

# **Policy on the use of East Leake Parish Council owned vehicles and mobile plant (vehicles)**

## **Scope**

This policy applies to all employees who are required as part of their employment to drive, or be a passenger in, vehicles provided by East Leake Parish Council (ELPC).

## **Purpose**

This policy aims to ensure that employees are aware of the restrictions that are in place in relation to personal use of Council vehicles, and to highlight that tracking devices may be installed into any vehicle provided by the Council, and how the gathered data will be used.

## **Acceptable use of Council vehicles**

To comply with the Council's vehicle insurance cover, employees **must only** use a vehicle provided by the Council for Council business purposes during the course of your normal working day. The correct vehicle should be used for the task to be carried out, after completing the mandatory daily checklist. The daily check list is available from the Clerks office.

## **Un-acceptable use of Council vehicles**

Vehicles provided by ELPC **must not** be used to undertake personal commitments, such as shopping, transporting children to/from school, going home for lunch, or transporting un-authorised passengers. Vehicles **must not** be used until a daily checklist has been completed, and any defects noted and reported immediately to the Council office.

The following council policy also applies in conjunction with this policy

- Under the Council's No Smoking Policy, smoking (including e-cigarettes and vaping) is banned in all Council owned vehicles.

Vehicles are not to be used for short unnecessary journeys.

## **Installation of vehicle tracking devices in Council owned vehicles**

Vehicle tracking devices (trackers) will not be installed in any Council vehicle without the drivers knowledge (unless there is reasonable suspicion of misconduct). The purpose of installing trackers is to meet the following criteria:

- To assist in recovering stolen vehicles
- Help to keep insurance premiums to a minimum
- To reduce carbon emissions and costs by monitoring fuel use and vehicle utilisation
- To help defend potential insurance claims
- To provide information on driver behaviour to improve safety

## **Data recorded by vehicle tracking devices**

Trackers vary in the amount and type of information that can be gathered, depending on the vehicle electrical system. Some trackers may have a driver identification facility which requires a key fob to activate it. The minimum data available will include the following:

- GPS location

23/4/24

- Vehicle speed
- Acceleration
- Braking
- Engine on time

Information acquired by the tracker is generally stored on the suppliers data base, and can be retrieved via a website or portal by the Council members or the Clerks office. Information held on a data base will be deleted after 5 years.

The information obtained will remain the property of ELPC and will be subject to the Freedom of Information Act. Any data collected may be disclosed where a request is received under that act, however any personal information which is subject to the Data Protection Act will usually be excluded from disclosure.


### **Disciplinary Policy and Procedure**

Where there is a suspicion of misconduct the provisions of the Councils Disciplinary Policy and Procedure will apply. In such instances evidence may be gathered from the tracking device data base by Council members or the Clerks office as part of a disciplinary investigation, and may be used for the purposes of a disciplinary hearing.

Employees should note that suspicions of misconduct may arise out of a review of the information gathered for the reasons set out above in the **Installation of vehicle tracking devices in Council owned vehicles** section.

### **Medically Fit**

Do you believe you are medically fit to drive? If circumstances change it is your duty to inform the Clerk

  
23/4/24



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## Road Vehicle Daily Checklist

Vehicle:

This checklist is designed to help the Council and its drivers check that their vehicles are safe prior to use. It is to be completed by the driver at the beginning of the week. Any defects to be reported to the Council Office and check the vehicle notice board for defects already reported.

Item	YES	NO	Comments
Are brakes in good working order?			
Are brakes lights in working order & clearly visible?			
Is the windscreen ok? Check for chips and cracks.			
Are the wipers working correctly and not smearing.			
Are mirrors (internal and external) ok?			
Is the horn working?			
Are all the lights/beacon in working order?			
Do the indicators work?			
Is the cooling water level correct?			
Is the washer bottle full?			
Are the tyres ok – pressure & tread?			
Is the engine oil level ok?			
Are seat belts in working order and intact, no tears.			
Is the vehicle fitted with a fire extinguisher.			
Are the correct safety signs displayed for the items being carried and items secured?			
Are dangerous parts of vehicle and equipment adequately guarded?			
Is Parking Brake working?			
Is there safe access to and from vehicle cab and other parts where access is required?			
Is the first aid kit available in the vehicle and fully stocked?			
Is the number plate clearly visible?			
Trailer: If the trailer is attached to the vehicle, check all lights in working order.			
Other:			

Vehicle Hours: .....

Date: .....

Time: .....

Name: .....

Signature: . .....

Witness.....

Signature.....

Form Reviewed

*23/9/24*



**Acknowledgement**

**Team Member Acknowledgement**

I hereby acknowledge and agree that:

1. I have been provided with a copy of the Company Vehicle Policy;
2. I have had a reasonable opportunity to read and understand the Company Vehicle Policy.
3. I agree to abide by the terms of the Company Vehicle Policy.
4. I understand that breach of the Company Vehicle Policy may result in disciplinary action (which may include termination of my employment).
6. I have received adequate training and if I injure myself it is my fault.


Signed ..... Name.....

Date.....

Signed on behalf of East Leake Parish Council

Signed..... Name.....

Date .....

  
23/8/24

