Dear Sir/Madam,

The Cabinet Member for Health and Environment (Councillor R. A. Taylor) is to consider the following report and make a decision on Thursday 5th September 2013, at 1.30pm in Committee Room C, Town Hall, Nuneaton.

Yours faithfully,

ALAN FRANKS
Managing Director

AGENDA

PART 1

PUBLIC BUSINESS

1. EVACUATION PROCEDURE

A fire drill is not expected, so if the alarm sounds please evacuate the building quickly and calmly. Please use the stairs and do not use the lifts. Once out of the building, please gather outside the Yorkshire Bank on the opposite side of the road.

Exit by the door by which you entered the room or by the fire exits which are clearly indicated by the standard green fire exit signs.
If you need any assistance in evacuating the building, please make yourself known to a member of staff.

Please also make sure all your mobile phones are turned off or set to silent.

2. PUBLIC CONSULTATION - Members of the public will be given the opportunity to speak on specific agenda items if notice has been received.

3. DECLARATIONS OF INTEREST - To receive declarations of Disclosable Pecuniary and Other Interests, in accordance with the Members’ Code of Conduct.

**Note:** Following the adoption of the new Code of Conduct, Members are reminded that they should declare the existence and nature of their personal interests at the commencement of the relevant item (or as soon as the interest becomes apparent). If that interest is a Disclosable Pecuniary or a Deemed Disclosable Pecuniary Interest, the Member must withdraw from the room.

Where a Member has a Disclosable Pecuniary Interest but has received a dispensation from Standards Committee, that Member may vote and/or speak on the matter (as the case may be) and must disclose the existence of the dispensation and any restrictions placed on it at the time the interest is declared.

Where a Member has a Deemed Disclosable Interest as defined in the Code of Conduct, the Member may address the meeting as a member of the public as set out in the Code.

**Note:** Council Procedure Rules require Members with Disclosable Pecuniary Interests to withdraw from the meeting unless a dispensation allows them to remain to vote and/or speak on the business giving rise to the interest.

Where a Member has a Deemed Disclosable Interest, the Council’s Code of Conduct permits public speaking on the item, after which the Member is required by Council Procedure Rules to withdraw from the meeting.

4. NUNEATON AND BEDWORTH BOROUGH COUNCIL DRIVING POLICY - Report of the Director – Assets and Street Services attached. (Page 3)
**Date:** 5th September 2013

**Subject:** Nuneaton and Bedworth Borough Council Driving Policy

**Portfolio:** Health and Environment [Councillor R. A. Taylor]

**From:** Director – Assets & Street Services

**Summary:** This report seeks approval for a new Driving Policy for Borough Council employees and contractors working on behalf of the Borough Council.

**Recommendations:** That the Driving Policy attached as Appendix 1 to this report be approved.

**Reasons:** The driving policy attached as Appendix 1 is designed to ensure that the Council and its employees comply with the legal requirements for driving on the road and operating vehicles.

**Options:** Agree the recommendation.

Do not agree the recommendation.

**Subject to call-in:** Yes.

**Forward plan:** No

**Corporate priorities:** Aim 4 Priority 1
<table>
<thead>
<tr>
<th><strong>Relevant statutes or policy:</strong></th>
<th>No specific statutes or policies.</th>
</tr>
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<tbody>
<tr>
<td><strong>Equal opportunity implications:</strong></td>
<td>No direct equal opportunity implications.</td>
</tr>
<tr>
<td><strong>Human resources implications:</strong></td>
<td>All NBBC employees that diver in connection with the delivery of Borough Council services will need to comply with the requirements of the Driving Policy.</td>
</tr>
<tr>
<td><strong>Financial implications:</strong></td>
<td>Adoption of the driving policy should lead to better value for money in terms of both increasing the fuel efficiency achieved by employees driving Council vehicles and ensuring that insurance premia are controlled through a good “accident history”.</td>
</tr>
<tr>
<td><strong>Health inequalities implications:</strong></td>
<td>No direct health inequality implications.</td>
</tr>
<tr>
<td><strong>Risk management implications:</strong></td>
<td>Adoption of the driving policy should help ensure that insurance premia are control through a good “accident history”.</td>
</tr>
<tr>
<td><strong>Environmental implications:</strong></td>
<td>Adoption of the driving policy should lead to increased fuel efficiency achieved by employees driving Council vehicles.</td>
</tr>
<tr>
<td><strong>Legal implications:</strong></td>
<td>No direct legal implications.</td>
</tr>
</tbody>
</table>
| **Contact details:** | Brent Davis  
Director - Assets and Street Services  
Tel: 024 7637 6347  
e-mail: brent.davis@nuneatonandbedworth.gov.uk |
1. Purpose of Report

