



**NFU Mutual**

Risk Management Services

**HEALTH & SAFETY SUPPORT SERVICE**

**MORR**

**Managing Occupational Road Risks**



**Road Safety**  
*at Work*



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## Foreword

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If you are reading this, your institution is a Member of UM Association Ltd (UMAL), the only dedicated Higher Education Specialist. UMAL is a strong and effective organisation focused on generating benefits for our Members. UMAL understands the risks presented to insurance by Higher Education because it has grown from the sector and has a track record of serving its Members. The better our Members manage their risks, the better UMAL can do both in returning money to them and in working with our insurance partners to secure optimal arrangements. We are committed to achieving best value and to delivering an excellent service.

We are a one-stop shop but, more than that, we're also a mutual. That means we're efficient, carrying our own risks and placing the balance in the traditional markets. We're owned by our Members, with no outside stakeholders to distract from their interests. And, for more than a decade, we have been a model of competitive pricing, bespoke cover and service that is second to none.

UMAL is closely and structurally linked to U.M. Services Ltd. (UMSL), an insurance and mutual services provider supporting institutions of Higher Education and related organisations. It was established in 1998 and is regulated by the Financial Services Authority of the UK, Firm reference No. 311567, and is granted permission under Part IV of FSMA. It operates as a General Insurance Broker in this respect.

As an intermediary and mutual management services provider specialising in Higher Education Sector risks, UMSL aims to provide clients with access to insurance at the best terms available, and to offer comprehensive high value management support services.

Recognising the risks its members face when staff and students take to the roads, UMSL has retained NFU Mutual Risk Management Services Ltd to provide advice and support to our members. Through the advice and information in this guide, UMAL members will be able to formulate effective strategies for dealing with road risks, both proactively and reactively.

The Guidance Notes contained in this manual should be taken as a starting point for an effective policy and not necessarily a 'one size fits all' solution. Each institution is unique and it is important to develop a policy that suits your needs. You may already have systems in place that fulfill the same function as those described in parts of this manual. If so, simply review the information provided, and see if there is anything you feel could be added to your existing procedures.



# Why Manage Occupational Road Risks

## Cost

The true costs of road accidents to organisations are nearly always significantly higher than the resulting insurance claims. While institutions may be able to recover vehicle damage costs through insurance, many other costs may not be recoverable. These include: lost time in wages and salaries; lost orders and output; administrative costs, legal fees; and costs due to other kinds of business interruption. These costs come straight off the institution's bottom line, reducing its profits or surplus. HSE research into workplace accidents generally suggests that, for every £1 recovered through insurance, between £8 and £36 may be lost via uninsured costs.

Many of the resources required to put a system in place to manage occupational road risks should already be available to enable the institution to meet its health and safety obligations.

## Legislative Compliance

Company vehicles fall into two broad categories – those essential for an employee to carry out their work and those that are provided as a perk or benefit of the job position. Those in the first category can be classified as a piece of work equipment as defined within the Provision and Use of Work Equipment Regulations 1998. Work equipment should be suitable for the intended use and adequate health and safety information should be provided to the user. Where a vehicle is classed as work equipment, the employer should also ensure that the vehicle is properly maintained and the user has received sufficient training in the use of the equipment.

Whatever the reason for the provision of a vehicle, of any type, an employer has a duty of care to protect the health, safety and welfare of their employees whilst driving at work and others who may be affected by that work. In terms of legislation, this means the employer should consider both road traffic law and the Highway Code in conjunction with health and safety legislation.

To manage occupational road risks effectively, employers need to develop and implement a policy for such risks and proactively manage the systems associated with it. This will include regularly monitoring and reviewing such a policy.

Driver education and commitment to the policy is essential because, by the very nature of the task, the employee will often be working alone, away from the institution's site(s). The driver needs to follow the institution's standards at all times.

Institutions with a policy in place could still face criminal prosecution after the investigation of an incident if an inspector decides the management system has failed and the policy has not been properly implemented. The inspector will be looking to see if Senior Managers have any responsibility for failures where the policy was not actively applied, monitored and reviewed.

Although the HSE has not been keen on health and safety enforcement laws for ‘driving matters’, there appears to be a movement for change in this respect. The changes to the law regarding the use of hand-held mobile phones whilst driving and the amendments to the Working Time Directive on driving hours are a clear indication that the HSE seems intent on taking a far stronger stance in the future. Where an employee has been involved in a road accident, the police, in consultation with the health and safety authorities, are being increasingly encouraged to make enquiries of the employer and consider prosecution under health and safety legislation. It is therefore prudent for employers to establish and implement policies and procedures now, giving clear guidance to their employees and ensuring they keep up to date with developments in this area of the law.



# Introduction

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## What is this guidance about?

UMSL is working in partnership with NFU Mutual Risk Management Services Limited and RAC Risk Management to produce this guide on Managing Occupational Road Risk (MORR). This provides practical guidance that is essential for managing occupational road risks. It is designed to help the reader identify hazards and control risks. It also details how to plan, organise, monitor and review safety measures.

The folder is divided into Sections (or Guidance Notes) which provide information on key issues associated with the management of occupational road risks. Each Guidance Note gives practical advice and (where applicable) suggested templates for use.

In the top left hand corner of some templates is a symbol(s). These symbols are shown below, together with an explanation as to what they mean:




Examples of forms you may consider using or adapting.



Examples of information to communicate to staff.



# Bonnet Talks

Throughout the Advice Manual you will see documents headed *Bonnet Talks*. This will be accompanied by this symbol . These documents can either be given to employees as a reminder / checklist of the health and safety procedures they need to follow, or managers can use the 'Talks' as the basis for training sessions. Topics covered are:

● In the Event of an Accident	Guidance Note 8
● Car Accident Tips	Guidance Note 8
● In the Event of a Theft	Guidance Note 8
● In the Event of a Breakdown	Guidance Note 8
● First Aid on the Road	Guidance Note 8
● Mobile Phones and Driving	Guidance Note 10
● Speed Limits	Guidance Note 11
● Typical Stopping Distances	Guidance Note 11
● Avoiding Accidents	Guidance Note 11
● Inspection and Maintenance	Guidance Note 12
● Alcohol and its affects	Guidance Note 13
● Drinking and Driving	Guidance Note 13
● Tips for Safer Winter Driving	Guidance Note 14
● Road Rage Questionnaire	Guidance Note 16
● Road Rage Tips	Guidance Note 16
● Journey Planning Flowchart	Guidance Note 17
● Driver Checklist	Guidance Note 17
● Lone Working	Guidance Note 17
● Penalty Table	Guidance Note 19
● Safety Equipment for Minibuses	Guidance Note 21
● Advice for Minibus Operators	Guidance Note 21
● Pre-drive Safety Check	Guidance Note 21
● Advice for Drivers	Guidance Note 21
● MPH to KPH Conversion	Guidance Note 22
● Driving in Europe	Guidance Note 22
● Banking Signals	Guidance Note 23





# Guidance Note 1 – Audit

## Introduction

The starting point for an institution planning to implement a system for managing occupational road risks, is a review of the current arrangements. This is often referred to as an Initial Status Review.

The aim of the Review is to enable the institution to answer the following questions:

- Where are we now?
- Where do we want to be?
- How are we going to get there?

The purpose of the review is to provide information on the scope, adequacy and implementation of the institution's current systems for MORR, as well as providing a baseline from which improvement can be measured.

## Initial Status Review

The Initial Status Review can either be undertaken:

1. **In-house** – a sample Audit Form is provided (over-page) to help institutions who wish to undertake the Initial Status Review. The Review should be led by a named individual who has the time to commit to it. Where appropriate, the review process should involve senior managers and staff who drive for work purposes.
2. **External Independent Review** – some institutions may wish to arrange for an independent audit of their systems for MORR to check that their policies and procedures are effective.

