



Engage MAT

Operation of Pool Car Policy

Date of ratification: October 2019

Date of review: October 2020



Operation of Pool Car Policy

1.	Introduction – Equal opportunities and scope.....	2
2.	Facilities Lead Responsibilities.....	2
3.	Employees Responsibilities.....	3
4.	Risk Assessment.....	3
5.	Authorisation to drive a pool car.....	3
6.	Checks before use.....	3
7.	MOT, Servicing, Maintenance and Safety Inspections.....	3
8.	Vehicle standards.....	3
9.	Breakdown procedures.....	4
10.	Using a Pool car.....	4
	10.1 Driver Hours and Rest	4
	10.2 Speed Limits.....	5
	10.3 Parking.....	5



Operation of Pool Car Policy

1. Introduction – Equal Opportunities and Scope

This policy and guidance applies to all Engage Trust employees who drive the pool car whilst at work.

The Engage Trust expects employees to adhere to this policy in line with obligations under equality legislation. Facilities Lead must ensure that all reasonable adjustments or supportive measures are considered to allow equality of access and opportunity regardless of age, gender, ethnicity, sexual orientation, disability, faith or religion, gender identity, pregnancy or marital status.

Please note: wherever reference is made in this policy to employees this also means volunteers, charity or agency staff who drive the pool car on Engage Trust business.

2. Facilities Lead Responsibilities

Facilities Lead is responsible for ensuring:

- Risk assessments are in place for all pool car driving activities undertaken by Trust employees
- Current employees who drive the pool car understand their individual responsibility to keep to the policy, and that any new pool car drivers are made aware of their responsibilities.
- Checks of employees driving licences are undertaken to ensure they are valid and meet relevant Trust insurance policies.
- That the appropriate licence allowing them to drive cars is held
- Ensure checks are carried out by the 'driver' on pool car prior to use and that appropriate action taken for any problems identified – see the Driver Checklist
- Ensure MOT, safety inspection and servicing conditions are adhered to
- Ensure driver mileage logs are completed

In practice these responsibilities may be carried out through directing others within the management chain of their service. However, Facilities Lead remains ultimately responsible for ensuring those persons with delegated responsibility carry out the requirements in full. The Facilities Lead will therefore need to actively monitor that the required actions are being undertaken on their behalf.



Operation of Pool Car Policy

3. Employees Responsibilities

Employees are responsible for:

- Adhering to this policy
- Carrying out the necessary checks on the pool car prior to use and taking appropriate action for any problems identified – see the Driver Checklist
- Completing the Pool Car Driver Mileage log

4. Risk Assessment

A Risk Assessment for the pool is reviewed on an annual basis. A copy of the risk assessment is kept in the vehicle.

5. Authorisation to Drive Pool Car

The authorisation of drivers to operate the pool car is the responsibility of the Manager. When considering the suitability of persons for driving the pool car, they must ensure:

- The driver is be able to certify they do not suffer from any physical defects, disabilities or illness that might impair their driving.

6. Checks before use

A pre-journey checklist must be completed each time, before the pool car is used. The driver should carry out the pre-journey checks. The Premises Department at the base where the vehicle is sited will carry out additional checks weekly.

All pool car drivers must comply with the Engage Trust policy irrespective of any independent or differing advice they may receive.

7. MOT, Servicing, Maintenance and Safety Inspections

The pool car requires a MOT inspection one year after initial registration, and annually thereafter.

The manufacturers recommended servicing and maintenance schedules must always be adhered to. The service documentation supplied with the vehicle will detail when (on a mileage and/or time basis) the vehicle should be serviced.

8. Vehicle Standards

The pool car must be maintained in a roadworthy condition as per The Engage Trust's checking procedures and processes (pre journey checklist and Premises Department weekly check).



Operation of Pool Car Policy

9. Breakdown Procedures

Advice for pool car drivers in the event of breakdown/collision is kept within the pool car folder.

10. Using a Pool Car

10.1 Pool car /driver hours and Rest – UK driving only

To simplify the situation The Engage Trust has incorporated the regulations and its own instructions in the table below. These instructions apply to any person who is driving a minibus on Engage Trust business including all employees, volunteers, subcontractors or agency staff.

please refer to the table below for limits and periods of rest required.

Daily Driving	No more than 9 hours per day
Daily Work (excluding breaks)	Length of working day A driver should work no more than 16 hours between the times of starting and finishing work (including work other than driving and off-duty periods during the working day). Daily rest periods A continuous rest of 10 hours must be taken between two consecutive working days.
Breaks	A person cannot drive for more than two hours without a break of 15 minutes After 4 ½ hours driving a driver must have a further 30 minutes break. (A break can be taken by a driver who is a passenger in a moving vehicle providing they are not performing any other duties and is able to obtain rest and refreshment) After 6 hours work a person must have a minimum of a 30 minute rest. If a rest has been taken due to driving time this may be counted.

Weekly Driving	Maximum of 56 hours in a week
Driving in a two week Period	Maximum of 90 hours in two weeks
Working Week (Total / Working Time)	Limited to 48 hours average over a 17 week period. A maximum of 60 hours can be performed in a single week providing the



Operation of Pool Car Policy	
And Night Work	average 48-hours is not exceeded. If night work is performed, working time must not exceed 10 hours in any 24-hour period. Night time is the period between 01.00 and 05.00 for passenger vehicles.
Weekly rest	Weekly rest must be 45 continuous hours for drivers. This can be reduced to 24 hours for one week as long as the person has a break of 66 continuous hours in the second week.

Tiredness, fatigue and stress (be it from work, domestic or social circumstances) can affect safe driving. Drivers should take account of this and **not** drive if they believe they are unfit to do so.

10.2. Speed Limits

Single carriageway roads where no lower limit applies	60 mph
Dual carriageways	70 mph
Motorways	70 mph
Motorways when towing a trailer	60 mph

10.3. Parking

The Facilities Lead's permission must be sought in advance if the pool car is to be taken overnight. If the pool car is parked on the road at night, side and rear lights must be left on. They must also be parked on the nearside of the road unless in a designated parking area.