1.1 To seek approval for a new Driving Policy for Borough Council employees and contractors working on behalf of the Borough Council.

2. Recommendations

2.1 That the Driving Policy attached as Appendix 1 to this report be approved.

3. Background and Report

3.1 The Borough Council’s previous driving policy was long overdue for review and amendment being somewhere in the region of 10 years old. The diving policy attached as Appendix 1 to this report is the product of such a review. It has taken in excess of 18 months to formulate, due to the wide ranging consultation that have been undertaken on it and the amendments that have been incorporated as a result of this consultation.

3.2 The early versions of the Diving Policy now presented for approval were developed by the Borough’s Council’s former Transport Engineer, George Harvey in conjunction with the Borough Council’s Health and Safety Manager, John Ashton. Following George Harvey’s retirement at the end of 2012, John Ashton has undertaken extensive consultation with Trades Union representatives and members of the Borough Council’s Health and Safety Co-Coordinators Group [HASCOG] on the policy.

3.3 The driving policy attached at Appendix 1 for approval has been “signed off” as an appropriate and fit-for-purpose document and framework by both HASCOG and the Borough Council’s Senior Management Team.

BRENT DAVIS
Council Driving Policy
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<td></td>
<td>b) Responsibility of any employee or contractor operating Council plant and</td>
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<tr>
<td></td>
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<td>Contractual questionnaire</td>
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<td>5</td>
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</tr>
<tr>
<td>6</td>
<td>Mileage Form</td>
</tr>
</tbody>
</table>
Introduction to the Driving Policy

1. Aim

The policy is designed to ensure that the Council and its employees comply with the legal requirements for driving on the road and operating vehicles.

2. Application/implementation

This applies to every employee who is expected to drive as part of their employment. Anyone who undertakes driving on behalf of the Council must be supplied with a copy of this policy.

This policy is introduced as part of the Council’s overall Health and Safety Policy and accordingly, failure to comply with its requirements could result in disciplinary action being taken against drivers and relevant Supervisors and Managers.

3. Application of this policy on external contractors

To ensure that the Council is protected under Health and Safety Regulations against liabilities of any external contractors, who must also comply with this policy by either adopting it, or having in place a similar policy of their own, which meets the required criteria. Any contractual questionnaire must include the questions in Appendix 4.

4. Definitions

Category A drivers.
Includes all employees (fulltime, part-time, temporary) who drive Council owned / hired / leased vehicles or vehicles in the control of NBBC.

Category B drivers
Includes all employees who drive their own vehicle, or a vehicle leased to them under the Council Leasing Scheme as part of their duties and receive mileage/petrol allowance of any sort.

Category C driver
Includes non-employees, (i.e. agency), or anyone outside of their employment who drive Council vehicles or any other vehicle on behalf of the Council.

Vehicle.
This means any vehicle, which requires the driver to have a current licence for the required type or class. Vehicle will also mean for example, ride on mower, footpath sweeper, tractor, dump truck, road roller etc.

Supervisor
Includes Line Manager.

Competent Person
A person who has sufficient knowledge and experience to perform an assessment of driving
ability relating to the class of vehicle to be driven and has attended a required Defensive Driver Training Course or equivalent.

**Defensive driving courses**
Includes Council approved driving course and as determined by Transport e.g. Defensive Driving Course and Minibus Driving Course etc.

