

ELECTRIC POOL CAR AND E-BIKES

USER PROCEDURE

(For the Duration of Elect Challenge Pilot Scheme)



Procedure Schedule	
Procedure owner and lead	Environmental Quality : Environmental Management Officer
Approving body	Carbon Management Board
Date of implementation	June 2017
Version number	Version 1 (June 2017)
Related documents	<ul style="list-style-type: none"> • Driving on Council Business Policy • Smart Working Policy • No Smoking Policy
Review interval	April 2018

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1. AIM

This procedure sets out the process for employees to access and make use of *electric pool cars and e-bikes* through the **Pilot ‘Fleet Challenge’ Project** and adoption of SBC’s ***Travel Hierarchy***

(Appendix 2). This scheme is open to all employees who undertake business mileage in their own vehicles subject to initial registration.

This is a pilot scheme which aims to reduce the number of business miles travelled each year and to ensure that journeys undertaken are done so as efficiently as possible. This Pool Car Scheme is a core element in improving the mix of travel options available to employees. The scheme also aims to improve the safety, cost effectiveness and environmental impact of Slough Borough Council's fleet.

2. SCOPE

The scheme is aimed at those employees (including agency staff) who drive their own private vehicles for work purposes. Those sites currently operating vehicles as part of this scheme are:

Site	Electric Pool Cars	E-Bikes
St Martins Place (SMP)	Three	Four
Landmark Place (LMP)	None	Two

All employees undertaking business mileage journeys as part of their role should register and benefit as a pool car user.

Exemptions: Blue Badge holders are exempt as the pool cars and e-bikes available do not meet their needs.

3. OBJECTIVES

The objectives of this pilot Procedure are to ensure that:

- Employees take advantage of the opportunity to use pool electric cars and e-bikes to do business journeys.
- Employees understand the process and criteria to join the pilot pool car scheme.
- Employees understand the process for booking and using a pool car or e-bike.
- Employees have all information required to deal with any issues experienced while using a pool electric car or e-bike.
- Employees are aware of their responsibilities when making use of the scheme.

4. DEFINITIONS

Grey Fleet: Grey fleet refers to employees travelling in their privately owned vehicles for business purposes (driving during core working hours). The employee is reimbursed on a pence per mile basis for using their vehicle on business journeys.

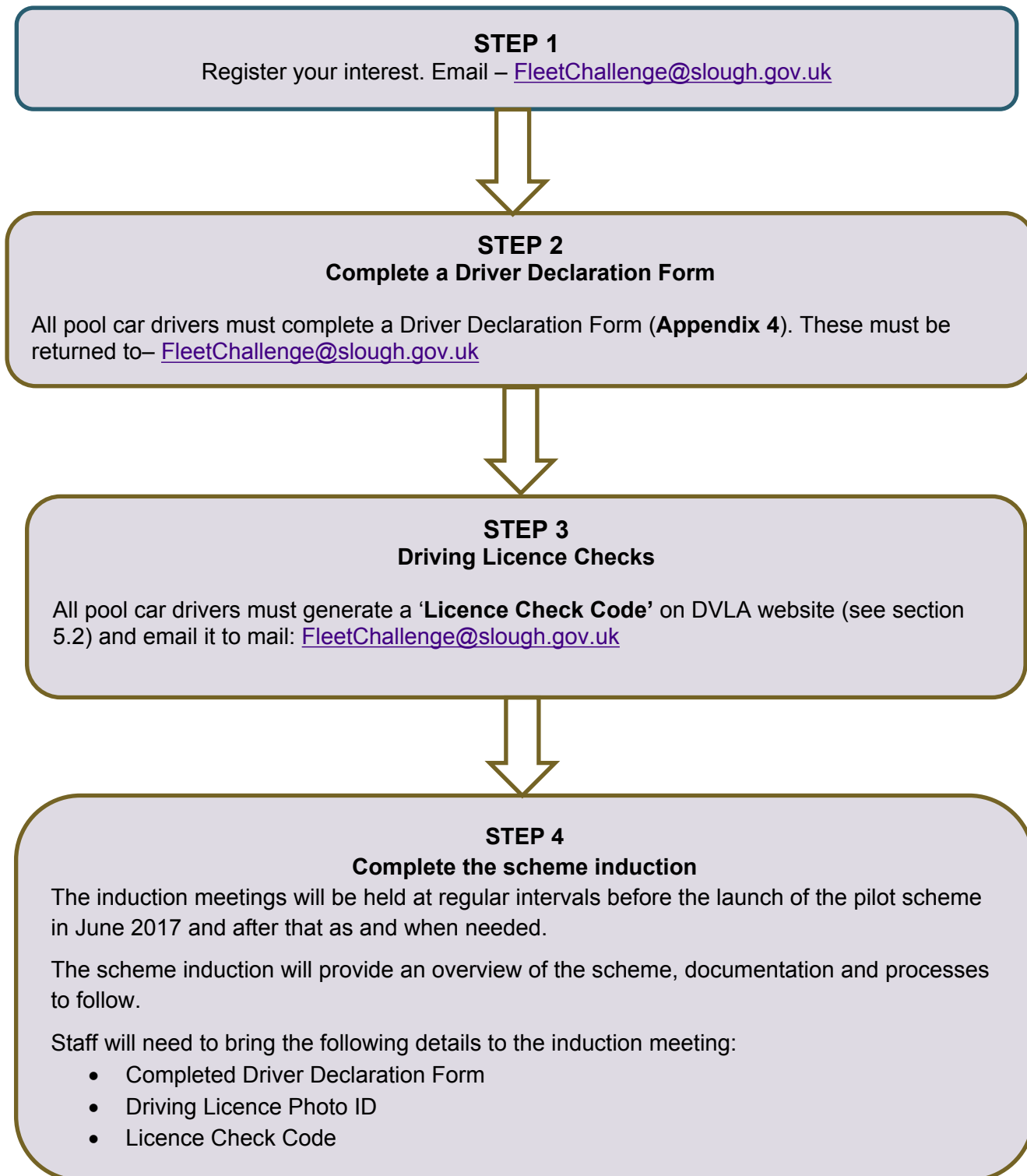
Travel Hierarchy: A travel hierarchy is a useful tool for employees to assess the options for the most efficient and environmentally conscious ways to travel for business purpose.

