

RHONDDA CYNON TAF COUNCIL

**DRIVING ON COUNCIL BUSINESS
POLICY**

**Council Owned, Leased and Hired
Vehicles**

(Managing Work-Related Road Safety)

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1. INTRODUCTION

- 1.1 Driving for work is the most dangerous work activity that most people do. Around 25% of UK road collision fatalities involve vehicles being driven for work purposes.

The Council and its recognised Trade Unions are committed to reducing the risks that our employees face and create when driving for work. The aim is to reduce the numbers and severity of collisions in line with Government targets.

- 1.2 Health and safety law applies to all vehicles driven for work purposes. The aim of this policy is to establish arrangements to manage the risks of this work activity, to ensure that:

- Employees who 'drive in work' are qualified, insured and fit to drive
- All Council owned, leased and hired vehicles that are used for RCT Council business conform to law, are safe and properly maintained
- Managers assess and reduce the risks from driving

- 1.3 In these assessments, managers need to consider how the amount of driving can be reduced. This reduces our risks from driving, saves our resources, and is consistent with the Council's commitment to Climate Change.

2. POLICY STATEMENT

- 2.1 Rhondda Cynon Taf Council (the Council) and its recognised Trade Unions are committed to reducing the risk of work-related road traffic accidents. As an employer, the Council recognises its duty under the Road Traffic Act 1988 and the Health and Safety at Work etc. Act 1974 to ensure, as far as reasonably practicable, the health and safety of all employees while at work and to safeguard others who may be put at risk from its work activities. This duty extends to include work-related driving activities. The Management of Health and Safety at Work Regulations 1999 require employers to assess the risks to employees and others who may be affected by driving at work, and to put in place control measures to minimise such risks.

- 2.2 This policy applies to all Council employees who drive a Council owned, leased or hired vehicle to carry out Council business.

3. GENERAL PRINCIPLES

3.1 What is the purpose of this policy?

Implementation of this policy will ensure that risks associated with driving on Council business are properly managed.

3.2 Why does the Council have requirements relating to driving at work?

3.2.1 The Council has legal duties under the various Acts to ensure the safety of employees, the service users that we transport and other road users by ensuring that employees involved in driving on Council business meet their legal obligations.

3.2.2 The Council has a duty of care to all employees who are driving in work to undertake a business related activity. The vehicle used is regarded as a place of work.

3.2.3 If an employee drives negligently or drives a defective vehicle whilst on Council business, then the Council could be liable for criminal or civil action.

3.3 What the law says about driving for work

3.3.1 It is an offence to cause or permit anyone to drive a vehicle other than in accordance with a driving licence for that class of vehicle (Section 87 of the Road Traffic Act 1988). The Council could therefore be breaching this law if it fails to make reasonable checks that anybody driving on its behalf has a valid licence.

3.3.2 The Department of Transport explains this responsibility: "In the event of a worst-case scenario, where a fatal incident has occurred involving an employee without a valid licence, the employer would be required to provide evidence of the policies and procedures that are in place to try and prevent such an occurrence.

A poor policy or substandard implementation could lead to an element of responsibility falling on the company or its relevant managers/directors under Duty of Care obligations".

3.3.3 The best defence is, therefore, a robust and well-managed policy, which checks that all employees hold a valid licence and are eligible to drive the vehicles being used for Council business. Case law makes it clear that the employer's liability can be minimised where they can demonstrate robust policies regarding driving at work are in place.

- 3.3.4 The Road Traffic Act 1991 also requires employers to not cause or permit their employees to break any road traffic laws. For example, an employer could be liable if it can be proved that an unrealistic deadline had contributed to an employee breaking the speed limit when on Council business.
- 3.3.5 Employees driving on Council business are legally obliged under the Road Traffic Act to comply with the legal speed limits.
- 3.3.6 Whilst driving or in charge of a Council owned/leased/hired vehicle, you are reminded that:
- If you are told by a Police Officer or any other authorised person that you have committed a traffic offence (including a parking offence) you must report the matter to your line manager immediately.
- 3.3.7 If you are convicted of a driving offence you must report this to your line manager immediately.
- 3.3.8 If you are instructed by the police to produce vehicle documents for a Council vehicle, you must inform your line manager in order for copies to be obtained. You are responsible for producing these documents for police inspection.
- 3.3.9 A valid tax disc (road fund licence) must be displayed in the windscreen of your vehicle at all times.
- 3.3.10 If there is any loss of such a licence, or it is out of date, this must be reported immediately to your line manager.
- 3.3.11 The Council **will not** pay any fines incurred whilst driving on Council business.

4. WHAT ARE THE COUNCIL'S MAIN REQUIREMENTS?

- 4.1 In order to meet the requirements of the law (section 3 above), the Council has to ensure that employees who drive on Council business are competent, appropriately licensed and insured: **'It is an offence to cause or permit anyone to drive a motor vehicle unless that person holds a licence to drive such a vehicle'**.
- 4.2 Employees are required to provide information upon request to their employer about their driving licence (Section 172 of the Road Traffic Act). The term 'vehicle' in the context of this policy refers generally to cars, but may also include vans, minibuses, lorries, ride-on mowers, motorcycles, etc. This list is not exhaustive.

- Employees who drive specialist vehicles shall be competent by holding the relevant licence and/or qualification for that type of vehicle. Where specific nationally recognised standards are available, these will be adopted by the Council.
- Use of any vehicle when driven in relation to Council business is to be risk assessed by the manager in control of the activity.

5. PERSONAL AND BUSINESS USE

- 5.1 Personal use will be considered as any journey that is not undertaken to carry out Council duties.
- 5.2 The use of a Council vehicle for driving to/from an employee's normal place of work at the start/end of their shift, i.e. commuting, may also be considered personal use by HMRC.

However, this use will not be considered to be personal use by the Council where authorisation has been given for the employee to take the vehicle home in line with paragraphs 9.1 and 9.2 of this policy.

- 5.3 Personal use of any organisation's vehicle is generally a taxable benefit in kind and would be subject to tax contributions. The taxable value of a benefit depends on its type, although in usual circumstances the taxable and National Insurance Contribution value of a Council vehicle is based on the vehicle's list price and CO₂ emissions.
- 5.4 To avoid any tax complications around benefits in kind and additional personal insurance costs, **no Council owned vehicle is permitted to be used for personal use.**
- 5.5 Business use IS:
- Driving any vehicle owned, hired or leased by the Council
 - Driving any vehicle to attend a training course away from your normal place of work
 - Driving any vehicle to and from other offices, depots and sites away from your normal base for work purposes
 - Carrying service users
 - Any journey for which you would normally be able to claim a mileage allowance if using your own vehicle, including standby and callout from home.

- 5.6 Failure to comply with the managerial/employee requirements of this policy could result in the Council taking disciplinary action against the individual.

6. COUNCIL RESPONSIBILITIES

- 6.1 The Council will:

Assess the risks involved in their employees' use of the road for work, and put in place all reasonably practicable measures to manage those risks.

