

WILTSHIRE COUNCIL

Staffing Policy Committee 5th January 2023

Driving at Work Policy

Purpose

To present the revised Corporate Driving at Work policy.

Background

1. This policy and the Driver's Handbook have been reviewed as part of the work relating to the Council's Fleet Strategy. Other associated guidance and information will be updated accordingly e.g. Managers' guidance. The policy now properly reflects the statutory and operational position.
2. Representatives from Fleet Services, Occupational Health, HR&OD (Business Partnering team, Strategy and Insight, and Advisory) have input into these updates, in addition to feedback from various stakeholders.

Main considerations

3. The key amendments to note:
 - Wording amendments have been made throughout, to improve the clarity and flow of the policy.
 - Roles and responsibilities have been updated for clarity, along with restrictions including personal use. The HMRC rules have been reinforced regarding home storage of vehicles.
 - The driving license 'Trigger Points' table has been simplified, and the differing triggers at the recruitment stage have been removed. Previously these triggers at recruitment differed by driver type. This is now standardised at a maximum of 9. This may broaden the applicant pool, which may be helpful for hard to fill roles; for example, a social worker is a regular driver but applicants are currently excluded from applying if they have 7 points or more. To ensure equity and consistency, managers will be made aware of licence points at recruitment and candidates will be made aware that they may be required to undertake corrective training, if appointed, either before commencing work in the role or within a specified time.
 - The accidents 'Trigger Points' table has been updated detailing the procedure that will be followed when employees have an accident

where they are at fault. This section also notes that job applicants who drive must have less than 4 at fault accidents within a two-year period.

- The policy also now takes account of the introduction of new and emerging technologies within the Fleet industry, for example Electric Vehicles.
- Various extraneous information has been removed, as it has been deemed that the revised policy content is sufficient.

Environmental impact of the proposal

4. This proposal will have a positive environmental impact, as the updated policy aligns to the council's emerging Fleet Strategy 2022-2030 and associated priorities including reinforcing commitment to initiatives such as the introduction of electric vehicles as a new and emerging technology.

Equalities impact of the proposal

5. The policy was taken to an equality impact assessment panel on 19th December 2022. There were no concerns noted.

Risk Assessment

6. The current policy was last amended in 2015, and aspects of this are now outdated. The risk associated with not agreeing this revised policy is that drivers will not have access to up to date information regarding appropriate vehicle use including statutory requirements. Driver's and the council may then be at risk of breaching HMRC, statutory or insurance regulations. The updates mitigate risks.

Financial implications of the proposal

7. Adherence to this updated policy will lead to more efficient and cost-effective driving.

Recommendations

8. It is recommended that Staffing Policy Committee support this updated policy.

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