The purpose of the tool is to promote consideration about the necessity of travel, and whether it is cost effective in terms of financial savings, time savings and productivity. A travel hierarchy asks a variety of questions and offers alternatives to using conventional ways for business travel i.e. use of privately owned cars by SBC staff.

5. PROCEDURE - POOL CARS USE

5.1. Joining the Pilot Scheme

To use an electric pool car within this pilot scheme, employees must be registered as an authorised user. To become an authorised user employees must follow the steps below:

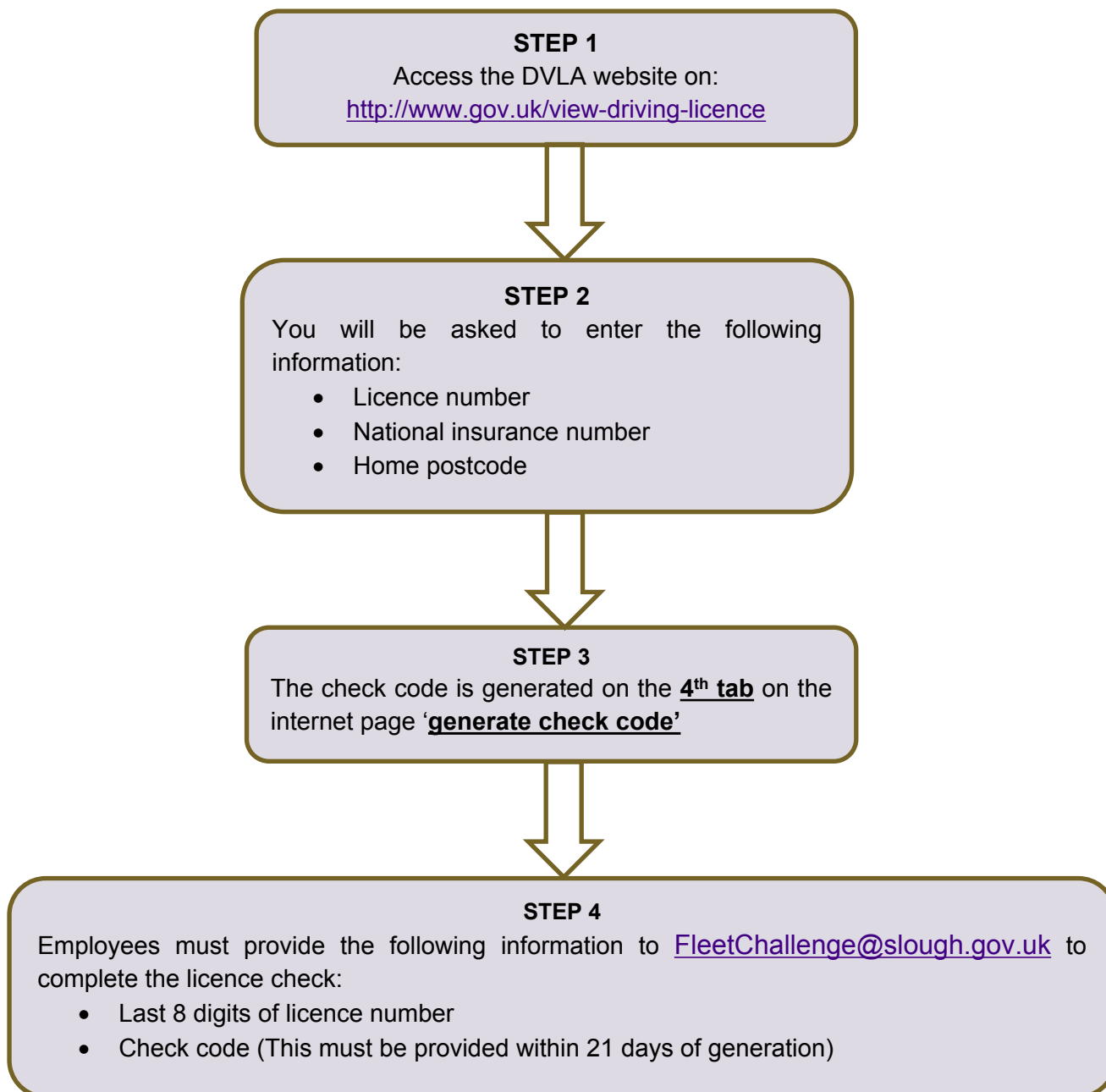


Once the induction is complete an employee will be registered as an authorised driver and be able to make pool car bookings.

5.2. Licence Check Process

Drivers shall generate a licence check code to provide to the Environmental Management Officer

5.2.1. How to generate a Check Code on DVLA website



5.2.2. Routine Licence Checks

While part of the Pilot Pool Car Scheme authorised drivers will be required to submit their licences for routine checks annually. The frequency of these checks will depend on the number of points associated with the driver’s licence as set out below:

Points on Driving Licence	Checking Frequency
Employee with 0-3 points	Annually
Employee with 4 to 6 points	Six monthly
Employee with 7 to 9 points	Monthly or Quarterly
Employee with 9 or more points or a disqualification	Not allowed to use the pol cars. These instances will be reported to OD, HR & H&S and the employee’s line manager.
These routine checks will be arranged and coordinated by the Environmental Management Officer in the Environmental Quality Team.	