6.2 Assessing the risk

6.2.1 As with any other work activity, driving for work needs to be risk assessed. If the risks are significant, then measures are needed to reduce these risks.

6.2.2 Managers should satisfy themselves that:

- Drivers are sufficiently fit and healthy to drive safely and not put others at risk
- Vehicles are fit for the purpose for which they are being used
- Vehicles are maintained in a safe and roadworthy condition
- Journey routes are planned thoroughly to ensure the safest route appropriate for the type of vehicle undertaking the journey
- Work schedules are realistic
- Sufficient time is allowed to complete journeys safely
- Employees will not be put at risk from fatigue caused by excessive driving distances without taking appropriate breaks

- 6.3 Driving less is a key way to reduce risks. It will also save Council resources and reduce our impact upon the environment. It is also consistent with our commitment to significantly reduce greenhouse gas emissions from our own authority's operations. Managers should encourage employees to reduce the amount of driving for work purposes as far as is practicable.

7. **MANAGERS' RESPONSIBILITIES**

- 7.1 Ensure that a system for assessing the risks for all employees who drive for work is implemented and that all employees who drive for work understand their responsibilities as explained in this policy document.
- 7.2 Remind employees that they have a duty to comply with the Highway Code, and that they must never break speed limits.
- 7.3 Driving for work is often a 'lone working' activity. However, this need not be a problem, as long as the employee takes sensible precautions. Have you considered emergency situations? It may be appropriate for them to have first aid equipment and/or a mobile phone. Additionally, ensure that all Council owned vehicles are fitted with tracking devices.
- 7.4 Ensure that employees comply with the legal prohibition on using a hand-held telephone whilst driving.

See Appendix 1 – Health and Safety Guidance for Drivers.

- 7.5 Observe requirements to monitor and regulate driver hours and performance. Advice for employees can be obtained from Fleet Management on 01443 827700.
- 7.6 Periodically monitor and review the suitability and ability of employees to drive on Council business. Driving assessments can be carried out by the Fleet Management Driver/Training Co-ordinator. Please contact 01443 827700.
- 7.7 **Managers are responsible for implementing this procedure in their areas of control and MUST:**
- Raise any concerns about an employee's ability to drive, for example because of accident or illness, and refer to the Occupational Health Unit for advice. In the meantime, the employee should be taken off driving activities until you are satisfied as to their fitness to drive
 - Ensure that appropriate risk assessments are undertaken prior to transporting service users or carers
 - Ensure that work schedules include realistic times for travelling and necessary breaks
 - Ensure that the employee holds an appropriate current driving licence. **See Appendix 2 – Guidance for Managers: Licence and Insurance Documents and Appendix 3 – Driving Licence Categories**

- Check periodically (at least once per annum or in accordance with the frequency table in **Appendix 4 – Managers’ Licence Checklist**) that employees who drive on Council business have a current valid driving licence
- Retain the Licence Checklist for review by the Council’s Fleet Manager if necessary
- Ensure those employees who drive minibuses or other specialist vehicles are competent (appropriately trained and qualified)
- Keep records of specialist training or qualifications
- Be able to produce on request by the Fleet Manager evidence that the necessary checks have been made and associated records are being maintained appropriately
- Communicate all relevant corporate Health and Safety Policies e.g. Alcohol and Substance Misuse Policy, Smoking in the Workplace Policy, etc.

7.8 These standards should be applied to all employees who drive, whether they are full or part-time, temporary, agency, contract workers or volunteers.

8. EMPLOYEES’ RESPONSIBILITIES

- 8.1 ‘Employees’ in this instance will include all RCT Council staff, agency workers, elected Members, volunteers, temporary and casual staff, and should also be applied to individuals contracted to undertake Council business.
- 8.2 Employees have a responsibility not to put themselves and others at risk and to co-operate with the Council to ensure their own and others safety and to consider how their actions affect others.

You MUST

- Be familiar with and comply with the Highway Code and this Driving on Council Business Policy
- Hold the appropriate driving licence classification for the vehicle(s) being driven
- Present your driving licence on request
- Ensure that both yourself and any vehicles driven are compliant with legal requirements before driving on the public highway
- Carry out a ‘walk around safety check’ of the vehicle prior to use. Instruction/training in regard to this can be provided by Fleet Management

- Following the 'walk around safety check', complete the appropriate vehicle defect reporting form. If there is a defect on the vehicle, inform the supervisor so that appropriate action can be taken. If there is no defect, a signed 'nil defect' sheet should be returned. Instruction/training in regard to vehicle checks and defect reporting can be provided by Fleet Management
- Not drive an unsafe vehicle
- Ensure a current vehicle excise duty (road fund licence (RFL)) is displayed on the vehicle and report any lost or out of date RFL to your line manager
- Plan journeys and check weather forecasts to ensure adequate opportunity for rest breaks, if applicable, and/or extra time for poor conditions, such as bad weather
- Avoid driving continuously for more than 2 hours, after which a 15 minute break should be taken, except where covered by the EC Driver Hours Rules and UK Domestic Driver Hours Rules
- Fill out a log book/tachograph correctly for the journey. Instruction/training in regard to this can be provided by Fleet Management
- Ensure the safe loading of your vehicle (if applicable)
- Keep the vehicle clean and tidy at all times and ensure that number plates can be read, windows and mirrors are clean for employees' visibility and that the dashboard/windscreen area is kept free of all loose objects
- Refrain from eating or drinking whilst driving the vehicle
- Only use the vehicle on Council business and ensure that any passengers carried are also on Council business. Note that personal use of a Council vehicle and carrying persons that are not on Council business will not be covered by the Council's insurance. The vehicle must not be used for private purposes at any time
- Attend any specialist training identified as necessary for your role or type of vehicle being driven
- Follow the corporate policies designed for increasing safety whilst driving, such as those on alcohol and substance misuse and smoking, etc. **See Appendix 1 – Health and Safety Guidance for Drivers**
- Ensure that yourself and any passengers wear seat belts
See Appendix 5 – Seat Belt Legislation
- Report to your manager any medical condition that could affect your ability to drive or hold a licence
- Drive in a safe manner and within legal speed limits or to the speed dictated by conditions, or the speed dictated by the vehicle if it is fitted with a speed limiter, either of which might be less than the maximum limit

- Report to your manager all driving related penalties or convictions you receive. **Payment of any fine is the responsibility of the driver**
- Ensure that you are physically fit to drive
- Not drive whilst under the influence of alcohol or illegal substances. (Some over the counter medication can affect the ability to drive and you should check with the pharmacist or doctor if any medication being taken will affect your ability to drive safely). **See Appendix 1 – Health and Safety Guidance for Drivers**
- Have eye tests regularly and make sure that any corrective eyewear is worn
- Report any driving accidents while at work using the Council’s incident/accident reporting form. **See Appendix 1 – Health and Safety Guidance for Drivers**
- Be aware that fatigue will be more of a problem at certain times – there is an increased likelihood of falling asleep at the wheel in the early hours of the morning or in the afternoon (refer to LA Reyner and JA Horne study of 1998 – Falling asleep whilst driving: are drivers aware of prior sleepiness?)
- Stay calm and relaxed while driving and try to avoid situations that could lead to stress or road rage

