



Devon & Cornwall Police
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Force Policy & Procedure	Police Vehicles Care and Maintenance: Fuel for Police Vehicles
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Devon & Cornwall Police Policy and Procedures - D85 Police Vehicles: Care and Maintenance : Fuel for Police Vehicles

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1. Policy Statement (FOIA – Open)

- 1.1 The Head of Transport Services is responsible for the strategy and delivery of a safe and efficient fleet.
- 1.2 Force vehicles will be compliant with all current domestic and EU legislation.

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- 1.3 Police vehicles will be serviced in line with the Force Service Schedules. High standards of internal and external cleanliness are to be maintained.
- 1.4 Requirements to modify the mechanical or electrical systems of a vehicle will be subject to justification and robust scrutiny by the Head of Transport Services. Under no circumstances are vehicles to be modified by users.
- 1.5 Staff are reminded of the need to comply with the Equality Act 2010.

2. Introduction (FOIA – Open)

- 2.1 This documents sets out the unequivocal policy for the care and maintenance of Devon and Cornwall Police vehicles. It covers single and multiple axle platforms; that is, all transport assets including push bikes, motorcycles, cars, vans, HGV and trailers. Its tenets also apply to hire vehicles.
- 2.2 Enshrined within this policy document are specified and implied behavioural expectations that will propagate best practice. Their inception and application require a 'one team' approach. It is the responsibility of **all** users of force vehicles to ensure vehicles are safe to use, roadworthy, and compliant with legislation. Simple user checks are designed to maintain staff safety and platform efficiency. Leave a vehicle as you would expect to find it. Report poor practise to the Head of Transport Services.
- 2.3 The Service Manager, based at Sowton, is responsible to the Head of Transport Services for maintenance compliance. All maintenance issues should be directed to the post holder in the first instance.

3. Implications of the Policy (FOIA – Open)

- 3.1 Force values and standards requires staff to work in a policy compliant manner. Failure to conform to this Policy could result in neglect, misuse, or damage, the consequence of which may be disciplinary action or the revoking of authority to drive Force vehicles.
- 3.2 Failure to complete the vehicle log book and thereby identify the driver, may lead to the unauthorised taking, contrary to Section 12(1) Theft Act 1968, and the initiation of a criminal investigation.

4. Procedures – Motor Vehicles

4.1 Vehicle Damage (FOIA – Open)

- 4.1.1 Force Policy D81 conveys the processes and procedures for POLAC events. All damaged is to be reported. POLAC notification forms are to be initiated on FIMS by the user and the Transport Services Department notified. The driver is also to fill out the vehicle damage page at the back of the vehicle logbook.
- 4.1.2 Peculiarity in vehicle performance is to be reported to a workshop immediately. These reports will form part of the vehicle history, which is retained in accordance

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with Force Policy [D32](#). Performance peculiarities may compromise staff safety or vehicle efficiency and longevity; it is imperative these events are dealt with promptly to mitigate risks of injury and maximise vehicle warranty contracts. Vehicles are not to be used if they have a fault.

4.2 Vehicle Records (FOIA – Open)

- 4.2.1 A logbook is to be maintained for each police vehicle. This will include the name and Force number of the driver and the times the vehicle is booked in and out. The vehicle driver must complete the logbook. Vehicle logbooks are retained by the BCU / Department in accordance with Force policy [D32](#).
- 4.2.2 Completion of the vehicle logbook is a condition of the authorised use. By signing the logbook the driver is stating that pre-use checks have been completed, the vehicle is roadworthy, and the service and MOT are in date - this can be checked on the service sticker in the top right of the windscreen.
- 4.2.3 When hire vehicles are utilised, the user is to ensure they complete a pre-use check of the vehicle. Any damage is to be annotated on the hire agreement and conveyed to the hire company **prior** to use. The **user is to record journey data on a temporary log sheet**. Once completed this log sheet will be forwarded to BCU Admin and filed. Temporary log sheets will be retained in accordance with Force Policy [D32](#). The user **is to ensure** that the vehicle **is refuelled** upon its return.
- 4.2.4 If a logbook is found to be incomplete or a discrepancy identified it should be reported immediately to a line manager. The manager must investigate and take appropriate action.

