



Driving at Work Policy



Road Safety

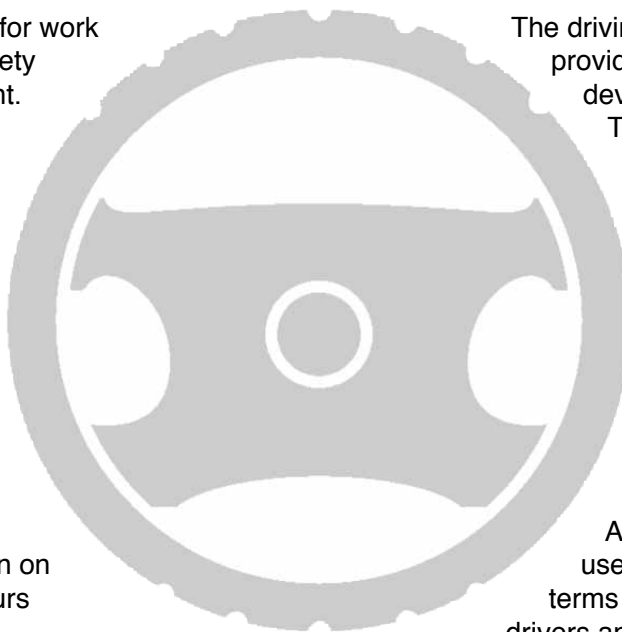
You may already have a driving for work policy within your health and safety policy or as a separate document. If you do, it may be useful to check that it is up to date and has all the information that is required. The information below may be useful when doing this.

If you do not already have a road safety policy you may use the information below as a template, adding and taking away information as necessary.

You may need to add information on carrying passengers, driving hours and towing, for example.

You get can further help and information from various websites including:

www.dft.gov.uk/drivingforwork
www.drivingforbetterbusiness.com
www.highways.gov.uk
www.rosipa.com
www.hse.gov.uk
www.childcarseats.org.uk



The driving for better business website provides a detailed toolkit to help you develop a robust road safety policy. This includes more detailed information on risk assessments and reducing risks as well as data recording, for example.

A sample driver handbook has been enclosed with this document. Again, if you choose to use this handbook you should adapt it so it best suits your needs.

A driver handbook is an extremely useful tool as it sets out in clear terms what you expect from your drivers and what they can expect from you in return. Provided that it details all your policies and procedures it will give your drivers a valuable resource to keep with them at all times.

This document has been made available electronically so that you can adapt it to fit your requirements.

If you require any further information the road safety team can be contacted on 01274 437409.



Road Safety – Driving at Work Policy

Up to 1 in 3 road crashes involves a vehicle being driven for work. Every week around 200 road deaths or serious injuries involve someone driving for work. Many of these deaths and injuries could have been prevented.

As an employer (Company Name) is committed to reducing the risk of work related road traffic crashes and collisions. As an employer, (Company name) recognises its duty under the Health and Safety at Work Act 1974 to ensure the wellbeing of all our employees as far as reasonably possible. This includes work related driving activities.

We understand that the following legislation applies to us.

