

HEALTH AND SAFETY AT WORK

Driving/Riding at Work
Policy
Redditch Borough Council

DRIVING/RIDING AT WORK POLICY AND PROCEDURES

1. INTRODUCTION

Redditch Borough Council takes extremely seriously the health, safety and welfare of its entire staff. It recognises the risks to staff that need to carry out work-related driving/riding and is committed to the prevention of injury, loss of life and damage to property from work-related driving/riding incidents. The purpose of this policy is to enable Redditch Borough Council to meet its obligation to protect staff so far as is reasonably practicable from all occupational road risks associated with work-related driving/riding.

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

The Council recognises that the use of motor vehicles on Council business requires additional health and safety measures to protect both employees and third parties. The Council recognises that the occupational risks associated with driving/riding are related to a wide range of factors including:

- Driver/Rider competency
- Fitness to drive/ride
- Vehicle fitness for purpose
- Unaccompanied or Lone working
- Nature and containment of goods being transported.

2. DEFINITION OF WORK-RELATED DRIVING

Redditch Borough Council defines work-related driving/riding as:

'Any driving/riding activities carried out by employees in the course of their work' but does not include the commute, using private vehicles, from their home to their normal place of work.

3. POLICY AIMS

This policy aims to:

- Increase staff awareness of safety issues associated with work-related driving/riding risks;
- Ensure that risk in relation to work-related driving/riding 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;

- Ensure 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,
- Ensure that appropriate support is available to staff involved in work-related driving/riding incidents whether they be a driver or a passenger;
- Encourage full reporting and recording of all incidents arising in the course of work-related driving/riding;
- Reduce the number of incidents and injuries to staff resulting from work-related driving/riding.

4. RESPONSIBILITIES

The Chief Executive and Directors are responsible for:

- Ensuring there are arrangements for identifying, evaluating and managing risk associated with work-related driving/riding;
- Providing resources for putting the policy into practice; and
- Ensuring that there are arrangements for monitoring incidents linked to work-related driving/riding and that regular review of the effectiveness of the policy is carried out.

Heads of Service and Line Managers are responsible for:

- Ensuring that all relevant staff are aware of the policy;
- Ensuring that risk assessments are carried out and regularly reviewed of all work related driving/riding activities;
- Putting into place procedures and safe systems of work designed to eliminate or reduce the likelihood of work-related driving/riding incidents;
- Ensuring that staff groups and individuals identified as being at risk are given appropriate information, instruction and training, including training at induction, updates and refresher training as necessary;
- Ensuring that appropriate support is provided to staff involved in any incidents associated with work-related driving/riding and that all incidents are reported, reported and investigated.
- Ensuring that the driving licences of staff who use their own vehicle or a Council vehicle for work purposes is checked for validation, endorsements or changes to medical circumstances at least annually (refer to Appendix 1 & 2)

All staff are responsible for:

- Taking reasonable care of themselves and other people who may be affected by their actions particularly when driving/riding;
- Co-operating by following rules and procedures designed for safe working;
- Reporting all incidents in relation to work-related driving/riding however minor they may be
- Taking part in training designed to meet the requirements of the policy;
- Reporting any dangers they identify or any concerns they might have about work-related driving/riding

- Have read and understood the Councils Lone Working Policy (where appropriate)
- Providing their Manager with the “Check Code” from the DVLA along with their driving licence at least annually for checking.

5. BENEFITS OF MANAGING WORK RELATED DRIVING/RIDING

The true cost of accidents to organisations are nearly always higher than just the costs of repairs and insurance claims. The benefits to the organisation from managing work related road safety can be considerable as follows:

- It allows you to exercise better control over costs, such as wear and tear and fuel, insurance premiums and legal fees and claims from employees and third parties.
- It also allows you to make informed decisions about matters such as driver training and vehicle purchase, and helps you identify where health and safety improvements can be made.
- Case studies and research have shown benefits from managing work related driving/riding and reducing incidents, these include:
 - Fewer days lost due to injury;
 - Reduced risk of work - related ill health;
 - Reduced stress and improved morale;
 - Less need for investigation and paperwork;
 - Less lost time due to work rescheduling;
 - Fewer vehicles off the road for repair;
 - Reducing running costs through better driving/riding standards;
 - Fewer missed business opportunities so reduced risk of losing the goodwill of customers;
 - Less chance of key employees being banned from driving/riding, e.g. as a result of points on their licences.

