

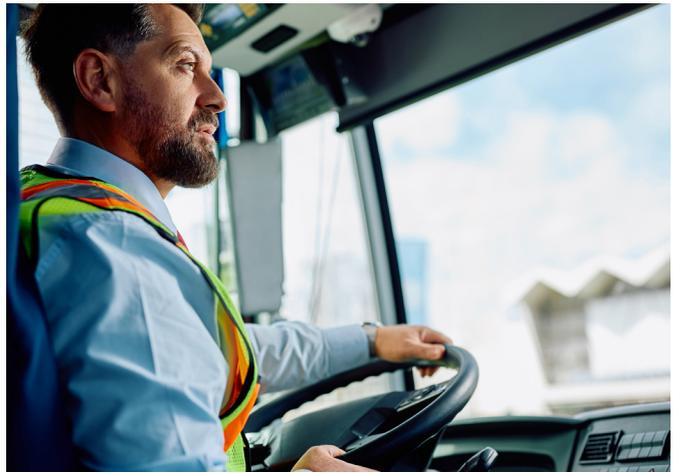
Llawlyfr Gyrrwr Driver Handbook



sirgar.llyw.cymru
carmarthenshire.gov.wales

Cyngor Sir Gâr
Carmarthenshire
County Council





Contents

/1	
Introduction	4
/2	
Drivers Legal Responsibilities	5-6
/3	
Drivers Hours	7-10
/4	
Drivers Health and Safety Responsibilities	11-15
/5	
Driving Behaviour	16-17
/6	
Unauthorised Use & Passenger	18
/7	
Driving in Adverse Weather Conditions	19-21
/8	
Drivers' Daily Vehicle Check	22-24
/9	
Vehicle Loads	25-26
/10	
Towing	27-28
/11	
Railway Crossings – Driver Action	29-31
/12	
Vehicle Security	32
/13	
Specific Vehicle Instructions	33-34
/14	
Breakdowns	35
/15	
Emergency Contact Numbers	36
/16	
Motor Accidents	37-39

1 | Introduction



The aim of this handbook is to help you, the driver, do your job safely and responsibly.

This handbook outlines your responsibilities as an employee of Carmarthenshire Council who drives a council vehicle in some capacity as part of your employment.

It outlines the requirement of the driver under law and council policy and provides health and safety and good practice guidance. The Council aims to operate a safe and compliant fleet of vehicles and you, the driver, play a big part in ensuring we achieve this.

We are committed to achieving the highest possible standards of driving by our employees and ensuring our drivers operate legally and safely at all times.

If you have any queries which are not covered in this book, or you have any suggestions to help us update or improve the book, please feel free to contact a member of the fleet management unit (FMU) by emailing:

envbsufleet@carmarthenshire.gov.uk

This document is also available online via our [Travel & Parking Intranet page](#), where you can access the links throughout the document.

Before Driving Your Vehicle

Useful Information

Normal Working Hours Telephone Numbers

Fleet Reception 01554 784138

(During 8-4pm Mon to Thursday and 8-3.30pm Friday)

Emergency Out of Hours Telephone Numbers

Fleet 07721 605917 / 07976 463579

Days Driverline (Mechanical Issues)

0845 2964423

Sinclair (Mechanical Issues) 0800 424151

Delta Wellbeing (Accident Reporting)

0300 3332222

Email for All Vehicle Enquiries

envbsufleet@carmarthenshire.gov.uk

Emergency Services 999 / 101



2 | Drivers Legal Responsibilities Council

Driving Licence Categories

Drivers must ensure the [driving licence category entitlement](#) they hold allows them to operate any vehicle and trailer combination that may be used to carry out their duties legally.

All HGV staff must complete a six monthly and all other staff, annual [driving licence check](#) for eligibility and infringements, this is to be carried out by the line manager/supervisor.

Speed Limits

Speed limits are set for the safety of all road users, and they vary according to the class of vehicle and the type of road. You must adhere to all speed limits. Vehicle speeds will be monitored via our telematics system on present on council vehicles.

Smoking and Vaping

Smoking and/or vaping is not permitted in any vehicle either as a passenger or a driver.

It is the [policy](#) of Carmarthenshire County Council and a legal requirement that all our workplaces are smoke free as all employees have a right to work in a smoke free environment. Smoking and vaping are prohibited in all enclosed premises within the workplace. This includes Carmarthenshire County Council vehicles. The policy applies to all employees, consultants, contractors, customers and visitors.

Seatbelts

The Seat belts must be worn in all vehicles. [Exemptions may apply.](#)

New seat belt laws require children under 135cm or 12 years old [whichever happens first] to wear child restraints in addition to seat belts.

If you have any exemptions, you must make your Line Manager aware.

Children must normally use a child car seat until they're 12 years old or 135 centimetres tall, whichever comes first.

Children over 12 or more than 135cm tall must wear a seat belt.

You can choose a child car seat based on your child's height or weight

In Vehicle Communication

It's illegal to **hold** and use a phone, sat nav, tablet, or any device that can send or receive data, while operating a motor vehicle.

This means you must not use a device in your hand for any reason, whether online or offline.

You must not text, make/receive calls, take photos or videos, or browse the web.

The law still applies to you if you're:

- stopped at traffic lights
- queuing in traffic
- supervising a learner driver
- driving a car that turns off the engine when you stop moving
- holding and using a device that's offline or in "flight mode"

Exceptions

You can use a device held in your hand if:

- you need to call 999 or 101 in an emergency and it's unsafe or impractical to stop
- you're safely parked
- you're making a contactless payment in a vehicle that is not moving, for example at a drivethrough restaurant
- you're using the device to park your vehicle remotely



Using devices hands-free

[You can use devices with hands-free](#) access, as long as you do not hold them at any time during usage. Hands-free access means using, for example:

- a Bluetooth headset
- voice command
- a dashboard holder
- a mount
- a built-in sat nav

The device must not block your view of the road and traffic ahead.

Staying in full control of your vehicle

You must [stay in full control of your vehicle at all times](#). The [police can stop you](#) if they think you're not in control because you're distracted and you can be prosecuted.

Penalties

You can get 6 penalty points and a £200 fine if you hold and use a phone, sat nav, tablet, or any device that can send and receive data while driving.

You'll also lose your licence if you [passed your driving test in the last 2 years](#).

You can get 3 penalty points if you do not have a full view of the road and traffic ahead or proper control of the vehicle.

You can also be taken to court where you can:

- be [banned from driving or riding](#)
- get a maximum fine of £1,000 (£2,500 if you're driving a HGV or bus)

3 | Drivers Hours Council

Driver CPC

Driver Certificate of Professional Competence (DCPC) Regulations apply to drivers of vehicles which exceed 3500kg gross vehicle weight (GVW), who carry passenger and goods and has been applicable since September 2009.

All drivers to whom this applies must complete the required periodic training, as appropriate. This is obtained by attending at least 35 hours of approved training within every five-year period of their driving careers.

The Operational Training team will advise Supervisors/Line Managers when attendance is required in order to meet the statutory DCPC training requirements

What is the purpose of Driver CPC?

- Aims to maintain high driving standards
- Improve road safety – accident reduction
- Increase fuel efficiency
- Reduction in maintenance costs
- Improve image of the authorities

Drivers who do not complete the Driver CPC training throughout their career and/ or do not carry their qualification card with them at all times once issued risk fixed penalty fines and up to 2 years imprisonment in the event of fraud.

EU Drivers' Hours Rules

Even though the UK has left the EU, you may still need to follow EU rules on drivers' hours and tachographs.

EU rules cover drivers of most goods vehicles over 3.5 tonnes and large passenger vehicles. A tachograph must be used to record all driving under EU rules.

Drivers comply with the Operator licence and [Working Time](#) Directive legislation at all times, during working hours;

Working Time Directive

The driving and rest limits for drivers working under European Union (EU), UK Domestic and Working Time are covered by various directives and legislation. These are complex and therefore monitored carefully by both operational departments and Fleet & Transport Services (Fleet Management Unit) to ensure compliance and to safeguard the Council's Operators Licence and good repute.

To provide flexible and responsive services the Council utilises derogations from EU drivers' rules to operate under UK Domestic rules in some departments. An anomaly of this is that it complicates a driver's rest requirement for duty period's exceeding 9 hours.

1. The minimum drivers rest period when driving under UK Domestic Rules is 30 minutes before duty time reaches 6 hours, 45 minutes between 6 hours and 9 hours and 60 minutes for over 9 hours with a maximum 11-hour duty period. Breaks are to be split evenly over the working day with the last period taken before the 10th hour. Breaks are not included in total duty time.
2. A schedule of work/breaks in accordance with their specific or likely service operation(s).
3. The hours, breaks and rest days of drivers who work overtime, provide emergency call out provision and/or work outside the Authority must be recorded and accounted for.

For services which provide an emergency provision (e.g. gritting), to be considered an emergency an event should be both "unforeseeable and unforeseen". Even if utilising emergency provision managers must provide sufficient breaks and rest between shifts to ensure safety.