The results of the Review (whether conducted in-house or independently) should be considered at senior management level.

## Review and Audit

Institutions should regularly review and audit their systems for MORR performance against stated objectives and agreed targets in the light of data from both active and reactive monitoring.

The aim of the audit (which can be part of an overall health and safety management system audit), is to examine a range of indicators to help determine:

- the degree of compliance with policies and procedures;
- areas where standards are absent or inadequate;
- whether stated objectives are being achieved within agreed timescales;
- the immediate and underlying causes of accidents and incidents; and
- any trends and common features.



# Initial Audit Review Questionnaire

This questionnaire should be completed by the individual(s) with responsibility for managing occupational road risks.

## Section 1 – About Your Department

Department name:

Address:

Name of key contact:

Position:

Telephone number:

E-mail:

Number of employees:

### Your Vehicles (tick all that apply)

Does your department operate:

- Cars       Vans       Motorcycles       Commercial       Specialist

Are your department's vehicles:

- Institution owned       Leased       Hired       Driver owned       Other

### Your Drivers (tick all that apply)

Do you have drivers in your department who are:

- Occasional users       Essential users       Professional drivers

Do you collect data on drivers':

- Ages       Gender       Experience       Crash involvement (duty and non-duty)  
 Enforcement points       Driver training achievement

### Your drivers' journeys (tick all that apply)

Does your department collect data on journeys, including:

- Length of journeys       Cumulative mileages       Journey purposes

### Your department's accident experience (tick all that apply)

Do you collect and analyse data on road accidents, including:

	Yes	No
Number	<input type="checkbox"/>	<input type="checkbox"/>
Type (primary cause)	<input type="checkbox"/>	<input type="checkbox"/>
Vehicle characteristics	<input type="checkbox"/>	<input type="checkbox"/>
Driver characteristics	<input type="checkbox"/>	<input type="checkbox"/>
Location	<input type="checkbox"/>	<input type="checkbox"/>
Journey purpose	<input type="checkbox"/>	<input type="checkbox"/>
Date and time of occurrence	<input type="checkbox"/>	<input type="checkbox"/>
Severity (injury and damage)	<input type="checkbox"/>	<input type="checkbox"/>

**Your department's fleet safety costs** (tick all that apply)

Does your department identify and analyse the costs of:

	Yes	No
Fuel	<input type="checkbox"/>	<input type="checkbox"/>
Servicing	<input type="checkbox"/>	<input type="checkbox"/>
Repairs	<input type="checkbox"/>	<input type="checkbox"/>
Staff absence due to road injury	<input type="checkbox"/>	<input type="checkbox"/>
Preventive measures	<input type="checkbox"/>	<input type="checkbox"/>

**Section B – Your department's MORR policy**

1. Has your department developed a policy on MORR setting out its corporate safety objectives? Yes  No

**If Yes, go to Question 2. If No, go to Section C**

- |  | Yes                      | No                       |
|--|--------------------------|--------------------------|
| 2. Is this part of your department's Health and Safety Policy Statement? | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Has the MORR Policy been communicated to all staff?                   | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Is it clearly understood by managers and staff                        | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Does senior management actively support the policy?                   | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Was it developed through consultation with employees?                 | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Has a date been set for review of the policy?                         | <input type="checkbox"/> | <input type="checkbox"/> |

**Section C – Organising for MORR**

- |  | Yes                      | No                       |
|--|--------------------------|--------------------------|
| 1. Does the overall responsibility for MORR rest with a named senior manager / director? | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Are the responsibilities of line managers for MORR clearly defined?                   | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Are responsibilities for carrying out risk assessments clearly defined?               | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Have managers and drivers been trained in risk assessment techniques?                 | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Are assessments generic or task specific?   | .....                    |                          |
| 6. Are the results of risk assessments properly recorded?                                | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Are they communicated to relevant staff?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Have assessment results been used to prioritise risk control actions?                 | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Have any of the following control measures been introduced: (tick all that apply)     |                          |                          |
| <input type="checkbox"/> Eliminating unnecessary vehicle movement                        |                          |                          |
| <input type="checkbox"/> Avoiding driving in adverse conditions                          |                          |                          |
| <input type="checkbox"/> Reducing distances  |                          |                          |
| <input type="checkbox"/> Controlling drivers' hours                                      |                          |                          |
| <input type="checkbox"/> Specifying 'safest' routes                                      |                          |                          |
| <input type="checkbox"/> Setting safe schedules (e.g. rest breaks)                       |                          |                          |
| <input type="checkbox"/> Specifying appropriate vehicles                                 |                          |                          |



- Ensuring effective vehicle maintenance
- Selecting appropriate drivers
- Ensuring driver fitness
- Establishing clear policies on substance abuse
- Banning mobile phone use while driving
- Providing driver training programmes
- Procedures to prevent assault
- Providing supervision, briefing, information and guidance
- Award or incentive schemes

- |   | Yes                      | No                       |
|---|--------------------------|--------------------------|
| 10. Have any targets been set (e.g. accident rate reductions, training requirements, new procedures, etc.)? | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. Have the timescales been set for achieving these?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 12. Have any MORR standards been set for: (tick all that apply)   |                          |                          |
| <input type="checkbox"/> Driver fitness (e.g. eyesight)   |                          |                          |
| <input type="checkbox"/> Driver competence  |                          |                          |
| <input type="checkbox"/> Control of speed   |                          |                          |
| <input type="checkbox"/> Maximum continuous driving (before breaks)   |                          |                          |
| <input type="checkbox"/> Maximum driving time including time out with the organisation                      |                          |                          |
| <input type="checkbox"/> Maximum daily, weekly, monthly, driving hours / miles                              |                          |                          |
| <input type="checkbox"/> Night / adverse conditions driving   |                          |                          |
| <input type="checkbox"/> Vehicle safety specifications  |                          |                          |
| <input type="checkbox"/> Vehicle maintenance  |                          |                          |
| <input type="checkbox"/> Alcohol  |                          |                          |
| <input type="checkbox"/> Drugs (including prescription medication)  |                          |                          |
| <input type="checkbox"/> Mobile phones  |                          |                          |
| <input type="checkbox"/> Other? (please specify) .....  |                          |                          |

- |   | Yes                      | No                       |
|---|--------------------------|--------------------------|
| 13. Has a MORR action plan been drawn up?                           | <input type="checkbox"/> | <input type="checkbox"/> |
| 14. Has it been communicated to all relevant supervisors?           | <input type="checkbox"/> | <input type="checkbox"/> |
| 15. Are appropriate arrangements in place to deal with emergencies? | <input type="checkbox"/> | <input type="checkbox"/> |

**Section E – How your department monitors its performance:**

- |  | Yes                      | No                       |
|--|--------------------------|--------------------------|
| 1. Is regular monitoring carried out to assess compliance with MORR standards?   | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>If Yes, go to Question 2. If No, go to Question 3</b>   |                          |                          |
| 2. Are the results properly analysed / recorded / disseminated?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Have appropriate MORR performance indicators been selected (e.g. accident rates, training targets, actions by managers / drivers, costs, etc.)? | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Are there clear reporting procedures for accidents and incidents?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Do these cover ‘near misses’ as well as crashes?  | <input type="checkbox"/> | <input type="checkbox"/> |

6. Is there a procedure in place to investigate accidents / incidents?  Yes  No

**If Yes, go to Question 7. If No, go to Section F**

7. Does it cover costs?  Yes  No

8. Is there a person responsible for investigation?  Yes  No

9. Are lessons from accidents and incidents fed back into management system to promote safety learning?  Yes  No

**Section F – Your department’s approach to performance review**

1. Does your department periodically review its MORR performance against agreed standards and targets?  Yes  No

**If Yes, go to Question 2. If No, go to Section G**

2. Does the review cover MORR management action (e.g. compliance by managers and drivers with MORR standards) as well as accident rates?  Yes  No

3. Are conclusions from MORR reviews fed back to assist in future planning?  Yes  No

4. Are they also fed back within the institution (e.g. through meetings, internal communications, house magazines, etc.)?  Yes  No

**Section G – Auditing your MORR system**

1. When your department audits its health and safety management system, does it cover MORR?  Yes  No

**If Yes, go to Question 2. If No, go to Section H**

2. Are the results considered at senior management level?  Yes  No

3. Do results lead to appropriate follow up actions?  Yes  No

**Section H – Any other comments**

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# Initial Audit Review Questionnaire

This questionnaire should be completed by the individual(s) with responsibility for managing occupational road risks.