Legislation	Key requirements
Health and Safety at Work Act 1974	Employers have a “duty of care” for the safety of employees at work, regardless of the type or size of the business. There is also a duty of care to others who may be affected by their business activities, which, in the case of driving, means all other road users.
Management of Health and Safety at Work Regulations 1999	Employers are required to carry out risk assessments, make arrangements to implement necessary measures, appoint competent people and arrange for appropriate information and training.
The Workplace (Health, Safety and Welfare) Regulations 1992	These Regulations cover a wide range of basic health, safety and welfare issues including traffic routes for vehicles within the workplace.
Road Traffic Acts supported by the Highway Code	The Highway Code applies to all road users and includes information on signs and markings, road users, the law and driving penalties. It is an offence for an organisation to set driver schedules which may cause them to break speed limits and / or have payment reward schemes which in any way give them incentives to do so.
EC Drivers’ Hours Rules UK Domestic Drivers’ Hours Rules Tachograph Regulations The Road Transport (Working Times) Regulations 2005	It is the driver’s and employer’s responsibility to ensure compliance with drivers’ hours and Tachograph Regulations. They are applicable to goods vehicles in excess of 3.5 tonnes. Tachographs must be used to record hours of driving, other work, breaks and rest periods. Additional information can be found on the DfT website (use the search function and type in “tachograph” or “drivers’ hours”).
The Road Vehicles (Construction and Use) Regulations 1996	Provides information regarding the safety of loads on vehicles.
Corporate Manslaughter and Corporate Homicide Act 2007	The Act introduces an important new option for certain very serious senior management failures which result in fatality. Prosecutions will be of the corporate body, not individuals, but the ability to prosecute directors or other individuals under health and safety law or the general criminal law, in appropriate cases, will be unaffected. The corporate body itself and individuals can also still be prosecuted for separate health and safety offences.

This policy applies to all employees who drive in connection with their employment whether it is in their own vehicle, a fleet vehicle or a vehicle hired by the company.

This policy should be read in conjunction with the driver handbook.

Management policy

1. (Name) has been assigned specific responsibility for managing driving at work. They can be contacted on _____).
2. The management will routinely undertake, record and act on the findings of risk assessments dealing with all aspects of driving at work including driver safety, vehicle safety and journey planning.
3. The management will ensure that every incident involving any vehicle driven on behalf of the company is recorded and that collective information is regularly analysed and action taken to reduce recurrence if necessary.

Driver safety

4. (Company name) has provided a driver's handbook that includes road safety guidance and sets out individual driver responsibilities, in support of the company's policies and procedures, e.g. what to do in the event of an incident.
5. All employees must follow all procedures detailed in the driver handbook.
6. All new employees driving on behalf of the company will have their driving documents checked to ensure they are properly licensed for the class of vehicle that they will be driving. They will also complete a driving assessment to ensure that they are competent.
7. All employees will be required to present their driving documents every six months for inspection.
8. All employees must inform their line manager of any imposed or pending driving penalties or convictions within 5 working days. These will be dealt with on a case by case basis.
9. All employees must report all at work crashes and collisions promptly having followed the procedure detailed in the driver handbook.
10. All employees are required to report any road safety concerns that they have within a reasonable period of time.
11. Any employee that is offered further training as a result of a high number incidents or concerns from other employees is required to accept this offer.
12. Seat belts must be worn at all times when fitted.
When children are carried the law concerning child restraints will be referred to and abided by at all times.

Vehicle safety

13. The management will ensure that when choosing vehicles to be used on behalf of the company that they are entirely suitable for their intended purpose and that utmost importance is placed on safety features.
14. The management will ensure that all vehicles used on behalf of the company are regularly inspected and strictly maintained using at least the manufacturer's recommended service schedules (and if applicable, in accordance with Operator licence requirements).

15. Employees are required to complete the daily record checks for each vehicle that they drive. Record sheets must be dated and signed and kept in (insert place.)
16. Employees must complete a vehicle defect form as soon as the defect is found. The completed form must be handed to (insert name) immediately. Verbal reporting of a defect without completing a defect form is not acceptable.
17. All reported defects will be dealt with promptly. Any vehicle with a serious defect making it unsafe for employees and/or members of the public will be taken off the road immediately until a repair has been carried out.
18. Any employees driving their own vehicle on behalf of the company will be required to present their vehicle registration document (V5), insurance certificate and MOT certificate (if applicable) on an annual basis. Employees should ensure that their vehicle is insured for business use.
19. Any employee driving their own vehicle must ensure that it is kept in a safe and roadworthy condition at all times. The management accept that employees may be without their vehicle when repairs are necessary to keep the vehicle in a safe and roadworthy condition. However, employees must give as much notice as possible so that alternative arrangements can be made.