5. **Policy**

- Where an employee who will be expected to drive as part of the duties, all job detail information must be used as part of recruitment, and must make reference to the relevant requirements of this policy, whether it be fleet or private vehicle.

- When recruiting employees who will be expected to drive as part of their duties, Service Managers, HR Officers must ensure that all aspects of the ‘checklist’ contained in Appendix 1 are confirmed.

- Suitable risk assessments shall be undertaken to identify risks to employees and control measures shall be introduced to minimise those risks wherever reasonably practicable.

- All Category A & C drivers must have signed a declaration (Appendix 2A & 2B) prior to driving any Council vehicle or hired in vehicle.

- Category A & C drivers must have an assessment by a competent person (see definition) of their driving ability prior to recruitment in the type of vehicle they will be expected to drive during their employment – including all aspects involved in manoeuvring the vehicle and use of any special equipment including trailers, if appropriate.

- All Category C drivers must successfully undertake a suitable driving assessment, prior to taking charge of a vehicle. A category C driver who is expected to be employed for over three months will be treated as Category A drivers and be subject to the “normal” new employee process.

- All Category A drivers must as soon as possible, but no later than 3 months into their employment, attend a Council's Defensive Driving Course and undertake Daily Vehicle Check training. A refresher Defensive Driving course must be completed every three years. Should it be evident that Category C drivers will be working for the Council for 3 months or more they will be treated as Category A drivers.

- (Failure to successfully pass the defensive training course after three referrals will require the driver to be suspended from driving vehicles and require management to agree a future course of action.)

- Each Service Unit must designate an officer to ensure that an up to date electronic copy of the register is kept of all Category A and C drivers identifying which types/class of vehicle they are authorised to drive. Any changes to the designated officer must be advised to the Transport Department immediately.
All statutory driving licences and other relevant documents, i.e. MOT and insurance, must be checked prior to employment and as specified thereafter (see Chart below) the approved electronic record of the inspection form must be maintained and a copy submitted as listed, or on request to the Transport Department.

Any personal data will be held in accordance with the Council’s Data Protection Policies.

<table>
<thead>
<tr>
<th>TYPE OF DRIVER</th>
<th>FREQUENCY OF INSPECTION</th>
<th>DOCUMENTS TO BE INSPECTED</th>
<th>Inspected By whom</th>
<th>RECORD DETAILS IN</th>
<th>RECORDS HELD BY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Category A</td>
<td>Every 4 Months</td>
<td>Driving licence</td>
<td>Line Manager or Designated Person</td>
<td>Personnel Records Record of inspection form</td>
<td>Transport Department</td>
</tr>
<tr>
<td></td>
<td>3 years</td>
<td>Defensive Driving training</td>
<td></td>
<td></td>
<td>Transport Department</td>
</tr>
<tr>
<td>Category B</td>
<td>Annually</td>
<td>Driving licence, MOT and business insurance</td>
<td>Line Manager</td>
<td>Personnel records section/ establishment record book</td>
<td>Line Manager</td>
</tr>
<tr>
<td>Category C</td>
<td>Prior to taking charge of vehicle, 4 monthly thereafter.</td>
<td>Driving licence</td>
<td>Line Manager or Designated Person</td>
<td>Record of inspection form Temporary employee record book</td>
<td>Transport Department</td>
</tr>
</tbody>
</table>

**DRIVING LICENCES**

- Although employees driving documentation will be checked on a regular basis, employees must inform their supervisor of any driving offence/conviction, or condition which could affect their ability to drive on Council business, as soon as possible.

- Where any driving offence/conviction results in a Category A driver losing their Driving Licence, the Supervisor/Manager must inform the HR Officer and the Transport Department that the employee is unable to drive and may have difficulty in fulfilling the requirements of their job description. Management action at this stage will be taken.

- If a category B driver loses their driving licence, the Supervisor or Manager in conjunction with the HR Officer should evaluate the circumstances and take appropriate action.