## Section 1 – About Your Department

Department name: *Mechanical and Electrical Engineering*

Address: *18, College Road, Stratford-upon-Avon, Warwickshire. CV37 5FE*

Name of key contact: *H. Wilson* Position: *HoD*

Telephone number: *01867 7865435* E-mail: *h.wilson@uni.au.com*

Number of employees: *27*

## Your Vehicles (tick all that apply)

Does your department operate:

Cars  Vans  Motorcycles  Commercial  Specialist

Are you a department's vehicle:

Institution owned  Hire  Driver owned  Other

## Your Drivers (tick all that apply)

Do you have drivers in your department who are:

Occasional users  Essential users  Professional drivers

Do you collect data on drivers':

Ages  Gender  Experience  Crash involvement (duty and non-duty)

Enforcement points  Driver training achievement

## Your drivers' journeys (tick all that apply)

Does your department collect data on journeys, including:

Length of journeys  Cumulative mileages  Journey purposes

## Your department's accident experience (tick all that apply)

Do you collect and analyse data on road accidents, including:

	Yes	No
Number	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Type (primary cause)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Vehicle characteristics	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Driver characteristics	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Location	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Journey purpose	<input type="checkbox"/>	<input type="checkbox"/>
Date and time of occurrence	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Severity (injury and damage)	<input checked="" type="checkbox"/>	<input type="checkbox"/>

### Your department's fleet safety costs (tick all that apply)

Does your department identify and analyse the costs of:

	Yes	No
Fuel	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Servicing	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Repairs	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Staff absence due to road injury	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Preventive measures	<input type="checkbox"/>	<input checked="" type="checkbox"/>

### Section B – Your department's MORR policy

1. Has your department developed a policy on MORR setting out its corporate safety objectives? Yes  No

**If Yes, go to Question 2. If No, go to Section C**

2. Is this part of your department's Health and Safety Policy Statement? Yes  No
3. Has the MORR Policy been communicated to all staff? Yes  No
4. Do all managers clearly understand their responsibilities for MORR? Yes  No
5. Do all managers actively support the policy? Yes  No
6. Was it developed through consultation with employees? Yes  No
7. Has it been reviewed regularly? Yes  No

### Section C – Organising for MORR

1. Does the overall responsibility for MORR rest with a named senior manager / director? Yes  No
2. Are the responsibilities of line managers for MORR clearly defined? Yes  No
3. Are responsibilities for carrying out risk assessments clearly defined? Yes  No
4. Have managers and drivers been trained in risk assessment techniques? Yes  No
5. Are assessments generic or task specific? *Generic*
6. Are the results of risk assessments properly recorded? Yes  No
7. Are they communicated to relevant staff? Yes  No
8. Have assessment results been used to prioritise risk control actions? Yes  No
9. Have any of the following control measures been introduced: (tick all that apply)
- Eliminating unnecessary vehicle movement
  - Avoiding driving in adverse conditions
  - Reducing distances
  - Controlling drivers' hours
  - Specifying 'safest' routes
  - Setting safe schedules (e.g. rest breaks)
  - Specifying appropriate vehicles

- Ensuring effective vehicle maintenance
- Selecting appropriate drivers
- Ensuring driver fitness
- Establishing clear policies on substance abuse
- Banning mobile phone use while driving
- Providing driver training programmes
- Procedures to prevent assault
- Providing supervision, briefing, information and guidance
- Award or incentive schemes

10. Have any targets been set (e.g. accident rate reductions, training requirements, new procedures, etc.)? Yes  No

11. Have the timescales been set for achieving these? Yes  No

12. Have any MORR standards been set for: (tick all that apply)

- Driver fitness (e.g. eyesight)
- Driver competence
- Control of speed
- Maximum hours as driver (before break)
- Multiple driving time including time out with the vehicle
- Maximum daily, weekly, monthly, driving hours / miles
- Night / adverse conditions driving
- Vehicle safety specifications
- Vehicle maintenance
- Alcohol
- Drugs (including prescription medication)
- Mobile phones
- Other? (please specify) .....

13. Has a MORR action plan been drawn up? Yes  No

14. Has it been communicated to all relevant supervisors? Yes  No

15. Are appropriate arrangements in place to deal with emergencies? Yes  No

**Section E – How your department monitors its performance:**

1. Is regular monitoring carried out to assess compliance with MORR standards? Yes  No

**If Yes, go to Question 2. If No, go to Question 3**

2. Are the results properly analysed / recorded / disseminated? Yes  No

3. Have appropriate MORR performance indicators been selected (e.g. accident rates, training targets, actions by managers / drivers, costs, etc.)? Yes  No

4. Are there clear reporting procedures for accidents and incidents? Yes  No

5. Do these cover ‘near misses’ as well as crashes? Yes  No

6. Is there a procedure in place to investigate accidents / incidents?  Yes  No

If Yes, go to Question 7. If No, go to Section F

7. Does it cover costs?  Yes  No

8. Is there a person responsible for investigation?  Yes  No

9. Are lessons from accidents and incidents fed back into management system to promote safety learning?  Yes  No

### Section F – Your department’s approach to performance review

1. Does your department periodically review its MORR performance against agreed standards and targets?  Yes  No

If Yes, go to Question 2. If No, go to Section G

2. Does the review cover MORR management action (e.g. compliance by managers and drivers with MORR standards) as well as accident rates?  Yes  No

3. Are conclusions from MORR reviews fed back to assist in future planning?  Yes  No

4. Are they also fed back within the institution (e.g. through meetings, internal communications, house magazines, etc.)?  Yes  No

### Section G – Auditing MORR performance

1. When your department audits its health and safety management systems does it cover MORR?  Yes  No

If Yes, go to Question 2. If No, go to Section H

2. Are the results considered at senior management level?  Yes  No

3. Do results lead to appropriate follow up actions?  Yes  No

### Section H – Any other comments

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**Insert Your  
Initial Status  
Review Audit  
Here**









## Guidance Note 2 – Policy for MORR

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### Introduction

A policy for Managing Occupational Road Risks (MORR) is a way for an institution to demonstrate its commitment to protecting the health, safety and welfare of its employees who may be driving at work, as well as acknowledging the institution's understanding and acceptance of its duties. The statement, and any revision of it, should be brought to the notice of all employees who drive at work.

The written policy should normally be in three parts:

- general statement of policy;
- organisation (i.e. people and responsibilities);
- arrangements (i.e. systems and procedures).

The policy should be signed by a senior official of the institution. The policy should also be clearly dated.

### General Statement of Policy

The general statement of policy is a declaration of intent on the part of management. It should contain a commitment to ensure the health and safety of all employees.

The commitment should be reinforced by specific provisions and objectives relevant to the institution, such as:

- allocation of sufficient resources to ensure a safe and healthy place of work;
- provision of appropriate information, instruction, training and supervision;
- promotion of employee consultation on matters affecting health and safety.

### Organisation

Usually, the organisation for MORR will reflect the overall structure of the institution. Responsibilities for MORR should be given to line management at successive levels, from top management down to supervisors. Such responsibilities should be clearly defined, and preferably referred to in job descriptions to prevent duplication and confusion. The statement should also set out the organisation for joint consultation (e.g. safety representatives and / or safety committees).