8.3 A failure to comply with this guide could lead to disciplinary procedures being instigated against employees.

9. GARAGING AND STORAGE OF COUNCIL VEHICLES

- 9.1 All RCT Council vehicles must be garaged or parked overnight in Council premises or depots, except where authorisation has been given to do otherwise by the Fleet Manager or Head of Service.
- 9.2 Consideration for authorisation should only be given where one or more of the following criteria are met:
- The employee is on call/stand by
 - The employee has to carry tools and/or equipment for use in their work
 - The employee has to carry chemicals for use in their work
 - It is more economically/operationally efficient for the service for the vehicle to be taken home e.g. the employee is not reporting to their usual base but attending an alternative site direct from or to their home.
- 9.3 Vehicles parked overnight must be legally parked where they will not inconvenience the public or other road users. Parking problems should be reported to the line manager or Fleet Manager.

10. TRACKING DEVICES – USE AND PURPOSE

- 10.1 The Council has fitted GPS Tracking Devices in **all** its vehicles. It is anticipated that vehicle tracking will lead to considerable benefits and efficiencies, as outlined below.
- 10.2 The purpose of GPS tracking systems is to monitor all use of Council vehicles and to make fleet management more efficient and cost effective. This supports the Council in its duty of care to its employees and in its responsibility to manage the fleet of vehicles efficiently. This can be done by maximising fuel usage and providing safety and security for employees, especially in areas such as lone working.
- 10.3 The system allows a journey history to be recorded and stored for future analysis and review. For certain services within the Council, real time information regarding the location of both the employees and the vehicle is essential to effectively respond to service demands. This information can be viewed at any time and used to monitor locations, working times and distances covered.
- 10.4 Fleet tracking devices will enable the manager to effectively configure employees to provide an efficient and responsive service, which is often more critical when working outside of normal hours.
- Fleet tracking devices will also support the manager in fulfilling their responsibilities to safeguard employees that may be vulnerable or at risk due to lone working issues.
- 10.5 Vehicle tracking systems can help reduce running costs by specifically targeting those who speed and waste fuel, and also reduce accidents through targeted driver training. This system is enhanced by the use of the Driver ID Key Fob.
See Appendix 6 – Driver ID Key Fob Protocol and Declaration.
- 10.6 Vehicle tracking systems can ensure that employees and the Council are protected from false claims made by the public or other road users, leading to reduced 3rd party claims and lower insurance premiums for the Council.
- 10.7 Vehicle tracking can also reduce wear and tear on the vehicles, thus reducing maintenance costs.
- 10.8 Security of the vehicles will be enhanced as the whereabouts of the vehicle will be known at all times. Each vehicle will clearly display that a tracker has been fitted to deter against theft, but also to act as a reminder to employees that their driving performance, periods of inactivity and unauthorised private use outside of permitted hours and geographical boundaries can be monitored and recorded.

- 10.9 In cases where the employee has breached this Driving on Council Business Policy, the tracking device could be used as evidence to support additional driver training, or in serious cases or with continued non compliance, the initiation of disciplinary proceedings.
- 10.10 Real time information can be accessed by managers that require the support of tracking devices to respond to service demands. As such where a serious breach of this policy has occurred, the information from the tracking device may be used as supporting evidence if disciplinary action is considered necessary.

11. DRIVER TRAINING

- 11.1 Under this Driving on Council Business Policy, it is mandatory for anyone that meets the following criteria to be referred to the Driver Training Co-ordinator with a view to attending driver development training:
- Has 2 or more blameworthy collisions on Council business in a period of 12 months
 - Has 6 or more current valid points on their license
 - Is returning to driving duties following a period of disqualification
 - Has been shown to persistently speed or drive inefficiently
- 11.2 All training and assessments will support the individual's personal development and raise driving standards.
- 11.3 It is intended through the Driver Training Co-ordinator to develop initial induction training and assessment for all employees that drive Council Fleet vehicles (including non specialist vehicles). Specific driving plans and on-going training for specialist vehicles, as part of employees' continued professional development needs, will be identified, including the use of Reversing Assistants (Banksmen).

12. VEHICLE REVERSING AND THE USE OF REVERSING ASSISTANTS (BANKSMEN)

- 12.1 Nearly a quarter of all deaths involving vehicles at work occur while the vehicle is reversing. Many more accidents do not result in injury but cause costly damage to vehicles, equipment and premises. Most of these accidents happen at low speeds and could be prevented by taking some simple safety precautions.

- 12.2 Managers should look critically at how people can be put at risk and implement reasonable and practicable measures to reduce the risk of injury. Managers should consider where reversing can be avoided and, where this is not possible, how it can be done safely to reduce possible harm.
- 12.3 A Reversing Assistant should be used when needed to ensure safe reversing. The Reversing Assistant should be a designated person whose tasks are to keep the reversing area free of pedestrians and to support a safe vehicle manoeuvre.
- 12.4 Using Reversing Assistants to control reversing operations can put the Reversing Assistant in the potential danger area of a reversing vehicle. There must be a safe system of work that ensures the Reversing Assistant and driver are using standard signals, so that they are easily understood, and that the driver knows to stop the vehicle immediately if the Reversing Assistant disappears from view.
- 12.5 Both the Reversing Assistant and the driver should understand what signals are going to be used. A recommended system of signalling is given in **Appendix 7 – Vehicle Reversing and Reversing Assistant Signals**.
- 12.6 Reversing Assistants should be visible to drivers of reversing vehicles at all times and should stand in a safe position from which the reversing area can be seen clearly.
- 12.7 Reversing Assistants should wear high visibility clothing and ensure that their signals are seen clearly. If the driver loses sight of the person guiding the vehicle, they should stop immediately.
- 12.8 Managers should make sure all employees are adequately trained: identify all the people who are involved with the reversing of vehicles and take into account their capabilities when allocating tasks and deciding what training they should be given.
- 12.9 Employees should be trained and competent to operate their vehicles safely. They may need different types of licences and training and special training may be required to deal with specific hazards, such as vision problems with particular vehicles.

