



The Use and Safeguarding of Police Vehicles and Non-police Vehicles for Policing Business Policy (Surrey and Sussex) (1000/2026)

Abstract

This policy details how fleet and non-fleet vehicles should be used and the safety measures expected for the security of these vehicles at all times.

Policy

1. Introduction

1.1 This policy is required to ensure that Surrey Police and Sussex Police (hereafter referred to as the Forces) comply with the National Terrorist Security Office (NaCTSO) guidelines for the security of fleet vehicles (whether owned, hired, leased, or loaned) at all times. It also covers the strict criteria applied to individuals who use their own private vehicles for a policing purpose in order that the Forces meet their obligations under the [Corporate Manslaughter and Homicide Act 2007](#) to ensure, as far as practical, the vehicles are safe for use and that the driver holds the necessary licence conditions and insurance covers for its use.

1.2 The Tax implications due to the Finance Act 2004 (EIM23600-CarBenefit: Emergency Services Exemption 1 to 3 section 248A ITEPA 2003). The intention is to ensure that benefits in kind for the individual are recognised, whilst enabling the Force (s) to take the necessary measures to maintain emergency response times. A key that should bear in mind is that it is the tax definition of private use that counts (see EIM23305) and not the employers (the Force(s)). So, if the employer bans what it calls private use, but does not include travel between home and the permanent workplace in the ban, the ban will not be effective for tax purposes.

Not adhering would result in the Force(s) and the individual having additional tax implications.

For further specialist advice please contact the email helpline: (redacted) or Pay and Rewards Team.

2. Scope

2.1 This policy and associated procedures detail

- The security criteria and safety measures that must be adopted in order to enable individuals to take fleet vehicles to their home address or other approved location, including overnight and weekends when necessary
- The criteria for individuals who regularly or occasionally use non police owned vehicles for a policing purpose and the remuneration that will be provided.

3. Policy Statement

3.1 The Forces will ensure suitable control measures are in place to safeguard the security of fleet vehicles at all times when not parked at police premises. The onus is on individuals in charge of the vehicle to ensure the security of the vehicle in their possession at all times and reduce the risk of vehicles being stolen and potentially used for terrorist or other unlawful activities. It is also incumbent on individuals who need to use their own vehicles for a policing purpose to ensure they have the correct insurance cover they have the appropriate driving licence and that their vehicle is safe for such use.

3.2 The use of a Police vehicles for non-policing purpose is not permitted. The personal use of a vehicle is not permitted (e.g. to pick up children from school etc or commuting between home address and permanent place of work unless permitted as per section 1.2 (Private Use of Fleet Vehicle) – included in the individual terms and conditions of employment.

Procedure

1. Private Use of Fleet Vehicles

1.1 Private Use of Fleet Vehicles – not included in the individual terms and conditions of employment.

The Force(s) consider private use to be any use of a fleet vehicle for any journey that is not for a policing purpose Strictly Prohibited, except for commuting between home address and a permanent place of work if authorised and in accordance with paragraph 1.2.

1.2 Private Use of a Fleet Vehicles – included in the individual terms and conditions of employment.

The prohibition on private use does not apply where the user has the benefit of such use included in their terms and conditions of employment. Details in the use and method of recording and reporting personal mileage in such vehicles are the subject of a separate document.

1.3 The Forces may, where agreed with the individual, supply vehicles for personal use in lieu of car user allowances. Additional vehicle specific terms and conditions are available in Joint Transport Service (JTS) Supplied Vehicle Terms and Conditions.

Fuel costs are the responsibility of the individual; business mileage can be claimed at the current Force rates. Where JTS issue courtesy vehicles, the fuel must be replaced by the user, or they will be personally liable for a standard fuel filling charge.

2. Authorisation to take a Fleet Vehicle Home or to an Approved Facility

2.1 Unless specified in Section 6, if an incident occurs requiring a fleet vehicle to be taken home or to an approved facility, the driver must seek authorisation from their Head of Department. Authorisation must only be given by the Head of Department to the taxation risk to the Force(s) and individual as well as any security risk(s) related to the location where the vehicle is to be parked has been made. This should ensure suitable control measures are in place to safeguard the security of the vehicle and keys.

2.2 If the individual becomes unwell or incapacitated or rendered unfit for duty while the vehicle is at their address or other facility, the supervisor must consider the timely removal of the vehicle to suitable police premises.

3. Action Following Approval

3.1 If approval is granted, the individual's supervisor must be made aware of the exact location the vehicle will be parked, the location of both sets of car keys and the individual's availability for operational call out.

