



PROCEDURE (Essex) / Linked SOP (Kent) – Hire and Pool Vehicles

Number: T 07107

Date Published: 29 June 2017

1.0 Summary of changes

1.1 This procedure/SOP has been updated on its 2 yearly review as follows:

- Throughout the document has been extended to include pool vehicles;
- The 9 protected characteristics within section 4 have been updated;

2.0 What this Procedure/SOP is About

2.1 This procedure/SOP explains the procedure relating to the provision, maintenance and use of hire and pool vehicles to supplement the Kent and Essex vehicle fleet.

2.2 The procedure/SOP extends to all police officers, employees and volunteers and takes into account all ranks and grades, according to police regulations and police staff terms and conditions.

2.3 The central contract for the provision of hire vehicles is managed by Procurement Services.

2.4 The drivers of hire and pool vehicles must drive vehicles in accordance with the Force's Safe Driving Policy and the Highway Code. Any Notices of Intended Prosecution will be passed to the driver to appeal or pay the fine.

Compliance with this procedure/SOP and any governing policy is mandatory.

3.0 Detail the Procedure/SOP

3.1 Hire Vehicles

3.1.1 This section relates to the provision, maintenance and use of hire vehicles to supplement the Kent and Essex fleet vehicles. Hire vehicles must not be used to fill any perceived shortfall in established fleet. LPAs/Divisions/Departments should look at their wider fleet when managing demand and Transport Fleet Co-ordinators can provide fleet data to assist with decision making. In all cases the provision of hire vehicles will only be considered as part of the travel choices process and all transactions for bookings, cancellations and off-hires will be transacted through Business Services.

3.1.2 Hire vehicles will be considered as a police vehicle for the purposes of police business and thus subject to the same regulations, policies and procedures as for any fleet vehicle. Drivers must have the appropriate vehicle permit having been assessed and authorised to drive police vehicles by the Driving School or Area Driving Examiner.



PROCEDURE (Essex) / Linked SOP (Kent) – Hire and Pool Vehicles

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3.1.3 Hire vehicles must never be used for:

- Any form of response driving;
- Any form of surveillance work (because it leaves future hirers at risk).

3.1.4 Hire vehicles are usually short term and as such are not subject to the issue of a fleet number.

3.2 Hire Vehicle Equipment and Mileage Record Book

3.2.1 All users of hire vehicles must keep a record of the relevant user of the vehicle in the same way as if it were a fleet vehicle – See T07103 Procedure/SOP -Vehicle Equipment and Mileage Record Books.

3.3 Fuel for Hire Vehicles

3.3.1 Details of fuel for hire vehicles are available in T07102 Procedure/SOP – Fuel Management, Section 3.4.2.

3.3.2 In all cases, users must ensure that the vehicle is re-fuelled before it is returned to avoid expensive re-fuelling costs from the hire company.

3.4 Payment for Hire Vehicles

In all cases, the administration for the provision and payment of hire vehicles will be maintained by Business Services.

3.5 Maintenance and Repair of Hire Vehicles

3.5.1 Transport Services is not responsible for the maintenance or repair of hire vehicles. In the event that a hire vehicle becomes un-roadworthy during its hire period, through fault or accident, this should be referred to Business Services and, where appropriate, a replacement sourced if appropriate. Guidance is usually available with the hire vehicle.

3.6 Accidents in Hire Vehicles

3.6.1 If a hire vehicle is subject to an incident whilst on police business, the Police Vehicle Incident (PVI) process must be followed as if the vehicle were a fleet vehicle. Reporting must take place via the Link to PVI Essex or Link to PVIR Kent.

3.6.2 The hire company and Business Services must be notified and, if necessary, a replacement vehicle sought.



PROCEDURE (Essex) / Linked SOP (Kent) – Hire and Pool Vehicles

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3.7 Insurance for Hire Vehicles

3.7.1 Hire cars are covered by the relevant force fleet policy as if they were a fleet vehicle for the period that they are on hire.

3.8 Hire Vehicles at Home Addresses

3.8.1 Hire vehicles are subject to the same policy and procedure applied for all police vehicles at home addresses. Private use of any hire vehicles **MUST** be kept to a minimum and vehicles must only be taken home in exceptional circumstances. This is because any VAT normally reclaimable for business usage for hire vehicles cannot be reclaimed for this element and it becomes an additional cost to the force, see Policy T0710 – Vehicle Fleet Management, section 3.6.1.

3.9 Prisoners in Hire Vehicles

3.9.1 The carriage of prisoners in hire vehicles is permissible. However, officers and staff must bear certain safeguards in mind when using a hire vehicle for such purposes. The principal risk is that hire vehicles will be used by members of the public after police use and it is essential therefore that future hirers are not placed at risk from our activity.

3.9.2 If a prisoner is carried in a hire vehicle it is mandatory to ensure:

- The vehicle is thoroughly searched to ensure that items such as drugs, knives or other items are not left in the vehicle, (usually stuffed down the backs of the seats);
- All documentation is removed prior to return;
- Any contamination or spillages should be dealt with through specialist cleaning facilities. Details of specialist cleaning facilities are available on the Transport Services website under “Specialist Vehicle Cleans”.

3.10 Dartford Crossing for Hire Vehicles

Any hire vehicles being used that require Dartford Crossing payment, should be notified to Transport Services during office hours on ext. 480649 or via email on transport.services.administration@kent.essex.pnn.police.uk who will arrange for the vehicle to be added to the system and removed when the vehicle goes off hire.