13. FUELLING OF COUNCIL VEHICLES

- 13.1 All Council owned/hired/leased vehicles should be provided with a vehicle fuel key and, whenever possible, fuel should be obtained from Council fuel sites. **See Appendix 8 – Fuel Site Addresses.**

- 13.2 If an employee is unable to fuel at a Council fuel site, then fuel should be purchased using a Corporate Purchasing card (P-card, available from Corporate Procurement Department, Ty Bronwydd, Porth). The use of these cards should be kept to a minimum and only used in exceptional circumstances.
- 13.3 Payments against any purchasing card should be authorised by the line manager. Employees should not use petty cash accounts or claim fuel costs on the Council's e-expenses form.
- 13.4 If you have any vehicles in your service that do not have a vehicle fuel key allocated, please contact Fleet Management on 01443 827756/7 to make the necessary arrangements.
- 13.5 All employees who use fuel in your services should also be issued with a personal fuel key and this must be used in conjunction with the vehicle fuel key whenever they draw fuel. Please contact Fleet Management to arrange for personal or vehicle fuel keys where appropriate.
- 13.6 Master fuel keys may be held by the users' service manager/supervisor for emergency use. These could be of a personal or vehicle type. Use of a master key should be for exceptional circumstances only and a log of each occasion it is used must be kept by the manager/supervisor authorising the use of the master key. A pro-forma has previously been supplied for this purpose.
- 13.7 Any lost/stolen keys of any type must be reported to Fleet Management immediately.
- 13.8 Any obsolete/unwanted keys of any type should be returned to Fleet Management immediately for cancellation.

HEALTH AND SAFETY GUIDANCE FOR DRIVERS

Driving and Mobile Phones

As from 1 December 2003, under the Road Vehicle (Construction and Use) Regulations 1986 (as amended), the use of hand held mobile phones whilst driving is banned.

Therefore whilst driving on a public highway:

- You must not use a hand held mobile phone
- If you receive a call on your hand held mobile phone you must not answer it, but park in a safe place and switch the engine off before using it – a hard shoulder is not a safe place and must only be used in an emergency

Employees who use hand held mobile phones whilst driving could be subject to the following punishment:

- If you accept a fixed penalty: 3 points and a £60 fine
- If you go to court: 3 points, a maximum fine of £1000 for car drivers or £2500 for lorry or bus drivers. Disqualification is also a discretionary option available to the courts
- If the offence takes you to 12 points under the totting up rules: you face disqualification (the points remain valid for totting up purposes for 3 years, staying on your licence and record for 4 years)
- If you get 6 points on your licence within two years of passing your first qualification test: your licence will be revoked and you will need to re-sit your test
- If you are involved in an accident whilst using a mobile phone: you may face more serious charges, such as dangerous or careless driving

Employees should also note that penalty points mean higher insurance.

Exemptions to a ban

These include:

- Hands-free phones, which use fixed speakers and are either wired into the vehicle or plugged into a unit, such as a cradle
- Two way radio microphones, e.g. those used in the refuse fleet
- Microphones used by coach and bus drivers to make emergency announcements
- Receiving data from a hand held phone that is switched on as long as the driver is not holding the phone

Hands-Free Phones

Although the use of hands-free phones is exempt from the ban, they can still distract a driver's attention. Therefore:

- If you receive a call, tell the caller you are driving and keep the conversation brief
- If the call needs to be continued, find a safe place to stop

At all times the responsibility for the safe control of the vehicle rests with the driver. Therefore even with hands-free phones, if convicted of careless or dangerous driving, penalties include unlimited fines, disqualification and up to two years imprisonment.

Rest Breaks and Driving Hours

All employees who are covered by the EC Driver Hours Rules and UK Domestic Driver Hours Rules must adhere to them at all times.

For other employees, the following guidelines are considered to be good practice:

- A maximum of 8 hours driving in any working day
- A maximum of 2 hours continuous driving without a break or 100 miles, whichever comes first, after which at least a 15 minute break should be taken
- A maximum of a 12 hour working day, including breaks, when it involves up to 8 hours of driving

Smoking in the Workplace and Alcohol and Substance Misuse Policies

All employees are reminded of their obligations in respect of the above Council Policies when driving on Council business, in particular:

- Smoking in the Workplace Policy HS18 – paragraph 2
- Alcohol and Substance Misuse Policy HS17 – paragraph 1.6

For further information on Council health and safety issues, please contact the Health and Safety Adviser, Human Resources, Tŷ Elai, Dinas Isaf Industrial Estate, Williamstown, CF40 1NY (Tel No. 01443 425536).

Involved in a Vehicle Incident or Accident

These steps should be followed if you are involved in an accident:

- You must stop and exchange details with any third parties involved.
This is a legal requirement
- If you think you were deliberately hit, don't stop, don't go home, keep calm and continue driving until you come to a busy place (a police, fire or ambulance station or garage forecourt) and ask for assistance. If you are afraid to get out of your vehicle on arrival, simply sound your horn and flash your lights repeatedly, you will quickly draw attention to yourself
- If you are involved in an incident resulting in someone being injured, or if you are unable to exchange particulars with the third party, you must inform the police within 24 hours
- Give your name, and the name and address of the Council department for which you work, the registration number of the vehicle and insurance details to anyone having reasonable grounds to require them
- No statements admitting fault or liability should be made to third parties
- The police should be given all reasonable assistance
- You should obtain the name and address of the owner/driver of the other vehicle(s) involved, along with the registration number(s), and the name(s) of their insurers
- You should obtain the names and addresses of any independent witnesses
- If the police are involved, you should obtain the Police Officer's name, number and station
- Inform your manager and complete the Council's incident/accident form. Try to show in a sketch, details of width of road, position of vehicles involved and of any traffic, skid marks, positions of road signs, traffic islands, turnings, etc.

GUIDANCE FOR MANAGERS: LICENCE AND INSURANCE DOCUMENTS

Driving Licence

What to look for on a driving licence?

Useful information about driving licence categories and codes can be found in **Appendix 3**, or on the Internet at the DVLA drivers' homepage www.dvla.gov.uk.

The checks to make:

1. Only inspect the original licence, never accept a photocopy. Licences from EU countries should be in the same format as the UK. If the licence is from outside the EU or you are unsure, refer to the Road Safety Unit for help.
2. Holders of photo cards must produce **both** the photo card and the paper counterpart. The details on the photo card and paper counterpart must match.
3. The style of print should be the same for all the driver's details and entitlements. If the licence has been tampered with, the font may be different.
4. Hold the (paper) licence up to the light to check for the "DVLA" watermark repeated in rows throughout.
5. A paper licence must be signed in ink by the holder. On a photo card licence and its counterpart the holder's signature and photograph are copied on electronically.
6. The licence must show the holder's correct name and address. The licence normally remains valid until the day before the holder's 70th birthday. Photo cards must be renewed every 10 years.
7. The second digit of the holder's unique driver number must be 0 or 1 for a man and 5 or 6 for a woman. The driver number is shown in the following format:

A	B	C	D
DRIVE	512185	YT	9ME

A = First 5 characters of surname. If the surname is less than 5 characters the figure 9 will be added to the gaps (e.g. MAN99).

B = First and last numbers are the year of birth. Second and third numbers are the month of birth. (Note: in the case of female licence holders, '5' is added to the second digit, meaning that the second digit will be 5 or 6). The fourth and fifth digits are the day of the month of birth.

C = The first two initials of forenames. If the holder has only one initial then the second character will be a '9'.

D = Computer check digits.

The Driver number is followed by an Issue number. It changes each time a licence is issued to the holder. This is to help prevent fraud, such as trying to conceal an endorsement or disqualification. If the issue number has changed since the last check was made, the employee should be asked why it has changed, e.g. a change of address.

