



Directorate of Corporate Services

Work Travel Safety Policy

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Health Safety & Welfare

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CONTENTS PAGE

Section:

- 1 Introduction**
- 2 Policy Statement**
- 3 Summary of Duties**
 - 3.1 General Duties**
 - 3.2 Safety of Employees**
 - 3.3 Relevant Legislation**
- 4 Record Keeping**
 - 4.1 Records**
 - 4.2 Monitoring**
- 5 Procedures**
 - 5.1 Additional Measures**
 - 5.2 Associated Risks**
 - 5.3 Safe Systems of Work**
 - 5.4 Safe working Hours**
 - 5.5 Journey Times**
 - 5.6 Lone Worker Protection**
 - 5.7 Road Traffic Legislation**
 - 5.8 Driver training**
 - 5.9 Mobile Phone Use**
 - 5.10 General Health and Safety**
- 6 Summary**

Appendices:

- Appendix A: Annual Drivers Checklist**
Appendix B: Vehicle Checklist
Appendix C: Incident Recording Form
Appendix D: Safe Driving for Work Prompt

1. Introduction

1.1. There is a legal duty under the Health and Safety at Work etc Act 1974 to ensure, as far as reasonably practicable, the health and safety of all employees whilst at work. Employers and employees also have a duty to ensure that others are not put at risk by work related driving activities. The Management of Health and Safety at Work Regulations 1999 also apply and require that risk assessment are undertaken for activities with significant risks, and that effective management controls are put in place and implemented. When considering driving safety there are a number of road traffic laws to take into account, including the Road Traffic Act. This policy details how managers should manage occupational driving and details responsibilities.

2. Policy Statement

2.1. The Isle of Wight Council recognises it has a responsibility not only for the health and safety of staff engaged in driving at work but also to other road users and members of the public. The IoWC will therefore comply with all driving related legislation and endeavour to adopt best practice where practicable for those driving on council business.

2.2. The policy applies to all staff and volunteers across all Directorates and relates to any driving for business purposes whether in an IoWC owned vehicle, leased vehicle, hired vehicle or user's own vehicle.

2.3. All employees are considered as ambassadors for the council and their behaviour whilst driving is a reflection on the organisation's corporate image. As such, drivers are expected to be courteous and abide by the Highway Code and other traffic laws and regulations. This is particularly important for drivers of liveried vehicles.

2.4. Driving for commuting purposes falls outside the scope of the policy; however the good practice principles of vehicle maintenance and sensible driving should always be applied.

3. SUMMARY OF DUTIES

3.1 General Duties

Employers have a number of general and specific duties to protect the health, safety and wellbeing of those in their employment and of those who are affected by the conduct of their business. These are set out in s.2 of the Health and Safety at Work etc Act 1974 and the Management of Health and Safety at Work Regulations 1999 (MHSWR).

An employer's duties under common law and health and safety law can be summarised as a duty to take reasonable care to:

- (a) Lay down a safe system of work
- (b) Provide safe premises and/or place of work, and
- (c) Provide safe plant and equipment.

These duties are applied at any point where an employee is engaged in any activity on behalf of their employers, not only when at their normal place of work.

3.2 Safety of Employees

Isle of Wight Council accepts the duty to ensure the safety of all employees whose job involves the transportation of goods or people, and others who are required to drive as a part of their employment. It is recognised these duties extend to the competence of the employee, a safe system of work, even where in transit, and the fitness for purpose of the vehicle.

3.3 Relevant Legislation

Legislation requires employers to design and implement processes and procedures to minimise and manage any physical and psychological occupational risks. MHSWR requires employers to assess risks to employees and protect their safety through effective planning, organisation, control, monitoring and review. These statutory duties require that an employer act in a proactive manner to anticipate, avoid and manage situations that may expose employees to any additional or increased occupational risk that may result from driving on company business.

Other legislation that may be relevant to employers' duties with respect to employees who drive as part of their employment includes:

- (a) The Road Traffic Act 1988 and 1991
- (b) The Carriage of Dangerous Goods by Road Regulations 1996
- (c) The Provision and Use of Work Equipment Regulations 1998
- (d) The Health and Safety (Consultation with Employees) Regulations 1996.

