

Driving at Work Policy

Customer
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www.clochhousing.org.uk



Driving at Work

1. **INTRODUCTION**

It is estimated that a third of all road traffic collisions involve somebody who is at work at the time of the incident. In UK terms this equates to 1000 fatalities and up to 12,500 serious injuries every year.

Cloch Housing Association has a duty under the Health and Safety at Work etc., Act 1974 (HSWA) to manage the risks (as far as is reasonably practicable) to the health, safety and welfare of those who need to drive as part of their job or while they are engaged in work activities.

This policy sets out the responsibilities and arrangements in place in Cloch to manage work-related driving risks ([Occupational Driving risk assessment and Lone Working risk assessment](#)). [K:\Staff Information\Health & Safety\Risk Assessments\Draft Occupational Driving.docx](#); [K:\Staff Information\Health & Safety\Risk Assessments\Lone Working.doc](#)

2. **POLICY STATEMENT**

Cloch Housing Association recognises that it has a responsibility, not only for the health and safety of staff engaged in driving at work but also to other road users and members of the public. Cloch will endeavour to comply with all driving related legislation and to adopt best practice, where practical, for those driving on Cloch business. The risks and risk controls associated with driving and vehicles will be identified by the process of risk assessment.

3. **SCOPE**

This policy applies to Cloch employees who drive or who manage those who drive on work related business. This policy recognises that there are two categories of staff that drive as part of their work and this policy applies to both categories as detailed below:-

- Staff who are required to drive vehicles owned, hired or lease by Cloch as an integral part of their role.
- Staff who use their own vehicles or hired vehicles for convenience on a casual basis, in order to undertake some part of their role.
- The policy does not apply to the activity of driving to or from work. This is currently not under the scope of the Health and Safety at Work, etc., Act or associated legislation

4. **POLICY OBJECTIVES**

The objectives of this policy are:-

- 4.1 to seek to ensure, so far as is reasonably practicable, the health and safety of staff that drive on Cloch business, or while discharging their duties.
- 4.2 to reduce the risks to the safety of other road users and members of the public by those driving whilst at work or on Cloch business.

- 4.3 to seek to ensure that all staff are appropriately qualified, licensed, insured and trained.
- 4.4 to remind drivers of their responsibility to check that vehicles should be suitable for use.
- 4.5 to state that Cloch expects that persons driving on Cloch business should be medically fit to drive .
- 4.6 to seek to ensure that legal and Cloch insurance requirements are met.
- 4.7 to achieve compliance with national driving-related mobile communication devices and drug and alcohol legislation.

5. RESPONSIBILITIES

5.1 Management Committee

Approve this policy and guidance and make it Cloch practice.

5.2 Directorate should ensure that:-

- 5.2.1 Staff are aware of and follow this policy.
- 5.2.2 there are systems in place to record information on staff's fitness and eligibility to drive on Cloch's business.

5.3 Managers are responsible for ensuring that:-

- 5.3.1 only approved staff drive on Cloch business.
- 5.3.2 staff are licensed to drive and have appropriate insurance arrangements in place.
- 5.3.3 staff have been advised that they must declare motoring convictions if they wish to drive for, or on behalf of, work purposes.
- 5.3.4 an assessment of all risks, including risks not associated with the driving.e.g, manual handling, lone working etc., are undertaken.

5.4 Employees are responsible for:-

- 5.4.1 ensuring that, when they are using their own vehicles to travel for work purposes, their vehicle insurance covers them for driving whilst at work.
- 5.4.2 producing all relevant vehicle documentation on request.
- 5.4.3 self reporting any medical condition in accordance with the medical rules for driving as set out by the DVLA. Information on relevant medical conditions can be found at :-
<http://www.direct.gov.uk/en/Motoring/DriverLicensing/MedicalRulesForDrivers/index.htm>;
- 5.4.4 ensuring that they comply with the DVLA rules on eyesight tests and testing.
- 5.4.5 reporting any motoring convictions to their manager or the Health and Safety Administrators.
- 5.4.6 undertaking daily checks of the vehicle they intend to drive.
- 5.4.7 complying with Cloch's No Smoking Policy.
- 5.4.8 complying with national driving-related mobile communication devices legislation.
- 5.4.9 complying with national driving-related drug and alcohol legislation and understanding that taking drugs/alcohol will lead to disciplinary procedures taking place.