Driver Digital Tachograph Cards

Driver Digital Tachograph Cards must be obtained by the driver.

Costs associated with the purchase can be reclaimed from the Council by completing the appropriate expenses form; drivers should refer to their Supervisor/Line Manager in this regard.

Drivers are responsible for the Digital Tachograph Card and the replacement cost, should the card be lost.

Faulty cards will be replaced free of charge by the DVLA upon examination.

Digital Tachograph Cards are valid for 5 years and applications for renewal should be completed in advance of the required date.

Drivers must be in possession of a valid driver's card at all times. If you forget your card, you will need to return home to get the card before commencing duties.

Drivers must not leave their cards in the tachograph housing (port) between shifts.

When a replacement card is received, please ensure you download the old card prior to using the new card.

You must use your tachograph card to record your driving hours whether they fall under Domestic or EU regulations.

Any training required will be provided by the Operational Training Team.

Daily Driving	9 hours – may be extended to 10 hours twice a week	This is the maximum driving time between a daily and weekly rest period. Increases to 10 hours do not require compensation.
Weekly Driving	56 hours maximum	
Fortnightly Driving	90 hours	A fortnight is any rolling two-week period commencing midnight Sunday/Monday. 40 hours driven in week one means a maximum of 50 in week two. If 50 hours are driven in week two, then only 40 hours maximum driving in week three is possible
Breaks From Driving	Total of 45 minutes at or before the end of 4.5 hours continuous or cumulative driving	45 minutes may be split into two breaks, the first of at least 15 minutes long, the second at least 30 minutes long. Once 45 minutes total break is completed, you are free to drive for another period of up to 4.5 hours (if available). When taking a break, you are not permitted to do other work. Waiting time and time spent as a passenger in the cab of a multi-staffed vehicle does not count as work in this context

Daily Rest	11 hours in the 24-hour period commencing at the end of the last daily or weekly rest. May be reduced to a minimum of 9 hours three times between weekly rests	Daily rest can be taken in a stationary vehicle fitted with a bunk. Reductions to 9 hours do not require compensation
Split Daily Rest	12 hours in total	Daily rest can be taken in two periods, the first at least 3 hours, the second at least 9 hours
Working Day	13 or 15 hours	This is limited by daily rest requirements. Therefore, normal spread over a shift would be no more than 13 hours, but this can be extended to up to 15 hours if minimum reduced rest is taken
Weekly Rest	45 hours reducible to a minimum of 24 hours. In any two week period you must take at least two weekly rests, one of which must be at least 45 hours long.	To be taken no later than six 24 hour periods after you started work following the last weekly rest. Can be reduced to a minimum of 24 hours. Any reductions must be compensated by a single equivalent amount by the end of the third week following the week of reduction and must be added to a daily or weekly rest period of at least 9 hours long. Two or more compensating periods may be added together. As with daily rest, reduced weekly rest may be taken in a stationary vehicle fitted with a bunk. No other paid employment may be taken during this period.

Domestic Driving Hours

If you drive a vehicle for more than 4 hours a day which is not covered by EU rules, you are subject to domestic rules.

Daily Driving	10 hours in 24	Off road driving for the purpose of agriculture, quarrying, forestry, building work or civil engineering counts as duty rather than driving time
Daily duty	11 hours in 24	Does not apply on non-driving days

Drivers' Obligations

Drivers must:

- Comply with all rest and break requirements.
- Keep records of all driving periods for the current day and any generated by you in the previous 56 calendar days to produce in the event of a roadside check.
- Download Digital Driver Card every week
- Carry your Digital Driver Card (where issued) at all times, even if driving a vehicle fitted with an analogue tachograph.

Please note: Reporting Arrangements for Council

Domestic Refuse Collection - GB Domestic Hours

Garden Waste & Commercial Waste Collection - EU Regulations

Note: Door to door household collection is exempt from EU Regulations but if a driver is engaged on any non exempt EU activity such as “mixed collection or trade waste” then he/she is captured by the EU Regulations. This point is particularly pertinent as drivers cannot drop in and out of the regulations as it suits in any one given day.

Highways Maintenance - GB Domestic hours

Winter Maintenance - GB Domestic hours

Should any driver have any query concerning driving hours regulations, then it should be referred to the Fleet Manager.

Declaration of Other Interest

Domestic Any driver/employee must declare to the Authority if they are employed by a second employer. All employees must be aware of the regulations regarding Mobile Workers and the limitations placed upon them in terms of hours of work. Importantly it is stressed that operators of machinery which include motor vehicles must present themselves for work in a fit condition.

The consequences of failing to disclose another interest could have a catastrophic outcome and puts both the driver and the Authority at severe risk. Drivers who fail to disclose other interests may face disciplinary action.

Ad hoc spot checks will be undertaken without no prior notice on all council vehicles to ensure compliance with procedures.



4 | Drivers Health and Safety Responsibilities

Fitness to drive

All drivers are required to ensure fitness to drive and be [fit to drive](#) when reporting for work.

You must inform line management immediately of any change to their status that results in no longer being fit to drive (this includes the temporary use of medication).

It is every driver's responsibility to ensure that they are medically fit to drive on the public highway, irrespective of whether they are doing so in a private capacity for social, domestic or pleasure purposes, or whether they are doing so as an employee as part of their work-related duties.

Drivers at work are expected to make themselves familiar with the Authority's Fleet Road Risk Policy (FRRP) and should ensure that they practice safe methods of driving at all times. Under the Health and Safety at Work Act 1974 Section 7 & 8, every employee has a duty to ensure the health, safety and welfare of themselves and others whilst at work.

This means that you are duty bound under the law to ensure that you "Work" safely and must not knowingly do anything which may put yourself or others (co-workers or members of the public) at risk.

Employees who drive in the course of their duties must declare to their line manager if they are suffering from any medical condition which might adversely affect their ability to drive safely.

Referral may then be made to the Council's Occupational Health Service, which will assess the individual employee concerned and advise their line manager as to the correct course of action and remedial measures (where applicable).

The Council will seek to support employees to ensure that fitness to drive is achieved. Medicals required under the licensing arrangements for large and heavy goods vehicles should be arranged through your own health provider.

If, for whatever reason, an employee is declared unfit to drive, the line manager must relieve the employee of driving duties with immediate effect and in consultation with the employee, consider whether there are suitable means by which they may continue to undertake their normal duties or alternative work.

Any driver convicted of a [drink/drug](#) drive offence must report this occurrence to his/her line manager at the earliest opportunity, who will then inform the fleet manager.

Drivers convicted of such an offence will be automatically suspended from driving Council vehicles until the conviction is spent and maybe subject to disciplinary proceedings.

Drivers will not recommence driving duties until their application to do so has been considered by the Fleet Manager and Line Manager.

Drivers must not drive under the influence of alcoholic drink, intoxicating drugs or other substances (including some ‘over the counter’ medications) which are likely to impair judgement or the ability to react quickly and appropriately to road conditions or circumstances.

Drivers who are taking prescription drugs which might adversely affect their ability to drive should inform their line-manager in the first instance and co-operate fully in determining the most appropriate course of action.

Drivers should understand that:

- It is an offence, under Road Traffic Act legislation, to drive a vehicle whilst under the influence of certain types of drugs.
- If you are being prescribed drugs for any medical condition, it is important to make the situation clear to any doctor who is treating you if you are required to drive as part of your employment.
- Police officers have powers to undertake roadside drug tests on drivers.

The Authority will make every effort to find alternative employment for drivers who are temporarily rendered unfit to drive, as a result of prescribed medication, but who are still able to undertake other duties.

Penalties for drug driving

If you're convicted of drug driving you may get:

- a minimum 1 year driving ban
- an unlimited fine
- up to 6 months in prison
- a criminal record

Your driving licence will also show you've been convicted for drug driving. This will last for 11 years.

The maximum penalty for causing death by careless driving under the influence of drugs is life imprisonment.



Penalties for drink driving

Being in charge of a vehicle while above the legal limit or unfit through drink

You may get:

- 3 months' imprisonment
- up to £2,500 fine
- a possible driving ban

Driving or attempting to drive while above the legal limit or unfit through drink

You may get:

Driving or attempting to drive while above the legal limit or unfit through drink

You may get:

- 6 months' imprisonment
- an unlimited fine
- a driving ban for at least 1 year (3 years if convicted twice in 10 years)

Refusing to provide a specimen of breath, blood or urine for analysis

You may get:

- 6 months' imprisonment
- an unlimited fine
- a ban from driving for at least 1 year

Causing death by careless driving when under the influence of drink

You may get:

- life imprisonment
- an unlimited fine
- a ban from driving for at least 5 years
- an extended driving test before your licence is returned

Driving Offences

Driving under the influence of alcohol and / or illegal substances is prohibited and if you are suspected of doing so you will be suspended from driving duties with immediate effect and in consultation with the individual employee, Human Resources and line-managers, the most appropriate course of action determined.

If you are receiving prescribed medication it is your responsibility to ensure that you are capable of driving, however if in doubt, please speak to your line manager/ supervisor who will offer help and support.