## Arrangements

Employers should set down the arrangements necessary to implement the policy. The following headings may be helpful:

- driver training;
- accidents and emergencies;
- use of mobile phones;
- vehicle selection and maintenance;
- alcohol and drugs;
- driving in adverse conditions;
- journey planning;
- driving hours,

## Monitoring

A system of monitoring the effectiveness of the arrangements and for reviewing safety performance as a whole should be developed.

## Sample Policy

The following pages contain a sample outline of a Policy for Driving at Work. Having read through this Advice Manual, institutions may wish to enhance this Policy further to make it more specific / relevant to their circumstances.

# Driving at Work Policy (Sample)



## 1. Introduction

The institution is committed to the delivery of its obligations under Health and Safety legislation with regard to driving at work, and recognises that there are specific risks to employees who are driving on behalf of the institution. The institution has introduced this policy with the objective of identifying and minimising those risks and to actively encourage safe driving in order to reduce the number of accidents and to comply with its legal obligations.

## 2. Purpose and scope

This policy is designed to ensure that the institution satisfies the requirements of both health and safety and road traffic legislation in relation to driving at work. The policy outlines how these objectives will be achieved.

This policy applies to all employees, contractors or others who may be driving for and on behalf of the institution, and those who may be affected by their work.

## 3. Legislation

The legislation governing this procedure is contained in but not limited to:

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- Provision and Use of Work Equipment Regulations 1998
- Workplace (Health, Safety and Welfare) Regulations 1992
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995
- Health and Safety (First Aid) Regulations 1981
- The Road Traffic Act 1991
- Road Vehicles (Construction and Use) (Amendment)(No. 4) Regulations 2003
- Working Time (Amendment) Regulations 2003

## 4. Definitions

For the purpose of this policy, the following definitions apply:

**Company Vehicle** – refers to any car, van, lorry, motorbike, scooter or personnel carrier that is provided by the institution and used by employees driving for work purposes.

**PCH** means Personal Contract Hire – which is a scheme that provides the individual with the means to set up a hire arrangement for a set period of time. The agreement usually included an opportunity for the hirer to choose whether to return or purchase the vehicle at the end of the term of hire.

**PCP** means Personal Car Purchasing – a scheme that provides the employee with the means to purchase his / her own car for work, and for which they are responsible,

**Personal Company Vehicle** – means any vehicle purchased through a PCP scheme for use at work.

**Private vehicle** – refers to a vehicle which an employee owns and runs privately, and for which they have sole responsibility.

Cont.

**Driving at work** – refers to any work carried out on behalf of the institution that involves the employee in time spent driving a vehicle and covers all journeys other than to and from the normal place of work.

## 5. Responsibilities

- 5.1 Senior Managers should give their full support to this policy to ensure that all practical measures are taken and appropriate resources in the form of finance , equipment, personnel and time are made available in respect of enhancing safety whilst driving at work.
- 5.2 Management and Supervisory Staff are expected to ensure that their departments comply with the policy and guidelines.
- 5.3 Drivers at Work are expected to make themselves familiar with this policy and to ensure that they practice safe methods of driving at all times.
- 5.4 The Fleet Manager is primarily responsible for day-to-day implementation of the procedures associated with this policy and for maintaining accurate records on vehicles.
- 5.5 Health and Safety Advisor will monitor the overall success of the policy and update the contents where appropriate.

## 6. Risk Assessment

Risk assessments will be conducted for each job / task involving driving for work, for each new employee expected to drive as part of their work and for each new type of vehicle selected for use by the institution.

Managers should ensure that risk assessments have been conducted for any job / task, new employee or vehicles within the area of control. They should also ensure needs or control measures identified by risk assessments are carried out and should administer risk control measures in line with the institution's policy.

### 6.1 Job / Task Risk Assessment

Each job or task which includes driving for work will be risk assessed and appropriate control measures will be introduced.

The department manager (with support from the Health and Safety Advisor) will complete a Job / Task Risk Assessment for each task in his/her area of control which involves any degree of driving for work. The manager should consult with those employees who have experience in carrying out the job / task to ensure all hazards are identified. The Health and Safety Advisor will advise on appropriate control measures.

Once completed a copy of the Risk Assessment should be passed to the Health and Safety Advisor for recording.

### 6.2 Driver Risk Assessment

On induction, managers will provide their employees with an individual risk assessment form to complete, which will determine whether they will be driving at work, the extent of that driving, the likely risks to the individual and training requirements. The Health and Safety Advisor and the manager will review the assessment to determine if any control measures and training are required for the employee.

Once completed, a copy of the Risk Assessment should be passed to the Health and Safety Advisor for review and recording.

Cont.

### 6.3 Vehicle Risk Assessment

The assessment to determine the safety and suitability of any new type of vehicle will be conducted by the Fleet Manager.

Once completed a copy of the Risk Assessment should be passed to the Health and Safety Advisor for review and recording.

### 6.4 Reviewing and Assessment

Risk Assessments will be reviewed and, where required, reassessed by the manager and Health and Safety Advisor every 12 months or sooner if:

- a new type of vehicle is considered for purchase;
- there is a change in an employee's responsibilities that results in a significant change in the amount of driving required;
- there is an accident, near miss or breakdown or other significant occurrence;
- there is a significant change in the environment in which the vehicles are used;
- there is any change in the driver's circumstances that may affect his / her ability to drive.

The findings of the Risk Assessment will be used as part of an overall risk analysis to ensure the institution has a programme of continuous safety improvement.

## 7. Safety Control Measures

The Risk Assessment is designed to identify the risks associated with a specific driving task or the needs of an individual carrying out the task. Where identified by the Risk Assessment, control measures will be introduced to eliminate the hazard or minimise the risk. Control measures can only be effective if the driver adheres to them at all times.

## 8. Drivers

When considering a change to an existing role or the recruitment of a new employee to a role involving driving, the institute will undertake a number of assessments to determine the suitability of the individual to the driving task.

Only authorised employees may drive vehicles belonging to the institute.

### 8.1 Training and Assessment

A basic Driving at Work induction will be provided for all employees who are expected to drive as a normal part of their work. The institution will pay for driver training where a risk assessment has identified a need.

Wherever possible the training will be conducted within the employee's normal work hours. Employees are expected to make reasonable adjustments to their schedules and commitments in order to attend training.

Cont.

## 8.2 Advanced Driver / Defensive Driver Training

Additional driver training (e.g. Advanced Driving, Defensive Driving or other certified course) will be provided where an individual Risk Assessment identifies the need. The institution or person appointed to conduct this training should possess the necessary expertise, knowledge and qualifications to conduct the training.

## 8.3 Safe Driving and Journey Planning

Drivers should adhere to safe driving guidance at all times and wherever possible plan a journey in advance to ensure they do not drive for any excessive period and have included provisions for regular rest breaks and their personal safety.

## 8.4 Lone Working

Drivers who will be working alone need to:

- ensure they have identified Lone Working on their Individual Risk Assessment to determine whether any control measures need to be activated;
- follow the institution's advice regarding lone driving.

## 8.5 Drugs and Alcohol

The institution reserves the right to request a drugs / alcohol test at any time. Whilst undertaking driving on behalf of the institution employees are expected to:

- adhere at all times to the legal limits for the level of alcohol in the blood whilst driving, including the "morning after" effects of intoxicating substances in the blood stream;
- avoid driving whilst under the influence of illegal drugs or other intoxicating chemicals including prescription or non-prescription medication which may cause drowsiness;
- take no alcohol during working or shift hours.

# 9. Vehicles

## 9.1 Selection

The Fleet Manager will be included in the selection of vehicles for institutional use, which will be chosen depending on their suitability for the purpose and meeting with the requirements of this policy.

