

## INSTRUCTION 23

### DRIVING AT WORK

#### References:

- A. Health Safety at Work Act 1974
- B. Management of Health and Safety at Work Regulations (as amended)
- C. Driving at Work – Managing work related road safety (as amended)

#### Introduction

23.1 This policy applies to all employees involved in work-related driving activities, including drivers of the organisations vehicles, leased vehicles and owner-drivers. It forms an integral part of the Council's Health & Safety policy and applies along with specific local guidance on work-related driving and the management of occupational risks. The policy applies to all work-related driving arising in connection with duties and activities of our staff.

#### Policy Aims

23.2 This policy aims to:

- Ensure the Council complies with current legislation at References A-C;
- Increase staff awareness of safety issues associated with work-related driving risks;
- Make sure that risk in relation to work-related driving is assessed in a systematic and ongoing way and that safe systems and methods of work are put in place to reduce the risk as far as is reasonably practicable;
- Make sure that appropriate training is available to staff in all areas, that equips them to recognise risk and provides practical advice on preventing and managing occupational road risks;
- Make sure that appropriate support is available to staff involved in work-related driving incidents;
- Encourage full reporting and recording of all incidents arising in the course of work-related driving;
- Reduce the number of incidents and injuries to staff resulting from work-related driving.

#### Responsibilities

23.3 The Fleet & Technical Manager will undertake periodic checks of the below listed items for all drivers who drive fleet vehicles, Pool and Lease cars, the Health & Safety team will undertake periodic checks of the below if required on all drivers that drive for work.

- Driving Licence for suitability and validity (Photo Card and Paper);
- MOT Certificate (private vehicles);
- Insurance Certificate (private vehicles);
- Basic eye sight test (Can a number plate be read at 25 metres);

23.4 Managers and supervisors are responsible for ensuring:

- Their employees are aware and follow this policy;
- That risk assessments are adapted to suit the needs of each journey;
- That employee's complete the "Driving Awareness" training module (annually) on the Council's intranet site
- That any additional training is provided.

#### Employees

23.5 Any person driving a vehicle on behalf of the Council must:

- Hold a valid driving licence for the class of vehicle being driven;
- Tell the organisation about any changes in their licence (including endorsements or pending prosecution), insurance or ill health that could affect their continued driving;

- Complete the “Driving Awareness” training module on the Council’s intranet site annually.
- Give permission via the DVLA website for the Council to check the status of your licence.
- Comply with this policy.

23.6 The following people are specifically excluded from driving at work:

- Anyone who does not hold a valid UK driving licence for the category of vehicle being driven (or who does not have a relevant foreign or international licence that allows them to drive in the UK);
- Anyone who suffers from a condition that would disqualify them from holding or getting a relevant current driving licence;
- Anyone who has a current conviction for a motoring offence in the following categories:
  - Dangerous driving, causing death by dangerous driving, or manslaughter;
  - Driving under the influence of drink or drugs;
  - Failing to stop after an accident;
  - Any other offence (or combination of offences) which will/might result in an individual being disqualified from driving.

23.7 If the organisation becomes aware of any pending prosecutions it can exercise the right to suspend employees from driving duties whilst awaiting the trial outcome.

### **Assessing the risk**

23.8 A Risk assessment must be carried out regarding work related driving. The risk assessment will involve identifying all potential dangers and the risks associated with specific work-related driving activities, further details are found at Instruction 2, Annex’s A and B to this policy.

23.9 A generic driving risk assessment can be found at Annex J, but must be adapted to meet the needs of the journey.

### **Driving Standards**

23.10 Under the Road Traffic Act drivers are legally responsible for their own actions on the road and for keeping to all traffic regulations.

23.11 Under the Road Traffic Act it is the driver’s responsibility for making sure any vehicle they drive on public roads is roadworthy. If there is any doubt about a vehicle’s roadworthiness, it should not be driven on public roads or on our sites until the problem has been rectified.

23.12 All drivers are required to carry out daily visual checks on their vehicles. This will include tyres, oil, water, cleanliness e.g. lights windows etc.

### **Alcohol and Drug Abuse**

23.13 Driving on Council business while under the influence of alcohol or an illicit drug is forbidden. The Council will take disciplinary action against any employee found to be under the influence. Employees must tell their manager/supervisor that they have been prescribed or taken drugs (this includes legal highs) that may affect their ability to drive.

23.14 The Council reserves the right to undertake random alcohol and drug testing (see drug and alcohol testing procedure) on employees who drive for work.

### **Mobile Phones**

23.15 NO IN/OUT GOING CALLS MUST BE MADE OR TEXT MESSAGES SENT OR READ whilst the car is being driven, this includes being stationary in traffic, for further guidance on mobile phones see Instruction 20.

### **Safe Driving Guidance**

23.16 All employees that drive for work must follow the Safe Driving Guidance and journey Planner found at Annex J.