Promoting sound health and safety driving/riding practices and a good safety culture at work may well spill over into private driving/riding, which could reduce the chances of staff being injured in an incident outside work.

6. ARRANGEMENTS FOR SECURING THE HEALTH AND SAFETY OF STAFF

The Council acknowledges that those driving/riding on the Council’s business may be at increased occupational risks related to:

- Fatigue
- Stress
- Working alone
- Unforeseen events

The Council recognises that procedures and processes need to be developed and maintained to reduce these risks as far as reasonably practicable and to

take steps to effectively manage those that cannot be avoided. To this end the Council will:

- Ensure that risk assessments are completed and that journeys are planned and allocated in accordance with the findings of these assessments
- Ensure as far as is reasonably practicable that all those driving/riding on business are competent and fit to do so
- Provide any additional training that may be deemed necessary to reduce driving/riding related occupational risks
- Encourage a sensible and mature attitude towards motor vehicles and driving/riding
- Ensure, so far as reasonably practicable, that the Councils vehicles are suitable for their purpose
- Provide and maintain additional tools and equipment necessary for the purposes of the journey
- Provide sufficient information and guidance for management to enable them to understand the additional occupational risks involved in driving/riding.

7. ASSESSING RISK

Risk assessment must be carried out in all areas where work-related driving/riding poses an actual or potential risk to staff whether driving/riding Council or private vehicles. The risk assessment will involve identifying all potential dangers and the risks associated with specific work-related driving/riding activities. It should identify who will be affected and how, and the control measures which are needed to eliminate or reduce the risk to the lowest level reasonably practicable. A risk assessment is nothing more than a careful examination of what work activities can cause harm to people in establishing whether you have done enough to secure safe working practices or should do more to prevent harm. A competent person must carry out the risk assessment and it should be recorded and shared with relevant parties.

These details should be communicated to staff and risk assessments reviewed and updated annually or sooner if an incident occurs or if circumstances change.

All drivers should also carry out risk assessments before beginning any journey whether in a Council vehicle or their own taking into consideration a number of factors including the condition of the vehicle, weather conditions, the route, and their own fitness to drive.

8. MANAGING THE RISK

Departmental procedures must be in place to provide specific guidance for staff on managing work-related driving/riding risks. This should include guidance on driver risk assessment and details of procedures to follow in the event of a work-related driving/riding incident. All staff must be familiar with these procedures. Specific measures to reduce risks include the following:

Driver Checks and Qualifications

Drivers may only drive vehicles for which they hold full current and valid licences.

The Line Manager will be responsible for ensuring the audit is undertaken and completed at least annually, for drivers under their control whether driving/riding personal or Council owned vehicles, using the form shown in **Appendix 2**. **Appendix 1** is a step by step guide in obtaining the relevant information.

It is a requirement to provide for all drivers:

- Driving Licence for suitability and validity including changes in medical circumstances
- Check code from the DVLA

It is a requirement, for privately owned vehicle use, to provide paper evidence of:

- MOT Certificate where appropriate
- Insurance Certificate (to include Business Use)

It is the employee's responsibility to notify their Manager immediately about any changes in their licence, insurance or their health that could affect their continued driving/riding.

The following people are specifically **excluded** from driving/riding at work (this list is not exhaustive):

- Anyone who does not hold a full, 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 that disqualifies them from driving/riding. If necessary, the Council can exercise the right to suspend staff from driving/riding duties whilst awaiting the trial outcome.

Fitness to Drive

It is the employee's responsibility to ensure that they are fit to drive at all times, as they are in the best position to judge their own health, level of tiredness and other factors that may impair their driving/riding.

- The employee is responsible for ensuring they hold the relevant licence for the vehicles they drive. Line managers will also audit this on an annual basis.
- Any convictions and/or endorsements must be reported immediately to a line Manager as this may affect their ability to drive as part of their work.
- The employee is responsible for ensuring that their vision is suitable for driving/riding, and must have periodic eye examinations recommended by

their optician e.g. every two years. If glasses or contact lenses are needed, they must be worn while driving/riding.

- Where a medical is required for a specific Vehicle Licence this will be arranged by the Councils Occupational Health Provider.
- Any persons taking certain prescribed medicines, as listed on DVLA website, need to advise their Line Manager.