5.3. Roles and Responsibilities

5.3.1. Driver’s Responsibilities

In addition to those responsibilities outlined in this policy, the drivers must ensure that he /she:

- Adheres to all aspects of the Highway Code at all times when in charge of a pool vehicle.
- Any fines or penalty points awarded while in charge of the vehicle will be the driver’s responsibility to bear. This includes parking fines.
- Inform the Environmental Management Officer of any additional or pending penalty points that have been awarded since becoming an authorised user of the pool cars. These may require the frequency of licence checks to be increased.
- Smoking is strictly prohibited in all pool cars. Where smoking can be evidenced disciplinary action may be taken in accordance with the ‘No Smoking Policy’.
- Shall not use mobile phones, hands free and Bluetooth devices while driving.
- Never use a pool vehicle when under the influence of drugs, alcohol or medication which may impair driving ability.
- A pool vehicle must only be used for work purposes. Under no circumstances may a pool car be used for personal reasons or commuting.
- Ensure that the electric car is connected to the charging point at SMP after journey completion.
- Ensure that the vehicle is in a good and clean condition. Any rubbish left in the vehicle should be taken by the driver when leaving the vehicle.
- The pool car should not be driven if the driver identifies any defect during the pre journey vehicle inspection should be immediately report the defect to Facilities Management and recorded in the Vehicle Log book.
- Should report any accidents according to the Council’s reporting process which can be found in [Code of Practice 001](#).

5.3.2. Community Transport’s Responsibilities

- To ensure that daily checks are carried out and recorded on all the pool cars in the morning and at the end of the day.
- To ensure that any defect/damages are reported immediately to fleetchallenge@slough.gov.uk .

5.3.3. Environmental Management Officer's Responsibilities

- To conduct the inductions for the pilot pool car and e-bikes scheme.
- To carry out licence checks on the employees participating in the pilot scheme.
- To liaise with Facilities Management in managing this Pilot Fleet Challenge Scheme.

5.3.4. Facilities Management's Responsibilities

- To manage the online booking system.
- To be key holders for the pool electric cars at the Helpdesk in St Martins Place (First Floor East).
- To ensure that drivers sign the Pool Car Utilisation Log at the Helpdesk in St Martins Place (First Floor East).
- To manage the electric vehicle parking bays at St Martins Place.

5.3.5. Service Managers' Responsibilities

- To adopt the SBC's travel hierarchy.
- To encourage team members to use electric pool cars / E-bikes for business use (site visits etc.)

5.4. Booking a Pool Car

- Pool electric cars and e-bikes can be booked on the existing room booking system on Insite **(add link)**
- Subject to availability a pool vehicle should be booked for any journeys where the total mileage is less than 80 miles (including return).
- Prior to booking a pool vehicle all users must first check vehicle availability through the online pool car booking system (same as existing room booking system). This system will be explained during the scheme induction process.
- Where a vehicle is available the booking should be requested through the online room booking system on Insite
- Regardless of vehicle availability users should always email: fleetchallenge@slough.gov.uk **if their journey is 80 miles or more (as you will be able to use a hire)**

5.5. Booking Cancellations

- The Facilities Management and Environment Quality Team reserves the right to cancel pool car bookings with a minimum of a 24 hours notice to ensure the efficient management of the scheme. Less notice may be given in the event of unplanned technical or maintenance issues related to the vehicles. These will be communicated to the user as soon as possible.
- All users must inform email: FleetChallenge@slough.gov.uk as soon as possible in the event of a booking no longer being required.

5.6. Using a Pool car

5.6.1. Key Collection

- Car keys can be collected from Facilities Management Helpdesk in St Martins Place (First Floor East). Keys should be collected for each booking and signed out on the vehicle utilisation log sheet which will be held at the reception.
- Should the vehicle be required for an early start the keys can be collected at the end of the previous day. ***However, employees must not take a pool vehicle home with them.***

5.6.2. Key Return

- The driver must return the keys to Facilities management Helpdesk in St Martins Place (First Floor East) at the end of each journey and make a note of the return time on the utilisation log.
- The driver is responsible for returning the vehicle in a good and clean condition. Any rubbish left in the vehicle should be taken by the driver when leaving the vehicle. **Drivers will be expected to pay for the cost of any cleaning required as a result of a vehicle being returned in an unacceptable condition.**

5.6.3. Completing Vehicle Log Book

- The driver must also **vehicle log book** kept in the car before when returning the keys (Appendix – 6).

5.6.4. Pre-Journey Vehicle Check

- All pool car drivers are responsible for the condition and use of the vehicle for the duration of their journey. All drivers must therefore check the vehicle is roadworthy prior to driving the vehicle (Appendix – 6).
- A vehicle log book is provided with each vehicle and should be carried out prior to each journey.
- Any defects or issues identified must be reported to Facilities Management immediately
- A pool car must not be driven if a defect is identified during the pre journey vehicle check.

5.6.5. Reporting Vehicle Defects

- In the event of a vehicle defect being identified either prior to, during or after a journey - the driver must report it to the key holder Helpdesk in St Martins Place (First Floor East) immediately. The defect must also be noted on the vehicle utilisation log sheet when signing the keys back in.

5.6.6. Charging EV

- All pool cars are fully electric and has a Chargemaster card attached to its keys to allow drivers to plug in to the charging post at SMP after returning from their journey.
- Drivers must always plug in the car on charge before returning the key back.

