



HUMBERSIDE FIRE AND RESCUE SERVICE

Fleet and Estates

Provision and Use of Service Vehicles Policy

Owner	Executive Director of Service Delivery
Responsible Person	Head of Fleet and Estates
Date Written	November 2016
Date of Last Review	July 2024
Date of next review	July 2026
EIA Completed	July 2024



What we must do well



How we support our communities



We value and support the people we employ



We efficiently manage the Service

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1. INTRODUCTION

It is essential that Humberside Fire & Rescue Service (HFRS) uses and maintains its inventory of engines and vehicles to the highest possible standard. To that end it is incumbent on the Service to inform and ensure that staff who drive and maintain vehicles are fully aware of procedures and their responsibilities.

HFRS acknowledges and accepts its responsibility to manage and reduce the level of risk encountered by those staff authorised to drive engines and vehicles as part of their duties with the organisation. This policy applies to fixed term and permanent staff, seconded staff, temporary and agency staff and consultants. All the above-named parties shall be referred to as staff hereinafter for the purposes of this policy.

Core Code of Ethics

HFRS has adopted the Core Code of Ethics for Fire and Rescue Services. The Service is committed to the ethical principles of the Code and strives to apply them in all we do, therefore, those principles are reflected in this Policy.

National Guidance

Any National Guidance which has been adopted by HFRS, will be reflected in this Policy.

2. EQUALITY, DIVERSITY AND INCLUSION

HFRS has a legal responsibility under the Equality Act 2010, and a commitment, to ensure it does not discriminate either directly or indirectly in any of its functions and services or in its treatment of staff, in relation to race, sex, disability, sexual orientation, age, pregnancy and maternity, religion and belief, gender reassignment or marriage and civil partnership. It also has a duty to make reasonable adjustments for disabled applicants, employees and service users.

3. AIM AND OBJECTIVES

To ensure that the Services engines and vehicles are driven, maintained and administered in accordance with current road traffic legislation and manufacturers guidance.

To provide authorised staff with guidance and references for the safe and correct use of engines and vehicles whilst undertaking their duties and, to ensure a high degree of proficiency when driving and in the maintenance and administration of them.

4. ASSOCIATED DOCUMENTS

- [Equality Impact Assessment](#)
- [Service Sports Policy](#)
- Legal References
 - Section 248A ITEPA 2003
 - Road Traffic Act 1988

- Income Tax (Earnings & Pensions) Act 2003 S.248A
- National Guidance
There is no specific national guidance relating to this policy.

5. PURCHASE AND REPLACEMENT OF OFFICIAL VEHICLES

Official vehicles must be of a type and standard most suited to the needs of the work that has to be undertaken most frequently. The model chosen should be one suited to the mileage, number of persons and type of equipment to be carried.

Acquisition of all new vehicles will be made by the Fleet and Estates Section, in consultation with Emergency Preparedness Section, with the end user requirements taken into consideration.

Request for additional vehicles, over and above current establishment levels, must have an approved decision record or an appropriate business case.

The need for every vehicle should be reviewed prior to replacement, automatic replacement should be avoided. Consideration must be given to alternative ways of meeting the business need, e.g. public transport or conference calling.

Before a vehicle is to be replaced, a number of factors are to be considered:

- Vehicle mileage
- Vehicle usage type
- Vehicle condition
- Ongoing service and maintenance costs
- New technologies available and in line with the Services environmental strategy.

The Fleet and Estates Section will inform users of when vehicles are to be replaced.

6. HIRE VEHICLES

Occasional travel requirements may be more economically met by utilising spot hire self-drive vehicles.

However, this should be avoided and only used in exceptional circumstances and only following the approval of an Area Manager or above. and should only be arranged by the Fleet and Estates Section who will ensure best value for money and that the hire vehicle is covered by the Service's Insurance policy.

Any claims arising against HFRS for the costs of damage and/or repairs to hired vehicles should be referred immediately to Emergency Services Fleet Management (ESFM).