Journey planning

20. The management encourages use of alternative modes of communication or transport where this is practical. Road journeys will only be carried out when they are really necessary. The management also encourages vehicle sharing when practical.
21. The management will ensure that necessary journeys are scheduled to a realistic timetable and are planned to take into account the essential need for adequate rest periods. Any employee who feels that their timetables/schedules are unrealistic and they need to take risks/ break speed limits to complete them must voice their concerns with their line manager as soon as possible.
22. The management will monitor weather conditions and will reschedule deliveries and/or appointments etc, if conditions become too dangerous for the drivers.

Drivers when driving own vehicles (grey fleet)

23. Management must ensure that employees who drive their own vehicle for work purposes:
 - Have insurance for business use
 - Have a current tax disc and MOT certificate if applicable
 - Ensure their vehicle is maintained in a safe and roadworthy condition at all times
 - Do not drive their vehicle until any identified defects have been rectified.

Appendix 1

Mobile Phone Policy

The mobile phone is now seen as an essential means of communication however, it is illegal to use a handheld mobile phone while driving. All drivers will be provided with a hands free kit; however a mobile phone should only be used when it is absolutely necessary. Drivers may still be prosecuted for using a 'Hands Free' mobile phone while driving.

Whenever possible, mobile phones should be switched off while driving and a message facility used. Messages should only be picked up and responded to when it is safe to do so.

Drivers must not dial out while in motion. (This includes hands free kits.) They should find a safe place to stop before making any calls.

Where there is a passenger or 'drivers mate' in the vehicle they should be responsible for all communication however, all driver distractions must be kept to an absolute minimum.

Drivers must report faulty 'Hands Free' sets immediately. These will then be repaired or replaced as soon as possible. Drivers will not be permitted or encouraged to use a hand held mobile phone while they have no hands free kit.

Any driver failing to adhere to the mobile phone policy will be subject to disciplinary proceedings.

Satellite Navigation

Satellite Navigation Systems can be a useful tool for drivers; however, they can also be a dangerous distraction.

All destinations should be entered while the vehicle is stationary in a safe place. All drivers should stop if it is necessary to take their eyes off the road to check routes. They should not impair vision when positioned inside the vehicle. They should not be positioned where they are likely to cause injuries in the event of a collision.

All in vehicle distractions should be kept to a minimum and it is the responsibility of the driver to ensure that they are not likely to be distracted.

Appendix 2

Drink and Drugs Policy including medicines

(Company Name) operates a zero tolerance Drink and Drug Driving Policy.

All drivers must report any pending prosecutions and/or cautions immediately, regardless of whose vehicle they were driving at the time. Failure to do so will result in disciplinary action.

Any driver prosecuted for such offences will be subject to a serious disciplinary which may result in dismissal.

All employees are encouraged to report concerns about colleagues with regards to drink and drugs as soon as possible. This can be done anonymously if necessary.

Any driver who believes that they may be over the drink drive limit must inform their line manager. They must not drive. They may be given alternative duties if available or required to take annual leave. Should this become a regular occurrence disciplinary action may take place.

Any driver taking prescription or over the counter medicines must check that they are still fit to drive.

Any driver who may be unfit to drive must inform their line manager immediately. They must not drive.