5.4.10 complying with all applicable road traffic regulations under the Road Traffic Act.

5.4.11 reporting any work-related collision or incidents to their line manager.

6. ARRANGEMENTS

6.1 General

6.1.1 Before embarking on any journey, drivers should always carry out basic vehicle checks to ensure the vehicles roadworthy condition. Drivers should ensure that sufficient breaks are built-in to prevent fatigue and allow for any bad weather or traffic congestion. Radio traffic bulletins on vehicle radios can often provide early warning of worsening traffic or weather conditions to allow alternative routes to be selected.

All drivers should familiarise themselves with any updates that may be periodically issued on road safety matters. These will include information on good practice as well as any forthcoming legal changes which affect those who drive to work.

6.2 Licenses and document disclosure

6.2.1 All drivers must possess a valid driving license covering the groups and classes of vehicle that they will drive on Cloch business.

6.2.2 Persons wishing to drive on Cloch business, i.e. to travel to meetings or conferences will be required to disclose their driving licence and their insurance documents to the Health & Safety Administrators; expenses for the journey cannot be claimed unless this has been done. License, MOT and insurance details must be resubmitted every year.

6.2.3 Any driver using a vehicle on Cloch's business who is convicted of a motoring offence (other than parking offences) must immediately inform their Manager. This rule applies to all motoring offences (other than parking), whether committed on Cloch business or not.

6.3 Insurance and Cloch Fleet Insurance - Vehicles owned or leased by Cloch

6.3.1 Cloch arranges Fleet insurance for all vehicles that it owns or leases. All staff that are required to drive such vehicles as part of their role are insured under this policy providing they have a valid licence to drive and have not been disqualified from driving.

6.3.2 Staff who use their own vehicles or hired vehicles for convenience on a casual basis are not covered under Cloch's Fleet policy. Staff should have their own motor insurance for vehicles they own and/or lease, if engaging in work related business, should ensure that they have the appropriate insurance in place to cover such business use. Private vehicles should also have current road tax and MOT.

6.4 Seat belts

All drivers and passengers must wear the seat belts provided in vehicles. Failure to do so is an offence and may seriously affect an individual's claim for damages in the event of injury.

6.5 Use of mobile phones whilst driving

- 6.5.1 The use of a hand-held mobile phone whilst driving is illegal. The same is true even whilst stationary at traffic signals or in traffic queues. Hand-held mobile phones may therefore only be used when a vehicle is parked, the engine switched off and the key removed from the ignition.
- 6.5.2 Under no circumstances may any member of staff use a hand-held mobile phone to conduct any Cloch business whilst driving either a Cloch vehicle or a privately owned vehicle.

6.6 Health Screening and Fitness to Drive

- 6.6.1 Journeys should not be undertaken if a driver feels unwell, where the condition might affect their driving ability and judgement. Appropriate medical advice should always be sought before returning to drive after an operation or severe illness. Drivers should also remember that some prescription drugs or pharmacy purchased remedies can cause drowsiness and affect their ability to drive safely. In the event that any type of medication is necessary, and there is a possibility that it may cause effects such as drowsiness, employees should check with their GP or pharmacist before driving, even for short distances.
- 6.6.2 Drivers should have regular eye tests and ensure that they meet current eyesight standards.
- 6.6.3 Drivers also have an individual responsibility to report any medical condition diagnosed by a Registered Medical Practitioner which might adversely affect their ability to drive safely to DVLA and to their Manager.
- 6.6.4 Journeys of more than two hours are subject to risk assessment. These must be approved by the line manager prior to the journey taking place.