As most hires should be of short duration it is not usual for there to be any servicing requirements. However, if there are, the supplier's requirements must be complied with.

7. USE OF SERVICE VEHICLES

Official service vehicles are provided to meet the essential transport needs of HFRS and are for the general use of staff. Official vehicles must only be used for journeys in the direct furtherance of the business of HFRS. In no circumstances may they be used for private purposes.

Should an official vehicle be used for private mileage this would be deemed as a Benefit in Kind to the individual and that benefit would be liable for tax.

Employees are allowed to take vehicles home, to make an early start on a business trip the next day, but these journeys must be authorised by their Line Manager.

An official vehicle may not be used for the staff members own convenience.

Individual members of staff are not permitted to use or borrow official vehicles to service the transport needs of a charitable event, however justifiable the cause may appear, where no wider HFRS involvement exists in terms of resources or support.

Service vehicles may be used by serving staff when representing one of the Service's sporting/activity sections in accordance with the [Service Sports Policy](#). This must be approved, in writing at /Head of Function level or above. Service vehicles used for such events can only be reserved within 24 hours of the requirement as the essential, business transport needs of the Service must take priority.

The use of service vehicles, for transport to rehabilitation at one of the Fire Service Charity Centres, will only be permitted in extenuating circumstances and must be approved in writing by Head of Function level or above.

If an individual is seconded into a different Section on a temporary basis, that Section Head may authorise the use of an official vehicle (subject to availability) for the duration of the secondment, however, the vehicle must be left at the nearest Service premises overnight and not left at an individuals' home address.

8. USE OF FLEXIBLE DUTY SYSTEM (FDS) VEHICLES

Flexible Duty System (FDS) vehicles are available for managers conditioned to the FDS to use whilst on duty. The vehicle is insured and licensed for such use. When not required for operational response, these vehicles should be treated as service vehicles as above.

For the purposes of the role as an officer on the flexible duty system, officers will be provided with a Service vehicle which, as part of normal duties, should be made available at all times, including between a permanent place of work and home address, which will enable officers to respond to emergencies, i.e. officers will be on call during those journeys. Officers will be required to notify Fire Control when they

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are in their vehicle and available to respond to emergencies, unless officers notify Fire Control that they are making a specific journey to a different place of work and thus unable to respond. Although part of normal duties, the On-Call commuting does not count towards management hours. Recall to duty also remains within the NJC Scheme of Conditions of Service.

In line with Service policy, private use is not permitted at any time.

The vehicles will be provided with emergency lights and audible warning devices for emergency use and therefore the vehicles will be deemed to be emergency vehicles. This policy will cover business use of the vehicles, a limited amount of private journeys when on call and 'ordinary commuting' journeys from home to an officer's base as permitted by S.248A of the Income Tax (Earnings & Pensions) Act 2003 (ITEPA) (see below). No other private use will be permitted.

Where the requirements of the S248A legislation are met then there will be no tax liability arising on the use of the vehicles for FDS officers.

A FDS officer is determined to be on duty when rostered as per the current FDS duty sheet issued by Full-Time Support and is available to immediately respond to incidents if so requested. This also applies to 2nd call arrangements and continuous duty for GM's and above who need to remain available with the vehicles for recall during these periods. Duty officers are confirmed, including 2nd call or continuous duty, on the published duty rota system or in the case of dynamic changes directly informing Fire Control.

An officer may use a Service vehicle when not rostered for duty, subject to the following:

- (a) Confirming they are on duty and immediately available to respond to incidents by contacting Fire Control.
- (b) Remaining available to respond to incidents, until closing 'Home Address' i.e., cannot close 'Not Available'.
- (c) The availability for response to incidents must be the main consideration of officers in connection with the carrying of passengers and the purpose of the journey.