He / she will keep an inventory of all vehicles owned, leased, maintained or used by the institution. The vehicle record will contain the following information:

- vehicle make and model;
- results of any inspection prior to selection or delivery of the vehicle;
- details of the person responsible for the day to day running of the vehicle;
- what the vehicle will be used for and any restrictions on its use;

Cont.

- manufacturers' instructions regarding maintenance and servicing procedures and frequency;
- licensing and insurance requirements for the vehicle;
- procedures for handling defects and faults and procedures for the reporting and recording of these;
- any precautions that need to be taken by employees when using, inspecting or maintaining the vehicle;
- testing and maintenance history.

## 9.2 Vehicle Records

In addition to detailed records on each of the institute's vehicles, the Fleet Manager will also compile and maintain an inventory of:

1. details of any employee purchasing a vehicle under a PCP or PCH scheme which will be used for work purposes;
2. details of employees who have been authorised to use their own vehicles for work purposes.

## 9.3 Inspection, Testing and Maintenance

Vehicle inspections and maintenance may only be conducted by qualified persons in order to take into account the manufacturers' recommended service intervals and warranties.

Inspections are conducted by a competent person in order to ensure the on-going safety of the vehicle. When conducting the inspection the following should be borne in mind:

- the manufacturer's instructions and requirements for conditions of vehicle use;
- any specific risks to the vehicle;
- intensity of use – maximum working limits;
- the environment in which it is used;
- the purpose for which it is used;
- risks to health and safety which could be caused by faults or failures.

A maintenance log will be kept in each vehicle containing all information relating to that vehicle. The servicing garage should up-date this upon completion of each service / inspection.

## 9.4 Safety Equipment

Every vehicle that is to be used for work purposes will contain equipment for the safety and security of the employee. This equipment will be supplied by the Fleet Manager upon issue of the vehicle.

## 10. Mobile Phones and Driving

Where a driver has been provided with a mobile phone for the purposes of work they will be expected to stop at a safe place away from the main carriage way to make or take a phone call. It is strictly prohibited to send a text message whilst driving.

Cont.

### 11. Private Vehicles

A private vehicle can only be used by an employee for work purposes if they have received written authorisation from their manager and the Fleet Manager. Authorisation will only be granted if the vehicle is deemed safe and suitable for the intended purpose. Managers should ensure that any private vehicle owned by an employee and used for work purposes has a current MOT certificate, has Road Tax and is insured by the driver for business use.

### 12. Hired Vehicles

Vehicles may only be hired in extreme circumstances and with the permission of the manager. Managers should ensure that these vehicles are hired from a reputable company approved by the institution, and that they are suitable for the use intended.

### 13. Accidents and Emergencies

A copy of the institution's guidelines on accidents and emergencies and the Accident / Incident Report Form should be kept in the vehicle at all times and are to be followed in the event of an accident / emergency.

The Fleet Manager and the Health and Safety Advisor will review the Accident Reports and recommend any improvements to the policy or general safety measures as a result.

### 14. Break-ins / Theft

If a break- in occurs whilst the vehicle is being used for work purposes the driver should contact the police and his / her line manager, complete the Accident / Incident Report Form and pass it to the manager.

### 15. Breakdowns

If the vehicle breaks down whilst being used for work purposes the driver should remove the vehicle from the carriage way (if both safe and practicable to do so), contact the appropriate Breakdown Recovery Service, contact their line manager and complete an Accident / Incident Report Form and pass it to their manager.

### 16. Monitoring and Review

The Fleet Manager has overall responsibility for monitoring compliance with this policy and will conduct audits on an annual basis. He / She will issue a report to the Senior Managers, highlighting areas of concern and recommending actions in order to continue the development of the Management Of Occupational Road Risk process.

The policy will be formally reviewed and up-dated every 2 years by the Health and Safety Advisor, or sooner if deemed appropriate, or by reasonable request.

Any subsequent amendments brought about by a review will go through the normal health and safety amendment process.

Signed:  .....

Date:  .....

Review date:  .....



**Insert Your  
Driving at Work  
Policy Here**





# Guidance Note 3 – Risk Assessment

## Introduction

The Health and Safety at Work etc. Act 1974 requires an institution to ensure, so far as is reasonably practicable, the health and safety of all employees while at work. The institution also has a responsibility to ensure that others are not put at risk by their work-related driving activities.

Under the Management of Health and Safety at Work Regulations 1999 employers are required to undertake a 'suitable and sufficient' assessment of the risks to the health and safety of their employees, while they are at work, and to other people who may be affected by their work activities. Where five or more people are employed, the results of the risk assessment should be recorded. The Regulations also require the employer to periodically review their risk assessment so that it remains appropriate.

## Risk Assessment

The most important point to remember when undertaking the risk assessment(s) is that it is a working tool and it should not get bogged-down in detail or become a bureaucratic 'end in itself'. The assessment will only be of value if it generates an 'action plan'. It needs to be carried out by a competent person with knowledge of the work activities carried out.

Anything that could cause harm is generally referred to as a **HAZARD**. The probability that someone will be harmed by a hazard is called the **RISK**. On the road, examples of hazards could include road junctions (where the risk of an accident may be higher), or a vehicle having worn tyres (thus increasing the probability of skidding). Risk assessment therefore involves estimating how likely it is that an accident will occur and how serious the consequences are if it does. Having obtained this information, the institution can then:

- ensure that potential safety problems are properly understood;
- check whether existing control measures are adequate to reduce risks to an acceptable level or whether more needs to be done;
- prioritise unacceptable risks for action.

Risk assessments should be conducted for each:

- **job / task involving driving for work** – each job or task which includes driving for work should be risk assessed and appropriate control measures introduced. (See sample template below);
- **new employee expected to drive as part of their work** – individual risk assessments should be completed for all staff who will be expected to drive for work purposes. (This should be done as part of the induction process). The results of the assessment will determine whether the individual will be driving at work, the extent of that driving, the likely risks to the individual and training requirements. (See sample template below);

- **new type of vehicle selected for use by the institution** – assessment to determine the safety and suitability of any new type of vehicle should be conducted by the person responsible for ordering vehicles e.g. the Fleet Manager.

## **Reviewing and Assessment**

Risk Assessments should be reviewed and, where required, reassessed every 12 months or sooner if:

- a new type of vehicle is considered for purchase;
- there is a change in an employee's responsibilities that results in a significant change in the amount of driving required;
- there is an accident, near miss or breakdown or other significant occurrence;
- there is a significant change in the environment in which the vehicles are used;
- there is any change in the driver's circumstances that may affect his / her ability to drive.



# Job / Task Risk Assessment

<b>Assessor's Name:</b>		<b>Location:</b>		<b>Date:</b>	<b>Assessment No.:</b>	<b>Positions Conducting Work:</b>		
					<b>Review Date:</b>			
Response to Risk Rating		Persons at Risk		Risk Rating Table				
Below 3	Task / job can continue but ensure controls are monitored	(List of all parties who may be affected directly or indirectly by hazards)		Frequency of Occurrence	Severity of Injury			
		Group			1. Minor	2. Major – 1 Person	3. Major – multiple Persons	4. Death
3 – 6	Modify task to avoid high risk areas and introduce new controls before these areas continue	A –	Driver	1. Unlikely	1	2	3	4
		B –	Passenger	2. Occasional	2	4	6	8
		C –	Other Employees	3. Frequent	3	6	9	12
7 +	Prohibit task immediately until new controls introduced	D –	General Public					
Task Description (enter details of the driving job / task, include all segments i.e. loading, journey, unloading)								
Identified Hazard (refer to checklist attached)	Affected Groups	Risk Rating	Existing Control Measures (Training, information, physical controls, equipment, etc.)	Risk Rating with Current Controls	Additional Controls Required	Action Party & Date		
<b>Assessor's Signature:</b>				<b>Date:</b>				
<b>Signature of Manager / Supervisor:</b>				<b>Date:</b>				

