

Fleet Driver Policy

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1. Why does the Council need this Policy?

- 1.1 This policy outlines the requirements for all individuals driving council vehicles on council business, regardless of whether the vehicles are owned by or hired by the Council.
- 1.2 The Council recognises that driving at work is a crucial aspect of delivering our service across Aberdeen City. This 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 standards, financial and safety objectives.
- 1.3 When implemented, the driving at work policy will support services to reduce motor vehicle incidents and associated insurance claims. The policy will also support the statutory requirements for driver and vehicle compliance for the Council and provide efficient, cost-effective service delivery, and improve the safety of the driver and other road users by reducing incidents.
- 1.4 Effective use of this Policy is designed to:
 - Ensure ACC compliance in line with the Operator's License issued by the Traffic Commissioner.
 - Prevent ACC from going into special measures or having the Operator's License revoked by the Traffic Commissioner.
 - Reduce the number of accidents and incidents by drivers on ACC business.
 - Safeguard the drivers working for ACC by ensuring that they drive only whilst fit and capable of doing so.
 - Better position ACC to negotiate ongoing vehicle insurance requirements, potentially reducing premiums.
 - To ensure the most efficient utilisation of Council vehicles and maximising the resources at hand.

2. Application and Scope Statement

- 2.1 This policy and related procedures apply to individuals driving Council vehicles at work, including Council employees, and non-employees such as relief staff, agency and contractors. These individuals are referred to as 'Drivers' for the purposes of this policy. Driving at work is using any Council vehicle (owned or hired) on public roads for the delivery of council services. Commuting is not considered to be driving at work, unless the Council vehicle is taken home for on call or approved mobile working purposes.

This policy does not apply to those using their own vehicle, either for work purposes or commuting.

- 2.2 For the purposes of this policy, 'Drivers' are defined as:
 - i. Employees who drive using any Council vehicle on Council business.
 - ii. Individuals from voluntary or approved organisations permitted to use Aberdeen City Council vehicles as nominated drivers.

2.3 For the purposes of the policy a 'Council Vehicle' is:

- iii. A vehicle owned by Aberdeen City Council.
- iv. A vehicle hired or leased by Aberdeen City Council.
- v. A demonstration vehicle in Fleet Services control.

2.4 For the purposes of the policy 'Services' are:

All service areas who provide a service to the public within the Council.

2.5 Management of vehicles for mobile working.

Each Service is responsible for ensuring that vehicles taken home as part of mobile working, the employee and manager, must complete a mandate / declaration justifying the need, compliance requirements, and adherence to Council policies and procedures.

3. Responsibilities

3.1 The Chief Executive, Chief Officers and Executive Directors of the Council are responsible for the effective operation of the Policy as well as engaging and inspiring their respective teams to achieve a culture that not only encompasses the beliefs and values of Aberdeen City Council, but also promotes and adheres to the processes and procedures designed to complement such policies. They will:

- Ensure each Council Service devotes adequate resources to implement this policy, including the management of, and compliance by drivers.
- Monitor vehicle incident rates and insurance claims within their respective areas of the Council.
- Monitor costs associated with vehicle hire and travel claims within their respective areas of the Council.
- Ensure the Council fulfils the requirements of its Operator Licence.

3.2 The Fleet Manager has the ultimate responsibility for all vehicles and drivers on behalf of Aberdeen City Council. They are responsible for:

- Ensuring that any new or changes in legislation for vehicles and drivers are implemented and communicated to relevant departments.
- Agreeing the specification of any new vehicle or vehicle for purchase, lease or hire with the appropriate Service representative.
- Ensuring that the specification for vehicles takes full account of the safety of the employee(s) who is/are required to drive and/or use the vehicle.
- Ensuring that all Council vehicles and ancillary equipment are maintained in accordance with road safety legislation and manufacturers / suppliers' guidance.