Additional legislation may also be involved where loads being transported, and loaded or unloaded, are inherently hazardous, e.g. Control of Substances Hazardous to Health Regulations 2002.

4 RECORD KEEPING

4.1 Records

Isle of Wight Council will ensure that adequate records are kept to ensure that any risk assessments that are required are performed and maintained and that staff are appropriately trained and informed. These records should be sufficient to demonstrate that all reasonably practicable steps have been taken to protect employees and third parties from unnecessary risks associated with the driving of vehicles on Council business.

4.2 Monitoring

Isle of Wight Council is committed to developing, implementing and maintaining all reasonable measures to protect the health and safety of those driving on Council business. To ensure that full compliance measures are in place and can be demonstrated the following must be kept:

- Records of detailed risk assessments. These should clearly indicate which staff and situations are covered by a risk assessment and they should detail the actions taken as a result of the assessment.
- Training and records of those driving motor vehicles as a part of their employment.

- Annual Drivers Checklist to include details of accidents and road traffic offences (Appendix A).
- Vehicle Checklist, including details on vehicle condition, date of use and mileage (Appendix B).
- Vehicle maintenance records. These should cover mileage, insurance, repair and usage records for all Council owned/operated vehicles.

5 PROCEDURES

5.1 Additional Measures

Isle of Wight Council recognises the specific risks involved in driving vehicles as part of employment and the full range of factors that may affect these risks.

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 are related to a wide range of factors including:

- (a) Driver competence
- (b) Vehicle fitness for purpose
- (c) Shift working and total hours worked
- (d) Lone working
- (e) The nature of the goods being transported.

5.2 Associated Risks

Isle of Wight Council acknowledges that those driving on Council business may be at increased occupational risks related to:

- (a) Fatigue
- (b) Stress
- (c) Lone working
- (d) 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 achieve this; the Council will:

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

The Council will take all reasonably practicable measures to develop and maintain a culture of risk awareness in all drivers, particularly amongst younger drivers and those who manage their own driving activities. No employee driving on Council business will be encouraged to drive in a manner that may increase the risks to themselves or to other road users.

5.3 Safe System of Work

All employers have the duty to develop, implement and maintain safe systems of work for all employees regardless of the nature of the employees' tasks and the environment within which they are performed. This requires that adequate processes and procedures are in place to manage driver-related risks. With respect to reducing occupational risks to employees who are required to drive as part of their employment the Council will put procedures in place to ensure:

- Fitness of the vehicle for its purpose. The Council will ensure that vehicles used in journeys are matched with the purpose of the journey and that they are suited as far as is reasonably practicable to any load being transported, terrain to be covered and delivery conditions.
- The Council will also ensure as far as is reasonable practicable that any vehicles provided by the Council are suited to the needs of the driver and those involved in loading and unloading from vehicles. Where appropriate; additional equipment will be provided for the loading and unloading of vehicles.
- Breakdown and repair. The Council will ensure that drivers 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.
- Vehicle maintenance. The Council will ensure that competent personnel maintain all Council registered vehicles to a sufficient standard.
- The Council will ensure that necessary repairs to Council vehicles are made in a reasonable timeframe and that no vehicle in an unfit state will be knowingly used on Council business.

5.4 Safe working hours

The Council recognises the particular importance of guarding against fatigue and stress to safeguard the health and safety of those driving on Council business and of other road users and third parties. The Council will ensure that effective procedures are in place to manage the hours worked by those driving on Council business. These procedures will ensure that drivers do not drive more than the permitted hours in a twenty-four hour period, and that drivers receive sufficient time off and rest breaks over the working week to avoid excessive fatigue and stress. Drivers not covered by statutory regulation of hours will be required to maintain their driving hours within sensible limits

5.5 Journey Times

The Council will take all reasonably practicable measures to ensure that journeys are sensibly scheduled, that unnecessary travel is reduced to the minimum and that sufficient time is allowed for both journey and any loading/unloading. No driver will be penalised for delays due to circumstances beyond their reasonable control or encouraged to extend their working hours in a manner that may increase their own risks of accident or injury or those of other road users.

The Council will roster journeys so that drivers' working hours are kept at the levels recommended by best practice wherever possible and to make sure that drivers get sufficient rest breaks during their working hours. The Council will install and maintain tracking devices where required and statutory limits on driving hours and driver rest will be rigorously enforced.