5.6.7. Collision Reporting

- In the event of a collision while in charge of a pool vehicle all drivers must stop and check for any injured parties. The safety of the driver is a priority so they must not undertake any actions which may put them at personal risk.
- Where an injury is obvious or alleged the police and ambulance services must be called as soon as possible by calling 999.
- The driver must contact Facilities Management as soon as possible to report the details of the incident 01753 87 5908. If safe and practicable to do so this should take place while at the scene of the incident.
- The driver must obtain a Vehicle accident report form from the Transport Team, complete the form and return it to the Transport Team as soon as reasonably practical and in no event more than two working days following the accident.

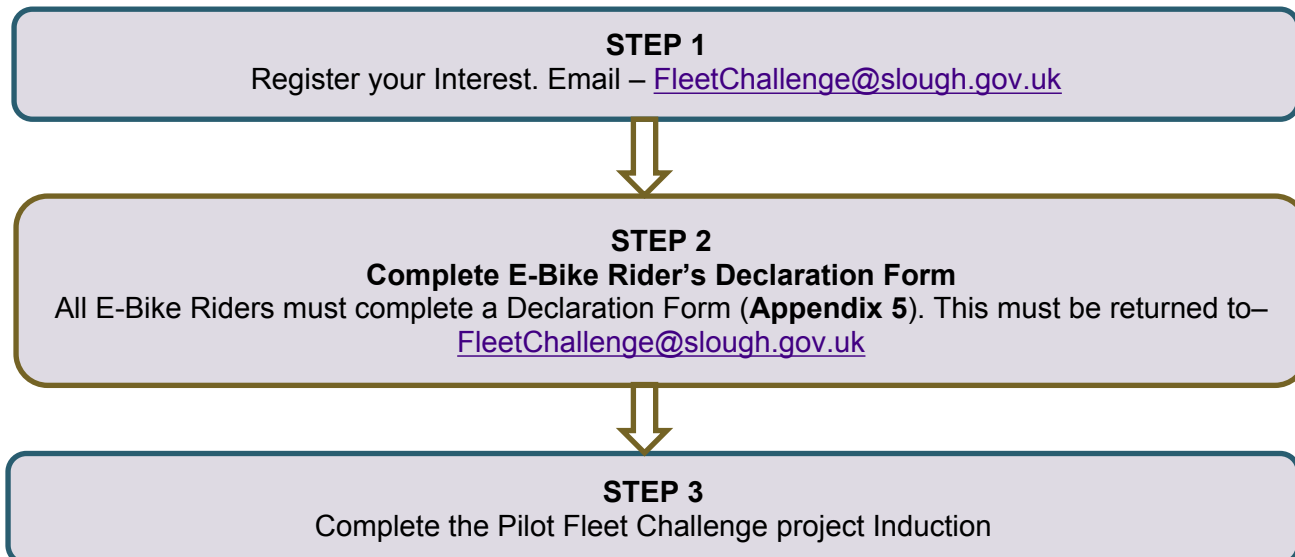
5.6.8. Breakdowns Process

- In the event of a breakdown while in charge of a pool vehicle drivers should report this to the vehicle's breakdown and recovery service (*details on the Vehicle Log Book*).
- **The driver must not drive the vehicle while a defect is present.**
- The driver must report any breakdown occurring to the key holder in SMP 1st Floor East at SMP and their Line Manager as soon as possible.
- **In the event of the vehicle not be repairable on the roadside the breakdown recovery service will return a member of staff to their requested destination.** (TBC)

6. PROCEDURE – POOL ELECTRIC BICYCLE (e-Bikes)

6.1. Joining the Scheme

To use a pool E-Bike within this pilot scheme, employees must be registered as an user. To become an authorised user employees must follow the steps below:



6.2. Safety

In recognition of the health and environmental benefits of cycling, **Slough Borough Council** is committed to promoting the use of cycles for short journeys on **Council's** business and cycling to work.

These safety guidelines provide advice on safer cycling and have also been produced to provide advice on the use of the pool e-bikes.

- Whilst acknowledging that cycling is beneficial for both the environment and personal health the Council considers the safety of its employees to be of primary importance. The main concern is the safety of employees whilst cycling on official business.
- As detailed in 6.1, the process for signing in and out will require the user to complete a Pool E-bike User Declaration (Appendix 5).
- Employees wishing to make use of the pool e-bikes are encouraged to take advantage of training available through Transport Team.
- Employees using their own cycles on Council's business must ensure that they are properly maintained and in a roadworthy condition. The pool cycles provided by the Council will be professionally maintained.
- Employees using the pool cycles must follow the safety requirements set out in these guidelines and comply with the contents of the Highway Code.
- Employees must wear safety helmets for all cycling trips. Reflective/fluorescent vests or clothing *must* be worn for *all* cycling trips. Helmets and reflective clothing will be provided and will be checked and replaced as and when necessary.
- Loose clothing, especially trouser legs should be secured before cycling to avoid accidents.
- Front and rear lights must be used whenever light or visibility is poor.

- If it is necessary to carry equipment, this should be carried securely in the panniers provided.
- Equipment provided with pool bikes will be inspected every week for damage and wear and tear but employees are required to report any damage that occurs within that period to Helpdesk in St Martins Place (First Floor East) or email: FleetChallenge@slough.gov.uk.
- Should an accident occur the normal Council's process must be applied. Employees should record the accident as per **Code of Practice 001**. Details of the accident must be reported to Fleet.Challenge@slough.gov.uk
- Employees are reminded of the physical nature of cycling and should consult their GP first if they have any medical problems which may be affected by cycling.

6.3. Personal Security

- Before starting your journey it is recommended that you plan your route carefully and consider using quieter roads, bridleways and parks (if cycling is permitted). Bear in mind the following:
 - Road type – cyclists may wish to use routes which are more lightly trafficked and where vehicle speeds may be less. (you can use [City mapper app](#) available on Apple / Android in Slough).
 - Your aptitude as a cyclist
 - Availability of signed cycle routes
- Slough's cycle maps are available from the Transport Team and online.
- Employees should read and obey the Highway Code.
- Employees should consider their own personal safety when choosing a route and take precautions when cycling remote routes, or after dark.