- The action taken on Category A or B driver will depend on the employees conditions of employment and the extent to which driving is an integral part of their job. For example, it is extremely difficult to find alternative employment for a professional driver, however, an employee who occasionally uses his/her own vehicle to infrequently visit establishments may be able to make alternative arrangements.
- It is the responsibility of the employee to ensure that their Driving licence Driver CPC and, if applicable their Tachograph Driver Card are current and valid for the role intended, failure to do so may result in disciplinary action being taken.

**VEHICLE ACCIDENT REPORTING**

- All employees who are expected to drive as part of their duties must be made aware of the accident/incident reporting procedure and be clearly instructed that they have a duty to inform their supervisor of all driving accidents or incidents which occur at work as soon as reasonably possible.

- Any accident or incident involving a third party or damage to any other vehicle, piece of plant, property or any other damage likely to lead to a claim being made against NBBC, must complete an accident form immediately they return to their Office or other NBBC location where they are based. Accident forms are available on Clip, from your Supervisor or from Transport.

- All employees involved in a driving accident whilst at work irrespective of seriousness will be subject to an interview by their Supervisor or Manager using the Post Accident Risk Management questionnaire (Appendix 6) as soon as is reasonably possible after the occurrence.

- All drivers who are involved in driving accidents/incidents at work, for which they are considered to be at fault, may be dealt with by their Manager using Disciplinary Procedures and/or placing them on an immediate refresher defensive driving training course or appropriately dealt with using the Managers discretion.

- If “at fault” driving accidents/incidents continue to happen involving the same individual, management action will be taken. Initially this will be retraining, then leading on to a formal evaluation of their driving ability, possibly leading to redeployment of the individual or other disciplinary action being taken as considered appropriate.

**Fitness to Drive**

**Alcohol and Drugs**

- The problems of driving whilst under the influence of alcohol/drugs/medication are documented and well known.

- This Driving Policy clearly re-affirms that employees must not drive whilst in excess of the legally permissible level of alcohol, under the influence of drugs or taking medication/treatment which may impair their driving ability.

- It is the Drivers responsibility to ensure that they arrive at work able to carry out their duties free of impairment from the drinking of alcohol, or the use of drugs prescribed or otherwise. If the driver is not free of impairment they must not be allowed to drive.

- Any driver who is suspected, on the balance of probability of being under the influence of any substance will be deemed as being unfit to work on that occasion, and is likely
to be suspended for that day. Management action will be required in all instances, this action is to be recorded and kept on the individuals personnel file.

- If any driver is suspected of being under the influence of alcohol the council may undertake a test to confirm if this is the case. The test will be undertaken at the Depot by a member of the Transport Team. If this is confirmed to be the case NBBC has a Duty of Care to the employee and as such will not send the driver home via their own vehicle until it is confirmed that it is safe to do so.

**Medication**

- Managers and Supervisors are advised to record, as part of any return to work interview, if the employee is taking any medication or receiving treatment, and if they can continue to drive. If there is any doubt Human Resources should be contacted for advice.

**General health awareness and tiredness**

An employee who develops a medical condition whilst in employment, which could be a risk factor whilst driving, should be referred to the Human Resources Department and will be advised on suitability to continue driving.

Some of the medical conditions considered are listed here:
- Cardiac conditions
- Mental Disorders
- Disorders of the Nervous system
  - Epilepsy
  - Stroke
  - Parkinson’s Disease
  - Multiple Sclerosis
  - Visual Disorders
  - Profound Deafness
  - Diabetes – Particular those who are Insulin dependant
  - Major injuries in particular, head injuries
  - Vertigo
  - Sleep apnoea

- Any driver who is suspected of being unfit to drive due to tiredness may be deemed as being unfit to drive on that occasion, and is likely to be given alternative duties for that day.

