

Introduction

Our policy is to take all reasonable steps to manage the health and safety of those staff that drive on company business. This is to comply with our legal duties as an employer and to demonstrate that we have taken all reasonable steps to introduce a safe system of work.

We recognise as a company have a “duty of care” to others who may be affected by our business activities, which, in the case of driving includes all other road users including all vehicles, cyclists and pedestrians. Section 7 of the Health & Safety at Work Etc. Act 1974, places a responsibility on employees to assist us in complying with our legal duties. They are also required to be mindful of their own Health and Safety and that of others who may be affected by their activities.

To this end, employees are expected to follow the procedures laid down in this policy. It is for this reason that our policy not only sets out our procedures on work related driving, but also details what we expect from our employees, both in terms of complying with relevant legislation and our own standards.

These cover a variety of areas including the documentation that we need to see from our vehicle drivers, as well as basic guidelines on driver health.

Purpose

To define the responsibilities and procedures employed for safe working where driving may pose a potential risk to health or safety.

Procedure

In order to comply with our legal duties and reduce risks from driving, 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. On this basis, we have introduced the following procedure. This must be adhered to by all staff at all times and are as follows:

Driver Safety (Company Vehicles) Procedures

- The company will provide all drivers of company vehicles with a driver’s handbook that includes basic road safety guidance and sets out the individual driver’s responsibilities, in support of the company’s policies and procedures including what to do in the event of an incident.
- All employees must follow all procedures detailed in the driver handbook.
- All new employees driving on behalf of the company will have their documents checked every 6 months at the discretion of the management to ensure they hold the appropriate licenses for the class of vehicle they will be driving. The management reserves the right to conduct a driver assessment to ensure competence.
- All employees will be required to present their relevant documents when requested in a timely manner for inspection. Failure to do so may result in the suspension of driver duties on behalf of the company and potential disciplinary proceedings.
- The driver must ensure they are medically fit to drive their vehicle and disclose any appropriate medical conditions when driving on company business.

- All employees must inform the company of any pending driving penalties or convictions within 5 working days. These will be assessed on a case by case basis.
- All employees driving on company business must report any traffic incident such as road rage or collision with another vehicle, structure or pedestrian, however minor and having followed the procedure detailed in the driver handbook.
- All drivers are required to report any road safety concerns that they have within a reasonable period of time.
- Any employee that is offered further training because of a high number of incidents or concerns from other employees or reports from other road users is required to accept this offer or face potential disciplinary proceedings.
- Seatbelts must be worn at all times, where the use of vehicles extends to the carrying of the drivers children, appropriate child restraints will be used at all times.
- Employees should always drive within the legal speed limits, according to the prevailing weather conditions and in a responsible and courteous manner.
- Before driving, Employees should familiarize themselves with the procedure to follow in the event of a breakdown or a collision.
- The company will not pay for staff speeding or other infringement fines.

Driver Safety (Own Vehicles/Grey Fleet) Procedures

The above mentioned procedures for Company vehicles apply equally to Driver Owned vehicles, in addition to the following requirements.

- The driver or owner of the vehicle must have insurance for business use
- The vehicle must have a current road fund licence (Road Tax) applicable to its class of use
- The vehicle must have a current MOT certificate if it is more than three years old
- The vehicle must be maintained and kept in a roadworthy condition.

Vehicle Safety Procedures Generally

- The management will ensure that when choosing vehicles on behalf of the company they will ensure that they are entirely suitable for their intended purpose and utmost importance will be placed on safety features as far as is reasonably practicable
- The management will ensure that all vehicles supplied (including Hired or courtesy vehicles) are regularly inspected and maintained in accordance with the manufacturers recommended service schedules (and if applicable, in accordance with operator licence requirements).
- All drivers are required to complete the weekly HS008 vehicle record checks for each vehicle that they drive.
- All drivers must report defects as soon as the defect is found to the Fleet Controller or other member of the Group Operations team in their absence

- Any vehicle with a serious recognisable fault including Driver Owned vehicles that makes a vehicle unsafe for employees or members of the public will be taken off the road immediately and must not be driven on company business until all identified defects and faults have been rectified
- The management accepts that employees may be without their vehicle when essential repairs are necessary to keep the vehicle in a roadworthy condition, and suitable replacement vehicles will be provided, except in the case of Driver Owned vehicles
- Before embarking on a long journey, employees should always carry out basic checks, e.g. oil, water levels and tyre pressure.