The observance of (a) and (b) above will not only confirm that the officer is 'on duty' but will allow Service Fire Control to efficiently utilise all the available staff by mobilising the nearest officer to incidents. Failure to comply with the above would:

- Invalidate the vehicle insurance, in that the vehicle would be used without the permission of the Policyholder.
- Remove the exemption from Excise Duty because it would be deemed that the vehicle is not being used for Service use.

When a manager closes 'Home Address' they must ensure that the vehicle is available for Service use if required. When a manager is not rostered for duty for a

period in excess of four days, they must drop the vehicle and keys off at a HFRS premises to ensure that it is available for Service use, an email should be sent to Fleet and Equipment, stating where the keys have been left, and how long the vehicle is going to be available for. When an officer is on sickness absence the vehicle must not be used. For periods of sickness in excess of four days, arrangements must be made by to have the vehicle dropped off at a HFRS premises.

Modified Duties

Where an officer has been absent from work because of injury and/or illness, the car will need to be returned to the Fleet and Estates section. When an officer returns to work on modified duties, he/she may not be required to attend emergencies. In such circumstances the car may be returned to the officer for their use. However, the emergency vehicle exemption may not apply during the period of modified duties. Each case will be reviewed to determine whether the emergency vehicle exemption can continue to apply.

Freedom of Movement

The Officer is afforded Freedom of Movement (FOM), during periods of standby/call-out duty, in and around the area within which his or her normal duties are performed, with the proviso that the Officer will be able to either respond to an emergency or return to a designated place of work within the period specified within their 'Recall to Duty' arrangements, or a period of 60 minutes if no arrangements are specified.

Legislation and Guidance

Section 248A ITEPA 2003, exempts emergency vehicles from any charge under the van, car, or residual benefits legislation if the statutory conditions are all met. The intention is not to provide free benefits but to improve emergency response times. There is no charge to tax for the use of an emergency vehicle where all the conditions are met.

In summary these conditions are:

- The person must be employed in an emergency service.
- The vehicle must be an emergency vehicle which is used to respond to emergencies and has fixed to it a lamp designed to emit a flashing light for use in emergencies.
- The emergency vehicle must be made available on terms which prohibit its private use otherwise than when the person is on call or engaged in on call commuting. This condition permits some restricted private mileage in respect of Freedom of Movement (FOM) and commuting mileage before, during and immediately following a period 'on call.'
- Changes to tax legislation announced in April 2018 allow ordinary commuting journeys to be included in the exemption even when an officer is not 'on call'.

Definitions:

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- A person is 'on call' when at the time they use the emergency vehicle, the person must be liable, as part of normal duties, to be called on to use it to respond to emergencies. Permitted use in this respect is not limited to ordinary commuting, but such use as is permitted can only be reasonably local to the area in which the employee lives and works (they are unlikely to be able to meet this condition otherwise).
- A person to whom an emergency vehicle is made available is engaged in commuting when the person is using the vehicle for ordinary commuting or for travel between two places that is for practical purposes substantially ordinary commuting.

Service provided vehicles are for business use and use as described above only. They are registered at the DVLA with a taxation class of "Fire Service" and are exempt from Road Fund Licence.

Travel and Use Limitations

It is the employee's responsibility to ensure that any Freedom of Movement travel is made in accordance with the criteria outlined above.

Service provided vehicles cannot be taken on holiday and/or outside of the UK. Prior to holidays being taken, Officers must drop the vehicle and keys off at a HFRS premises to ensure that it is available for Service use as per Section 8 above. .

Non-service passengers should not be carried in Service provided vehicles under blue light conditions.

Service provided vehicles will not be permitted to be driven by a member of the officer's family.

It should be noted that there could be a personal tax liability incurred because of vehicle use outside of these criteria and the Officer could be subject to disciplinary action.

9. USE OF PRIVATE VEHICLES FOR OFFICIAL JOURNEYS

Essential Users, specific roles as defined by the Strategic Leadership Team within HFRS, are required to maintain immediate use of transport and as such are designated 'Essential User'. Employees in these roles may maintain the availability of private vehicles for official purposes and as such may claim a mileage allowance for their usage (For guidance see FIN16 Essential Car User Claim Form).