- Ensuring that, for each vehicle, a detailed maintenance schedule and a log which records all routine maintenance, any complaints with performance, breakdown data, accident data and tachograph recordings are maintained.
- Liaise with the Insurance, Health and Safety and People and Citizen Services teams to identify and address areas of concern.
- Ensure the Council has membership with appropriate external professional bodies regarding fleet management.

3.3 The Fleet Compliance team monitors the safe use of council vehicles across the Council and best practice in terms of Workplace Transport. They will:

- Monitor the usage of Council vehicles within Services.
- Identify and address areas of concern regarding the use of vehicles on Council business.
- Assist the Fleet Manager with implementation of improvements to fleet management within the Council.

3.4 The Health & Safety Team will:

- Provide information to Services on vehicle incidents.

3.5 The Fleet Support Team will:

- Order and arrange fuel deliveries for council sites.
- Manage the process for hiring vehicles for the council.
- Order and replace fuel fobs.
- Record accidents and incidents and report them accordingly.
- Start the insurance claim process.

3.6 Line Managers are responsible for:

- Ensuring that appropriate pre-employment checks are undertaken for drivers of Council vehicles.
- Ensuring that employees or volunteers who drive on Council business complete an "Authorisation to Drive" form on an annual basis and Drivers using Council vehicles, including voluntary organisations will have their vehicle licences reviewed on a DVLA approved Vehicle Licence check database.
- Ensuring that concerns regarding individual driver's fitness to drive are fully investigated and managed in line with this Policy. Additionally, the line manager must notify the Insurance Team immediately of any employee with 6 or more penalty points on their licence who drives on Council business.
- Seek advice/guidance from the Fleet Manager, Insurance Team or the Health & Safety team and People and Citizen Services, where there are concerns over authorising a driver to drive on Council Business.
- Ensure suitable training is provided where applicable. This may include vehicles which individuals are not appropriately licenced to drive due to the individual's age, length of time they have been driving or restrictions based on vehicles they can drive linked to when their licence was issued (for example, minibuses).
- Report and Investigate vehicle incidents/accidents within the requirements of the Council's Fleet Compliance timelines.

- Monitor driving times and behaviours of employees using tachographs and telemetry where these are fitted to vehicles.
- Monitor vehicle incidents/accidents involving individual drivers, and act accordingly.

3.7 Drivers (employees and non-employees) are responsible for:

- Completing an authorisation to drive form on an annual basis.
- Complying with Highway Code and other relevant Road Traffic Regulations and the Council's Drivers' Driving at Work Guidance, when driving on any Council business.
- Notifying the DVLA and their line manager of any injury or illness that could have an impact on safe driving ability.
- Reporting vehicle incidents/accidents immediately to their line manager and Fleet Workshop reception.
- Responding fully and accurately to any requests for information from either the DVLA or Occupational Health.
- Complying with the requirements of the issued licence, including any periodic medical reviews indicated by the DVLA.
- Ensure they follow medical advice relating to conditions which may affect their fitness to drive.
- Advising their line manager immediately of any changes to their health which may impact on their ability to drive, any convictions or charges made against them relating to driving or any change to penalties or endorsements on their driving licence.
- Notify their line manager in the event they have 6 or more penalty points on their licence at any time.
- Participating in any driving related assessment, training or qualifications as required.

3.8 Drivers Responsibility

- It is the driver's responsibility to drive in accordance with the Guidance Handbook for Drivers and The Driving at Work Guidance– provided via the links in the appendix.

4. Supporting Procedures and Documentation

4.1 The Chief Executive, Executive Directors and Chief Officers of the Council will:

- Ensure the Council fulfils the requirements of its Operator Licence.
- Ensure Services devote adequate resources to implement this policy and give reference to the Drivers Handbook and Guidance, in particular in respect of training for reversing assistants also known as a banksman.
- Investigate, manage, and monitor vehicle incident rates and insurance claims within their respective areas of the Council.
- Implement additional training as required by their line manager.

