

# Vehicle Management Strategy and Vehicle Replacement Plan

Direct Services

November 2016

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## Version Control

Version	Description of version	Effective Date
1	Draft Vehicle Management Strategy	November 2016

## Approvals

Approved by	Date

## Associated Documentation

Description of Documentation
Vehicle Replacement Plan

## 1. Introduction

- 1.1 The Vehicle Management Strategy will help to ensure that South Derbyshire District Council 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 & Safety Regulations and SDDC service and corporate objectives.
- 1.3 Direct Services are responsible for the purchase, maintenance, repair and disposal of all vehicles owned by South Derbyshire District Council; 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
- 1.4 The current vehicle list is shown in Appendix 1 – Vehicle Replacement Plan.
- 1.5 The Council, through this strategy, will raise awareness of vehicles as a corporate asset, develop governance arrangements and provide clear and 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

### 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 & 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 we 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 South Derbyshire District Council have the most economical and fit-for-purpose vehicles.

### 4. Livery

- 4.1 Marked vehicles provide one of the greatest opportunities for South Derbyshire District 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 our 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 our carbon emissions through the vehicle 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 Authority's fuel strategy. Alternative fuels, along with other technical enhancements are reviewed as developments and opportunities arise to maximise budgetary and maximise environmental benefits, in line with the operational requirements of the Authority.
- 6.2 It is intended to standardise the fleet as far as possible on diesel over the short term whilst keeping hybrid 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 (with low emissions than petrol engines) 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 drivers 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 Direct Services will provide advice and guidance for all departments within the Council on all aspects related to vehicle operation related matters, including provision of driver training where required.

## **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. Funding will be determined by the Finance department following consultation with the Direct Services Manager.
- 8.2 Vehicle acquisition will follow the Vehicle Replacement Plan and conform to South Derbyshire District Council Contract procurement rules taking into account the Procurement Strategy and Framework.
- 8.3 Direct 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 South Derbyshire District Council will make use of collaborative opportunities through framework contracts to improve standards and standardisation between Authorities and reduce costs through economies of scale wherever possible.

## 9. Maintenance

- 9.1 Direct Services is responsible for ensuring best value of the vehicle maintenance and repair activities. To this end, benchmarking data continues to be developed to evaluate and assess viable alternatives to in-house provision of fleet services. This includes comparison with other Authorities and external suppliers.
- 9.2 Servicing of cars and light vans will be undertaken in line with manufacturers' recommendations and we will carry out safety checks at a minimum of 26 weekly intervals.
- 9.3 Servicing Large Goods vehicles will be undertaken in line with manufacturers' recommendations and we will carry out safety checks at a minimum of 8 weekly intervals as specified in the Council's O Licence conditions.
- 9.4 Direct Services will provide a testing service for licensed taxis operating within the Authority area, in conjunction with the licensing section of the Council.
- 9.5 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 Direct Services for compliance with standards.
- 9.6 Warranty repairs will be undertaken both internally and externally wherever most effective in the circumstances to minimise downtime.
- 9.7 Heavier mechanical construction work is outsourced to manufacturer based specialists to gain product liability cover.
- 9.8 The maintenance section of Direct Services will support other Council front line services during emergencies such as major or minor emergencies and incidences including snow, ice and flooding events.
- 9.9 The vehicle workshops are currently located at the Darklands Road depot, Swadlincote, although plans exist to relocate to a new purpose built depot incorporating modern facilities. Good practice for a fleet the size of that operated by SDDC is to maintain an in-house vehicle workshop to ensure an efficient and cost effective service delivery.

## 10. Environmental Impact

- 10.1 Direct Services seeks to reduce the adverse environmental impact of our 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 Direct 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 and operating cost.
- 10.3 Waste is minimised wherever possible and segregated prior to disposal; being recycled where possible. Tenders for vehicle purchase include CO2 emissions. 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 our 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 with the Council, we will remove Council equipment and livery. Prior to pre-sale, 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. This will safeguard South Derbyshire District Council from risk through our own vehicle de-commissioning process and from consumer legislation.
- 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 use 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 the criteria 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.
- 12.2 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 (such as ABS, EBD, and parking sensors and H&S equipment).

### **13. Monitoring and Review**

- 13.1 The Vehicle Management Strategy and any associated policies, plans and procedures will be reviewed annually and updates presented to the relevant Council committees as necessary.
- 13.2 South Derbyshire District Council will participate in the Association for Public Service Excellence (APSE) Performance Networks Transport Group or other alternative national benchmarking group. This will enable the Authority to compare and contrast data on a range of activities relating to all aspects of Local Authority fleet services, including vehicle availability and whole life costs.