Drivers that are required to undertake regular medical checks at the age of 45 years and every 5 years thereafter up to the age of 65 years and then annually, will have this co-ordinated and subsidised by the Council.
6. **Visual acuity standards**

You must be able to read a standard size number plate (with glasses or corrective lenses if necessary) from 20.5 metres (67 feet) or 20 metres (65 feet) where narrower characters (50mm wide) are displayed. This requirement is specified in law and any person driving on a public highway who is unable to do this is guilty of an offence. The 'number plate test' may be self-administered, allowing you to keep a regular check on your visual ability. It is the responsibility of the license holder to ensure that the legal requirements are met and complied with. The number plate test may also be administered by a member of the Transport Team or Line Manager. Should an individual fail such a test, the individual will be suspended from driving until such time as the individual is seen by a qualified Optician, and their sight is deemed to be satisfactory, or they are in possession of corrective lenses.

All fleet drivers are required to receive a full eye examination by a qualified Optician every 2 years or when prescribed to ensure that they are able to satisfy the highways codes eye sight requirements (as described above), the cost of the eye examination will be met by the Council.

7. **Mobile telephones/radios/Sat Navs**

It is illegal to use a mobile phone in a vehicle at any time whilst the engine is running. This includes when stationary at traffic lights or when parked on or adjacent to roads when the engine is running. No NBBC employee should use a mobile phone whilst in a driving seat of a vehicle and the engine is running. The exceptions to this rule are:

- If your life is in danger and you need to contact the emergency services on 999 and to stop would be unsafe
- If the mobile phone can be activated totally hands free. To be totally hands free there must be no need to take either of your hands off the steering wheel. Such systems can be activated by voice or automatically cut in
- 2-way ‘press to talk’ radios

Although these can be used when driving it is important to consider if the road conditions are such that it is safe to do so, if for example the weather conditions are poor, traffic is heavy or in the vicinity of a school then cut the conversation short and find a safe place to stop and then phone the caller back. This should be reflected in your local risk assessment.

**Please Note:** although not illegal to use 2-way ‘press to talk’ radios, these should only be used when it is safe to do so

The use of a mobile device for reading and responding to e-mails is strictly prohibited whilst the vehicle engine is switched on.

It is acknowledged that Sat Navs are used widely and are accepted within NBBC, however please ensure that all journeys are planned prior to leaving your base, if there is a change of route or destination please find a safe place to stop and then re-route.
All Drivers should be aware that the existing law requiring drivers to be in proper control of their vehicle, or careless or dangerous driving laws can be applied to driving while using a hands free device or 2-way radio, if the police believe the nature of the driving warrants it.

If any employee is found to be in breach of the above either by NBBC or relevant Authority they will be subject to disciplinary procedures.

8. Taking vehicles home/Personal use

In some instances you will be allowed to take your NBBC vehicle home, such as for Call Out duties, or for other operational reasons. In these cases, you are required to record your journeys to and from home and work, and detail the dates and times etc. on the Mileage form (Appendix 7). You are not permitted to use the vehicle for anything other than NBBC business use, unless specific written permission is given to you by your Manager, this could be in the form of a letter, memorandum, e-mail or text message, in this instance you must be in possession of this written authority whilst driving the vehicle. Permission to use the vehicle in this way cannot be given retrospectively.

9. Carriage of Animals

The carriage of any animal is not permitted, unless the animal is constrained within a purpose built cage, which is contained and secured within the vehicle. Under no circumstances is a loose animal permitted within the driving compartment.

10. Monitoring and review

This policy will be regularly monitored and reviewed by the Health and Safety Co-ordinators Group and the Transport Department and as a minimum 12 months from agreement.

NB The Council expects all employees who drive as part of their duties to observe the requirements of the Highway Code
## RECRUITMENT – DRIVING DOCUMENTS CHECKLIST

### Questions 1-5 apply to all category A, B & C drivers

1. Name of employee
   
   Section

2. Does the employee have a driving licence? Yes/No

3. List the categories of vehicles the licence is valid for
   
   
   
   Please attach a photocopy of the actual licence to this form (2 parts if it is a photocard)

4. List any endorsements including offence, fine, points and date
   
   
   