4.2 The Service must ensure that any driver employed by the service must:

- Hold an appropriate licence for any vehicle and trailers (as appropriate) that they are required to drive, as set out in the job profile.
- Have received appropriate training / instruction before driving any council vehicle.
- Be authorised to drive for ACC by their line manager and recorded on their skills register.
- Report immediately to Fleet Service Reception and their line manager any vehicular incidents whilst driving on Council business they are involved in immediately to their line manager. All accidents will be investigated by Fleet Compliance and the driver's line manager.
- Report any vehicular incident/accident that they are involved in, to their own personal insurance company within the requirements of their policy regardless of what vehicle they were driving.

This Policy should be read in conjunction with Section 10, The Guidance Handbook for Drivers and The Driving at Work Guidance (See link below and in the appendix).

[The Guidance Handbook for Drivers](#)

4.3 Vehicles to be taken home and used as part of mobile working, will be authorised on a case-by-case basis, by the manager of the relevant service, the management and use of the vehicle remains the same under the ACC guidance document.

[Council Vehicles Driving at Work Guidance](#)

4.4 Non-compliance should be dealt with immediately by the driver's line manager and appropriate action taken as regards the driver or service who has ultimate responsibility the vehicle. All actions taken should be kept as a permanent record on the drivers work record.

4.5 Where individuals are being recruited to a role with ACC that requires a specific driving licence as set out in the job profile (for example a driver requiring a category C licence to drive an LGV vehicle) then the recruiting managers must ensure that the candidate is qualified and deemed capable of performing the role. The recruiting manager will:

- Ensure the individual holds a current, valid licence as set out in the job profile and a certificate of professional competence (CPC) where appropriate.
- Undertake a check of the drivers' history (including any driving charges or convictions) prior to offering them a job.
- Have assurance (where appropriate) of the driver's fitness to drive the vehicle.

- Ensure the driver holds a valid driver qualification card and a valid driver card.
- Drivers of vehicles requiring driving licence categories C, CE, C1 or C1E must undertake a pre-employment assessment of driving competence and will only be offered employment upon successful completion.

Additionally, work areas employing individuals for roles that require a specific licence type should consider the use of a driving competency assessment as part of the recruitment process. This would be carried out by either an internal or external driver assessor.

4.6 License Requirements:

When recruiting an individual to the council who holds a license other than a UK driver's licence, and who needs to drive on Council business, the recruiting line manager must obtain a record of the individual's driving convictions if any, and if relevant, before they can drive on Council business. Typically, this would be acquired from the relevant licensing authority.

Where this record highlights concerns around driving performance (such as previous convictions, etc.) People Services and/or Fleet Services as appropriate must be consulted prior to the individual being permitted to drive on Council business.

Any individual who holds a licence other than a UK driver's licence who is offered employment by the Council and who is required to drive on Council business must obtain a UK driving licence within 12 months of the commencement of employment. Details on exchanging a foreign driving licence can be found on GOV.UK. Whilst individuals may be permitted to drive in the UK using a foreign licence outside this 12-month period, it is a condition of employment within ACC that the individual obtains a UK licence within 12 months to enable effective monitoring of driver performance.

4.7 Medical Conditions:

Any driver with either a pre-existing or newly occurring notifiable medical condition must inform both the DVLA and their line manager as soon as possible. The DVLA state that a notifiable medical condition is anything that could affect the ability to drive. Any employee with one of these conditions, must not perform any driving duties and must be referred to Occupational Health (OH).

Any driver who drives a vehicle that requires a Group 2 licence and fails a medical Exam associated with this appointment must inform their line manager immediately. Drivers should be made aware of strict compliance to this policy as failure to report medical issues could lead to a criminal offence being committed.

Where a medical condition (either newly occurring or pre-existing) prevents an employee from maintaining a licence they must inform their line manager immediately. The line Manager will manage this scenario with advice from People Services and Occupational Health.

4.8 Driving Convictions and withdrawal of Licenses:

Any driver who is charged with or convicted of a driving offence, receives a fine/penalty point or loses their licence due to a driving offence whether at work or not must inform their line manager immediately. The line manager must ensure that this is recorded in accordance with service operational procedures and processes.

