and vehicles.

##### **4.2 Clothing (PPE)**

Managers are to ensure that drivers have access to and use suitable personal protective equipment when required. Drivers must ensure that:

- They wear shoes/boots that are suitable for driving, which will not restrict the use of the vehicle controls.
- High visibility clothing, compliant with current regulations, is worn by all drivers, operatives and crews of fleet vehicles when dismounted from and working around the vehicle, particularly on the public highway.

- When driving All-Terrain Vehicles, including Quad Bikes, they wear protective helmets which are to be securely fastened, and are manufactured to the appropriate standard.

### **4.3 Fitness to Drive**

The following issues must be taken into account when considering driving by both manager and driver:

- A driver diagnosed as suffering from injury, illness, disease or any other physical or mental condition, which is considered likely to affect their ability to drive, is not to drive vehicles until a doctor has confirmed that it is safe for the individual to do so.
- A driver whose ability to drive safely appears to have been affected by taking medicines of any sort is to be prohibited from driving until the effect of the medicine has cleared. Drivers, who are prescribed medicines by a doctor, are to ask whether the medicines are likely to affect driving ability and to report the answer to their line manager/supervisor. A certificate which states this must be obtained.
- All drivers must be capable of complying with current corrected/uncorrected eyesight requirements.
- It is illegal to drive or be in charge of any motor vehicle whilst under the influence of alcohol or drugs. Vehicle drivers and operators must not be under the influence of alcohol or drugs when reporting for work or when driving any council vehicle, therefore:
  - Vehicle drivers and operators are prohibited to use or be under the influence of any intoxicating substances when driving or in charge of any vehicle on Council business. This also extends to any period of standby duty.
  - Vehicle drivers and operators are not to carry any alcoholic drink in vehicles except as part of an authorised load.
- Some medical conditions may affect entitlement to hold a driving licence for certain categories of vehicle. If required advice is to be sought from a local GP and the Fleet Services informed through departmental managers.

### **4.4 Briefing Drivers**

It is the responsibility of the Drivers Line Manager to brief any employee driving on Council business of road and traffic conditions prior to proceeding on their days work. Particular emphasis must be made on adapting driving to poor or inclement weather conditions. If required to undertake long or extended journeys, drivers are to be fully briefed on any specific arrangements and on emergency breakdown services available to them by their line management prior to embarking.

#### 4.5 Daily use check

Legally the driver is responsible for the roadworthiness of the vehicle driven. In order that the vehicle is safe to operate the driver is to carry out checks in accordance with the daily check sheet and the drivers handbook.

#### 4.6 Load Security

The driver is responsible and must ensure that every article of the load, including the personal property/equipment of the driver or passengers, is to be securely stowed so that it cannot move nor interfere with the operation of the vehicle nor cause a hazard to passengers or other road users in the event of an accident. Load security training is available via Fleet Services. Drivers must also take into account the following:

- That the Maximum Authorised Mass (MAM) of the vehicle (the details of vehicle weights can be found on the vehicle plating certificate) are not exceeded.
- That the vehicle axle weight limits are not exceeded.
- Waste collection vehicles are to ensure that they utilise the on-board weighing system correctly to avoid overloading breaches and report faults at the earliest opportunity.
- The load should be distributed evenly over the load bearing area of the vehicle.
- Loading and unloading of vehicles is done in a safe manner and in compliance with local risk assessment.
- In the event of overloading, fines can be issued to both the driver and operator.
- Fitment or use of vehicle roof racks is not permitted under any circumstances.
- Mechanical devices (i.e. HIAB cranes, tail lifts, winches etc.), which form part of the vehicle equipment, are to be operated only by a trained and competent person and should be stowed correctly before the vehicle is driven.
- The transport of projecting loads **is to be avoided** wherever possible by obtaining an appropriate vehicle or combination for the task. If there is doubt, advice should be sought from an officer within Fleet Services. It is essential that, when carrying loads, the correct vehicle for the task is utilised. If the size or shape of the load is such that it cannot be loaded in a suitable vehicle without projection, a degree of overhang may be permitted without seeking prior authority provided that adequate precautions to light and mark the overhang are taken in line with current legislation.