6.4. Insurance

- The Council will provide insurance in respect of the theft of the bike providing there is evidence of the loss by forcible or violent means. It will therefore be necessary for staff to take adequate security measures, for the insurance is to be effective e.g. secured by a D-locking mechanism to a fixed object when not in use away from the building. (*Locks will be provided with the pool e-bikes*).
- All damage to the bikes should be reported to (email) or in person in EQ /FM.
- All accident should be referred to Health & Safety as any work place accident.
- The pool e-bikes will be secured and housed SMP's and LMP's cycle cage when not in use.
- Employees using their own cycles for commuting/personal use or on Council business should ensure that they have adequate insurance of their own. This is usually provided under a household insurance policy which should be extended to cover private and business cycling. Alternatively a specific pedal cycle policy can be obtained through many insurance companies or cycle organisations.

6.5. Roles & Responsibilities

6.5.1. E-Bike Riders Responsibilities

- It is the responsibility of the Pool E-Bike user to ensure that they are competent to ride and by signing the Pool E-Bike Declaration the user agrees to this.
- The pool bike user must complete an inspection of bike prior to their journey.
- A pool e-bike must only be used for work purposes. Under no circumstances may a pool car be used for personal reasons or commuting.
- It is the responsibility of the pool bike user to notify Helpdesk in St Martins Place (First Floor East) of any problems or damage to the bicycle or accessories before use.
- It is the responsibility of the pool bike user to keep the pool bike and accessories reasonably clean and tidy.
- It is the responsibility of the pool bike user to inform the key holder Helpdesk in St Martins Place (First Floor East) and their Line Manager of any accidents, damage or theft of equipment relating to pool bike whilst signed out.
- It is a condition of using the pool e-bikes that, when cycling on Council's, you always:
 - Wear a helmet
 - Use bicycle lights when conditions require
 - Securely lock the bicycle when not in use
 - Immediately report any loss of or faults in the cycle and safety equipment.

If you fail to obey these rules you may be barred from using the pool cycles.

- It is the responsibility of the pool bike user to ensure the bike is secure when leaving it at destination after they have signed the bike out.
- Pool Bike users are to ensure that they follow the Highway Code at all times and understand they are responsible for any traffic offences committed whilst the pool bike is signed out in their name.
- To report any defect and damages to the e-bikes to Helpdesk in St Martins Place (First Floor East)
- After use staff should secure the cycle in the cycle cage and return keys to the reception in SMP and LMP.

6.5.2. Environmental Management Officer's Responsibilities

- To conduct the inductions for this pilot scheme.
- To liaise with Facilities Management in managing this Pilot Fleet Challenge Scheme.

6.5.3. Facilities Management Responsibilities

- To ensure that the e-bike batteries are charged regularly.
- To be key holders for the 4 electric pool e-bikes at the Reception in SMP and 2 E-Bikes at LMP

6.6. Booking Pool E-Bikes

- Subject to availability a pool e-bike can be booked through an online booking system (same as the pool car booking system). This system will be explained during the scheme induction process.

6.7. Booking Cancellation

- The Facilities Management and Environment Quality Team reserves the right to cancel pool e-bike bookings with a minimum of a 24 hours notice to ensure the efficient management of the scheme. Less notice may be given in the event of unplanned technical or maintenance issues related to the vehicles. These will be communicated to the user as soon as possible.

- All users must inform email: FleetChallenge@slough.gov.uk as soon as possible in the event of a booking no longer being required.

6.8. Using a Pool E-Bike

- Before you can use the pool cycles, you must read and understand the sections of the highways code relevant to cyclists www.direct.gov.uk/en/TravelandTransport/Highwaycode/index.htm and these cycling guidelines, and sign a declaration that you have done so.

6.8.1. Key Collection

Keys can be collected from Facilities Management 1st Floor East at SMP and LMP (TBC). Keys should be collected for each booking and signed out on the e-bike utilisation log sheet.

6.8.2. Key Return

The e-bike riders must return the keys to SMP and LMP at the end of each journey and make a note of the return time on the utilisation log.

6.8.3. E-Bike Pre-Use Checks

Before use employees should:

- Check the seat height for comfort and safety and adjust if necessary. Users to note safety limits marked on seat stems
- Check that the reflectors are clean and the lights are working.
- Check that the tyres are inflated to the pressure shown on the tyre. A pump is provided in each bicycle cage (TBC).
- Check that the gears are working properly.
- Check that the brakes are working properly.

Faulty or damaged cycles should be reported to EQ / FM kunal.prasad@slough.gov.uk

6.8.4. Reporting Defects

In the event of an e-bike defect being identified by the rider either prior to, during or after a journey the driver must report it to EQ/FM and to the key holder at the reception in SMP and LMP as soon as possible. The defect must also be noted on the 'Pool Car & e-bike Utilisation Log Sheet' (Appendix 8) when signing the keys back in.

The e-bike user must not ride the bike while a defect is present.

6.8.5. Accident /Incident Reporting

- In the event of an accident while in charge of a pool e-bike, the safety of the rider is a priority so they must not undertake any actions which may put them at personal risk.
- Where an injury is obvious or alleged the police and ambulance services must be called as soon as possible by calling 999.
- The driver must contact Facilities Management as soon as possible to report the details of the incident 01753 87 5908. If safe and practicable to do so this should take place while at the scene of the incident.

7. IMPLEMENTATION

The Carbon Management Board will be responsible for implementing this procedure.

The procedure will be communicated to staff through SBC Insite, global email system and Various Teams via Heads of Services (SLT).

The procedure will also be shared with all authorised pool car users as part of the induction process and included in each vehicles documentation pack.

