



## **Brixham Town Council Driving Policy**

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## **General Information**

### **1.1 Introduction**

This guidance is for drivers to help staff be more aware of both Brixham Town Council's (hereafter referred to as the Council) and staff member's own responsibilities whilst driving on behalf of the Council.

### **1.2 Licence to drive**

To drive Council owned vehicles all staff must provide on an annual basis the following information to the Town Clerk:

1. Valid driving licence
2. Copy of Counterpart licence information. (See Appendix D)
3. A completed Driver's Declaration Form (See Appendix A)

To drive a privately owned vehicle on Council business staff must provide on an annual basis the following information to the Town Clerk:

1. Valid driving licence
2. Copy of Counterpart licence information. (See Appendix D)
3. A completed Driver's Declaration Form (See Appendix A)
4. Insurance documentation to provide proof of business cover
5. Valid MOT certificate

There is an obligation on drivers to provide full details of endorsement, driving penalties including bans and custodial sentences as soon as they come into effect. Failure to do so will result in an immediate driving suspension.

A driver returning from a driving ban may be asked to re-train (at the driver's own cost) or may be prohibited from driving on Council Business.

### **1.3 Driving Standards & Techniques**

Drivers are representing the Council when on its business and should act appropriately and professionally, driving in a careful and considerate manner always, obeying traffic regulations and keeping within speed limits.

It is an offence to drive whilst under the influence of drugs or alcohol, with an excess of 35 Micrograms per 100 millilitres of breath. To avoid doubt the Council does NOT permit driving whilst under the influence of any drugs or alcohol.

It is illegal to drive using handheld phones or similar devices. The Council does NOT permit the use of mobile devices when driving and discourages the use of hands-free calling. Drivers are advised to pull over, where it is safe to do so, before using a mobile device.

All vehicles are designated as smoke free areas, in that they are a place of work. This ban applies to all passengers.

Drivers are liable for all parking fines or driving fines, penalty notices, endorsements including all legal actions taken against them and as a result of a failure to observe guidance at point 1.4 Drivers who use their own vehicles on Council business do so entirely at their own risk.

### **1.4 Monitoring Driving Licences**

The risk associated with poor driving practices will be classified using a 'Traffic Light System'- up to and including 6 penalty points on a driver's licence as GREEN, 6 –9 points as AMBER and over 9 points as RED.

GREEN risk drivers will not be required to have any additional driver training to drive on Council business

AMBER risk drivers will be required to undergo additional monitoring and may require additional training. The Town Clerk will determine if the driver can and should continue to drive on Council business. A National Driver Offender Retraining Scheme course may be required to undertaken at drivers own cost. Drivers must provide evidence of booking or attending a National Driver

Offender Retraining Scheme course must be provided within 30 days or will result in the suspension of driving duties.

AMBER risk drivers may drive their own cars on business but cannot take any passengers when on Council business.

RED risk drivers will not be allowed to drive on Council business if they receive a ban or custodial sentence related to a driving offence.

Drivers receiving in excess of 9 points will NOT be able to drive on Council business unless they have the written permission of the Town Clerk.

Red risk drivers may drive their own vehicles but cannot take any passengers when on Council business.

### **1.5 Guidance – in the event of an accident/incident**

If a driver is involved or accused of being involved in an accident or incident, they are under NO circumstances recommended to admit liability or for causing any damage.

All accidents and incidents involving persons, vehicles, property when travelling on Council business, regardless of the vehicle being used, must be reported to the Town Clerk on return to the Council offices.

For guidance, the Drivers Legal Obligations are to:

- STOP
- CALL THE EMERGENCY SERVICES
  - PHONE 999 if someone is injured or dangerous situation or if the situation is likely to worsen (i.e. fuel leak)
- PROVIDE INFORMATION – if requested by any person having reasonable grounds to do so.
- TAKE DETAILS – of any other vehicle, driver or third parties including their names, addresses (employer's address and

contact), vehicle details including make, model, colour and registration mark; their insurance details and importantly the names and addresses of any witnesses.