Where this involves an employee who drives an HGV on Council Business the Fleet Compliance Team must be notified immediately by the line manager.

Where there is evidence of an employee committing a driving offence whilst on Council business the relevant Line Manager must deal with the matter immediately and take appropriate action in accordance with corporate policy e.g. Managing Discipline Policy. In some instances, a referral to Police Scotland may be appropriate. Advice should be sought from People Services in all cases.

Any individual driving on Council business must notify their line manager immediately in the event they have 6 or more penalty points on their licence at any time. The line manager must then notify the Insurance Department immediately of this.

4.9 First Use Check:

All drivers using a Council vehicle must complete a daily First Use Check Book or digital version prior to operating the vehicle, even if they take over a vehicle already used that day.

Movement of vehicles within Council work premises and work sites must be managed by the site supervisors and are liable to random checks before or after shift.

4.10 Vehicle Incidents and Accidents: (see 13.5)

All vehicle incidents and accidents must be reported to the employee's line manager immediately in line with the Council's driving at work guidance. Vehicle incidents and accidents must be reported even if no one is injured.

An accident report form must be completed at Fleet Service Reception within 24hrs for any vehicle incident or accidents where damage or injury has occurred to either a Council employee, member of the public or any vehicle.

Vehicle incidents and accidents occurring whilst driving on Council business must also be recorded on the driver's record.

Employees involved in a vehicle incident or accident when using a Council vehicle must report this to their personal motor insurance provider in line with their policy requirements.

4.11 Driver Performance

Vehicle incidents and accidents involving employees must be monitored by Fleet Compliance, Services and on an individual level by their line manager. When monitoring driver performance, the following factors will be considered:

- Number and frequency of vehicle incidents/accidents.
- Costs associated with vehicle incidents/accidents.
- Involvement of pedestrians/bystanders in vehicle incidents/accidents.
- Telemetry information, fitted on all Council vehicles (including information on braking and acceleration).
- History of driving offences.
- Adherence to local procedures (for example, traffic management risk assessments) and signage.

Where a driver's performance is identified by their line manager to be of concern, a training review should be undertaken initially. Where a driver's performance is found to fall below established Council standards, as highlighted in the Drivers Handbook, these situations should be managed by the service manager, as appropriate to circumstances and may be subject to action under the Managing Discipline or Managing Performance policies. Advice from People Services should be sought.

5. About this Policy

- 5.1 Driving on Council business is governed by the Chief Officer - Operations, Fleet Service Manager, Fleet Compliance Manager and Service Managers. For this Policy, this group will be referred to as 'Management Group.'
- 5.2 The Management Group, through this Policy, sets out the expectations of Aberdeen City Council (ACC) to the employees to assist them in choosing the most appropriate mode of transport, to deliver services on behalf of the council. The Management Group is in place to assist services in ensuring that vehicle use is undertaken in a way that is cost effective and minimises environmental impacts.

6. Risk

- 6.1 As detailed in the Council's Risk Management Policy, the following risks that can be mitigated by this Policy are:
 1. Compliance Risks: This policy and supporting documentation will mitigate the risk of non-compliance by drivers carrying out ACC business in line with current driving legislation and strengthens a safe way of working.
 2. Financial Risks: Abiding by this Policy will ensure that all drivers are capable of the work they are undertaking and can mitigate accidents and other incidents involving ACC vehicles. This puts ACC in a positive position to negotiate ongoing vehicle insurance for ACC vehicles and provides for a better cost-effective and efficient service for the residents of Aberdeen City.

3. Reputational Risks: By reducing the number of accidents and incidents involving ACC vehicles, this will benefit the reputation of the Council.

7. Environmental Implications

- 7.1 By complying with the requirements of this Policy, it improves the levels of safety for the public and ACC drivers. It also minimises the costs associated with incidents and accidents. Driving in line with the policy may lead to reduced emissions from correct vehicle usage.

