

Appendix 12

Torbay Council – Motor Fleet Risk Management Summary – June 2016

Current risk management practices in respect of fleet and Torbay Council fleet drivers.

- Before an employee can drive a Council fleet vehicle they must:
 - a) present their driving licence to TOR2 as our fleet managers
 - b) carry out a driving assessment with a trained member of staff to assess whether they are competent in driving a fleet vehicle. It assesses the driver's speed, lane management, manoeuvres, clutch control, driving in different areas i.e. built up locations, dual carriageways. If the assessor is not satisfied with the driving demonstrated the driver will not pass the assessment and will be requested to rebook an assessment. During this time the driver is not permitted or insured to drive a fleet vehicle. If a driver passes the assessment with advisories, the assessor will request the driver is re-tested within a suggested time period i.e. 4 weeks to ensure the driver has improved on the advisories raised in the original assessment.
- A Torbay Council Driver's Handbook is provided to all new drivers when they attend their assessment. The handbook informs drivers of their responsibilities and those of Torbay Councils as the employers. This includes what to do if a driver is involved in an accident, daily vehicle checks, reporting defects and loading.
- All drivers are expected to complete daily/shift checks of the vehicle they are using. These checks include the oil and water levels, lights, brakes and condition of bodywork. Driver's & departments are promoted to use a proforma to record these checks, especially when vehicles are used by multiple users.
- A process is in place for reporting of vehicle defects and to monitor if there are any concerns regarding driver abuse. The defect is reported to TOR2 on the same day it was noted by a driver or the next working day if noted out of hours. This data is collated by TOR2 and if any concerns in respect of a specific driver this is reported to Torbay Council and is either dealt with via a meeting with the driver or with HR depending on the nature of reports.
- All employees who are listed as driving Council fleet vehicles have their driving licences and any other appropriate licences checked once a year. Drivers produce the actual licences, copies are not accepted. TOR2 will be moving this to biannual.
- When an accident occurs the driver completes a motor accident report at the TOR2 fleet office, this is then sent to the driver's line manager to complete a accident investigation. This may consist of a meeting between line manager and the driver or an investigation with HR support, depending on the nature of the accident and/ or if the driver has been involved in any previous accidents.