# Job / Task Risk Assessment (cont.)

## Possible Hazards

- Vehicle design - poor design or inappropriate for task
- Preparation - poor preparation and journey planning
- Distraction - passenger, communications systems, other users
- Driver fatigue - long work or journey hours
- Vehicle malfunction - mechanical failure
- Manual handling - loading / unloading vehicle
- Chemical handling - control of hazardous load during transport as well as loading / unloading
- Muscular skeletal - posture when driving
- Repetitive strain - fixed or repeated movements when driving
- Road conditions - state of road and level of other traffic
- Weather conditions - adverse weather

## Consequences of Hazards

- Low-speed crash - hitting or being hit, damage and injuries unlikely or minor
- High-speed crash - hitting or being hit, damage and injuries extensive, possible single or multiple deaths
- Health problems - chronic health problem caused by task or occurring during the execution of the task
- Fire or entrapment - caught in vehicle following impact

# Job / Task Risk Assessment

Assessor's Name:		Location:		Date:	Assessment No.:	Positions Conducting Work:		
<i>H. Wilson</i>		<i>Dept. for Mechanical and Electrical Engineering</i>		<i>12/06/06</i>	<i>01</i>	<i>Delivery drivers</i>		
					<b>Review Date:</b>			
					<i>12/06/07</i>			
Response to Risk Rating		Persons at Risk		Risk Rating Table				
<b>Below 3</b>	Task / job can continue but ensure controls are monitored	(List of all parties who may be affected directly or indirectly by hazards)		<b>Frequency of Occurrence</b>	<b>Severity of Injury</b>			
		<b>Group</b>			1. Minor	2. Major – 1 Person	3. Major – multiple Persons	4. Death
<b>3 – 6</b>	Modify task to avoid high risk areas and introduce new controls before these areas continue	<b>A</b> – Driver		1. Unlikely	1	2	3	4
		<b>B</b> – Passenger		2. Occasional	2	4	6	8
		<b>C</b> – Other						9
<b>7 +</b>	Prohibit task immediately until new controls introduced	<b>D</b> – General Public						
Task Description (enter details of task / task segments i.e. loading / unloading, journeys, etc.)								
<i>The Dept. employs two deliver drivers who use the institutes transit van to collect and deliver materials such as stationery, component parts, chemicals, etc.. Most journeys take place within a 30 radius, although longer journeys are occasionally made.</i>								
Identified Hazard (refer to checklist attached)	Affected Groups	Risk Rating	Existing Control Measures (Training, information, physical controls, equipment, etc.)	Risk Rating with Current Controls	Additional Controls Required	Action Party & Date		
<i>Vehicle inappropriate for task</i>	<i>A, B &amp; D</i>	<i>4</i>	<ul style="list-style-type: none"> <li><i>Vehicles are maintained in accordance with manufacturers' recommendations</i></li> <li><i>Couriers / haulers are used to move oversized or hazardous loads</i></li> </ul>	<i>2</i>	<i>None</i>			

Poor preparation and journey planning	A, B & D	4	<ul style="list-style-type: none"> <li>Journeys planned to avoid peak times</li> </ul>	2	None	
Distractions from passenger and communications systems	A, B & D	6	<ul style="list-style-type: none"> <li>The use of mobile phones when driving is prohibited</li> </ul>	4	Issue guidance on the risk from distraction	7.70 12/09/06
Driver fatigue from long work or journey hours	A, B & D	4	<ul style="list-style-type: none"> <li>Drivers' hours are monitored to ensure they do not exceed stated guidelines</li> </ul>	2	None	
Vehicle malfunction - mechanical failure	A, B & D	4	<ul style="list-style-type: none"> <li>Vehicle is maintained and serviced in accordance with manufacturer's instructions</li> <li>All servicing and repairs are undertaken by approved garages</li> </ul>	2	None	
Manual handling - loading / unloading vehicle	A	2	<p>Mechanical hoist is used wherever possible</p> <p>Training in manual handling techniques is provided to all staff</p> <p>Guidance of safe lifting has been issued to all staff</p>	2	None	
Handling hazardous loads during transport as well as loading / unloading	A	6	<p>Specialist contractors are used to transport exceptionally hazardous materials</p> <p>Hazardous materials are always transported in secure, original materials</p> <p>Drivers obtain (and read) the Hazard Datasheets for all hazardous materials</p>	4	Issue guidance on the risks from the carriage of dangerous goods	7.70 12/09/06

Sample



<i>Muscular skeletal - posture when driving</i>	<i>A</i>	<i>2</i>	<i>None</i>	<i>2</i>	<i>Issue guidance on avoiding muscular skeletal problems when driving</i>	<i>H.W 12/09/06</i>
<i>Road conditions - state of road and level of other traffic</i>	<i>A, B &amp; D</i>	<i>6</i>	<i>Drivers attend advanced driver training course Avoid collections   deliveries at peak times Majority of journeys are known to the drivers</i>	<i>2</i>	<i>None</i>	
<i>Driving in adverse weather conditions</i>	<i>A, B &amp; D</i>	<i>6</i>	<i>Drivers attend advanced driver training course</i>	<i>4</i>	<i>Issue guidance on driving in adverse weather conditions</i>	<i>H.W 12/09/06</i>
<b>Assessor's Signature:</b>	<i>H. Wilson</i>		<b>Date:</b>	<i>23/05/06</i>		
<b>Signature of Manager / Supervisor:</b>	<i>R.S.</i>		<b>Date:</b>	<i>27/05/06</i>		

Sample

# Job / Task Risk Assessment (cont.)

## Possible Hazards

- Vehicle design - poor design or inappropriate for task
- Preparation - poor preparation and journey planning
- Distraction - passenger, communications systems, other users
- Driver fatigue - long work or journey hours
- Vehicle malfunction - mechanical failure
- Manual handling - loading / unloading vehicle
- Chemical handling - control of hazardous load during transport as well as loading / unloading
- Muscular skeletal - posture when driving
- Repetitive strain - fixed or repeated movements when driving
- Road conditions - state of road and level of other traffic
- Weather conditions - adverse weather

## Consequences of Hazards

- Low-speed crash - hitting or being hit, damage and injuries unlikely or minor
- High-speed crash - hitting or being hit, damage and injuries extensive, possible single or multiple deaths
- Health problems - chronic health problem caused by task or occurring during the execution of the task
- Fire or entrapment - caught in vehicle following impact



# Risk Assessment Form

Driver Name:		Department:			
Job Title:		Location:			
Assessor's Name:		Assessment Date:			
Driver Risk	Answer	Tick One			Rating / Action
		Low (score 1)	Medium (score 2)	High (score 3)	
Number of years licence held					
Type of licence					
Endorsements					
Convictions					
Number of serious accidents in last 5 yrs.					
Number of minor accidents in last 5 yrs.					
Level of driver training completed					
Ever been refused insurance					
Any medication taken					
Eyesight test result					
Driver fitness					
Driver age					
<b>Overall Driver Risk</b>	<b>High</b> <input type="checkbox"/>	<b>Medium</b> <input type="checkbox"/>	<b>Low</b> <input type="checkbox"/>	<b>Total Score :</b>	

Cont.

Journey Risk	Answer	Tick One			Rating / Action
		Low (score 1)	Medium (score 2)	High (score 3)	
Miles driven per year for work					
Private mileage per year					
Length of normal day					
Time spent driving per day					
Average journey length					
Number of days driving per week					
Time spent driving 1900 – 0700 (as %)					
Normal journey type: motorway, urban, rural					
Opportunity for overnight stops					
Mobile phone in vehicle					
(If yes) Hands-free kit fitted					
Frequency of lone driving					
<b>Overall Journey Risk</b> High <input type="checkbox"/> Medium <input type="checkbox"/> Low <input type="checkbox"/> <b>Total Score :</b>					
Vehicle Risk	Answer	Tick One			Rating / Action
		Low (score 1)	Medium (score 2)	High (score 3)	
Owner of vehicle					
Type of vehicle					
Maintenance up-to-date					

Cont.

