

Driver Handbook

Fleet & Transport Services (FTS)



City of Bradford MDC
www.bradford.gov.uk

Contents

1. Before driving your vehicle

1.1	Useful Information	4
1.2	Driver/Management Responsibilities	4
1.3	Driving Licence Categories	5
1.4	Driver CPC	7
1.5	Operator's Licence	7

2. Operating your vehicle

2.1	Defensive Driver Awareness Training	8
2.2	Collecting Vehicles from FTS	9
2.3	Fuel Efficiency	9
2.4	Records of Drivers Hours	10
2.4.1	Applicable Vehicles	10
2.4.2	EU Drivers Hours Regulations – Tachographs / Digital Driver Card	10
2.4.3	Domestic Drivers Hours Regulations – Drivers Log Book	10
2.4.4	Breaks from Driving	10
2.4.5	On – the – Spot Fines and Penalty Points given by DVSA	11
2.5	Driving Controls	11
2.6	In – House Fuelling	11
2.7	External Fuelling Procedures	12

3. Driver responsibilities

3.1	Daily / Weekly Vehicle Checks	12
3.1.1	Daily Checks	12
3.1.2	Weekly Checks	12
3.1.3	Consumables / Levels – Tyre Notes	14
3.2	Vehicle and Load Security	14
3.2.1	Use of trailers	14
3.3	Stolen / Vandalised Vehicles	14
3.4	Passengers / Load Capacity	15
3.5	Producing Legal Documents to the Police	15
3.6	Cleaning Vehicles	16
3.7	Reporting Vehicle Defects	16
3.8	Driving Standards	16
3.8.1	Authorised Use of Vehicles	16
3.8.2	Legal Operation	17
3.8.3	Compliance Audits	17
3.8.4	Driving Offences	18
3.8.5	Smoking	18
3.8.6	Seatbelts	18
3.8.7	Mobile Phone Use	19
3.8.8	Speed Limits	19

4. Vehicle maintenance and repairs

4.1	Scheduled Maintenance	20
4.2	Unscheduled Repairs	21
4.3	Replacement Vehicles	21
4.4	Unreported Damage	21

5. Vehicle breakdowns

5.1	Dos & Don'ts	21
5.2	Reporting Vehicle Breakdown (including tyre punctures)	22
5.2.1	During Normal Working Hours	22
5.2.2	Outside Working Hours	22
5.3	Replacement Vehicles	22

6. In case of emergency

6.1	Scene of Accident / Incident	23
6.1.1	Personal Injury	23
6.1.2	Exchange Details	23
6.2	Reporting Accidents to Management	23

7. Specialised vehicle / equipment

7.1	Fork Lift Truck Driving	23
7.2	Winter Maintenance Vehicles	23
7.3	Loaders and Shovels	24

8. Returning vehicles and specialised equipment to FTS

8.1	Vehicle / Equipment Cleanliness	24
8.2	Vehicles / Equipment Damage	24

9. Departmental specific working procedures

Appendix 1

The wording in this publication can be made available in other formats such as large print and Braille.

Please call 01274 432174

1. Before Driving Your Vehicle

1.1 Useful Information

Telephone Numbers

Vehicle Workshop Reception	01274 433581
During Normal Working Hours	01274 433581
Outside Working Hours	01274 438882
Transport Hire	01274 433580

Hours of Work

Normal Working Hours:

Vehicle Workshop Reception
& Shearbridge Depot

Mon – Thursday, 06.00am – 22.15pm
Friday – 20.30pm

Contact for All Driving / Vehicle Enquiries

fvag@bradford.gov.uk

Emergency Services

999 / 112

1.2 Driver Responsibilities

The Health & Safety at Work Act 1974 requires you, as an individual, and a driver, to ensure that so far as reasonably practicable you ensure that the health, safety and welfare of yourself, other employees and members of the public are not put at risk by your work related activities and actions when driving. It is therefore, an essential requirement that you drive and operate your vehicle within the parameters of the Law, Highway Code and Approved Codes of Practice, as the Council will not condone employees breaking the law or putting people at risk of injury under any circumstances.

When driving any Council vehicle or any vehicle hired, you must ensure that you possess an appropriate current driving licence and/or certificate of competence.

You should always keep within the law, e.g. it is an offence to use a defective or excessively dirty vehicle. You must keep within the speed limits, do not overload vehicles, always park safely and ensure that you do not exceed your allowed driving hours (further details on these topics are listed under the relevant paragraphs).

If you transport fuel in cans, you must ensure the cans are of an approved design and are properly secured and that you do not exceed the volume you should be transporting. If you are unsure of the maximum allowed amount, contact your line manager or FTS.

This list is designed to make you think about your driving responsibilities and is not exhaustive. However, if you are in doubt about your legal obligations, please do not hesitate to contact an FTS member of staff, who will gladly help.

Management Responsibilities

Departmental managers are responsible for taking all necessary actions to ensure the safety of drivers and vehicles within their department, as well as the safety of the road going public. Supervisors / Team leaders with driver/vehicle responsibilities are also included.

Infringement of any driving, vehicle or operating requirement whilst at work could result in a prosecution (including endorsement and disqualification for drivers) or fine for the driver, and their responsible manager. For drivers of vehicles which operate under the Council's Operator's Licence ("O Licence") this could also result in suspension or revocation of the Council's O Licence which would prevent the Council from delivering its services. In all cases, the driver and/or manager may be subject to disciplinary action for contravening driving, vehicle or safety requirements.

The Health & Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999 place a legal duty on employers to ensure, as far as is reasonably practicable, the health and safety of all employees while at work. Both pieces of legislation require risk assessments and risk management prior to carrying out a work activity. Such risk assessments should include reference to driving as a hazard if it forms part of the working activity. Control measures that are applicable to driving are covered within this document.

1.3 Driving Licence Categories

Drivers must ensure the driving licence category entitlement they hold allows them to operate any legal vehicle and trailer combination that may be used to carry out their duties.

All licences issued after April 1991 show entitlement in the categories and sub categories listed below. Equivalent entitlements issued before that date are listed in the third column. Maximum Authorised Mass (mam) is the same as, Maximum Gross Weight (mgw) and means the maximum the vehicle/trailer can legally weigh when fully loaded, regardless of the actual weight of the vehicle/trailer.

The main categories of entitlement are set out as below:

Light Vehicles and Quad Bikes

Category B1

You can drive motor vehicles with 4 wheels up to 400kg unladen or 550kg if they're designed for carrying goods.