Essential users must register their vehicle details with the Finance and Fleet and Estates sections including copies of valid MOT Certificate, insurance certificate, including business usage cover, and driving licence details before using a private vehicle for official journeys. Essential users may not use private vehicles for the purpose of responding to emergencies.

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On-Call staff responding to a fire call are not essential users and should respond at normal road speed to their home station, obeying all traffic regulations. Under no circumstances are they to proceed to any incident or standby in a private vehicle.

Casual users, in certain circumstances employees may utilise their own private vehicle in the furtherance of the Service's business and therefore may claim a mileage allowance (for guidance see FIN15 Casual Car User Claim Form).

Such usage may only be permitted where:

- No official Service vehicle is available for use
- Prior approval has been granted.
- The driver and vehicle are covered by an appropriate insurance policy which includes business use.
- The vehicle has been maintained in a roadworthy condition.
- The driver forwards copies of their insurance certificate, MOT certificate and driving licence with the first claim made in each financial year.

For guidance relating to transport for operational deployment and detachment (see Service Policy for Deployment and Detachment). Utilisation of a private vehicle must only be made on a purely voluntary basis and will not be relied upon or required as mandatory by the Service.

10. LEGAL ASSISTANCE

Facilities are available within the Humberside Fire Authority for legal aid to be provided for the driver of any Service vehicle who may be prosecuted for an alleged offence under the Road Traffic Regulations, when such assistance is not being provided from any other source. Applications for legal assistance should be made by the individual as soon as possible after notification of intended prosecution is received. Staff are reminded that they must inform the Chief Fire Officer and Chief Executive, in writing, of any subpoenas to appear in court.

11. PARKING FINES AND FIXED PENALTY NOTICES

Fixed penalty notices are usually served on the driver personally or by attachment to the vehicle. The payment of fines for parking, overloading and other fixed penalties are the responsibility of the member of staff driving at the time of the offence.

Refusal to pay a fine may result in disciplinary action.

Where a driver considers that the offence was committed in extenuating circumstances which may warrant an appeal being made to the issuing authority, or the fine being paid from official funds, they must immediately pass the penalty notice to the Fleet and Estates section together with a full report explaining the incident.

12. DRIVING OFFENCES

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Notices of impending prosecution for Speeding Offences or Penalty Charge Notices (PCNs) relating to matters involving a Service vehicle, will be received and dealt with by the Head of Fleet and Estates.

Where appropriate, Telematics software will be interrogated in order to identify the driver responsible at the time of the offence and, once the identity of the driver has been confirmed, the appropriate action will be taken. In the case of speeding offences, this will include notifying the relevant authority of the driver's details and PCNs will be forwarded directly to the driver proven to have been using the Service vehicle at the time the notice was issued.

The Service processes personal data collected in the course of this policy in accordance with its Data Protection Policy. In particular, data collected as part of the application of this policy is held securely and accessed by, and disclosed to, individuals only for the purposes of checking that employees satisfy, and continue to satisfy, the requirements for the use of Service vehicles.

Inappropriate access or disclosure of employee data constitutes a data breach and should be reported in accordance with the Service's data protection policy immediately. It may also constitute a disciplinary offence, which will be dealt with under the Service's disciplinary procedure.

All employees must declare any current driving convictions or penalty points received, in writing, to the Chief Fire Officer. Employees are also required to notify the Chief Fire Officer, in writing, of any other motoring offences for which they have been charged or convicted.

Employees must comply with all relevant traffic laws and rules. Where an employee incurs driving fines (including but not limited to parking tickets, congestion charges, clean air zone charges, bus lane violations, etc), the responsibility for paying these (and any fines for non-payment) rests with the employee. Disciplinary action may be taken against an employee who incurs fines or penalties that are either not declared or not paid.

