



TOLLCROSS
housing association

Transport Policy

Prepared By	Anne Fitzsimons, Corporate Services Director
Policy Created	//
Date of Last Review	September 2017
Date of Current Review	29 th September 2020
Date of Next Review	November 2023
Reviewed By	Audit & Business Sub-Committee

CORPORATE FIT	
Internal Management Plan	✓
Risk Register	✓
Business Plan	NA
Regulatory Standards	✓
Equalities Strategy	✓
Legislation	✓

On request, the Association will provide translations of all our documents, policies and procedures in various languages and other formats such as computer disc, tape, large print, Braille etc. and these can be obtained by contacting the Association's offices.

1. Introduction

- 1.1 This policy document sets out the company vehicle arrangements for all Tollcross Housing Associations employees, including temporary staff.
- 1.2 The policy document is intended to demonstrate Tollcross Housing Association's commitment to planning and managing the service it provides to staff and to achieving acceptable standards; to reducing accidents; and to demonstrate to all employees that the Association is fully committed to their health, safety and welfare.

2. Current Position

The Association currently owns 1 company car available for general use and leases a company van for exclusive use by the Handyperson.

3. Equalities

An Equality Impact Assessment (EIA) has been carried out when reviewing this policy. In line with good practice the completed EIA will be published alongside the Policy.

Where there is a need for follow-up action, the tasks and timeframe for achieving them shall be noted in the Equality and Human Rights Action Plan to ensure they are addressed.

We do not see this policy as having any direct impact upon the protected characteristics contained within the Equality Act 2010.

4. Company Vehicles

4.1 Pool Car

- a) The vehicle is available for use by all staff across the Association who have complied with the vehicle declaration requirements.
- b) The car is stored at the rear of the office at 868 Tollcross Road and booked out on a diary system managed by the Corporate Services Department. At evenings and weekends the car remains in the rear car park at the office, unless otherwise agreed by the Chief Executive.

The benefits of this option are:

- Car is always available for use.
- No tax liability for staff members.
- Fair access to vehicles for all staff.
- No individual liability.

- Opportunity to brand pool car.
- Opportunity to have an environmentally friendly vehicle

4.2 Leased Van

- a) The leased vehicle is available for use by the Handyperson and any other person authorised by the Chief Executive where they have complied with the vehicle declaration requirements.
- b) At evenings and weekends the Handyperson will park the vehicle at their home.
- c) There is no tax liability for staff member as no personal use of this vehicle is allowed.

5. Association's Responsibilities

The Association will be responsible for the following in relation to all company vehicles :

- Annual Insurance
- Servicing
- Repairs & Maintenance
- Vehicle Tax
- Breakdown/Rescue Cover
- Circulation and compilation of annual authorisation statement for use of vehicle as driver

6. Staff Responsibilities

Staff using company vehicles on company business should adhere to the following:

- Daily Checks of the vehicle are undertaken by the first person using the car each day (See Appendix 3)
- Cleanliness practices are followed in accordance with Covid 19 Guidance and the need to ensure all surfaces are cleaned before and after use (see Appendix 3)
- During Covid 19 and until further notice, only the staff member driving is permitted in the vehicle – no other passengers are permitted.
- Good driving practices, in accordance with the Highway Code, are expected of all vehicle drivers. This includes wearing a seatbelt at all times.
- Any accidents/incidents incurred will be reported to the Corporate Services Director who will investigate and record all details.