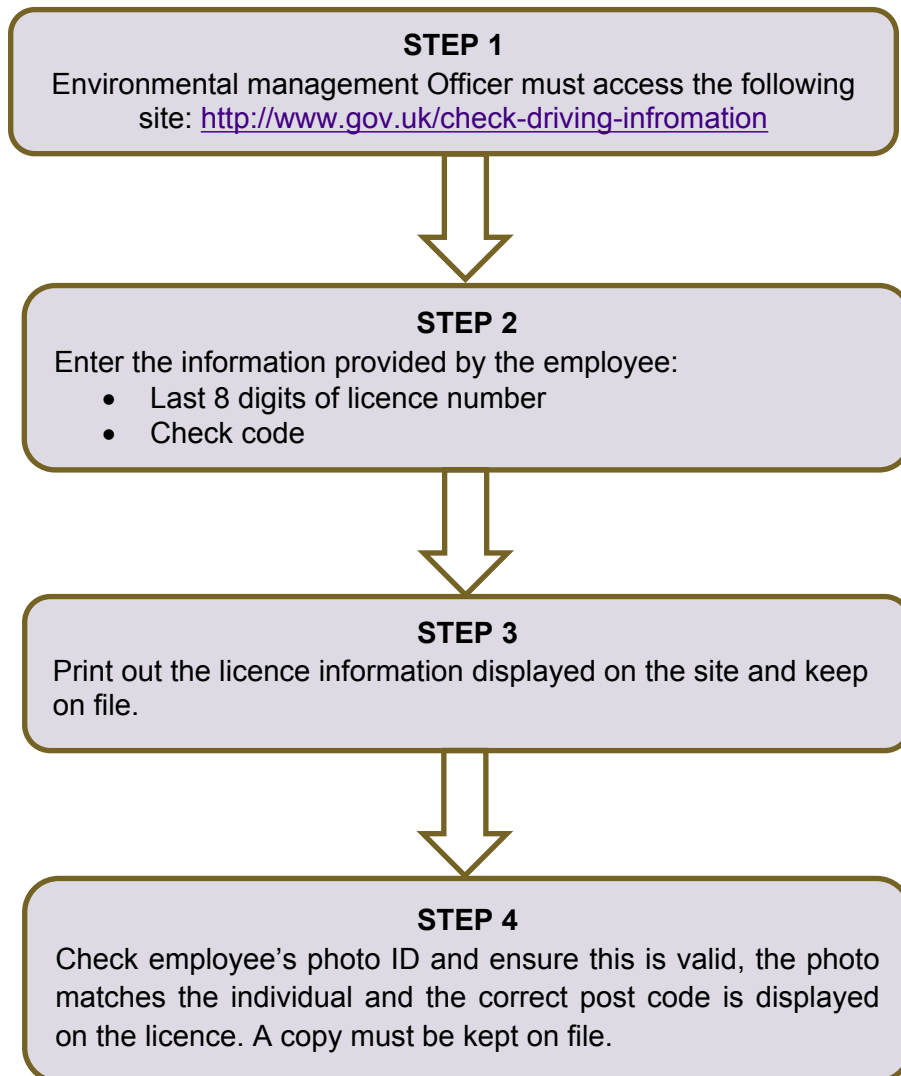
8. FURTHER INFORMATION

For further information please email FleetChallenge@slough.gov.uk

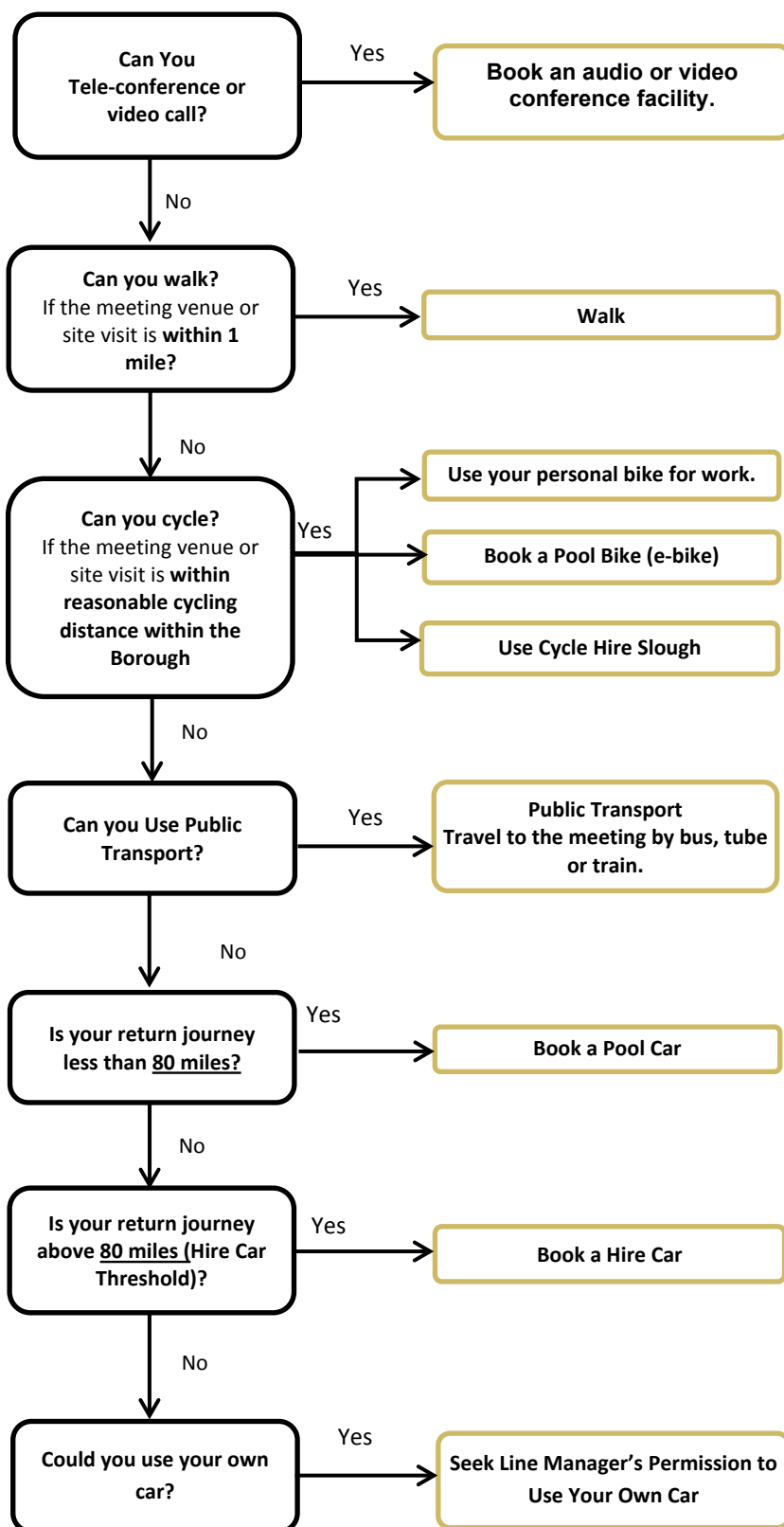
Alternatively queries can also be directed to the Facilities Management at:
Telephone 01753 87 5908