5. Is the licence current? Yes/No

6. Driving Licence No. Expiry Date

### Questions 7-10 apply to category A & C driver only

7. Have the required declarations (See Section 5.3) been signed? Yes/No

8. Have you issued the employee with a copy of the Council’s Driving Policy? Yes/No

9. Have the assessment procedures in Section 5.4 been undertaken? Yes/No

10. Give details below of employees driving experience. Needs space

### Questions 11 - 12 applies to category B drivers only

11. Is the employee expected to use a private vehicle for Council business, does he/she have appropriate insurance cover? Yes/No

12. Does the vehicle concerned have a current MOT? Yes/No

   If yes, have you examined the current certificates? Yes/No

### Name of person completing

### Signature of Person completing:

### Date:

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Appendix 2a

**SIGNED DECLARATION (Category A & C Drivers)**

<table>
<thead>
<tr>
<th>Employees Name</th>
<th>Section</th>
<th>ID No.</th>
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I hold a current driving licence for the following type/class of vehicle and the address shown on the licence is my current address.

I have [ ] years experience in driving the above class of vehicle.

I confirm that as far as I am aware I am medically fit to drive, and that I will only use the vehicle for NBBC business use, unless I have written permission to do otherwise from my Manager.

I undertake to notify my employer of any significant change in my circumstances which affects my ability to drive. I also confirm that I have no pending prosecutions and have received no penalty points on my licence that I have not previously disclosed.

I declare that the above information is correct.

Signed ________________________________ Date ________________________________
Appendix 2b

RESPONSIBILITIES OF ANY EMPLOYEE OR CONTRACTOR OPERATING COUNCIL VEHICLES OR PLANT AND EQUIPMENT

This is to remind you of your responsibilities as an employee or contractor of Nuneaton & Bedworth Borough Council when operating any vehicle (including hired), on Council work.

The purpose of these duties is to ensure that both you and the Council fulfil its legal requirements in relation to the Council's Goods Vehicle Operator Licence and Health and Safety legislation.

The Operators Licence, which regulates the operation of all goods vehicles over 3500kg, has been granted to this Council in return for a number of general undertakings given to the Licensing Authority. The following duties listed form part of our undertakings to the Licensing Authority which fulfil the Operator's Licence and Health and Safety requirements, they must be adhered to at all times. Failure to fulfil these duties will put our Operators Licence at risk.

1. You must carry out the daily vehicle/plant checks (following those noted in your personal Daily Check and Defect Report book) before operating the vehicle or plant, and at the end of your working day. If you note any defects on your vehicle, plant or equipment, then you must record this in this book and forward it to Transport Services to action. Clear instructions on how to use this Report Book are contained in the inside cover. You are also required to return the completed book, upon completion of the last page. You will be issued with a new book immediately.

   Should you have any doubt as to the fitness of a vehicle or the piece of plants safety, this must be reported immediately, using the Daily Check and Defect Report book. This defect must examined, rectified or deemed to be safe, and then be signed off by a member of the Transport team prior to the vehicle or plant item being used again.

2. You must be aware of the Highway Code and abide by it at all times when driving and parking both on and off the public highway. All vehicles are to be parked in a safe, legal and considerate manner.

3. You are required to be the holder of a driving licence and a Driver CPC (if applicable), for the class of vehicle you are driving and you are required to present your driving licence to your Supervisor/Manager at any time upon request. Your licence will be checked at least twice per year and up to a maximum of four times per year if you are an LGV driver, and a declaration as to your health and your ability to drive will need to be signed at the time of this check. Failure to either produce the licence, or failure or refusal to sign the declaration by the due date will render you as unauthorised to drive a vehicle operated by NBBC. This may lead on to disciplinary action being taken against you.

4. Your continued employment as a driver depends upon you being the holder of the relevant licence for the class of vehicle that you are employed to drive. In the event of you being convicted of any offence which results in any penalty points being endorsed
upon your licence; irrespective of the type of vehicle the offence is committed in, you are to immediately notify your Supervisor/Manager, who will inform the Transport Department by E mail of the conviction on the same day. Also, if you understand that there is a likelihood that you will be charged with a motoring offence, or that you have an illness that affects your ability to operate any vehicle, plant or equipment, you are similarly required to immediately notify your Supervisor/Manager.

