

Wiltshire Council Driving at Work Policy

This policy can be made available in other languages and formats such as large print and audio on [request](#).

This policy applies to all drivers, irrespective of their employment status, who drive at work on behalf of the council, in a council vehicle, in another third-party provider (contractor, hirer etc) vehicle, or in their personal vehicle (Grey Fleet).

All drivers should also familiarise themselves with other relevant policies and guidance, including the [Drivers Handbook](#), [Pool Car Guidance for staff](#), and [Vehicle Telematics Guidance for staff](#). If unsure about any aspect of these documents, they should speak to their line manager or Fleet.

Accountable Officer

1. The Chief Executive has overall accountability and responsibility for all matters involving health, safety, welfare, and fire appertaining to Wiltshire Council.

Directors / Assistant Directors responsibilities

2. Directors / Assistant Directors should ensure that Heads of Service and managers in their directorate fulfil their responsibilities as outlined in this policy.

Heads of Service responsibilities

3. Heads of Service must provide the necessary resources (both financial / budgetary and people / capacity resources) to allow managers to fulfil their responsibilities.
4. Heads of Service must manage health and safety issues within their functional area.

Line Managers responsibilities

5. Line managers have a duty of care towards their staff and ensure that this policy is implemented and complied with on a day-to-day basis. They should also follow any associated managers guidance.

6. Line managers should bring this policy and associated documents to the attention of all employees within their department who are likely to drive for business purposes, and ensure that they have read and understood these documents. This is an annual requirement.
7. Line managers should check, during induction of new employees, that all potential drivers have passed the required council checks and have approval from Fleet to drive. All drivers should be approved to drive on behalf of the council by Fleet.
8. Line managers need to remind staff to send a copy of their business vehicle insurance to Fleet on a six-monthly basis, as outlined in paragraph 30.
9. Line managers should ensure, six monthly, that their drivers have completed the council's required vehicle checks which monitor driving at work compliance.
10. Line managers will, when required, be involved with the monitoring, reporting and investigation of any work-related accident involving an employee whilst driving at work.
11. Where an employee may require reasonable adjustments to be able to undertake driving duties because of a disability or long-term health condition, the line manager must refer to Occupational Health. The manager should discuss any Occupational Health recommendations with the individual and with Fleet Services to determine achievable modifications. Advice from HR Advisory should also be sought. Funding will be the responsibility of the manager with support from the corporate budget for reasonable adjustments held by the Head of Service for Occupational Health and Safety.
12. Where growth in Fleet provision or specialist service vehicle provision is required, the manager must work with Fleet Services in a joint Revenue and Capital bid for financial approval by the council, with provision undertaken only following council approval.
13. Line managers should ensure that staff who use passenger carrying vehicles are Minibus trained every four years; monitor dates and book training as required.
14. Line managers should ensure that when drivers use council vehicles, they are familiar with the vehicle and have received appropriate training to drive that vehicle where applicable.

15. Line managers should complete relevant, team specific [risk assessments](#) in line with the [risk assessment policy](#).
16. Line managers should monitor the hours that their staff work and drive for business, for example, to ensure they are not required to work a full working day and then drive for long periods, and to meet the relevant legislative requirements for driver's hours.
17. Line managers should ensure that appropriate action is taken if employees meet the [trigger points](#) outlined in this policy.
18. Home storage of a vehicle by members of staff is not normally allowed. When required, the line manager must:
 - Instruct the driver to complete a risk assessment for approval which should be sent to Fleet with the reason for home storage. It is important that accurate records are kept of authorisation. Line managers are responsible for maintaining and annually reviewing records and making these available for audit purposes.
 - Ensure any home storage of a council vehicle is compliant with [HMRC rules](#). Where home storage is compliant with HMRC rules, if the mileage from home to site in a council vehicle is over 15 miles, this requires an additional business case to Fleet.
19. Allocation of sole use of a council vehicle is limited to travellers completing over 8,000 work miles per annum. This does not include commute – commute is home to the place of work as per the contract of employment. Allocation of a vehicle for lower mileage will require the line manager to make a business case to Fleet.
20. When staff are absent from work, council vehicles must be left at a council-approved workplace, unless another location is approved by the manager, in which case Fleet must be advised.
21. When a driver reports that they have a health condition or are taking any medication that has the potential to affect their driving (the employee should have confirmed with their GP or pharmacist whether this needs to be reported to their employer), line managers should report this to Occupational Health for council approval to drive.