- TAKE PHOTOS – where possible.

## **Section 2 – Driving a Council Vehicle**

### **2.1 Responsibilities**

#### **Council Responsibilities**

The Council has a duty to provide vehicles that are fit for purpose, in reasonable condition, legal and roadworthy. The driver is obliged to assist the Council in this matter by alerting the Council to any issues, shortfalls and maintenance requirements that impact the Council's responsibilities.

The Council has a duty to ensure drivers are suitably trained to use the vehicle and any equipment fitted to it. The driver is obliged to comply with any request for documentation and to carry out relevant training to assist the Council in its duties.

#### **Drivers Responsibilities**

All drivers should:

- Carry out basic checks for roadworthiness to any vehicle they use before use. (See Appendix E)
- Ensure all users wear seatbelts in the correct manner.
- Ensure there is NO smoking, consumption of alcohol or drugs in the vehicle.

The driver should always park the vehicle in a safe parking place and protect the integrity of the vehicle when locked and left.

On returning a vehicle the driver should:

- Ensure there is a reasonable level of fuel in the vehicle.
- Return the vehicle in a clean and tidy condition, removing all rubbish.
- Complete the Vehicle Usage Record (See Appendix F)
- Report any accidents, incidents, damage or concerns regarding the vehicle to the Town Clerk.

Drivers who are reported (for example by a third party) to have driven in a dangerous manner will be investigated (by witness or tracking information) may have their 'right to drive' and/or may be required to undertake a National Driver Offender Retraining Scheme course at their own cost.

## **2.2 Vehicle Checks**

The driver must satisfy themselves that the vehicle is fit for purpose and roadworthy prior to use. The driver is responsible for reporting all defects and damage by completing an Incident Reporting Form (See Appendix B).

The responsibility rest with the driver, as it does in law, to carry out basic checks before driving on a public highway. These checks must be carried out in accordance with the Vehicle Checklist (See Appendix E).

## **2.3 Insurance**

A copy of the Council's current insurance certificate is available in Appendix C.

Only authorised passengers are insured in Council vehicles. This defined as anyone who is being driven in connection with the Policy Holder's (The Council's) business.

## **2.4 Breakdown**

All vehicles have breakdown cover which includes roadside assistance. Contact details held in the vehicle or the main office.

## **2.5 Vehicle Security**

All vehicles must have their windows and doors secured when leaving unattended.

Vehicles must be parked in a recognised and secure parking space unless undertaking works where reasonable precautions in relation to Road Traffic Laws and referral to Chapter 8 if required.

## **Section 3 - Privately Owned Vehicles**

### **3.1 Using a privately owned vehicle on Council business**

All staff members required to drive on Council business will be required to submit ANNUALLY a copy of:

- A valid driving licence.
- Driving licence information (See Appendix D)
- A copy of MOT certificate
- A completed Driver's Declaration Form (See Appendix A)

Any changes to information, e.g. failed MOT, or incurring penalty points should be notified to the Town Clerk without fail and as soon as possible.

Each driver is required to complete a Driver's Declaration Form (Appendix A) prior to claiming mileage. A separate form must be completed for each registration used.

Drivers are responsible for all vehicle costs incurred, including insurance, repairs and maintenance including fair wear and tear, excess payments, fines, etc.

All staff must ensure their vehicle is fully maintained and serviced and in safe and roadworthy condition when driving on Council business. It is recommended that regular vehicle safety checks are carried out prior to each trip in line with the Councils Vehicle Checklist (See Appendix E).

Drivers are reminded they are obliged to meet the requirements of this Policy under Section 1.4 Driving Techniques and Standards.