8. Make sure the entitlement is correct for the type of vehicle to be driven. For example, Category D1 = Minibuses.

Note the FULL entitlements shown on the back of the card licence. Refer to **Appendix 3** for the table of vehicle licences categories.

Changes from 1st January 1997 mean that drivers passing a car test are restricted to vehicles with up to 8 seats and a maximum weight of 3.5 tonnes until they pass extra driving tests to get entitlement for larger vehicles.

Types of licence

Four formats of driving licence issued in this country are valid:

1. **Photo cards with a paper counterpart.** All licences issued since July 1999 by DVLA are in this format. Provisional licence photo cards are **green**. Full licences issued after passing a driving test have a **pink photo card**. Both have a **pink and green paper counterpart**. Full entitlements are shown on the back of the pink photo card; provisional entitlements and endorsements appear on the paper counterpart.
2. **Pink and green** EC model format full paper licences were issued from June 1990 to June 1999. Of these, the early ones had text descriptions of vehicle categories; later ones had small drawings to represent them. Full entitlements appear in the pink section; endorsements and provisional entitlements are in the green section.
3. **All - Pink** EC model format full paper licences were issued from January 1986 to June 1990. Entitlements are shown as Groups.
4. **All - Green** paper licences were issued from the mid - 1970's until January 1986, but continued to be issued to provisional-only holders until photo cards were introduced.

The licence must be signed by the holder to be valid (Refer to **Appendix 4 – Managers' Licence Checklist**).

DRIVING LICENCE CATEGORIES**Motorcycles**

Description	Category (1990-)	Old Group or Class (pre-1990)	Minimum Age
Mopeds with an engine capacity not exceeding 50cc and a maximum design speed not exceeding 50km/h	P	E	16
Light motorcycles with a cubic capacity not exceeding 125cc and a power output not exceeding 11kW (14.6bhp)	A1	D	17
Motorcycles up to 25kW(33bhp) and a power to weight ratio not exceeding 0.16kW/kg. Motorcycle combination with a power to weight ratio not exceeding 0.16kW/kg	A	D	17
Any size motorcycle with or without a sidecar	A	D	21*
*Age 21 if the rider passed the test for large motorcycles as part of the Direct Access scheme, or two years from the date of test pass if the rider passed the test on a standard A motorcycle (power output up to 25 kW (33bhp) or a power to weight ratio not exceeding 0.16kW/kg.)			

Three or four wheeled light vehicles

Description	Category (1990-)	Old Group or Class (pre-1990)	Minimum Age
Motor tricycles/quadracycles, three or four wheeled vehicles with an unladen weight not exceeding 550kg.	B1	C&J	17*
* Age 16 if you are currently getting Disability Living Allowance at the higher rate (mobility component).			

Cars with and without trailers

Description	Category (1990-)	Old Group or Class (pre-1990)	Minimum Age
Motor vehicles with a MAM (maximum authorised mass) not exceeding 3500kg having not more than eight passenger seats with a trailer up to 750kg. Combinations of towing vehicles in category B and a trailer, where the MAM of the combination does not exceed 3500kg and the MAM of the trailer does not exceed the unladen mass of the towing vehicle	B	A	17*
As cars, but with automatic transmission.	B	A	17*
Combinations of vehicles consisting of a vehicle in category B and a trailer, where the combination does not come within category B.	B&E	A	17
*Age 16 if you are currently getting Disability Living Allowance at the higher rate (mobility component).			

Medium sized vehicles with or without trailers

Description	Category (1990-)	Old Group or Class (pre-1990)	Minimum Age
Vehicles between 3500kg and 7500kg with a trailer up to 750kg	C1	A	18*
Combinations of vehicles where the towing vehicle is in subcategory C1 and its trailer has a MAM of over 750kg, provided that the MAM of the combination thus formed does not exceed 12000kg and the MAM of the trailer does not exceed the unladen mass of the towing vehicle. (If you passed your category B test prior to 01.01.1997, you will be restricted to a total weight not more than 8250kg)	C1+E	A	21*
*Age 18 if combination weight is under 7500kg.			

Large vehicles with or without trailers

Description	Category (1990-)	Old Group or Class (pre-1990)	Minimum Age
Vehicles over 3500kg with a trailer up to 750kg	C	HGV 2 or 3	21*
Vehicles over 3500kg with a trailer over 750kg	C+E	HGV 1	21*
*Age 17 if member of armed forces			
*Age 18 if member of the young drivers scheme			

Minibuses with or without trailers

Description	Category (1990-)	Old Group or Class (pre-1990)	Minimum Age
Vehicles with between nine and sixteen passenger seats with a trailer up to 750kg	D1	A	21*
Combinations of vehicles where the towing vehicle is in subcategory D1 and its trailer has a MAM of over 750kg, provided that the MAM of the combination thus formed does not exceed 12000kg, and the MAM of the trailer does not exceed the unladen mass of the towing vehicle	D1+E	A	21*
* Age 17 if a member of the armed forces			
* Age 18			
a) while learning to drive or taking a passenger carrying vehicle (PCV) test			
b) after passing a PCV test when:			
<ul style="list-style-type: none"> • driving on a regular service where the route does not exceed 50km • driving a PCV constructed to carry no more than 16 passengers • the vehicle is operated under a public service vehicle (PSV) operator's licence or permit 			
c) not engaged in the carriage of passengers			

Buses with or without trailers

Description	Category (1990-)	Old Group or Class (pre-1990)	Minimum Age
Any bus with more than eight passenger seats with a trailer up to 750kg	D	PSV 3	21*
Any bus with more than eight passenger seats with a trailer over 750kg	D+E	PSV 1 or 2	21
*Age 17 if member of armed forces			
*Age 18			
a) while learning to drive or taking a passenger carrying vehicle (PCV) test			
b) after passing a PCV test when:			
<ul style="list-style-type: none"> • driving on a regular service where the route does not exceed 50km • driving a PCV constructed to carry no more than 16 passengers • the vehicle is operated under a public service vehicle (PSV) operator's licence or permit 			
c) not engaged in the carriage of passengers			

Other categories

Description	Category (1990 -)	Old Group or Class (pre-age 1990)	Minimum Age
Agricultural tractors	F	F	17*
Road-rollers	G	G	21**
Tracked vehicles	H	H	21
Mowing machine or vehicle controlled by a pedestrian	K	K	16
Mopeds	P	E	16
*Age 16 for tractors less than 2.45m wide – they must only pull trailers less than 2.45m wide with two wheels, or four close-coupled			
**Age 17 for small road-rollers with metal or hard rollers – they must not be steam powered, weigh more than 11.69 tonnes or be made for carrying loads			

Driving licence information codes

The licence may include information codes which indicate what (if any) restrictions your driving entitlement is subject to.

A list of the full descriptions of the information codes which appear on your driving licence can be found below.