Appendix 3

Accident procedure

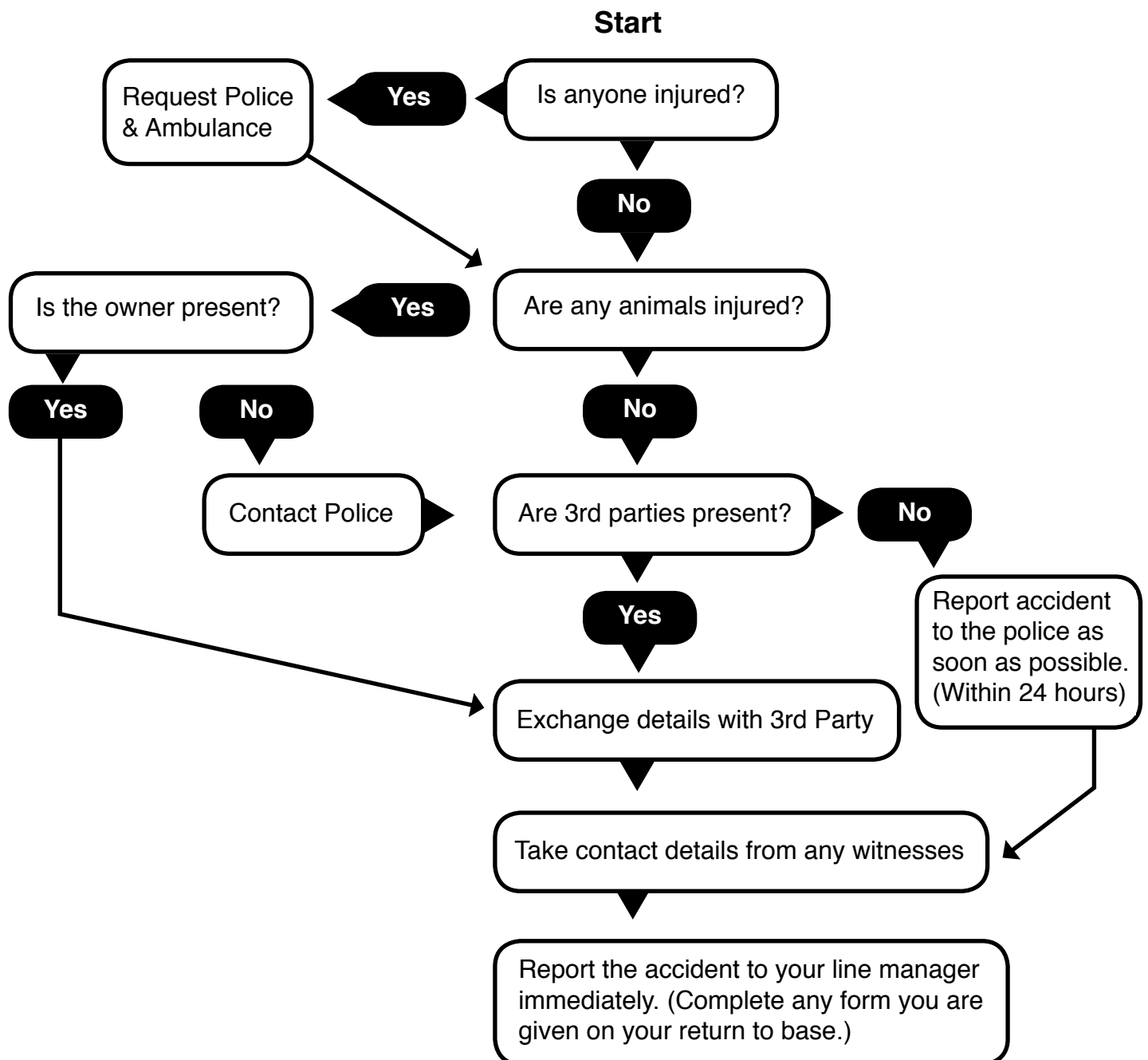
In the event of a collision all employees must:

- Stop
- Keep calm
- Be courteous and present a positive image.
- Not accept liability.

Employees must prioritise:

- Their own safety
- The safety of anyone else involved
- The safety of other road users

Employees must follow the steps below:



Sample Incident Recording Form

If you have an incident:

1. **Stop.**
2. Remain calm.
3. Call the emergency services if anyone is injured or if vehicles or property are seriously damaged.
If the police attend the scene, note the reporting officer's name, identity number and station.
4. Use this incident form to record information about the accident, to exchange details with third parties and to take the names and addresses of witnesses and police officers.
5. Third parties are obliged to give you their name, the vehicle registration number and insurance details under section 170 of the Road Traffic Act 1988.
6. If a camera is available, photograph the scene from different angles.
Take pictures of the vehicles involved and of the damage to your own and third party vehicles/property.
7. Contact your line or transport manager and/or the insurance department as soon as it is practical to do so, using the following telephone number: _____