#### 4.7 Periodic inspections

The nature of the vehicle or equipment may require a series of more detailed checks to be carried out on a regular basis. These inspections are determined by the Traffic

Commissioner and are the responsibility of the Transport Manager. Currently these are 6-8 weeks for large vehicles and 10-13 weeks for smaller vehicles. Certain ancillary equipment attached to the vehicle may also require inspections (i.e. chains/slings etc.) These are all a legal obligation, and it is essential that vehicles arrive on time for these inspections. If problems do arise, RMBC Hellaby Workshop must be informed at the earliest opportunity.

#### **4.8 Drivers hours**

Council vehicles (generally) fall under UK domestic driver's hours regulations, although many more operations are now attracting EU regulations (particularly, those in competition with the private sector). These include some waste management vehicles (particularly those dealing with trade waste).

Drivers' hours are enforceable in law and must be complied with, breaches of the regulations could have serious effects on the councils operator licence.

- All vehicles operated by the Council in excess of 3.5 tonnes are fitted with digital tachograph units. Certain vehicles under 3.5t that are used for towing trailers over 750kg may also be fitted with tachograph units. All drivers of these vehicles are required to be in possession of a valid Drivers Qualification Cards and a Digital Tachograph Card which must be used. Driving without recording driving / working time / breaks / daily-weekly rest is an absolute offence which is punishable by fines and endorsements. Failure to comply with these regulations can also result in sanctions being placed on the Council's operator's licence.
- Digital tachograph cards must be regularly downloaded to comply with legal requirements. RMBC requires drivers to download their cards in order to monitor compliance.
- All vehicles fitted with tachograph units must be made available for download at Fleet Services within 56 days of its previous download.

#### **4.9 Ergonomics/Head Restraints**

Drivers are to ensure seats and head restraints are suitably adjusted for comfort, safety and ease of access to all controls. Head restraints are fitted to some vehicles in order to provide a degree of safety for the occupants in the event of an accident. These head restraints **must not** be removed.

#### **4.10 Driving Licences & Endorsements**

Fleet Services will check driving licences of all employees driving fleet vehicles on Council business. Licences will be checked periodically at least every 12 months. Frequency of checks maybe increased dependant on how many endorsement offences an employee has, or what type of vehicle they're driving. Any employee with endorsements on their licence must have written authorisation from the Transport Manager to drive on Council business.

## **5. OPERATIONAL CONSIDERATIONS**

### **5.1 Introduction**

This section of the booklet deals with the issues which must be taken into consideration whilst using the vehicle and are primarily safety orientated.

### **5.2 Seat Belts**

When using any vehicle on Council business all drivers are to wear a seat belt if one is fitted to the vehicle. Drivers must ensure that any child travelling in a vehicle on Council business are wearing the appropriate restraints and sat on the appropriate seat in compliance with current legislation. Large goods vehicle drivers and their crews are required by law to wear seatbelts when fitted unless driving less than 50 metres for the purpose of collecting and delivering.

### **5.3 Communication Devices**

Mobile telephones, navigation devices and any other form of communication devices should not be operated whilst in control of a vehicle. It is an offence to do so and could lead to endorsements, fines and even disqualification from driving. Reports of drivers using communication devices, including those that are 'Hands Free' whilst driving on COUNCIL business could lead to disciplinary action being taken.

### **5.4 Driving When Tired**

Drivers should ensure that they are not fatigued when reporting for work. If a driver starts to feel drowsy behind the wheel they are to pull over at a suitable safe place. During journeys drivers should:

- Take sufficient breaks. When the vehicle is stationary take fresh air and exercise.
- Keep the vehicle well ventilated and not over warm.
- Stay Hydrated

### **5.5 Smoking/Vaping**

Council vehicles are an extension of the workplace and in line with legislation and its no smoking policy which extends to the use of E-Cigarettes. Smoking/vaping is not permitted in vehicles operated by Council. Reports of Drivers or Passengers smoking in vehicles on Council business could lead to criminal prosecution and disciplinary action being taken.

### **5.6 Passengers**

Only employees of the Council or officially authorised passengers are to be carried in council vehicles. Any other passengers are not insured and could leave the driver open to third party litigation and internal disciplinary action. The following must also be adhered to:

- Passengers and crew must not stand when a vehicle is in motion. All occupants are to be seated in a suitable seat.
- No passengers are to be carried on a load carrying part of a vehicle whilst it is in motion (except for buses with suitable seating).

- No passengers may board or alight from a vehicle if it is still in motion.
- Drivers must ensure that the vehicle does not exceed its seating capacity.
- Seatbelts must be worn by all passengers where provided.