Engine capacity					
Air bag fitted – driver					
Air bag fitted – passenger					
Side impact bars fitted					
ABS fitted					
EuroNCAP score					
<b>Overall Vehicle Risk</b> High <input type="checkbox"/> Medium <input type="checkbox"/> Low <input type="checkbox"/> <b>Total Score :</b>					
Other Risk	Answer	Tick One			Rating / Action
		Low (score 1)	Medium (score 2)	High (score 3)	
<b>Manual Handling:</b>					
Do you lift, move, carry or push heavy loads					
Have you any devices to assist with loading					
How often do you do this					
Have you received manual handling training					
<b>First Aid:</b>					
Are you a currently registered First Aider					
Have you any other form of emergency training					
<b>Overall Other Risk</b> High <input type="checkbox"/> Medium <input type="checkbox"/> Low <input type="checkbox"/> <b>Total Score :</b>					

Cont.

Ratings Note:

1. Decide which rating (low, medium, high) each answer scores.
2. Score 1 for every 'low' answer; 2 for every 'medium' answer; 3 for every 'high' answer.
3. Add scores together to calculate a total rating for each section. Refer to grid overleaf to decide if overall rating is LOW, MEDIUM or LOW
4. **REMEMBER** – even though a section may achieve an overall rating of **MEDIUM**, every answer scored MEDIUM or HIGH should receive attention to reduce the risk factor.
5. **OBJECTIVE** – to identify and **REDUCE** risk – a HIGH rating should be reduced to at least MEDIUM through improved controls / reorganisation/ replanning, where possible reduce a MEDIUM rating to LOW through improved controls.

# Guidance Information for Deciding Risk Level

Ratings shown for each section based on minimum, mid-point and maximum possible scores.

Driver Risk				Score Suggestion			
Number of years licence held / Driver age				Drivers below the age of 30 are presumed to be higher risk, as are those over 60			
Endorsements / Convictions				1 in 5 yrs = low; 2 = medium; 3+ = high			
Number of serious accidents in last 5 yrs.				0 in 5 yrs = low; 1 = medium; 2+ = high			
Number of minor accidents in last 5 yrs.				0 in 5 yrs = low; 1- 2 = medium; 3+ = high			
Level of driver training completed				Advanced = low; defensive = low; none = medium			
Ever been refused insurance				No = low; yes = high			
Any medication taken				No = low; yes but non-drowsy = medium; drowsy = high			
Eyesight test result				Good = low; corrective appliances = medium; poor = high			
Driver fitness				Good fitness = low; low fitness = medium			
Overall Rating	Low	Up to 12	Medium	13 - 24	High	25 - 36	

Journey Risk				Score Suggestion			
Miles driven per year for work				<15k = low; 15-50k = medium; >50k = high			
Private mileage per year				As above			
Length of normal day				<8hrs = low; 8-12hrs = medium; >12hrs = high			
Time spent driving per day				<2hrs = low; 2-6 hrs = medium; >6hrs = high			
Average journey length (miles)				<50 = low; 50-150 = medium; >150 = high			
Number of days driving per week				1-2 = low; 3-4 = medium; >4 = high			
Time spent driving 1900 – 0700 (as %)				0% = low; 10-25% medium; >25% = high			
Normal journey type: motorway, urban, rural				Motorway = low; urban = medium; rural = high			
Opportunity for overnight stops				Yes = low; no = high			
Mobile phone in vehicle							
(If yes) Hands-free kit fitted				Yes = medium; no = high			
Frequency of lone driving				Infrequent = low; frequent = medium; always = high			
Overall Rating	Low	Up to 12	Medium	13 - 24	High	25 - 36	

Vehicle Risk				Score Suggestion			
Owner of vehicle				Institute = low; hire/driver's own = medium			
Type of vehicle				Car/van = low; motorcycle = high			
Maintenance up-to-date				Yes = low; no = high			
Engine capacity				<1.4 = low; 1.4-2.0 = medium; >2.0 = high			
Air bag fitted – driver				Yes = low; no = medium			
Air bag fitted – passenger				Yes = low; no = medium			
Side impact bars fitted				Yes = low; no = medium			
ABS fitted				Yes = low; no = medium			
EuroNCAP score				5 = low; 3-4 = medium; none/0-2 = high			
Overall Rating	Low	Up to 9	Medium	10 - 18	High	19 - 27	

Other Risk				Score Suggestion			
<b>Manual Handling:</b>							
Do you lift, move, carry or push heavy loads				No = low; sometimes = medium; often = high			
Have you any devices to assist with loading				Yes = low; no = high			
How often do you do this				Rarely = low; sometimes = medium; often = high			
Have you received manual handling training				Yes = low; no = medium			
<b>First Aid:</b>							
Are you a currently registered First Aider				Yes = low; no=medium			
Have you any other form of emergency training				Yes = low; no = medium			
Overall Rating	Low	Up to 6	Medium	7-12	High	13 - 18	





# Risk Assessment Form

Driver Name:	<i>D. Clarke</i>	Department:	<i>Accounts</i>			
Job Title:	<i>Account Manager</i>	Location:	<i>Church Street</i>			
Assessor's Name:	<i>H. Wilson</i>	Assessment Date:	<i>12/03/06</i>			
Driver Risk		Answer	Tick One			Rating / Action
			Low (score 1)	Medium (score 2)	High (score 3)	
Number of years licence held	<i>25 Years</i>		✓			
Type of licence	<i>Full</i>		✓			
Endorsements	<i>None</i>		✓			
Convictions	<i>No</i>		✓			
Number of serious accidents in last 5 yrs.	<i>None</i>		✓			
Number of minor accidents in last 5 yrs.	<i>1</i>			✓		
Level of driver training completed	<i>None</i>				✓	<i>Consider refresher driver training</i>
Ever been refused insurance	<i>No</i>		✓			
Any medication taken	<i>No</i>		✓			
Eyesight test result	<i>Good</i>		✓			
Driver fitness	<i>Good</i>		✓			
Driver age	<i>45</i>		✓			
<b>Overall Driver Risk</b>		High <input type="checkbox"/>	Medium <input checked="" type="checkbox"/>	Low <input type="checkbox"/>	<b>Total Score : 15</b>	

Cont.

Journey Risk	Answer	Tick One			Rating / Action
		Low (score 1)	Medium (score 2)	High (score 3)	
Miles driven per year for work	<15k miles	✓			
Private mileage per year	<15k miles	✓			
Length of normal day	8 – 12 hours		✓		
Time spent driving per day	<2 hours	✓			
Average journey length	<50 miles	✓			
Number of days driving per week	>4			✓	
Time spent driving 1900 – 0700 (h)	10-25%		✓		
Normal journey type: motorway, rural	No		✓		
Opportunity for overnight stops	Yes	✓			
Mobile phone in vehicle	Yes		✓		
(If yes) Hands-free kit fitted	Yes		✓		
Frequency of lone driving	Frequent		✓		
<b>Overall Journey Risk</b> High <input type="checkbox"/> Medium <input checked="" type="checkbox"/> Low <input type="checkbox"/> <b>Total Score : 18</b>					
Vehicle Risk	Answer	Tick One			Rating / Action
		Low (score 1)	Medium (score 2)	High (score 3)	
Owner of vehicle	Company	✓			
Type of vehicle	Car	✓			
Maintenance up-to-date	Yes	✓			

Sample

Cont.

