

Vehicle Management Policy



Date: February 2024
Review Date: February 2027

Policy Information	
Policy Title	Vehicle Management Policy
Policy Number:	POL 050
Version	1.03
Policy Sponsor	Director of Business Support
Policy Owner	Assets Manager
Committee and date recommended for approval	Business Support, 28 March 2024
Date approved by the Board	25 April 2024
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Rural Needs Impact Assessment Status	1. Rural Needs Impact Assessed: February 2021 2. RNIA Reviewed: February 2024
Date Set For Review	February 2027
Related Policies	Health and Safety Policy Environmental Policy Data Protection Policy Workplace Substance Abuse Policy Smoke Free Workplace Policy Discipline Policy

Libraries NI

Vehicle Management Policy

1.0 Introduction

- 1.01 In the delivery of public library services Libraries NI operates a sizable mixed vehicle fleet. The operation of this fleet obliges Libraries NI to comply with a range of legislative requirements in relation to the vehicles owned and operated by the organisation and to ensure as far as is possible the health and safety of employees operating these vehicles.

2.0 Purpose of the Policy

- 2.1 The purpose of this policy is to provide the framework whereby the operation of vehicles by Libraries NI is undertaken in a safe and legal manner.

Specifically, the policy seeks to ensure compliance with the duty of care implicit in the Health and Safety at Work (Northern Ireland) Order 1978 and assist staff in meeting the requirements of the:

- Goods Vehicle (Licensing of Operators) Act (Northern Ireland) 2010
- Vehicle (Drivers' Hours of Duty) Regulations (Northern Ireland) 1991
- Road Traffic (Northern Ireland) Order 1981
- The Highway Code
- The Motor Vehicles (Driving Licenses) Regulations (Northern Ireland) 1996

3.0 Policy

- 3.1 Libraries NI will:

- Comply with the Goods Vehicle (Licensing of Operators) Act (Northern Ireland) 2010 and other relevant vehicle/driver legislation and regulations
- Ensure vehicles owned by the organisation are appropriately insured, licenced (Road Fund) and meet statutory safety testing requirements (MOT/PSV)
- Maintain fleet vehicles in a safe and roadworthy condition

- Provide professional driver¹ training where appropriate
- Operate/analyse tachographs and monitor driver working hours where appropriate
- Undertake driver licencing checks to ensure driving entitlements are appropriate to the type of vehicle being operated and that drivers are medically fit to undertake driving duties
- When required, provide professional drivers with a 'letter of Authority' and an 'International Motor Insurance Card' (green card) to drive a Libraries NI vehicle for cross border business in the Republic of Ireland

4.0 Authority

- Policy Sponsor: Director of Business Support
- Policy Owner: Assets Manager
- Policy Contact: Fleet Transport Manager

5.0 Related Documents

5.1 Policies

- Health and Safety Policy
- Environmental Policy
- Data Protection Policy
- Workplace Substance Abuse Policy
- Smoke free workplace policy

5.2 Procedures

- Code of Conduct for Staff
- Driving licence checking procedure
- Employment Declaration – other work procedure
- Medical Condition Declaration Procedure

¹ Professional drivers are defined as employees for whom driving duties form a core part of their daily work pattern e.g. Drivers of mobile libraries, Homecall Service, Stock/Delivery support.

- Accident reporting

5.3 Guidance

- Libraries NI Drivers Handbook (professional drivers)
- Vehicle Daily Walk Around Check Book (Defect Report Book)
- Accident reporting guidance