22. Line managers should ensure an assessment of all risks, including risks not associated with the driving, e.g., manual handling, lone working etc. are undertaken. This will include the carriage of any goods for work related business. Materials should be stored behind the bulkhead or otherwise secured and safe.

23. Line managers should ensure that their business continuity plan covers the loss of fleet to their service. This should include:

- Short- and long-term loss due to fuel issues.
- Plan for vehicle services and maintenance. Where vehicles are scheduled for servicing, wherever possible office working in the hot desks at Kennet House should be scheduled.
- Plan for any disruption that a small pool vehicle will cause if the main service vehicle is lost and travel is essential.
- Planning for adverse weather. This will involve how the event is planned for. Issues to take account of:
 - Managers who hold a 4x4 vehicle will need to plan for the loss of this should vital services require the vehicle. For example, to support medical emergencies.
 - Using the five-day weather forecast to plan logistics in advance or suspend services where possible.
 - Using the 24-hour forecast to move operations to meet weather demands – postponing movements around weather events.
 - Planning travel routes to treated primary and secondary highways to allow standard vehicles to be used.
 - Ensuring overnight vehicle storage leaves salting routes accessible.
 - Maintain lists of vehicles within their service (both council and non-council) that will allow adverse weather travel.
 - Identify any training needs of staff to ensure travel within standard vehicles.
 - Undertake adverse weather Risk Assessments to ensure service and staff safety.

Drivers responsibilities

24. All drivers are required to adhere to the responsibilities and requirements outlined herein. Breaches may be dealt with under the council's disciplinary policy.

25. Being able to drive for council work and having access to a council work vehicle can only be granted with the permission of the manager and Fleet Service. i.e., staff must be 'approved' drivers.
26. All drivers should complete a vehicle safety check before daily travelling, with the details of the inspection being captured by Fleet Services.
27. All drivers have a legal responsibility to ensure the Health and Safety of themselves and others and to comply with the council's health and safety policies.
28. All drivers should ensure their driving licences are correct for the vehicles they are intended to drive and all licences / certificates are up to date. Drivers must also follow any checking or validation process.
29. All drivers must complete the required Fleet Vehicle and Driver checking process every six months.
30. Grey Fleet Drivers must show business vehicle insurance six monthly to Fleet, by scanning a copy using a council scanner and emailing this to Fleet at Fleet.Services@wiltshire.gov.uk. Fleet will delete these documents when the checks are complete.
31. Before travel, drivers must ensure they are familiar with the Drivers Handbook and any requirements are met.
32. Drivers are not allowed to carry passengers for non-work-related purposes when driving for work. Where the vehicle is being used for official council business the following authorised passengers are allowed:
 - Council employees on official council business
 - Council employees on the journey to the workplace or from the workplace to home
 - Authorised non-employees (e.g., contractors), who are engaged on official council business
 - Passengers carried in the event of an emergency
 - Passengers being carried as part of a council service
33. All drivers are responsible for any penalties incurred due to inappropriate driving behaviour and driving decisions. This includes traffic and parking fines and any challenge to those fines.

34. All drivers are required, at all times, to drive in a competent and safe way, observing all traffic laws including speed limits, mobile phone use and rules on alcohol and drugs, and obeying council policies such as 'no smoking'.

35. If there is any health condition that affects ability to drive, drivers must:

- Ask their general practitioner about the effects this may have on their ability to drive safely.
- Tell their manager or HR immediately if there is a risk of adverse effects which compromises safety. Driving should not be undertaken until Occupational Health approval is given.

36. Drivers who are taking any medication (whether prescribed or bought over the counter) which may affect fitness to drive must:

- Ask their general practitioner or pharmacist about the effects any medication may have on the ability to drive safely.
- Tell their manager if there is a risk of adverse effects which compromises safety. Driving should not be undertaken until approved by Occupational Health to do so.

37. Home storage of vehicles is not normally allowed but, where permitted by Fleet, drivers must complete a risk assessment to be approved by their manager. No driver is to take a vehicle home without completing a risk assessment, or a dynamic risk assessment for a 'one-off' occasion.