6.7 Training

Information on training courses are available from the Health & Safety Administrators.

6.8 Reporting

All accidents, incidents and near misses involving any person driving on Cloch business must be reported via the Health & Safety Administrators and their Manager.

7.0 Appendices

Appendix 1 – Vehicle declaration form

Appendix 2 – Vehicle checks list

Appendix 3 – Signed declaration

Appendix 4 – Section 3.10 of the Health & Safety Manual

Name: _____

For users of company vehicles (please tick relevant boxes):

- I have a full and valid driving licence.
- I will report any faults / damage to the vehicle to the Health and Safety Administrator as soon as possible.
- I know of no adverse health effects that may affect my ability to drive.
- I am aware of the arrangements in place for obtaining assistance should the vehicle break down.
- I am aware of the location of the safety equipment in the vehicle and know how to use it (having received appropriate training where required).
- I will not use a mobile phone whilst driving including via a hands-free kit.
- I understand that I may be held liable should any of the above points no longer apply and I have not reported this to the Health and Safety Administrator.

For users of personal vehicles on company business (please tick all the boxes):

- I have a full and valid driving licence.
- My vehicle is insured for business use and insurers have been advised of any motoring convictions
- I will maintain my vehicle in a roadworthy condition at all times.
- I know of no adverse health effects that may affect my ability to drive.
- I will drive with due care and attention at all times, adhering to the Highway Code, and will adjust my driving techniques accordingly (eg in adverse weather conditions, problematic areas).
- I have / do not have (delete as appropriate) vehicle breakdown cover. Should I not have breakdown cover, I will be responsible for any costs associated with the repairing / pick up of my vehicle should it break down.
- I will not use a mobile phone whilst driving including via a hands-free kit; nor any navigational devices
- I have paid the appropriate road tax for the vehicle.
- I have been issued with Section 3.10 of the H&S Manual and have read & understood it (App 4)
- I have been issued with an example of a vehicle pre-user checks form and will use this as I feel appropriate (App 2)
- I understand that I may be held liable should any of the above points no longer apply and I have not reported this to the Health and Safety Administrator.

Signature: _____

Date: _____

Annual inspection of driving licence

Licence is valid (no endorsements)	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Licence is valid (but has endorsements)	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

Annual inspection of insurance cover

Vehicle is insured for "business use" and has been notified of any endorsements applicable	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Vehicle has a valid MOT certificate	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
			N/A	<input type="checkbox"/>

3yrs old)

(+)

Signed off by H&S Administrator Date

Vehicle Check List

Each day prior to use of any vehicle a thorough check should be carried out to ensure that it is fully operational.

Things to check include: -

- Tyres – for inflation and tread
- Seats – for position
- Seat belts – for use
- Windscreen and windows – for visibility
- Mirrors – for view
- Washer – for operation
- Wipers – for operation
- Foot and handbrake – for operation
- Lights, indicators, hazard warning – for operation

Before each trip the following should be ensured: -

- Safety of passengers
- Security of load
- Fuel for trip

Once on the road the following should be regularly monitored and dealt with accordingly: -

- Engine temperature
- Fuel level
- Warning lights
- Passenger comfort
- Security of load
- Driver fatigue

These checks represent the minimum a driver should do to ensure his or her own safety, as well as that of any passengers who may be on board. Drivers should apply all necessary actions they consider to be justified to ensure that a safe journey is completed to the comfort and satisfaction of all.

Driving at Work Policy and Appendices.

Annual Statement

I have read and understood the Driving at work Policy and the accompanying appendices. I agree to comply with the Driving at Work Policy, the vehicle declaration form, the vehicle checks form **and the occupational driving risk assessment.**

Signed: Date

Subject	Vehicles (Driving and Cycling)
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Purpose

- 1) The Organisation has a safety policy on the use of vehicles by employees for business purposes to ensure that vehicles are considered in the same terms of safety as other places of work.