Code	Description
01	eyesight correction
02	hearing/communication aid
10	modified transmission
15	modified clutch
20	modified braking systems
25	modified accelerator systems
30	combined braking and accelerator systems
35	modified control layouts
40	modified steering
42	modified rear - view mirror(s)
43	modified driving seats
44	modifications to motorcycles
45	motorcycle only with sidecar
70	exchange of licence
71	duplicate of licence
78	restricted to vehicles with automatic transmission
79	restricted to vehicles in conformity with the specifications stated in brackets
101	not for hire or reward
102	drawbar trailers only
103	subject to certificate of competence
105	not more than 5.5m long
106	restricted to vehicles with automatic transmission
107	not more than 8250kg
108	subject to minimum age requirements
110	limited to invalid carriages
111	limited to 16 passenger seats
113	limited to 16 passenger seats except for automatics
114	with any special controls required for safe driving
115	organ donor
118	start date is for earliest entitlement
119	weight limit does not apply
120	complies with health standard for category D1
121	restricted to conditions specified in the Secretary of State's notice
122	valid on successful completion: Basic Moped Training Course

MANAGERS' LICENCE CHECKLIST

CONFIDENTIAL

Rhondda Cynon Taf Council Driving Licence Inspection

(Checklist to be completed for each licence inspected)

In completing this form and supplying the documents requested, you are consenting to checks being made by the Council to ensure that its employees are carrying out their duties safely and lawfully. You will be asked to complete this form at least every 12 months. However, any changes to either your driving licence, MOT or motor insurance in between must be reported immediately to your line manager and a new form completed.

Driver's name _____
Date of check _____
Establishment/School _____
Pay Number _____

(Refer to Appendix 2 for guidance)

✓ as appropriate

1. Original licence seen, not a photocopy.
(If licence is from outside EU, refer to the Fleet Management Officer)
2. If photo card, must see paper counterpart too, details must match.
3. 'Basic' style of print consistent for all of driver's details.
4. Serial number and DVLA watermark repeated throughout document.
5. Licence signed in ink by holder (paper-only licences).
6. Name and address details correct.
7. Note Driver number here.
8. Current full entitlement held for type of vehicle to be driven
Note FULL entitlements shown on back of (photo card) licence.
9. Endorsements: note total of penalty points currently in force.

Refer to the Fleet Manager if driver has 7 or more penalty points or disqualification.

DECLARATION

I certify that I have read and understand this Driving on Council Business Policy and agree to comply with the terms of the policy and understand that serious breaches may lead to disciplinary action being taken.

I also confirm that the information that I have provided (driving licence) is correct and I understand that failure to provide accurate information may lead to disciplinary action being taken.

Your full name:

Your signature:

Date:/...../.....

For completion by your line manager

I have seen the employee's driving licence.

Signature of line manager:

Date:/...../.....

Full name:

Post title:

When completed this form is to be retained by your line manager and a copy forwarded to the Council's Fleet Manager.

Penalty Points	Action Required
0 to 6	Annual Licence Inspection
7 to 11	Minimum 6 monthly inspections, formal notification to Council's Fleet Manager for risk assessments regarding competency to drive on Council business. (This may include the need for an independent Driver Assessment.)

SEAT BELT LEGISLATION

From 18 September 2006 in cars, vans and goods vehicles			
	Front seat	Rear seat	Who is responsible?
Driver	Seat belt MUST be worn if available.		Driver
Child up to 3 years*	Correct child restraint MUST be used*.	Correct child restraint MUST be used*. If one is not available in a taxi, may travel unrestrained.	Driver
Child from 3rd birthday up to 1.35 metres in height (approx 4ft 5ins) or 12th birthday, whichever they reach first	Correct child restraint MUST be used*.	<p>Where seat belts fitted, correct child restraint MUST be used*. Must use adult belt if the correct child restraint is not available:</p> <ul style="list-style-type: none"> - in a licensed taxi/private hire vehicle; or - for a short distance for reason of unexpected necessity; or - two occupied child restraints prevent fitment of a third. <p>A child 3 and over may travel unrestrained in the rear seat of a vehicle if seat belts are not available.</p>	Driver
Child over 1.35 metres in height (approx 4ft 5ins) or 12 or 13 years	Seat belt MUST be worn if available.	Seat belt MUST be worn if available.	Driver
Adult passengers (i.e. 14 years and over)	Seat belt MUST be worn if available.	Seat belt MUST be worn if available.	Passenger

In addition, the revised regulations also say that rear-facing baby seats MUST NOT be used in a seat protected by a frontal air-bag unless the air-bag has been deactivated manually or automatically.

* Children under 3 years **MUST** use the child restraint appropriate for their weight in all cars, vans and other goods vehicles, with the single exception for the rear of taxis. They cannot travel otherwise. This means for example that they may not travel in cars, vans or goods vehicles which do not have seat belts installed.

Child's weight and approximate age:

Group 0 and Group 0+: up to 10 kgs or 13kgs respectively (birth to 9-12 months)

A rearward-facing seat which can be used in the front or rear of the car. **You MUST NOT use a rear-facing baby seat in a passenger seat fitted with an active front airbag.**

Group I: 9 - 18kgs (9 months to 4 years)

A forward-facing seat which can be used in the front or rear of the car. These sometimes have a choice of upright and reclined positions. **DO NOT use on a passenger seat fitted with an active front airbag unless your vehicle manufacturer confirms it is safe. Check the vehicle handbook.**

Group II: 15 - 25kgs (4 to 6 years) or 15 kgs and upwards (to 36 kgs)

A forward-facing seat or booster which can be used in the front or rear of the car. The booster seat lifts the child and positions the adult lap and diagonal seatbelt correctly. **DO NOT use on a passenger seat fitted with an active front airbag unless your vehicle manufacturer confirms it is safe. Check the vehicle handbook.**

Group III: 22 - 36kgs (6 years and up)

A forward-facing seat or booster which can be used in the front or rear of the car. The booster seat lifts the child and positions the adult lap and diagonal seatbelt correctly. **DO NOT use on a passenger seat fitted with an active front airbag unless your vehicle manufacturer confirms it is safe. Check the vehicle handbook.**

RCT DRIVER ID KEY FOB PROTOCOL AND DECLARATION

1. Overview

- 1.1 The purpose of utilising vehicle tracking technology is to improve efficiency and service delivery to our customers through the effective use of technological developments. Tracking our vehicles will enable Fleet to demonstrate a responsible attitude to the management of assets and resources, and reduce carbon emissions and cost by reducing vehicle journeys.
- 1.2 Fleet will contribute to the Council's environmental policy by using tracking to reduce travelling by identifying unnecessary journeys or wasteful practices, such as vehicle idling, thereby reducing fuel usage and exhaust emissions.

2. Fleet Vehicle Use

- 2.1 For the purpose of probity, vehicles **must not** be used for any other reason other than in the execution of Council business.
- 2.2 The vehicle **cannot and must not be** used for private business. Use of a vehicle for personal use could be deemed as gross misconduct and as such will be classed as misuse of Council vehicles.
- 2.3 Further guidance on vehicle use is provided elsewhere in this policy.

