



## **Driving at Work Policy**

The Council is committed to the health and safety of its employees and members of the public. This policy outlines the expectations that the Council places upon all employees who drive either their own vehicle or a Council owned vehicle as part of their working day.

Any breach of this policy will be investigated and may be dealt with under the Council's Disciplinary and Performance Policy and Procedure.

### **Employee Responsibilities**

If you are required to drive on Council business as part of your job, you must ensure that:

- You have the relevant, valid driving licence and appropriate entitlement to drive the vehicle(s) and are adequately insured for both business and private use
- You provide licence and insurance documents to your manager as and when requested
- Your vehicle is taxed, is roadworthy and has a current MOT certificate (if it is over three years old)
- You drive in accordance with the [Highway Code](#) and any relevant Health and Safety legislation and follow any additional procedures set out by your manager
- You carry out regular basic maintenance checks of your vehicle and/or the agreed default visual inspection for your department, if you are driving a Council owned vehicle
- You are not under the influence of alcohol, drugs or suffering effects from prescribed medication which may affect you whilst driving: if you are in doubt about the impact of prescribed medication you must check with your doctor or pharmacist before driving.
- Your eyesight continues to meet DVLA standards and you wear contact lenses/glasses for driving if necessary
- You inform your manager as soon as practicable if you have an accident, are charged with any motoring offence, incur any penalty points on your licence and/or are disqualified from driving
- You inform your manager if you have any medical condition that may affect your ability to drive or if you do not feel fit enough to drive (including if you feel fatigued) and seek appropriate medical advice
- You secure anything being carried to prevent movement likely to endanger you and/or your passengers

## **Management Responsibilities**

If any members of your team drive on Council business as part of their job, you must ensure that:

- Employees driving their own vehicles for business use, have appropriate insurance and, when applicable, an MOT for the vehicle
- Employees have sufficient and relevant licences, training and experience to operate the vehicles or trailers they have been requested to operate
- Only employees who have received appropriate instruction are able to tow trailers
- Work practices do not pressurise employees into using a mobile phone when driving or to drive in an unsafe manner
- Any accident that occurs whilst on Council business is reported via the accident/incident online form
- Act on information provided on medical conditions/illnesses that might affect someone's ability to drive
- Carry out relevant risk assessments for all drivers

## **Vehicle Suitability**

You must ensure that any vehicle you use as part of your work is suitable for its intended use. Your manager can provide help and guidance if you are in any doubt about this.

When using either your own vehicle or one owned by the Council, you should consider the following:

- The weight and size of any items likely to be carried
- Distance to be travelled
- Passengers who will be carried
- Frequency of loading/unloading

## **Trailers**

Comprehensive guidance for towing trailers is available from the National Trailer and Towing Association website, DVLA website or from the Health and Safety Advisor. Employees should ensure that they adhere to this guidance at all times.

## **Minibuses**

As with towing trailers, the regulations for minibuses are extensive and you may require a special PCV licence to be able to drive one. Further guidance is available from the Health and Safety Advisor and the DVLA website. Employees should ensure that they adhere to this guidance at all times.

## **Further Information**

There are many sources of information regarding safe driving and road safety. The following links provide information on matters such as:

Motorway driving	Driving when tired	Cyclists
Car fires	Winter driving	Tyre safety
Towing	Child road safety	Child seats

<https://www.gov.uk/government/organisations/driver-and-vehicle-licensing-agency> Driving and Vehicle Licensing Agency

<http://think.direct.gov.uk/> Department for Transport

<http://www.ntta.co.uk/> National Trailer and Towing Association

<http://www.rospa.com/> Royal Society for the Prevention of Accidents

<http://www.fireservice.co.uk/safety/car-fires> UK Fire and Rescue Service

## Appendix One

### Accidents

If you drive your own vehicle or a lease vehicle on Council business or drive a Council owned vehicle you should take the following actions in the event of an accident:

- Always stop following an accident. Failure to stop is an offence.
- Ensure your own safety first.
- If the accident is serious i.e. someone is injured or the road is blocked, dial 999 to request the appropriate emergency services.
- Try to obtain the following information:
  - Details of the other vehicle(s) and registration number(s);
  - Name and address of the other vehicle owner(s) and driver(s);
  - Name and address of any witness(es);
  - Name of insurer(s).
- Make a note of the date, time and location of the accident, along with a description of events; diagrams and any other important information i.e. weather conditions and damage sustained to vehicle(s).
- Do not admit liability and do not get drawn into an argument as to whose fault it was.
- Do not comment about the accident on social media or discuss any details of it with the press.
- Assist the relevant authorities with their investigations
- Report the incident to your line manager as soon as you can. You should also contact the Corporate Services Officer and provide them with details of the accident
- At an appropriate time following the accident, the line manager should discuss the circumstances of the accident with the employee. Depending on the cause there may be actions that will mitigate the risk of further accidents from happening in future. This discussion must be documented.
- All accidents that occur whilst on Council business must be reported via the accident/incident online form.