This policy applies to any employee who drives vehicles, rides a motorcycle or bicycle at work. It also applies to those using their own vehicles for work purposes.

- 2) The Organisation may be liable to prosecution where they “cause or permit” a person to drive a vehicle that is in; a dangerous condition, or; without a valid licence, or; without valid insurance.

References

- 1) Control of Substances Hazardous to Health (COSHH) Regulations 2002, as amended
- 2) Health & Safety at Work etc. Act 1974
- 3) Management of Health & Safety at Work Regulations 1999, as amended
- 4) Personal Protective Equipment at Work Regulations 1992, as amended (PPEWR)
- 5) Provision and Use of Work Equipment Regulations 1998, as amended
- 6) Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)
- 7) Road Traffic Act 1988
- 8) Road Vehicles (Construction and Use) Regulations 1986
- 9) The Pedal Bicycles (Safety) Regulations 2010
- 10) INDG 382 (Rev.1) Driving at Work Managing Work Related Road Safety

Key Legal Requirements

Employers have duties under Health & Safety law for on-the-road work activities. The Health & Safety at Work etc Act 1974 (HSW Act) states employers must ensure, so far as reasonably practicable, the health, safety and welfare of all employees while at work. Employers must also ensure that ‘others’ are not put at risk by their work-related driving activities.

If an employee is killed while driving for work purposes, and there is evidence that serious management failures resulted in a ‘gross breach of a relevant duty of care’, the company or organisation could be at risk of being prosecuted under the Corporate Manslaughter and Corporate Homicide Act 2007

See summary at [Section 8](#) – see EVH website – www.evh.org.uk

Subject	Vehicles
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Definition

“Vehicle” – any mode of transport that is used for work purposes and includes:

Cars
Bicycles

Vans, Mini-bus, Lorries
Off-road Plant

Motorcycles
Public transport, Taxi

General Requirements

- 1) Where possible the use of vehicles for business will be kept to a minimum. Staff will be encouraged to conduct their work via e-mail, telephone or video conferencing. Where work requires travel out with the office, the use of public transport will be considered before vehicle use. The organisation will exercise due diligence in ensuring the suitability and safety of third party transport providers. The use of company or personal vehicles should be considered a last resort.
- 2) Where alternative modes of transport are to be used, the organisation must satisfy itself that the transport is suitable and safe before its use.
- 3) Staff using vehicles on company business should adhere to good driving practices, in accordance with the Highway Code.
- 4) Drivers must not use mobile telephones (including via hands-free kits) or any other communications devices unless the vehicle is parked in a safe location and the engine is switched off.
- 5) In the event of an accident or emergency situation, drivers will not attempt to deal with any situation unless they have been specifically trained and making a personal judgment, believe that it would be safe to do so. Drivers will make a personal judgment on whether to contact the emergency services or road recovery firm but will, on all occasions, report details to senior staff as soon as is reasonably practicable. All staff will co-operate with emergency services involved in an incident.
- 6) Any accidents/incidents incurred will be reported, investigated by senior staff and recorded on an accident report form and in the accident book.

Subject	Vehicles
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Driver Safety

- 1) All employees required to drive Cloch's motorised vehicle must have a valid driving licence valid for the type of vehicle to be driven, complete the "Vehicle Declaration" at [Appendix 14](#) and this must be countersigned by the line manager following visual verification of relevant documentation. The organisation will carry out and record annual driving licence checks using the DVLA website. <https://www.gov.uk/check-driving-information>
- 2) All employees will inform their Line Manager/Health & Safety Administrator immediately should they become aware of any reason as to their ability to operate a vehicle safely, or changes to documentation/information provided at 1) above.
- 3) Employees should not attempt to drive when feeling tired, unwell or under the influence of alcohol/drugs. Employees are responsible for identifying side effects of medicines, both prescribed and over the counter.
- 4) Drivers should ensure an adequate means of communication is available on all excursions.
- 5) Seatbelts must be worn at all times when fitted.

