



STOTFOLD TOWN COUNCIL

VEHICLE AND DRIVER POLICY

Version: 1.0

1. Purpose

- 1.1 This policy sets out the Council's requirements for the safe, lawful and responsible use of Council-owned vehicles, and for staff who use their own vehicle to carry out Council business and claim a mileage allowance.
- 1.2 The Council currently operates two Council-owned vehicles. This policy is scaled and proportionate to that fleet size and will be reviewed if the number or type of vehicles operated by the Council changes materially.
- 1.3 Driving for work purposes carries a higher risk than most other work activities. The Council is committed to reducing that risk so far as is reasonably practicable, protecting employees, Members, and members of the public, and meeting its obligations under the Health and Safety at Work etc. Act 1974 and the Road Traffic Act 1988.

2. Scope

- 2.1 This policy applies to:
 - all employees who drive a Council-owned vehicle in the course of their duties;
 - all employees who use their own vehicle for Council business and claim a mileage allowance; and
 - any other person authorised by the Town Clerk to drive a Council-owned vehicle, including volunteers acting on the Council's behalf.
- 2.2 This policy does not apply to Members' use of their own vehicles when claiming travel expenses. That is covered separately by the Councillor Mileage Claim Policy.
- 2.3 Nothing in this policy overrides the Council's statutory obligations under health and safety, road traffic, employment, or data protection legislation, which take precedence in the event of any conflict.

3. Policy Statement

- 3.1 The Council is committed to preventing harm arising from driving on Council business, whether in a Council vehicle or a driver's own vehicle, through:
 - only permitting driving by employees who meet the eligibility requirements set out in this policy;
 - maintaining Council vehicles in a safe and roadworthy condition;
 - requiring compliance with the Highway Code and all relevant road traffic law; and
 - requiring prompt reporting of incidents, defects, and licence or insurance changes.
- 3.2 All employees who drive for Council business, whether in a Council vehicle or their own, are considered ambassadors for the Council. Their conduct while driving reflects on the Council's reputation and they are expected to always drive courteously and considerately.



- 3.3 This policy should be read alongside the Council's Employee Handbook, in particular Section 2.11 (Driving), Section 2.10 (Alcohol and Drugs), and Section 2.6 (Smoking), which set out related conduct expectations and disciplinary consequences. Where this policy and the Employee Handbook overlap, the more specific or more recent provision applies; the Town Clerk will resolve any inconsistency.

4. Roles and Responsibilities

- 4.1 The Town Clerk is responsible for:

- maintaining the list of employees authorised to drive Council vehicles;
- arranging annual driving licence checks for all authorised drivers;
- ensuring Council vehicles are insured, taxed, and maintained in line with statutory requirements;
- holding evidence of business use insurance for employees claiming business mileage in their own vehicle; and
- investigating and reporting on incidents involving Council vehicles or business driving.

- 4.2 The Deputy Clerk deputises for the Town Clerk in their absence, in line with the Scheme of Delegation.

- 4.3 All drivers covered by this policy are responsible for:

- holding a valid licence appropriate to the vehicle being driven;
- complying with this policy and all relevant road traffic law;
- completing vehicle checks before use, where applicable;
- reporting defects, incidents, licence changes, and insurance changes promptly; and
- notifying the Town Clerk immediately of any conviction, endorsement, or other change affecting their fitness to drive.

- 4.4 The Governance & Resources Committee owns this policy and is responsible for its periodic review.

5. Procedures

Eligibility to drive a Council vehicle

- 5.1 To be authorised to drive a Council vehicle, an employee must:

- hold a full, valid driving licence appropriate to the category of vehicle being driven, with no unspent disqualifying endorsements;
- declare any medical condition or medication that may affect their ability to drive safely, and notify the Town Clerk of any change; and
- complete any driver safety training the Council reasonably requires.

- 5.2 The Town Clerk will check each authorised driver's licence at least annually, using the DVLA online licence checking service, and will keep a record of the check. Drivers must notify the Town Clerk immediately of any endorsement, conviction, or disqualification, whether it occurred while driving for the Council.