If you have committed any form of driving offence affecting work related activities, you are required to inform your line manager/supervisor. A record of your offence will be taken for management purposes.

All work related road traffic offences will be viewed as a breach of discipline and consequently be considered by management under the Council's disciplinary procedures. Road traffic offences committed outside work will be viewed inline with your ability and suitability to carry out your work related duties.

All HGV drivers committing road traffic offences, will be reported to the Traffic Commissioner who has the power to disqualify or remove HGV entitlement.

You are responsible for paying all driver related fines for any traffic offences committed. It is the responsibility of drivers to inform their line managers immediately if for any reason they have their licence removed.

Eligibility to Drive

There are several legal and Council requirements that must be met before being eligible to drive a council vehicle.

You must:

- Hold and produce the correct driving licence(s) to the Council at inception of their employment and anytime thereafter, as appropriate.
- Ensure all HGV staff complete an six monthly and all other staff annual [driving licence check](#) for eligibility and infringements for you as the line manager.
- Attend all relevant driver training / assessments as identified.
- Consent to the Council completing regular [driving licence checks](#) to verify entitlement to drive.
- Notify the Council of any traffic offence(s) or notice of intended prosecution which the employee is required to bring to the attention of their Supervisor/Line Manager.
- All Heavy Goods Vehicle [HGV] or any vehicle with a total weight over 3,500 kg including cargo drivers must notify the Fleet Manager of any traffic offence(s) or notice of intended prosecution.
- Be aware of, and comply with, the rules of the road ([The Highway Code](#)).
- Wear seat belts and be in full control of the vehicle, at all times.
- Confirm fitness to drive and be [fit to drive](#) when reporting for work.
- Inform Line Manager immediately of any change to their health status that results in no longer being fit to drive (this includes the temporary use of medication).
- If a driver becomes ill whilst driving, they should stop the vehicle as soon as it is safe to do so and inform their Supervisor/Line Manager.
- Comply with this handbook, the Council's Health & Safety Procedures and associated documentation relating to the safe and proper use of vehicles.
- Cooperate with the Supervisor/Line Management in respect of this handbook.
- Comply with all relevant road traffic legislation.
- Comply with all signals, signage and direction given by Police or other authorised Officers.
- Comply with all parking regulations – Police and Civil Enforcement Officers have the right to cause a vehicle to be moved, at any time, if the vehicle is causing an obstruction.
- Ensure the Council's Driver Handbook, as appropriate, is not compromised by their actions.
- Ensure that [working/driving hours](#) do not exceed the appropriate time directive.
- Be responsible and accountable for the care, condition and treatment of Council provided vehicles.
- All vehicle incidents are reported in accordance with the Council [incident reporting procedure](#);
- All drivers must download their tachograph data weekly or more frequently as required.
- All HGV drivers must carry their driver CPC card at all times and make their licence available to the Council's Transport Manager for inspection, as required.
- The Council accepts no responsibility for the loss or damage to personal property carried in Council vehicles. Council property, which cannot be removed from the vehicle during times when the vehicle is left unattended, should be concealed from view or locked in the boot compartment.
- Council vehicles must not be used for any other reason other than in the execution of Council Business. Vehicles must not be used outside of normal business hours, subject to reasonable period to travel to and from home and place of work, only where consent has been provided by the Supervisor/Line Manager.

- You are not permitted to carry any unauthorised passengers.
- Any changes (medical circumstances) must be notified to your Supervisor/ Line Manager (copies will be retained in accordance with Driver Licence Guidelines and the Data Protection Regulations).
- No goods are permitted to be carried in a Council vehicle other than property, tools or equipment and materials being used on behalf of the Council, or which belongs to the Council.
- Tools and materials are not permitted to be transported in the same cabin space as personnel.
- Use the vehicle in which the manner in which it is intended and in line with all safe working practices and risk assessments pertaining to the operation of that vehicle.
- Any failures or contraventions to follow these duties and responsibilities may be subject to disciplinary and/or capability procedures.

Vehicle Asset Tracking

The majority of our vehicles are now fitted with GPS asset tracking technology. This provides the Authority with the ability to efficiently manage its resources and deliver a value for money service.

Drivers are reminded that tracking systems fitted to any vehicle provided for Council use must not be tampered with. Where it is found that systems have been subject to wilful damage, perpetrators may be subject to disciplinary action.

Monitoring driver behaviour through telematics is crucial for promoting safe driving practices, reducing fuel consumption, and improving operational efficiency.

Vehicle Mounted CCTV Systems

A number of CCC vehicles are fitted with CCTV systems. These systems are installed to provide protection to the drivers and crews of vehicles where they may be subject to allegations from the general public of poor driving standards and/or operator negligence.

Where claims are made against the Council for damage to third party vehicles or property, often these claims can be successfully defended through the scrutiny of the camera footage stored on the vehicle CCTV system.

In order to maintain this line of defence, it is imperative that the [CCTV systems](#) are not tampered with in any way. Importantly the positioning of cameras must not be compromised by obstructions or deliberate tampering to alter the fixed field of vision.

For drivers of vehicles fitted with cameras they must be incorporated into the vehicle daily check procedures. They must be secure, free of obstruction and importantly the lenses must be free of road dirt. Drivers may enlist the help of assistants when carrying out these checks.

The proper handling of personal information is very important to the delivery of our services and we include the privacy notice [Global Positioning System tracking in Council vehicles \(gov.wales\)](#)

5 | Driving Behaviour

Driver Assessment:

Driving duties will not commence for specified vehicles/machinery until satisfactory completion of an assessment of driving skill by the council's operational training team. This applies to the following:

- Category B, C, C1, C1+E, D1, D1+E.
- Forklift – Counterbalance
- Tractor
- Electronic Vehicles
- Dumpers – Forward
- Ride on Rollers
- Ride on Mowers
- Gritters/snowplough
- Gully-suckers
- Road Sweepers
- Precinct Sweepers
- Twin Drum Roller
- Gator
- Quad bike
- Small – Medium size vans
- Cars
- Minibuses
- Hotbox
- JCB 180
- 360 Excavator
- Grillo
- Track mounted woodchipper
- Glass collection vehicles
- AHP vehicles
- Refuse vehicles – various weights
- Telehandler

Before an employee may be authorised to drive certain vehicle or plant equipment, they must undergo formal vehicle familiarisation training and assessment on the vehicle(s) they are required to drive.

The instruction and assessment is to be carried out and recorded by the Operational Training Team. After familiarisation training, as part of a commitment to develop a safe driving culture within the council, managers are required to monitor driver activities and investigate any incidents and take appropriate action where necessary. Where concerns are raised, management may request a further assessment conducted by our Operational Training Team.



Driver Behaviour

Carmarthenshire County Council at all times expects the highest standards from its driving workforce and every driver has a part to play in promoting our corporate image.

The 'Good Driver' scheme is one initiative that gives the general public the opportunity to report instances of poor driving standards to the Council.

Once a complaint is received, it is a requirement that it be investigated. Following this, if it is found that our drivers have allowed their driving standards to fall below that which is expected, a range of measures including re-training are available to management to ensure that repeated incidents of bad driving are avoided.

So what can I do as a driver?

Show courtesy to other drivers and avoid actions likely to provoke an adverse reaction from other road users or pedestrians. Always indicate before changing lanes, leave sufficient room before moving back into lane, do not take up more than one parking space, do not block electric charging bays if you are not in an EV car, dip your headlights for oncoming vehicles at night, do not block the passing lane for faster drivers, etc.

Try to avoid driving when you are feeling stressful, emotional or angry. Relax behind the wheel and be more tolerant of other drivers. Use your horn sparingly. Aggressive use of the horn can aggravate others. Do not assume that aggressive driving by others is deliberate or aimed at you.

Do not react to other drivers who are looking for conflict or are challenging you. Pull over and let them pass. Do not engage in eye contact. Keep your hands on the steering wheel and do not make hand or other gestures which may show your irritation or frustration with their behaviour.

Plan ahead and allow plenty of time for your journey. Avoid getting into the situation where you are racing to get to an important meeting and taking risks on the road just to gain a few minutes.

When parked ensure the vehicle does not cause a safety hazard or nuisance to others. Avoid excessive engine idling for long periods. Playing loud music is a common source of annoyance for the surrounding neighbourhood.

Simply by treating other road users as you would wish to be treated yourself will help to preserve the good name and corporate image of the council.

6 | Unauthorised Use & Passengers

Authorised User of Vehicles

An authorised user of a vehicle is a driver who has been allocated a council vehicle or under terms of employment considered to be a casual car user. Employees using their own car on this basis to undertake work related activities (classed as Grey Fleet) will be asked to confirm that your vehicle is appropriately insured for business use and has a valid MOT, if so a mileage payment will be made based on mileage travelled. (within the car mileage claim conditions). Council vehicles, plant and equipment must only be used to carry goods and/or passengers on council business. Council vehicles, plant and equipment are not to be used for private use.

Council vehicles, plant and equipment must only be used to carry goods and/or passengers on council business. Council vehicles, plant and equipment are not to be used for private use.