Vehicle Safety

- 1) The organisation has a number of vehicles available for use. The vehicle will be subject to regular maintenance and fitted with appropriate safety equipment, e.g. fire extinguishers and first-aid kits.
- 2) Vehicle users should carry out pre-user checks prior to each journey. Motor vehicle users should utilise the template at [Appendix 15](#).
- 3) Noticeable irregularities in company vehicles' performance should be reported to your line manager and Health & Safety Administrator.
- 4) All reported vehicle defects will be dealt with promptly. Any vehicle with a defect making it unsafe will be taken off the road immediately until a repair has been carried out.

Subject	Vehicles
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Drivers Using Own Vehicles

Personnel vehicles will only be authorised for work use upon completion of the “Vehicle Declaration” at [Appendix 14](#) and must be countersigned by the line manager following visual verification of relevant documentation. This includes confirming valid driving licence using the DVLA website, insurance noting business use stipulated, valid road tax and appropriate MOT certificate. All information will be recorded.

Cycle Safety

- 1) Where the organisation has pool bicycles available for use, all bicycles will be fitted with the essential bicycle requirements e.g. bell, reflectors and breaks.
- 2) All cyclists using bicycles for work-related journeys will have sufficient and demonstrable knowledge of the Highway Code. Those who are not drivers and who are not familiar with the Highway Code will receive appropriate training.
- 3) All cyclists will be required to fill out a bicycle declaration form. All employees will inform their Line Manager/Health & Safety Administrator immediately if there are any changes/deterioration to their health or if there are any factors which may affect their ability to cycle safely.
- 4) Cyclists will carry out pre-user checks prior to each journey.
- 5) The organisation will supply cyclists with a helmet and a high visibility vest, other than where the cyclist prefers to use their own equipment. Note that in such cases, the equipment must be in good repair and helmets must be CE Marked. Helmets must be worn whilst cycling for business purposes.
- 6) The organisation will provide insurance cover for pool bicycles only but, will ensure that the organisation’s insurance adequately covers any liability associated with employees cycling on work business (whether or not on an organisation bicycle). Those utilising their own personal bicycles for business use are responsible for insuring their own bicycles against theft and damage.
- 7) All bicycles (including personal bicycles used for business use) will be subject to regular and documented maintenance and inspection.

Subject	Vehicles
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Journey Safety

- 1) Vehicle use will only be carried out where considered necessary in accordance with General Requirements 1) above.
- 2) Journeys will be scheduled to a realistic timetable and will take into account the need for adequate rest periods.
- 3) The organisation will monitor weather conditions, in the event weather conditions are considered unsafe, journeys will be re-scheduled.
- 4) Routes to be planned in advance, when using a Satellite Navigation System all destinations should be entered whilst the vehicle the vehicle is parked in a safe location and the engine is switched off.

