Vehicle Management Policy and Procedure

Document No:
VMPol 001
## Title
Vehicle Management Policy and Procedure

## Reference Number
VMPol 001

### DOCUMENT HISTORY

<table>
<thead>
<tr>
<th>Issue</th>
<th>Date</th>
<th>Details</th>
</tr>
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<tbody>
<tr>
<td>1.3</td>
<td>31.03.2017</td>
<td>Issued by Safety, Health and Environment Unit</td>
</tr>
<tr>
<td>1.4</td>
<td>12.09.2017</td>
<td>Issued by Safety, Health and Environment Unit</td>
</tr>
</tbody>
</table>

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### Issued by
- **SHE Unit**

SHE Unit/September 2017
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Appendix 1  Vehicle weekly check list [pdf]

Appendix 2  Vehicle Management System [pdf]
Vehicle Management Policy and Procedure

1. Introduction
1.1 This Policy sets out the University’s policy, structures and arrangements for the safe management and operation of the University’s fleet of vehicles.

1.2 The University is committed to ensure that its fleet of vehicles, which includes all vehicles owned, leased or hired by the University, are operated in a safe and efficient manner in accordance with current legislation and within the procedures currently in force within the University.

2. Aims and Objectives
2.1 The University’s objective is to provide an efficient and effective fleet of vehicles which supports the requirements of the operating Department or School in a timely and cost effective manner.

2.2 The guiding principle of this policy is that while all road accidents are preventable. The University can only control risks associated with the way its vehicles are maintained and used. All staff are therefore required to operate University vehicles in a manner that is safe and responsible at all times.

3. Scope
3.1 This Policy applies to all vehicles operated by the University, whether owned by the University or leased, and to all University staff who are authorised to drive, or who travel in, such vehicles. It excludes daily rental vehicles from car hire companies.

4. Responsibilities
4.1 The Director of the Safety, Health and Environment Unit has ownership of this policy and the responsibility for monitoring and updating of this policy to ensure legislative compliance. Individual Directors or Heads of School have responsibility for the safe operation and management of the University’s fleet of vehicles in their School or Department. They should appoint a specific manager from within the School/Department to hold the responsibilities listed in section 4.2.
4.2 **Appointed School and Departmental Managers are responsible for:**

- Implementation of the University’s Vehicle Management Policy and Procedures.
- Ensuring that vehicles are appropriately taxed and have valid MOT certificates.
- Where appropriate ensuring that safe systems of work are in place for the use of University vehicles.
- The sourcing of driver training as appropriate to meet the requirements of the University’s insurers and the requirements of the operating School or Department.
- Ensuring all vehicles are maintained and serviced.
- When procuring new or replacement vehicles ensuring that the Estates Department’s Head of Energy and Environment is consulted regarding vehicle fuel types. This is so that the need to meet the University’s carbon emission targets is considered as part of the procurement process.
- Ensuring that vehicle usage and fuel data is accurately recorded and submitted to the Estates Department for inclusion in University carbon emissions reporting.
- Ensuring compliance with the ‘Reduction of Risk while Driving at Work Performance Standard’ issued by the University’s Safety, Health and Environment Unit (SHE Unit)
- Ensuring that staff who are required to drive University vehicles have the correct licence to do so and are appropriately trained.
- Ensuring that advice on procurement options (lease, hire, purchase, trade-in) is sought from the Procurement section of the Finance Department.
- The management, procurement and provision of vehicle fuel cards for their School or Department’s fleet of vehicles. Advice should be sought from Procurement.

4.3 **Individual drivers are required to:**

- Comply with the University’s Vehicle Management Policy and Procedures.
- Ensure the safe usage of University fleet vehicles at all times.
- Drive at all times in accordance with the Highway Code.
- Ensure the accurate recording of vehicle usage.
- Ensure prompt and appropriate action is taken in the event of damage to, or an accident involving, a University vehicle, including the formal reporting of all such incidents.
- Not to use mobile phones or other communication devices (including those which can be operated ‘hands free’), when the vehicle is engaged. Communication devices should only be used when the driver has found a safe location to pull off the road and disengage the vehicle engine.
- Comply with the University’s No Smoking Policy.
- Make sure they are not distracted whilst the vehicle is engaged, for example by reading physical or electronic maps (other than in vehicle fitted satnav systems), etc.
Only re-fuel a University vehicle using a University-issued fuel card except in an emergency where another form of payment may be used. Staff are not permitted to use a personal loyalty card for these transactions.

- Not use University vehicles for private use or to carry unauthorised individuals including family members, friends, other third parties, animals and pets. University staff or a passenger on University business would be an authorised person. The only exception to this is those on-call when they have personal use of a vehicle.
- Not to use University vehicles for personal gain such as delivering goods or services.
- Not to modify University vehicles or tamper with stickers, decals etc.
- Not to haul loads which could structurally damage the vehicle or trailer or to make improper use of trailers and/or towing equipment.
- Not to haul any trailer which is not a University owned or leased trailer.

