

# **THE USE OF VEHICLES AT WORK - DRIVING POLICY**

(Approved CMG November 2008)

This Policy and the Guidance that follows for the use of vehicles used whilst at work has been prepared to assist Heads of Service/Chief Operation Officer (GYCH), Service Unit Managers, line managers and those who drive at work in developing an effective system for controlling the risk to those staff who drive motor vehicles/cycles or ride bicycles while on Council business.

## **Introduction**

Almost a third of all road traffic accidents in the UK involve somebody who is "at work".

Health and Safety law applies to all work activities including riding a bicycle or driving a motor vehicle/cycle whilst at work just as it does to all other work activities.

It is the responsibility of Great Yarmouth Borough Council to ensure that, as part of the Council's health and safety management system, an effective policy is in place to manage the risks associated with the use of vehicles at work.

It is the responsibility of each member of staff to co-operate with their line managers and colleagues to ensure that they take reasonable care of themselves and others while at work.

The objective of this Policy and Guidance is to ensure consideration is given to controlling the risks involved whilst driving on Council business. All Heads of Departments must ensure the successful implementation of this policy

## **Part A - Policy for the Use of vehicles at Work**

The Council is committed to ensure the health, safety and welfare of all its employees while at work and this includes driving whilst on Council business.

The Council recognises that the use of motor vehicles/cycles or bicycles on Council Business requires appropriate health and safety measures to protect both staff and third parties.

Arrangements must take into account the wide ranging individual abilities of drivers whilst on Council business and appropriate risk assessments must be carried out and the control measures put into place.

In view of the risks associated with the use of mobile telephones, the Council's decision is that mobile phones (including handsfree) will not be used by staff while driving at work.

## **Part B - Guidance for driving vehicles while at Work**

### **1. Objectives**

- 1.1 Drivers must be familiar with the type of vehicle, have the necessary licence, training and insurance to drive the class/type of vehicle they propose to drive.
- 1.2 All vehicles used for work, whether they are Council owned, leased or privately owned, must be roadworthy, suitable for the task, be maintained, and have (where applicable) the relevant road tax licence and business insurance.

### **2. Guidance in carrying out the risk assessment**

Driving whilst at work may increase the occupational risks, in particular, fatigue, stress, working alone and unforeseen external events. Managers must ensure that precautions are taken to reduce these risks, as far as is reasonably practicable, and take steps to effectively manage those that cannot be avoided. Line managers must:

- 2.1 Ensure risk assessments are completed appropriate to the type of driving undertaken, and that journeys are planned in accordance with the findings of the assessments
- 2.2 Ensure that, as far as is reasonably practicable, all those driving while on business are competent and fit to do so
- 2.3 Provide any additional training that may be necessary to manage driving related occupational risks
- 2.4 Encourage a sensible and mature attitude to driving and the use of any vehicle/s by all staff
- 2.5 Ensure that, as far as is reasonably practicable, the driver's vehicle is suitable for the journey and task
- 2.6 Provide sufficient information and guidance which have been identified as necessary by the risk assessment.

### **3. Personal Responsibilities**

There are risks as soon as a driver takes charge of a vehicle, which can increase when driving for significant distances, or for extended periods of time.

Line Managers have a duty to ensure there are appropriate arrangements in place to minimise risks, to protect the health and safety of staff who drive whilst at work, and others who may be affected by the actions of those persons.

Line Managers must ensure, so far as is reasonably practicable, that good driving practices will be employed. See the example of a generic risk assessment check list for a long journey using a motor vehicle (Appendix 1) and the Driver Handbook <I:\Health & Safety\Information & Guidance\Driver Handbook.doc>

Having identified the risks then reasonable and practicable measures must be taken to minimise those risks, see below.

### **3.1 The Service Unit Manager**

3.1.1 The Service Unit Manager is responsible for ensuring that all staff driving vehicles while at work are:

- adequately risk assessed and that these are reviewed at least every 3 years using a recognised on-line risk assessment
- given appropriate development training following the findings of the risk assessment and are aware of the Driver Handbook <I:\Health & Safety\Information & Guidance\Driver Handbook.doc>
- have appropriate licence and vehicle documentation and insurance

3.1.2 Before a member of staff carries out any work requiring driving The Service Unit Manager will have ensured that a driving risk assessment has been carried out and that the driver has a suitable vehicle, and, as applicable for the vehicle, full driving licence, cycling proficiency certificate, insurance, vehicle registration and MOT.