8. Policy Performance

- 8.1 Monitoring will take place to check on performance through:
 - Random driving risk assessments before and after shift undertaken by the line manager.
 - Monthly monitoring of risks at senior management team meetings.
 - Correct incident and accident reporting at the time of the accident/incident by the driver and his line manager and through ongoing monitoring. Relevant monitoring being discussed at the Fleet User Group meetings to highlight quality of driving across the Council.

9. Design and Delivery

- 9.1 This Policy delivers an understanding to all ACC drivers:
 - The need to be compliant with the Road Traffic Act, the Transport Commissioner, and the rules regarding the ACC Operators License.
 - Highlights the need for better care and consideration for other road users and the public.
 - Helps to improve standards and reduce spending on fuel and repairs, leading to better use of resource and funds.
- 9.2 Good fleet and regulatory compliance creates value for money. With better training and more considered deployment of vehicles and drivers, the level of incidents will reduce. It will also have a positive impact on the general wear and tear of vehicles, reducing costs to repair and upkeep.
- 9.3 Mandatory Compliance to driving rules and training will improve governance of the road traffic act and operator licence rules implemented by the traffic commissioner, and will help maintain the Operator Compliance Risk Score (OCRS), enabling continuation of competently running the ACC Fleet of vehicles.

10. Housekeeping and Maintenance

- 10.1 This policy must be reviewed on an biennial basis to comply with any regulatory or industry requirements.
- 10.2 It is the responsibility of the Chief Executive, Executive Director – City Regeneration and Environment, Chief Officer - Operations, Fleet Manager and Fleet Compliance Manager to manage this policy. Please refer to Section 3 for detailed responsibility.
- 10.3 All breaches of policy should be acted upon by those outlined as responsible, in association with all Service Department Managers, to address any non-compliance. Non-compliance of obligations within the Operator's Licence, may lead to loss of repute, restriction of service, reduced fleet, and potential financial impacts.

11. Communication and Distribution

- 11.1 This Policy will be distributed by Fleet Services to all Chief Officers and Service Managers who will provide access to all their staff, via the Council online portal, or access to a printable copy if requested.
- 11.2 Any changes that are required to this policy e.g. updates to regulations and compliance requirements will be communicated by Fleet Compliance.

12. Information Management

- 12.1 All Information in this document and associated procedures will be maintained in accordance with the governance laid out in the Council's Corporate Information policy and will protect individuals' information under GDPR.

13. Definitions and Understanding this Policy

- 13.1 Definitions held within this policy refer to organisations, responsible people and qualifications required.

Acronyms

ACC:	Aberdeen City Council – Organisation for whom policy applies to.
LGV:	Large Goods Vehicle
MIDAS:	Minibus Driver Awareness Scheme
OCRS:	Operator Compliance Risk Score
PCV:	Passenger Carrying Vehicle

- 13.2 **Qualifications**

CPC = Certificate of Professional Competency – qualification for all vocational drivers.

13.3 **Driving Licence Categories**

The full information of driving licence categories and restrictions can be found on the government website

Quick Links to further information: -

www.gov.uk/driving-licence-categories

www.gov.uk/driving-licence-codes

www.gov.uk/driving-nongb-licence

www.gov.uk/exchange-foreign-driving-licence

www.gov.uk/legal-obligations-drivers-riders

www.gov.uk/employing-people-to-drive www.gov.uk/driving-medical-conditions

13.4 **Official publications**

www.gov.uk/guidance/the-highway-code

[Highway Code 2024 | New Official Rules and Changes](#)

13.5 **Incident / Accident** – Every accident can be an incident, however not all incidents can be termed as an accident.

Incident – an incident is an event that has unintentionally happened, but may not result in damage harm or injury, but may be a near miss event.

Accident – an accident is an event that has unintentionally happened, that results in damage, harm or injury.