To be Retained by Company Driver

Incident Details

Date: _____ Time: _____

Location: _____

Speed limit: _____

Road conditions: _____

Police Details

Police attended: Y/ N Time: _____

Officer's name: _____

Phone: _____

Reporting officer's station: _____

Other Vehicle/Property Damage

(Use additional cards if required)

Vehicle type: _____

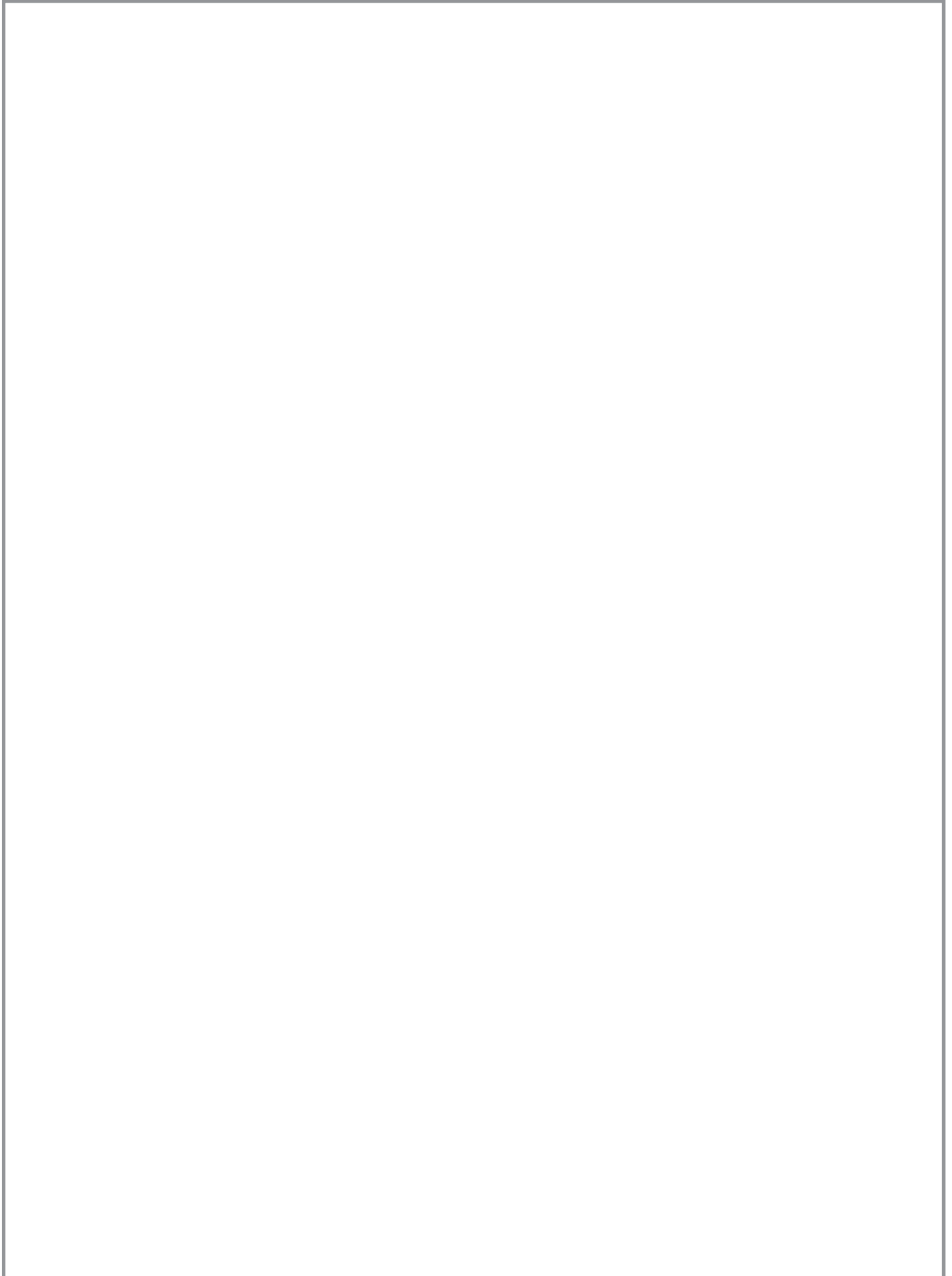
Make/model: _____

Driver name: _____

Registration number: _____

Incident Sketch

Make a sketch of the incident scene below. Show the directions of the vehicles involved and note their approximate speeds. Indicate road markings, skid marks, hazards and the witnesses' locations.

A large, empty rectangular box with a thin black border, intended for drawing an incident sketch. The box is currently blank, providing space for the student to illustrate the scene, including vehicle directions, speeds, road markings, skid marks, hazards, and witness locations.

To be completed and to be given to the third party involved

(Use additional incident cards if more than one third party is involved)

Driver Details

Driver's name (YOU): _____

Telephone number (YOURS): _____

Home address (YOURS): _____

Vehicle registration number (YOURS): _____

Vehicle make (YOURS): _____

Owner's name (YOUR COMPANY): _____

Owner's address: _____

Owner's insurer: _____

Policy number: _____

Incident Details

Date: _____ Time: _____

Incident location: _____

Description of damage to other vehicles/property: _____

Signature (YOURS): _____

Sample Pre-Employment Check List

To be completed by the applicant

Applicant's name: _____ Driver Number: _____

Address: _____

Telephone number: _____ Date of birth: _____

I hold the following driving licence(s):

Type (Car/LGV/PCV)	Licence/Permit No.	Issued by	Expiry date

In the past 5 years I have been involved in the following motor vehicle accidents and/or have committed the following traffic violation(s):

Date	Accident / Traffic Violation	Location	Penalty

I do / do not have a DVLA notifiable medical condition.