- Employees should not attempt to drive when feeling tired, unwell or under the influence of drugs/alcohol.
- Any irregularities in the company vehicle's performance should be reported to a member of the Corporate Services Team to arrange the necessary work to be carried out.
- Drivers must ensure an adequate means of communication is available on all excursions.
- Drivers must not use mobile telephones including via hands free kits or any other communications devices unless the vehicle is parked in a safe location and the engine is switched off.
- Smoking is prohibited throughout all of Tollcross Housing Association workplaces, with no exceptions, this includes company vehicles.
- All company vehicle users must inform the Corporate Services Director immediately of changes to their health or if they are involved in a police investigation or if there are any changes to their driving documents.
- All company vehicle users must sign a precondition document annually confirming they have read and fully understand their responsibilities in this area (Appendix1).
- The Handyperson will record mileage daily (Appendix 2).
- Ensure the Company Vehicle Log Book is completed on a daily basis by all staff driving the car and Handyperson driving the van.

Staff should ensure that at all times, should any issues/defects become apparent, they are reported immediately to the Corporate Services Staff. On a monthly basis the Corporate Services Assistant shall carry out an inspection of the pool car and the Maintenance Manager shall carry out an inspection of the van (Appendix 3). This will be monitored by the Health and Safety Administrator. Should anything require attention that can be remedied by the driver, i.e. refilling screen wash, then this should be done before returning the keys and log book to reception. Anything more significant should be raised with a member of the Corporate Services Team on return to the office. This will be monitored by the Health and Safety Administrator.

7. Accident Reporting

- 7.1 In the event of any accident whilst driving the company vehicle, you should not attempt to deal with any situation unless you have been specifically trained, and by making a personal judgement, believe that it would be safe to do so. You will make a personal judgement on whether to contact the emergency services or road recovery firm but

will, on all occasions report details to senior staff as soon as is reasonably practicable.

- 7.2 All staff will co-operate with emergency services involved in an incident.
- 7.3 You will ensure that the following information is submitted to the Corporate Services Director as soon as possible.
- The drivers name
 - The drivers address
 - The drivers date of birth
 - Was the driver injured?
 - Has the driver held a full driving licence for over 12 months
 - The date, time and location of the incident
 - A description of the incident advising who was at fault
 - Details of the damage to the vehicle
 - Confirm if the vehicle is drivable and the location of vehicle if un-driveable
 - Did the emergency services attend
- 7.4 If a third party (TP) is involved in the accident you should ensure that the following information is submitted to the Corporate Services Director as soon as possible.
- Confirmation of the TP's name, address and contact telephone number
 - Registration, make and model of TP vehicle
 - The damage to the TP vehicle
 - Number of passengers in TP's vehicle
 - Was any of the passengers in the TP's vehicle injured
 - Did the emergency services attend
- 7.5 The Corporate Services Director will then submit this information to the Insurance Company using the following claim notification:
- Company Name:** QBE Insurance
Address: 1 Coval Wells, Chelmsford, Essex, CM1 1WZ
Tel: 01244 527 2700
Fax: 01244 527 2701
- 7.6 A member of the Corporate Services Team shall arrange for any works to the vehicle and seek confirmation from the Chief Executive to hire a car, if appropriate

8. Provision of Fuel for Company Vehicles

- 8.1 The Association will provide fuel for business purposes only.

9. Provision for Cleaning Company Vehicles

The Association will pay for the vehicles to be washed. This will be at least on a monthly basis, but generally staff judgement should be used.

10. Essential Car Users

Tollcross Housing Association currently has no essential car users.

11. Casual Car Users

- 11.1 A casual car user is defined as a staff member required to use their own car occasionally with permission from their line manager, and will be paid the appropriate casual car user's mileage rate in accordance with EVH terms.
- 11.2 All casual car users must have business included on their own personal car insurance and make certain the car is road worthy. In addition they are obliged to inform the Corporate Services Director immediately of changes to their health or if they are involved in a police investigation or if there are any changes to their driving documents.
- 11.3 The Corporate Services Director will undertake, at least on an annual basis, to ensure all casual car users sign a precondition document confirming they have read and fully understand their responsibilities in this area (Appendix 1).