Cars

Category B

You can drive vehicles up to 3,500kg Maximum Authorised Mass (MAM) with up to 8 passenger seats (with a trailer up to 750kg).

You can also tow heavier trailers if the total weight of vehicle and trailer isn't more than 3,500kg.

You can drive motor tricycles with a power output higher than 15kW if you are over 21 years old.

Physically disabled drivers with provisional category B entitlement will also have provisional entitlement to ride category A1 or A motor tricycles.

Able-bodied drivers can no longer ride motor tricycles with a provisional category B licence.

Small Vehicles (non vocational)

Category B auto

You can drive a category B vehicle - but only an automatic one.

Category B+E

You can drive a category B vehicle with a trailer when they have a combined weight over 3,500kg.

Medium-Sized Vehicles (vocational licence required)

Category C1

You can drive vehicles weighing between 3,500 and 7,500kg (with a trailer up to 750kg).

Category C1+E

You can drive C1 category vehicles with a trailer over 750kg, but the trailer - when fully loaded - can't weigh more than the vehicle.

The combined weight of both can't exceed 12,000kg.

Large Vehicles (vocational licence required)

Category C

You can drive vehicles over 3,500kg (with a trailer up to 750kg).

Category C+E

You can drive category C vehicles with a trailer over 750kg.

Minibuses

Category D1

You can drive vehicles with:

- no more than 16 passenger seats
- a maximum length of 8 metres
- a trailer up to 750kg

Category D1+E

You can drive D1 category vehicles with a trailer over 750kg, but the trailer - when fully loaded - can't weigh more than the vehicle.

The combined weight of both can't exceed 12,000kg.

Buses

Category D

You can drive any bus with more than 8 passenger seats (with a trailer up to 750kg).

Category D+E

You can drive D category vehicles with a trailer over 750kg

Note:

You can drive these vehicles at age 18 if one of the following applies:

- You have passed your driving test and Driver CPC initial qualification.
- You are learning to drive or taking a driving test for this category or Driver CPC initial qualification.
- You are taking a national vocational training course to get a Driver CPC initial qualification.
- You had your driving licence before 10 September 2009.

1.4 Driver CPC

On 27th March 2006, the member states of the European Union agreed on the new rules for driving licences in Europe. European legislation requiring a Driver CPC qualification in addition to a driving licence, applies to new drivers acquiring a PCV (Passenger Carrying Vehicle) licence from 10 September 2008 and for those drivers acquiring a LGV (Large Goods Vehicle) licence from 10 September 2009.

Those who already hold a vocational licence before these dates will be given acquired 'grandfather' rights for 5 years; however, all drivers must complete 35 hours periodic training every five years.

What is the purpose of Driver CPC?

- Aims to maintain high driving standards
- Improve road safety – accident reduction
- Increase fuel efficiency
- Reduction in maintenance costs
- Improve image of the authorities

Drivers who do not complete the Driver CPC training throughout their career and/ or do not carry their qualification card with them at all times once issued risk fixed penalty fines and up to 2 years imprisonment in the event of fraud.

1.5 Operator Licensing

- The Operators Licence is governed by Goods Vehicles (Licensing of Operators) Regulations 1995.
- Operators of most good vehicles over 3.5 tonnes maximum permissible weight must hold an Operator's Licence to cover these vehicles.

The 3 types of licences are:

1. Restricted Licence (Orange Disc)
2. **Standard Licence (Blue Disc) – The Council operates under this licence**
3. Standard International Licence (Green Disc)

The colour of the O Licence disc indicates the class of licence under which a vehicle is operating. Before an O Licence is granted the Traffic Commissioner must be satisfied that the vehicles will be operated and maintained safely and legally.

When vehicles are not in use, the premises where they are normally kept are referred to as an Operating Centre. Applications to use one or more Operating Centres have to be submitted to the local Traffic Area for approval.

Environmental factors are considered upon submission and conditions to limit environmental impact may be imposed. We must give assurances and have procedures in place to ensure that:

- There is a nominated person responsible for the transport operations, who will be professionally competent (i.e. CPC holder) and be of good repute.
- We have operating centres suitable for the number of vehicles, bearing in mind size, location and access of the sites.
- We have proper arrangements to ensure we meet all legal obligations which include drivers' hour's rules/speed limits.
- We have proper maintenance facilities of our own with sufficient funds to keep vehicles fit and serviceable.

Penalties

- The Traffic Commissioners (TC) may take action against the licence holders if obligations are not fulfilled.
- TC will consider the operators/drivers convictions in relation to:
 - Drivers' hours.
 - Records.
 - Overloading.
 - Traffic offences.
 - Any spot checks taken place by Driver & Vehicle Standards Agency (DVSA)

Ultimately this can lead to disciplinary action in the form of:

- A formal warning resulting in the O Licence been temporarily suspended.
- Complete withdrawal of the O Licence.
- Impounding vehicles used without an operators licence.
- Imprisonment of both driver and operator.

2. Operating Your Vehicle

2.1 Driver Awareness Training

Before an employee may be authorised to drive a vehicle or plant equipment they must undergo formal vehicle familiarisation training and assessment on the vehicle(s) they are required to drive.



The instruction and assessment is to be carried out and recorded by an appropriately qualified or experienced manager or person. Post familiarisation training, as part of a commitment to develop a safe driving culture within the Council, managers are required to monitor driver activities and investigate any incidents and take appropriate action where necessary. Where concerns are raised management may request a further assessment conducted by FTS assessors. Safe & Fuel Efficient Driving (SAFED) is also available.

2.2 Collecting Vehicles from FTS

As an employee of the Council who collects a vehicle, either new or replacement, it is important that you are familiar with the vehicle controls and are aware how to carry out daily and weekly checks. Therefore, a member of FTS will undertake a 'commissioning exercise' and provide documentation to confirm that you have been shown and are familiar with the vehicle equipment and necessary checks before a vehicle is released into your care.

The contents of this exercise will include:-

- How to check lubricant and fluid levels
- Checking of safety critical items e.g. lights and tyres
- Vehicle maximum load capacities, height and widths
- Vehicle fuelling and locations
- Provision of vehicle and individual fuel key (where applicable).

2.3 Fuel Efficiency

Fuel is a major cost when operating a large fleet. As operators we need to improve consumption this can be done by effective routing and having planned maintenance regimes in place.