Drivers must not operate University vehicles if they are impaired by fatigue, alcohol, drugs or any other condition. The only exception to this are medical conditions notified to and accepted by the DVLA). Any such vehicle use will be considered a violation of the Vehicle Management Policy and may be grounds for disciplinary action under Statute 7. Drivers of University vehicles who feel that their driving abilities may be impaired must cease operating the vehicle immediately it is safe to do so. Staff who believe another member of staff is impaired have a duty to try to persuade that person not to drive a University vehicle and to subsequently report this to their line manager.

As per the University’s Reduction of Risk while Driving at Work Performance Standard, it is the responsibility of drivers to inform their line manager if they have any health condition that is notifiable to the DVLA or if there are any changes to their fitness or a medical condition that may disqualify them from operating a vehicle. Equally any change in the status of a driver’s record must be reported. The failure to report such changes may result in revocation of the privilege of driving a University vehicle and action under the University’s disciplinary procedure.

5. **Procedure**

5.1 **Maintenance**

All vehicles are to be maintained in a roadworthy condition in accordance with the manufacturer’s guidance and vehicles with mechanical faults are to be removed immediately from the fleet until the necessary repairs are complete.

Weekly vehicle checks are undertaken by all drivers (See Appendix 1). Daily Vehicle Checks are also undertaken as set by each department. Any problems should be reported to the driver’s Line Manager. Where vehicles are used on a less than daily basis, these checks should be undertaken before the vehicle is used.

The Director of the School or Department or their nominee is responsible for appointing a suitable person to undertake weekly vehicle checks.
5.2 **Operation**

Only authorised drivers who are employees of the University are permitted to drive a University fleet vehicle.

With the exception of those on-call, use of University vehicles is limited to official business. On rare occasions permission may be granted by the relevant Director or Head of School for personal use of vehicles, a past example being the use of a University vehicle by staff carrying out the Three Peaks Challenge to raise money for charity. In such cases the Insurance Office must be consulted prior to permission being granted.

All University fleet vehicles should be fitted with vehicle tracking devices (see Appendix 2 Vehicle Management System) in order to help improve fuel economy, to identify vehicle locations when responding to emergencies and reported faults, to help ensure the safety and wellbeing of drivers and in case of vehicle theft or accidents.

Vehicle tracking devices should only be deactivated when the vehicle is used on-call, when private operation is allowed. When responding to a call tracking must be turned back on. Data collected using the vehicle tracking devices falls within the Data Protection Act definition of personal data and will therefore be handled in accordance with the Act in order to avoid allegations of misuse. The data collected will only be accessible to the relevant Managers in each School or Department, including Line Managers for the purpose of Vehicle Management.

5.3 **Safety**

Drivers and passengers must comply with all applicable laws and University policy and procedures. This includes the wearing of seatbelts by drivers and passengers at all times, where fitted, when the vehicle is engaged. The only exception is some agricultural vehicles where no seatbelts are fitted.

Drivers are responsible for immediately reporting all accidents and any damage to University vehicles in line with the Incident Reporting and Investigation Procedure which can be found on the University’s Safety Health and Environment Unit web pages. Reports must also be made to the police as necessitated by the outcome of the incident. If a driver has regular or reoccurring incidents the University reserves the right to investigate and where necessary the person’s permissions to drive University vehicles may be revoked.

The University will not take responsibility for any driving penalties or fines, including parking tickets that are incurred for unlawful use of a University vehicle by a member of staff. Drivers are personally responsible for the cost of all such costs.

5.4 **Training**

Drivers must hold a licence to drive the specific type of vehicle to be driven. In some cases such as the use of utility vehicles e.g. agricultural/turf vehicles, additional training must be completed prior to initial use. This is to be conducted by an authorised and qualified individual designated by the relevant Line Manager. That training must include, but is not limited to:
- Pre-Trip Inspections
- Location & Use of Vehicle Controls
- Emergency Equipment & Procedures
- Load Securement
- Safety Limitations (e.g. braking distances, turning radius, blind spots)
- Trailers & Attachments

The training will be followed by a road test to ensure the driver has sufficient knowledge and understanding of safe vehicle operation. A Certificate of Competence should be issued upon successful completion and a copy will be kept in the driver’s personnel file.

6. **Review**

6.1 This policy and procedure will be reviewed every three years, or in line with changes in relevant legislation or University practice, whichever is sooner.

7. **Associated practices**

7.1 This policy and procedure complies with relevant UK legislation and best practice.

7.2 Other relevant University of Kent policies and procedures are:

- Reduction of Risk whilst Driving at Work Performance Standard: [https://www.kent.ac.uk/safety_hs/pages/driving/Risk_while_Driving_at_Work_RevJan2016_issued2.pdf](https://www.kent.ac.uk/safety_hs/pages/driving/Risk_while_Driving_at_Work_RevJan2016_issued2.pdf)
- Statute 7 and ordinances: [https://www.kent.ac.uk/hr-staffinformation/statute/](https://www.kent.ac.uk/hr-staffinformation/statute/)
- Incident Reporting Procedure on ICASS system: [https://incident-reports.kent.ac.uk/CASS/servlet/CASSStart](https://incident-reports.kent.ac.uk/CASS/servlet/CASSStart)