4.3 Responsible Officers/SPOCs (FOIA – Open)

- 4.3.1 BCU Commanders/Departmental Heads are to nominate a 'responsible officer' for the coordination of vehicles allocated to them. A register of responsible officers/SPOCs is maintained by Business Information.
- 4.3.2 Responsible officers/SPOCs are to ensure that mandatory weekly checks of vehicles and vehicle equipment is completed and recorded. The Force [User Check List](#) is mandatory. Pool cars are to be checked by the first user that week. Time should be factored into the journey plan to accommodate the checks.
- 4.3.3 BCU Commanders and Department Heads must ensure suitable provisions to clean vehicles. Clean vehicles characterise good equipment husbandry reflecting professionalism and high standards, promoting a positive corporate image.
- 4.3.4 The responsible officer/user is to ensure that the vehicles are booked for service with workshops at the appropriate service intervals.

4.4 Servicing and Maintenance (FOIA – Open)

- 4.4.1 Servicing intervals are determined by operational use. All blue light capability, marked or unmarked, is serviced at 10,000 mile or 12 month intervals. Non-blue light capability is serviced at manufactures' recommendation, currently 20,000 miles or 12 month intervals. A permissible variance of +/- 500 miles is

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acceptable. Push bikes are serviced annually. The Service Manager at Sowton is responsible for compliance and weekly management information reporting.

4.4.2 Tyres are road legal at 1.6mm. The Force uses a tread depth of 3mm as the decision point for replacement. Vehicles with a tread depth of 3mm or less should be presented to Transport Services for replacement tyre(s). Tyres on the same axle will be of the same manufacture and type.

4.4.3 Motorcycles are to be serviced at 5,000 miles or 26 weeks, whichever is soonest. A permissible variance of +/- 300 miles is acceptable.

4.4.4 Bespoke capability usually reside in the specialist business areas of the Force. These vehicles may be subject to unique servicing regimes and the relevant responsible officer should be aware of such variances.

4.4.5 To ensure efficient use of resource and minimum user disruption, vehicles must be booked for service 2 weeks ahead of the due date or anticipated mileage.

4.4.6 Any vehicle running over the mileage service tolerance is to be considered as unserviceable and not used. If there are any doubts about service intervals, the workshop will be able to confirm next service requirement.

4.5 Drivers/Operator Checks (FOIA – Open)

4.5.1 **Drivers are legally responsible** for ensuring the roadworthiness and safety of their vehicle and should be familiar with the requirements of the Highway Code. All police vehicles are to be checked for road-worthiness at the start of each of duty. Pool and hire vehicles are to be checked prior to use. The following items are to be checked:

- All lights are operating correctly.
- Horn operating correctly.
- Wiper blades for serviceability and correct operation
- Tyres for correct pressure and any signs of significant wear or damage across the whole tyre width. Tyre pressures can be found on the wheel arch of marked cars, in the user handbook found in the glove compartment, the 'B' pillar or the fuel filler cap. Tyres are to be changed at 3mm tread depth.
- Oils and lubricant levels are correct including: engine oil, brake fluid, screen washer fluid and fuel. Drivers should visually check the vehicle for any signs of oil leaks.
- Bodywork and windscreen for any signs of damage.
- Mileage entry in the log book tallies with the odometer.
- Compare with mileage on 'next due service' sticker.
- Brakes and steering; any perceived defect must be reported immediately.

4.5.2 Responsible officers will ensure that an accessible stock of oil of the correct grade, windscreen wash and de-icer exists. Please seek advice from Transport Services Department.

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4.6 Wheel Changing (FOIA – Open)

- 4.6.1 Prior to changing a wheel, drivers must conduct a dynamic risk assessment of the location, road, and weather conditions to ensure their safety. Should any problems be anticipated, or experienced, drivers should contact the Control Room for advice/recovery.
- 4.6.2 All drivers are to familiarise themselves with the details contained in the user handbook regarding safe jacking points and correct procedure for wheel changing **prior** to changing a wheel.
- 4.6.3 Following a wheel change, the vehicle must be presented to workshops for correct torque setting at the earliest opportunity.