As a driver **being** fuel efficient includes:

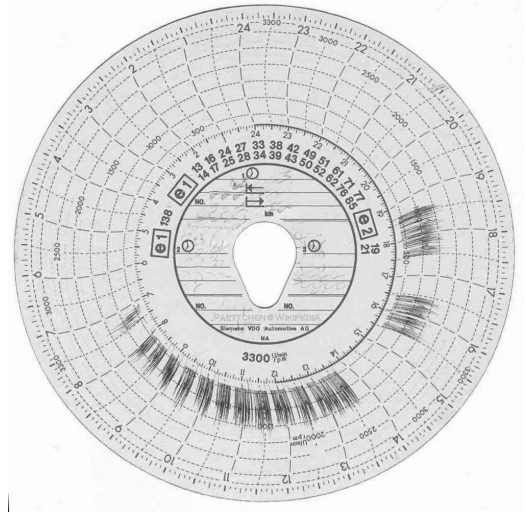
- Always carry out defects checks, which include such items as tyre pressures and fuel leaks that can adversely affect the fuel consumption.
- Know the characteristics of the engine in your vehicle and **employ** driving techniques to get the most out of it.
- Accelerate and brake smoothly, reading the road ahead.
- Use the correct gear for the given situation and block change as appropriate.
- Use engine/exhaust brake where possible.
- Adhere to speed limit.
- Stop engine when parked or loading/unloading if possible.



2.4 Recording of Drivers Hours

2.4.1 Applicable Vehicles

It is a legal requirement that vehicles over 3,500 kgs and certain Passenger Carrying Vehicle (PCV), drivers must keep records of their driving hour's inline with current European and Domestic Driving Hours Regulations. Consequently drivers will be required to use digital and analogue tachograph recording equipment, or complete a manual log. FTS will need to be satisfied that drivers are competent to use this equipment and **are** able to complete the drivers' log. Where necessary, training and advice will be provided at driver induction or onset of vehicle hire and as a continuous process as legislation changes.



2.4.2 EU Drivers Hours Regulations – Tachographs / Digital Driver Card

For Goods and PCV vehicles under this category, tachograph recording charts or digital driver card information must be kept in line with EU Drivers Hours Regulations, regardless if a vehicle is only used infrequently and for short distances, (training will be provided by FTS).

2.4.3 Domestic Drivers Hours Regulations – Drivers Log Book

Certain local Council Goods Vehicles are exempt from EU Drivers Hours Regulations in that they are classed 'under exemption' as Domestic Drivers Hours Regulations. In this instance, drivers are legally required to complete a drivers log book (training will be provided by FTS).

2.4.4 Breaks from Driving

The driving and rest limits for drivers working under European Union (EU), UK Domestic and Working Time are covered by various directives and legislation. These are complex and therefore monitored carefully by both operational departments and Fleet & Transport Services (FTS) to ensure compliance and to safeguard the Council's Operators Licence and good repute.

To provide flexible and responsive services the Council utilises derogations from EU drivers' rules to operate under UK Domestic rules in some departments. An anomaly of this is that it complicates a driver's rest requirement for duty period's exceeding 9 hours. The Council therefore provides a policy on the matter which stipulates minimum compliance requirements for Council departments/drivers.

To protect drivers, operational departments and the Council's O Licence and to ensure consistency, all departments operating under UK Domestic rules are to refresh or create a documented "Driver Safety Policy" which incorporates Council policy and the following:

1. The minimum drivers rest period when driving under UK Domestic Rules is 30 minutes when duty time reaches 6 hours, 45 minutes between 6 hours and 9 hours and 60 minutes for over 9 hours with a maximum 11 hour duty period. Breaks are to be split evenly over the working day with the last period taken **before** the 10th hour. Breaks are not included in total duty time.
2. A schedule of work/breaks in accordance with their specific or likely service operation(s).
3. The hours, breaks and rest days of drivers who work overtime, provide emergency call out provision and/or work outside the Authority must be recorded and accounted for.
4. For services which provide an emergency provision (e.g. gritting), to be considered an emergency an event should be both “unforeseeable and unforeseen”. Even if utilising emergency provision managers must provide sufficient breaks and rest between shifts to ensure safety.

2.4.5 On the Spot Fines and Penalty Points given by DVSA

DVSA examiners are now issuing fixed penalties to drivers for infringements detected during roadside enforcement checks and officials can now issue penalties to unsafe vehicles at the roadside.

This further enforces the need to carry out daily defect checks before driving a vehicle.

Previously, only police officers were able to issue fixed penalties to drivers for road traffic offences. These powers have been extended to DVSA examiners and fixed penalties have themselves been extended to apply to more offences, such as drivers' hours and driver certification infringements.

2.5 Driving Controls

It is important that you are aware and are familiar with the controls and components of your new vehicle so that you can drive safely and ensure that you know how to undertake routine daily and weekly driver checks. Therefore when collecting a new Council vehicle from FTS, a member of staff will provide you with:-

- Basic control and component familiarisation
- A comprehensive vehicle handbook

On receipt of the above, you will be asked to sign appropriate documentation confirming this training has taken place before the vehicle is released.

When changing a vehicle from your existing fleet vehicle to a new replacement you will receive a vehicle hand book and a vehicle fuel key. You will be required to return the hand book and relevant vehicle fuel key from your original vehicle.

2.6 In – House Vehicle Fuelling

The Council's computerised fuelling system is managed by FTS. This also includes dispensing and monitoring of 'Adblue' fuel additive used to lower exhaust emission in line with current & forthcoming legislation.

2.7 External Fuelling Procedures

Departments that do not use the Council's in-house fuelling provision may be able to negotiate external fuelling arrangements via FTS.

3. Driver Responsibilities

3.1 Daily/Weekly Vehicle Checks

Before commencing your daily work related activities, as the driver, it is your legal responsibility to undertake daily and weekly checks on your vehicle to ensure that items are serviceable and operating within the law and defects are immediately reported to FTS vehicle workshop reception (**see 3.7 for reporting of defects**). Below is a sample of items to be checked, refer to defect record book for comprehensive itemised checklist.

3.1.1 Daily Checks

- Check audible and visual warning devices
- Check engine oil, top up if necessary
- Check engine coolant level (water), top up if necessary
- Check obligatory lights are working
- Check windscreen wipers and washers are working
- Check condition of wheels and tyres, wheel nuts for security (visually)
- Ensure identification number plate and fleet numbers are clean and visible
- Check brake fluid level
- Check entrances, emergency exits and passenger steps are functional
- Check fire protection equipment (if fitted)
- Check auto gearbox oil level where accessible
- Visually look around the vehicle for any obvious damage or protrusions

3.1.2 Weekly Checks

- Check tyre pressures, adjust where possible or seek advice from your line manager or supervisor
- Check windscreen washer bottle, top up if necessary
- Check battery level, top up where possible
- Check Automatic Chassis Lubrication reservoir (if fitted) top up where possible
- Check warning and legal notices
- Check security and operation of ancillary equipment, e.g. roof rack, tow bars

Van walkaround checklist

You should always monitor the vehicle you are driving as part of your daily routine and report any suspected problems or defects.