13. VEHICLE DOCUMENTS

Should a member of the Fire Service be requested by the police or other authorised person/s to produce any documentation relevant to a Service vehicle, they should inform the Fleet and Estates Section who will make the necessary arrangements.

14. ACCIDENTS

The driver of a motor vehicle involved in an accident causing damage or injury to any persons, vehicle, roadside furniture, or injury to animals, must stop and if asked to do so, give their name, the name and address of the owner of the vehicle and also the registration mark of the vehicle and particulars of their insurance (QBE Insurance) to any persons having reasonable grounds to request the information. If for any reason these particulars are not given at the time of the accident, then the accident must be reported to the police **as soon as reasonably practical** and in any case within

twenty-four hours of its occurrence. The report must be made by the driver of the vehicle in person at a police station or to a Constable.

NOTE: No liability for the accident should be admitted.

Irrespective of the exchanging of details at an accident, if anyone is injured, the accident must be reported to the police as soon as possible and in any case within twenty-four hours. The police may require sight of the vehicle's documents within five days. These are available from the Fleet and Estates Section.

When the accident occurs, the person in charge of the engine or vehicle is to make every effort to obtain the names and addresses of witnesses. Neglect of this action will tend to place the Service at a disadvantage in dealing with claims.

Accidents whilst Responding to a Call

It is a requirement of the Road Traffic Act 1988 that the exchange of information following any accident is given by the driver of the vehicle. The information to be given to other drivers involved and/or the police his/her name and address, the Service's name and address, the vehicle registration mark and insurance details.

The officer in charge of the Service vehicle will immediately inform Fire Control of the accident and request that an alternative attendance be mobilised to the original incident. The Service staff involved, if able, will render assistance to others who may require it, request any assistance, note the position of the vehicles involved and note any road markings.

After completing an assessment of the situation, assisting the driver to give the necessary information, and ensuring the appliance is roadworthy, the Officer in Charge may decide to proceed to the original incident and inform Fire Control, who will decide if that attendance is required or otherwise.

Where persons are injured due to an accident involving a Service vehicle every attention must be given immediately to those persons and in the absence of the police the Officer in Charge of the Service vehicle must arrange for the attendance of an ambulance, if necessary.

Accident Reporting Procedure

Following an accident, the Accident Report Form should be completed by the driver of the vehicle involved, on the Tranman Web portal, as well as completing the relevant section on the RIVO health and safety reporting system as soon as the vehicle/engine returns to station. Any relevant statements from witnesses must be sent to their station Manager/Section Head within 24 hours of the incident.

If there are any defects/damage to the Service vehicle, again this is to be reported on the Tranman system as normal.

Damage to Property caused by a Fire Service Vehicle (excluding Motor Vehicles)

Where damage is sustained to property, whether it is the property of the Service or of third parties, the same procedure as laid out in paragraph above (Accident Reporting Procedure) is to be followed. In the case of road furniture being involved, i.e. traffic bollards, barriers, etc.; the police must also be informed as soon as possible and in any case within 24 hours.

Statements

Liability must not be admitted, nor any question of blame discussed by any member of the Service at the time of accident.

Drivers should note that whilst they are not obliged to make any statement to a police Officer, it may be in their interest to do so. If such a statement is to be volunteered another member of staff should be present during the interview and a copy of the statement attached to the accident report and forwarded to their line manager.

Staff are reminded that they are not bound to answer any question which may tend to incriminate them and that any statement given to the police may be taken down and used in evidence in the event of prosecution.

Under no circumstances is a member of the Service to be interviewed about an accident by a representative of any company except by permission of the Chief Fire Officer and Chief Executive. Should a representative visit a Service premises with regard to an accident, no statement as to the cause of the accident is to be expressed or given, but every facility is to be afforded to the representatives concerned to take particulars of any damage.

Accident Investigation

Once the RIVO accident report is completed (as in the paragraph, Accident Reporting Procedure, above) the system administrator will designate the appropriate section head. The section head will then carryout an investigation and update the Rivo investigation.