3. Health and Safety

- 3.1 Vehicles fitted with panic alarms can be used to give increased protection to a lone worker in that it will respond to potential emergency situations by allowing the lone worker to press one button (panic button) to call for help.
- 3.2 We will develop systems that allow us to pinpoint any incident to relay to the emergency services.
- 3.3 Management are aware that the fitting of a tracking device may cause stress or concern to some and every effort will be made to overcome their fears of the new technology through training.

4. Immobiliser/Buzzer Use

- 4.1 All tracked vehicles will have engine immobilisers fitted. These should only be deactivated by the use of the Driver ID key fob.

- 4.2 Unauthorised 'jump-starting' of a vehicle is prohibited (the tracker system records usage data irrespective of how the vehicle starts).

5. Driver ID Key Fobs

- 5.1 Vehicles fitted with a Driver ID key fob can only be started by using that key fob. The ID key fob is personalised to each employee and must not be shared with other employees. It will be the employee's responsibility to prove that they were not the driver of a vehicle in the event of any traffic violations or traffic incident if their Driver ID key fob is in use at that time.
- 5.2 The Driver ID key fob will also only allow vehicles that the employee has been authorised to drive to be started, e.g. the employee must have had Council clearance and hold a LGV licence in order to drive a LGV.
- 5.3 Tampering with the Driver ID key fob will be clearly identifiable both in the cab and on the screen. The Driver ID key fob continues to record even when attempts have been made to deactivate the system. Deliberate attempts to disable the Driver ID key fob or the tracking device will lead to disciplinary action.

6. Compliance

- 6.1 Aid the authority in compliance with its duties under Section 172 of the Road Traffic Act 1988 in being able to demonstrate the ability to record who is driving any particular vehicle at any given time.
- 6.2 Under Section 172 of the Road Traffic Act 1988, we have a duty to provide information that leads to the identification of an employee who has allegedly committed a road traffic offence (speeding etc).

7. Driving Licence Checks and Control

- 7.1 The functionality contained within the vehicle tracking system enables the current driver register to be underpinned by recording licence categories of employees within the calibration of the individual driver identification key, which will assist in ensuring that drivers can only start vehicles for which they have the appropriate licence category.

8. Operating Procedures and Protocols

- 8.1 Operating procedures and, where appropriate, protocols for the use of the vehicle 'Tracker' system will be produced and made available under following categories:

- Driver ID Key Fob Request
- Licence Categories
- Controls of Driver ID Key Fobs for Pool Vehicle Use
- Issue of Driver ID Key Fobs
- Section 172 Requirements and Declaration
- Vehicle Immobiliser/Buzzer use
- Tracker Panic Button Use
- Emergency Protocol
- Out of Hours protocol
- Request for Information
- Request for Change

9. Driver ID Key Fob Request

9.1 Requests for the issue of a Driver's ID key fob must be made to the respective issuing officer, using the attached Request Form (Appendix 6A1), and must include:

- The employee's name and pay number
- The employee's valid driving licence categories
- A copy of the employee's driving licence (both parts)
- Emergency contact details for 2 of the employee's daytime line management
- Authorisation by a 4th tier manager or above
- The user section financial code to charge the key cost

9.2 Generic Driver ID key fobs for pool vehicle use can be issued where drivers of tracked vehicles are occasional users. For the purposes of the protocol, occasional user is defined as less than once a week.

9.3 Generic ID key fobs for pool vehicle use must be requested using the same Request Form and will be issued to the user section's nominated transport controller, under generic descriptions (e.g. "Refuse HGV Driver ID Pool key fob").

9.4 This nominated transport controller will be required to sign the Section 172 Declaration (Appendix 6B1).

9.5 Generic Driver ID key fobs issued to approved Fleet Vehicle Repair sub-contractors will be subject to the same controls and requirements.

9.6 It is the user section's responsibility to immediately advise the issuing officer if there are any changes to the driver's line management contacts.

- 9.7 The initial supply of a Driver ID key fob or Generic Driver ID key fob for pool vehicle use requires the driver or nominated transport controller to sign their acceptance of the relevant key fob and associated responsibilities with regards to its use (Appendix 6C1).

10. Licence Categories

- 10.1 The Driver ID key fob Request Form requires the valid driving licence categories. A key benefit of the tracker system is the reduction of risk by restricting employees from starting vehicles they are not entitled to drive.
- 10.2 Individual Driver ID key fobs will be encrypted with the individual's licence categories.
- 10.3 For Generic Driver ID key fobs for pool vehicles the category encryption will be determined by the issuing officer in consideration of the user's fleet requirements.
- 10.4 Exceptions to these category restrictions must be justified in writing to the Fleet Manager.
- 10.5 Key fobs will not be issued without prior receipt of the valid information on the individual's permitted licence categories.

11. Control of Generic Driver ID Key Fobs for Pool Vehicles

- 11.1 Nominated transport controllers must maintain an Issue Log for each instance of Generic Driver ID key fob use, and proactively manage the key fob(s).
- 11.2 Users of a Generic Driver ID key fob must sign the Log on issue and return of the Generic Driver ID key fob.

12. Section 172 Requirements and Declaration

- 12.1 Section 172 of the Road Traffic Act 1988 establishes a duty on the authority to provide information that leads to the identification of a driver who has allegedly committed a road traffic offence.
- 12.2 The issue, and acceptance, of Drivers' ID and Generic Driver ID key fobs imposes responsibilities and conditions of use on users. The activities recorded by the tracker system and/or Issue Logs may be used if the authority is required to discharge its duty under Section 172.

Subsection (2) states

“Where the driver of a vehicle is alleged to be guilty of an offence to whom this section applies –

- *(a) the person keeping the vehicle shall give such information as to the identity of the driver as he may be required to give by or on behalf of a chief officer of police, and*
- *(b) any other person shall if required as stated above give any information which it is in his power to give and may lead to identification of the driver”*

Failure to provide this information is covered by Subsections 3 and 4.

- The breach of this duty may lead to 6 penalty points for the employee concerned and the courts are likely to take into account ‘reasonable diligence’ in identifying the driver
- This clearly has implications and is a clear benefit of the tracker system in particular

13. Change Requests

- 13.1 Changes to information held on the vehicle tracking system, whether it relates to details on the Driver ID key fob or the vehicle itself, will only be undertaken upon authorisation of a Request for Change form.
- 13.2 Change requests will be given a unique reference number for audit purposes and to verify that appropriate authorisation has been received.
- 13.3 All change requests must be submitted to the Fleet Manager and authorised by the appropriate Senior User/3rd Tier Manager in the relevant service unit.
- 13.4 The use of change requests will help to ensure that the integrity of the system information is maintained.

