

# **Fleet Management Strategy and Vehicle Replacement Plan**

**Operational Services**  
**January 2020**

## Contents

Version Control .....	2
Approvals.....	2
Associated Documentation .....	2
1.0 Introduction .....	3
2.0 Operators' Licence .....	3
3.0 Vehicle Specification .....	4
4.0 Livery .....	5
5.0 Technological Aids .....	5
6.0 Fuel.....	6
7.0 Vehicle Use and Drivers.....	7
8.0 Procurement .....	7
9.0 Maintenance .....	8
10.0 Environmental Impact.....	8
11.0 Disposal .....	9
12.0 Replacement Plan.....	9
13.0 Monitoring and Review.....	10
Appendix 1 – Vehicle Replacement Plan .....	10

## Version Control

Version	Description of version	Effective Date
1	Draft Fleet Management Strategy	November 2016
2	Revised Fleet Management Strategy	February 2020

## Approvals

Approved by	Date
Environmental and Development Services Committee	November 2016

## Associated Documentation

Description of Documentation
Vehicle Replacement Plan

## 1. Introduction

- 1.1 The Fleet Management Strategy will help to ensure that South Derbyshire District Council (SDDC) has a fit for purpose, safe, reliable and cost-effective vehicle fleet in the right place at the right time and at the right cost to support the strategic, corporate and service goals and objectives of the Council and to assist good service delivery.
- 1.2 Vehicles are a corporate asset; they have a capital value, cost money to use and maintain, require statutory safety inspections to comply with various regulations and are required to meet Health and Safety Regulations and SDDC service and corporate objectives.
- 1.3 The current fleet cost around £3.1M to purchase and due to depreciation has a current book value of £1.7M, the current estimated cost to replace the entire fleet is £3.5M
- 1.4 Operational Services is responsible for the purchase, maintenance, repair and disposal of all vehicles owned by SDDC; these being:
  - Large Goods Vehicles
  - Vans and pick ups
  - Cars and car derived vehicles
  - Heavy plant and lifting equipment
  - Grounds Maintenance equipment
  - Depot plant
  - Trailers
- 1.5 The current vehicle list is shown in Appendix 1 – Vehicle Replacement Plan.
- 1.6 The Council, will raise awareness of vehicles as a corporate asset, develop governance arrangements and provide clear decision-making processes to deliver an integrated corporate fleet management service.

## 2. Operators Licence

- 2.1 The Council operates 12 vehicles, above 3.5 tonne Gross Vehicle Weight (GVW) that require a large goods operator's licence (O licence), which are granted by the Transport Commissioner. There are a number of requirements that an organisation must commit to in order to acquire and maintain an O licence. Wherever possible the minimum requirements set out by the O licence will be applied to all vehicles operated by the Council. The general requirements of the O licence are;
  - Fitness to hold a licence
  - Vehicle Maintenance Arrangements
  - Drivers hours and records
  - Overloading
  - Suitability of operating centre
  - Financial resources

- Professional competence
- Good Repute

2.2 The Operator Compliance Risk Score (OCRS) system is based on data collected by DVSA over a 3-year rolling period. Data is taken from annual tests, roadside inspections and inspections at operators' premises.

2.3 The score is split into 2 categories (roadworthiness and traffic), and a combined score. The data comes from;

- Roadworthiness - Vehicle tests (first tests, subsequent annual tests); 'vehicle encounters' (fleet check inspections at operator premises, roadside inspections)
- Traffic - Roadside inspections and prosecutions (for example, for drivers' hours, speeding offences, weighing checks)

2.4 As an operator the Council get points when a test or inspection finds a defect or infringement of the rules. The more serious the defect or infringement, the more points. The scoring works on a three-year rolling period.

2.5 The Council is given a score, which is shown as either R (red - highest risk), A (amber - medium risk) or G (green - lowest risk). Along with the score is the banding the council is in 01 = first year of current score, 02 = second year and 03 = third year. The councils current OCRS scores are;

- Roadworthiness – G03
- Traffic – G03
- Combined – G03

2.6 The DVSA will target the vehicles and premises of those operators whose score is in the R and A risk categories.

2.7 The worse score an operator has can also impact significantly on the insurance costs.

### 3. Vehicle Specification

3.1 Selecting effective vehicles for the wide variety of Local Authority roles is a complex process that takes into consideration a number of factors such as:

- existing fleet mix
- parts availability
- technical expertise

- manufacturer support
- specialist tools
- fuel type
- performance
- load capacity
- vehicle evaluation by Authority personnel
- suitability for role
- environmental considerations
- vehicle whole-life costs
- Health and Safety aspects of vehicle use
- compliance with Construction and Use Regulations for vehicles operated as Large Goods vehicles or Passenger Carrying vehicles
- consultation with other local authorities/public bodies.