Excluded drivers

5.3 The following people must not drive a Council vehicle:

- anyone without a full, valid UK licence (or an international or foreign licence valid to drive in the UK) for the category of vehicle;
- learner drivers;
- anyone convicted of, or facing prosecution for, dangerous driving, causing death by dangerous driving, driving under the influence of drink or drugs, or failing to stop after an accident;
- anyone who has been refused motor insurance, or who has had a motor insurance policy cancelled; and
- anyone with a medical condition that would disqualify them from holding a current driving licence.

5.4 It is the driver's responsibility to inform the Town Clerk immediately if any of the above applies to them. If in doubt, the Town Clerk should be contacted before the vehicle is used.

Before driving

5.5 Drivers must complete and record the relevant checks on the Daily Vehicle Inspection checklist before first use of a Council vehicle each day.

5.6 Any defect, however minor, that could affect the roadworthiness of the vehicle must be reported immediately to the Town Clerk/Deputy Clerk. The vehicle must not be used until the defect has been assessed.

Standards of driving

5.7 Drivers must always comply with the Highway Code and all applicable traffic law. No employee will be instructed, or is permitted, to break any traffic regulation to complete Council business, and doing so will not be accepted as a reasonable excuse for an offence.

5.8 All vehicle occupants must always wear a seatbelt. It is the driver's responsibility to ensure this.

5.9 It is illegal to use a handheld electronic device while driving. Drivers must not use a handheld phone, tablet, or similar device while the vehicle is moving. Calls should only be taken hands-free where it is safe to do so; otherwise, the driver should stop in a safe place before responding.

5.10 Driving under the influence of alcohol or drugs, including prescription medication that impairs the ability to drive, is strictly prohibited and will be treated as gross misconduct under the Employee Handbook. Smoking and vaping are always prohibited in all Council vehicles.

5.11 Drivers must adjust their driving to suit weather and road conditions and ensure vehicles are de-iced and windows are clear before setting off. Any equipment or load carried must be secured safely.

5.12 If a driver experiences aggressive behaviour from another road user, they should remain calm, avoid engaging with the other driver, and pull over to report the matter to the police and the Town Clerk once it is safe to do so.



Personal use and passengers

- 5.13 Council vehicles are for official Council business only, unless personal use has been explicitly authorised in writing by the Town Clerk.
- 5.14 Only employees, Members, or others directly involved in Council business may travel as passengers in a Council vehicle, unless the Town Clerk has agreed otherwise.

Fuel and expenses

- 5.15 Fuel for Council vehicles must be paid for using the Council fuel card or credit card, with receipts retained and submitted in line with the Council's expenses procedure. Fuel cards must not be used for personal vehicles or non-business purposes.

Vehicle security and dash cams

- 5.16 Council vehicles are fitted with dash cams. Any footage or data collected will be used only to ensure compliance with this policy, support incident investigation, and meet insurance requirements, and will be processed in line with the Council's Privacy Notice and UK GDPR. Drivers must not disable, obscure, or interfere with the dash cam or any other monitoring equipment fitted to the vehicle.
- 5.17 Vehicles will be fitted for trackers, which will be for the purposes of tracking vehicles in the event that they are stolen. They will not be used to track staff locations.

Accidents and incident reporting

- 5.18 In the event of an accident, the driver must, so far as it is safe to do so:
- stop the vehicle; stopping after any accident, however minor, is a legal requirement;
 - check for injuries and call 999 if anyone is injured, or 101 if the road is blocked or police attendance is otherwise needed;
 - exchange name, address, and insurance details with anyone else involved;
 - take photographs of the scene and any damage, and note the time, date, weather, and road conditions; and
 - avoid admitting fault or liability at the scene.
- 5.19 The driver must report the incident to the Town Clerk as soon as possible and, in any event, on the same working day. A written report must be submitted within 24 hours. Any accident must also be reported to the police within 24 hours if required by law, for example where injury occurs or details could not be exchanged at the scene.
- 5.20 Near misses, and any incident occurring outside normal working hours involving a Council vehicle, must also be reported to the Town Clerk.

Fixed penalties and fines

- 5.21 Employees are personally responsible for any parking, speeding, or other fixed penalty incurred while driving on Council business, unless the Council agrees in advance that the penalty arose from an instruction given by the Council that could not reasonably have been avoided. The Council may deduct unpaid fines arising from an employee's negligence from salary in accordance with their contract of employment.