3.2 Unless specified in Section 69 police vehicles should not be left at private premises for any reason during periods of annual leave or rest days.

4. Individual Security Responsibilities

4.1 The vehicle should be garaged if practicable or parked on the driveway or within the boundary of the accommodation. If this is not possible it must be parked securely within the sight and hearing of the accommodation.

4.2 The keys and all portable sensitive equipment, documents and ancillary items must be removed from the vehicle and kept securely within the accommodation / facility.

4.3 Where fitted, vehicle alarms and immobilisers must be activated.

4.4 Individuals should, where practicable, remain in the vicinity of the approved address for the duration the vehicle is in their care to allow a quick response to any incident involving the vehicle.

4.5 Individuals must take all reasonable steps to prevent theft, damage, or compromise to the vehicle.

4.6 Individuals must report any incident involving the vehicle as soon as practicable, to their line manager, or, in an emergency, to the Force Contact, Command and Control Department (FCCCD) Sussex / Force Control Room (FCR) Surrey.

4.7 Individuals must ensure the Driver ID is used to swipe into the vehicle when fitted and the vehicle logbook is kept fully up to date.

5. Exemption Criteria

5.1 There are several exemptions to the above criteria that have been corporately approved by both Forces and, therefore, **DO NOT** require Head of Department approval

on an individual basis to keep a fleet vehicle at a home address or other suitable premises.

5.2 Regardless of these exemptions the safety / security measures outlined above are still applicable in each case.

5.3 Regardless of permission to keep a vehicle at home or other suitable police premises, specific private journeys are not to be undertaken whilst the vehicle is in their possession.

Please note: All of the exemptions applied under Section 6 may need to be objectively justified at a later date.

6. Exemptions

6.1 On-Call

When an individual is on-call (including but not limited to being part of an on-call register and/or is in receipt of a paid stand-by allowance) and the use of a police vehicle is necessary to fulfil the operational requirements of that role.

6.2 redacted section

6.3 Dog Unit

Vehicles modified for the carriage of police dogs may be kept at the individual's approved residential address, but ONLY while the dog is in their care.

This may include rest days and annual leave where the continuous care and exercise of the dog is the individual's responsibility. Whilst the individual may not be deemed to be on-duty on these occasions, the Force Vehicle Insurance Policy continues to cover the vehicle in these situations.

During annual leave periods when the dog is kennelled elsewhere, such vehicle(s) must not remain at the home address but must be parked on police or authorised suitable premises such as a Fire Station.

6.4 Part of an Operational or Business Journey

Where occasionally the length of the working day and/or the direction of travel dictate that a return journey from outside the Force(s) geographical borders to the normal place of duty, or nearest police premises may be delayed, providing the next working day. Alternately the vehicle may be taken home, or to a suitable police premises for an onward journey the next day outside of the Force(s) geographical borders.

6.5 Joint Transport Services (JTS)

JTS team may take vehicles to an approved residential address, or suitable police premises nearby, (for evaluation, diagnostic and operational reasons) with the approval of their line manager.

7. Use of Non-Police Vehicles for a Policing Purpose

7.1 In order to gain authorisation to use non-police owned vehicle and to claim the appropriate mileage allowance the following essential requirements must be met:

- Prior to using non-police owned vehicle for a policing purpose, consideration must be given to using a pool car or hire car (via the Force vehicle hire scheme) rather than a private vehicle. The Forces are better able to guarantee the roadworthiness of pool and hire vehicles and the use of a private vehicle should only be undertaken if these other options are not available or practicable.
- The individual must hold a valid driving licence authorising them to drive that class of vehicle on the date used.
- The individual must be covered by a valid insurance policy which gives at least third-party fire and theft protection, and which covers them and the vehicle for use on police business and for the carrying of passengers in that connection.
- The individual must have informed their insurance company that they are employed by the Forces or volunteer / special constable and state the nature of the business use required.
- The individual shall be deemed to be the owner of a vehicle, which is subject to a hire purchase agreement, if the vehicle is registered in his or her name.
- The individual must maintain the vehicle in such a roadworthy condition that, to the best of their knowledge, it meets all legal requirements relating at the time of use.

7.2 The Forces are not responsible for insuring private vehicles used on police business or for paying any additional insurance costs incurred or compensating for special terms imposed by private motor insurance companies. In the event of a claim under the private insurance policy, for an incident occurring on police business use, the Forces are not responsible for meeting the cost of the insurance policy excess.

8. Mileage Allowance and Claims

- 8.1
- Surrey: claim expenses using eXclaim
 - Sussex: complete an A27 claim form

Team: Joint Transport Service