3.1.3 The Service Unit Manager will ensure that annual checks are made on each driver's driving licence, vehicle registration, insurance and, where applicable, MOT certificate to ensure that he/she and their vehicle is suitable to enable them to continue driving for the Council

3.1.4 The Service Unit Manager, with assistance from the relevant line manager or Health and Safety Advisor, will arrange to carry out accident investigations, provide necessary training and further assessments to staff as they report any accident, convictions or other discrepancies.

3.1.5 Random checks may be carried out by the Service Unit Manager to ensure drivers are driving safely and that their vehicle is being maintained correctly.

### **3.2 The Line Manager**

3.2.1 The line manager must be satisfied, so far as is reasonably practicable, that a driver is competent to drive, holds a valid driving licence or cycling proficiency certificate, is properly insured and is familiar with the vehicle.

- 3.2.2 Where a driver is convicted of a driving offence the line manager will give priority for driver re-assessment training. Where a Court offers driver rehabilitation training as an alternative to prosecution the line manager will actively encourage the driver to take part.
- 3.2.3 It is the line manager's responsibility to ensure that suitable and sufficient risk assessments are carried out for the type of driving work required and that control measures are put in place, in addition to the driver's individual risk assessment. The results of any risk assessment must be documented
- 3.2.4 The line manager must ensure that the driver understands the findings of the risk assessments.
- 3.2.5 Staff should not be required to work all day and then be expected to drive for long periods. Where appropriate, in the case of long journeys provision for overnight stays should be considered.

### **3.2 The Driver and her/his driving ability**

- 3.3.1 Drivers are advised to read the Drivers Handbook <I:\Health & Safety\Information & Guidance\Driver Handbook.doc>
- 3.3.2 Drivers, whilst on Council business, must have a valid drivers' licence for the class of motor vehicles/cycles they are driving or a recognised cycling proficiency certificate for riding a bicycle.
- 3.3.3 Drivers of vehicles must wear safety belts while driving. Where drivers have a medical condition which prohibits the use of seatbelts their line manager must be informed.
- 3.3.4 Drivers of cycles must wear appropriate helmets and clothing and not take any passengers with them.
- 3.3.5 Whilst driving on Council Business, drivers must ensure, so far as is reasonably practicable, that their vehicle is "fit for purpose " and is in a safe mechanical condition.
- 3.3.6 Whilst driving on Council business, drivers are expected to comply with traffic legislation, be conscious of road safety and demonstrate safe driving. (Any fines or legal costs relating to inappropriate driving or parking will be the responsibility of the driver)
- 3.3.7 Staff driving vehicles on Council business will:
- be fit to drive
  - not drive whilst disqualified or incorrectly licensed
  - not drive recklessly

- stop after a collision or accident in which they are involved

3.3.8 Drivers must inform their line manager and not drive if they become aware of a medical condition or take any medication which they believe may affect their ability to drive.

3.3.9 Drivers are expected to comply with the following restrictions on hours of driving –

#### **The Daily Driving Limit**

No driver should drive continually for more than a total of 9 hours in any 24 hours. A driver should take a rest period of 45 minutes or 2 or 3 rest stops, of not less than 15 minutes each that total 45 minutes during any 4-5 hour period.

The driving regime for a single driver could therefore be:-

- 2.5 hours driving - 15 minute break
- 2 hours driving - 30 minute break
- 2.5 hours driving - 15 minute break
- 2 hours driving - and (if not end of working day a further)  
30 minute break

Total 9 hours driving, 1.5 hours cumulative break period.

#### **Breaks**

During any break a driver must not drive or undertake any other work. If the motor vehicles has two drivers sharing the driving, then one is permitted to take a break whilst the other drives, but do take a few minutes break outside the motor vehicles on change over. Rest periods of less than 15 minutes do not count towards the accumulated break requirement of 45 minutes.

#### **Daily Rest Period**

In each 24 hour period, a driver must have a minimum daily rest period of 11 consecutive hours. Any employee required to drive for a significant period more than once in a week must consider the requirements of the Working Time Directive.

The working day, including driving should not normally exceed 10 hours. This limit may be increased to 12 hours under special circumstances. Increasing the working day to 12 hours when travelling is not acceptable on a regular basis.