Lights

- Check that:
- ▶ all lights and indicators work
 - ▶ all lenses are present, clean and the correct colour
 - ▶ stop lamps come on when the service brake is applied and go out when released
 - ▶ marker lights are present and work
 - ▶ all dashboard warning lamps work correctly including:
 - ▷ ABS
 - ▷ Airbags (SRS)
 - ▷ FPS
 - ▷ full beam headlamp warning lamp
 - ▷ parking brake warning lamp

Horn and steering

- Check that:
- ▶ horn control is accessible from driver's seat
 - ▶ horn works when its control is operated
 - ▶ steering has no excessive play

Washers and wipers

- Check that:
- ▶ wipers move continually when switched on
 - ▶ wiper blades are not so deteriorated that they don't clear the windscreen effectively when used with washers
 - ▶ washers point at the windscreen and are operational
 - ▶ washer fluid is topped up

Mirrors and glass

- Check that
- ▶ all mirrors that there should be are properly aligned and secure
 - ▶ Your view of the road in all directions isn't obscured by damaged or discoloured glass or obstructions such as stickers

Seats and seatbelts

- Check that:
- ▶ seats are secure
 - ▶ seatbelts operate correctly and are free from cuts and damage

Brakes

- Check that:
- ▶ foot / service brake works correctly and does not have any excessive travel
 - ▶ hand / parking brake works correctly and does not have any excessive travel



Bodywork and doors

- Check that:
- ▶ all doors shut properly and are secure when closed
 - ▶ there are no sharp edges or damage
 - ▶ no body panels are loose or in danger of falling off

Load

- Check that:
- ▶ any load is adequately secured
 - ▶ van doors have an effective locking device

Tow bars and tail lifts

- Check that:
- ▶ tow bar is secure and any trailer is correctly and securely attached with all electrical connections working correctly
 - ▶ tail lift is secure and free from damage, functions correctly and the electrics are working correctly

Exhaust

- Check that:
- ▶ exhaust doesn't emit excessive amounts of smoke

Fluids fuel and oil

- Check that:
- ▶ brake fluid, engine coolant, engine oil power steering fluid, windscreen washer fluid and water levels are correct
 - ▶ fuel filler cap is securely fitted
 - ▶ there are no brake fluid, power steering fluid and water leaks by looking for puddles on the ground - if leaks are detected trace the cause.
- With the engine on check:
- ▶ underneath the van for any fuel and oil leaks looking for puddles on the ground.

Tyres and wheels

Check as much of your tyres and wheels as you can see

There must be:

- ▶ a minimum tread depth of 1.6mm
- ▶ sufficient inflation of each tyre
- ▶ no deep cuts in the sidewall
- ▶ no cord visible anywhere on the tyre
- ▶ no missing or insecure wheel-nuts

Failing to ensure a tyre is safe and legal can result in receiving 3 penalty points on your license per tyre.

Battery

- Check that:
- ▶ battery is held securely in place by the correct means and not cables
 - ▶ battery is not leaking

3.1.3 Consumables/Levels – Tyre Information

You can obtain all vehicle consumables, e.g. oils, antifreeze and bulbs, etc. from FTS vehicle workshop:
Shearbridge Road, Bradford.

Minimum legal tyre tread depths:

1. Vehicles and PCVs constructed to carry no more than 8 passengers, up to and including 3500kgs – tyre tread shall be minimum of 1.6mm depth in a continuous band around the tyre circumference over the central $\frac{3}{4}$ of the tread breadth
2. Vehicles and PCVs constructed to carry more than 8 passengers above 3500kgs – tyre tread shall be minimum of 1.0mm depth in a continuous band around the tyre circumference over $\frac{3}{4}$ of the tread breadth with the tread pattern still visible on the other $\frac{1}{4}$

3.2 Vehicle and Load Security

Adequate security and immobilisers are fitted when vehicles are initially supplied. However, if you consider extra security is needed due to load carried, please speak to your line manager/supervisor and if agreed, FTS will gladly fit additional security.

It is a condition of the Council's vehicle insurance policy and good risk management practice that before drivers leave their vehicles unattended, they are required to lock vehicles and ensure the security of loads and equipment. Under no circumstances should you leave keys in your vehicles ignition whilst unattended. (Unless operationally required)

The insurance policy does not cover the loss of personal belongings therefore personal items are carried at your own risk.

3.2.1 Use of Trailers

Before towing a trailer check that the towing attachment is suitable, and that the trailer lights, breakaway cable and brakes are operating correctly. Ensure the trailer displays the number plate of the towing vehicle. Drivers should ensure that the trailer is capable of being towed and that the laden weight does not exceed 80% of the towing vehicle. The Maximum Authorised Mass (MAM) of the vehicle and trailer combination, including the maximum load that can be carried safely when it's being used on the road, must not be exceeded (details will be found in the vehicle handbook and on the vehicle data plate).

3.3 Stolen/Vandalised Vehicles

In the unfortunate event of your vehicle being stolen or broken into, you must advise the Police and your line manager/supervisor immediately followed by reporting the incident to FTS and completing the appropriate insurance report forms.

3.4 Passengers/Load Capacity

The Council will not under any circumstance condone vehicles being used illegally with regards to overloading/carrying passengers.

Regardless of the type of vehicle used and the loads/passengers you carry, it is your legal responsibility, as the driver, to ensure that passengers are safe and secure and loads are not protruding beyond the legal maximum and at all times the loads you carry do not exceed the maximum legal limit for the design and construction of your vehicle. If the enforcement authorities stop you and discover that your vehicle is carrying excessive or insecure loads, you will be personally liable for prosecution with fines up to £5,000 for each offence.

For Goods Vehicles the maximum carrying capacity of vehicles is listed on the vehicle's manufacturers plate or 'plating certificate'. Passenger Carrying Vehicles will show maximum capacity inside the vehicle saloon, however if in doubt, your first point of contact should be FTS vehicle workshop reception, who will gladly provide this information.

Additionally individual training may be provided by FTS, where your line manager or FTS feels it is necessary.



