

ABERDEEN CITY COUNCIL

COMMITTEE	Staff Governance Committee
DATE	21 April 2025
EXEMPT	No
CONFIDENTIAL	No
REPORT TITLE	Fleet Driver Policy
REPORT NUMBER	CRE/25/060
EXECUTIVE DIRECTOR	Gale Beattie
CHIEF OFFICER	Mark Reilly
REPORT AUTHOR	Patric Bakhuizen
TERMS OF REFERENCE	2.5

1. PURPOSE OF REPORT

- 1.1 This report presents the Fleet Driver Policy to the committee for consideration and approval.

2. RECOMMENDATIONS

That the Committee: -

- 2.1 approves the implementation of the Fleet Driver Policy; and
- 2.2 instructs the Chief Officer – Operations to ensure that the Policy is easily accessible to all drivers and line managers and that managers are supported in the fair and consistent application of the policy.

3. CURRENT SITUATION

- 3.1 Currently there is no policy regarding this topic, which is covered by guidance. The policy sets out the organisation's commitment for all drivers, using Council vehicles. This applies regardless of whether the vehicles are owned or hired by the Council.
- 3.2 The policy ensures that the risks associated with driving at work are appropriately managed, regulatory compliance is maintained and assists the Council to meet its Net Zero aims, service delivery standard, financial and safety objectives.
- 3.3 This policy will also support services to reduce motor vehicle incidents, associated insurance claims, reduce negative reputational damage and enhance driver safety.

4. FINANCIAL IMPLICATIONS

- 4.1 The policy will help manage driving accidents/incidents and any associated costs to the Council.

5. LEGAL IMPLICATIONS

- 5.1 The policy will ensure compliance with legislation and the guidance issued by the Office of the Traffic Commissioner.

6. ENVIRONMENTAL IMPLICATIONS

- 6.1 This policy will assist drivers and their line managers, by having learning resources, support, and information, to enable the consideration of driving and its environmental impact.

7. RISK

Category	Risks	Primary Controls/Control Actions to achieve Target Risk Level	*Target Risk Level (L, M or H) *taking into account controls/control actions	*Does Target Risk Level Match Appetite Set?
Strategic Risk	Risk of not staying within legislative obligations	This policy mitigates against any risk that the Council fails to observe legislation or directions from the Office of the Traffic Commissioner.	L	Yes
Compliance	Risk of not being compliant	This policy will ensure compliance with legislation.	L	Yes
Operational	Drivers, staff, and citizens may be at risk	This policy will enhance drivers' understanding of their responsibilities to maintain safety of themselves, staff, and citizens.	L	Yes
Financial	Risk of insurance claims Risk of driver related fines	Financial risk will be minimised by this policy	L	Yes
Reputational	Risk of reputational damage.	This policy will minimise opportunities for reputational damage	L	Yes
Environment / Climate	Risk to organisation and drivers	This policy assists compliance with environmental legislation	L	Yes

8. OUTCOMES

Council Delivery Plan 2024	
	Impact of Report
Aberdeen City Council Policy Statement <u>Working in Partnership for Aberdeen</u>	The policy does not impact on this plan
<u>Local Outcome Improvement Plan 2016-2026</u>	
Prosperous Economy Stretch Outcomes	While not specifically relating to the LOIP, the policy equips all employees to deliver service to all citizens
Prosperous People Stretch Outcomes	As above
Prosperous Place Stretch Outcomes	As above
Community Empowerment Stretch Outcomes	As above
Regional and City Strategies Regional Strategies City Strategies and Strategic Plans Council Strategies	Whilst the policy does not directly impact on any of the strategies it complements the council delivery and support of these outcomes

9. IMPACT ASSESSMENTS

Assessment	Outcome
Integrated Impact Assessment	An Integrated Impact Assessment has been completed
Data Protection Impact Assessment	Not required.
Other	N/A

10. BACKGROUND PAPERS

- 10.1 [Guidance Handbook for Drivers](https://aberdeencitycouncil0365.sharepoint.com/sites/PeopleAnytime/SiteAssets/Forms/AllItems.aspx?id=%2Fsites%2FPeopleAnytime%2FSiteAssets%2FSitePages%2FFleet-Services---Guidance-handbook-for-drivers%2FFleet%20Services%20Guidance%20handbook%20for%20drivers-WINPCp6pvZMNUwx%2Epdf&parent=%2Fsites%2FPeopleAnytime%2FSiteAssets%2FSitePages%2FFleet-Services---Guidance-handbook-for-drivers)
- 10.2 [Council Vehicles Driving at Work Guidance](#)

[aberdeencitycouncil365.sharepoint.com/sites/PeopleAnytime/SiteAssets/Forms/AllItems.aspx?id=%2Fsites%2FPeopleAnytime%2FSiteAssets%2FSitePages%2FFleet-Services---Guidance-handbook-for-drivers%2FDriving at Work Guidance%2Epdf&parent=%2Fsites%2FPeopleAnytime%2FSiteAssets%2FSitePages%2FFleet-Services---Guidance-handbook-for-drivers](https://aberdeencitycouncil365.sharepoint.com/sites/PeopleAnytime/SiteAssets/Forms/AllItems.aspx?id=%2Fsites%2FPeopleAnytime%2FSiteAssets%2FSitePages%2FFleet-Services---Guidance-handbook-for-drivers%2FDriving%20at%20Work%20Guidance%2Epdf&parent=%2Fsites%2FPeopleAnytime%2FSiteAssets%2FSitePages%2FFleet-Services---Guidance-handbook-for-drivers)

11. APPENDICES

11.1 Fleet Driver Policy

12. REPORT AUTHOR CONTACT DETAILS

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