

Driving for Work Policy

1. Introduction

This policy is designed to highlight safe driving practices and legal requirements for anyone driving whilst acting on behalf of the organisation.

Commuting to and from a single place of work is not driving for work. Driving for work is when a member of staff or a volunteer is travelling in their own vehicle during working hours for organisational purposes.

For example:

- To and from appointments
- To and from training
- To and from service provision

Driving during non-working hours including unpaid breaks does not constitute driving for work.

This document does not form part of a contract of employment and may be changed from time to time in line with current best practice and statutory requirements, and to ensure business needs are met. Staff will be consulted and advised of any changes as far in advance as possible of the change being made, unless the change is required by law.

2. Policy Aims

- To reduce vehicle incident and at-fault work related road collision costs and injuries by promoting a safe driving culture within the organisation;
- To make drivers aware of the main risks they face or create when driving for work;
- To make sure that staff who drive vehicles in the course of their work demonstrate safe, efficient driving skills and other good road safety habits at all times;

3. Code of Conduct

The code of conduct states: "While driving own vehicles for work purposes, staff must comply with traffic legislation, be conscious of road safety and demonstrate safe driving and other good road safety habits."

The following actions will be viewed as serious breaches of conduct and dismissal may be a consequence:

- Drinking or being under the influence of substances while driving
- Driving while disqualified or not correctly licensed
- Reckless or dangerous driving causing death or injury
- Failing to stop after a collision
- Acquiring penalty points leading to suspension of licence
- Any actions that warrant the suspension of a licence

4. Responsibilities

Staff Responsibilities

Every member of staff is responsible for ensuring they comply with all laws and insurance requirements. It is the driver's responsibility to ensure they and the vehicle are fit and legal to drive.

Drivers must:

- Hold a current, valid full UK driver licence for the category of vehicle they are driving and the licence is carried when driving a company vehicle;
- Notify their manager of any disability or health condition, permanent or temporary, which is likely to cause them to be a source of danger to the public;
- Never use a mobile phone –hands-free is acceptable when driving for work
- Immediately notify their manager if their licence has been suspended or cancelled, or has had limitations placed upon it;
- Familiarise themselves with the vehicle's handbook before commencing any journey;
- Be responsible and accountable for their actions when operating a vehicle or driving for the purposes of work;
- Carry out a daily inspection prior to using any vehicle for work;
- Display the highest level of professional conduct when driving for work;
- Regularly check oil, tyre pressures, radiator and battery levels;
- Assess hazards while driving and anticipate 'what if' scenarios;
- Drive within the legal speed limits, including driving to the road conditions;
- Wear a seat belt and ensure all occupants wear their seat belt at all times;
- Never drive under the influence of alcohol or substances, including prescription and over the counter medication if they cause drowsiness;
- Avoid distraction when driving – adjust or set sat-navs / car stereos / mirrors before setting off. If needing to re-adjust whilst driving, pull over safely in order to do so;
- Report any near-misses, crashes and scrapes, including those which do not result in injury and follow the collision procedures outlined in this policy;
- Report vehicle defects before the next vehicle use;
- Ensure that they have the ability to read in good daylight (with glasses or contact lenses if worn) a vehicle number plate at a distance of 75 feet where the symbols are 3.5" high or 67 feet where they are 3.125" high;
- Never carry any hazardous substances without the prior approval of the line manager. Hazardous goods may only be carried in full compliance with relevant legislation;
- Plan the journeys, taking into account pre-journey work duties, the length of the trip and any post-journey commitments; and
- Stay overnight if driving time and non-driving duties exceed ten hours in one day.

Personal Vehicles

- Staff must seek the organisations agreement before using their own vehicle for work;
- The vehicle must be legally registered, authorised and insured for the purposes of work – staff must show evidence of this on request;
- Staff must not carry loads for which the vehicle is unsuited, nor may they carry more passengers than there are seat belts; and
- The vehicle must not be used in conditions for which it was not designed (such as off-road).

- Staff should only allow designated service users as passengers in their private vehicle. No additional passengers, including dependents, are permitted except under exceptional circumstances and with agreement from Senior Management Team.

