



## **POLICY – Vehicle Fleet Management**

**Number: T 0710**

**Date Published: 5 October 2017**

### **1.0 Summary of Changes**

1.1 This policy has undergone its biennial review and had minor additions made eg, adding new links throughout the document.

### **2.0 What this Policy is About**

2.1 The aim of this policy is to outline the expectations and responsibilities of users of Essex Police and Kent Police fleet vehicles.

2.2 This policy aims to ensure that all fleet activity is undertaken responsibly, with minimal risk to the public, individuals, and the organisation.

2.3 This policy applies to:

- All drivers and supervisors of Essex and Kent vehicles who, by nature of their work, are dependent on some of the services provided by the Transport Services.

2.4 No person is permitted to use a fleet vehicle, hire car, demonstration vehicle, pool vehicle, lease vehicle or any other vehicle provided by Essex Police and Kent Police other than for police official duties or business.

2.5 Individuals may only drive a vehicle, on behalf of Essex Police and Kent Police, for which they hold a legal entitlement (valid driving licence), and have been suitably trained or assessed to drive.

- See Essex D 2000 Policy - Safe Driving and its relevant procedures;
- See Kent O45 Policy - Safe Driving and its relevant SOPs.

***Compliance with this policy and any linked procedures is mandatory.***

### **3.0 Statement of Policy**

#### **3.1 Introduction**

3.1.1 Essex Police and Kent Police recognises its duty of care to the public and its employees and is committed to the delivery of its obligations under Health and Safety legislation with regard to driving at work and compliance to Corporate Road Risk best practice.

3.1.2 Essex Police and Kent Police extend their duty to providing a safe and appropriate environment in which its employees can use fleet vehicles for the purpose of police business. This will be achieved through the provision of a reliable well maintained and managed vehicle fleet and the use of force policy, legislation and industry best practice.



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3.1.3 The Head of Transport Services carries delegated authority and responsibility to ensure vehicles owned by Essex Police and Kent Police are fit for business purposes.

3.1.4 The Head of Transport Services is responsible for:

- The provision of all fleet vehicles to divisions and departments;
- The maintenance and repair of all vehicles, ensuring they comply with manufacturers' recommendations and are in a roadworthy and legal condition;
- The retention of accurate records relating to the purchase, allocation, servicing and maintenance and disposal of vehicles.

3.1.5 Users are responsible for the day to day use of vehicles as outlined in the T 07101 Procedure/SOP - Vehicle Maintenance.

3.1.6 Any vehicle hired or loaned to Essex Police and Kent Police shall be classed as a "police vehicle" and subject to policy and procedure guidelines as if it were a police fleet vehicle.

### **3.2. LPA / Divisional / Department Fleet Contacts**

3.2.1 Each Command or department will nominate a single point of contact (SPOC) for transport and travel who will be responsible for ensuring this policy and its associated procedures are fully complied with. In the event that there is no identified SPOC, responsibility sits with the LPA/Divisional Commander or most senior officer for that Command or Department.

### **3.3 Vehicle Procurement**

3.3.1 The make, model, specification and equipment level of vehicles procured for use by Essex Police and Kent Police will be determined by the Head of Transport Services and conform to prevailing policies and National Standards of the relevant police national policy forming bodies.

3.3.2 All vehicle purchases, demonstrators or sponsored vehicles must be pre-approved by the Head of Transport Services.

3.3.3 No force supplied vehicle will be allocated to an individual officer or member of staff unless it is a lease car supplied to an individual for a specific role.

3.3.4 Any permanent relocation of vehicles within an LPA/Division or Department must be approved by the Fleet Coordinator, Transport Services, prior to relocation.



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3.3.5 No person or department shall make a modification to a force supplied vehicle or its equipment (including the fitting of accessories) without the prior agreement of the Head of Transport Services. See T 07101 Procedure/SOP – Vehicle Maintenance section 3.4.

3.3.6 No un-marked vehicle is to be fitted with "blues and twos" unless specific approval has been obtained from the Head of Transport Services.

### **3.4 Vehicle Disposal**

3.4.1 No force supplied vehicle will be sold directly to a police officer or police staff employee.

3.4.2 No force supplied vehicle will be disposed of by anyone other than the fleet section of Transport Services via the appropriate method determined by the Head of Transport. See T 07104 Procedure/SOP – Provision and Use of Vehicles and Equipment.

### **3.5 Hire/Loan Vehicles**

3.5.1 Hire/loan vehicles are subject to a separate procedure - T 07107 Procedure/SOP – Hire & Pool Vehicles.

### **3.6 Use of Police Vehicles**

3.6.1 All police vehicles are to be kept overnight on police premises. For this purpose official premises does not include a police house in which the officer using the vehicle is normally resident.

3.6.2 Any variation from this requirement will result in the VAT on the vehicle not being reclaimable and individuals being personally liable for additional taxation.

3.6.3 There are, however, certain formally approved exceptions to this rule and an occasional operational need to take vehicles to a private home address overnight. See paragraph 3.7.2 below.

3.6.4 Further details are shown in the Essex Policy G 1600 Policy - Travel and Associated Transport and its associated procedures or Kent Policy V01 and its associated standard operating procedures.