Only persons on council related business are authorised to be carried in council vehicles as follows:

- Council employees on duty.
- Persons engaged on work for or on behalf of the council.
- Persons being carried in the event of an emergency.
- Persons being transported as part of a Council service.
- Repair/Service Agents.

Note: It remains the legal responsibility of the driver to ensure that council goods/waste are carried safely and securely at all times.

No animals, except for guide dogs, are permitted to be transported in any of our vehicles.

Unauthorised Use

Drivers of local authority provided vehicles must adhere to the following requirements:

- You are not permitted to carry any unauthorised passengers.
- Vehicles must not be used outside of normal business hours, subject to reasonable period to travel to and from home and place of work, only where consent has been provided by the Supervisor/Line Manager.
- Vehicles should not be taken home or parked near the driver's home overnight without permission of the authority.
- Drivers must not allow any person, other than authorised persons, to drive their vehicles, for any reason, at any time.
- Vehicles owned by any other person, or business, should not be driven under any circumstances. If for example, a vehicle is blocking an entry or exit, you should find its owner or driver and ask them to move it out of the way.

Unauthorised Passengers

To help the control of possible third-party injury claims against our fleet policy, the carrying of nonauthorised passengers in any company vehicle is forbidden.

The rules for carrying passengers are:

- You are not permitted to carry any unauthorised passengers
- All authorised passengers are to occupy a factory fitted seat. Passengers are not to be carried in the back of cargo vans/trucks.
- No kerbside passengers e.g. hitchhikers, are to be carried in any authority vehicle.
- All persons carried in authority vehicles will use the seat belts where they are fitted (both front and rear seats if applicable).

7 | Driving in Adverse Weather Conditions

Driving in Different Conditions

Drivers must exercise increased caution when driving in adverse weather conditions, as hazards not normally encountered will present additional danger. If not prepared, drivers significantly increase the risk of becoming involved in a traffic incident, so by following a few simple steps you can reduce the possibility of adding to the authority's accident statistics.

Below is some guidance on driving in various conditions:

Reduced Visibility

You must use headlights when visibility is seriously reduced. Generally this is when you cannot see for more than 100 metres (328 feet). You may also use front or rear fog lights but you must switch them off when visibility improves.

Wet Weather

In wet weather, stopping distances will be at least double those required for stopping on dry roads.

This is because your tyres have reduced grip on the road. In wet weather:

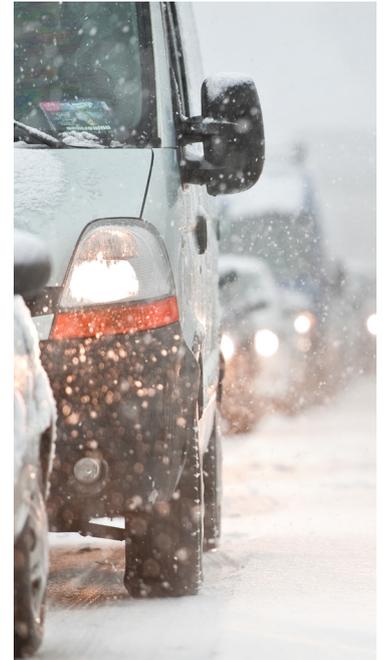
- You should keep well back from the vehicle in front. This will increase your ability to see and plan ahead.
- If the steering becomes unresponsive, it probably means that water is preventing the tyres from gripping the road. Ease off the accelerator and slow down gradually.
- The rain and spray from vehicles may make it difficult to see and be seen.
- Be aware of the dangers of spilt diesel that will make the surface very slippery.
- Take extra care around pedestrians, cyclists, motorcyclists and horse riders.



Icy and Snowy Weather

In winter, check the local weather forecast for warnings of icy or snowy weather. Do not drive in these conditions unless your journey is essential. If it is, take great care and allow more time for your journey. Before you set off:

- You must be able to see, so clear all snow and ice from all your windows.
- You must ensure that lights are clean and number plates are clearly visible and legible.
- Make sure the mirrors are clear and the windows are demisted thoroughly.
- Remove all snow that might fall off into the path of other road users.
- Check your planned route is clear of delays and that no further snowfalls or severe weather are predicted.



When driving in icy or snowy weather:

- Drive with care, even if the roads have been treated.
- Keep well back from the road user in front as stopping distances can be ten times greater than on dry roads.
- Take care when overtaking vehicles spreading salt or other de-icer, particularly if you are riding a motorcycle or cycle.
- Watch out for snow ploughs which may throw out snow on either side. Do not overtake them unless the lane you intend to use has been cleared.
- Be prepared for the road conditions to change over relatively short distances.
- Listen to travel bulletins and take note of variable message signs that may provide information about weather, road and traffic conditions ahead.

Drive extremely carefully when the roads are icy. Avoid sudden actions as these could cause loss of control. You should always:

- Drive at a slow speed in as high a gear as possible; accelerate and brake very gently.
- Drive particularly slowly on bends where loss of control is more likely. Brake

progressively on the straight before you reach a bend. Having slowed down, steer smoothly round the bend, avoiding sudden actions.

- Check your grip on the road surface when there is snow or ice by choosing a safe place to brake gently. If the steering feels unresponsive this may indicate ice and your vehicle losing its grip on the road. When travelling on ice, tyres make virtually no noise.

Windy Weather

High-sided vehicles are most affected by windy weather, but strong gusts can also blow a car, cyclist, motorcyclist or horse rider off course. This can happen on open stretches of road exposed to strong crosswinds, or when passing bridges or gaps in hedges.

In very windy weather your vehicle may be affected by turbulence created by large vehicles. Motorcyclists are particularly affected, so keep well back from them when they are overtaking a high-sided vehicle.



Fog

Before entering fog, check your mirrors then slow down. If the word 'Fog' is shown on a roadside signal but the road is clear, be prepared for a bank of fog or drifting patchy fog ahead. Even if it seems to be clearing, you can suddenly find yourself in thick fog.

When driving in fog you should:

- Use your lights as required.
- Keep a safe distance behind the vehicle in front. Rear lights can give a false sense of security.
- Be able to pull up well within the distance you can see clearly. This is particularly important on motorways and dual carriageways, as vehicles are travelling faster.
- Use your windscreen wipers and demisters.
- Beware of other drivers not using headlights.
- Do not accelerate to get away from a vehicle which is too close behind you.
- Check your mirrors before you slow down. Then use your brakes so that your brake lights warn drivers behind you that you are slowing down.
- Stop in the correct position at a junction with limited visibility and listen for traffic. When you are sure it is safe to emerge, do so positively and do not hesitate in a position that puts you directly in the path of approaching vehicles.

You must not use front or rear fog lights unless visibility is seriously reduced as they dazzle other road users and can obscure your brake lights. You must switch them off when visibility improves.

Hot Weather

Keep your vehicle well-ventilated to avoid drowsiness. Be aware that the road surface may become soft or if it rains after a dry spell, it may become slippery. These conditions could affect your steering and braking. If you are dazzled by bright sunlight, slow down and if necessary, stop.

8 | Drivers' Daily Vehicle Check



All authority provided vehicles are subject to a formal periodic maintenance regime. This is a legal requirement and one that is subject to external examination.

Drivers of our vehicles also have an important role to play in ensuring our vehicles are operated in a safe and legally compliant condition. All vehicles are required to undergo daily preventative maintenance checks prior to their use.

These checks are completed by the driver and confirmation that these checks have been undertaken must be recorded within the Authority's Defect Reporting System.

It is the responsibility of every driver to ensure their vehicle is roadworthy before, during and after they take it on the road. A post use driver daily check is to be carried out, as well as a pre-use daily check.

Reporting Vehicle Defects

When you discover a vehicle defect, either when undertaking your vehicle checks or during your work-related activities, you must record the defects immediately via the vehicle defect reporting system and inform your line manager/supervisor for referral to fleet reception. All defects should be reported immediately. This is unless it affects the roadworthiness/safety of your vehicle. In these circumstances, you must bring your vehicle to a halt and park it as safely as possible and follow breakdown/recovery procedures.

Drivers are to use the authority's official vehicle defect reporting system to log a defect.

Under no circumstances will Carmarthenshire County Council permit or condone the use of the vehicle (or trailer) where there is a defect which might render it unroadworthy. This may affect your driving licence.

Training from the Operational Training Team covers daily checks when driver training is provided.

Inspection And Repairs

Vehicle inspection and planned maintenance will be conducted by Fleet Management Unit at our vehicle workshops, unless otherwise agreed. Under no circumstances should you take a Council vehicle to an unauthorised vehicle repairer.

When your vehicle is scheduled to be inspected, you will be notified through your line manager/supervisor. Vehicles not attending unless by prior arrangement will be issued with a 'prohibition notice' whereby the vehicle cannot be used other than to attend the workshop for the necessary work to be carried out.

Employees who use their own vehicle for work related activities shall be required to ensure that their vehicle is properly maintained and in roadworthy condition.

Unscheduled Repairs

All unscheduled repairs will be carried out at our vehicle workshops unless otherwise agreed. Under no circumstances should you take a Council vehicle to an unauthorised vehicle repairer.