5. You must ensure that the vehicle is operated within its plated gross vehicle and axle weights. You must also ensure that, when loaded, the load is positioned or distributed evenly and securely (where applicable) so as not to endanger or cause injury to any person/s. As the driver it is your responsibility to ensure all loads be sheeted/netted/secured, so as not to allow the load to fall, or be blown off the vehicle.

6. You are required to comply with the European driving hour’s rules, or be under British Domestic Driving Regulations, OR be exempt from keeping records, this will have been made clear to you via your Supervisor and, or the Transport Department.

7. Drivers’ hours regulations are complex, but should you have any questions or queries concerning these please refer to a member of the Transport Team who holds the relevant professional membership. If you need to, then refer to the Transport Department. All duty time must be recorded on the tachograph chart, or card, or in the written record book if you are required to keep records of your duties. Any other work that you perform must also be declared, as it will normally be counted as part of the Working time Directive records. (Whether it is for NBBC, or any other concern).

8. You must hand in your EU and British Domestic driving records weekly (each Monday evening or first thing on the Tuesday morning of each week) to the Transport Department. Drivers under EU regulations must always retain the previous 4 week’s records plus one day. Drivers on non HGV vehicles are also required to fill in the Daily Driving Report Book. Transport will issue you with new charts, and or record books as required, upon receipt of your returned charts or books.

9. You must ensure that your vehicle is made available, when requested, for regular servicing/safety inspections, although a reasonable timeframe must be given (normally dealt with through supervisory personnel or directly with the Workshop Manager).

10. Vehicles can only be used for business being carried out on behalf of, or for, Nuneaton and Bedworth Borough Council. Any exception to this must be given in writing to the individual concerned, by the Manager of the Department. This Authorisation must clearly show the approved period of authorisation, and be carried at all times. This authorisation will be requested should a vehicle be found to be undertaking non authorised work. Using a vehicle without this explicit authority will be deemed as taking without consent. This will make the individual liable for prosecution, and for Disciplinary action being taken against them.

Please ensure that you fully understand your responsibilities and that you adhere to them at all times. Failure to do so will be deemed as a disciplinary offence, and the appropriate disciplinary action will be taken. If you have any queries, then please do not hesitate in contacting your Supervisor/Manager and/or the Transport Department.
You are required to acknowledge safe receipt of this memo by signing the tear off slip below and handing in to your Manager or Supervisor. A copy of this will be sent to the Transport Department for record purposes.

By signing this you are also confirming that you have read and understood the contents of this document.

----------------------------------------------------------------------------------------------------------------------------------------

I acknowledge receipt of the Council Driving Policy (Date:…………………), and confirm that I have read and understood the contents of this policy. Should I have any queries relating to the above I will contact my Supervisor/Manager.

Signed

Dated

Name (Block Capitals)

Employee No

Service Unit
# Appendix 3

## CONTRACTORS QUESTIONNAIRE

**Company Name:**

**Address:** ……………………………………………………………………………………………..
…………………………………………………………………………………………..
…………………………………………………………………………………………..
…………………………………………………………………………………………..

**Telephone Number:** ……………………………………………………………………………..

**Contact Name:** …………………………………………………………………………………

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<tbody>
<tr>
<td>1</td>
<td>The Council has adopted a Driving Policy, which aims to reduce the number of personal accidents and loss incidents and seeks to improve driving skills. Does your firm have a similar policy?</td>
<td>YES</td>
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<td></td>
<td></td>
<td>NO</td>
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<td>2</td>
<td>If the answer to question 1 is YES, please supply a copy of the policy.</td>
<td>Enclosed</td>
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<tr>
<td>3</td>
<td>If the answer to question 1 is NO, will your organisation undertake to comply with the Council’s Policy and ensure compliance by your employees and sub-contractors (if any)? Failure to do so may result in a review of the contract</td>
<td>YES</td>
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<td>NO</td>
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**Name:** …………………………………………………………………………………