Driving Limits

Extended driving hours may contribute to vehicle accidents and staff should be aware that they should not drive beyond a maximum number of hours in any working day. Individuals are responsible for determining when they require a break or a complete stop as a result of tiredness.

The following limits are recommended for work-related driving:

- Daily driving - not more than nine hours on any working day;
- A 15-minute break should be taken after every two hours of driving;
- Cumulative / continuous driving – a 30 minute rest break should be taken after five and a half hours of driving;
- A staff members work -
There should be at least ten hours' continuous break between 2 working days although this can be reduced to eight and a half hours up to three times a week; and
In any two consecutive weeks there must be at least one period of 24 hours when the staff does not drive at all for business.

Mobile Phones, Hand-held Devices and Driving

Never use a mobile phone – only hands-free when driving for work. These requirements apply to all staff when driving on company business in any vehicle.

If contacting someone by telephone and it is apparent they are driving, the call must be terminated immediately.

Failure to comply with the above conditions may result in disciplinary action being taken.

Note: The above points are for the use of hand-held mobile phones or other hand-held devices that are used for (but not restricted to) SMS, video calls, voice, MMS and downloading of content whilst driving.

Safe driver behaviour

Encouraging safe driving behaviour by:

- Not paying staff' speeding or other infringement fines;
- Forbidding the use of mobile phones in vehicles while driving (excluding hands-free)
- Encouraging regular breaks while driving;
- Providing taxis and designated drivers to and from work social events;
- Providing food and non-alcoholic drinks at work functions;
- Encouraging the use of public transport, taxis and buses whenever possible; and
- Making sure the employer is informed if existing staff become unlicensed.

Organisation Responsibilities

- To provide resources and support as and when required such as access to support groups, counselling etc. with reasonable time off.
- To regularly review best practice, employment law, health & safety law and all guidance and update this policy accordingly.

5. Accident & Breakdowns

Accidents

In the event of a collision the driver must prioritise their own safety then, the safety of anyone else involved and then, the safety of other road users.

Follow these steps:

- Stop
- Remain calm
- Be courteous and present a positive image
- Not accept liability
- 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
- Use this incident form to record information about the incident, to exchange details with any third parties and to take the names and addresses of witnesses and police officers (See Appendix A)
- Third parties are obliged to give their name, the vehicle registration number and insurance details under section 170 of the Road Traffic Act 1988
- If a camera is available, photograph the scene from different angles
- Take pictures of the vehicles involved and of the damage to vehicles/property
- Contact your line manager and/or the insurance company as soon as possible.

Breakdowns

In the event of a breakdown do not try to repair the vehicle.

Contact the breakdown assistance provider (details should be kept in the vehicle's glove-box)

- Ensure nothing is done to endanger the driver or others;
- Ensure the driver and passengers wear the hi-vis vests;
- Move passengers to the safest location – on motorways or other busy roads passengers should be taken onto the embankment as far away from the traffic as possible;
- Move the vehicle off the carriageway (onto the hard shoulder on a motorway) and switch off the engine;
- Switch on the vehicle's hazard warning lights; and phone the emergency services or breakdown service as appropriate. Make sure to give accurate location details. If on a Motorway use the emergency SOS telephone to call for help – this will accurately provide the vehicle location

6. Data Protection Act 2018

The organisation will treat all personal data in line with obligations under the current data protection regulations.





Appendix A – Incident Recording Form

To be Retained by the Driver

Incident Details

Date: _____ Time: _____

Location: _____

Speed _____ limit: _____

Road _____ conditions: _____

Police Details

Police attended: Y/ N Time: _____

Officer's name: _____

Contact number: _____

Reporting officer's station:- _____

Other Vehicle/Property Damage

Vehicle type _____

Make/model: _____

Driver _____ name: _____

Registration _____ number: _____

Driver address: _____



Contact

Driver

insurer:

Policy number: _____

Description of damage to other vehicles/property: _____



Witness Details

Name:

Address:

Contact

number:

Name:

Address:

Contact

number:

Name:

Address:

Contact

number:

Write a brief description of what happened

Incident Sketch

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