- The vehicle must be stored off-road or in a designated parking area adjacent to the property, causing no obstruction, in compliance with the Highway Code, securely and in a lit area.
- Drivers must ensure any home storage of a council vehicle is compliant with [HMRC rules](#) and approved by the line manager.
- Where home storage is compliant with HMRC rules, if the mileage from home to site in a council vehicle is over 15 miles this requires approval by Fleet, via their line manager.

38. Drivers are required to notify their line manager and Fleet immediately of:

- Any accidents or incidents that take place when driving at work within 2 hours of occurring. Drivers must follow the guidance outlined in the Drivers Handbook.

- Any changes to their driving licence details such as convictions imposed by the courts and / or endorsements or penalty points following traffic offences (related to driving either at work or in personal time).
- Any prosecutions, driving licence restrictions or withdrawals or any health issues which may affect their ability to drive whilst on business. Driving on council business must cease until approved to recommence driving.
- Any accidents as outlined under the [trigger points](#) section.

39. Council vehicles may only be used for personal use in emergencies or very exceptional circumstances, and only with approval by your manager where possible. Personal use of any other description of a council vehicle is prohibited, as is the carrying of unauthorised passengers.

Examples of unacceptable personal use prohibited under this policy include:

- Making a detour to a newsagents on the way to work.
- Calling at the dentist on the way home from work.
- Using the vehicle for scheduled doctors or hospital visits.
- Using the vehicle for any business other than official council business.
- Using the vehicle to make a trip to the supermarket.
- Using the vehicle to make a trip to the rubbish tip for non-council waste.
- Taking the vehicle away on holiday.
- Using the vehicle outside of work for social / family activities, or
- What would be regarded as a general commute.

These examples are not exhaustive.

40. When absent from work, council vehicles must be left at a council-approved workplace, unless otherwise approved by line manager and Fleet.

41. All drivers should plan journeys to minimise travel and use the most efficient route. Known visits should be scheduled and grouped to reduce business mileage.

42. Allocation of sole use of a council vehicle is limited to travellers completing over 8,000 work miles per annum. This does not include commute – commute is home to the place of work as per the contract of employment. If

a driver's predicted mileage is to change and they are completing less miles, it is the driver's responsibility to seek approval via their manager for continued allocated vehicle provision.

43. The provision of vehicles is based upon maximising the efficiency of the council's travel. Special individual fleet vehicle provision for drivers is undertaken following an Occupational Health Assessment on reasonable adjustments.

Other general requirements

44. Council vehicles are allocated to meet the travel needs of the council and provision will be adjusted to meet the council's aims and objectives.

45. Fossil-fuelled vehicles are provided for greater travel distances, over 150 miles per day. The provision of fossil-fuelled vehicles must be flexible to support the electrification of the council's fleet. If allocated a fossil-fuelled vehicle, this must be made available for 'swapping out' with electric vehicles as and when required.

46. In compliance with legislation, drivers with a full EU / EEA licence are authorised to drive in the UK. However, in accordance with this policy, all drivers from the EU / EEA must have completed the exchange of their driving licence for a UK one within 12 months of starting employment or being in the UK whichever is the sooner, at their own cost, to be compliant with our licence checking procedure. Drivers from Canada, Australia, Switzerland, Hong Kong, Japan, or South Africa can drive for one year after which time they must have exchanged their driving licence for a UK one. Drivers from these six countries are also subject to additional licence checks by our council insurers and the insurance team before they can be authorised to drive. Drivers from the USA can apply for a provisional driving licence and need to pass their test within one year. The DVLA offer a one day driving course to all foreign drivers. It is advisory to do this course although it is not mandatory.

Fleet responsibilities

47. Ensure that this policy is circulated and made available to all employees.
48. Provide advice to managers regarding compliance with this policy and associated guidance or supporting documents.

49. Update the Chief Executive, Directors / Assistant Directors and Heads of Service on changes to road safety legislation and risk reduction activities.
50. Ensure that the compliance with this policy is regularly audited and communicate audit results to relevant managers.
51. Review this policy at intervals no longer than every two years, or when any other significant changes occur (e.g. legislative, operational) as defined by Fleet, whichever is sooner.
52. Establish active monitoring and compliance of the work-related road risk management standards and reactivate accident and near-miss monitoring throughout the council.
53. Deliver the Fleet Service to its Charter.
54. Monitor driving licence, driver declarations, own fleet and pool car checks to ensure these are being completed.
55. Use telematic and other data-based systems to advise the council on how its Fleet asset can be improved to achieve maximum benefits.