PROCEDURE (Essex) / Linked SOP (Kent) – Hire and Pool Vehicles

Number: T 07107

Date Published: 29 June 2017

3.11 Pool Vehicles

3.11.1 This section relates to the use of Pool Vehicles which are fleet vehicles provided at designated sites as a cost efficient travel option to support officers and staff in undertaking routine official police business. The vehicles are used in those instances where a staff member would otherwise claim an allowance for use of their private vehicle. They must not be used operationally, covertly or for transporting prisoners.

3.11.2 The use of pool vehicles must be in accordance with Transport and Safe Driving policies. All bookings and cancellations will be made through Business Services for both forces. They will determine the most appropriate vehicle for the purpose required and will use an even spread of vehicles available to ensure appropriate use and mileage. The driver has the responsibility of informing Business Services of any cancellation to ensure availability to other staff.

3.11.3 Pool vehicles are a cost efficient method of transport that supports the travel choices with the Forces' published Travel Tree. Any variation from those travel choices should be discussed with Business Services.

3.11.4 There is no mileage limit per journey or restriction in relation to travel out of county as long as the vehicle is returned in line with the period booked.

3.12 Pool Vehicle Drivers

3.12.1 Drivers must have the appropriate vehicle permit having been assessed and authorised to drive police vehicles by the Driving School or Area Driving Examiner.

3.13 Pool Vehicle Maintenance

3.13.1 Pool vehicles are Force owned fleet vehicles and are subject to the usual daily / weekly checks and maintenance that are applicable to all fleet vehicles and should be checked in accordance with Procedure T07101. In all cases, mileage and vehicle weekly checks must be reported to Transport Services in the same way as any other Fleet Vehicle via the Transport Services Portal.

3.14 Pool Vehicle Use

3.14.1 Pool vehicles are a fleet vehicle and are covered for use, repair and maintenance under the policies and procedures that apply to all fleet vehicles.

3.14.2 Pool vehicles will not be retained by a driver for extended periods. A pool vehicle is for staff to travel to and from meetings or trips where the vehicle will usually be returned on the same day. Any extended retention would deny a resource to colleagues and could potentially add cost through a mileage claim.



PROCEDURE (Essex) / Linked SOP (Kent) – Hire and Pool Vehicles

Number: T 07107

Date Published: 29 June 2017

3.14.3 Pool vehicles will only be used for official police business. Private use is not permissible. All pool vehicles are to be kept overnight on police premises. Vehicles must not be taken home unless there is an incidental reason where it makes business sense to do so, i.e. an early start that extends the day beyond contracted hours or where the collection of a pool vehicle would add a significant amount of time or miles to the intended journey. In all cases, the vehicle must be used solely for business purposes and Business Services have specific vehicles that can be taken home if required. The pool vehicles that can be taken home show specific details on the Vehicle Equipment and Mileage Record Book.

3.14.4 There is no mileage limit per journey or restriction relating to travel out of county although users should be mindful of high recovery costs should the vehicle break down. This does not apply between Kent and Essex as there are reciprocal maintenance facilities in place. If a hire car is used out of county, although there is an initial hire cost, any recovery and vehicle replacement costs are borne by the hire company.

4.0 Equality Impact Assessment

4.1 An equality impact assessment has been carried out and shows the requirements of this procedure have no potential or actual differential impact on grounds of age, sex, disability, race, religion or belief, marriage and civil partnership, sexual orientation, gender reassignment and pregnancy and maternity

5.1 Risk Assessment

5.1 Hire vehicles do not form part of the fleet and it must be understood that the hire company has taken responsibility for the roadworthiness and legality of the vehicle before provision.

5.2 Both hire and pool vehicles must be checked upon delivery by the user for any obvious defects which might preclude its use on the public highway or any sign of damage to the bodywork or tyres. For hire vehicles, defects must be noted on the delivery paperwork and if necessary delivery refused. Pool vehicles are covered under the mandatory daily and weekly checks required for fleet vehicles in section 6 above.

5.3 The driver of the hire or pool vehicle accepts responsibility for its safe use on the public highway.



PROCEDURE (Essex) / Linked SOP (Kent) – Hire and Pool Vehicles

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5.4 It is essential that before permission is given for a member of staff to drive any hire vehicle, a supervisor gives due consideration as follows:

- The operational necessity;
- The individual having undertaken a police driving assessment to drive the category of vehicle they wish to use;
- The ability of that individual to drive a specific vehicle;•

5.5 There are no health and safety considerations connected with this procedure.

6.0 Consultation

6.1 The following were invited to provide feedback in the consultation phase during the formulation of this document:

- Head of Transport
- Transport Services Delivery Manager
- Federation / Unison
- Finance / Procurement
- Business Services

7.0 Monitoring and Review

7.1 This procedure/SOP is due for review every two years to ensure it remains accurate and fit for purpose.

8.0 Governing force policy.

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

- T0710 Policy - Vehicle Fleet Management
- T07101 Procedure/SOP – Vehicle Maintenance
- T07102 Procedure/SOP – Fuel Management
- T07103 Procedure/SOP Vehicle Equipment and Mileage Records
- T07104 Procedure/SOP – Provision and Use of Vehicles and Equipment
- T07105 Procedure/SOP – Management of Wheels and Tyres

9.0 Other source documents, e.g. Legislation, APP, Force forms, partnership agreements (if applicable)