### **5.7 In use vehicle checks**

Following the initial daily use check the driver should check the vehicle for roadworthiness and legality at regular intervals.

### **5.8 Breakdowns and Recovery**

All fleet vehicles should carry the breakdown numbers on the front cover of the defect book. Hellaby workshop is open, Monday to Friday between the hours of 06:00 – 18:00. The workshop staff will arrange for a mechanic to attend, or for the vehicle to be recovered, in the event of major issues being reported. If a breakdown is reported the driver is to follow up the initial report after 1 hour to see what progress has been made with regard to affecting recovery. Drivers/crew are not to attempt to change wheels or to carry out any temporary repairs. Hire vehicles which break down are to be reported to Fleet Services Hire Desk in the first instance for appropriate action to be taken (Admin staff are available between the hours of 9am and 5pm). Out of hours the hire companies will operate a recovery system with contact numbers displayed on the keyring or a sticker in the windscreen. Drivers and managers/supervisors should ensure that they are familiar with the breakdown procedure. Briefly the procedure in the event of a breakdown is:

- Drivers should not put themselves or any passengers in danger.
- The driver is to move the vehicle to a place of safety if safe and practical to do so.
- In the event of breaking down on the motorway the driver should attempt to get the vehicle safely onto the hard shoulder if it is appropriate to do so.
- Drivers, depending on the situation, are to ensure that passengers are moved away from the vehicle to a place of safety.
- Where available, the driver and passengers/crew are to wear a fluorescent jacket when outside of the vehicle and is to ensure that walking on the carriageway is avoided.
- Hazard warning triangles are not to be deployed on motorways.
- The driver is to contact relevant persons to initiate repair/recovery at the earliest opportunity.

If a vehicle is to be recovered, there is a chance the driver and any passengers may not be able to travel with the vehicle, in this case Services should have a contingency plan in place that would cover onward travel.

### **5.9 Traffic Accident Procedure**

Drivers are to be briefed on what to do in the event of an accident, as outlined in the Drivers Handbook, before being permitted to drive Council vehicles on public roads

and this should be completed as part of the induction training. In the event of a Road Traffic Accident drivers should not admit liability and should not offer any statements or opinions. They are to inform Fleet Services at the earliest opportunity in order that the necessary paperwork can be completed. All vehicle accident forms must be fully completed and be in possession of Fleet Services within 24 hours of the incident taking place. These forms must be completed in the event of any accident or incident, whether involving a 3<sup>rd</sup> party or not. The driver's line manager must then complete an investigation report and return this to Fleet Services within 48 hours of the accident. Where possible drivers involved in accidents/incidents are requested to take photographs of damages and any other vehicle/structure relative to the accident/incident. If anyone suffers an injury as a result of an accident, this must be reported immediately to their line manager.

### **5.10 Speed limits**

All employees driving on Council business are to pay particular attention to and comply with local and signposted speed limits.

Vehicles are restricted on maximum speed limits depending on size, weight and towing equipment. It's imperative all employees driving on Council are aware of the maximum speed restrictions of the vehicle they are driving.

### **5.11 Practical Application of Speed Limits**

The existence of a particular speed limit for a vehicle is no justification for the vehicle to be driven at that speed. Journeys are to be planned so that they can be completed at moderate speeds for the vehicles concerned. The driver is to take rest periods in line with the relevant driver's hours regulations and to drive at speeds which suit road and traffic conditions. Account should also be taken of:

- The road surface, traffic, weather and lighting conditions;
- The speed at which the vehicle was designed to travel and which will cause the minimum wear and tear;
- The speed which will use the least amount of fuel in the conditions under which the vehicle is required to operate.

### **5.12 Trailer Hazards**

Drivers must have specific trailer training/assessment before using a trailer on Council business.

### **5.13 Reversing/Manoeuvring – Prevention of Accidents**

Reversing and manoeuvring have historically been a major contributory cause of road traffic and workplace crashes and incidents. Those responsible for transport and/or safety are to ensure that the risk of injury to drivers, pedestrians and those employed in the proximity of vehicles, is minimised through training and the introduction of safe working practices. Reverse Assistant training is therefore provided during induction. **Drivers should seek the assistance of a guide whenever a vehicle is to be reversed.** In the event of a guide or reverse camera not being available the driver is to alight the vehicle and check the area prior to reversing, ensuring they reverse slowly with caution and maintain good observation throughout the manoeuvre.