## Appendix A

### Driver Declaration Form

For Staff wishing to use privately owned vehicles on Council business

Note: Completion of this form is a prerequisite of claiming business mileage on Expenses

Please use CAPITAL letters:			
Name:			
Vehicle Registration Number:			
Vehicle Make:		Model:	Colour:
		*Delete as appropriate	For use by Council
1	Have you been convicted of any motoring offence during the last five years or had your licence suspended during the last ten years, or is any prosecution pending?	Y/N	
2	Do you suffer from any physical, mental or medical impairment?	Y/N	
3	I confirm my vehicle has a valid MOT certificate	Y/N	Date of expiry of MOT
4	I confirm my vehicle will be covered by a valid Road Fund Licence.	Y/N	Date of expiry of RFL
5	I agree to maintain my vehicle in a roadworthy condition	Y/N	
6	I am fully aware that using mobile devices whilst driving <b>is prohibited</b>	Y/N	
7	I agree to notify the Town Clerk of any endorsements to my licence or if I receive a ban	Y/N	
By signing below, I agree to present my MOT certificate along with proof of a valid Road Fund Licence on an annual basis. I agree to allow the Council to access information from the DVLA pertinent to my ability to drive a privately owned vehicle on Council business.			
Signed:		Date:	

## Appendix B

### Accident and Incident Report Form

Name of Driver:
Accident or Incident Date:
Registration Number:
Vehicle Make & Model:

<b>Third Party Details</b> (Other driver involved)	<b>Other vehicles involved</b>
Name:	Name:
Address:	Address:
Tel:	Tel:
Insurance details provided:	Registration:
	Make/Model & Colour:
	Insurance details provided:
Description of third-party driver:	Name:
	Address:
	Tel:
	Registration:
	Make/Model & Colour:
How details were obtained:	Insurance details provided:

Accident/Incident Date:

Accident/Incident Time:

Accident/Incident Location Description:

(include road name, closest house number, adjacent landmarks/buildings etc.)

Please draw a map on the reverse of this form as an aide.

Additional Information

What speed was your vehicle travelling?

Please give an estimated speed of the Third Party's vehicle:

What were the weather conditions?

What were the road conditions?

What were the traffic conditions?

What lights/signals were being shown by vehicles involved?

Write a detailed account of the circumstances leading up to the accident/incident:

Liability:

Was there any conversation between you and any third parties? If so, what was said?

Have you supplied a statement to the police or anyone else relating to this accident/incident?

Witness Details:

Name:

Address:

Phone Number:

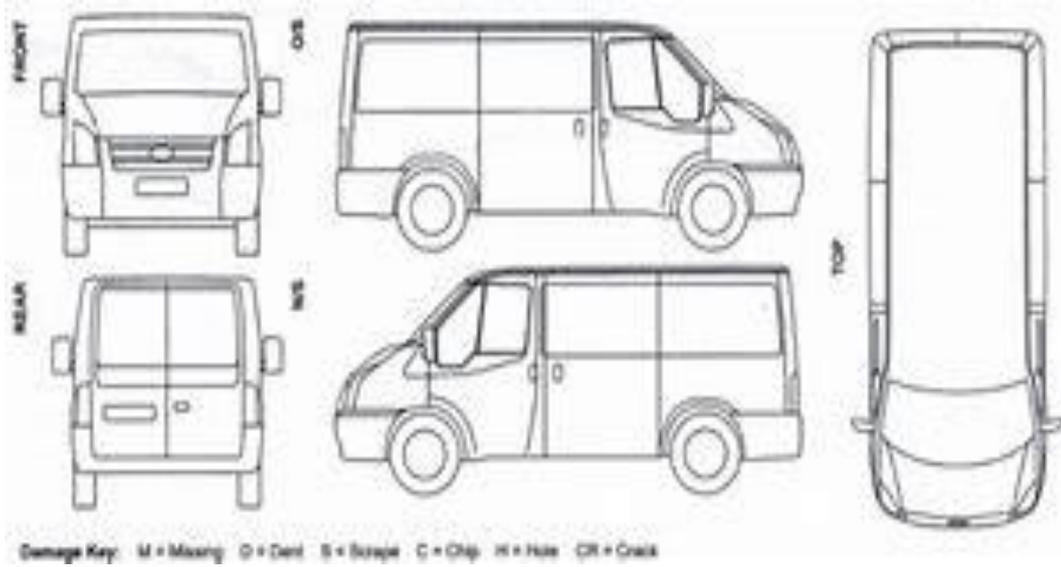
Where did they view the accident/incident from?

