University of Leicester

Vehicle Fleet Management Procedures

Estates & Facilities
Management Division    September 2011
**Introduction**

The University fleet of vehicles includes all vehicles owned by the University or hired by it for official business purposes. Each of these vehicles must be maintained and operated in a safe manner to ensure the safety of the driver, passengers, other road users and pedestrians.

In order to ensure vehicle damage is reduced and appropriate action can be taken in the event of damage or an accident, each driver is to check and record the condition of the vehicle at the commencement of their driving duties.

The overall responsibility for the safe management of the vehicle lies with the Departmental Head but duties can be delegated to the driver of the vehicle on a daily basis. The ‘Driving at Work - Policy and Guidance for University Departments and Functions’, dated May 2006, issued by Safety Services should be referred to for further details.

This document details the vehicle management procedures that are to be adopted by the department/driver of the vehicle to ensure it is safe to be used and usage is recorded correctly.

**Fleet Management**

Responsibility for the University fleet of vehicles is as follows:

**University Fleet Manager (based in Estates)**

- Develop and implement Fleet Management Policy and Procedures on behalf of the University.
- Advise departments on procurement options; lease, hire, purchase, redeployment of existing vehicles and trade-in etc. This will be in conjunction with financial advice from the Budget Holder and purchasing advice from the Purchasing Unit.
- Ensure all University vehicles are serviced at the correct intervals.
- Provide vehicle fuel cards on behalf of all University vehicles.
- Source driver training as appropriate to meet requirement of the University’s insurers, individual requirements and on request.
- Source and advise departments on preferred vehicle servicing facilities, making best use of warranty options (for vehicles still under warranty) and preferential rates for repair for out of warranty servicing and repair.

**Estates - Environment Team**

- Provide advice on vehicle fuel types to meet the University carbon emission targets.
- Collate vehicle usage and fuel data for reporting on carbon emissions.
Estates Insurance Office

- Arrange vehicle insurance for owned and hired vehicles and provide advice on insurance if requested.
- Authorise drivers, maintain a log and provide advice on licences and driver training.
- Administer insurance claims.
- Ensure departments are reminded that MOTs are due.
- Ensure road fund licence is applied for and issued to Departments at the correct time.

Departments

- Identify need, fund and procure departmental vehicles.
- Manage day to day operations of departmental vehicles; ensuring use is for official University business.
- Fund and authorise fuel expenditures.
- Ensure the safety of the vehicle, driver and passengers.
- Ensure vehicles are serviced, repaired, MOT’d and replaced as necessary - with advice from Estates.
- Investigate accidents/damage and take appropriate action in conjunction with the Estates Insurance Office.

Authorised Drivers

The ‘Driving at Work - Policy and Guidance for University Departments and Functions’, provides policy guidance on who is permitted to drive University Vehicles, in outline it is as follows:

- All drivers of University vehicles must be approved by their Head of Department or their nominee and authorised by the Estates Insurance Office. See Estates - Insurance Office web pages for more details.
- Authorised drivers must be over 21 and have held a full UK driving licence for at least 12 months.
- There are additional requirements for those wishing to drive minibuses - a minibus is defined as a vehicle with 8 passengers plus driver. Requirements are complex and subject to change and there can be the requirement for proactive driver training. Refer to the Estates Insurance Office for further advice.
Responsibilities of the Driver

Drivers of vehicles must ensure they use the vehicle for official University business only. HM Revenue and Customs may wish to check the daily log sheet to ensure that vehicle usage is for business purposes only. Any private use of a University vehicle may be treated as a ‘Benefit in Kind’ and subject to tax.

Drivers must ensure that:

- The vehicle displays a current road-fund licence and where appropriate have a Minibus Permit and Passenger Waybill.
- Insurance cover is provided for University fleet vehicles and hired vehicles from approved hirers, subject to request from the Estates Insurance Services Office.
- They are licensed to drive the vehicle for the purpose intended.
- Passengers are seated and the vehicle is not overloaded (passengers must not be carried on vehicles that are not designed for that purpose).
- Luggage is safely stowed.
- Emergency doors are not obstructed.
- Goods on roof racks are evenly distributed, stable and secured.
- Reversing manoeuvres are carried out with great care with the use of a banksman where deemed necessary for safety purposes.
- There is no smoking in the vehicle.
- The use of Mobile Phones is prohibited whilst in control of the vehicle.
- The journey is pre-planned and fully prepared and sufficient time has been allowed. Use of route planning web site is recommended.
- Safe pick-up/drop-off areas are identified and used.
- A maximum 12 hour working day is not exceeded nor a maximum of 9 hours driving in any 24 hour period. Adequate rest breaks must be taken (the Highway Code recommends 15 minute breaks for every 2 hours of driving).

Drivers are legally responsible for being compliant with the Road Traffic Act and the safety of the vehicle; they are also responsible for the payment of any fines, police tickets, parking tickets whilst on duty.

Vehicle Checks

Departments and drivers are to ensure that regular checks on vehicles are carried out and recorded as follows to ensure vehicles are safe to drive.