3.2 In conjunction with service managers, Operational Services will evaluate new and alternative vehicles to identify the most suitable operational vehicles. This will be matched with the financial case to provide objective data for the comparison of options available and ensure that SDDC has the most economical and fit-for-purpose vehicles.

## 4. Livery

- 4.1 Marked vehicles provide one of the greatest opportunities for the Council to provide a visible presence to the public.
- 4.2 Wherever possible, all frontline vehicles will be white in colour and marked-up with the Council coat of arms/livery.
- 4.3 Vehicles will in the main be liveried such that they are departmentally neutral to make vehicle utilisation and or reallocation easier.

## 5. Technological Aids

- 5.1 The Council will use various technological aids to manage its fleet including Asset Management Software, vehicle tracking and CCTV. The use of technology can benefit the Council in the following ways;
- 5.1.1 Analysis of vehicle movements to maximise vehicle utilisation, improve productivity, service delivery and enhance efficiency.
- 5.1.2 Improve security and provide an effective monitoring system for the health and safety of the workforce, particularly lone workers and vehicle related operations.

- 5.1.3 Provide evidence of actual service delivery to secure continued confidence in the delivery of these important and valued services in the District.
- 5.1.4 Evidence the Council's duty of care responsibility to ensure that vehicles operate within regulatory and statutory requirements.
- 5.1.5 In circumstances involving any Road Traffic Accident (RTA) this information will also assist in protecting the Council and its employees from claims arising from such incidents.
- 5.1.6 Help support the police in tracing any stolen vehicles.
- 5.1.7 Reducing the Council's carbon emissions through the Fleet Management system which will help with the collection of data and reduction in fuel consumption with regard to CO2 emissions.
- 5.1.8 Assist in securing reductions in fuel consumption and costs which will further improve our efficiency of service delivery.
- 5.1.9 Record drivers' hours for the Road Transport Directive and to support written evidence of both duty and driving time.

## 6. Fuel

- 6.1 A key factor in determining the vehicle replacement and acquisition policy is the Council's fuel strategy. Alternative fuels, along with other technical enhancements are reviewed as developments and opportunities arise to maximise budgetary and environmental benefits, in line with the operational requirements of the Council.
- 6.2 It is intended to standardise the fleet as far as possible on diesel over the short-term whilst keeping alternative fuel development under review particularly for heavier vehicles which currently operate at very low levels of fuel efficiency. If opportunities arise to pilot such technology at reasonable comparable cost these will be explored, and decisions made on a case by case basis.
- 6.3 Modern diesel-engine vehicles are very efficient, generally clean and are capable of running on more eco-friendly biofuels, which will become increasingly available over time and may in the future offer tax advantages with reduced fuel duties. They are generally more economical than their equivalent petrol-engine alternative, particularly over long distances.
- 6.4 The Council will maintain a bunkered supplied of diesel fuel for use in its own vehicles, the procurement of fuel supplies is currently part of a national framework tender and will be reviewed at the end of the contract term.

## 7. Vehicle Use and Drivers

- 7.1 The Council will ensure it has a robust Driving at Work Policy in place and that it is reviewed periodically to maintain its integrity and effectiveness.
- 7.2 The Driving at Work Policy's aim is to clearly set out standards of driving conduct for staff to ensure their own and others safety. This will include the monitoring of driver's hours, driver licencing, and fitness to drive, vehicle use and accident reporting.
- 7.3 Council vehicles include council owned, leased or hired vehicles. There are also sections within the Policy which cover the use of a driver's own vehicle when used for work purposes, referred to as the 'Grey Fleet'. Ensuring the Council maintains a good reputation and the capability of holding a Large Goods Vehicle Operators Licence.
- 7.4 Operational Services will provide advice and guidance for all departments within the Council on all aspects related to vehicle operation, including provision of driver training where required. The Head of Organisational Development and Performance will provide facilities for the retention of training records.