Inspection Intervals

At present the periodic safety inspections are scheduled at the following intervals:

- 6 weeks Heavy Goods Vehicle
- 17 weeks Light Commercial Vehicle

Periodic safety inspection dates for all vehicles will be advised by email in advance to Supervisor/Line Managers by the Fleet Management Unit.

Vehicles not attending unless by prior arrangement will be issued with a 'prohibition notice' whereby the vehicle cannot be used other than to attend the workshop for the necessary work to be carried out.

Presenting the vehicle for Inspection

Vehicles, plant and equipment must be presented for periodic safety inspections on the specified day. The vehicle must be cleaned and properly presented to enable the relevant work to be carried out, this includes the vehicle body. All personal effects must be removed from the vehicle before being presented for inspection or repair, especially those vehicles with a tilting cab.

Defects

Any non-safety related defects that require attention should be listed in the driver's daily defect report. The Supervisor/Line Manager should then be informed of the issue and the Fleet Management Unit notified. If during inspection, the vehicle needs to remain at the workshop the line manager/supervisor will be notified.

Fuelling

The council's computerised fuelling system is managed by Fleet Management Unit. This also includes dispensing and monitoring of 'Adblue' fuel additive used to lower exhaust emission in line with current & forthcoming legislation.

Petrol:

The vehicle will have a fuel card and a PIN.

You will need to contact envbsufleet@carmarthenshire.gov.uk to order your fuel card and to receive your PIN.

Drivers must give their odometer [mileage reading] reading to the cashier at the fuel station on presentation of the fuel card. The fuel card notes the registration of the vehicle and must only be used for this vehicle.

Diesel:

There are fuel fobs on the vehicle keys to allow you to fill your vehicle up with Diesel in our depots.

You will need to contact envbsufleet@carmarthenshire.gov.uk to receive your PIN.

Electric:

We have a dedicated Electric Vehicle intranet page with information for staff including a [Charging Guide](#). We have various [charging point locations](#) around the county.

Damage

All drivers have a duty to report any collisions/damage to a vehicle, [Council property or equipment](#), and must ensure they report in every circumstance.

All drivers have a duty to report fault and no-fault accidents / damage to vehicles. **The lastnamed driver is required on the accident report form, if the vehicle is unoccupied at the time this should be recorded on the form also.**

If the driver information is not provided on an accident form a claim cannot be made and Risk Management/Fleet will re-charge the departments for the repair to the vehicle.

Any damage found on vehicles must be reported to the Line Manager/Supervisor. Line Managers/Supervisor must make the Fleet Management Unit aware immediately. Line Manager/Supervisor will be required to establish the cause of the damage and who is responsible for that vehicle at that time.

Any damage found on vehicles that has not been reported will be recharged to the department manager together with other fleet information to help monitor and manage budgets.

Cleanliness

It is important that you keep both the interior and exterior of your vehicle clean and free of clutter at all times.

Particular attention should be paid to cab glass, driving mirrors, number plates and road lighting. This is in the interest of visibility, road safety, health & safety and to present a positive Council image to the public.

All equipment and materials must be properly stowed in the load area.

All mechanical sweepers must wash out and drain water from the sweeper system at the end of each shift.

All Refuse Collection Vehicles must be regularly cleaned to prevent build-up of waste on moving parts (bin lifts, ejector plate etc.) and any liquid accumulated during the waste collection process should be drained on a regular basis at an authorised facility.

Staff must remove any litter from the interior of Council vehicles at the end of the shift.

If vehicles/equipment are returned in an unkept condition, Fleet Management Unit will inform your line manager/supervisor and a consequence of this action is that all cleaning costs will be passed onto the user department.

Note: Vehicle spot checks will be carried out to ensure staff adhere to the vehicle cleanliness standards.



9 | Vehicle Loads

Safe and Secure Loading

Many Council refuse vehicles are now fitted with live on-board weighing systems. These should be monitored throughout the shift and action should be taken when any vehicle or axle becomes overloaded.

If you drive another type of council vehicle, or one that is not fitted with on board weighing systems, you should still be aware of rules and regulations around loading your vehicle. If you drive a cage tipper or other type of specialist vehicle, you must receive training on effectively securing your load before operating the vehicle.

The law requires a load to be arranged and secured so that there is no likelihood of danger, injury or nuisance either to those in the vehicle or on the road.

A code of practice on load security, '[Safety of Loads on Vehicles](#)' has been published by the Department for Transport.

Some key points are as follows:

- The load should be stable and spread to keep the centre of gravity as low as possible
- Make sure the load is evenly distributed. Particular care should be taken to avoid axle overloading – this can happen even though the gross weight limit of the vehicle is not exceeded
- Changes in distribution of the load whilst working may cause axle overload unless the load is redistributed. This can seriously affect your vehicle's steering and braking.
- Whenever you stop during a journey, check that your load is secure.

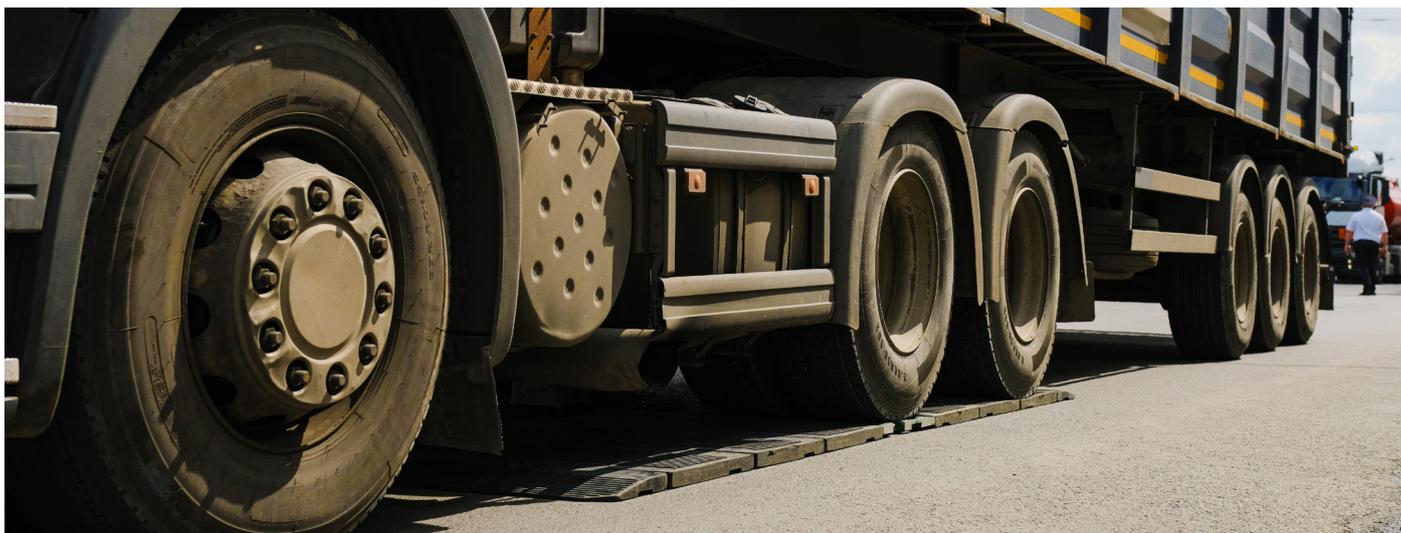
Passengers/Load Capacity

The Council will not under any circumstance condone vehicles being used illegally with regards to overloading/carrying passengers.

Regardless of the type of vehicle used and the loads/passengers you carry, it is your legal responsibility, as the driver, to ensure that passengers are safe and secure. Loads must not protrude beyond the legal maximum and at all times the loads you carry do not exceed the maximum legal limit for the design and construction of your vehicle. If the enforcement authorities stop you and discover that your vehicle is carrying excessive or insecure loads, you will be personally liable for prosecution with fines up to £5,000 for each offence.

For Goods Vehicles the maximum carrying capacity of vehicles is listed on the vehicle's manufacturers plate or 'plating certificate'. Passenger Carrying Vehicles will show maximum capacity inside the vehicle saloon, however if in doubt, your first point of contact should be the Fleet Management Unit, who will provide this information.

Additionally individual training may be provided by Operational Training Team, where your line manager or Fleet Management Unit feels it is necessary.



Projecting loads

Loads may not normally project more than 30cm on either side of a vehicle or trailer. Drivers should ensure that loads projecting rearwards less than 1m or less than 2m are clearly visible.

Projecting Loads – Width

Up to 2.9 m Overall Width	Do Nothing
Over 2.9 m to 3.5 m	Red and white striped marker boards to front and rear of projection, two days’ notice to police
Over 3.5 m	Marker boards, police, and an attendant

Projecting Loads – Width

Up to 2m	Do Nothing
Over 2 m to 3.05 m	End marker board on forward facing projection, Side marker boards each side of projection and an attendant
Over 3.5 m	End and side marker on both sides of the projection, Boards, an attendant and 2 days’ notice to police

10 | Towing

Use of Trailers

Before towing a trailer check that the towing attachment is suitable, and that the trailer lights, breakaway cable and brakes are operating correctly. Ensure the trailer displays the number plate of the towing vehicle. Drivers should ensure that the trailer is capable of being towed and that the laden weight does not exceed 80% of the towing vehicle. The Maximum Authorised Mass (MAM) of the vehicle and trailer combination, including the maximum load that can be carried safely when it's being used on the road, must not be exceeded (details will be found on the vehicle data plate within the vehicle).