5.6 Lone worker protection

The Council recognises that those driving on Council business may face additional occupational risks related to lone working and will take steps to ensure that they can remain in contact with co-workers and others in a manner that allows them to seek assistance when necessary. The Council will ensure that there are procedures for ensuring that emergency communications channels are provided and maintained for staff working alone. In addition the Council will take all reasonably practicable measures to ensure that drivers have adequate information regarding the route and destination of a journey taken on Council business. Access to necessary navigation aids and travel instructions will be provided at the commencement of the journey wherever possible. Drivers will also be informed where reasonably practicable of any specific requirements and restrictions at the destination including security and loading/unloading procedures. The Council will take all reasonably practicable steps to protect employees from violence and/or harassment resulting from their employment as drivers.

5.7 Road Traffic Legislation

The Council will ensure that drivers understand their duties under road traffic legislation and drivers' hours regulations (where applicable) and will prevent the use and abuse of alcohol and drugs by those who are required to drive as part of their employment.

5.8 Driver training

The Council will take all reasonably practicable measures to ensure that those who drive as part of their employment are eligible and competent to do so. As part of this the Council undertakes to provide sufficient driver training and education to ensure that drivers are equipped to manage the situations and circumstances likely to be involved in journeys undertaken on Council business. This training may include:

- (a) First aid procedures.
- (b) Breakdown procedures.
- (c) Loading/unloading equipment and techniques.

The Council will also ensure that all drivers receive training on their duties under the road traffic legislation and drivers' hours regulations (where applicable) on the need to reduce additional risks. This training should include information regarding:

- (a) Consequences of alcohol and drug use.
- (b) The effects of speed and traffic levels.
- (c) The effects of fatigue and stress.
- (d) The use of mobile phones.

5.9 Mobile Phone Use

Employees driving for work must never make or receive calls on a mobile phone, whether hand-held or hands-free, while driving. Persistent failure to do so will be regarded as a disciplinary matter.

Phones must be switched off while driving and rest stops should be planned to provide opportunities to check messages and return calls.

Council work practices do not pressurise staff to use a mobile phone while driving.

5.10 General Health and Safety

The Council will ensure that all health and safety policies recognise the special needs of all employees who drive vehicles as part of their employment. Risk assessments and policies on manual handling and the provision of work equipment in particular will make allowance for the needs of drivers and those assisting in the delivery of goods.

6. SUMMARY

The Council will:

- (a) Implement processes and procedures to assess, avoid, reduce and manage the risks involved in driving on Council business.
- (b) Ensure all drivers are competent.
- (c) Ensure all vehicles are fit for the purpose as far as is reasonably practicable.
- (d) Observe requirements to monitor and regulate driver hours and performance.
- (e) Ensure all staff are aware of their duties under health and safety and road traffic legislation.
- (f) Train relevant staff in the additional issues and occupational risks of driving on Council business.
- (g) Provide drivers with all necessary information.

**Appendix A
ANNUAL DRIVERS CHECK LIST**

TO BE COMPLETED BY DRIVER

Name: _____

Address: _____

Telephone number: _____

I hold the following driving licence(s):

Type (Car/HGV/PSV)	Licence/Permit No.	Issued by	Expiry date

In the past 5 years I have been involved in the following motor vehicle accidents and/or have committed the following traffic violation(s):

Date	Accident / Traffic Violation	Location	Penalty

I do / do not have a DVLA notifiable medical condition. *(Circle as appropriate)*

Permission is granted to refer to the appropriate Licensing Authority and/or to my previous employer(s).

Date: _____ Driver's signature: _____

ANNUAL DRIVERS CHECK LIST

TO BE COMPLETED BY LINE MANAGER

Date:

I have examined _____ driver’s licence(s) and confirm that:

- The driver does not have a DVLA notifiable medical condition
- All licences are in the name of the driver.
- All licences are valid for the country in which the driver is resident.
- All licences are valid for the group(s) stated.

Each licence has the following restrictions:

Total number of penalty points currently in force:

Drivers of privately owned vehicles

Staff using privately owned vehicles must ensure vehicles are roadworthy.
Managers are to ensure annual checks are made of vehicle MOT certificates and confirm the drivers insurance covers business use:

- The vehicle has a current MOT certificate.
- Current insurance covers business use.

