



Policy on the Use of Leicestershire County Council Vehicles

Scope

This policy applies to all employees who are required as part of their employment to drive, or be a passenger in, vehicles provided by Leicestershire County Council. This does not include lease cars.

Purpose

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, the data gathered by these devices and how this data will be used.

Acceptable Use of Council Vehicles

To comply with the Council's vehicle insurance cover, employees must only use a vehicle provided to them by the Council for business purposes. Employees may be permitted to take a vehicle home overnight where there is a valid business case (e.g. if it makes business sense for the employee to travel to/from a site to their home rather than going into their normal workplace first to collect/return the vehicle). Such instances should be kept to a minimum and each occurrence must be authorised in advance by the employee's manager. If approval is given, the employee must only use the vehicle to travel between their home and the work location. It must not be used to undertake personal commitments (e.g. shopping, transporting children to/from school) and/or to transport passengers (e.g. friends or family).

Installation of Vehicle Tracking Devices in Council Vehicles

Vehicle tracking devices ("trackers") will not be installed in any Council vehicle without the driver's knowledge (unless there is reasonable suspicion of misconduct in which case advice should be sought from Strategic Human Resources) and will be used for the following reasons:

- To assist in work planning (e.g. planning routes and schedules, reducing 'dead' mileage, knowing which vehicle is closest to an emergency, making best use of vehicles, etc.);
- To assist in recovering stolen vehicles;
- To reduce carbon emissions and costs by monitoring and improving fuel use;
- To demonstrate that vehicles are parked in accordance with the Council's Goods Vehicle Operator's Licence;
- To provide information on who is responsible for a vehicle at all times so as to help meet the requirements of the Goods Vehicle Operator's Licence;
- To help defend insurance claims;
- To ensure that traffic infringements are correctly assigned;
- To provide information on driver behaviour to improve safety.

Trackers will **not** be used to monitor employee working hours or individual driver's behaviour, except where there is a suspicion of misconduct.

Vehicles fitted with trackers will also be fitted with a driver identification unit which will identify who is responsible for the vehicle at all times.

Data Recorded By Vehicle Tracking Devices

Trackers vary, but those used by the Council will be linked to the vehicle's onboard systems and so will routinely capture the following information:

- Location;
- Speed;
- Fuel consumption;
- Acceleration;
- Braking;
- Idle time.

This information is not stored within the tracker unit itself but will be transmitted to the equipment supplier and made available to relevant Council managers and supervisors via the supplier's website. Information will be deleted after 5 years.

The information obtained will remain the property of the Council and will be subject to the provisions of the Freedom of Information Act. Any data collected may be disclosed where a request is received under that act however any personal information which is subject to the Data Protection Act will usually be excluded from disclosure.

Links to the Disciplinary Policy and Procedure

Where there is a suspicion of misconduct the provisions of the Council's Disciplinary Policy and Procedure will apply. In such instances evidence may be gathered from the tracking device as part of a disciplinary investigation and may be used for the purposes of a disciplinary hearing. Managers wishing to access data for these purposes must follow the [electronic surveillance requirements](#) detailed in the Disciplinary Policy **before** requesting any information.

Employees should note that suspicions of misconduct may arise out of a review of the information gathered for the reasons set out above in the [Installation of Vehicle Tracking Devices](#) section.