If you are required to use an Authority vehicle for towing, you must know the [laws that apply](#).

Specific trailer restrictions

If the towing vehicle weighs 3500kg or less (Gross Vehicle Weight or GVW)

- Length (excluding the coupling and drawbar) 7.0m
- Width Maximum 2.3m



If the towing vehicle weighs more than 3500kg GVW

- Length (excluding the coupling and drawbar) 12m (min 4 wheels)
- Width Maximum 2.55m
- Length of towing vehicle and trailer combined 18m
- Maximum overhang of load from rear of trailer 3.05m



Frequently asked questions:

Do I need a special driving licence to tow?

You must hold a full driving licence to drive vehicle and trailer combinations weighing up to 8.25 tonnes. However, if you passed your test after January 1,1997 then these restrictions apply:

- Vehicles up to 3.5 tonnes and no more than eight passenger seats (i.e.: officially dubbed Category B vehicles and are typical cars) with a 750kg trailer (4.25 tonnes total Maximum Authorised Mass or MAM).
- Category B vehicles with larger trailers i.e. more than 750kg, provided that the combined Maximum Authorised Mass (MAM) does not exceed 3.5 tonnes and the gross MAM of the trailer does not exceed the unladen weight of the towing vehicle.
- Vehicles over 3500kg MAM are classified as large goods vehicles. To be able to tow combinations outside this ruling requires the passing of an additional test.

What's the maximum weight I can carry in my trailer?

Trailer has no brakes (Unbraked Trailer): Maximum 750kg gross trailer weight or half the towing vehicle's kerb weight whichever is less.

Trailer has brakes (Braked Trailer): Maximum 3500kg gross trailer weight.

What are the speed limits when towing?

It is 60mph on motorways and dual carriageways, 50mphs on other roads unless there are lower speed restrictions in operation. If the vehicle/trailer combination is over 7500kg Maximum Authorised Mass (MAM), then there is a further restriction of 50mph on dual carriageways.

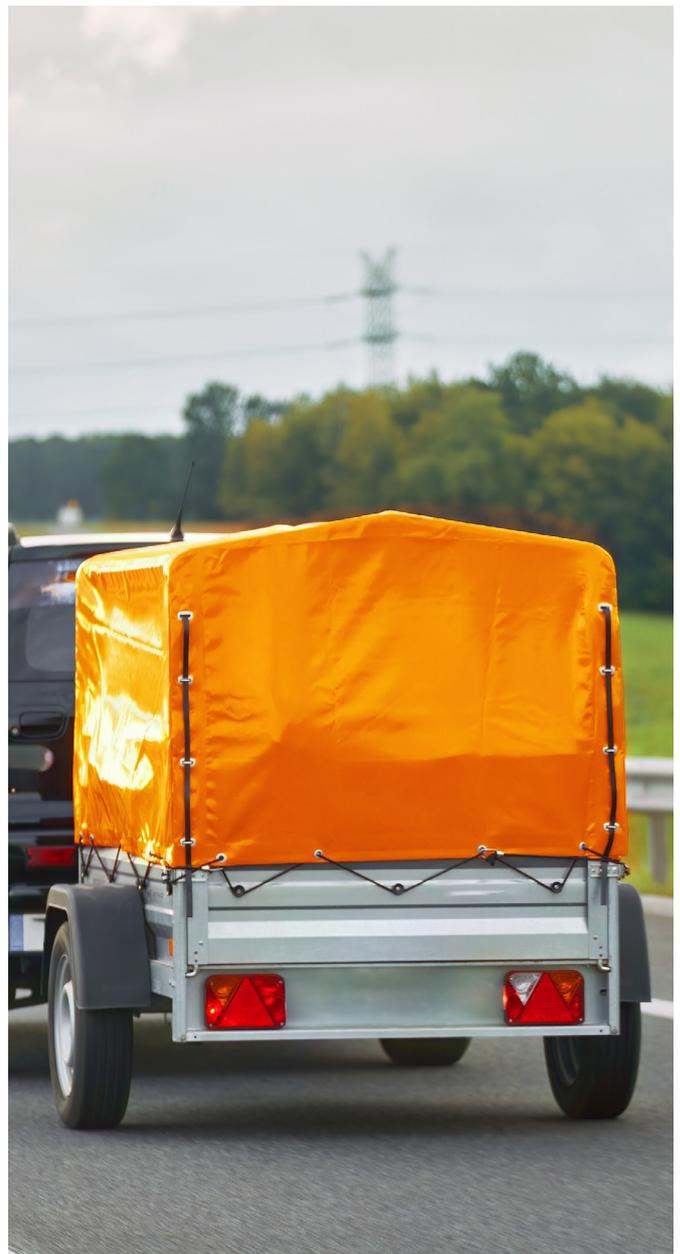
What if my load hangs over the end of the trailer?

If it is between 1m and 2m, ensure the end is clearly visible by attaching a piece of cloth or similar to warn following drivers. If it is between 2m and 3.05m, a marker board must be fitted

and illuminated at night. If the overhang is more than 3.05m, an attendant must be carried and the police must be notified 2 days before commencing the journey.

Do I need a 'Long Vehicle' marker plate?

It is only required for trailers over 3500kg or where the towing vehicle is over 7,00kg gross weight (lorries basically). When they are required, you need different plates depending on the length of the vehicle. You must make sure that loads do not project more than 305mm either side of the trailer, up to a maximum width of 2.9m. If they do, then you must notify the police two days before a journey commences.



11 | Railway Crossings – Driver Action



Driving is recognised as a high-risk activity with at least a third of all deaths on the road involving a vehicle being used for work purposes. While many hazards are obvious to the seasoned professional driver, for some they are not so apparent. Thankfully, the annual number of incidents involving vehicles and railway crossings is relatively small, but that said, even one incident is one too many. With each incident having the potential to cause significant loss of life and wide scale damage, it is imperative that the safety measures in place to avoid any potential incident are strictly adhered to. Indeed, any driver that fails to follow the rules pertaining to the safe use of railway crossings may expect to find themselves subject to prosecution by the Courts.

Railway Level Crossings

Trains often travel over crossings at high speed, which means that they must be treated with the greatest respect. You must stay alert by looking out for warning signs, these will give information about the type of crossing to expect. As you approach crossings always remain alert and prepared to stop should the lights show, or if you hear bells or sirens.

Different Types of Crossing

Crossings are not all the same! Some crossings have barriers, some have gates, some are open, however, they all require the same careful and cautious approach. The most important is that drivers treat crossings with respect. Described below are the different types of crossings you can expect to negotiate as part of your daily driving routine.

Half Barrier Crossings

At half-barrier crossings the barriers block off each side of the road separately – there are also warning lights and advance warning signs. At this type of crossing the train triggers the lights and barriers approximately 30 seconds before its arrival - this leaves very little room for mistakes. The barriers block the entrance to the crossing but leave the exit clear enabling any driver who has crossed the white stop line to continue when the barriers come down.



Guidelines for Crossing Safety

- Drive carefully as you approach the crossing and be ready to stop
- Never overtake on the approach to the crossing
- You must stop behind the white line when the amber light is on or the red lights are flashing
- Do not drive on to the crossing unless your exit is clear and there is sufficient room to drive across and clear the crossing
- If you cross the white line as the amber light comes on, keep going
- Never reverse onto or over the level crossing
- If the red lights keep flashing after a train has passed, wait – another train is coming
- Never zig-zag around the barriers – only cross when the barriers are fully raised and the lights go off

Full Barrier Crossings

Full barriers sometimes operate in the same way as half barriers, but the barriers block off the whole of the road. At other crossings automatic gates will be used instead of barriers. These crossings have quite a few different formats, but all require you to follow the basic rules of stopping when the lights show.

There are still some crossings with manual gates or gates that are opened and closed by an attendant. If you come across an unattended crossing with gates there will be a warning sign and instructions.

Crossings with No Barriers

On some very quiet roads or tracks, you will find rail crossings with no gates or barriers, usually with no lights or warning sirens either. These crossings call for extreme caution.

You will need to be sure that the line is clear before driving across. This might entail getting out of the vehicle to look up and down the line if the view is restricted.

The basic rule at these crossings is **STOP, LOOK and LISTEN**.

Approaching Level Crossings

Approaching railway crossings is much the same as approaching pedestrian crossings, as you will also be looking out for pedestrians as well as trains.

The reason for being cautious about pedestrians is that crossings do not always have a clearly defined footpath, there is also the possibility that pedestrians might trip on an uneven surface, or the railway track itself.