Journey Planning Procedures

- The management encourages the use of alternative modes of communication (e.g. Conference Calling etc.) or alternative modes of transport such as rail travel where practicable.
- Proposed lengthy road journeys will be risk assessed and only conducted where necessary.
- The management will also promote vehicle sharing and sharing of driving duties where several operatives are making the same journey
- The management will ensure that all necessary journeys are scheduled to a realistic timetable and are planned to allow for appropriate speed limits, road conditions and adequate breaks and rest periods. The Highway Code recommends a fifteen-minute break every 2 hours.
- Any employee who feels that their timetables/work schedules are unrealistic in order for them to conduct their duties safely have the right to voice the concerns with their Line Manager as soon as possible.
- As research suggests that a journey time of more than four hours could carry a risk of Deep Vein Thrombosis (DVT), those who drive regularly for long distances should advise us of any family history of DVT, or if they have ever experienced blood clotting. Where this is the case, we will refer them to their GP in order to ensure that they are able to drive safely and without risk to their health and safety.
- Drivers should follow any advice given on route planning. They should also ensure that sufficient breaks are taken to prevent fatigue and allow for any bad weather or traffic congestion etc.
- Staff to ensure that they have a valid current driver license and immediately notify the Fleet Controller or Line Manager of any changes, e.g. penalty points etc.
- Hand held mobile phones should never be used whilst driving and calls should only be made or taken when it is safe to do so.

Driving & Mobile Phones Procedures

- Mobile phones are now considered an essential means of communication however the company prohibits the use of hand held mobile phones when driving on company business in accordance with current legislation
- All company vehicles will be fitted with a “Hands Free” it however calls should only be taken when safe to do so without causing undue distraction to the driver and driving conditions permit. Drivers may still be prosecuted for driving without due care and attention if unduly distracted when taking a call

- Drivers must not dial out while driving or the vehicle is in motion. They should find an appropriate place to park up and make the call without posing a hazard to other road users including parking across cycle lanes etc.
- Wherever possible mobile phones should be switched off when driving or placed out of arms reach (e.g. in the glove compartment) to reduce the temptation to pick up the hand set
- Where there are additional employees in the vehicle they should be responsible for all communication while keeping all driver distractions to an absolute minimum
- Drivers must report defective hands free sets immediately and these will be repaired or replaced by the Fleet Controller as soon as possible
- Drivers will not be permitted or encouraged by any member of the company including supervisors or management to use a hand held mobile
- Any driver failing to adhere to the mobile phone policy will be subjected to disciplinary Proceedings

Driving & Satellite Navigation Devices Procedures

- Satellite navigation devices can be a useful driver aid but can also provide a distraction to drivers
- All destinations should be entered while the vehicle is stationary in an appropriate place for parking
- All drivers should stop and park up if it is necessary to take their eyes off the road to check routes
- Satellite Navigation Units should not be positioned so they impair a driver's vision
- Satellite Navigation Units should not be positioned where they may result in injury to the driver in the event of a collision

Driving & Drink & Drugs Procedures

- Employees are responsible for ensuring that they are physically fit to drive. Should this change, their Line Manager or Fleet Controller must be informed as soon as possible this may include the prescribing of drugs by a GP or consultant.
- Drivers should also remember that some prescription drugs could cause drowsiness and affect their ability to drive safely. In the event that medication is necessary, employees should check with their GP or pharmacist before driving, even short distances.
- Any driver who believes they may be unfit to drive due to a medical condition such as vertigo or dizziness etc. must inform their supervisor or the management immediately
- Drivers are required to inform the Fleet Controller or Line Manager immediately of any pending prosecutions for driving above the legal limits for alcohol, controlled substances and psychoactive substances regardless of whose vehicle they were driving at the time.
- Any driver prosecuted for such offences will be subject to serious disciplinary procedures which may result in dismissal
- All employees are encouraged to report concerns about colleagues with regard to alcohol and drug consumption as soon as possible. This can be done anonymously via the Suggestion Box on the Intranet if necessary without fear of recrimination

- All employees who believes the driver of a company vehicle may be over the limit for any substance including the morning after effect should inform the Fleet Controller or Line Manager immediately
- Any driver who awakens and believes they may still be over the drink drive limit must not drive. They may be given alternative duties if available or may be required to use a day's annual leave entitlement. Should this occur then disciplinary action may be taken.

Accident & Incident Procedures

In the event of a collision, all employees must comply with the following actions

- They must stop the vehicle at the first safe opportunity
- They must remain calm
- They must prioritise their own safety followed by the safety of anyone else involved in the collision and the safety of other road users and general public
- Drivers must be courteous and portray a positive company image
- Drivers must not accept liability
- Drivers must inform the Fleet Controller as soon as an collision occurs and submit a vehicle Accident Report Form through the Intranet

Forms to be used with this procedure:

[Weekly HS008 submission](#)

[Vehicle Accident Report Form](#)

Employee Signature		Employer signature	
Date		Date	