## **5.14 Environmental Transport Statement**

Climate change presents very serious global risks. With transport contributing 14% of greenhouse gases, switching to lower-carbon technologies for power, heat and transport is essential.

Rotherham Council has adopted Sustainable Development and in conjunction with the Corporate Environmental Policy aims for 'Reducing the environmental impact of fleet through training, technology and efficiencies'.

Local authorities are seen as the government interface with the public and should lead the community by showing examples of good practice wherever possible. In line with National Standards, the corporate procurement strategy promotes sustainable procurement. Therefore, in addition to driving environmental improvements with our suppliers and contractors, the purchase of efficient fleet vehicles shows that the Council is serious about our environmental commitments.

A fundamental objective to alleviate greenhouse gas emissions is the adoption of Euro VI emissions technology where applicable for new vehicles (until that standard is itself superseded). Fleet Services will continue to investigate alternative fuelling vehicles as an additional option.

## **6. AFTER USE VEHICLE CHECKS**

### **6.1 Introduction**

This section identifies the practices which are to be completed at the end of the driver's duty period with the vehicle.

### **6.2 Vehicle Aspects**

All vehicles should be parked in a secure place, where possible, within a Council depot. A vehicle can only be taken home if an agreement is in place by the employee's relevant M3 Manager and the Fleet Manager. A Council van agreement mandate must be completed to register an employee taking a vehicle home. Failure to comply with this could render the driver liable to taxation regulations and invalidation of insurance. The driver is responsible for ensuring that once the vehicle is finished with at the end of the working day:

- Wherever possible the vehicle should be reversed into a parking space (under guidance) so that it can be driven out.
- After use checks are carried out to ensure the vehicle has not developed a fault since its last check. Any faults are to be reported so that they can be rectified prior to next use.
- The vehicle should be washed down and the cab kept clean to ensure maximum visibility and to avoid contents flying around inside the vehicle. This activity should be completed as required.
- The driver's tachograph card must be removed from the vehicle unit when the required information has been inputted into the vehicle tachograph.

- Once finished with, the vehicle is to be secured. All valuables are to be removed, and the cab/body secured.
- Where vehicle design allows, external mirrors should be folded in towards the vehicle to avoid damage and costly replacement.

### **6.3 Drivers debrief**

When the vehicle is secured the vehicle keys are to be handed to their relevant line manager or placed in a secure location. The line manager should debrief the driver on any issues which have occurred during the day. Any issues raised should be dealt with or passed through the management chain for action.

## **7. GENERAL TRANSPORT ISSUES**

### **7.1 Introduction**

The issues highlighted within this section are of a more generic transport issue or specific to certain transport operations.

### **7.2 Handling Dangerous Cargoes**

No driver is to be permitted to drive a vehicle carrying a cargo of a dangerous nature, which is subject to separate regulations, unless:

- The driver is in possession of the appropriate ADR (Dangerous Goods) certificate.
- The load carried is under threshold in which case appropriate awareness training must be given.

This training must be recorded. Further details on the carriage of dangerous goods can be obtained from Fleet Services.

### **7.3 High Speed Road Specification**

All Highways vehicles which operate on roads with a speed restriction of 50mph or above should meet the standards of the highways agency best practice vehicle specification. (Often referred to as chapter 8 spec).

### **7.4 Vehicle Procurement & Hire**

All vehicles procured for the Council will be sourced by Fleet Services. Services should not make any direct arrangements with hire companies:

- All services must complete a Hire request booking form outlining their requirements including length of hire and any specialist equipment and will require budget holder approval.
- All long term vehicle requests will require approval from the HOS for Fleet & Transport Services a Hire request booking form completing prior to a hire commencing.
- All new vehicles procured will require an approved business case.
- All new vehicles procured will have specifications agreed by Operational Managers and the Fleet Programme Officer.

## **7.5 Refuse Collection Vehicles (RCV's)**

Drivers and Operatives of Refuse Collection Vehicles are to ensure that they are competent in the use of the vehicle and its auxiliary controls. Drivers are also to ensure they are aware at all times of the vehicle operative's location and their safety. Operatives must not travel on any exterior part of the vehicle whilst in motion. At no time are drivers or operatives allowed to enter the hopper of the vehicle.