**DAILY**

Prior to the commencement of each driving duty the driver of the vehicle is to check the vehicle for safety and damage. These checks must as a minimum include:

- All lights working
- Tyres safe and legal
- Windscreen undamaged and clear to drive
- Bodywork and trim secure
- Damage is noted and reported
- Tail lifts, refrigeration, winches etc operate effectively
Fill out the Journey Log Sheet with their details prior to driving and confirm the daily checks have been completed (see Annex A). Any unsatisfactory or defective items are to be reported to their Line Manager immediately.

Complete refuelling details and retain fuel receipts with the Log Sheets for audit. All vehicles are to be left in a clean and tidy condition, fuelled with sufficient fuel for the following journey and the vehicle Journey Log completed. After each driving duty any minor damage/faults are to be reported. (See also ‘Claims Guidance’ on the Estates Insurance Office web site). The following should be informed:

- The Insurance Office - for any accidents damage not reported at the time of the accident at insurance@le.ac.uk; Tel: 0116 2297631; Mobile: 0796 156 4749
- Departmental Line Manager - minor damage/faults.
- Estates & Facilities Management Division Fleet Manager - major damage or faults.

**WEEKLY CHECKS**
In addition to the daily checks each vehicle is to be fully checked by the first driver of the working week. The check list for this is at Annex B

**Maintenance and Repair**
Departments have a responsibility for ensuring the vehicles they operate are maintained in a safe manner. They must arrange prompt repair and servicing at the appropriate University garage (seek advice from Estates Fleet Manager). The department are responsible for collection and deliver of the vehicle and any temporary hire or loan of vehicles during the repair.

Advice from the Insurance Office is to be sought when seeking accident damage repair as this may require specialist repairs under the guidance of the University insurance company.

**Fuel Cards**
University fuel cards are to be provided to the departments by the Fleet Manager for each University vehicle. These are to be issued to drivers and used for each refuelling in accordance with the card rules for use and are to be maintained securely at all times.

Only in exceptional circumstances should cash be used to pay for fuel and if this takes place the refuelling data must still be entered on the Journey Log Sheet. Details of fuel usage and vehicle mileage will be collated annual by the Environment Office for a University carbon emissions report.
**Reporting of Accidents**

Any driver involved in an accident must report this as soon as possible to the Insurance Office insurance@le.ac.uk; Tel: 0116 2297631; Mobile: 0796 156 4749. A copy of the ‘Motor Incident Report Form’ is to be photocopied and placed in each vehicle ready to be completed in the event of an accident.

University Fleet Manager  
Estates & Facilities  
Management Division  

September 2011
DRIVERS WEEKLY JOURNEY LOG & CHECK LIST
(Return to Line Manager at end of week)

Vehicle Name/Type ___________________ Vehicle Registration ____________ Department ________________

Fuel Card No ________________________ Fuel Type  Diesel/Petrol/Electric/Other Mileage ____________

ALL VEHICLE USE MUST BE FOR APPROVED UNIVERSITY BUSINESS ONLY

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Mileage</th>
<th>Journey Details</th>
<th>Fuel In (Litres)</th>
<th>Driver</th>
<th>Daily Check Complete</th>
</tr>
</thead>
<tbody>
<tr>
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<td>Start</td>
<td>End</td>
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<td>Name</td>
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</tbody>
</table>

Daily Checks - All lights working; Tyres safe and legal; Windscreen undamaged and clear to drive; Bodywork and trim secure; Tail lifts, refrigeration, winches etc operate effectively.
The following vehicle checks are to be undertaken on a weekly basis for use of the first working day.

Date of Check: ___________________________  Name: ________________________________

Mark each item as: ✓ Satisfactory  X Defective/Missing  N/A Not Applicable

<table>
<thead>
<tr>
<th>Fluids</th>
<th>Lights/Electric</th>
<th>External Condition</th>
<th>Internal Condition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Engine Oil</td>
<td>Indicators</td>
<td>Door/Wing Mirrors</td>
<td>Seat Belts</td>
</tr>
<tr>
<td>Brake</td>
<td>Side Lights</td>
<td>Wiper Blades</td>
<td>First Aid Kit</td>
</tr>
<tr>
<td>Clutch</td>
<td>Headlights (Dipped)</td>
<td>Screen Washers</td>
<td>Fire Extinguisher</td>
</tr>
<tr>
<td>Power Steering</td>
<td>Headlights (Main)</td>
<td>Tyre Pressure</td>
<td>Head Restraint Adjustment</td>
</tr>
<tr>
<td>Auto Transmission</td>
<td>Number Plate</td>
<td>Tyre Wear</td>
<td>Torch</td>
</tr>
<tr>
<td>Screen Wash</td>
<td>Reversing</td>
<td>Tyre Damage</td>
<td>Warning Triangle</td>
</tr>
<tr>
<td>Fuel (Min ¾ full)</td>
<td>Warning Lights</td>
<td>Spare Wheel</td>
<td>General Bodywork</td>
</tr>
<tr>
<td>Coolant</td>
<td>Horn</td>
<td>Cleanliness of number plate, windows, lights</td>
<td>Road Fund Licence</td>
</tr>
<tr>
<td></td>
<td>Windscreen Wipers</td>
<td>Security of roof-rack, tail lift, winch, refrigeration etc</td>
<td>A copy of the ‘Motor Incident Report Form’</td>
</tr>
<tr>
<td>Battery</td>
<td>Door Locking</td>
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</tbody>
</table>

**Comments:** Damage noted, repairs due etc
Mark on diagram any damage and date noted

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