4.7 Equipment (FOIA – Open)

- 4.7.1 Marked patrol cars should only carry a maximum of three passengers including the driver. Officers must ensure personal equipment is securely stowed to prevent movement in the event of an incident. The maximum weight of any personal equipment ≤ 20kgs.
- 4.7.2 The following equipment will be issued:

Response Marked Police Vehicles (FOIA – Open)

a.

First Aid Kit and Pack	1 Road Closed Panel
Laedral Face Mask	Diversion Arrow Panel
Fire Extinguisher	9 Red and White Cones
30m Tape Measure	1 Eveready Hand lamp
Telescopic Broom	Major incident Pack
4 Sign Frames	Body Fluid Spillage Kit
2 "Police Slow" Panels	Life Hammer
2 "Police Accident" Panels	Marking Chalk
1 Throw line	Knife Tube
1 Stinger (small) (Estates only)	1 Early Evidence Kit (EEK)
OS Maps	Tyre pressure & wear gauge

b. **RPU (FOIA – Open)**

1st Aid Kit and Pack	Major Incident Pack
Laedral Face Mask	Tyre Pressure Gauge
Fire Extinguisher	Tyre Depth Gauge
1 Eveready Hand Lamps	Body Fluid Spillage Kit
Telescopic Broom	Marking Chalk
4 Sign Frames	Box of Barrier Tape
2 "Police Slow" Panels	Pair of Protection gloves
2 "Police Accident" Panels	Diesel Dip
1 Road Closed panel	Life hammer
Diversion Arrow Panel	2 Thermal Survival Blankets
9 Red and White Cones	Knife Tube
30M tape measure	OS maps

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1 Large Stinger

1 Early Evidence Kit (EEK)

c. **Additional ARV Equipment (FOIA–Closed S31(1)(a))**

d. **All other police vehicles (unmarked etc) (FOIA–Open)**

First Aid Kit and Pack

Laedral Face Mask

Fire Extinguisher

1 High visibility safety vest

Life hammer

1 Reflective warning triangle

Tyre pressure & wear gauge

4.7.3 No other equipment may be carried in or on any police vehicle without prior consent being given by the Force Vehicle User Group.

4.8 **Recovery and Out of Hours Repairs (FOIA – Open)**

4.8.1 In Force breakdowns should be notified to the Control Room, they will arrange recovery; Force Policy [D134](#) Force Recovery Scheme refers.

4.8.2 Outside of the Force area, drivers should initially seek the assistance from the local force. If they are unable to assist, contact Devon & Cornwall Control Room who will arrange recovery or advise as appropriate.

4.8.3 Where private garages have been used, whether in or out of Force, the Service Manager must be informed at the earliest opportunity. Transport Services will issue an official purchase order to cover incurred costs. Invoices must be forwarded to Transport Services at Headquarters for payment. Invoices will be retained in accordance with Force policy [D32](#).

4.8.4 Out of hours support is provided by a network of local providers and Halfords. Vendors change frequently; refer to the Transport Service [SharePoint](#) site for up to date information.

4.8.5 Police vehicles involved in serious RTC's or those subject to an allegation contributing to the incident must be recovered under the provisions in Force Policy [D134](#) (Vehicle recovery and the force recovery scheme)

4.9 **Electromagnetic compatibility (FOIA – Open)**

4.9.1 The fitting of equipment to a vehicle must be carefully considered to ensure the Force complies with EMC Directive 95/94/EC and/or 2004/104/EC. Any vehicle first used before 2002 is exempt from this directive. This does not in any way affect the fitting of legacy equipment to vehicles.

4.10 **Force use of Second-hand vehicles (FOIA – Open)**

4.10.1 For all instances of the use of second hand vehicles by this Force, reference should be made to Force Policy [D86](#) – Police Vehicles, Drivers and Usage.