3.3.10 Drivers must not use mobile telephones (including hands free) whilst driving except to call for help in a genuine emergency situation when it is unsafe or impractical to stop driving to make the call. If you must be contactable while

driving use voice mail and stop regularly to check messages. Other electronic equipment (including radios and satellite navigation systems) may only be used when it is safe to do so and does not prevent you from having proper control of your vehicle

- 3.3.11 Drivers must adhere to the no smoking legislation while driving at work
- 3.3.12 Drivers must report any vehicle incident and associated injury sustained whilst at work immediately by telephone to their Service Unit Manager (where possible) and complete the standard Accident/Incident Report Form [I:\Health & Safety\Accident, Physical or Verbal Abuse Forms\Accident Incident Report Form.doc](#) and pass to their Service Unit Manager as soon as possible.

### **3.4 The Driver and her/his vehicles**

- 3.4.1 All vehicles must be appropriate for the journey and work activity.
- 3.4.2 The driver must ensure that the motor vehicle/cycle she/he is driving has a current motor vehicle registration.
- 3.4.3 The vehicle must be maintained and in a roadworthy condition, and it is the driver's responsibility to ensure, so far as is reasonably practicable, that safety checks are carried out regularly on the vehicle to ensure it is in a road worthy state for use each working day. For Motor vehicles refer to the Check List (Appendix 2)
- 3.4.4 Should the vehicle break down while driving at work, the driver should report this to her/his work base immediately so that any guidance or help can be provided
- 3.4.5 All goods being carried must be securely restrained and items of value stored out of sight in the boot or under a cover.
- 3.4.6 Any driver that takes out a Council Owned vehicle must ensure that the vehicle is checked in the following manner:
  - Council owned vehicles used occasionally - staff must carry out a visual maintenance check on each occasion prior to driving the vehicle – see Appendix 2 for motor vehicles
  - Council owned motor vehicles issued for use to an employee as part of her/his job - staff must carry out a maintenance check at least once a week – see Appendix 2 for motor vehicles and daily visual maintenance checks

### **The Driver and her/his journey**

- 3.4.7 The time allowed for journeys must enable them to be completed legally and

safely without exceeding speed limits.

3.4.8 The intended journey should follow the safest route, which may not necessarily be the shortest or quickest.

3.4.9 Driving time is part of the working day. (Long working days which involve driving must be avoided, particularly in winter. Overnight stops may be necessary to avoid very long days).

3.4.10 Breaks must be taken during the journey - a 15 minute break every 2.5 hours is recommended (see 3.2.9). (Where more than one person is travelling, consideration should be given to sharing the driving).

3.4.11 Consideration must be given to any anticipated adverse weather conditions. For example, if, on the day of travel there is thick fog, icy conditions or heavy snow, the journey should be postponed or cancelled if at all possible.

3.4.12 For one-off long distance journeys in motor vehicles, the Journey planner below may help

Plan the route –	Avoid driving when normally asleep Plan rest breaks Plan where to stop at night Check for delays and plan alternative routes
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Manage the Journey -	Share driving if possible Ensure motor vehicles in safe condition Ensure not impaired by alcohol or drugs Make sure you are well rested Book overnight stop if necessary Avoid driving in peak sleepiness periods Take rest breaks Listen to traffic news for delays Concentrate on your driving
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If you start to feel tired -	Find somewhere safe to stop Get some fresh air if possible Have a bite to eat and a refreshing, non-alcoholic, drink
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Too tired to continue -	Find somewhere safe to stop overnight
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### 3.5 All passengers

3.5.1 Passengers must wear seat belts in cars and vans. Where a passenger has a medical condition that prohibits the use of a seat belt their manager

must be notified.

- 3.5.2 Passengers must not interfere with the driver in any manner that may affect the driver's ability to drive in a safe manner.
- 3.5.3 Passengers must not smoke while travelling in a vehicle while at work
- 3.5.4 Passengers are not permitted on cycles

## Appendix 1

Example of Generic Long Journey Travel Risk Assessment Check List, which in collaboration with the driver may help in the assessment of the risk involved in the use of a motor vehicle used for Council related work activity