## 8. Procurement

- 8.1 Vehicle funding can be through purchase from vehicle reserve, Operating Lease, Contract hire, or loan under the Prudential borrowing code with cost benefit analysis carried out to determine the most economical method of funding. The Council's Head of Finance will advise on the most appropriate funding method following consultation with the Head of Operational Services.
- 8.2 Vehicle acquisition will follow the Vehicle Replacement Plan and conform to SDDC's Contract procurement rules taking into account the Procurement Strategy and Framework.
- 8.3 Operational Services will strive to achieve economies of scale and other savings by using national collaborative contracts wherever feasible, to take advantage of preferential purchasing terms and by working in partnership with other public sector bodies to utilise joint purchasing power.
- 8.4 The Council will make use of collaborative opportunities through framework contracts to improve standards and standardisation between councils and reduce costs through economies of scale wherever possible.

## 9. Maintenance

- 9.1 Servicing of cars and light vans will be undertaken in line with manufacturers' recommendations and safety checks will be carried out at a minimum of 26 weekly intervals.
- 9.2 Servicing Large Goods vehicles will be undertaken in line with manufacturers' recommendations and safety checks will be carried out at a minimum of eight weekly intervals as specified in the Council's O Licence conditions.
- 9.3 Operational Services will provide a testing service for licensed taxis operating within the District, in conjunction with the Council's Licensing Team .
- 9.4 Accident damage repairs will be arranged in liaison with the Council's insurers. External vehicle body shop repair facilities will be used for accident damage repair and the work inspected by Operational Services for compliance with standards.
- 9.5 Warranty repairs will be undertaken both internally and externally wherever most effective in the circumstances to minimise downtime.
- 9.6 Heavier mechanical construction work is outsourced to manufacturer-based specialists to gain product liability cover.
- 9.7 The maintenance section of Operational Services will support other Council front-line services during emergencies such as major or minor emergencies and incidences including snow, ice and flooding events.
- 9.8 The vehicle workshop is located at the Boardman Road depot, Swadlincote, which has a purpose-built workshop, incorporating modern facilities. Good practice for a fleet the size of that operated by the Council is to maintain an in-house vehicle workshop to ensure efficient and cost-effective service delivery.

## 10. Environmental Impact

- 10.1 Operational Services seeks to reduce the adverse environmental impact of its activities, including air, land and water pollution and noise. The aim is to encourage the efficient use of resources through the minimising of waste and through the conservation, re-use and recycling of resources wherever possible. This could include the procurement of vehicle maintenance products that aid the reduction of harmful pollutants.
- 10.2 Operational Services works with vehicle manufacturers to keep abreast of advances in technology and alternative fuels such as LPG, Bio-Diesel, Bio-ethanol, Electricity and Hydrogen and how they are presented through bi-fuel, hybrid or fuel cell vehicles. The evaluation of new developments in vehicles will be assessed in terms of operational fitness for purpose, ease of maintenance, ease of use, environmental impact (including include CO2 emissions) and operating cost.



- 10.3 Waste is minimised wherever possible and segregated prior to disposal; being recycled where possible. The Strategy also requires the reviewing of developments and opportunities in alternative vehicle technologies including fuel types and to consider carrying them through to vehicle replacement, to help minimise the Council's impact on the environment and to take a proactive role in assisting the Council to maintain its ISO140001 accreditation.

## 11. Disposal

- 11.1 Prior to disposal of vehicles at the end of their useful lives, the Council will remove Council equipment and livery. Prior to pre-sale, it will undertake roadworthiness checks to maximise potential sale proceeds.
- 11.2 Once de-commissioned, vehicles will be sold at auction using wherever possible, a local company, which does not sell direct to the public. Using a dedicated vehicle and plant disposal company minimises the risk to the Council from falling foul of consumer legislation and offers the vehicles to a wider market.
- 11.3 Proceeds from any sales of vehicles will be credited to the Vehicle Replacement Fund.
- 11.4 Vehicles which are deemed to be beyond any further use or are not economically viable to bring up to roadworthiness standards and have reached the end of life will be disposed of through recognised vehicle dismantlers and in accordance with the Vehicle Use End of Life Regulations.