Care and maintenance of Council vehicles

- 5.22 Drivers are responsible for keeping Council vehicles clean and for reporting any damage or mechanical issue to the Town Clerk immediately. The Council will arrange servicing and maintenance in line with the manufacturer's schedule and MOT requirements.

6. Business Mileage: Use of Personal Vehicles

- 6.1 This section applies to employees who use their own vehicle for Council business and claim a mileage allowance, rather than driving a Council vehicle.
- 6.2 Before making any mileage claim, and at each renewal of their motor insurance thereafter, an employee must provide the Town Clerk with a copy of their motor insurance certificate or schedule showing that their policy covers business use for their employer. Ordinary commuting or social, domestic and pleasure cover is not sufficient.
- 6.3 No mileage claim will be paid until current evidence of business use insurance is held on file. The Town Clerk will maintain a record of each claimant's insurance expiry date and will write to the employee in advance of expiry to request updated evidence.
- 6.4 Employees are responsible for arranging and paying for business use cover on their own insurance policy. The mileage rate at 6.6 is set on the basis that it contributes towards this cost; the Council will not separately reimburse any insurance premium.
- 6.5 Employees using their own vehicle for Council business must also hold a valid MOT certificate, where their vehicle is required to have one, and must ensure the vehicle is roadworthy and taxed.
- 6.6 Staff business mileage is reimbursed at 55p per mile. This rate is inclusive and covers fuel, wear and tear, and the cost of business use insurance cover. Claims must be submitted in line with the Council's expenses procedure, supported by a record of the journeys made.
- 6.7 Where the rate paid exceeds the HMRC Approved Mileage Allowance Payment rate, the excess may be treated as a taxable benefit. The Town Clerk will ensure any reporting obligations to HMRC are met.

7. Training and Support

- 7.1 New drivers will be given a copy of this policy before they are authorised to drive a Council vehicle.
- 7.2 The Town Clerk will arrange refresher driver safety training where a need is identified, for example following an incident, a change in vehicle type, or as part of an employee's annual appraisal.

8. Compliance

- 8.1 Failure to comply with this policy will be addressed under the Council's Disciplinary Procedure set out in the Employee Handbook. Depending on the circumstances, this may include driving under the influence of alcohol or drugs, reckless or dangerous driving, unauthorised personal use of a Council vehicle, or failure to report an incident or insurance change, any of which may be treated as gross misconduct.
- 8.2 An employee may be held financially responsible for damage or loss arising from their negligence, unauthorised use, or breach of this policy, in accordance with their contract of employment.



8.3 The Town Clerk may suspend or withdraw an employee's authorisation to drive a Council vehicle at any time, particularly where there are concerns about unsafe driving, licence status, or non-compliance with this policy.

9. Monitoring and Review

9.1 The Town Clerk is responsible for monitoring compliance with this policy, including licence checks, insurance evidence, and incident reports.

9.2 This policy is owned by the Governance & Resources Committee and will be reviewed every two years, or sooner if there is a change in legislation, the Council's insurance requirements, or the number or type of vehicles operated by the Council.

10. Related Policies and Documents

- Employee Handbook, particularly Section 2.11 (Driving), Section 2.10 (Alcohol and Drugs), and Section 2.6 (Smoking)
- Councillor Mileage Claim Policy
- Health and Safety Policy
- Risk Management Policy
- Privacy Notice
- Scheme of Delegation
- Road Traffic Act 1988
- Health and Safety at Work etc. Act 1974
- UK General Data Protection Regulation and Data Protection Act 2018

Version History:

Version No	Date Approved/ Reviewed	Author/ Owner	Summary Of Changes	Responsible Committee	Review Date
1.0	July 2026	Town Clerk	Amalgamated the Employee Handbook driving provisions (2.11), the Council's 2024 draft Vehicle Driver Policy, and a driver safety framework adapted from an external contractor, scaled for a two-vehicle fleet. Added a section on staff business mileage and personal vehicle insurance. Confirmed dash cams are fitted to Council vehicles and trackers. Removed the minimum driving age of 25 (insurance reviewed to cover a driver under 25). Set the staff business mileage rate at 55p per mile and added HMRC reporting note.	Governance & Resources	July 2028