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DRIVER & VEHICLE POLICY

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1. Purpose

This policy sets out the requirements for employees authorised to drive council vehicles or personal vehicles used for business purposes.

2. Scope

This policy applies to all authorised employees, temporary staff, contractors and volunteers who drive on council business.

3. Council Responsibilities

The Council is committed to providing and maintaining vehicles that are safe, roadworthy and fit for purpose. To support the safety of authorised drivers and other road users, the Council will:

- Ensure all Council-owned or leased vehicles are appropriately insured and comply with all relevant legal requirements.
- Maintain vehicles in accordance with the manufacturer's recommended service schedules and statutory inspection requirements.
- Arrange for regular servicing, maintenance and safety inspections to be carried out by competent persons.
- Ensure defects reported by drivers are recorded, assessed and investigated promptly.
- Take appropriate action to repair genuine faults and, where necessary, remove vehicles from service until they are safe to use.

- Provide a system for authorised drivers to report vehicle defects, accidents and maintenance concerns.
- Keep appropriate records of servicing, inspections, repairs, MOTs (where applicable) and insurance.
- Ensure only authorised individuals who meet the Council's driver requirements are permitted to drive Council vehicles.
- Provide drivers with appropriate information, instruction and guidance on the safe use of Council vehicles.
- Periodically verify that employees using their own vehicles for business purposes hold a valid driving licence, appropriate business-use insurance, and a valid MOT certificate where required by law.
- Review incidents, accidents and reported defects to identify trends and implement improvements where necessary.

4. Driver Responsibilities

Drivers must:

- Hold a valid driving licence appropriate for the vehicle being driven and provide a copy on request.
- Inform management immediately of any licence endorsements, disqualifications, or medical conditions affecting their ability to drive.
- Drive safely, legally, and courteously at all times.
- Comply with all road traffic laws.
- Wear seat belts at all times where applicable.
- Ensure passengers also wear seat belts where applicable

5. Vehicle Safety

Drivers must report any vehicle defect or safety concern as soon as it is identified. The Council will investigate all genuine defect reports promptly and determine whether the vehicle remains safe to use. Where a defect could affect the safe operation of the vehicle, it will be withdrawn from service until appropriate repairs have been completed.

Before each journey, drivers should check:

- Tyres
- Lights
- Mirrors
- Windscreen and wipers
- Fuel level
- Any warning lights

Drivers should complete a weekly vehicle safety checklist

6. Mobile Phones

Drivers must not use handheld mobile phones while driving.

Calls should only be made or received when the vehicle is safely parked.

7. Alcohol and Drugs

Drivers must never operate a vehicle:

- Under the influence of alcohol.
- Under the influence of illegal drugs.

- While impaired by prescription or over-the-counter medication.

8. Fatigue

Drivers should:

- Take regular breaks on long journeys.
- Stop driving if they become tired.
- Never drive if unfit through illness or fatigue.

9. Accidents

If involved in an accident, drivers should:

- Stop safely.
- Check for injuries.
- Contact emergency services if required.
- Exchange details with other parties.
- Report the incident to their manager as soon as possible.
- Complete the councils accident report.

10. Vehicle Security

Drivers must:

- Lock vehicles when unattended.
- Remove valuables where possible.
- Keep keys secure.
- Park safely and legally.

11. Smoking

Smoking and vaping are prohibited in council vehicles.

12. Maintenance

Vehicles must be serviced in accordance with the manufacturer's recommendations.

Drivers must report:

- Damage
- Mechanical faults
- Warning lights
- Any concerns affecting safety

13. Non-Compliance

Failure to comply with this policy may result in disciplinary action and withdrawal of permission to drive council vehicles.

14. Use of Private Vehicles

Employees who use their own vehicle for business purposes must ensure that:

- They hold a valid driving licence appropriate for the vehicle.
- The vehicle is roadworthy, maintained in accordance with the manufacturer's recommendations, and has a current MOT certificate where legally required.
- The vehicle is taxed and insured.

- Their motor insurance policy specifically covers **business use**. Commuting insurance alone may not be sufficient.

They can provide copies of the following documents on request:

- Driving licence
- Insurance certificate showing business use
- MOT certificate (where applicable)
- Vehicle registration document (V5C) if requested

The council reserves the right to refuse authorisation for an employee to use their own vehicle for business if satisfactory documentation is not provided or if the vehicle is considered unsafe.

Employees must notify their manager immediately if:

- Their driving licence status changes.
- Their insurance expires or business cover is withdrawn.
- Their MOT expires.
- Their vehicle becomes unroadworthy.
- They are involved in an accident whilst travelling on Council business.

The same standards of safe driving, vehicle security, mobile phone use, fatigue management, alcohol and drug policy, and accident reporting contained within this policy apply equally to private vehicles used for council business.

Reviewed at Governance & Finance Committee 21st July 2026

Ratified at Full Council Meeting 29th July 2026

Due for review in 2029