

## Policy title: Fleet Policy



### Policy Control

<b>Policy reference:</b>	NS14
<b>Title of Policy:</b>	Fleet Policy
<b>Version:</b>	1.0
<b>Directorate / Departmental ownership:</b>	Sustainability and Environment/Fleet
<b>Officer responsible:</b>	Peter Whyte
<b>Date of ratification:</b>	07/10/24
<b>Review date:</b>	07/10/28
<b>Equality screening and Rural Needs Impact Assessment completed by:</b>	Peter Whyte
<b>Equality screening and Rural Needs Impact Assessment date:</b>	04/09/24
<b>Location where document is held and referenced:</b>	Responsible Department <input checked="" type="checkbox"/>
	Corporate Policy repository <input checked="" type="checkbox"/>

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#### 1. Title of policy

## **2. Statement**

NMDDC endorses the Fleet Policy as a key component in ensuring that all the Council's driving activities are organised safely and efficiently and in compliance with the Council's obligations with regard to its Goods Vehicle Operator Licence (issued under the Goods Vehicles (Licensing of Operators) Act (Northern Ireland)) and other relevant statutory legislation.

## **3. Aim**

The aims of the Fleet Policy are:

- to ensure that driving activities within the Council are conducted in a legal, considerate and responsible manner that minimises risk to its staff members and the public;
- to ensure that the needs of Council services, in relation to fleet and driving, are met in an efficient manner;
- to provide a high quality fleet maintenance service, providing staff with vehicles that are in a roadworthy condition
- To develop and maintain all necessary records and training requirements in support of this policy.
- to ensure that the Council's statutory obligations in relation to fleet, in particular the obligations of the Goods Vehicle Operator Licence, are met.

## **4. Scope**

This policy will apply to all Council staff members who either drive a vehicle in relation to Council business or are involved in the transport of goods, by road, for the Council.

## **5. Related policies and legislation**

- Fleet Procedure
- Drivers' Handbook
- Vehicle inspection and Defect Reporting Procedure
- Driver's Hours Procedure
- Good Repute Procedure
- Notifiable Incidents Procedure
- Driver Document Check Procedure
- Goods Vehicles (Licensing of Operators) Act (Northern Ireland) 2010
- Health and Safety at Work Order 1978
- Management of Health and Safety Regulations 1992
- Provision and Use of Work Equipment Regulations (PUWER) 1998
- Road Traffic Act 1988
- Road Safety Act 2006
- Highway Code (NI)
- Roads Vehicles (Construction and Use) Regulations 1984
- EU Drivers Hours Rules (Regulations (EC)561/2006)
- NI Domestic Rules - Vehicles (Drivers Hours of Duty) Regulations (NI) 1991
- Road Transport Working Time Regulations 2005

- Vehicle Drivers (Certificate of Professional Competence) Regulations 2007

## 6. Definitions

- Vehicles – Council owned “fleet” vehicles (including leased or hire vehicles)
- Grey Fleet – Personal vehicles that are used on Council business

## 7. Department and Officer responsible

Directorate / Department	<b>Sustainability and Environment/Fleet</b>
Officer(s) responsible for developing the policy	<b>Head of Fleet</b>

## 8. Policy approval process

<b>Meeting</b>	<b>Date</b>
<i>CMT</i>	<i>05/09/2024</i>
<i>SMT</i>	<i>10/09/2024</i>
<i>S&amp;E Committee</i>	<i>18/09/2024</i>
<i>Monthly Council Meeting</i>	<i>07/10/2024</i>

## 9. Review Date

The policy will be reviewed in line with the Council’s agreed policy review cycle i.e. every 4 years (as per Council’s Equality Scheme commitment 4.31), or sooner to ensure it remains reflective of legislative developments.

## 10. Procedures and arrangements for monitoring the implementation and impact of the policy

A procedure has been developed to support the Fleet Policy. KPI’s have been identified for the Fleet section and performance against these indicators is reported on a monthly basis to the Operator Licence Working Group.

## 11. Equality Screening

*This policy has been screened and found:*

- 1. Not be subject to an EQIA (with no mitigating measures required)*

## **12. Rural Needs Impact Assessment**

The Fleet Policy has been subject to a rural needs impact assessment.