- It is the Drivers responsibility to ensure the vehicle is reversed safely at all times. Vehicles are fitted with a suitable reversing aid dependant on the specification/requirement of the vehicle.
- It is the responsibility of the driver to ensure the safe operation of the bin lift ancillary equipment and safety devices as detailed in their pre drive checks.

## **7.6 Tipping Vehicles**

Drivers operating tipping vehicles should at all times ensure the body is raised on level ground to avoid vehicle rollovers. Drivers are not to reach or go under the vehicle body when in the raised position **unless** it is safely propped up between the body and chassis using the body manufacturers approved and tested body props. Before operating the tipping gear control, the operator is to be satisfied that it is safe to do so by checking for power/telephone lines, street furniture and other obstructions.

## **7.7 Specialised Vehicles**

All drivers and operators of a specialised vehicle are to be trained by a relevant instructor in its use and training records kept by Fleet Services and the Drivers Line Manager.

## **7.8 Tractors, Ride-Ons & Specialist Plant & Machinery**

All road registered machinery must be operating on white diesel unless otherwise authorised by the Transport Manager. Any operators using machinery on the public highway must have a minimum of a Category B driving licence. Operators using machinery used off road (within Parks and Depot's) must have provisional entitlement and display L plates at all times. All operators for machinery within this category must have received the correct familiarisation and training before being permitted use. Daily use checks and defect reporting must be maintained in the same capacity as any other vehicle.

## **7.9 Agency Drivers**

Operational Managers are to ensure that any temporary or agency staff have the necessary qualifications to drive and operate Council vehicles and equipment. Agency Drivers licences are to be checked prior to driving and a driver assessment must be undertaken before any Council vehicles can be operated. This is to be conducted through Fleet Services. All Agency Staff are to be fully familiarised with all Council operating procedures. Agencies should provide a pool of drivers who are pre-trained in the requirements of the Council's transport procedures. Pre training is to be organised through Fleet Services. All agency drivers are to sign a disclaimer to state they are compliant with drivers' hours regulations. All managers/supervisors must ensure that agency drivers are familiar with drivers hours regulations and that they adhere to them. All agency drivers must download their driver digital tachograph smart card at the end of every shift.

### **7.10 Accident Investigation**

All traffic accidents or near misses are to be investigated by Operational Managers in conjunction with Fleet Services and the Health and Safety Team. Investigations will take place, but they are not designed to apportion blame. It is merely a way of looking at the facts and procedures to try and prevent the accident/incident from reoccurring again in the future. Managers should always present feedback to staff on investigations and outcomes.

### **7.11 Winter Driving**

Adequate precautions must be taken before driving in winter conditions.

- The vehicle is clear from snow and ice.
- Ensure a thorough vehicle daily use check has been completed.
- All vehicle heater controls are working correctly.
- Carry a shovel on the vehicle in snowy conditions.
- Ensure all PPE including warm/waterproof clothing is available.

This list is by no means comprehensive and if the weather is going to be bad operational managers should always consider "Is my journey really necessary?"

### **7.12 Hazard Warning Lights**

Hazard warning lights may be used when the vehicle is causing an obstruction. They may also be used, when driving on a motorway or unrestricted dual carriageway, and it is necessary to warn other drivers of a hazard or obstruction ahead. They must only be used for just long enough to ensure the warning has been observed. The use of hazard warning lights is not an excuse for dangerous or illegal parking.

### **7.13 Speedometers and tachographs**

It is illegal to use a vehicle which has a faulty speedometer or tachograph. When a speedometer becomes defective, the journey already commenced may be completed but the defective speedometer is to be repaired or replaced before the vehicle is committed to any further tasks. All new vehicles which are in scope of drivers' hours regulations will be fitted with digital tachograph units. All drivers operating under EU or UK Domestic drivers hours regulations must be in possession of their digital tachograph card which must be inserted into the tachograph unit at all times, unless local exemptions are made for operational reasons with the Transport Manager's approval. Where they are required, the council will fund the initial cost and renewal of these cards. However, lost, stolen or defaced cards must be paid for by the card owner.

### **7.14 Minibus Driver Licence Requirements**

Any minibus driven on Council business must be driven by a driver possessing the correct vehicle licence entitlement. All drivers must have attended and successfully passed a Minibus Driver Awareness Training course and test. The driver/supervisor must ensure that accreditation is valid at all times. This training and test must be arranged through Fleet Services prior to any minibus use on Council business.

