



FLINTSHIRE COUNTY COUNCIL

Vehicle Management System Policy

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| Policy owner for review | Barry Wilkinson – Transportation & Logistics Manager |
| Date implemented | |
| Date last reviewed | |
| Date of last amendment | 31 March 2015 |
| Version | V2.0 |
| Date of next review | |

1. Introduction

Flintshire County Council recognises its duties under the Health and Safety at Work Act 1974 to take steps as far as is reasonably practicable, to ensure the health, safety and welfare of those who need to drive Council vehicles as part of their job. Flintshire County Council have taken the decision to fit vehicle management devices to all Council fleet vehicles and some items of plant via the introduction of Vehicle Telematics for its operational fleet and high value items of plant.

The introduction and the development of the Vehicle Telematics will also assist the authority to achieve a number of efficiency savings and therefore this is linked directly to the Council's corporate Value-for-Money framework and Environmental commitments.

2. Aims of the Policy

Flintshire County Council has a responsibility to protect employee's health and safety at work, including adhering to the working time directive, including the legal requirement to take breaks, and ensuring compliance with the Road Safety Act.

By fitting a Vehicle Telematics, Flintshire County Council also intends to manage the following:

- Efficiency
- Behaviour
- Safety
- Claims Management

Certain benefits will be gained from this, such as finding operational efficiencies, improving customer service, fuel efficiency from monitoring and reducing fuel consumption, improving driving behaviour and therefore reducing accidents and the risk of accidents claims, as well as reducing repair and maintenance bills due to less wear and tear on the vehicle.

This policy will require Service Managers to utilise the available data and consider the opportunities for further deployment of additional equipment to support the efficiency and safety of their employees and assets, protect the general public and defend the Council during service provision, whilst operating vehicles. This will be achieved through the use of a Service Specific Assessment, completed by the Service Manager, to consider the local operating practices, along with the benefits that vehicle telematics and the analysis of this data provides. With the support of the Fleet Manager, this assessment will be matched against framework of Vehicle Telematics for use by the service, and the most practical route will be applied, with agreed output measures and monitoring put in place by the service to support the Authority's need for service improvements, efficiencies, and policy compliance.

3. Scope

The Council have agreed, in consultation with Trade Unions, to install Vehicle Telematics in all the Council's fleet of vehicles and high valued items of plant. As a minimum this will consist of a vehicle tracker capable of pinpointing the location of a vehicle, through GPS, to an accuracy of typically within 5 metres.

This policy applies to all staff and managers across Flintshire County Council, who either drive a Council Vehicle, have responsibility for a Council Vehicle or manage an employee who drives a Council Vehicle that is fitted with the Vehicle Management System.

3.1 Roles and Responsibilities

Employee Responsibilities

- For the purpose of probity, vehicles must not be used for any other reason other than in the execution of Council business. The vehicle must not be used outside of normal business hours subject to a reasonable period of time to travel to and from home and place of work. The only exception being when an employee is used the vehicle for business purposes in the execution of the department's emergency service.
- Ensure that the vehicle is always securely locked when left unattended.
- Ensure that the legal speed limits are adhered to and the highway code is followed at all times.
- The Driver identification fob must only be used by the nominated driver. It is the responsibility of each driver to ensure that the Fob is kept in a safe place and used appropriately. In the event a driver uses a Fob issued to another driver, or allowing another driver to use their fob, will be dealt with under the Councils disciplinary policy. Replacement costs may be charged to employees when fobs are lost.
- Maintain appropriate representation of Flintshire County Council at all times, including not responding aggressively towards discourteous road users and don't engage in "road rage".
- Employees using the Vehicle Telematics must take all reasonable steps to ensure the Vehicle Telematics' correct use, and report and obvious defects or faults.

Management / Employer responsibilities

- Ensure only authorised officers / employees will have access to the Vehicle Telematics and its information. This will be strictly controlled in terms of cross departmental information.
- Authorised users of the system will be issued with a unique user name and password. This password should be treated in the same way as any other IT password and be kept secure at all times. Passwords should not be shared and should be kept secure in line with the Councils ICT policy.
- Ensure that employees who are driving a vehicle fitted with a Vehicle Telematics are made aware the hardware has been installed on their vehicle and ensure training is given on operating the system and that employees are issued with the Vehicle Telematics protocol.
- Where an allegation has been made in relation to a breach of this policy or a complaint received by a customer or a member of the public, the manager will ensure a timely and efficient investigation utilising data from the Vehicle Telematics, if necessary.
- Make best use of the information available to improve the efficiency of the service and the council as a whole by monitoring such metrics as:
 - Utilisation / Productivity
 - Miles Covered – Journey Planning
 - After-hours/Out-of-hours utilisation
 - Non-utilised & Low-utilised assets

4. Appendix

Addition document in support of this policy include:

- A Manager's Guide to Vehicle Telematics
- Vehicle Telematics Service Specific Assessment Form