Driving/Riding Standards

Under the Road Traffic Act drivers are legally responsible for their own actions on the road and for complying with all traffic regulations. Redditch Borough Council considers all staff to be ambassadors for the organisation. Their behaviour whilst driving/riding is a reflection on our corporate image. As such, we expect drivers to be polite and to follow the Highway Code and associated driving laws and regulations. This is particularly important for drivers of vehicles that display our logo. We will endeavour to make sure that drivers of vehicles involved in careless or repeated incidents take part in an assessment and a retraining programme to ensure compliance.

It is the drivers' responsibility to ensure they keep up to date with changes to the Highway Code and other associated legislation.

Caring for Vehicles

Under the Road Traffic Act it is the driver's responsibility for making sure any vehicle they drive on public roads is roadworthy. Also, under the Health at Safety at Work etc Act 1974 and the Provision and Use of Work Equipment Regulations 1998 (PUWER does not include private cars), it is the employer's duty to ensure plant and equipment used at work is suitable and sufficient and well maintained. If there is any doubt about a vehicle's roadworthiness, it should not be driven on public roads or our sites until the problem has been rectified.

Council vehicles (excluding leased vehicles) will be required to be maintained in-house and all other general safety checks will be conducted by the driver. Any vehicles which are under a lease contract will be maintained in accordance with the lease contract and the Driver will be responsible for undertaking all other checks.

All drivers using Council owned vehicles for Council business will be required to carry out pre-use visual safety checks on their vehicles before starting a journey. This will include tyres, oil, water, cleanliness e.g. lights, windows etc. and should be done at least daily. It is also the responsibility of the driver to keep the vehicle in a clean condition both inside and out on a daily basis ensuring that rubbish is not allowed to build up inside the vehicle. Drivers of Council commercial vehicles should check the vehicle each day in accordance with local arrangements consisting of Driver Daily Safety Checklist which includes ancillary equipment, motion sensors and cameras. Employees who use their own private vehicle for Council business and claim mileage allowance, should ensure that they are insured for business use and have a current valid MOT Certificate (if required), a Road Fund Licence, is regularly maintained to ensure that it is roadworthy,

safe to drive and not a danger to passengers, pedestrians and other road users during the time the mileage was incurred. Basic safety checks should be made prior to any journey being made, as briefly detailed above.

Fitness of the Vehicle for its Purpose

The Council will ensure that commercial vehicles used in journeys are matched with the purpose of the journey and that they are suited as far as reasonably practicable to any load being transported, terrain to be covered and delivery conditions. The Council will also ensure as far as is reasonably practicable that any vehicles provided by the Council are suited to the needs of the driver and those involved in loading and unloading of the vehicles.

Breakdown and Repair

The Council will ensure that drivers of commercial vehicles have adequate access to technical and personal support in the case of breakdown or accident. These services will be provided in a prompt and reliable manner by competent persons. All Commercial vehicles should have details of our insurance, breakdown and recovery services.

Employees are responsible for ensuring that any private vehicle they use for business use is suitably maintained and that they have adequate breakdown cover for the vehicle.

Vehicle Maintenance

The Council will ensure that competent personnel maintain all commercial vehicles registered for use on the Council's business to a sufficient standard. The Council will ensure that necessary inspections and repairs are made in a reasonable timeframe and that no vehicle that is known to be in an unfit state will be used on the Council's business.

Wearing Seatbelts

All drivers and passengers in a vehicle must, by law, wear a seatbelt. It is the responsibility of the driver, but also the duty of any staff member, to make sure that anyone in a Council vehicle or owner vehicle is wearing a seat belt unless they have an exemption certificate. Passengers must never be allowed to travel on any part of a vehicle other than a designated seat designed for that purpose.

Installation of Tracking Devices

Council owned vehicles may have tracking devices installed to increase security levels with these vehicles. They will be used so that a vehicle can be quickly and easily located in the event of an emergency or a vehicle being stolen. They may well be used as part of a management tool for managing operational performance.

These will be fitted by an authorised company. Should anyone tamper with such device, remove it or cause any other damage to such a device will be subject to disciplinary procedures.

Alcohol and Drug Abuse

Driving or riding on Redditch Borough Councils business while under the influence of alcohol or drugs is strictly forbidden. Staff should inform their Manager if, at any time, they have to take prescribed drugs that may affect their ability to drive. Employees must never drive or ride under the influence of alcohol or drugs. Even small amounts of alcohol or drugs impair judgement and increase the chance of an employee being involved in an accident. The Council has a zero tolerance attitude towards drink or drug driving/riding and any employee found driving/riding under the influence of alcohol or drugs will be subject to Gross Misconduct as detailed in the Disciplinary Procedure.