APPENDIX 1 – CENTRAL CHECKS ON DRIVER LICENCE

Once the employee sends the information (as detailed in Section 5.2.1 STEP 4), Environmental Management Officer will run an online check on DVLA website as below:



APPENDIX 2 – TRAVEL HIERARCHY



Meeting Organiser?

1. Is it a New Group? If so an initial face-to-face meeting may be best.
2. Which company or alternate venue will minimise total travel?

Active Travel
Walking and cycling is the preferred option and it can be good for your health.

Cycle mileage
Do you know that you can claim mileage claim @20pence/mile if you use your bicycle for business purposes only? (This does not include cycling to work).

Public Transport
On a longer journey it is possible to work on public transport. This is not possible in a car and should be taken into account when comparing costs.
Pool Bus Passes for your team

Pool Car Fleet
Use for all journeys below the hire car threshold. Share if possible.

Hire Car Threshold
The threshold is 80 miles/day. Please book a hire car if you exceed this threshold.

Own Car Use (Grey Fleet)
Your car must be approved for business use. You must provide evidence as per Driving on Council Business Policy to show it is:

- Insured for Business Use.
- Valid MOT
- Signed Driver's Declaration.

Line Manager's Approval is required before you use your own car.

APPENDIX 3 – FLEET CHALLENGE– POOL CAR SCHEME – INDUCTION CHECKLIST

Fleet Challenge – Pool Car Scheme

Induction Checklist

All pool car drivers should complete an induction to the Fleet Challenge Scheme prior to becoming an authorised driver. Completion of the induction must be recorded by signing the checklist.

Name		Job Title	
Team		Date	

Items	Details	Complete (Y/N)
Pool Car Booking process	<ul style="list-style-type: none"> • How to check availability • How to book Pool Cars and e-bikes 	
Electric Car Charing	<ul style="list-style-type: none"> • How to use charging point card • How to unplug the charging cable (before start of journey) • How to plug-in the charging cable after journey completion 	
Breakdown / Accident	<ul style="list-style-type: none"> • Who to contact • Forms to complete 	
Key Collection / Return	<ul style="list-style-type: none"> • Where to collect the keys • Where to return the keys • Recording Vehicle log book 	
Responsibilities	<ul style="list-style-type: none"> • Pre journey vehicle check • Drivers must inform any new penalty points on their licence • Driver must inform KP about late return 	
Driving the vehicle	<ul style="list-style-type: none"> • Vehicle controls and locations • Location of vehicle equipment 	
Telematics System	<ul style="list-style-type: none"> • How the Vehicle is tracked • What information is collected 	
General Information	<ul style="list-style-type: none"> • Driver Handbook – Location & Content • Vehicle Document Pack - Location & Content • Intranet page - Location & Content 	
Signature		

APPENDIX 4 – DRIVER DECLARATION FORM

DRIVER DECLARATION FORM

Fleet Challenge – Pilot Pool Car Scheme

Completion of this form is required for insurance and risk mitigation purposes. All information submitted will be help securely and confidentially under the Data Protection Act.

Name		Job Title	
Team		Licence Type	

Has the driver detailed above		
Been convicted of any offences in connection with any motor vehicle(s) during the last 5 years or is any prosecution pending?	YES	NO
Defective vision or hearing, or and physical or mental infirmity, or suffered from diabetes, fits or any heart condition?	YES	NO
Been declined for motor insurance or had any special items imposed or a motor policy cancelled?	YES	NO
Had any incidents or claims in the past 5 years?	YES	NO
Do you take any regular medications for health condition which may impair you ability to drive?	YES	NO

Physical and Mental Injury, Disease or illness:

The conditions which must be declared to DVLA: <https://www.gov.uk/driving-medical-conditions>

You must tell DVLA if you have a driving licence and:

- you develop a ‘notifiable’ medical condition or disability
- a condition or disability has got worse since you got your licence

Notifiable conditions are anything that could affect your ability to drive safely. They can include:

- epilepsy
- strokes
- other neurological and mental health conditions
- physical disabilities
- visual impairments

If in doubt the driver must contact their General practitioner

Minimum Eyesight Standards

You must be able to read (with glasses or contact lenses, if necessary) a car number plate made after 1 September 2001 from 20 metres.