(circle as appropriate)

Permission is granted to Company name _____

to refer to the appropriate Licensing Authority and/or to my previous employer(s).

Date: _____ Applicant's signature: _____

Sample Pre-Employment Check List

To be completed by the interviewer

I have examined the applicant's medical history and driving licence(s) as listed above and confirm that:

- The applicant does not have a DVLA notifiable medical condition.
- All licences are in the name of the applicant.
- All licences are valid for the country in which the applicant is resident.
- All licences are valid for the group(s) stated.
- A copy has been made and is attached.

Each licence has the following restrictions: _____

Total number of penalty points currently in force: _____

Date: _____ Interviewer's signature: _____

Sample Daily Vehicle Checklist (checks to be conducted before use of the vehicle)

Vehicle registration no: _____

Odometer reading: _____

Vehicle make/type: _____

Operator: _____ Date: _____

External vehicle condition

Item	√ = satisfactory/available X = defective/missing N/A = not applicable	Comment
Condition of vehicle bodywork, windscreen, windows, lights		
Condition of windscreen wiper blades		
Cleanness of windscreen, windows, mirrors, lights, number plate		
Security of load, trailer, roof rack		
Condition of tyres, tyre pressure, tyre wear		
Availability of spare wheel & jack		
Fluids		
Engine oil level		
Coolant level		
Windscreen wash level		
Brake/clutch fluid		
Power steering fluid		
Condition of battery		
Oil or waste leaks		
Vehicle interior and equipment		
Condition & function of seat belts		
Head restraint adjustment		
Mirror adjustment		
Tax disc		
First aid kit		
Fire extinguisher		
Torch		
Warning triangle		

Function checks before starting the journey

Item	√ = satisfactory/available X = defective/missing N/A = not applicable	Comment
Vehicle handbook		
Warning light		
All lights		
Horn		
Washers & wipers		
Brake		
Fuel		

All the items above have been checked and any defects and omissions reported.

Driver's signature: _____