

PUBLIC

Management of Occupational Road Risk

Policy and Guidelines

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Version	Date	Detail	Author
1.0		Original Document	John Davis
1.1	September 2011	Biennial review	John Davis
1.2	September 2013	Biennial review – In force at present, however new document being developed to include General fleet Management document by ORR working group.	John Davis
1.3	Sept 15	As above plus DVLA checks re removal of paper counterpart.	JD

Links and Dependencies
DCC Transport code of practice 2010

1. Introduction

The aim of this policy is to raise awareness of occupational road risks within the Council and to identify key areas for action. The overall aim is to reduce the associated risks to employees and the Council to an acceptable level.

Approximately 3,500 people are killed and 40,000 people are injured on Britain's roads each year. A quarter of all these accidents involve a vehicle being used for work purposes.

Within the Council as with any large organisation, there are a variety of work activities which involve the use of road vehicles, both private and Council owned.

This policy applies to all Council employees and to volunteers who use Council vehicles or their own vehicles whilst at work on Council business.

2. Policy Statement

The Council will undertake to reduce to the lowest level reasonably practicable, the risk to health and safety of its employees from work activities involving the use of road vehicles, by:-

- applying the principles of risk assessment to activities and journeys undertaken on Council business.
- implementing procedures within departments to meet the requirements identified within specific legislation ie fleet vehicles/minibuses.
- implementing procedures to ensure that drivers' hours and rest periods meet the requirements specified within the Working Time Regulations 1998 (as amended).
- raising awareness of road safety issues by providing appropriate information, instruction and training.
- undertaking random checks of driver and vehicle documentation.
- evaluating and reviewing the effectiveness of the above measures through monitoring and auditing at suitable intervals.
- reviewing this policy and guidelines as and when required.

3. Use of Private Vehicles on Council Business

3.1 Managers' Guidelines

3.1.1 New Drivers

Before a **new** authorized casual/essential car user is allowed to drive their own private vehicle on Council business, managers must ensure that the individual:-

- has an appropriate valid driving licence.
- has insurance, which includes business use.
- is made aware of the legal requirements of the mileage claim form.
- is made aware of the contents of this Policy.

3.1.2 All Drivers

Before **any** authorised casual/essential car user uses their own vehicle on Council business managers must ensure that the individual:-

- has a suitable vehicle to undertake the task and journey.
- is provided with agreed realistic work schedules.

Where an employee/volunteer brings to your attention any changes in their usual travel arrangements on Council business that may significantly affect the way their duties are undertaken, you should seek appropriate advice from your departmental Personnel Officer. Adjustments should be made in accordance with agreed Council policies and procedures.

3.2 Employee/Volunteer Guidelines

When using their own vehicles on Council business, employees/volunteers must ensure that they:-

- have an appropriate valid driving licence.
- are insured for the journey (business use).
- have checked that the vehicle is in a roadworthy condition.
- plan their journey to leave sufficient time to cater for possible delays.
- are not excessively tired, fatigued or under the influence of alcohol or drugs - further information is contained within the Council's Substance Misuse Policy.

- meet minimum eyesight standard for driving. If they need to wear glasses or contact lenses to meet minimum standards, these MUST be worn at all times.
- have no medical condition including the taking of medication or infirmity that may affect their ability to drive safely.
- drive with courtesy and consideration for their passengers and other road users.
- refrain from using hand held mobile phones whilst driving.
- wear a seat belt at all times.
- store equipment in the boot of the vehicle where possible.
- have nothing unrestrained in the passenger area that may cause a distraction to the driver or injury when braking or on impact in the event of an accident.
- are familiar with, and comply with, the latest edition of the Highway Code.
- report immediately to their manager any accident/incident which occurs whilst on County Council business.
- bring to their manager's attention any changes in their usual travel arrangements on Council business that may significantly affect the way their duties are undertaken.

3.3 Monitoring

Internal Audit may at any time ask to see documentation relating to the individual and their vehicle which is used on Council business. This may include driving licence, insurance documents and MOT certificate where applicable.

Where an employee or volunteer knowingly falsifies records, expense claims or related documents they will be subject to the Council's disciplinary procedures.