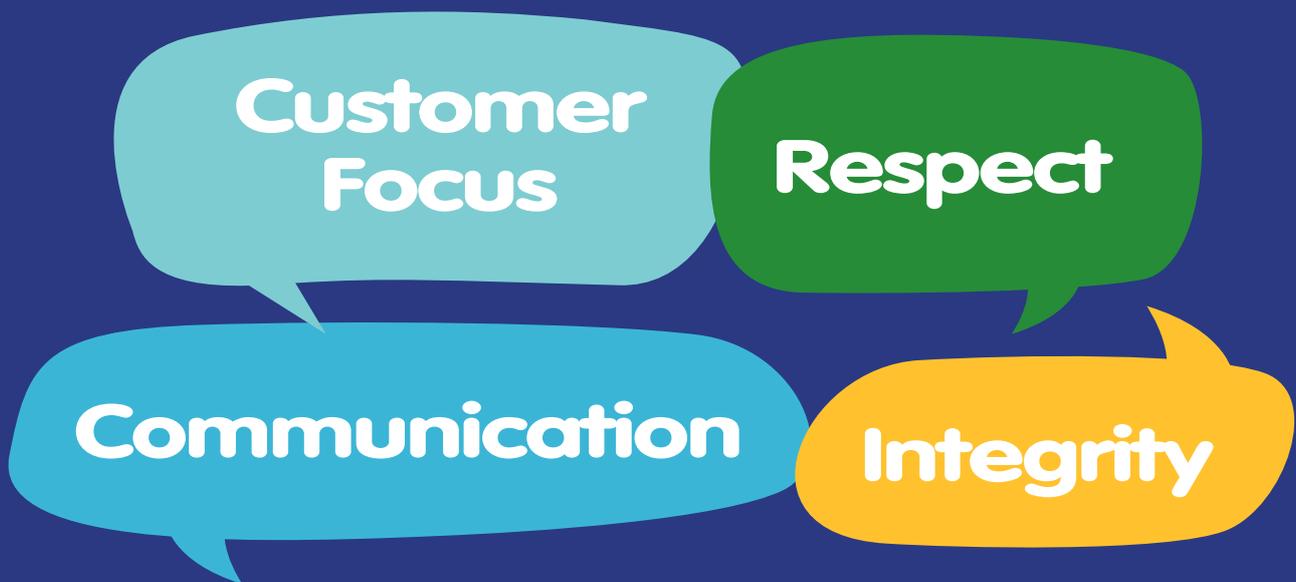
Risk Assessment

The organisation will carry out an occupational driving/cycling risk assessment where vehicles are used for business purposes. The depth and complexity of the assessment will depend upon the extent and nature of the actual driving/cycling operations carried out and the type of vehicle/bicycle involved. The risk assessment will consider the following issues:

- 1) Driver – competency, skill, training, stress, fatigue, fitness and health, eyesight and eyesight tests, reporting of health concerns, PPE, driving under influence of alcohol, driving under influence of illegal drugs or substances of abuse, smoking in vehicles, use of mobile phones, familiarity with vehicle, driving under influence of prescribed drugs, eating and drinking in vehicles, attending to radio or satnav, personal security getting to and from car, lone working, seatbelts, obeying highway code.
- 2) Vehicle – suitability, condition, safety equipment, safety critical information, ergonomic considerations, maintenance, familiarity with vehicle, loads to be carried, securing of loads, safety specifications, defect identification and correction, refuelling.
- 3) Journey – routes, appropriateness of route for vehicle type, scheduling, time allocated to travelling, time of travel, distance, weather conditions, road types, speed limits, familiarity with route, breaks.

Subject	Vehicles
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- 4) Emergency – incidents, accidents, breakdown, recovery, road rage incidents, carjacking, first aid procedures, emergency procedures.
- 5) Carrying of passengers – distraction, conversation, number of passengers, ensuring their safety by wearing of seatbelts at all times whenever available.
- 6) Inclement Weather (i.e. snow, fog or high winds) – plan the journey, adjust the times and routes to take account of poor weather conditions. Vehicles properly equipped to operate in poor weather conditions i.e. anti-lock brakes, winter tyres fitted, windscreen washer fluid. Drivers understand how to reduce road risk i.e. reduce speed, put on fog lights, etc.



CLOCH HOUSING ASSOCIATION LTD	
Policy Name	Driving at Work
Policy Category	Corporate
Policy Number	002
Date Adopted	01/03/2015
This Review	22/05/2018
Next Review	May 2023
Equalities Impact Assessment Required	
Link to other policies	Alcohol Drugs Misuse, Lone Working, Health & Safety
Consultation	Yes
Need for Procedure	No covered in policy & risk assessments