Letters or Notices Regarding Accidents

All letters received concerning accidents involving Service vehicles must be forwarded to the Fleet and Estates Section via the Station Manager/Section Head. Any questionnaires should be completed in pencil before forwarding to Service Headquarters.

Notices of Intended Prosecution received by staff following an accident or any other driving offence committed in the fire service vehicle should be forwarded to the Chief Fire Officer and Chief Executive via the Emergency Response Group Manager as soon as possible.

15. SPECIAL ENGINES

Vehicles not fitted with a tracking unit and cab sensor, will still be required to complete

the logbook with journey details and the blue maintenance book with the relevant driver checks.

16. INVENTORIES

Inventories are issued for all vehicles and must be kept up to date in respect of all fixed and non-fixed items of equipment.

17. FUEL LUBRICANTS AND FLUIDS

The Fleet and Estates Section will arrange for supplies of diesel fuel to those stations with bulk fuel storage facilities. Users of Service vehicles should always endeavour to re-fuel at a Service location with a fuel pump. Where this is not practicable, the All-Star card, which is issued to every vehicle, may be used at a commercial premises to purchase fuel. The use of AdBlue in Fire Service vehicles is becoming more prevalent and a vehicle requiring the use of AdBlue will not operate without it. AdBlue can be obtained via Stores, or by purchasing using the vehicles Allstar card at fuel stations selling it.

Whilst carrying out a vehicle daily check, it is noted that a lubricant or fluid level (brake, steering, windscreen wash etc.) is low, the immediate line manager must be informed who will contact ESFM to arrange for relevant lubricants and fluids to be topped up.

For small fleet, there is a facility at all the Halfords stores within the Service area where, screen wash, anti-freeze, bulbs, wipers, and wing mirror glass can be purchased on account to a maximum of £50. The driver will need to present a valid ID card and vehicle details, mileage/registration mark.

18. VEHICLE BREAKDOWN

In the event of an emergency response vehicle (including FDS vehicles) becoming defective, either because of an accident or due to breakdown, the person responsible for the vehicle will inform Fire Control of the situation immediately. The driver is then to contact the duty mechanic by mobile phone. The vehicle is not to be driven again until the attending mechanic assesses the roadworthiness of the vehicle. If the vehicle is not roadworthy, the mechanic will arrange recovery of the vehicle. ESFM will arrange for a replacement vehicle to be utilised and transport, if necessary, to the replacement vehicle. Non-operational vehicle users should follow the guidance below. The person responsible for the vehicle should then contact ESFM (or Fire Control outside of office hours) and provide the following information:

- Any contact point (i.e. telephone number).
- Registration number.
- Make, model and colour.
- Type of transmission - manual/automatic.
- Defect symptoms and suspected fault.
- Exact location.

- Destination.
- Number of passengers.

19. VEHICLE ROUTINES

The following **daily** routine must be carried out on all vehicles upon commencement of use. The interior and exterior of every vehicle is to be kept clean and tidy at all times, in the interest of operational efficiency, health and safety of staff and to maintain the public image of the Service.

Check fuel level and replenish if necessary. Those engines with AdBlue tanks should check:

- Level and arrange top up, as necessary.
- Ensure engine oil, engine coolant and windscreen wash are at the correct levels.
- Check all lights function correctly.
- Check that all warning devices operate correctly.
- Check that the tyres have adequate tread, are at the correct pressure and a visual check that the wheel nuts are tight.
- Inspect bodywork for damage.
- Check that any equipment is stored safely and securely.
- Carry out any specific checks which are pertinent to that vehicle.

The above routine is to be carried out by On-Call stations during Development Sessions.

20. PUNCTURES AND REPAIR OF TYRES

If, on inspection, abnormal or excessive wear to a tyre is found, in the case of an engine, Fire Control are to be contacted and informed that the engine is “off the run”. The nearest approved tyre repair company is then to be contacted and a repair/replacement will be fitted.