Appendix

Links to other Policies / Guidance

- [Drivers Handbook for Drivers](#)
- [Council Vehicles Driving at Work Guidance](#)
- [Managing Discipline Policy](#)
- [Managing Discipline Guidance](#)
- [Managing Performance Policy](#)
- [Managing Performance Guidance](#)

Drivers Handbook for Drivers

[aberdeencitycouncil.sharepoint.com/sites/PeopleAnytime/SiteAssets/Forms/AllItems.aspx?id=%2Fsites%2FPeopleAnytime%2FSiteAssets%2FSitePages%2FFleet-Services---Guidance-handbook-for-drivers%2FFleet Services Guidance handbook for drivers-WINPCp6pvZMNUwx%2Epdf&parent=%2Fsites%2FPeopleAnytime%2FSiteAssets%2FSitePages%2FFleet-Services---Guidance-handbook-for-drivers](https://aberdeencitycouncil.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)

Council Vehicles Driving at Work Guidance

[aberdeencitycouncil.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://aberdeencitycouncil.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)

Driver Competency

LGV

Vehicle classification	Driving licence requirements	Qualification requirements	Legally required training	Additional in-house training for all drivers
General vehicles	LGV "C"	CPC for LGV	LGV licence 35 hours / 5 years	-
Refuse vehicles	LGV "C"	CPC for LGV	LGV licence 35 hours / 5 years	Specialist vehicle driver training

Road's vehicles, winter gritting	LGV "C"	CPC for LGV	LGV licence 35 hours / 5 years	Familiarisation training for gritter drivers
LGV with trailers under 750kg	LGV "C"	CPC for LGV	LGV licence 35 hours / 5 years	Provision of training for all new drivers
LGV with trailers over 750kg	LGV "C+E"	CPC for LGV	LGV licence 35 hours / 5 years	Provision of training for all new drivers

Specialist Vehicles

Vehicle classification	Driving licence requirements	Qualification requirements	Legally required training	Additional in-house training for all drivers
Forklift truck	Normal licence	Appropriate training	Forklift truck certificate	Specialist vehicle driver training
Dumper truck	Normal licence	Appropriate training	LGV licence 35 hours / 5 years	Specialist vehicle driver training
Construction vehicles	Normal licence	Appropriate training	LGV licence 35 hours / 5 years	Specialist vehicle driver training
Tractor	Normal licence	N/A	LGV licence 35 hours / 5 years	Specialist vehicle driver training
4x4 drive vehicles	Meet class vehicle requirements	N/A	LGV licence 35 hours / 5 years	Specialist vehicle driver training
Ride-on-mowers etc.	Normal licence	N/A	LGV licence 35 hours / 5 years	Specialist vehicle driver training

Passenger Buses

Vehicle classification	Driving licence requirements	Qualification requirements	Legally required training	Additional in-house training for all drivers
Passenger buses	PCV	CPC for PCV	CPC undertaken where required for job 35 hours / 5 years	N/A
Buses operated under S19 & S22 permits - Transport Act 1985 (voluntary drivers)	PCV Normal Licence2 D1	CPC for PCV	CPC undertaken where required for job 35 hours / 5 years	MIDAS
Minibuses	Normal Licence2 D1	CPC for PCV	CPC undertaken where required for job 35 hours / 5 years	MIDAS
Passenger assistance roles	N/A	N/A	N/A	Passenger assistance training

All other Vehicles

Vehicle classification	Driving licence requirements	Qualification requirements	Legally required training	Additional in-house training for all drivers
Light lorries	C1	CPC for LGV	LGV licence 35 hours / 5 years	N/A
Vans & crew-cabs	PCV Normal Licence1 B, C1	CPC for LGV	LGV licence 35 hours / 5 years	N/A
Use of trailers	Normal Licence2 +E	CPC for LGV	LGV licence 35 hours / 5 years	N/A
Cars	Normal licence	N/A	N/A	All drivers to be risk assessed
Carpool vehicles	Normal licence	N/A	N/A	Fleet Services vehicle familiarisation training