The Council has the facility in place to undertake random testing of staff who they feel may be under the influence of alcohol or drugs at work. For further information see the Substance Misuse Policy.

The use of certain prescriptions and over - the - counter medicines, such as certain flu remedies and hay fever medicines, can cause drowsiness and impair the ability to drive. It is the employees' responsibility to ensure they have read and understood the instructions on any medication they are taking, and not to drive/ride if there are warnings against this. Often there are alternative formulas or brands which treat the symptoms but do not cause drowsiness, and employees should choose these instead if they need to drive on business. If in any doubt about the effects a medicine may have, employees should consult their GP when prescribed or Pharmacist.

Using hand held mobile phones or similar devices

Employees should follow the Councils policy on the use of mobile phones or similar devices whilst driving or riding. This states that staff should not use a mobile phone whilst driving/riding. Studies show that calls can be a distraction and, consequently, calls should only be made when the vehicle is stationary and the engine switched off. If an employee receives a call on a mobile phone whilst driving/riding, s/he should pull over at the nearest point at which it is safe to do so before answering the call. It is a criminal offence in the UK to drive or ride any motor vehicle whilst using a hand – held mobile phone, or to cause or permit another to do so. The regulations expressly state that a person who “causes or permits any other person to use a hand – held mobile while driving/riding, will be liable”.

Penalties were introduced for road traffic offences with regard to the use of mobile phones in/on vehicles. The penalties will mean:

- A fixed penalty of £200 **and**
- 6 points endorsed on their driving licence.
- If you passed your driving test in the last 2 years, you'll lose your licence.

Using hands-free devices when driving/riding

- The Law states “You can use hands-free phones, sat navs and 2-way radios when you’re driving or riding”. However, it is the Council’s Policy that all the above can only be used if they are hands-free devices. In both cases if the police think you’re distracted and not in control of your vehicle you could still get stopped and penalised.

Other driving Offences

You will be disqualified from driving/riding if you build up 12 or more penalty points within a 3 year period. If you’re stopped by the police for the speeding offence, they can either:

- send you the details of the penalty
- send the case straight to court

Driver’s Hours and Rest (tiredness, stress and fatigue)

Any specific legislation referring to drivers’ hours (e.g. tacho-graph regulations) applies. Tiredness, fatigue and stress (be it from work, domestic or social circumstances) can affect safe driving/riding. Drivers should take account of this and not drive if they believe that they are unfit to do so. No staff member should drive for more than 4.5 hours without taking a break for at least 15 minutes. A journey should never be started if any employee is feeling tired or unwell. It is the employee’s responsibility to judge their own fitness to drive.

Stress can be described as a mental overload caused by extreme emotions such as anger and frustration. Stress results in fatigue, which can lead to reduced levels of attention and judgement and is therefore an important contributor to road accidents. The Human Resources Department can arrange professional guidance and support in the recognition and managing of stress. The following are some practical tips for minimising stress and fatigue while driving/riding.

- Set flexible appointment times.
- If running late, stop in a safe place and phone to explain – do not take risks to arrive on time.
- Avoid peak time travel if possible.
- Choose the most practicable, least congested route.
- Add a generous margin to expected travelling time.
- Take regular breaks, at least 15 minutes after about two hours driving/riding, when mobile phone messages can also be checked.
- Limit driving/riding periods to reasonable time or distance.
- Share driving/riding or use public transport, if possible.

Lone Working

The Council's Lone Working Policy is available which provides guidance for all staff when working alone.

In undertaking risk assessment, the Council must consider the extent of the risk faced by drivers and decide on the need for measures to reduce risk or mitigate its effects. For example, the Council may decide to issue mobile phones to all drivers who do not have them, for use in emergencies. First aid kits may also be considered necessary and will be provided in Council vehicles. Employees also need to be made aware of the procedures to follow in the event of a breakdown or vehicle malfunction.

Musculoskeletal Injury

At work drivers face not only the risk of collision, but also the risk of musculoskeletal injury. This can arise from:

- Poor posture and repetitive movement when driving/riding
- Manual handling injuries when loading and unloading.