## 12. Replacement Plan

- 12.1 The replacement plan follows a set criterion on vehicle age to determine the replacement date and the period over which a vehicle is depreciated, this is based on the following general principles;

Vehicle Type	Replacement/Depreciation Period (Years)
Compact Sweepers	5 years
Cars/Vans	7 years
4x4 and pick ups	7 years
Ride on mowers	7 years
Refuse collection vehicle	7 years
Truck mounted sweepers	8 years
Tractors	10 years

- 12.2 To ensure that the optimum combination of age and mileage is reached, taking account of the cost of repair and maintenance to obtain best value, at the end of their planned life consideration will be given where appropriate for the life of vehicles to be extended taking into account condition and use.
- 12.3 Changes to specification are built in to the replacement programme to ensure that the latest technical and safety features are included where necessary e.g. antilock Braking Systems (ABS), Electronic Brake force Distribution (EBD) and parking sensors and Health and Safety equipment E.g. cameras, live diagnostics and tyre pressure sensors.

### 13. Monitoring and Review

- 13.1 The Fleet Management Strategy and any associated policies and procedures will be reviewed annually, and updates presented to the relevant Council committees as necessary.

### Appendix 1 - Vehicle Replacement Plan

Reg	Make	Model	Service	Due	Cost
G492PAU	JOHN DEERE	TRACTOR	Grounds Maintenance	14/03/2010	£12,269
W972PTV	MASSEY	TRACTOR	Grounds Maintenance	10/05/2010	£19,504
FN57AMV	JOHN DEERE	TRACTOR	Grounds Maintenance	30/08/2014	£25,015
FD55VML	JOHN DEERE	X748	Grounds Maintenance	15/02/2016	£15,046
FD55VMK	JOHN DEERE	X740	Grounds Maintenance	15/02/2016	£9,478
FN07DXB	JOHN DEERE	TRACTOR	Grounds Maintenance	03/06/2017	£17,371
FH07OPK	LANDROVER	DEFENDER	Transport	23/07/2017	£22,479
FH08BNY	FORD	TRANSIT	Refuse Collection	29/12/2017	£12,623
FD12VFK	FORD	TRANSIT	Recreation Leisure	28/06/2019	£20,433
FJ12RJY	SHIBAURA	CM374	Grounds Maintenance	30/06/2019	£17,443
FJ12RJX	SHIBAURA	CM374	Grounds Maintenance	30/06/2019	£17,443
PO18HYS	RANSOME	HR300	Grounds Maintenance	11/06/2020	£20,041
PO18HYR	RANSOME	HR300	Grounds Maintenance	11/06/2020	£20,041
PO18HYP	RANSOME	HR300	Grounds Maintenance	11/06/2020	£20,041
RO13OCW	IVECO	MG150	Street Cleaning	13/06/2020	£110,274
YF13XDB	YAHAMA	QUAD	Grounds Maintenance	03/07/2020	£7,466
FV63CAE	SHIBAURA	CM374	Grounds Maintenance	08/09/2020	£21,825
FV63CBY	NEW HOLLAND	JYO	Grounds Maintenance	12/01/2021	£32,450
VX14LJU	DENNIS EAGLE	ELITE	Refuse Collection	18/03/2021	£183,790
FD14OLV	FORD	TRANSIT	Housing	18/06/2021	£14,730
MW14UCV	CITROEN	C3	Community Safety	01/09/2021	£9,297

