

Report

Report to:	Employee Issues Forum
Date of Meeting:	5 February 2019
Report by:	Executive Director (Finance and Corporate Resources)

Subject:	Driver Training for Council Employees – Current Provision
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1. Purpose of Report

1.1. The purpose of the report is to:-

- ♦ advise the Forum of the current driver training provision for Council employees

2. Recommendation(s)

2.1. The Employee Issues Forum is asked to note:-

- (1) that the provision of driver training provides a valuable addition to the Council's Employee Development portfolio and ensures legal compliance with current legislation in this sector.

3. Background

3.1. Personnel Services Learning and Development section are responsible for the co-ordination and delivery of a range of driver related training for Council employees, including:-

- ♦ assessments and training for new drivers
- ♦ assessment and training for drivers who have been involved in at fault incidents
- ♦ Minibus Driver Assessment Scheme (MiDAS) for minibus drivers who fall into the category of occasional use
- ♦ licence category changes for Council employees who are required to be trained and assessed for new categories
- ♦ driver Certificate of Professional Competence (CPC) scheme for drivers of minibuses, buses and commercial vehicles within scope of European Union (EU) Regulations
- ♦ e-learning for drivers of pool cars
- ♦ driver behavioural training

3.2. Learning and Development provide the services noted above within the direction provided by the Council's Driver Safety Group. This working group is responsible for providing advice and direction which determines the Council's driving at work policies.

4. Assessment and Training

4.1. The Council employs a Driver Assessor/Instructor who is responsible for delivering driving assessments and training for Council employees who are new to driving in the following categories:-

- ◆ vans, pickups, etc. covered by a private car licence (category B)
- ◆ Minibuses and Buses covered by a Passenger Carrying Vehicle Licence (D1, D)
- ◆ Commercial vehicles between 3.5 and 7.5 tonne covered by an LGV licence (C1, C, CE).

4.2. The Driver Assessor/Instructor also delivers remedial training and assessments to drivers who have been involved in at fault incidents as determined via the Occupational Road Risk Policy.

5. Minibus Driver Assessment Scheme (MiDAS)

5.1. The MiDAS programme is a voluntary scheme administered by the Community Transport Association. It's intended audience is drivers of minibuses who hold a D1 licence and fall into the category of occasional driver. This is a derogation applied by the UK government to avoid drivers in the voluntary sector being in scope for Driver's CPC.

5.2. There are currently approximately 50 MiDAS approved drivers within the Council.

6. Licence Category Changes

6.1. This training and assessment is provided when there is a business case which requires to upgrade their licences, predominately to permit them to drive minibuses or commercial vehicles. Provision is via an external provider with best value being provided within a framework contract. Assessments are conducted via the Driving and Vehicles Standards Authority (DVSA).

6.2. Within the past year, 30 employees have undertaken training programmes to allow them to upgrade their licence category.

7. Driver CPC

7.1. The requirement for Driver's CPC was first passed as an EU directive (2003/59) but only became effective in 2008. As an interim measure, drivers already in scope were given a period of acquired rights which terminated in September 2014. From this point, all drivers in scope of the legislation are required to undertake 35 hours of approved training over a 5 year renewal period. The legislation was introduced to:-

- ◆ promote driving as a career for young people;
- ◆ expand the skills and knowledge of existing PCV and LGV drivers;
- ◆ positively promote the image of the industry;
- ◆ improve road safety.

7.2. The Council delivers its own CPC programme via the Learning and Development Team with modules, including:-

- ◆ Working Safely;
- ◆ Vehicle Systems and Occupational Road Risk;
- ◆ Roadside Emergency First Aid;
- ◆ Passenger Assistance;
- ◆ Legislative Compliance;

- ◆ Improving Driving Standards and Efficient Driving;
- ◆ Healthy Lifestyles for Drivers;
- ◆ Hazard Awareness and Driver Behaviours.

Evaluation of our CPC programme will continue, recent results have shown that employees find the modules easy to understand, relevant to their work and that there is always something new to learn.

7.3. New drivers undertake their CPC programme as part of their initial training with our external partners. We have opted for this route in line with many organisations as 28 hours of the practical training are credited towards CPC. The remaining 7 hours are achieved via an additional module covering first use checks and hazard awareness. This method also ensures that drivers leave their training programme with their upgraded licence and CPC and are therefore road legal.

7.4. There are currently approximately 450 CPC approved drivers within the Council. The next significant milestone for renewals is September 2019.

8. e-learning for Pool Car Drivers

8.1. A module has been designed and published on the Learn on Line platform which is intended to provide drivers of small Council vehicles (typically pool cars) with information relevant first-use checking and safe driving. To date, over 3,000 employees have completed this module.

9. Driver Behavioural Training

9.1. Modules are currently being designed aimed at improving driver behaviour across the entire fleet. There will be two versions, namely:-

- ◆ Managers' Responsibilities for Driver Supervision
- ◆ Driver Behaviours aimed at Council vehicle drivers

Final approval for the content and implementation is expected shortly with the rollout being implemented within the current Driver CPC provision.

10. Future provision

10.1. This will be determined by two main factors:-

- ◆ Changes to legislation/regulation
- ◆ Changes to Council Policy

10.2. It will be the ongoing responsibility of the Employee Development and Diversity Manager to resource the requirements of driver training which meets the needs of the Council.

11. Employee Implications

11.1. Employees in scope will have to undertake mandatory training as appropriate to the duties required of them and the licence category held.

12. Financial Implications

12.1. Driver training is funded via the existing employee learning and development budget. It is estimated that external delivery of the driver CPC programme would cost circa £200,000 (minimum) over a five year period and would not provide the bespoke nature of the existing programme.

13. Other Implications

13.1. None.

14. Equality Impact Assessment and Consultation Arrangements

14.1. None.

Paul Manning

Executive Director (Finance & Corporate Resources)

11 January 2018

Link(s) to Council Values/Ambitions/Objectives

- ◆ Accountable Effective & Efficient
- ◆ People Focussed

Previous References

- ◆ None

List of Background Papers

- ◆ None

Contact for Further Information

If you would like to inspect the background papers or want further information, please contact:-

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