Sometimes you will have a clear view of a crossing as you approach, alternatively your first warning might be a road sign indicating that there is a crossing ahead. Concealed crossings will often have countdown markers on the approach. These are white with red countdown bars, each bar representing 100 yards.

Check your mirrors and be prepared to reduce speed on approach; you must be able to stop if the lights show. If there are no lights or barriers you must be able to stop at the Give Way/ Stop line if there is a train approaching. Do not overtake other vehicles on the approach to crossings, even if you think that they are slowing or stopping needlessly - they might have seen something that you have missed.

Most crossings have lights. The single steady amber light is the same as amber at a normal set of traffic lights, it means stop behind the stop line unless it would be dangerous to do so. After the amber lights there are twin flashing red lights - these mean STOP.

The warning signs below indicate whether the crossing has gates (including barriers) or not. There is also a sign to warn that there is a risk of 'grounding' - although the risk of grounding will primarily affect long vehicles, it does warn you that the crossing may be uneven or humped.



Breakdowns on Crossings

If you break down on a railway crossing, your first priority must always be the safety of yourself, your passengers and anyone else who might be around. Saving your vehicle is the least important thing! You can avoid the risk of breaking down or getting stuck on a crossing by always keeping the crossing area clear. If there is a traffic queue, do not drive onto the crossing area unless you have enough room to drive off at the other side (many crossings will have 'Keep Clear' markings or be marked with a 'Yellow Box').

The following rules will help to keep you safe:

- Get your passengers out of the vehicle and clear of the crossing straightaway. Don't wait until the lights start to flash or the barriers come down; this may lead to panic.
- If there is a telephone at the side of the crossing, use it to contact the signalman. Tell him the problem and he will be able to alert approaching trains until the crossing is clear.
- If there is time, move the vehicle from the crossing. Try to push your vehicle clear.
- After you have moved your vehicle, phone the signalman again to inform him that the crossing is clear. If you are unable to move your vehicle, use the phone to ask for further advice.
- If the bells ring, or if you see a train approaching, you must leave your vehicle and stand well clear of the crossing.

Large Vehicles Crossing Railway Lines

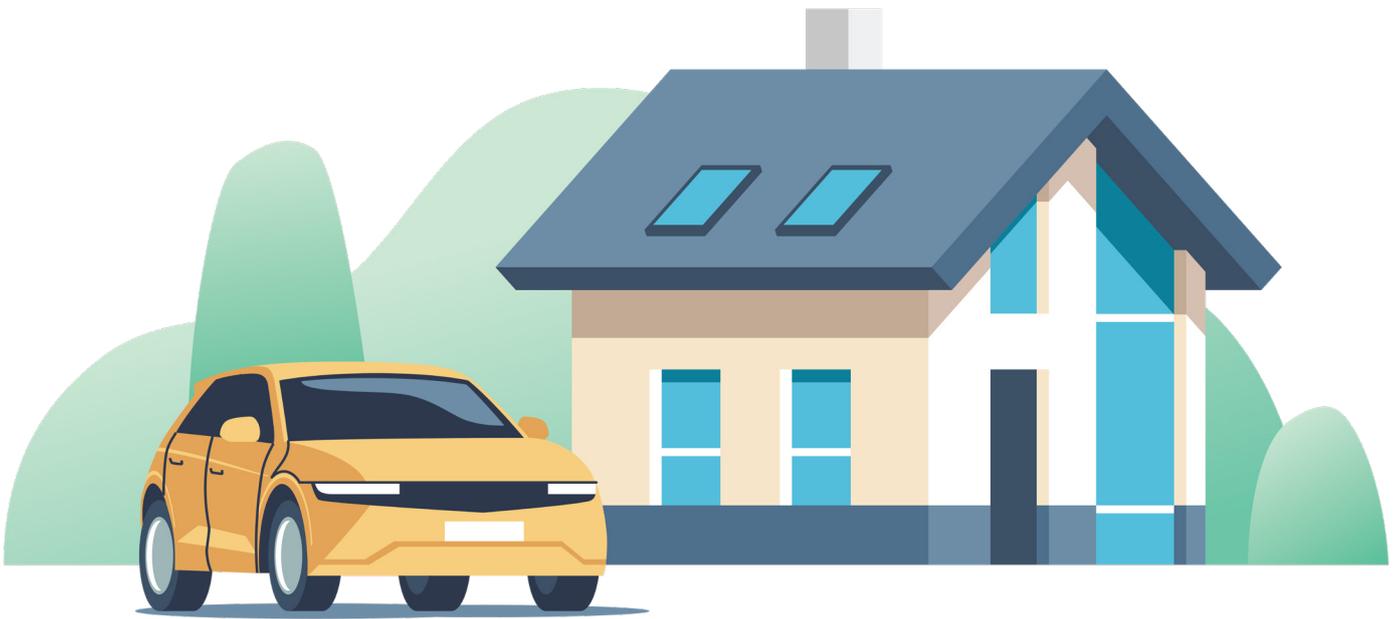
Dependent on the type, size, ground clearance or weight of the vehicle you may be driving, at some crossing points there may be a requirement to contact the signalman by telephone (number provided at the crossing point) before attempting to cross the railway lines. Should this be the case, you must comply with this instruction. For drivers of large vehicles, it is critical that you are familiar with the dimensions and weight of your vehicle. Should your vehicle be in scope of the requirements to contact the signalman and you fail to do so, this may result in criminal proceedings being taken against you and Carmarthenshire County Council, as the Operator of the vehicle.

12 | Vehicle Security

Cabs of vehicles must be locked whenever the vehicle is left unattended. Those vehicles fitted with alarms/immobilisers must never be left unattended without the security system being fully operational. Any expensive items should be locked away or removed from the vehicle.

Please note that Carmarthenshire County Council will not accept any responsibility for theft of personal effects from cabs. Incidences of theft must be reported to the Line Manager & Police immediately. Any damage as a result of the theft must be reported to the Fleet Management Unit.

Vehicle keys should be stored securely.



Parking at Home Addresses

Where permission has been granted to take and park a CCC vehicle at a private residence, care must be taken to ensure the vehicle is parked in full compliance with the Road Traffic Act and the Highway Code. The vehicle must be secured appropriately, with all items of value removed, to avoid the attention of the opportunist thief.

When parking a CCC vehicle at a home address, consideration must be given to other homeowners in respect of the selection of an appropriate parking place. Vehicles must not present a road safety hazard, or nuisance factor to the neighbourhood. Drivers are advised that repeated complaints regarding discourteous parking may result in permission for the vehicle to be kept at the home address being revoked.

13 | Specific Vehicle Instructions

Passenger Carrying Vehicles - Section 19 Minibus Permits

Organisations such as our own can apply for a Minibus Permit, (Section 19 -Transport Act 1985) for vehicles that can carry between nine and sixteen passengers.

Section 19 Permits must be displayed in the windscreen of any minibus operating under this scheme. This includes minibuses that may be under temporary hire arrangements. Permits are available on request from the service department or the fleet management unit.

Section 19 permits are only applicable to the United Kingdom.

Driver Licence Arrangements

The D1 driving licence is a category of licence that enables individuals to drive vehicles that carry between 9 and 16 passengers, such as minibuses. To obtain a D1 driving licence, individuals must meet specific requirements and undergo additional training and testing beyond what is required for a standard driving licence.

These requirements ensure drivers have the necessary skills and knowledge to operate a minibus safely and responsibly.

A driver who holds a passenger carrying vehicle D1 licence (for hire or reward) can drive any minibus with 9-16 passenger seats. MIDAS [Minibus Driver Awareness Scheme] training will only be provided for D1 category licence holders.

Before driving a minibus you need to be aware of the following:

Speed limits for minibuses

Single carriage way roads (where no lower limit applies)	50
Dual carriageways	60
Motorways	70
Motorways (when towing a trailer)	60



Supervision of Passengers

When carrying children or any passengers who require additional care, the appropriate levels of supervision must be in place. Passengers must have a seat allocated to them as standing passengers are not permitted.



Security of Loose Items

It is the responsibility of the driver to ensure that all loose items i.e. luggage is safely secured and will not increase the risk to passengers in the event of a traffic collision. Where available, luggage cages should be utilised.

Safety

A fire extinguisher and first aid kit must always be carried. Where possible, minibuses must always be parked in an off-street location i.e. car park, driveway or council depot. If however, a minibus is parked on a street at night, the vehicle side lights must be switched on.

Seat Belts

By law, seat belts must be worn by drivers and passengers at all times. It is the responsibility of the driver to ensure that all passengers comply with this regulation.

New seat belt laws require children under 135cm or 12 years old [whatever happens first] to wear child restraints in addition to seat belts. Driver responsibilities will vary depending on the type of minibus driven.

Children must normally use a child car seat until they're 12 years old or 135 centimetres tall, whichever comes first. Children over 12 or more than 135cm tall must wear a seat belt. You can choose a child car seat based on your child's height or weight.

Penalties

Ignorance of seat belt laws will result in a new offence being committed, especially introduced for drivers of buses, coaches and minibuses. Drivers failing their passenger responsibilities can either expect to receive a £60 fixed penalty notice or a maximum fine of up to £500 if the case goes to court.