Driving licences are to be checked periodically and records kept. Drivers are to report any changes to their driving licences and medical conditions through their line manager and to Fleet Services where the central records can be updated.

### **7.15 First Aid Kits for Passenger Carrying Vehicles (PCV's)**

First aid kits are to be carried in all PCV's at all times and any other vehicle when carrying more than 8 passengers. As with all first aid equipment, the contents should be regularly checked and restocked as required complying with manufacturers 'use by dates'.

### **7.16 Fire extinguisher**

PCV drivers are to ensure they have a suitable and serviceable fire extinguisher fitted in an easily accessible position. Other vehicles are in scope for fitment fire extinguishers, but these will be discussed on a case by case basis between Fleet Services and Operational Managers.



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### **7.17 Wheelchair Equipment**

Any wheelchair that is considered for transport in a wheelchair accessible vehicle must be approved for transportation (crash tested) and be fitted with suitably approved restraint fixings. All wheelchairs that are transported in vehicles as indicated above must be secured to the vehicle floor by the wheelchair manufacturers recommended and approved wheelchair restraining system. Further advice and training can be sought from Fleet Services.

### **7.18 Cameras**

All PCV vehicles must be fitted with cameras as per the Council's Taxi and Hackney Carriage Policy. Other vehicles may be fitted with cameras either externally or internally. This will be decided on a case by case basis and will be discussed by Fleet Services and Operational Managers

### **7.19 Tyres**

The correct tyre pressures for a specific vehicle are laid down in the vehicle handbook, or on a manufacturers plate located on the inside of the door. The driver is to ensure that tyres and wheel security indicators are inspected regularly in conjunction with daily use checks and that any damage or undue wear is reported without delay. Drivers who drive a vehicle with a defective tyre, which does not comply with the minimum legal requirements, are liable to prosecution. All tyres fitted to any one vehicle, including the spare are to conform to the manufacturer's specification and vehicle plating criteria. To ensure safety, the Council employ the services of a tyre management company, to manage tyre use, suitability and fitness for application.

### **7.20 Parking**

It is the responsibility of the drivers and their line manager to ensure that vehicles are parked securely in a safe and legal position at all times. If any charges or fines are incurred for inappropriate parking these costs will be payable by the driver.

Vehicles specified on the RMBC's goods vehicle operator's licence must be parked at their designated operating centre.

### **7.21 Vehicle Security**

Drivers must ensure that vehicles are left locked and secured at all times. Tools should be stored in a suitable tool locker, kept out of sight or removed from the vehicle. Keys must not be left in the vehicle at any time. All vehicles procured with a requirement to have the engine running whilst ancillary equipment is operated will be fitted with keyless running where possible. Vehicles should never be left unattended with valuable equipment in view. Where practical, positive means of vehicle immobilisation should be utilised i.e. steering locks and pedal locks.

## **8. TRANSPORT DEPOT SAFETY**

### **8.1 Introduction**

This section deals with the safety issues related to transport on depots including traffic routes, segregation and traffic management. The following is a list of issues which managers, supervisors, operational staff and those responsible for traffic movements on site should pay particular attention to.

### **8.2 Depot Layout**

Depots are to have an appropriate layout which takes into account the following:

- The segregation of pedestrians and vehicles.
- Adequate lighting for staff arriving/departing outside daylight hours.
- Suitably marked pedestrian crossing points on vehicle routes.
- Correctly marked and clearly identified vehicle parking areas.
- Avoidance of blind corners and sharp turns or suitable warning, identification and protection if they can not be avoided.
- Adequate traffic management system in place for vehicle movements within the depot.

### **8.3 Routes**

Vehicle traffic routes must be suitable for the type and quantity of vehicles which use them and the following must be considered:

- Are the routes wide enough?
- Do they have a firm and even surface?
- Are they free from obstructions and other hazards?
- Are they clearly marked and well maintained?

## 8.4 Safety Procedures

Suitable safety procedures must be provided where necessary to minimise traffic conflicts between pedestrians and vehicles.

- All roadways should be marked where necessary to indicate rights of way at junctions.
- Roads should be clearly signed using signs from the Highway Code where necessary.
- Consideration should be given to the use of fixed mirrors to enhance visibility on corners, road humps to reduce vehicle speed and barriers to keep vehicles and pedestrians segregated.
- There should be written site rules for workplace transport which identify the particular areas of concern relevant to that site and its means of operation.
- Visiting drivers are to get instructions prior to entering the site.