4.11 **Hiring of vehicles (FOIA – Open)**

4.11.1 See Force Policy [D86](#) - Police Vehicles: Drivers and Usage.

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4.12 Vehicle Evaluation (FOIA – Open)

- 4.12.1 This should be read in conjunction with Devon & Cornwall Police Force Policy [D86](#) Police Vehicles Drivers and Usage and [D191](#) Driving and Driver Training.
- 4.12.2 The Force employs a capability approach to fleet provision. Business needs are captured, matured, and defined to produce User Requirement Documents (URD). The URD forms the mainstay of procurement activity including the vehicle specification at invitation to tender. This process encapsulates compliance management and governance through regional collaboration providing the most suitable and cost effective vehicles available to meet the demands of policing.
- 4.12.3 A vehicle for evaluation is only to be sourced by the Transport Services Department/Procurement. Vehicles for consideration will derive from the National Police/CCS Framework agreements. Covert vehicles will usually undergo the same evaluation process.
- 4.12.4 The vehicle will be checked against the lists of vehicles tested by PITO Automotive & Equipment Section for EMC emissions and other electrical aspects.
- 4.12.5 All evaluation vehicles will be delivered to Transport Services Sowton. DTU will conduct the driver evaluation. Once DTU declare the performance fit for purpose, the vehicle will be passed to the user for field suitability trials. An evaluation report is to be submitted to Procurement at the end of the evaluation period by both the user and DTU.

5. Procedures - fuel for police vehicles (FOIA – Open)

5.1 Refuelling

- 5.1.1 All hire vehicles are to be refuelled prior to hand back. Failure to comply with this policy may incur additional costs of hire. This will be monitored and investigated and may result in cost recovery. All operational vehicles that drop below 50% full should be refuelled at the end of shift. All-star card transactions cost £1.15 per use; excessive refuelling will inflate costs.

5.2. Bulk Fuel Pumps

- 5.2.1 Bulk fuel sites are managed by Estates, the fuel is managed by Transport Services. The Police common fuel policy is diesel. Where possible users should use Force bulk installations to refuel. When fuelling vehicles on hire at Force bulk facilities, the driver must obtain the fuel master key and issue record. The amount of fuel drawn, registration number, vehicle type, and user details must be entered on the issue record. Such records will be retained in accordance with Force Policy [D32](#).
- 5.2.2 Fuel may be supplied to police vehicles from other forces or other agencies; appropriate charges must be levied by the Head of Transport Services.

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- 5.2.3 BCU/Departmental Heads (advised by the Head of Transport Services) will ensure that fire-fighting equipment required under the Petroleum Regulations is installed and maintained in workable order.
- 5.2.4 The Head of Transport Services will ensure adequate members of staff are trained and available to carry out fuel dips and other routine tasks, as required by Force or licensing needs.
- 5.2.5 The fuel issue master keys currently held by BCUs/Departments at the individual sites for fuel issues to hire vehicles etc. are the responsibility of the BCU/ Department. The keys must be kept in a secure location, accurate records maintained and issued only for authorised use.

5.3 Fuel From Privately Owned Filling Stations

- 5.3.1 Fuel agency facilities approved by the Chief Constable may be used for all Force owned vehicles and vehicles on hire to the Force.
- 5.3.2 The system is based on All-Star agency cards, which may be presented at any of the company's accredited agents. Any bonus or loyalty points **cannot** be collected when purchasing Force fuel.
- 5.3.3 The use of personal credit/debit cards to pay for fuel should be the exception rather than the rule. Receipts must be retained and supervisors should monitor all such claims.
- 5.3.4 It is essential that only the correct fuel is used in Force vehicles. For petrol vehicles, this is standard 95-octane fuel only. Super unleaded should not be used. For diesel vehicles again only standard diesel must be used, this includes up to 5% bio diesel. Under no circumstances must higher bio mix fuels be used as damage may result and vehicle warranties will be invalid.