If a puncture occurs whilst a vehicle is on the road, staff are to contact Fire Control immediately and state the engine is off the run, the nearest approved tyre repair company are to be contacted who will arrange for a mobile repair.

For a light vehicle, the driver is to change the wheel with the spare, if the driver does not feel confident in carrying out this task, then either Fire Control or the Fleet and Estates section (during normal office hours) are to be contacted and given location details, they will then contact the duty mechanic, who will arrange for a mobile fitter to attend. If the driver fits the spare wheel themselves, they are to take the punctured/damaged tyre to the local approved tyre repair company for repair/replacement.

Details of approved tyre repair companies can be found by calling the Fleet and Estates Section during normal office hours, or Fire Control out of hours.

21. RESERVE ENGINES

HFRS maintain a fleet of five pumping engines to be utilised operationally when front-line engines are required for service or suffer mechanical defects. These vehicles are all located at ESFM, they also maintain one fully kitted reserve engine. This vehicle will be operated by ESFM to enable annual testing of operational equipment.

22. PLANNED MAINTENANCE

ESFM will contact stations or vehicle users to inform them that a certain engine or vehicle requires a service and the date on which ESFM will collect the vehicle. ESFM will deliver a reserve engine to the station, prior to the date of service. The crews on station will then swap their engine with the reserve. Crews must inform Fire Control of the changeover so that they can amend the Radio Identification Code (RIC) code of the reserve engine radio to enable status messaging and make the necessary adjustments to the Vision mobilising system. The engine that requires maintenance, **must** be made available for ESFM to collect on the day stated on initial contact.

On completion of the maintenance, ESFM will contact the station to inform them of the day their engine will be returned. Once returned, crews are responsible for swapping the reserve engine with their own, again Fire Control are to be notified.

Crews on station are to ensure that all the relevant standard tests are carried out during engine swaps. Any faults or defects are to be reported immediately ESFM defects email address.

23. UNPLANNED MAINTENANCE

When an engine breaks down, or stations identify an engine defect which affects their ability to respond to emergency calls, the station will inform Fire Control of the non-availability then contact ESFM. A mechanic will either attend, require the vehicle to attend ESFM, or advise the station that repairs cannot be immediately carried out.

Where the engine breakdown or defect occurs whilst the engine is off station and the engine is unable to proceed, a mechanic will attend. Should repair not be possible, the mechanic will organise recovery of the vehicle and crew. In any circumstance where the mechanic states repairs cannot be completed immediately, the station will require the use of a reserve engine. The procedures detailed in Planned Maintenance (above) should then be followed.

24. FULLY KITTED RESERVE

Pumping engines carry items of equipment which are defined as requiring an annual standard test that cannot be completed by station staff. These tests are undertaken by ESFM. For efficiency, these tests are scheduled in such a way that all the equipment

on a particular engine is tested at the same time. To facilitate this, ESFM maintain a reserve engine which is stowed with all generic items of equipment. This maintenance ensures all equipment carried is permanently within annual standard test.

When the equipment on a front-line pumping engine is required for annual test, ESFM staff will deliver the kitted reserve to the relevant station. They will move specific items of equipment from the engine to be tested to the kitted reserve, e.g. BA sets and spare BA cylinders, hydraulic cutting equipment, etc, and then take the front-line engine to ESFM for the testing to be carried out.

Where this involves an On-Call station, the change-over will probably take place when there are no On-Call staff on station. In these circumstances, ESFM will ensure the relevant Watch Manager has been informed.

When this fully kitted reserve engine is put on the run, station staff will be required to carry out acceptance tests, and relevant standard tests, on the equipment it carries and complete the appropriate standard test record.

25. VEHICLE BASED TELEMATICS

Telematics are fitted to the majority of the Service's vehicles to ensure HFRS maintains its ability to fully manage and monitor its vehicles utilising data to promote sound business, maintain health and safety management and ensure that environmental issues are dealt with by reducing the Service's carbon footprint.