You must also meet the minimum eyesight standard for driving by having a visual acuity of at least decimal 0.5 (6/12) measured on the [Snellen scale](#) (with glasses or contact lenses, if necessary) using both eyes together or, if you have sight in one eye only, in that eye.

For more details: <https://www.gov.uk/driving-eyesight-rules>

Declaration:

Pool Cars:

I understand Slough Borough Council’s Pool Car Scheme Procedures (for Pilot Fleet Challenge Project) and the requirements relating to the use of a pool car at work. I acknowledge that it is my responsibility, whilst using a pool car for work purposes, to ensure that:

- I will adhere to all aspects of the Highway Code at all times when in charge of a pool vehicle.
- I will comply with Driving on Council Business Policy at all times.
- I will be liable for any fines or penalty points awarded while in charge of the vehicle. This includes parking fines.
- I will inform the Council of any additional or pending penalty points that have been awarded since becoming an authorised user of the pool cars.
- I will never smoke in any pool cars (including e-cigarettes).
- I will never use a pool vehicle when under the influence of drugs, alcohol or medication which may impair driving ability.
- I will use pool cars for work purposes only. Under no circumstances I will use the pool car for personal reasons or commuting.
- I will electric car is connected to the charging point at SMP after journey completion.
- That the vehicle is in a good and clean condition (no food or drink in the car). I will remove any rubbish left when leaving the vehicle.
- I will not drive the pool car if you identify any defect during the pre journey vehicle checks and report the defect to the relevant person as soon as possible.
- I will ensure that an appropriate risk assessment is on place.

I declare that the above information to be true and accurate at the time of signature

Driver’s Signature		Date	
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APPENDIX 5 – POOL E-BIKE USER DECLARATION

POOL E-BIKE USER DECLARATION

Employees are reminded of the physical nature of cycling and should consult their GP first if they have any medical problems which may be affected by cycling.

I declare that I:

- Accept full responsibility for the e-bikes loaned to me under the Slough Borough Council’s Pilot Fleet Challenge Pool Electric Car and e-Bike and agree to return it by the agreed time and date.
- Consider myself fit enough to ride the bicycle and am not aware of any medical reason why I should not do so.
- Have ridden a bicycle on the Public Highway before and consider myself competent to ride the bicycle loaned to me. I agree to ride the bicycle with due care and attention and in accordance with the requirements of the Highway Code.
- Have checked to ensure that the bicycle is in a safe and roadworthy condition, before using it.
- Understand that a safety helmet is available for my use and that I must use it when using the bicycles for business/work use.
- Understand how to fit a helmet appropriately.
- Will remove panniers from the bike when not in use and will lock it securely using the D-lock supplied.
- Understand that I cannot use the bicycle for recreational purposes.
- Understand that it is illegal to cycle on the pavement unless signage specifies otherwise. Non-compliance with Highway legislation resulting in a fine will be payable by me not the Council.

Name	Signature	Date

APPENDIX 6 – Vehicle Log Book

Vehicle Log Book

Each time the electric pool car is used, the driver must conduct pre-driving checks. This should be repeated whenever another driver takes over the vehicle. They should walk around the vehicle to check for any defects. It is vital that employee report all defects and issues ASAP as it can be a serious health & safety issue.

Reg. No:		Date	
Start Mileage		End Mileage	

Exterior Check	OK	Not OK
Windscreen and windows are clean		
Tyre condition (any damages) – visually correctly inflated		
Any damages / scratches on the exterior		

Interior Check	OK	Not OK
Does the electric car have enough charge for your journey?		
Is the charging cable in the boot?		
Is the Chagemaster EV charging card in the car?		
Mirrors are correctly adjusted and clean		
Any damages		

Any Issues Identified (Before)		Any Issues Identified (After)	
<i>e.g. brake, steering, general handling etc.</i>		<i>e.g. brake, steering, general handling etc.</i>	
Name:	Signature:	Name:	Signature:

APPENDIX 7 – ELECTRIC POOL CAR – DAILY CHECKS

Detailed Safety Checks

Community Transport will carry out a detailed safety checks on all electric pool car at SMP in the morning and at the end of the day. All issues to be recorded in this checklist and any defects / damages to be reported to EQ / FM as soon as possible.

Vehicle Registration No:

	AM		PM	
	OK	Not OK	OK	Not OK
Exterior Check				
Windscreen washer fluid Level				
Brake fluid level				
Windscreen and windows are clean and undamaged				
Lights, including brake lights and indicators, are clean and working				
Tyre condition (any damages)				
Tyre pressure				
Tyre tread (at least 2.0mm across ¾ is recommended)				
Doors open and close properly				
Any damages / scratches on the exterior				
Interior Check				
Is the electric car fully charged in the morning?			N/A	N/A
Is the electric pool car plugged in for charging in the evening?	N/A	N/A		
Is the charging cable in the boot?				
Is the Chagemaster EV charging card in the car?				
Mirrors are correctly adjusted and clean				
Position and function / purpose of all dash board controls				
Position of the driving seat so controls can be operated comfortably				
Check brake				
Wipers and washers are working properly				
Seatbelts are undamaged and working properly				
Location of emergency equipment i.e. first aid kit, puncture kit etc.				
Location of documentation pack				
Any damages				
Electric Vehicle Charge Points				
All EV Charge point working?	OK	Not OK	OK	Not OK

Any Issues Identified (AM)		Any Issues Identified (PM)	
Name:	Signature:	Name:	Signature:

APPENDIX 8 – POOL CAR & E-BIKE UTILISATION LOG SHEET

DATE	REG NO. / E-BIKE	CAR / E-BIKE USER	TIME KEY OUT	SIGNATURE		TIME KEY IN	SIGNATURE		DEFECTS REPORTED
				CAR USER	FM		CAR USER	FM	