Own Vehicles Used on Company Business – Grey Fleet

Employees who use their own vehicles on Authority business are required to ensure:

- The vehicle has the appropriate insurance cover in place to include 'business use'.
- The vehicle is roadworthy and has a current MOT test certificate.

Failure to provide documentation on request, may result in the employee becoming ineligible to [claim motor mileage allowance](#). Documentation checks will be undertaken by the Driver's Line Manager.

14 | Breakdowns

Driving in Different Conditions

The following guidance is provided to assist and keep you safe should you find yourself at the side of the road in need of assistance. Below is some guidance on driving in various conditions:

Motorways

Ideally you should leave the motorway at the next junction or exit to a motorway service area. This however is not always possible, so in the event that you have to stop immediately, indicate and pull over safely onto the hard shoulder. Make sure you park your vehicle as far left as possible, with the wheels turned to the left.

Try to stop as close as possible to an emergency roadside telephone, which are approximately a mile apart on the motorway.

- Before you get out of the vehicle, put on the handbrake, put on your hazard warning and sidelights. In very poor visibility you should also put on your rear fog lights.
- Make sure that you and your passengers leave the car from the nearside doors, and stand as far back from the road as possible (Up on the bank or behind a safety barrier if possible.)
- DO NOT attempt to make any repairs, no matter how simple you deem them to be. This can be highly dangerous and could result in an accident.
- Instead walk to the nearest emergency roadside telephone. A blue and white marker post is placed every 100m along the hard shoulder with an arrow indicating which way the nearest telephone is situated.
- If you are calling for recovery from a mobile telephone, before doing so, you should try and locate your exact location on the road.
- Wait for the recovery service to arrive.

How do I know where I am?

If you breakdown on a motorway, then you need to give a detailed description of your location. As many of the motorways look very similar this can sometimes be tricky to do, especially if you are lost and have no idea of your location.

Luckily there are sign posts all along the motorway, (roughly 1 mile apart) which give information on which road you are travelling on, which direction you are travelling in, and how far you are from the start of the motorway.



I am in a ‘Free Recovery Area’

If you do breakdown in a free recovery zone then you will need to use the SOS telephone box to call for free assistance. Marker posts along the motorway will let you know the direction of the nearest SOS telephone box.

Be aware that a free recovery vehicle will only take you out of the free recovery zone. At that point you must make your own arrangements for recovery.

Emergency recovery contact details are provided within this document.

Broken down on other roads?

If you breakdown on any other roads, which are not motorways then it may be a bit safer to check your car yourself and judge whether you need recovery. Follow these simple steps to ensure you and your passenger/s stay safe at the side of the road.

- Pull over and put your hazard lights on. If your vehicle is causing an obstruction, try and remove it from the road as quickly as possible.
- If your vehicle is in danger of being struck by another then get out of the car with all passengers.
- DO NOT position yourself between your vehicle and oncoming traffic.
- If you are unable to repair your vehicle then call for breakdown assistance and give them a detailed description of where you are.

15 | Emergency Contact Numbers

Normal Working Hours Telephone Numbers

Fleet Reception 01554 784138

(During 8-4pm Mon to Thursday and 8-3.30pm Friday)

Emergency Out of Hours Telephone Numbers

Fleet 07721 605917 / 07976 463579

Days Driverline (Mechanical Issues) 0845 2964423

Sinclair (Mechanical Issues) 0800 424151

Delta Wellbeing (Accident Reporting) 0300 3332222

Email for All Vehicle Enquiries

envbsufleet@carmarthenshire.gov.uk

Emergency Services

999 / 101



16 | Motor Incidents

All vehicle incidents are reported in accordance with the council [incident reporting procedure](#);

Insurance

- Private vehicles being driven in the course of the council's business must have insurance cover which permits business use.
- The council must be notified immediately of any licensing or insurance cover changes which apply to staff using their private vehicles in the course of council business.
- The council will not accept liability for claims which are not covered by the driver's own insurance, whilst engaged on council business.

All vehicle insurance matters will be referred to the Council's Risk Management Unit.

All employees who drive a council vehicle as part of their employment are automatically covered by the council's fleet motor insurance policy; provided the vehicle has been declared to the council's insurers and as long as the driver holds a current, valid driving licence for the vehicle being driven.

The Risk Management Section is responsible for maintaining the council's vehicle schedule on the national Motor Insurance Database. All requests for vehicles to be added to the schedule must, in the first instance, be made via FMU.

If in any doubt as to the extent of their cover, employees must contact their insurer to clarify the types of use that are covered by their policy.



Incident Management

Incidents do happen and regardless of fault, council drivers shall remain professional when involved in any type of collision. In the event of a collision the following immediate actions shall be taken by the driver:

- Stop in a safe place
- Switch off the engine
- Ensure any risk of fire, spillage or other danger is minimised
- Evacuate any passengers to a safe area
- Take steps to clear the road, warn other traffic so that no further road traffic collision takes place and summon first aid to any injured person
- Call for the emergency services where there is injury, serious damage to vehicles or road, or if any obstruction cannot be cleared
- Implement traffic control where the road is obstructed, if not already provided by the emergency services
- Get names and contact details of third parties involved in the collision and any witnesses.

No admission of liability should be made at the scene of the accident.

Take photographs of the scene of the collision showing the position of all vehicles, damage to all vehicles and/or property. Photos should also include the surrounding area, including street furniture, traffic signs and lines.

You should only leave the scene once details have been exchanged with the third party. If the Police are present, you should only leave the scene once you have been directed to do so.

If you damage a third-party vehicle or property when the owner isn't present, you must leave a 'bump card' with the damaged vehicle or post it through the letter box of the property where possible. Bump cards can be provided by FMU and you will be within the vehicle.

It is important that all the information is collected as soon after the accident as

possible, to ensure the claims team can start working on the incident straight away.

This is particularly important if you are due to go on holiday soon after the incident.

In case of emergency

Personal Injury

Where there is injury to people and/or livestock, immediately contact the Police and Ambulances services if required and await their arrival.

Reporting Accidents to Management

- Inform your line manager/supervisor of the accident/incident as soon as practicable
- Inform Fleet Management Unit within 1 day of the accident/incident.
- You will be asked to complete an accident/incident report form for insurance purposes.
- If you have difficulty in completing an accident/incident report form, FMU will assist you and inspect your vehicle.

In order to ensure a consistent approach is adopted when investigating incidents involving council vehicles the following procedure will be used.

Where an incident involves any of the issues listed below, the driver will be removed from driving duties immediately, whilst some initial fact finding is undertaken by the relevant manager/supervisor.

- Repeated Overloading (3 offences within 12 months)
- Endorsable Road Traffic Offences
- Serious (upheld) complaints concerning driving
- Repeated contraventions to driver behaviour (3 in 6 months rolling period)
- Dangerous occurrences at work
- Injury to driver or others
- Damage to property, plant, vehicles due to possible negligence of the driver

On conclusion:

The line manager will arrange a meeting to be convened with the driver and their representative as soon as possible after receipt of the [report](#), in order that the driver may be informed of the conclusions reached and of any further action to be taken against them as a result of the conclusions.

Any subsequent investigations must be undertaken in accordance with the Council's Disciplinary policy and procedure which may result in disciplinary action.

The Fleet Management Unit will assist in the investigation of insurance claims, driver behaviour contraventions and vehicle repair estimates.

All vehicle insurance matters will be referred to the Council's Risk Unit.

Bump Card

<p>Cofiwch gasglu'r manylion hyn oddi wrth y parti arall</p> <p>Enw'r parti arall:</p> <p>Rhif fôn y parti arall:</p> <p>Cyfeiriad:</p> <p>Rhif cofrestru'r parti arall:</p> <p>Rhif polisi'r parti arall:</p> <p>Enw yswirwr y parti arall:</p> <p>A analwyd y parti arall?:</p> <p>Nifer y delliaid y parti arall:</p> <p>Enw'r tyst:</p> <p>Rhif fôn tyst:</p> <p>Collect these details from the other party</p> <p>Other party name:</p> <p>Other party telephone number:</p> <p>Address:</p> <p>Other party registration number:</p> <p>Other party policy number:</p> <p>Other party insurer name:</p> <p>Was the other party injured?:</p> <p>Other party number of occupants:</p> <p>Witness name:</p> <p>Witness telephone number:</p>	<p>I'w lenwi, ei ddatgysylltu a'i roi i'r parti arall</p> <p>Rhif Delliaid y Polisi: QQQ-0000000-0013-52</p> <p>Enw Delliaid y Polisi: Cyngor Sir Caerfyrddin</p> <p>Rhif Cofrestru Cerbyd:</p> <p>Enw Gyrrwr Delliaid y Polisi:</p> <p>Complete, detach and pass to other party</p> <p>Policyholder Number: QQQ-0000000-0013-52</p> <p>Policyholder Name: Carmarthenshire County Council</p> <p>Policyholder Vehicle Registration:</p> <p>Policyholder Driver Name:</p>
--	---

[Example of what can be found in the vehicle]