Line Manager’s signature: _____

Print Name: _____

DAILY VEHICLE CHECKLIST

(Checks to be conducted before use of the vehicle)

Drivers using IoWC vehicles are to use the following checklist.

It is recommended that the following checks are undertaken by drivers of privately owned vehicles although they need not be recorded.

Vehicle registration no: _____ Mileage reading: _____

Vehicle make/type: _____ Driver: _____ Date: _____

EXTERNAL CONDITION	√ satisfactory/available X defective/missing N/A not applicable	Comment
Condition of vehicle bodywork, windscreen, windows, lights		
Condition of windscreen wiper blades		
Cleanness of windscreen, windows, mirrors, lights, number plate		
Security of load, trailer, roof rack		
Condition of tyres, pressure & wear		
Spare wheel & jack		
FLUIDS		
Engine oil level		
Coolant level		
Windscreen wash level		
Brake/clutch fluid		
Power steering fluid		
Condition of battery		
VEHICLE INTERIOR		
Condition & function of seat belts		
Head restraint adjustment		
Mirror adjustment		
FUNCTION CHECKS BEFORE STARTING THE JOURNEY		
All lights		
Horn		
Washers & wipers		
Brake		

All the items above have been checked and any defects and omissions reported.

Driver's signature: _____

**Appendix C
INCIDENT RECORDING FORM**

If you have an incident:

1. **Stop.**
2. Remain calm.
3. 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, number and station.
4. Use this incident form to record information about the incident, to exchange details with third parties and to take the names and addresses of witnesses and police officers.
5. Third parties are obliged to give you their name, the vehicle registration number and insurance details under section 170 of the Road Traffic Act 1988.
6. If a camera is available, photograph the scene from different angles. Take pictures of the vehicles involved and of the damage to your own and third party vehicles/property.
7. Contact your line or transport manager and/or the insurance department as soon as it is practical to do so.

TO BE RETAINED BY COUNCIL DRIVER

ACCIDENT DETAILS

Date: _____ Time: _____

Location: _____

Speed limit: _____

Road conditions: _____

POLICE DETAILS

Police attended: Yes/ No Time:

Officer's name & number: _____

OTHER VEHICLE/PROPERTY DAMAGE

Vehicle type: _____

Make/model: _____

Driver name: _____

Registration number: _____

Address: _____

Phone: _____

Third party insurer: _____

Policy number: _____

Description of damage to other vehicles/property: _____

WITNESS DETAILS

(Use additional sheets if required)

Witness 1 name: _____

Address: _____

Phone: _____

Witness 2 name: _____

Address: _____

Phone: _____

WRITE A BRIEF DESCRIPTION OF WHAT HAPPENED

INCIDENT SKETCH

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

DRIVER DETAILS TO BE COMPLETED AND GIVEN TO THE THIRD PARTY INVOLVED

(Use additional incident sheets if more than one third party is involved)

Driver's name (YOU): _____

Telephone number (YOURS): _____

Home address (YOURS): _____

Vehicle registration number (YOURS): _____

Vehicle make (YOURS): _____

Owner's name (YOURS or IoWC): _____

Owner's address: _____

Owner's insurer: _____

Policy number: _____

INCIDENT DETAILS

Date: _____ Time: _____

Incident location: _____

Description of damage to other vehicles/property:

Signature (YOURS): _____

Appendix D – Safe Driving for Work Prompt

‘Safe Driving for Work’	
<p>1. Do you have a valid driving licence?</p> 	<p>2. Are you insured for business use?</p> 
<p>3. Always maintain your vehicle in a safe condition.</p> 	<p>4. Make sure you are medically fit to drive and have regular eye tests.</p> 
<p>5. Always wear your seatbelt & make sure passengers do.</p> 	<p>6. Always keep within the speed limits.</p> 
<p>7. Never use your mobile phone when driving.</p> 	<p>8. Always plan sufficient time for your journeys and make sure you take regular breaks from driving.</p> 
<p>9. Never drink and drive or drive under the influence of drugs or medication.</p> 	<p>10. Always keep to the rules of the Highway Code.</p> 