



# Fleet Management & Vehicle Maintenance

## Team Plan 2015/16

Team Manager: Gareth George  
Service Plan: Visible Services  
Date signed off: 31/07/2015  
Signed off by: **Miles Punter**

# Contents

---

Team Overview.....	3
Our Contribution to Service Plan priorities 2014/15 .....	4
Our Team Plan 2015/16.....	6

---

## Team Overview – Fleet Management & Vehicle Maintenance

---

Fleet Management & Vehicle Maintenance team undertakes a number of key roles for the Council. The team is responsible for providing, maintaining & disposing of vehicles and plant to internal council departments and council supported organisations whilst ensure compliance to 'O' Licence & current legislation.

### **The Team's broad functions are:**

---

- Provide vehicles and plant to internal council departments and council supported organisations
- Ensure equipment is acceptable, lawful, reliable, cost effective and environmentally compliant
- Undertake inspections and repairs of council owned light vehicles, heavy vehicles and plant.
- Purchase, maintain and dispose of the council's fleet of vehicles.
- Responsible for retention of Department of Transport 'O' Licence, required to operate specific fleet vehicles
- Conform with transport related legislation and regulations; advising user departments accordingly
- Consider environmental and sustainability issues within the requirements of transport law
- Offer the general public Class 4, 5 and 7 MOT testing.
- Issue advice and guidance on Fleet law and directives.
- Class 4, 5 and 7 MOT inspections i.e. cars, car derived vans, vans, trucks up to 3500kg MAM and minibuses
- Maintain vehicles and plant to legislative standards
- Issue and management of Section 19 permits
- Procure hire vehicles and assess employees driving competence at their induction
- Support the Licencing department by undertaking all plating inspections of the authorities hackney and private hire vehicles
- Responsible for the management of the Council's Vehicle Telemetry System
-

## Our Contribution to Service Plan priorities 2014/15

---

Our contribution to the Service Plan priorities last year:

- Ensure compliance of Council's 'O' Licence
- Ensured large goods vehicles pass their annual test in-line with KPI. The percentage of large goods vehicles that passed their annual MOT first time has increased from 86.27% in 2013/14 to 93.18% in 2014/15.
- Ensure customers are satisfied with the services offered by Fleet Management & Vehicle Maintenance department in-line with KPI. 100% of customers were satisfied with fleet services in 2014/15.
- Work with project group to complete Project documentation in-line with EDGE report.
- Commence review of current competencies existing in the administrative functions in-line with EDGE report
- A review of all current fleet management processes to ensure alignment with technological opportunities has been undertaken in-line with EDGE report recommendations. The Council is set to see significant savings made in relation to its fleet (in the region of £1.6 million).
- A full & comprehensive review has been undertaken with the assistance of the Fleet Management software supplier (Tranman) to review software upgrade requirements.
- Fleet Management software up-grade undertaken & completed.
- Review of the fuel system undertaken at the Alps & Court Road depot
- Commencement of Fuel Systems consolidation at Court Road & Alps depot.
- Up-grade of fuel system software completed within timeframe.
- Completion of 5 Year vehicle replacement program plan
- Grey fleet drivers module added to fleet management system.
- Completions of BSOG grant claim process.

- Contributed to the Council's carbon reduction initiative by reducing emissions from the Council's vehicle fleet. All Council owned, leased or hired vehicles are run on 5% bio-fuel, helping to lower exhaust emissions. All new vehicles are purchased to the Euro 6 standard, the latest EU emissions standard. Implementation of vehicle tracking will enable detailed statistics on amount of carbon produced by each vehicle.

## Our Team Plan 2015/16

<b>Service Outcome 2:</b>		<b>The Vale is a clean, safe, well-maintained and sustainable place to live or visit.</b>						
<b>Objective 2:</b>		<b>To improve our highways and infrastructure and manage the effects of climate change on the built and natural environment.</b>						
<b>Ref.</b>	<b>During 2015-16 we plan to:</b>	<b>Success Criteria/ Outcomes we'll achieve from this action are:</b>	<b>High, Medium or Low priority</b>	<b>Officer responsible for achieving this action</b>	<b>Start date</b>	<b>Finish date</b>	<b>How will the work be resourced?</b>	<b>Progress</b>
<b>VS/A090 (CP/E3)</b>	<b>Implement the changes outlined in the EDGE review ensuring value for money from the Council's transport operations.</b>	<b>Achievement of Year 1 financial savings (£1.6 million over three years). A fit for purpose fleet management operation. Reduction in the carbon footprint of the Council's fleet.</b>	<b>High</b>	<b>Michael Clogg</b>	<b>1/4/15</b>	<b>31/3/16</b>	<b>Current staffing and budget resources</b>	
	Introduce workforce productivity measures. EDGE Report Ref: FO02	Greater workforce productivity	High	Gareth George	01/04/2015	31/03/2016	Fleet Management & Vehicle Maintenance budget	For future monitoring of plan
	Consolidating both Alps & Court road depots fuel management systems	Ensure all fuel metering is re-charged on both sites	High	Gareth George	01/04/2015	31/03/2016	Fleet Management & Vehicle Maintenance budget	
	Develop & introduce	Greater	Medium	Gareth	01/04/2015	31/03/2016	Fleet	

	a regular reporting regime of key management data. EDGE Report Ref: T06	productivity		George			Management & Vehicle Maintenance budget	
	Monitor the utilisation of all vehicles in the VOG fleet with the view to removing or relocating under-utilised vehicles or plant. Aim of the task is to reduce the overall VOG fleet size in-line with EDGE Report Ref: IT07	Assist in reducing carbon produced by Council's fleet whilst aiming to down-size the fleet.	High	Gareth George	01/04/2015	31/03/2016	Fleet Management budget and supported by BPR & Project team	
	Purchase replacement vehicles in-line with the replacement programme and client needs for 2015/16. Vehicles & plant purchased are to meet current emission legislation	Assist in reducing vehicle emission	Medium	Gareth George	01/04/2015	31/03/2016	Vehicle replacement programme fund	Monitor vehicle replacement plan
	Carbon produced by each vehicle to be reported at the end of year by using	Assist in reducing carbon produced by Council's fleet	Medium	Gareth George	01/04/2015	31/03/2016	Fleet Management budget supported by admin support	

	data collected via the vehicle tracking system						team	
--	--	--	--	--	--	--	------	--