Every employee in the Service who is entitled to drive a Service vehicle, has been issued with their own unique ID tag (Dallas Key).

Individuals are responsible for their own ID tag, ensuring its safe custody and usage; the ID tag must NOT be shared with other drivers. Drivers must present this unique driver ID key to the in-cab sensor every time the vehicle is started. By presenting the driver ID key, the driver is:

- Confirming that all the relevant checks have been completed according to the type of vehicle.
- That the driver is in a fit and capable condition to operate the vehicle.
- Ensuring that any faults, defects, damage, or other vehicle issues are recorded and reported to the appropriate line manager or ESFM as soon as reasonably practicable, ideally before use. This will ensure that the current driver will not be held responsible for any outstanding issues.

The driver ID key must only be used by the individual to whom it is issued. The telemetry system will be used to identify the previous driver where a fault, defect, damage, or other issue has not been reported. By not reporting it can be taken that the responsibility lies with the previous driver and therefore that individual will be reported to their line manager for further investigations.

The telematics information is available through a secure web-based system which allows remote access for authorised users. Information is held securely within the

system and access is controlled by the system administrators as designated by the Director of Service Delivery.

The telematics system incorporates a functionality suite which may be added to over time but includes:

- Journey Report
- Idling Time / Stop Report / PTO Engagement
- Location Report
- Historical Report
- Speed Report
- Total Mileage
- Driver Identification
- Unauthorised driver alert
- CO2 emission/fuel consumption report
- Live location/speed
- Detection and recording of device activation (blue lights, Siren)
- Out of Area Alert

Telematics enables the Service to identify the location of a vehicle in 'real time'. The system provides driver identification in conjunction with the use of a unique individual driver ID tag. This is presented to a reader inside the vehicle prior to starting. The issuing and use of the ID tag allow the Service to match the driver with the category of the vehicle that they have been authorised to drive. The system can alert system administrators to unauthorised use, to allow feedback to be given to the individual as to why they may be exempt from using the vehicle, i.e. restriction on minibus use dependant on authorised vehicle categories.

Reports can be generated incorporating the data gathered by the telematics system. Examples of this are individual vehicle use, driver behaviours and fuel consumptions. These reports will be used to inform current and future models around alternative vehicle use and which then informs the procurement and subsequent vehicle management process.

Staff will be required to produce their licence for inspection to allow their details to be uploaded onto the secure telematics system for their unique ID tag to be programmed correctly.

Information required is as follows:

- Name
- Service Number/Post held
- Driving Licence Number
- Eligible licence categories (e.g. B, B1)

Fleet and Estates Provision and Use of Service Vehicles Policy

Telematics information will comply with the Service's current security arrangements in accordance with the Data Protection Act.

At no time will information relating to an individual be released to an external party without the express permission of that individual unless requested as part of a criminal investigation or by a regulatory body such as DVSA. Telematics information can be used by Driver Training, Fleet & Estates and the Health, Safety & Environment section to support areas of operational response, accident investigation, disciplinary and complaint investigations, driver training and fleet usage.

Requests for information held within the telematics system should be made formally to the Fleet and Estates Manager in the first instance, who will make the appropriate arrangements (Information regarding driving complaints, are to be directed to the Service Complaints Officer), Should the Fleet and Estates Manager be unavailable, urgent requests should be made to an on-duty Group Manager.

A list of authorised users and access rights will be maintained by the Director of Service Delivery. If a member of staff believes they have lost their ID tag, they must immediately report the loss to the Fleet & Estates Manager. When notification is received by the System Administrator that an individual ID tag has been lost or stolen, then that ID tag will be immediately deactivated to prevent unauthorised use. Telematics information will be held for the duration of a vehicle's life within the HFRS fleet and at least six months after a vehicle has been disposed of by HFRS.

**If you require further guidance on this document, please contact
the Fleet and Estates Section**