MT14YFV	CITROEN	C3	Community Safety	01/09/2021	£9,297
MA64EHC	CITROEN	NEMO	Property Services	24/09/2021	£12,277
MA64DDF	CITROEN	NEMO	Grounds Maintenance	24/09/2021	£12,277
FP64YNU	VAUXHALL	MOVANO	Housing	07/12/2021	£21,943
YP18UJS	FORD	CONNECT	Environmental Health	10/05/2023	£14,518
PO18HYT	RANSOME	HR300	Grounds Maintenance	11/06/2023	£21,268
YR68YUH	FORD	TRANSIT	Housing	30/09/2023	£24,593
YP68NYN	FORD	TRANSIT	Housing	30/09/2023	£24,593
AF19BYY	SCHMIDT	SWINGO	Street Cleaning	30/03/2024	£72,317
AF19BYX	SCHMIDT	SWINGO	Street Cleaning	30/03/2024	£72,317
PO17EXJ	RANSOME	HR300	Grounds Maintenance	02/04/2024	£20,673
PO17EXH	RANSOME	HR300	Grounds Maintenance	02/04/2024	£20,673
LJ19FPE	JOHNSTON	CX	Street Cleaning	16/06/2024	£77,736
VX18KEK	DENNIS EAGLE	ELITE	Refuse Collection	26/02/2025	£180,183
VX18KCF	DENNIS EAGLE	ELITE	Refuse Collection	26/02/2025	£180,183
VX18KCE	DENNIS EAGLE	ELITE	Refuse Collection	26/02/2025	£180,183
VX18KCC	DENNIS EAGLE	ELITE	Refuse Collection	26/02/2025	£180,183
VX18KHK	DENNIS EAGLE	ELITE	Refuse Collection	06/04/2025	£180,183
VX18KHJ	DENNIS EAGLE	ELITE	Refuse Collection	07/04/2025	£180,183
VX18KHH	DENNIS EAGLE	ELITE	Refuse Collection	07/04/2025	£180,183
VX18KHG	DENNIS EAGLE	ELITE	Refuse Collection	07/04/2025	£180,183
YT68TZC	FORD	TRANSIT	Recreation Leisure	30/08/2025	£22,937
YT68HBZ	FORD	TRANSIT	Grounds Maintenance	30/08/2025	£31,419
YT68GZN	FORD	TRANSIT	Grounds Maintenance	30/08/2025	£31,419
YT68GYD	FORD	TRANSIT	Grounds Maintenance	30/08/2025	£31,419
YT68AWV	FORD	TRANSIT	Grounds Maintenance	30/08/2025	£31,419
YR68RFL	FORD	TRANSIT	Housing	29/09/2025	£24,628
YR68LKU	FORD	TRANSIT	Housing	29/09/2025	£24,628
YR68EKL	FORD	TRANSIT	Housing	29/09/2025	£24,628
YP68NZR	FORD	TRANSIT	Housing	29/09/2025	£25,254
YP68NZG	FORD	TRANSIT	Housing	29/09/2025	£25,254
YP68NXS	FORD	TRANSIT	Housing	29/09/2025	£25,254
YP68NYY	FORD	TRANSIT	Housing	22/10/2025	£25,587
YT68XBJ	FORD	TRANSIT	Refuse Collection	13/11/2025	£27,296
YT68AWF	FORD	TRANSIT	Refuse Collection	13/11/2025	£27,296
YO68OZB	FORD	TRANSIT	Street Cleaning	16/11/2025	£27,987
YO68SJX	FORD	TRANSIT	Grounds Maintenance	12/12/2025	£29,517
YO68SHZ	FORD	TRANSIT	Grounds Maintenance	12/12/2025	£29,517
YO68OZL	FORD	CONNECT	Community Safety	15/12/2025	£15,430
YP18UMB	FORD	CONNECT	Environmental Health	08/05/2025	£16,029
YP18UPT	FORD	CONNECT	Environmental Health	08/05/2025	£16,029
YR68TWM	FORD	TRANSIT	Housing	28/09/2025	£26,135
YR68RBU	FORD	TRANSIT	Housing	28/09/2025	£26,135
YV68EGK	FORD	TRANSIT	Grounds Maintenance	09/01/2026	£29,517

YV68VXK	FORD	TRANSIT	Street Cleaning	29/01/2026	£27,987
YV68YED	FORD	TRANSIT	Grounds Maintenance	02/02/2026	£29,517
YV68YBU	FORD	TRANSIT	Grounds Maintenance	06/02/2026	£31,683
YV68YCA	FORD	TRANSIT	Street Cleaning	10/02/2026	£27,987
VF19CUJ	DENNIS EAGLE	ELITE	Refuse Collection	07/06/2026	£191,211
VN58GEJ	DENNIS EAGLE	ELITE	Refuse Collection	Spare to be replaced by existing fleet	
VK09AFY	DENNIS EAGLE	ELITE	Refuse Collection	Spare to be replaced by existing fleet	
VK09AFV	DENNIS EAGLE	ELITE	Refuse Collection	Spare to be replaced by existing fleet	