Is the witness known to any party involved? If so, in what capacity?

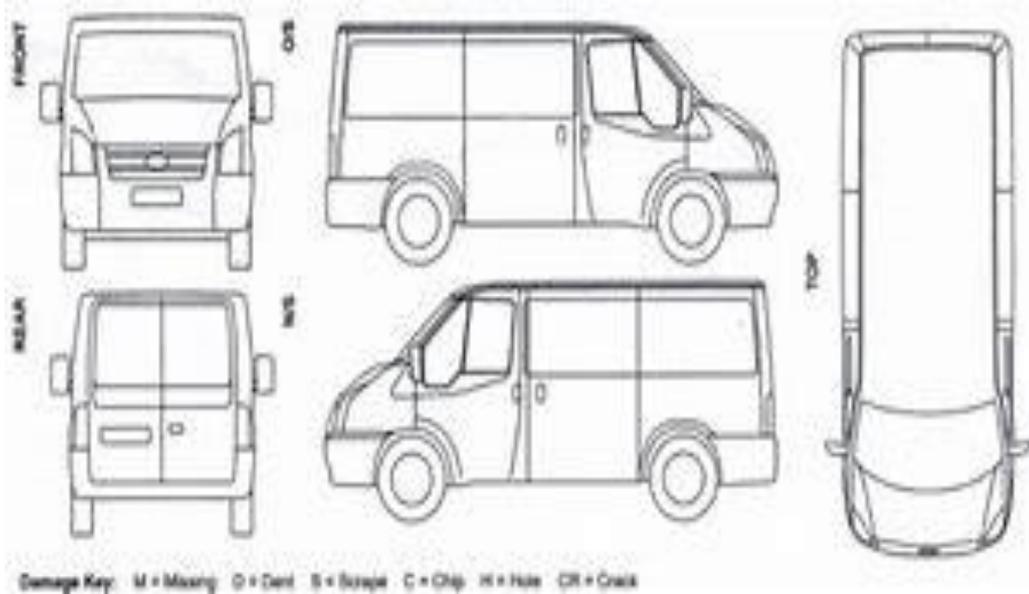
**\*additional witnesses' details can be added to the reverse of this form.**

Damage to your vehicle:

Please indicate where the damage is to your vehicle (note or mark any pre-existing damage).



Please indicate damage to the third party's vehicle:



Injuries:

Please indicate –

Any injuries to you or passengers?

Any obvious injuries to the third party or passengers?

Were any of the third parties under 18 years of age?

Did any emergency services attend the scene?

Was their windscreen impacted/shattered?

Were seat belts being worn by you and passengers?

Was any damage caused to street furniture?

## Appendix C - Copy of Council Vehicle Insurance



P1167958000024-1/2  
Brixham Town Council  
Brixham Town Hall  
New Road  
Brixham  
Devon  
TQ5 8TA

### Confirmation of Renewal

www.cornishmutual.co.uk  
**01872 277151**  
AskUs@cornishmutual.co.uk

18 April 2019



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**Member Reference Number: 639447**

### Your Commercial Vehicle Insurance Policy – Confirmation of Renewal

<b>Policy Type:</b>	Commercial Vehicle Insurance
<b>Policy Number:</b>	GV04194A
<b>Duration of Policy:</b>	From 19 April 2019 to 18 April 2020
<b>No Claims Discount*:</b>	2 Years
<b>Premium:</b>	£641.64 including Insurance Premium Tax at 12%
<b>Payment Plan:</b>	Annual (One Payment In Full)

\* The No Claims Discount may be reduced or lost entirely if a claim is made or arises before the renewal date of the policy.