3.4 Disqualification from Driving

Any employee/volunteer who uses their own vehicle on Council business must report the suspension of their driving licence to their line manager. Alternative arrangements to enable the employee to perform their duties and responsibilities will need to be agreed in line with existing Council policies and procedures.

Further clarification should be sought from the appropriate departmental Personnel Officer.

4. Use of Fleet Vehicles on Council Business

The overarching responsibility for the safe operation of Fleet Vehicles is vested with County Transport. Each Department has one or more Transport Officer(s) to carry out day-to-day management of their vehicles. Departmental Transport Officers operate vehicles in line with the Transport Code of Practice. In addition those departments or bodies operating Minibuses do so in accordance with the R14 Regulations. Copies of both of these documents can be obtained from County Transport.

County Transport provides regular updates on Transport Operations through the Transport Officers board and through transport briefing notes.

Any queries on the safe operation of Fleet Vehicles should be directed to County Transport.

4.1 Managers' Guidelines

4.1.1 New Drivers

Before a **new** employee/volunteer is allowed to drive a Council vehicle managers must ensure that the individual:-

- has an appropriate valid driving licence.
- has the necessary experience/training to drive/operate the vehicle in a safe manner.
- is made aware of the requirements of this policy.

4.1.2 All Drivers

Before **any** employee drives a Council vehicle on Council business, managers must ensure that:-

- the individual is provided with relevant information to enable them to undertake their journey safely.
- the individual is provided with realistic work schedules.
- the individual has the necessary experience and/or training to drive/operate the vehicle safely.

4.2. Employee/Volunteer Guidelines

When driving a Council vehicle, employees/volunteers must ensure that they:-

- check the vehicle is in a roadworthy condition.
- have sufficient time to complete the journey.
- are not excessively tired, fatigued or under the influence of alcohol or drugs - further information is contained within the Council's Substance Misuse Policy.
- meet the minimum eyesight standard for driving. If glasses or contact lenses are needed they **MUST** be worn.
- have no medical condition including the taking of medication or infirmity that may affect their ability to drive safely.
- take sufficient rest breaks to prevent tiredness and fatigue particularly on long journeys or after an unforeseen call out.

In particular drivers must:-

- drive with courtesy and consideration for their passengers and other road users.
- refrain from using hand held mobile phones whilst driving.
- ensure that, where fitted, seat belts or appropriate restraint systems are used by them and their passengers.
- ensure that nothing is placed unrestrained in the passenger area that may cause a distraction to the driver or injury when braking or on impact in an accident.
- be familiar with, and comply with, the latest edition of the Highway Code.
- comply with relevant legislation, including speed restrictions.
- report to their line manager any reason which leads to the suspension of their licence.
- refrain from smoking whilst driving or riding in Council vehicles.
- report immediately to their manager any accident/incident which occurs whilst on County Council business.

Note: as a condition of insurance drivers of DCC vehicles **MUST NOT** admit liability for accidents under any circumstances.

4.3. Disqualification from Driving

Any employee/volunteer who drives a fleet vehicle must report the suspension of their driving licence immediately to their line manager. Alternative arrangements will need to be agreed in line with existing Council policies and procedures.

Further clarification should be sought from the appropriate departmental HR Officer.

4.4. Notification of Driving Offences

Below is a list of serious driving offences that must be notified by the line manager to the insurance section at County Hall in order to ensure continuation of cover when driving Council owned fleet vehicles. This includes endorsements that are pending, and for new employees where the endorsement date falls within the last five years.

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| • Failing to stop after an accident or failure to report an accident within the specified time | AC10 to AC30 |
| • Driving, or attempting to drive, whilst disqualified | BA10 to BA30 |
| • Careless driving | CD10 to CD70 |
| • Reckless/Dangerous Driving | DD40 to DD80 |
| • Driving or attempting to drive whilst under the influence of alcohol or drugs | DR10 to DR90 |
| • Using a vehicle without insurance | IN10 |
| • Driving licence offences, eg driving whilst having no licence to drive | LC20 to LC50 |
| • Motor racing on the highway | MS50 |
| • Disqualification under the totting up procedure | TT99 |
| • Theft or unauthorised taking of a vehicle | UT50 |

For further information contact the Risk and Insurance Manager at County Hall.