CORPORATE TRACKING SYSTEM
DRIVER ID KEY FOB REQUEST FORM

To Be Completed by Requesting Employee:

DRIVER'S NAME	
DRIVER'S PAY NUMBER	
DRIVER'S DEPT/SECTION	
DRIVER'S DRIVING LICENCE CATEGORIES	
EMERGENCY CONTACT DETAILS 1	NAME : PHONE NO. :
EMERGENCY CONTACT DETAILS 2	NAME : PHONE NO. :
SECTION GL CODE FOR KEY CHARGE	
AUTHORISED BY (4TH TIER +)	NAME :

For Office Use Only:

KEY FOB NUMBER	
DATE	

CORPORATE TRACKING SYSTEM

POOL VEHICLE CONTROLLER SECTION 172 DECLARATION

To be completed by nominated transport controllers prior to issue of Generic Driver ID Key Fobs for pool vehicle use or issue of a sub-contractor's Driver ID Key Fob.

DRIVER ID KEY FOB NUMBER	
USER DEPT/SECTION/COMPANY	
NAME OF NOMINATED CONTROLLER	

Section 172 Road Traffic Act 1988

(1) *This section applies —*

(a) *to any offence under the preceding provisions of this Act except —*

(i) *an offence under Part V, or*

(ii) *an offence under section 13, 16, 51(2), 61(4), 67(9), 68(4), 96 or 117, and to an offence under section 178 of this Act,*

- *(b) to any offence under sections 25, 26, 27 and 45 of the [1988 c. 53.] Road Traffic Offenders Act 1988, and*
- *(c) to any offence against any other enactment relating to the use of vehicles on roads.*

(2) *Where the driver of a vehicle is alleged to be guilty of an offence to which this section applies —*

- *(a) the person keeping the vehicle shall give such information as to the identity of the driver as he may be required to give by or on behalf of a chief officer of police, and*
- *(b) any other person shall if required as stated above give any information which it is in his power to give and may lead to identification of the driver.*
In this subsection references to the driver of a vehicle include references to the person riding a cycle.

(3) *A person who fails to comply with the requirement of subsection (2)(a) above is guilty of an offence unless he shows to the satisfaction of the court that he did not know and could not with reasonable diligence have ascertained who the driver of the vehicle or, as the case may be, the rider of the cycle was.*

(4) *A person who fails to comply with the requirement of subsection (2)(b) above is guilty of an offence.*

DECLARATION :

I, the undersigned, have read and understand Section 172 of the Road Traffic Act 1988 and undertake to maintain records of the users of the Generic Driver ID Key Fob for pool vehicle use and/or sub-contractor Driver ID Key Fob issued to me.

SIGNED :

DATE :

CORPORATE TRACKING SYSTEM

DRIVER ID KEY FOB RESPONSIBILITIES

To be completed by driver or nominated transport controller prior to issue of Driver ID Key Fob.

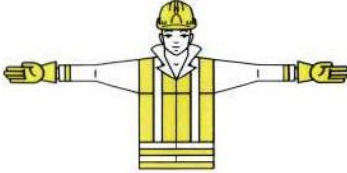





1. THE ISSUED DRIVER ID KEY FOB IS THE SOLE RESPONSIBILITY OF THE DESIGNATED USER.
2. THE DRIVER ID KEY FOB IS NOT TO BE LEFT WITH ANY VEHICLE OR LENT TO ANYONE ELSE AS THE ACTIVITIES RECORDED AGAINST ITS USE WILL BE DEEMED TO BE THE DESIGNATED USER'S.
3. IF THE DRIVER ID KEY FOB IS LOST OR STOLEN, IT MUST BE REPORTED IMMEDIATELY TO LINE MANAGEMENT AND THE RESPECTIVE ISSUING OFFICER.
4. REPLACEMENT KEY FOBS WILL BE CHARGED TO THE SECTION AT £15 EACH.
5. IF THE DESIGNATED USER LEAVES THE AUTHORITY OR CHANGES SECTION, THE KEY FOB MUST BE RETURNED TO LINE MANAGEMENT.
6. VEHICLE TRACKER EQUIPMENT IS NOT BE INTERFERED WITH UNDER ANY CIRCUMSTANCES.

DECLARATION:

I, the undersigned, have read, understand and accept the responsibilities attached to the use of the Driver ID Key Fob.

DRIVER ID KEY FOB NUMBER	
DRIVER NAME	
DRIVER SIGNATURE	
DATE	

VEHICLE REVERSING AND REVERSING ASSISTANT SIGNALS

<i>Meaning</i>	<i>Description</i>	<i>Illustration</i>
<i>A. General signals</i>		
<p>START Attention Start of Command</p>	<p>both arms are extended horizontally with the palms facing forwards.</p>	
<p>STOP Interruption End of movement</p>	<p>the right arm points upwards with the palm facing forwards.</p>	
<p>END of the operation</p>	<p>both hands are clasped at chest height.</p>	
<i>B. Vertical Movements</i>		
<p>RAISE</p>	<p>the right arm points upwards with the palm facing forward and slowly makes a circle.</p>	
<p>LOWER</p>	<p>the right arm points downwards with the palm facing inwards and slowly makes a circle.</p>	
<p>VERTICAL DISTANCE</p>	<p>the hands indicate the relevant distance.</p>	

Meaning

Description

Illustration

C. Horizontal movements

MOVE FORWARDS

both arms are bent with the palms facing upwards, and the forearms make slow movements towards the body.



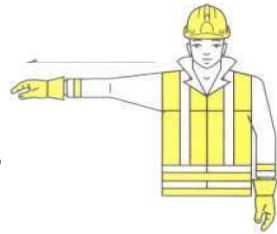
MOVE BACKWARDS

both arms are bent with the palms facing downwards, and the forearms make slow movements away from the body.



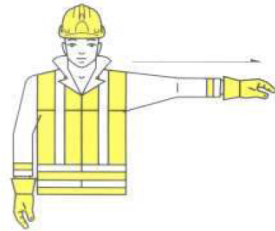
RIGHT
to the signalman

the right arm is extended more or less horizontally with the palm facing downwards and slowly makes small movements to the right.



LEFT
to the signalman

the left arm is extended more or less horizontally with the palm facing downwards and slowly makes small movements to the left.



HORIZONTAL DISTANCE

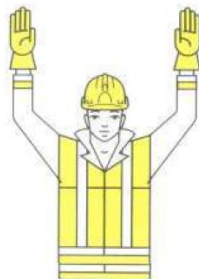
the hands indicate the relevant distance.



D. Danger

DANGER
Emergency stop

both arms point upwards with the palms facing forwards.



QUICK

all movements faster.

SLOW

all movements slower.

COUNCIL FUEL SITE ADDRESSES

Unit B23, Taff Falls Road, Treforest Industrial Estate, Treforest, Pontypridd,
CF37 5TT

Highways Depot, The Basin, Abercynon, CF45 4RR

Unit H3/H4, Coedcae Lane Ind. Est., Pontyclun, CF72 8HL

Dinas Depot, Cymer Road, Dinas, Porth, CF39 9BT

Tir Ergyd Yard, Merthyr Road, Llwydcoed, Aberdare, CF44 0BX