5.4 Use of Agency Cards

- 5.4.1 Agency cards have been issued to each BCU and Department. Individuals will not be allocated cards permanently, but they may be issued with bearer ID cards for use and return at the discretion of the BCU/Departmental Head.
- 5.4.2 The cards are embossed with the Force title and the individual registration number. **Cards for a specific vehicle must not be used to fuel another vehicle.** Vehicles that are used on covert operations are not identified as Force vehicle on the card.
- 5.4.3 At all times officers and staff should take opportunity to re-fuel at sites that offer the lowest pump prices. Please use the link on the Transport Services Department intranet site for the latest local fuel price information.
- 5.4.4 The person filling the vehicle with fuel is responsible for ensuring the correct grade and or type of fuel is used. The card must be handed to the attendant whenever a request is made for the supply of fuel from an approved agency. Filling station proprietors may ask to see proof of identity (warrant card or staff identity pass) where there is doubt as to the staff member's identity (e.g. where plain clothes are worn or the vehicle is unmarked). The driver must ensure the

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fuel receipt they sign clearly shows the correct amount of fuel drawn and the full and correct registration number of the vehicle. Forward the receipt for the transaction directly to the appropriate BCU / Department Administration Office as soon as possible. Such records will be retained in accordance with Force policy [D32](#) – Records Management.

- 5.4.5 An invoice will be sent with monthly reports to the Head of Transport Services, which will show details of all transactions. Such records will be retained in accordance with Force policy [D32](#) – Records Management.
- 5.4.6 The security of agency cards is of paramount importance and their loss or theft must be reported immediately to the Transport Services Department, Headquarters by telephone and confirmed by report. Although an investigation will be made into the loss, a replacement card may be issued temporarily. Details of cards inadvertently destroyed or damaged must also be reported.

6. Procedures - pedal cycles (FOIA – Open)

6.1 Purchase and provision of cycles (FOIA Open)

6.1.1 In order to standardise the Force bike fleet and to ensure a corporate image the Force has purchased Smith and Wesson pedal cycles. All other makes will be phased out through beyond economic repair arrangements.

6.1.2 **[FOIA Closed S43(2)]**

6.2 Maintenance and servicing (FOIA Open)

6.2.1 At all police stations where cycles are located, there will be designated an Officer Responsible for Cycles (ORC). It is the responsibility of this officer to ensure that all cycles at that station are maintained and that all staff who use them have undertaken the appropriate training.

6.2.2 All pedal cycles within the Force, following their initial delivery check; by the contracted cycle repairer, will be subject of an annual service check.

6.2.3 Agresso is the Force asset database which details where cycles are held. Each pushbikes' servicing and maintenance records are held in Agresso.

6.2.4 The (ORC) at each station will ensure that; -

- All pedal cycles, will be subject of a weekly inspection at their station.
- A daily booking out form is maintained for each pedal cycle.
- Service schedules are maintained.
- A folder is maintained for each cycle listing the cycles' details, record of faults and repairs carried out, service history and log of officers using the cycle. (see Standing Operating Procedure [TSDWP1](#) - Force Bicycles).

6.2.5 Cycles should be stored safely and securely at the police station when not in use. A designated area should be set aside to store them.

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7. Audit / Assessment Compliance (FOIA – Open)

7.1 This policy has been drafted and audited in accordance with the principles of Human Rights Legislation, Race Relations (Amendment) Act 2000, Disability Discrimination Act 1995, the Policing Bureaucracy Gateway and Freedom Of Information Act 2000. Public disclosure is approved unless where otherwise indicated and justified by relevant exemptions.

8. Review (FOIA – Open)

8.1 The review of the contents of this policy is the responsibility of the Head of Transport Services Department. Review of the policy will be undertaken annually.

9. Useful links (FOIA – Open)

D32	Records management
D86	Police Vehicles, Drivers and Usage
D134	Vehicle Recovery and the Force Recovery Scheme
D191	Driving and Driver Training
D243	Equality of Service Delivery
TSDWP1	Standing Operating Procedure - Force Bicycles