3.5 Producing Legal Documents to the Police

The Police may ask you to produce the necessary legal documents, i.e. vehicle MOT, insurance policy and your driving licence. You can obtain documentation for your vehicle from FTS vehicle workshop reception at Shearbridge Road, Bradford. All documents must be returned immediately once you have produced them to the Police.

3.6 Cleaning Vehicles

In order to reflect a good visual image of Bradford Metropolitan District Council to the community we serve and also for health and safety reasons, it is important that you keep both the interior and exterior of your vehicle clean and free of clutter at all times.

Particular attention should be paid to cab glass, driving mirrors, number plates and road lighting.

FTS provide facilities for vehicle cleaning. Please contact the vehicle workshop reception at Shearbridge Road, Bradford or speak to your Line manager/Supervisor who will advise you on equipment available to maintain your vehicle keeping it in a clean condition.



3.7 Reporting Vehicle Defects

When you discover a vehicle defect, either when undertaking your vehicle checks or during your work related activities, you must record the defects immediately in the vehicles defect report book and inform your line manager/supervisor or FTS vehicle workshop reception for the necessary repair. If a vehicle defect book is not carried in your vehicle, you must report the defect to the vehicle workshop reception where you will be asked to complete a defect report form for recording purposes. If you have difficulty in completing a defect report, the reception staff will be only too pleased to assist you.

3.8 Driving Standards



3.8.1 Authorised User of Vehicles

An authorised user of a vehicle is a driver who has been allocated a Council vehicle or under terms of employment considered to be a casual car user. Employees using their own car on this basis to undertake work related activities (classed as Grey Fleet) will be asked to confirm that your vehicle is appropriately insured for business use and if so a mileage payment will be made based on mileage travelled. (within the car mileage claim conditions). You will find supporting documentation by visiting <http://www.bradford.gov.uk/hands> and selecting Driving at Work outlining the requirements of drivers and managers when operating Grey Fleet. Image of actual webpage is shown below containing other useful documents.

Driving at work

If you drive either your own, hired or Council vehicles while at work, or manage others who do, the documents here may be relevant.

File Attachments:

Name	Extension	Type
Child Car Seat and Restraint Guidance	pdf	
Driver Handbook	doc	
Driving for Work - Use of Private Vehicles - Grey Fleet	pdf	
Driving Procedure & Guidance - Large Goods Vehicles	doc	
Safe Driving at Work Framework Policy December 2015	pdf	

3.8.2 Legal Operation

FTS is responsible for managing the Council's transport policy and procedures. As good management practice, an employee who drives as part of work related activities will be asked to participate in a bi-annual driving licence audit. Your licence details (including offences) will be taken by FTS for record purposes. Departments will be responsible for facilitating audits on behalf of FTS.

When undertaking work related activities you shall at all times operate within the parameters of the law. The Council will not condone you breaking the law under any circumstances (e.g. speeding, overloading, etc).

3.8.3 Compliance Audits

Department compliance audits will be carried out periodically and consist of 2 sections – A and B. The Audits are designed to ensure vehicle and driver compliance information is consistent across all departments.

Part A (Basic)

This section focuses on the requirement to ensure all vehicle related paperwork and information (Tachos / Log sheets) is kept in the same manner, is easily accessible and that driver licence checks are documented and filed. Part or all of this information could be requested by DVSA at any time.

Part B (Advanced)

This section is more in depth and looks at how RTCs and 08 (unreported damage) reports have been investigated and acted upon and subsequent paperwork kept from these. It also looks at drivers hours infringements and documentation of how these were dealt with.

Departments will be scored and the frequency of audits will be dependent on scores with a minimum of 2 per year for high scoring departments then pro rata for lower scores with as many as needed to maintain compliance.

3.8.4 Driving Offences

Driving under the influence of alcohol and / or illegal substances is prohibited and if you are suspected of doing so you will be suspended from driving duties with immediate effect and in consultation with the individual employee, Human Resources and line-managers, the most appropriate course of action determined.

If you are receiving prescribed medication it is your responsibility to ensure that you are capable of driving, however if in doubt, please speak to your line manager/ supervisor who will offer help and support.

If you have committed any form of driving offence affecting work related activities, you are required to inform your line manager/supervisor. A record of your offence will be taken for management purposes.

All work related road traffic offences will be viewed as a breach of discipline and consequently be considered by management under the Council's disciplinary procedures. Road traffic offences committed outside work will be viewed inline with your ability and suitability to carry out your work related duties.

You are responsible for paying all driver related fines for any traffic offences committed. It is the responsibility of drivers to inform their line managers immediately if for any reason they have their licence removed.

3.8.5 Smoking

Smoking is not permitted in any vehicle either as a passenger or a driver. An enforcement officer can inspect your work area and vehicle and if evidence of smoking is found then this illegal behaviour will be considered as misconduct under the Council's disciplinary procedure.

3.8.6 Seatbelts

Seat belts must be fitted and worn in cars, light vans and as from October 2001, in LGVs. Exemptions to the rules include:

- Carrying out a manoeuvre which includes reversing
- Holding a valid medical exemption certificate
- Using a vehicle constructed or adapted for deliver or collection of goods or mail to make deliveries or collections which are no more than 50m apart.

3.8.7 Mobile / Smart Phone Use

- Do not use a mobile phone in a moving vehicle if you are the driver.
- If you must receive calls whilst you are driving the vehicle, use a mobile phone with voicemail or call divert facilities. This way your phone is switched off and not a distraction. You can then check and deal with your calls when the vehicle is safely parked up.
- Obey any specific rules on phone restrictions e.g. when refuelling at petrol stations.



The use of mobile phones or adjusting / programming smart phones with satellite navigation applications by drivers when a vehicle is in motion not only presents a significant hazard to the wellbeing of the driver and any passengers; it also presents a hazard to other road users including pedestrians.

Employers have a general legal duty to ensure the health and safety, so far as is reasonably practicable, of employees and other people affected by what they do. They must carry out risk assessments and introduce methods to eliminate or control significant risks. This general duty will apply to mobile / smart phones.

The Highway Code contains the following requirement. This forms part of the Road Traffic Act therefore it is a legal requirement and a criminal offence to disobey it:

“You **MUST** exercise proper control of your vehicle at all times. Never use a hand held mobile phone or microphone when driving. Using hands free equipment is also likely to distract your attention from the road. It is far safer not to use any telephone while you are driving – find a safe place to stop first”.

From 1 December 2003, it is an offence to use a hand held phone when driving, even when stopped at traffic lights. **Don't forget, in the event of an accident the Police will automatically check your mobile phone usage.**

3.8.8 Speed Limits

Speed limits are set for the safety of all road users and they vary according to the class of vehicle and the type of road. The simple way to avoid speeding penalties is to know your limits and drive safely within them.

