

Guidance Document

G1915

Stations DLO- Vehicle and Driver Management

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1 Purpose

- 1.1 The purpose of this document is to provide guidance for Stations DLO – Lifts, Escalators & Pumps (LE&P) personnel responsible for the management and control of company vehicles and for operation of those vehicles.

2 Scope

- 2.1 This document applies to the management and use of TfL vehicles by Stations DLO, LE&P staff and must be used in conjunction with the TfL Company Vehicle Policy (P40).

3 Guidance

3.1 Eligibility Criteria

NOTE: A description of conditions for driver eligibility, young driver exclusions and driver exclusions are given in the Company Vehicle Policy P40, paragraph 2.2 and 2.3.

- 3.1.1 Drivers of company vehicles are required to provide their Duty Manager/Line Manager with the necessary documentation to meet the conditions given in the Company Vehicle Policy.
- 3.1.2 The Duty Manager/Line Manager will pass the documents to the Training Coordinator who will liaise with Distribution Services Manager (DSM) to ensure that drivers records are established and maintained.

NOTE: Copies of the relevant documents will be passed to DSM to hold on file.

- 3.1.3 Relevant information including relating to convictions or penalty points must be provided.

NOTE: Failure to do so would also mean that the driver would not be able to drive company vehicles and is likely to invalidate insurance cover.

- 3.1.4 Personnel not meeting the conditions or subject to one or exclusion criteria will be excluded from driving company vehicles.
- 3.1.5 Drivers under 25 years old will not be authorised to drive defined vehicles (currently defined as commercial vehicles over 3.5 tonne and Minibuses with 9 seats or more).
- 3.1.6 All company vehicle drivers will be required to sign:
- 3.1.6.1 Where applicable an Essential Business User Form (P40 Appendix 1)
- 3.1.6.2 DVLA 796 to allow access the drivers DVLA record (P40 Appendix 3).
- 3.1.6.3 Confirmation of agreement to Company Vehicle Policy which confirms that the driver has read and understood the Policy (P40 Appendix 2).

NOTE: A copy of the Pool Car Policy P40 is available via the TfL intranet and a copy is placed in company vehicles.

- 3.1.7 All drivers will undertake an online risk assessment which is arranged via the Training Coordinator (see 3.2).
- 3.1.8 A list of approved drivers is maintained by DSM.

3.2 Risk Assessment

- 3.2.1 All staff must take an online driving risk assessment.