Check List Details	Yes	No
Is travel necessary? Have options to avoid or minimise number of trips been considered?		
Has the use of public transport been considered, assessed and eliminated?		
Has driving in adverse conditions been considered and measures agreed to minimise, as far as practicable, e.g. avoiding driving in darkness, not driving in bad weather –ice/ snow/ storm?		
Has the travel distance been minimised, consistent with choosing the safest route? (Note: motorways, dual carriageways are safer than other roads. Speed restrictions must be complied with.)		
Are any medical conditions and/or medication restrictions that apply to any driver taken account of (including eyesight) ?		
Has the duration of the working day been kept to acceptable levels? (sum of driving time, working time and required breaks must not exceed 13 hours)		
Have travel schedules been planned to include sufficient breaks? (Note: 15 minutes every 2.5 hours continuous driving)		
Is a valid driving licence held by all drivers? (copy seen within last 12 months)		
Has the appropriate motor vehicle been selected for use (is carriage of hazardous, bulky or heavy items possible)?		
If a Council/hired motor vehicle is used, is the motor vehicle roadworthy, with valid road tax and MOT?		
If a private car is used does it have appropriate business travel insurance cover, and a current MOT certificate (if applicable)?		
If a Council/hired car is used, have all drivers familiarised themselves with the controls, adjusting mirrors and checked the motor vehicle for obvious defects? (see checklist for motor vehicles in motor vehicle requirements above)		
Is a mobile phone available for emergency use? Is the driver aware of the legal constraints regarding the use of mobile phones or similar devices while driving?		
Has essential emergency equipment for use and arrangements made in the event of a breakdown or accident been included in the risk assessment for using the motor vehicle? This may include: mobile telephone for emergency use, first aid kit, warning triangle, high visibility jacket, fire extinguisher, national breakdown service.		


**Appendix 2 Motor vehicles Check List**

**Council Owned Motor vehicles**

This form to be used as follows:

Driver employed to use Council Motor vehicles as part of daily work – complete at least weekly

Driver employed and uses a Council Motor vehicle normally used by another member of staff – completes form before each use

Motor vehicles Health and Safety Check Sheet	Casual Use of Council Motor vehicles/ Weekly Council Motor vehicles Check List (delete as applicable)	
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Motor vehicle Reg No \_\_\_\_\_

Result of Visual/Physical/Audio check	Mark as appropriate with ✓		COMMENTS
	Satisfactory	Unsatisfactory	
Able to see clearly through motor vehicle's windows			
No damage to bodywork likely to injure others			
Tyres properly inflated and legal			
Headlights and brake lights working correctly			
Oil, Water, windscreen wash and battery fluid levels			
Indicators functioning correctly			
Seat belts and horn serviceable/effective			
Current motor vehicle tax disc displayed on windscreen			

The above is without prejudice to the legal requirements imposed on me as the driver of a motor vehicle to comply with relevant Road Traffic legislation

Signed by Driver .....

Date .....

**Private Owned Motor vehicles**

Car Allowance Claim Form

Essential /  
Casual User

	Payroll No:
	Name:
	Department:
	Section:
Miles @ _____ p per mile = £	Make of Car:
Miles @ 26p per mile = £	Model:
Taxable miles: @ _____ p per mile = £	Registration:
Total Claimed: _____ miles £	Exact CC:

Monthly Motor vehicles Check for driving while at work – Place tick in each box to confirm Yes			
No visible damage to bodywork likely to injure others	<input type="checkbox"/>	Windscreen wash bottle filled and wipers working	<input type="checkbox"/>
Tyres properly inflated with legal tread on tyres	<input type="checkbox"/>	Seat belts, horn and brakes all working	<input type="checkbox"/>
Headlights, indicators, hazard lights and brake lights working	<input type="checkbox"/>	Current motor vehicle tax disc displayed on windscreen	<input type="checkbox"/>

I claim car allowance for the month of .....20 in respect of the official mileage as recorded and confirm (without prejudice to the legal requirements imposed on me as the driver of a motor vehicle to comply with relevant Road Traffic legislation), that the above motor vehicle check has been carried out and is correct.

I certify that this claim complies with the National and Local Conditions of Service as they apply to car allowance, particularly as regards to valid documents and correct business use insurance cover.

Signed:  Dated:

VAT receipts attached dated prior to claim: Yes No  
(If No state reason e.g. attached to previous claim or receipt not requested)

Authorisation:  
I certify that I have examined the journeys claimed, the mileages recorded are fair and reasonable, the use of a private motor car for these journeys was necessary, and the completed motor vehicles check gives no cause for concern.

Signed:  Service Unit Manger Dated:

NB: If claims do not reach Payroll office by 4.30pm on the third working day of any month it will not be possible to include them for payment on the fifteenth day of that month. They will then have to be held over for payment the following month. Incomplete/incorrect forms may be returned and payment could be delayed.  
Claims must be made within six months of the date of the journey.

Date	Purpose of Journey	Places Visited	Miles Travelled	Official Passenger Names
TOTAL MILES				