Please remember that the speed limit is not a target and you should drive at an appropriate speed for the road and weather conditions.

Below are the national speed limits which apply to all roads unless signs show otherwise.



	Built-up areas mph	Single carriageways mph	Dual carriageways mph	Motorways mph
Cars and motorcycles (including Car-derived vans up to 2 tonnes maximum laden weight)	30	60	70	70
Cars towing caravans (including car-derived vans and motorcycles)	30	50	60	60
Buses and coaches (not exceeding 12m in overall length)	30	50	60	70
Goods vehicles (not exceeding 7.5 tonnes maximum laden weight)	30	50	60	70 *
Goods vehicles (exceeding 7.5 tonnes maximum laden weight)	30	50	60	60

All speeds stated are in miles per hour and apply to all roads unless signs show otherwise

★ 60 if articulated or towing

Street lighting means a 30 mph limit unless signs show otherwise. This applies to all traffic on all roads in England and Wales (only Class C and unclassified roads in Scotland) with street lighting.

Built up areas generally have roads with street lights. Unless signed otherwise, the speed limit is always 30mph, no matter the number of lanes.

Single carriageway is an undivided road with no centre barrier.

Dual carriageway is a two way divided road with a central barrier that you are able to cross from side roads.

Motorway is a two way divided road with a central barrier containing slip roads. It is only possible to access a motorway via slip roads and there is no crossway traffic.

4. Vehicle Maintenance And Repairs

4.1 Scheduled Maintenance

Vehicle servicing and planned maintenance will be carried out by FTS vehicle workshop at Shearbridge Road, Bradford unless otherwise agreed. Under no circumstances should you take a Council vehicle to an unauthorised vehicle repairer.

When your vehicle is scheduled to be serviced, you will be notified through your line manager/supervisor. Vehicles not attending unless by prior arrangement will be issued with a 'prohibition notice' whereby the vehicle cannot be used other than to attend the workshop for the necessary work to be carried out.

Employees who use their own vehicle for work related activities shall be required to ensure that their vehicle is properly maintained and in roadworthy condition.

4.2 Unscheduled Repairs

All unscheduled repairs will be carried out by FTS vehicle workshop at Shearbridge Road, Bradford unless otherwise agreed. Under no circumstances should you take a Council vehicle to an unauthorised vehicle repairer.

In the event of an unscheduled repair you will be asked to follow the 'Reporting Vehicle Defects' procedure outlined at paragraph 3.7 when reporting an unscheduled repair/defect.

4.3 Replacement Vehicles

If a replacement vehicle is required whilst your vehicle is undergoing scheduled or unscheduled work, you will be provided with a suitable replacement vehicle by FTS.

4.4 Unreported Damage

Any damage found on vehicles that has not been reported will be coded as 08 work (unreported damage) and will be sent to department managers together with other fleet information to help monitor and manage budgets. Managers are expected to investigate any instances and take appropriate action where necessary. As mentioned previously this will also form part of the depot compliance audits carried out by the Fleet Enforcement Officers. Vehicles presented for planned routine maintenance with 08 work will mean an extended period of unavailability to the user department.

5. Vehicle Breakdowns

5.1 In the event of a vehicle breakdown please follow these common sense guidelines:

Do

- Ensure where possible that the vehicle comes to a rest in a suitable place at the nearside or away from the carriageway. This will minimise the disruption to other road users.
- If your vehicle breaks down in a no parking area and you need to leave it to get help, speak to a Police Officer, Traffic Warden or Parking Attendant where possible, or leave a notice on your windscreen
- Do wear your high visibility clothing if available

Do Not

- Leave your vehicle in a dangerous position or obstructing the carriageway unless unavoidable.

In the event of a Motorway Breakdown

Do

- Leave the carriageway where possible, using extreme care.
- Stay with your vehicle if no hard shoulder (even if you break down on a contra flow section)
- Get as far away from the carriageway as possible if you have abandoned your vehicle.
- Use the emergency telephone if you need help.
- Give a full description of your vehicle and location; including tyre sizes if appropriate, the police can contact a garage or tyre distributor for the necessary equipment.

Do Not

- Allow the vehicle wheels to run off on to the grass verge when stopping on the hard shoulder.
- Walk on the carriageway.

5.2 Reporting Vehicle Breakdown (including tyre punctures)

All vehicle breakdowns and tyre punctures must be reported to FTS vehicle workshop reception depending upon whether your vehicle breaks down during or outside working hours (see working hours listed at paragraph 1.1 of this handbook).

5.2.1 During Normal Working Hours

If your vehicle breaks down or you experience a tyre puncture during normal working hours, you must notify your line manager/supervisor and FTS vehicle workshop reception unless otherwise instructed.

5.2.2 Outside Working Hours

If your vehicle breaks down or you experience a tyre puncture outside working hours, please contact the out of hour's breakdown facilities listed at paragraph 1.1 of this handbook.

5.3 Replacement Vehicles

If a replacement vehicle is required whilst your vehicle is broken down, you will be provided with a suitable replacement by FTS.

6. In case of emergency

6.1 Scene of Accident/Incident

If you are involved in an accident/incident, it is important that you stay at the scene and cooperate fully with all concerned. The Council would expect you to deal with the situation as calmly and helpful as possible, and offer any assistance as necessary. No admission of liability should be made at the scene of the accident.

6.1.1 Personal Injury

Where there is injury to people and/or livestock, immediately contact the Police and Ambulances services if required and await their arrival.

6.1.2 Exchange Details

Note the vehicle registration number of any other vehicle(s) involved, together with names and addresses of the driver(s) and also details of any witnesses. Using the 2 part form attached to the inside of the back cover of this handbook.

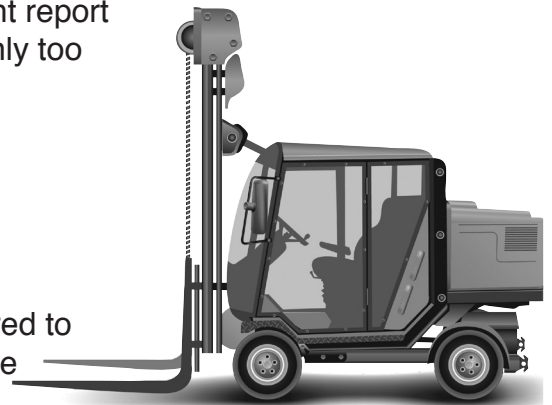
Provide your details on the lower section of the 2 part form, which will then list sufficient information regarding relevant details of the Council.