12. Corporate Fit

- 12.1 The degree of compatibility of the Association's Transport Policy with other corporate policies, plans and strategies is considered below:
 - Relevant Legislation – the Policy complies with guidance from the Inland Revenue.
 - Business Plan – travel and subsistence and renewal of company pool cars is currently identified within the Association's Business Plan.
 - Health and Safety - The policy ensures that the Associations maintain its culture of Health and Safety awareness.
 - Data Protection – The policy seeks to comply with the Association's Data Protection policy & procedures.
 - Mobile Phone Policy – this Policy should be read in conjunction with the Associations Mobile Phone Policy.
 - No Smoking Policy - this Policy should be read in conjunction with the Association's Smoking Policy

13. Informing and Involving Stakeholders

- 13.1 We will advise stakeholders that policy documents are available on request and that comments on our policies are welcome.
- 13.2 All employees will be informed of the Transport Policy through Team and Staff meetings and have full access to all Policies, through a central file on the company server and on the Intranet.

14. Review

- 14.1 This policy will be reviewed every 3 years and an entry will be maintained in the Association's Policy Review Schedule to indicate this.

Appendix 1

Tollcross Housing Association – Vehicle Declaration Form			
For users of the Company Vehicle			Tick
* I have a full and valid driver's licence. I have obtained confirmation using https://www.gov.uk/view-driving-licence and following the steps to "Share your licence information (BETA)"			
I will report any faults/damage to the company vehicle to the Health & Safety Administrator immediately			
I know of no adverse health effects that may affect my ability to drive			
I am aware of the arrangements in place for obtaining assistance should the vehicle break down			
I will not use my mobile phone whilst driving including via a hands-free kit			
I understand that I may be held liable should any of the above points no longer apply and I have not reported this to the Health & Safety Administrator.			
For users of personal vehicles on company business			Tick
* I have a full and valid driver's licence. I have obtained this using https://www.gov.uk/view-driving-licence and following the steps to "Share your licence information (BETA)"			
* My vehicle is insured for business use			
* My vehicle has a current MOT certificate (if not applicable, put "NA"). I have obtained confirmation using https://vehicleenquiry.service.gov.uk/ViewVehicle			
* My vehicle is Road Taxed. I have obtained confirmation using https://vehicleenquiry.service.gov.uk/ViewVehicle .			
I will maintain my vehicle in a roadworthy condition at all times			
I have/do not have (delete as appropriate) vehicle breakdown cover. Should I not have breakdown cover, I will be responsible for any costs associated with the repairing/pick up of my vehicle should it break down.			
I know of no adverse health effects that may affect my ability to drive			
I will not use my mobile phone whilst driving including via a hands-free kit			
I understand that I may be held liable should any of the above points no longer apply and I have not reported this to the Health & Safety Administrator.			
Employee*		Line Manager*	
Print name		Print name	
Signature		Signature	
Date		Date	

*Signing confirms evidence has been provided that confirms valid licence, insurance, MOT and Tax has been witnessed by your Line Manager.

Appendix 3
COMPANY VEHICLE LOG BOOK GUIDANCE NOTE

The Transport Policy clearly details the responsibilities for any driver of a company **vehicle** which includes a number of checks that should be carried out to ensure the roadworthiness and cleanliness of all company **vehicles** is being maintained. The formal checklist means any issues or concerns with the vehicles can be raised and addressed at the earliest possible time.

▪ **DAILY CHECKS**

- Any member of staff using the pool car should ensure that they wipe down (using the wipes provided) all handles, steering wheel, internal control panel, brake and other areas where staff require to touch controls, etc., both before and after use.
- There are a number of daily checks that are the responsibility of the driver. It is requested that each day the first person taking the vehicle out on business runs through the checklist and completes the record for that day. It may not be obvious whether some things are working or not until the vehicle has been driven so we ask that on return to the office you update the checklist again if applicable.
- Staff should ensure that at all times, should any issues/defects become apparent, they are reported immediately to a member of the Corporate Services Team. On a monthly basis the Corporate Services Assistant shall carry out an inspection of the pool car and the Maintenance Manager shall carry out an inspection of the van. This will be monitored by the Health and Safety Administrator. Should anything require attention that can be remedied by the driver, i.e. refilling screen wash, then this should be done before returning the keys and log book to reception. Anything more significant should be raised with a member of the Corporate Services Team on return to the office.