Trigger points

56. The trigger points set out below, regarding driving licence points and at-fault accidents, apply to all staff who drive on council business.
57. Any corrective action triggered is aimed to be supportive and educational.
58. The following trigger table will apply with regards to driving licence points:

Trigger Points Table	Corrective Driver Training Course or further action	Additional corrective training if appropriate or further action
Points on driving licence	6	9

59. Depending on the circumstances of the case, further action may include:
 - Mutual agreement to a change of duties, on either a temporary or permanent basis.
 - Mutual agreement to re-deploy staff into a suitable alternative role in line with the council's re-deployment policy.

- Investigation under the council’s disciplinary or SOSR policies with the potential for dismissal or other disciplinary action.
- Other appropriate action.

60. Corrective training or other further action could also be triggered if:

- an employee loses their driving licence;
- an employee is deemed as unfit to drive by the council’s Occupational Health;
- there are continued concerns and issues over an employee’s driving habits, for example, as evidenced by telematics data.

61. Job applicants who drive must have 9 or less points on their driving licence. If they meet the trigger points, they will be subject to the actions outlined in the table above.

62. The following trigger table will apply with regards to accidents:

Trigger Points Table	Discussion and advice on expected driving standards	Corrective Driver Training Course or further action	Additional corrective training if appropriate or further action
At fault accidents within a two-year period (whether work or personal)	1	2	3

63. Where four or more at fault accidents occur within a two-year period, further action may include and should be considered:

- Specialised driver training, which may include recognised advanced driver qualification. As a minimum, the driver must pass a council driver assessment.
- Mutual agreement to a change of duties, on either a temporary or permanent basis. If temporary, the driver must pass a council driver assessment before recommencing duties.
- Mutual agreement to re-deploy staff into a suitable alternative role in line with the council’s re-deployment policy.
- Investigation under the council’s disciplinary or SOSR policies with the potential for dismissal or other disciplinary action.
- Other appropriate action.

64. Job applicants who drive must have less than 4 at fault accidents within a two-year period. If they meet the trigger points, they will be subject to the actions outlined in the table above.

65. This applies to all drivers including but not limited to employees, volunteers, and agency drivers.

Corporate policy statement

66. This policy is owned at a corporate level by the Chief Executive.

67. Compliance with this policy is the responsibility of individual Directors / Assistant Directors.

68. Monitoring compliance to the policy is the responsibility of the Director / Assistant Director via Fleet Services, which has day-to-day operational responsibility for the policy.

69. The council is committed to ensuring the health, safety and welfare of all its employees while at work and this includes driving whilst on council business.

70. The council recognises that the use of vehicles on council business requires appropriate health and safety measures to protect both staff and others who may be affected by such activities.

71. The council will make sure that arrangements are established to take all reasonable steps to support the duty of care of its employees whilst at work and will take all reasonable steps within its power to meet this responsibility, paying particular attention to the provision and maintenance of:

- vehicles and related equipment that are safe and suitable for the purpose for which they are to be used.
- safe systems of work for the operation of vehicles and ancillary equipment, and the use, handling and transport of related equipment and substances or materials throughout the journey and at the destination point.
- sufficient information, instruction, training and supervision to enable all employees, and others, to recognise and avoid driving-related hazards and ill health.
- a healthy working environment both within and outside vehicles.
- a suitable procedure for identifying, assessing and controlling driving and driving associated risks.

- a suitable accident / incident reporting and investigation procedure.

Equal opportunities

Where employees feel that there are adjustments that would help them in relation to this policy, they should make their manager aware as soon as possible.

Relevant legislation

[Health & Safety at Work Act 1974](#)

[Corporate Manslaughter Act 2007](#)

[Driving at work – managing work-related road safety \(INDG382\)](#)

[Road Safety Act 2006](#)

Advice and guidance

If you require help in accessing or understanding this policy you should contact Fleet, your line manager, or your trade union representative if you are a member.

If, due to the nature of your query, it is not appropriate to contact your line manager you should contact your Head of Service who will nominate an appropriate manager or colleague to help you.

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