Risk assessments addressing these two hazards will be necessary for all those drivers affected. The council may wish to seek further guidance or consult with an occupational road risk management specialist or physiotherapist.

9. STAFF TRAINING

Redditch Borough Council will carry out work-related driving/riding risk assessments and will, where appropriate, provide basic driver safety training to give staff the knowledge and skills needed to help prevent and manage work-related driving/riding risks. Different levels of training will be available and we will provide specialist training if necessary, based on the needs identified through risk assessment. Some of the benefits of this training include:

- Enhances hazard recognition and risk assessment skills
- Encourages the development of stress – reducing strategies
- Promotes greater safety for drivers and other road users
- Helps reduce fuel consumption and vehicle wear and tear
- Builds greater awareness of health and safety issues
- Ensure compliance with existing health and safety legislation

Some Council drivers will be subject to CPC training in particular those who hold a valid HGV Licence. As part of this they will be required to undertake training at least annually in order to maintain currency of Certification.

Redditch Borough Council will also provide guidance on musculoskeletal conditions associated with driving/riding for long periods. The seat being in the correct position, position of the head rest and position of major controls are essential to reduce the risk of personal injury in an accident and to make sure the driver has a good posture to prevent back problems and tiredness. Line

managers are responsible for making sure that staff receive appropriate training and have access to refresher training on a regular basis. Advice on guidance and specialist driver training is available on request.

10. REPORTING AND RECORDING

Staff should report all incidents, including near misses, to their Line Manager at the earliest opportunity. These should be reported on an accident/incident report form found on the intranet (online form). Upon completion these are automatically forwarded to the Senior Advisor (Health, Safety & Wellbeing) and the Head of Service.

Investigation should be carried out by the Head of Service/Line Manager with the help of the Senior Advisor (Health, Safety & Wellbeing) in accordance with the Reporting of Injuries, Diseases & Dangerous Occurrences Regulations (RIDDOR) 1995, the HSE must be notified within 10 days if the member of staff has been off for more than 7 days as a result of a work-related driving/riding incident. For further information on reporting incidents, please refer to the Accident Reporting Procedure.

If the Police decide to undertake any investigations following an incident/accident the Council and all those involved shall fully cooperate with their enquiries in a timely manner. If this is the case the driver must report this to their Manager at the earliest opportunity.

11. MONITORING AND REVIEWING

Redditch Borough Council will monitor and review this policy to make sure that we are achieving the aims of the policy. We will do this with Trade Unions and safety representatives. The review process will include:

- Collecting and monitoring all reported incidents by the Senior Advisor (Health, Safety & Wellbeing).
- Every three months, reporting to the Corporate Health and Safety Committee and local committees, on incident statistics and safety improvement measures;
- Every year, reporting to the Health and Safety Committee's on how we are following the policy, the outcomes of risk assessment, and details of training provided; and
- Every year, reporting to CMT to highlight the progress in reducing risk and incidents and making recommendations for the forthcoming year.

APPENDIX 1

It is the responsibility of the employee to provide the check code, obtained from the DVLA website below, to the responsible person conducting the audit. The responsible person conducting the audit can assist you with acquiring the check code at the time of the audit but you will need to be present and have the following information available.

You can use the online service at <https://www.gov.uk/view-driving-licence> to:

- view your driving record, for example vehicles you can drive
- check your penalty points or disqualifications
- create a licence 'check code' to share your driving record with someone, for example a car hire company

The 'check code' will be valid for 21 days.

You'll need:

- your driving licence number
- your [National Insurance number](#)
- the postcode on your driving licence

Before you start

You can't use this service:

- if your licence was issued outside of England, Wales or Scotland
- to check the progress of a licence application

It's a criminal offence to obtain someone else's personal information without their permission.

It is the employee's responsibility to provide the check code for the above process to take place and to notify their Manager immediately about any changes in their licence, insurance or their health that could affect their continued driving/riding.

The responsible person conducting the audit will need to record the findings on Appendix 2 and retain a copy of the Licence Summary. If this process is conducted more than annually only the latest Licence Summary needs to be retained electronically **i.e CHRIS21**.

DRIVER/RIDER PERSONAL REQUIREMENTS CHECK

SERVICE AREA/DEPT. :

Name	Date	Driving Licence	Insurance Certificate	Road Fund Licence	Any change in Medical Circumstances	Comments/Managers' Signature