6.2 Reporting Accidents to Management

Inform your line manager/supervisor of the accident/incident as soon as practicable but during the same day.

Inform FTS vehicle workshop reception within 1 day of the accident/incident. You will be asked to complete an accident/incident report form for insurance purposes.

If you have difficulty in completing an accident/incident report form, Fleet vehicle workshop reception staff will be only too pleased to assist you and inspect your vehicle.



7. Specialised Vehicle/Equipment

7.1 Fork Lift Truck Driving

As a designated fork lift truck driver, you will be required to undergo initial mandatory and ongoing comprehensive driver training and competence assessment/certification before being allowed to drive a fork lift truck.

FTS is responsible for facilitating and managing training and assessment certification. Your line manager/supervisor will arrange with FTS this training and assessment/certification.

7.2 Winter Maintenance Vehicles

Inline with the Council's Health and Safety responsibilities, Driving Procedures, good management practice along with the nature of the service (laying road salt) and the complexity of the equipment, driver familiarisation training and



assessment/certification will be facilitated by FTS training section. This training will take place prior to you being allowed to drive and operate winter maintenance vehicles. Your line manager/supervisor will arrange with FTS this training and assessment/certification.

7.3 Loaders and Shovels

In line with the Council's Health and Safety responsibilities, Driving Procedures, good management practice and the complexity of the equipment, driver familiarisation training and assessment/certification will be facilitated by FTS. This training will take place prior to you being allowed to drive and operate loaders and shovels. Your line manager/supervisor will arrange with FTS this training and assessment/certification.



8. Returning Vehicles And Specialised Equipment To FTS

8.1 Vehicle/Equipment Cleanliness

When your vehicle/equipment is due to be returned to FTS, either for replacement or disposal, you will be informed by your line manager/supervisor.

You are required to deliver vehicles/equipment to FTS vehicle workshop reception at Shearbridge Road, Bradford in a clean condition with all rubbish and personal items removed from the cab and payload area.

If vehicles/equipment are returned in an unkempt condition, FTS will inform your line manager/supervisor and ask for the vehicle/equipment to be cleaned properly. If further costs are incurred as a consequence of this action all costs will be passed onto the user department.

8.2 Vehicles/Equipment Damage

It is expected that vehicles/equipment shall be returned free from unreported damage. Where damage is found and subsequent costs are incurred this cost together with a report will be passed onto your department for consideration.

9. Departmental specific working procedures

9.1 This section (Appendix 1) is a supplement to the driver hand book that will include particular instructions, working procedures and guidelines for your particular area included by the relevant department manager.

Appendix 1
Department Specific Working Procedures

(Please Insert)

Vehicle Incident Report Form

Drivers Handbook Self Assessment Questions

All drivers are to be issued with a personal copy of this Handbook. They are required to read the Handbook and complete the assessment below. They may do this over a maximum period of 10 days.

Driver should note that on multiple choice questions there may be more than one required answer, so they must tick all correct answers. Also, if the driver has a reading or learning difficulty they should contact their line manager who will nominate someone to assist them.

Once a driver has completed the assessment it is to be checked and signed off, if correct, by a designated service/departmental manager. The manager is required to photocopy the result (including signatures) and retain this on file.

Assessment Questions

To show your answer please circle the correct answer(s)

- 1. Where will you find the contact telephone numbers for Fleet Services Workshop Reception?**
 - A. On a sticker inside your vehicle.
 - B. In the front of the driver handbook.
 - C. In your works mobile phone when you got it.
 - D. Ring reception for the number.

- 2. Under the 1974 Health and Safety at work act you as a driver have a legal duty to ensure that so far as reasonably practicable you ensure that the health, safety and welfare of yourself, other employees and members of the public are not put at risk by your work related activities and actions when driving.**
 - A. True.
 - B. False.

- 3. If you need to transport fuel for your work should you use:**
 - A. Any type of container.
 - B. A specific container designed for the carriage of fuel

- 4. Who would be subject to disciplinary action if you contravened any driving, vehicle or safety requirement?**
 - A. The leader of the Council.
 - B. The Councils elected members.
 - C. The driver and / or their line Manager.
 - D. Occupational Safety.

- 5. If the holder of an Operator Licence (“O Licence”) incurs any driving, vehicle or operating infringements what could happen?**
- A. The operator can have their fleet of vehicles scrapped.
 - B. The operator can be made to sell their vehicles.
 - C. The operator can have their licence suspended or revoked.
 - D. The operator will no longer be able to operate in the EU.
- 6. If you hold a category C1 driving licence you can drive vehicles weighing between 3500 and 7500kg (with a trailer up to 750kg)?**
- A. True.
 - B. False.
- 7. European legislation requires a vocational driver to hold a driver CPC. What does CPC stand for?**
- A. Competent in Professionals’ Compliance.
 - B. Certificate of Professional Competence.
 - C. Charter of Professional compliance.
 - D. Charter of Personal Compliance.
- 8. How many hours training are required to gain a driver CPC qualification?**
- A. 35 hours over 5 years.
 - B. 5 hours over 5 years.
 - C. 35 hour over 12 months.
 - D. 25 hours over 5 years.
- 9. You must carry your CPC Driver Qualification Card with you at all times, what are the penalties for non compliance?**
- A. There are no penalties at all.
 - B. There are fixed penalty fines and up to 2 years imprisonment.
 - C. The Council will pay any fines.
 - D. Fleet Enforcement Officers will fine you.
- 10. Which body oversees and enforces the regulations that Operators have to abide by?**
- A. Driver Standards Agency.
 - B. Driver and Vehicle Licensing Agency.
 - C. Health and Safety Executive.
 - D. The Traffic Commissioner.

11. Before an employee may be authorised to drive a vehicle or plant equipment they must:

- A. Familiarise themselves with the vehicle or plant only.
- B. Go for a test drive, learn to use the plant.
- C. Inspect the vehicle or plant.
- D. Undergo formal vehicle familiarisation training and assessment on the vehicle(s) they are required to drive or equipment they will use.

12. Fuel is a major cost to vehicle fleets, to improve fuel usage you should (tick all answers applicable):

- A. Stop the engine when parked.
- B. Accelerate and brake smoothly.
- C. Use correct gear for given situation.
- D. Do nothing as modern vehicles are more economical.

13. Drivers of vehicles over 3500kgs and Passenger Carrying Vehicles must keep records of their driving hours.

- A. True.
- B. False.

