



**EMPLOYMENT COMMITTEE- 12 JUNE 2014**

**POLICY ON THE USE OF LEICESTERSHIRE COUNTY COUNCIL VEHICLES**

**REPORT OF THE DIRECTOR OF CORPORATE RESOURCES**

**Purpose of Report**

1. The purpose of this report is to seek the Committee's approval for the introduction of a Policy on the use of Leicestershire County Council vehicles.

**Background**

2. In September 2013, the Environment and Transport Department implemented a Policy to make their employees aware that vehicle tracking devices may be installed in any vehicle (e.g. vans, lorries, cars, minibuses) provided by that department, what data would be gathered by these devices and how this data would be used.
3. As this information may be relevant to other departments, it was agreed with the Trade Unions that a Policy would be introduced to cover all Council departments. It was also agreed to extend the remit of the Policy to ensure that employees are aware of the restrictions that are in place in relation to the personal use of Council vehicles.

**Key Points**

4. A copy of the proposed Policy is attached as Appendix A.
5. The Policy aims to ensure that employees are aware of the restrictions that are in place in relation to the personal use of Council vehicles and to highlight the possibility that vehicle tracking devices may be installed into any vehicle provided by the Council, that data could be gathered by these devices and how it is intended to use this data.
6. To comply with the Council's vehicle insurance cover, employees must only use a vehicle provided to them by the Council for business purposes. If approval is given for the employee to take the vehicle home overnight, it must only be used for travelling between the employee's home and their work location. It must not be used to undertake personal commitments (e.g. shopping, transporting children to/from school etc) and/or to transport passengers (e.g. friends or family).
7. Vehicle tracking devices will not be installed in any Council vehicle without the driver's knowledge, unless there is reasonable suspicion of misconduct.
8. The tracking devices will record information in relation to the vehicle's location, speed, fuel consumption, acceleration, braking and idle time. This data will assist the Council in a number of ways including improving work planning, reducing carbon emissions,

and recovering stolen vehicles. It will not be used to monitor employee working hours or individual driver's behaviour, except where there is a suspicion of misconduct.

### **Implementation**

9. The proposed Policy has been agreed by the Trade Unions.
10. If endorsed by the Committee, the Policy will become effective immediately. A copy will be published on the Council's intranet for managers and employees to view.
11. Subject to the Committee's approval, and to promote the introduction of the Policy, an article will be published in Managers' Digest and a news item posted on the Council's intranet.
12. The Policy's application will be monitored through ongoing discussions with Trade Unions, HR Advisers and managers.

### **Recommendation**

13. The Committee is asked to approve the introduction of the Policy on the Use of Leicestershire County Council Vehicles for immediate implementation.

### **Background Papers**

None.

### **Circulation under the Local Issues Alert Procedure**

None.

### **Officer to Contact:**

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### **List of Appendices**

**Appendix** - Policy on the Use of Leicestershire County Council Vehicles

### **Equal Opportunities Implications**

14. An Equality and Human Rights Impact Assessment has been undertaken.