**Signed:** …………………………………………………………………………………..**Date:** ………………………

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Individual Cabinet Member Decision - Health and Environment - 5th September 2013
## DRIVING POLICY
### SUMMARY OF RESPONSIBILITIES

#### Category A Drivers are required to:
- Sign a driving declaration.
- Undertake a pre-employment driving assessment.
- Attend defensive driving course and refresher course every 3 years – more frequently if personal accident rate is high.
- Provide driving documentation and other relevant documents for inspection as appropriate.
- Report to their supervisor/managers all accidents/incidents that happen at work.
- Inform the Council’s representative of any material change in their driving documentation or status where necessary surrender their driving permit if appropriate.
- Complete the Vehicle / Plant Daily Check & Defect Report Book, the Daily Driving Report Tachograph and British Domestic Hours Record Books as required.

#### Category B Drivers are required to:
- Provide driving documentation and other relevant documents for inspection as appropriate.
- Report to their supervisor/manager all accidents/incidents that happen at work.
- Inform their supervisor/manager of any change in circumstances regarding their driving documentation or status.
- Maintain adequate insurance to cover business use of the vehicle.
- Maintain their vehicle to a safe & legal standard and to have a current MOT and Tax disc at all times.

#### Category C Drivers are required to:
- Sign the driver declarations
- Take part in a driving assessment to successfully demonstrate their driving ability – and to partake in a re-test as necessary.
- Conform to Category A driver requirements as necessary.
- Report all accidents/incidents involving the vehicle or passengers.
- Inform the Council’s representative of any material change in their driving documentation or status.
- Complete the Vehicle / Plant Daily Check & Defect Report Book, the Daily Driving Report Tachograph and British Domestic Hours Record Books as required.

#### Service Managers/HR Officers are required to:
- Ensure the recruitment procedures are adhered to.
- Ensure personnel records and driving records etc. are maintained.
- Ensure all required employees attend the Council’s Defensive Driving Course.

#### Managers/Supervisors are required to:
- Check appropriate driving documentation.
- Take the necessary action when informed of driving convictions.
- Interview employees following driving accidents/incidents which occur at work and to take appropriate Management action where appropriate.
- Complete the Employee Return to Work form only the driver is fit to drive, and medication / treatments are not affecting their ability to drive.
- Take appropriate action if a driver is suspected of being under the influence of any substance which affects their ability to drive.
- Ensure compliance with record keeping and sign all required documents.
### POST ACCIDENT RISK MANAGEMENT - Interview Record

<table>
<thead>
<tr>
<th>Accident Date</th>
<th>Interview Date</th>
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<tbody>
<tr>
<td>Name</td>
<td>Service Unit</td>
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<tr>
<td>Your Vehicle Reg. No</td>
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<tr>
<td>Have you completed a Council Defensive Training Course?</td>
<td>Yes/No</td>
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<tr>
<td>What type of vehicle/plant were you driving?</td>
<td>LGV / LIGHT VAN / OTHER</td>
</tr>
</tbody>
</table>

**In your opinion**

**How did this particular accident happen?**

Answer

---

Could it have been avoided? Yes/No

If yes, tell us how

Answer

---

Have you learned anything from the accident? Yes/No

If yes, tell us what proposed actions you intend to take

Answer

---

Would further driver awareness training be helpful? Yes/No
Comments:

Employees signature ...........................................Date: ......................

Managers name: ..............................................Date ..........................

Managers Signature: ...........................................Date: .....................

Thank you for your help in completing this form, your co-operation will help us to improve our training programme.
### Appendix 6

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#### Week Commencing

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<td>Start Time (Home)</td>
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<td>Start Odometer (Home)</td>
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<td>Start Work (Place)</td>
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<td>Work end Odo.</td>
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<td>Work Finish Place</td>
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<td>Work Finish Time</td>
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<td>End Odo (home)</td>
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<td>End Time (home)</td>
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Drivers Signature

I ..(Name)...............................as (Position)..................................have examined the entries on this page:

Signature:..........................................................Name:........................................................