14. A vocational driver's rest breaks may be split over the course of a day but they must be taken before the:

- A. 8th Hour.
- B. 9th Hour.
- C. 10th Hour.
- D. 11th Hour.

15. Enforcement officers, other than the Police, such as DVSA can issue on the spot fixed penalty tickets.

- A. True.
- B. False.

16. The drivers of which vehicles must record their hours to comply with GB Domestic and E.U. driving hour's rules?

- A. All Council vehicles.
- B. Any van or goods vehicle.
- C. All goods vehicles over 3.5 tonnes and Passenger Carrying Vehicles.
- D. All goods vehicles over 7.5 tonnes and buses.

17. As the driver of a council vehicle it is your legal responsibility to undertake daily/ weekly safety checks for defects before every use.

- A. True.
- B. False.

18. What is the minimum tread depth of a tyre for a vehicle weighing less than 3500kg and with no more than 8 seats?

- A. 1.0mm.
- B. 1.6mm.
- C. 2.0mm.
- D. 3.0mm.

19. The Councils insurance policy includes cover for personal possessions.

- A. True.
- B. False.

20. As the driver of a Council vehicle you would be liable for any overweight or insecure loads and could be fined up to £5000.

- A. True.
- B. False.

21. If you are required to produce legal documents to the Police with regards to a Council vehicle you can obtain them from:

- A. Your line manager.
- B. The police will never check Council vehicles.
- C. FTS reception, Shearbridge.
- D. They are in the vehicle glovebox.

22. If a driver identifies a defect on a vehicle what must they do?

- A. Leave it until the vehicle breaks down.
- B. Write it in the defect book and report it at the next service.
- C. Leave it until Friday.
- D. Report it to Fleet workshops or line manager/supervisor immediately.

23. What is used to report and record vehicle defects?

- A. The vehicles tachograph.
- B. The driver's timesheet.
- C. The vehicles defect book / defect sheet.
- D. Any bit of paper that is available.

24. Employees who use their own vehicle (“Grey Fleet”) for work related activities shall be required to:

- A. Make sure it has a current M.O.T. if over three years old.
- B. Maintain the vehicle in a legal and roadworthy condition.
- C. Service the vehicle in accordance with the manufacturer’s recommendations.
- D. Service vehicle in accordance with manufacturer’s recommendations and ensure it has a current MOT if applicable.

25. Who is responsible for paying any driver related fines for any traffic offences?

- A. Your department is responsible.
- B. You are responsible.

26. The use of mobile phones whilst driving is illegal but not if you are just using the satellite navigation app?

- A. True.
- B. False.

27. What is the maximum speed limit for vans weighing over 2000kg on a dual carriageway.

- A. 70 mph.
- B. 60 mph.
- C. 50 mph.

28. If your vehicle suffers a breakdown who should you report it to first?

- A. Your line manager.
- B. Fleet Workshops.
- C. The AA.
- D. The Police.

29. You must inform your line manager/supervisor of any accident/incident:

- A. When you have completed your duties.
- B. Within 24 hours.
- C. As soon as practicable but during the same day.
- D. Immediately.

30. If you are involved in an accident you must call the Police and Ambulance service when:

- A. In all cases.
- B. In those instances when you think it is required.
- C. Where there is injury to people and/or livestock.
- D. If the third party denies liability or may sue the Council.

31. If you are involved in an accident/incident, it is important that you stay at the scene and cooperate fully with all concerned:

- A. True.
- B. False.

32. If you are involved in an accident/incident, it is important that you:

- A. Note the vehicle registration number.
- B. Note names and addresses of the driver(s) and witnesses.
- C. Do not admit liability.
- D. All the above.

33. Where will you find a Vehicle Incident Report Form?

- A. Workshops reception.
- B. Your line manager has them.
- C. In the back of the handbook.
- D. In the glovebox of the vehicle.

34. Within what time frame must a Road Traffic Collision (RTC) be recorded on Bradford Council's Accident Portal?

- A. As soon as possible and within 24 hours.
- B. Within 48 hours.
- C. Within 5 working days.
- D. Within 28 days.

Total Score Minimum Pass Score = 100%

I (print name) _____

confirm I have read and understood the Driver Handbook dated

___ / ___ / _____

(enter edition date and year) and that I am required to comply with the information therein.

Signed Driver (Signature) _____

Date: ___ / ___ / _____

Manager Name (please print) _____

Dept

Manager Signature _____

Date: ___ / ___ / _____

NB. Not valid without both names and signatures.

To be completed by the driver and given to the third party

Third party

The driver of this vehicle does not admit liability whether written, spoken or implied
The details given below are for information only

Driver's name: _____

Vehicle registration: _____

Accident location: _____

Time: _____ Date: _____

Vehicle owners name: _____

Vehicle owners address: _____

Telephone number: _____

Insurance company address:

**Insurance Section, Financial Services
Department 25, Britannia House
Hall Ings, Bradford
BD1 1HX**

Telephone: 01274 432782

Fax: 01274 729607

Policy number: _____

To be completed and retained by the driver at the scene,
for handing to your manager

Your details

Name: _____

Vehicle reg number: _____

Location: _____

Time: _____ Date: _____

Third party details

Vehicle reg number: _____

Make: _____ Model: _____

Driver's name: _____

Address: _____

Insurance company name: _____

Telephone number: _____ Policy number: _____

Damage to third party vehicle/property

Witnesses

Name: _____ Tel No: _____

Address: _____

Name: _____ Tel No: _____

Address _____

Vehicle Incident Report Form

To be completed by the driver and given to the third party **Third party**

**The driver of this vehicle does not admit liability whether written, spoken or implied
The details given below are for information only**

Driver's name: _____

Vehicle registration: _____

Accident location: _____

Time: _____ Date: _____

Vehicle owners name: _____

Vehicle owners address: _____

Telephone number: _____

Insurance company address: Insurance Section, Financial Services Department 25, Britannia House Hall Ings, Bradford BD1 1HX	Telephone: 01274 432782 Fax: 01274 729607 Policy number: _____
--	--



To be completed and retained by the driver at the scene, for handing to your manager **Your details**

Name: _____

Vehicle reg number: _____

Location: _____

Time: _____ Date: _____

Third party details

Vehicle reg number: _____

Make: _____ Model: _____

Driver's name: _____

Address: _____

Insurance company name: _____

Telephone number: _____ Policy number: _____

Damage to third party vehicle/property

Witnesses	Name: _____ Tel No: _____
	Address: _____
	Name: _____ Tel No: _____
	Address: _____