#### Important

Please check that the details on your Certificate of Motor Insurance are correct.

#### Confirmation of Renewal

It is confirmed that this Policy has been renewed for one year from the renewal date. Any premium shown or any amount shown as payable takes account, where applicable, of Insurance Premium Tax.

#### Change of Vehicle

If you replace the insured vehicle you must obtain a Cover Note or a new Certificate of Insurance before you take possession of the replacement vehicle.

#### Cancellation or Transfer of Interest

If you dispose of the insured vehicle without replacing it you may cancel the policy by writing to us and returning the Certificate of insurance.



The Cornish Mutual Assurance Co Ltd  
CMA House, Newham Road, Newham, Truro TR1 2SU  
Tel 01872 277151  
www.cornishmutual.co.uk  
Registered in England No 78768

639447

Authorised by the Prudential Regulation Authority and Regulated by the Financial Conduct Authority and the Prudential Regulation Authority  
To help us improve our service, calls to our office and mobile phones may be recorded and monitored

GV04194A

Commercial Vehicle Manually Renewed

## Appendix D

### Obtaining Driving Licence Information

**GOV.UK** View your driving licence information

We welcome your [feedback](#) to help us improve this service

### Enter details

You should only use this service to view or share your own driving licence.

Use a different service if you want to [check someone else's driving licence information](#).

**Your driving licence number**  
Example: MORGA657054SM9IJ

[Where to find your driving licence number](#)

**Your National Insurance number**  
Example: QQ123456C

[Where to find your National Insurance Number](#)

**Postcode**  
Example: EH1 9SP

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To access this service online, details from your DVLA record and your National Insurance number will be shared with other government departments (HMRC and DWP) to check your identity, as described in our [privacy policy](#).

I would like to use this service and understand that my data will be shared as explained above.

I agree

[View now](#)

Don't know your driving licence number? [Search for your licence using your personal details](#).  
Alternatively, you can return to the [Start Now](#) page.

1. Log on to the website. Click link: <https://www.gov.uk/view-driving-licence>

2. Click 'Start now'

3. Complete the information requested, i.e. Driving Licence Number; National Insurance number and postcode.

4. Mark 'I agree' box.

5. Click 'View now' green button.

6. A new view is now open. 4 tabs are presented at the top. Click the last tab 'Get your check code'

7. This provides an access code valid for 21 days.

8. Save and print information as a PDF and provide a copy to the Town Clerk.

**Appendix E**

**Vehicle Checklist**



**Vehicle Weekly Safety Checklist**

**Make: Citroen      Model: Nemo      Registration: YY15 URM**

*Please tick boxes if serviceable; if not cross box and make a comment.*

<b>Do NOT operate vehicle if an unsafe condition exists</b>	<i>Inspection Date:</i> / /	<i>Comments</i>				
	<i>Inspected by:</i>					
<b>Windscreen wipers</b>						
<b>Windscreen washers</b>						
<b>Horn</b>						
<b>Mirrors</b>						
<b>Tire Condition</b>						
<b>Tyre Inflation</b>						
<b>Antifreeze/coolant</b>						
<b>Engine Oil Level</b>						
<b>Exterior Body Condition</b>						
<b>Interior Body Condition</b>						
<b>Brake Lights</b>						
<b>Indicators</b>						
<b>Hazard Lights</b>						
<b>Handbrake</b>						
<b>Seat Belts</b>						
<b>Driver/Passenger windows</b>						
<b>First Aid Kit</b>						
<b>Hand wash kit</b>						



## Vehicle Usage Record

### Registration– YY15 URM

Date	Name	Mileage Out	Mileage In	Sign