DAILY CHECKS <i>Responsibility of Driver</i>	
Bodywork	Is there any obvious sign of damage to the bodywork?
Tyres	Do the tyres appear in good condition with adequate tread? Do the tyres appear to be adequately inflated?
Windows	Are the windows in good repair and clean?
Wipers and Washers	Do the windscreen wipers work? Is there water in the windscreen wash bottle?
General Operation	Are the brakes, steering, seatbelts etc in good working order? Are there any obvious signs of fluid leaks?
Cleanliness	Ensure all surfaces are wiped down before and after use. Is the car free of rubbish? Is the interior in a clean and tidy condition?
Lights	Do lights work – head, full beam, tail, indicators, brake and fog?

▪ **MONTHLY CHECKS**

On a monthly basis the Corporate Services Assistant will review the log books and carry out a further check on the company pool car and complete the monthly checklist. **The Maintenance Manager shall complete this task for the company van. All documents will be saved in the appropriate folder in the H&S file on the server.**

MONTHLY CHECKS <i>Pool car - Responsibility of Corporate Services Department</i> Company Van – Responsibility of Maintenance Manager	
Bodywork	Is there any obvious sign of damage to the bodywork?
Tyres	Do the tyres appear in good condition with adequate tread? Do the tyres appear to be adequately inflated?
Windows	Are the windows in good repair and clean?
Wipers and Washers	Do the windscreen wipers work? Is there water in the windscreen wash bottle?
Lights	Do lights work – head, full beam, tail, indicators, brake and fog?
Cleanliness	Are all surfaces clean and fresh? Is the car free of rubbish? Is the interior in a clean and tidy condition?
Oil	Check oil level and ensure that it is within the manufacturer recommended limit
Car Tools	Check all tools and equipment are present e.g. jack, accident kit, first aid kit, winter driving kit (no fire extinguisher has been provided as in the case of a fire we would expect the car to be vacated).

COMPANY POOL CAR DETAILS – DP11 NBA

Registered owner	Tollcross Housing Association, 868 Tollcross Road, Glasgow, G32 8PF Telephone: 0141 763 1317 Date of Registration – 1 st August 2011
Vehicle make	Mini
Vehicle model	HAT 1.6 one
Body type/colour	Hatchback White
Engine cc/Fuel	1598 Petrol
Servicing/Repair/MOT	Arnold Clark, 55 Hamilton Road, G32 9QQ (305 9841) (contact Holly at Service Dept.) Service & MOT due 20 th April
Road tax	Expiry date is 1 st October. www.vehicleenquiry.service.gov.uk
Breakdown	The AA – 0800 420 420 Membership Number : BCASP276603 (expires 31 st January)
Tyre replacement	The AA – 0800 420 420 Membership Number : BCASP276603
Tyre size	175/65/15 (84H)
Window repairs	Contact Tollcross HA insurers

COMPANY VAN DETAILS – YR67 BZJ

Registered owner	Vanarama, Maylands venue, Hamelhempstead, HP2 7DE, Telephone 01442838194 Date of Registration – September 2017
Vehicle make	Ford
Vehicle model	Transit Custom 270 TDCi
Body type/colour	Low Roof Limited Van White
Engine cc/Fuel	2 ltr Diesel
Servicing/Repair/MOT	Vanarama – as above – September each year
Road tax	Vanarama – as above
Breakdown	The AA – 0800 420 420 Membership Number : BCASP276603 (expires 31 st January)
Tyre replacement	The AA – 0800 420 420 Membership Number : BCASP276603
Tyre size	215/65 R16C
Window repairs	Contact Tollcross HA insurers