## Appendix 1 - Vehicle Replacement Plan

Ft No	Reg	Type	Purchase Date	2017	2018	2019	2020	2021	2022	2023	2024
				£ 1,560,000	£ 742,500	£ 230,000	£ 210,000	£ 261,000	£ -	£ -	£ 1,321,000
376	FD14OLV	Cars (not in employee leased car schemes)	20/06/2014					£ 15,000			
63	MW14UCV	Cars (not in employee leased car schemes)	03/09/2014					£ 10,000			
64	MT14YFV	Cars (not in employee leased car schemes)	03/09/2014					£ 10,000			
375	FL05HSO	Goods carrying vehicles < 3.5 tons	23/03/2005	£ 14,000							£ 14,000
378	FG05ESO	Goods carrying vehicles < 3.5 tons	23/03/2005	£ 14,000							£ 14,000
222	FG05XWZ	Goods carrying vehicles < 3.5 tons	01/05/2005	£ 12,000							£ 12,000
223	FP05NFE	Goods carrying vehicles < 3.5 tons	01/05/2005	£ 12,000							£ 12,000
209	BD05YDA	Goods carrying vehicles < 3.5 tons	05/06/2006	£ 15,000							£ 15,000
210	FP56EWZ	Goods carrying vehicles < 3.5 tons	24/10/2006	£ 15,000							£ 15,000
203	FH56ECW	Goods carrying vehicles < 3.5 tons	01/02/2007	£ 15,000							£ 15,000
204	FD56HDH	Goods carrying vehicles < 3.5 tons	01/02/2007	£ 15,000							£ 15,000
350	FH07OPK	Goods carrying vehicles < 3.5 tons	26/07/2007	£ 22,000							£ 22,000
270	FE57CYW	Goods carrying vehicles < 3.5 tons	24/09/2007	£ 14,000							£ 14,000
271	FE57CYH	Goods carrying vehicles < 3.5 tons	24/09/2007	£ 14,000							£ 14,000
379	FG57ETO	Goods carrying vehicles < 3.5 tons	12/10/2007	£ 10,000							£ 10,000
211	FP57YKD	Goods carrying vehicles < 3.5 tons	18/10/2007	£ 20,000							£ 20,000
274	FH57XSE	Goods carrying vehicles < 3.5 tons	01/12/2007	£ 20,000							£ 20,000
372	FH08BNY	Goods carrying vehicles < 3.5 tons	01/01/2008	£ 18,000							£ 18,000
213	FD57EVV	Goods carrying vehicles < 3.5 tons	01/03/2008	£ 18,000							£ 18,000
272	FE57CXC	Goods carrying vehicles < 3.5 tons	04/04/2008	£ 20,000							£ 20,000
275	FL08LRO	Goods carrying vehicles < 3.5 tons	04/04/2008	£ 12,000							£ 12,000
276	FN08KYP	Goods carrying vehicles < 3.5 tons	04/04/2008	£ 12,000							£ 12,000
277	FG08URU	Goods carrying vehicles < 3.5 tons	04/04/2008	£ 12,000							£ 12,000
278	FG08LRJ	Goods carrying vehicles < 3.5 tons	04/04/2008	£ 12,000							£ 12,000
267	FM08OVU	Goods carrying vehicles < 3.5 tons	01/09/2008	£ 18,000							£ 18,000
354	FL58LDZ	Goods carrying vehicles < 3.5 tons	01/09/2008	£ 12,000							£ 12,000
358	FL58ASZ	Goods carrying vehicles < 3.5 tons	01/09/2008	£ 20,000							£ 20,000
494	FD12VFK	Goods carrying vehicles < 3.5 tons	29/06/2012		£ 18,000						
66	MA64EHC	Goods carrying vehicles < 3.5 tons	26/09/2014					£ 12,000			
4	FP64YNU	Goods carrying vehicles < 3.5 tons	09/12/2014					£ 22,000			
22	RX54CVV	Goods carrying vehicles < 3.5 tons	02/07/2015				£ 75,000				
266	FJ03EDL	Goods carrying vehicles 3.6 Tons - 16 Tons	06/08/2003	£ 35,000							£ 35,000
68	VU07JBY	Refuse collection vehicles	04/04/2007	£ 180,000							£ 180,000
110	VK09AFV	Refuse collection vehicles	01/04/2009	£ 180,000							£ 180,000
111	VK09AFX	Refuse collection vehicles	01/04/2009	£ 180,000							£ 180,000
112	VK09AFY	Refuse collection vehicles	01/04/2009	£ 180,000							£ 180,000
175	VU10HRN	Refuse collection vehicles	01/04/2010		£ 180,000						
34	VU57YHV	Refuse collection vehicles	08/02/2016	£ 180,000							
35	VU57YHW	Refuse collection vehicles	08/02/2016	£ 180,000							
36	VU57YHX	Refuse collection vehicles	08/02/2016	£ 180,000							
32	VN58GEJ	Refuse collection vehicles	30/03/2016	£ 180,000							
67	VX14LJU	Refuse collection vehicles	20/03/2014					£ 180,000			
12	SN05GPK	Street cleaning vehicles	27/05/2005	£ 20,000							£ 20,000
15	GX57AHF	Street cleaning vehicles	17/09/2007	£ 70,000							£ 70,000
16	GX57AHG	Street cleaning vehicles	17/09/2007	£ 70,000							£ 70,000
405	RO13OCW	Street cleaning vehicles	15/06/2013				£ 115,000				