3.6.5 In such circumstances, the Force Insurance Officer and the Transport Services Fleet Coordinator must be informed of the details of the vehicle being taken to the home address and the reasons.



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3.6.6 Where permission for a vehicle to be parked other than on police premises has been granted, all removable property should be taken from the vehicle.

3.6.7 Where there is an operational requirement for a police vehicle to be taken outside of the UK, permission to do so must first be obtained from Transport Services.

### **3.7 Carriage of Non-Police Personnel**

3.7.1 Persons not engaged in police duty or matters connected with official police work are not permitted to ride in or on, or to use, any police vehicle unless specifically permitted to do so by an officer of the rank of Inspector (or equivalent) or above

3.7.2 Persons not engaged in police duty or matters connected with official police business are not covered under the Force Motor Insurance Policy.

3.7.3 However, there are circumstances where the main family vehicle may be at the place of work (due to the officer being required to have a fleet vehicle available for on call duties) and no other vehicle is available for family use. In these very limited circumstances, essential use of the vehicle may be permitted. Under no circumstances must any other person drive the vehicle unless they have a force driving permit for that category vehicle. In the event of any doubt, guidance must be sought from Transport Services and the Force Insurance Officer.

3.7.4 Details of fleet vehicles that may be taken to home addresses are listed in Essex procedure G 1602 Procedure - Travel, section 3.4, Appendix A or via the Financial Services Department.

### **3.8 Use of Privately Owned Vehicles**

3.8.1 Where officers or staff use their own private vehicle for police business, it must be taxed, have a valid MOT Certificate (where required) and certificate of insurance to include business use.

3.8.2 Private vehicles must be driven in compliance with all road traffic regulations and must not, under any circumstances, be used for pursuit and high speed work.

3.8.3 It is the member of staff's responsibility to ensure the vehicle is suitable for the work purpose for which it is being used and that the vehicle is regularly maintained and checked to ensure that it is safe and legal for use. Guidance on suitability can be sought from Transport Services.

3.8.4 Further in depth guidance can be obtained from Financial Services Department via the Travel Policy.



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### **3.9 Car Cleaning Facilities**

3.9.1 On-site car cleaning facilities are to be used specifically for cleaning fleet vehicles or vehicles hired or loaned to Essex Police and Kent Police for police business.

3.9.2 Under no circumstances should any personal vehicle be cleaned using these facilities including any personal vehicle used on police business. Such costs are included in vehicle mileage reimbursements.

### **3.10 Vehicle Incidents**

3.10.1 All staff members must report vehicular incidents involving any damage or injury whilst on duty in accordance with the relevant policy managed by Driver Training. Refer to T 07101 Procedure/SOP – Vehicle Maintenance.

## **4.0 Implications of the Policy**

### **4.1 Finance / Staffing / Training / Other**

4.1.1 There are no financial, staffing or training implications related to this policy. All police officers and staff must be made aware of this policy and its associated procedures as it involves the use of Force assets and compliance with legislation.

### **4.2 Risk Assessment(s)**

4.2.1 There is a risk of compromise associated to individuals and frontline policing if this policy is not adhered to.

4.2.2 There is an organisational risk of loss of reputation and vulnerability to criminal or civil liabilities that would arise from a failure to adhere to the procedures within this document.

### **4.3 Equality Impact Assessment**

4.3.1 An equality impact assessment has been carried out and shows the proposals in this policy would have no potential or actual differential impact on grounds of race, ethnicity, nationality, gender, transgender, disability, age, religion or belief or sexual orientation.



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### **5.0 Consultation**

5.1 The following were included in the consultation during the formulation of this document:

- Federation
- Unison
- OPC
- Driver Training
- Business Services
- Health & Safety

### **6.0 Monitoring and Review**

6.1 This policy will be reviewed by, or on behalf of, the Head of Transport Services every two years to ensure that it remains accurate and fit for purpose.

### **7.0 Related force policies or related procedures (Essex) / linked standard operating procedures (Kent)**

#### **Join Policies and Procedures/SOPs**

- T 07101 Procedure/SOP – Vehicle Maintenance
- T 07102 Procedure/SOP – Fuel Management
- T 07103 Procedure/SOP – Vehicle Equipment and Mileage Records Books (VEMR)
- T 07104 Procedure/SOP – Provision and Use of Vehicles and Equipment
- T 07105 Procedure/SOP – Wheel and Tyre Management
- T 07107 Procedure/SOP – Hire and Pool Vehicles
- T 07108 Procedure/SOP – Telematics, Provision and Management of Equipment and Users

#### **Essex Policies and Procedures**

- G 1600 Policy – Travel and Associated Transport and all its associated Procedures;
- D 2000 Policy – Safe Driving and all its associated Procedures

#### **Kent Policies and SOPs**

- T 07106 SOP – Vehicle Lease Schemes
- O45 Policy – Safe Driving and all its associated Standard Operating Procedures
- V01 Policy – Allowances and all its associated Standard Operating Procedures



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**8.0 Other source documents, e.g. Legislation, APP, partnership agreements (if applicable)**

None