Engine capacity	<i>2.0lt.</i>				✓	
Air bag fitted – driver	<i>Yes</i>	✓				
Air bag fitted – passenger	<i>Yes</i>	✓				
Side impact bars fitted	<i>Yes</i>	✓				
ABS fitted	<i>Yes</i>	✓				
EuroNCAP score	<i>4</i>			✓		
<b>Overall Vehicle Risk</b> High <input type="checkbox"/> Medium <input checked="" type="checkbox"/> Low <input type="checkbox"/> <b>Total Score : 12</b>						
Other Risk	Answer	Tick One			Rating / Action	
		Low (score 1)	Medium (score 2)	High (score 3)		
<b>Manual Handling:</b>						
Do you lift, move, carry or push heavy loads	<i>Sometimes, rarely</i>					
Have you any devices to assist with lifting	<i>No</i>			✓		<i>side collapsible trolley</i>
How often do you do this	<i>Rarely</i>	✓				
Have you received manual handling training	<i>No</i>		✓			<i>Manual handling training required</i>
<b>First Aid:</b>						
Are you a currently registered First Aider	<i>No</i>		✓			
Have you any other form of emergency training	<i>No</i>		✓			<i>Emergency first aid training required</i>
<b>Overall Other Risk</b> High <input type="checkbox"/> Medium <input checked="" type="checkbox"/> Low <input type="checkbox"/> <b>Total Score : 12</b>						

Sample

Cont.

Ratings Note:

1. Decide which rating (low, medium, high) each answer scores.
2. Score 1 for every 'low' answer; 2 for every 'medium' answer; 3 for every 'high' answer.
3. Add scores together to calculate a total rating for each section. Refer to grid overleaf to decide if overall rating is LOW, MEDIUM or LOW
4. **REMEMBER** – even though a section may achieve an overall rating of **MEDIUM**, every answer scored MEDIUM or HIGH should receive attention to reduce the risk factor.
5. **OBJECTIVE** – to identify and **REDUCE** risk – a HIGH rating should be reduced to at least MEDIUM through improved controls / reorganisation/ replanning, where possible reduce a MEDIUM rating to LOW through improved controls.

# Sample



**Insert Your  
Risk  
Assessments  
Here**





## Guidance Note 4 – Driver Training

---

### Introduction

Each year thousands of people are killed or seriously injured on the roads in the UK. Many of these deaths and injuries are caused by drivers who have lapsed into a poor standard of driving for whatever reason. It is vital therefore that every driver realises the responsibility that driving a vehicle brings and makes safety the number one priority on every journey.

Safe driving is all about developing the right attitudes and beliefs. At a very young age children start to be influenced by those adults around them. As passengers in cars they can begin to see ways of behaving and believe that these are appropriate. Their attitudes develop from these beliefs, not always in a positive way.

### Better Business

Driver training is a commercially viable investment for better business. The Association of Car Fleet Operators reported that 76% of responding companies have seen a reduction in accidents after training. 53% of companies reported lower costs per accident and 37% had their insurance premiums reduced as a result.

Improved performance behind the wheel should also help staff feel more relaxed and composed after driving to meet a new prospect or existing client. This has to be of benefit to productivity and efficiency.

Effective training can help Fleet Managers reduce costs in terms of:

- insurance premiums and compensation claims;
- accident repairs;
- injuries and downtime;
- litigation and legal costs;
- excessive wear and tear;
- fuel consumption and increasing resale value.

### Younger Drivers

At the age of 17 it is possible to pass the driving test with less than 25 hours coaching. Research suggests that 85% of drivers never take any further driving tuition after passing their driving test. Reaction assessments on full licence holders suggest that in real situations, new drivers in particular tend not to have a good perception of danger. Preparation purely for the basic driving test is not enough for someone intending to earn a living as a high mileage driver. Therefore, further professional training has to be a serious consideration.

A newly qualified driver should be encouraged to take a Pass Plus course. This involves extra practice and experience with an Advanced Driving Instructor in various different conditions including driving on a motorway. There are six modules to work through, but there is no test at the end of the course. Drivers can obtain insurance discounts from some insurance companies after taking Pass Plus. Further details of the Pass Plus course are given in Section 24.

## Driver Induction Training

There are a number of different types of training courses designed to improve occupational road risks. The choice of training will very much depend upon the needs of the institution. However, induction training is absolutely vital for **ALL** new drivers. Good induction training ensures new drivers are made aware of the institution's policy, the institution's commitment to driver safety and the possible hazards associated with the driving job.

Suggestions for inclusion in the induction are:

- the institution's Driving at Work Policy and supporting documents (e.g. Bonnet Talks);
- copy of the Highway Code;
- the driver's specific responsibilities;
- instruction and guidance on the completion of the driver's risk assessment;
- the statistics of hazards, accidents and causes of accidents on the road and the requirement for defensive driving techniques;
- the driver's responsibility to comply with legal requirements and to drive with due care and attention at all times;
- guidance on driver safety and security;
- guidance on safe journey planning, ensuring journeys are well planned regarding safety and to reduce stress levels or tiredness whilst driving;
- adopting the right attitude to other drivers and road users;
- the importance of vehicle maintenance and checks and their responsibilities in this regard;
- what to do in the event of a health and safety concern;
- what to do in the event of an accident / incident or other emergency;
- where appropriate, the institution's Disciplinary Policy with regard to failure to comply with its Driving Policy.



## **Advanced Driver / Defensive Driver Training**

Where a risk assessment (job/task or driver) identifies a need for an employee to receive practical driver training, it is advisable to employ the services of a recognised professional organisation to do this (unless the institution has the facilities and fully qualified staff to conduct the training in-house). The external organisation should be competent and suitably qualified to conduct the training and assess the results. It is up to the employer to ensure the competence of the organisation selected to conduct the training. Refer to motoring organisations and recognised trade associations to identify potential suppliers. (See Section 24 – Further Information)

## **Training Records**

It is important that an institution is able to demonstrate that its employees are appropriately trained. In order to do this, it is important that any training provided is documented and copies of training certificates retained. A sample Training Record Form is shown over-page.



# Training Record Form

Name	Induction		Refresher Driver Training		Advanced Driver Training		Defensive Driver Training		Minibus Driver Training		Towing		Other	
	<input type="checkbox"/>	Date	<input type="checkbox"/>	Date	<input type="checkbox"/>	Date	<input type="checkbox"/>	Date	<input type="checkbox"/>	Date	<input type="checkbox"/>	Date	<input type="checkbox"/>	Date
	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	





**Insert Your  
Training  
Records  
Here**





## Guidance Note 5 – Driving Licences

### Introduction

#### **Section 17 (1)(2) of the Road Traffic Act 1991, states:**

- i. It is an offence for a person to drive on a road a motor vehicle of any class otherwise than in accordance with a licence authorising him to drive a motor vehicle of that class.*
- ii. It is an offence for a person to cause or permit another person to drive on a road a motor vehicle of any class otherwise than in accordance with a licence authorising him to drive a motor vehicle of that class. S.87 (2) Road Traffic Act 1988*

These offences almost always invalidate insurance cover, thus leaving both individuals and their employers exposed to insurance related and other offences.

According to government statistics, over 1,000,000 drivers do not hold a valid driving licence. This represents one road user in every 32 and it is estimated that they are nine times more likely to be involved in an accident compared to qualified licence holders and five times more likely to be involved in a fatal accident.

### Penalty Points

In addition, studies show that a further 1,000,000 motorists are very close (3 points away) to a driving ban because they have accumulated penalty points from speed cameras and other driving offences.

It is estimated that there are currently over 5000 speed cameras in the UK and this figure is expected to substantially increase over the coming years. Police figures reveal that over 2,000,000 people received a £60 fine and 3 penalty points last year. New Scotland Yard figures show that the number of speed camera tickets issued in London increased by 211%, from 14,155 in 1998 to 44,092 in 2000.

Nearly 30% of people who drive for work purposes have points on their licence – nearly double that of non-business drivers.

**Do you know how many of your drivers hold a full clean licence?**

## Types of Licence

Driving licences for all vehicles are dealt with under The Motor Vehicles (Driving Licences) Regulations 1999. Separate\* tests are required to drive mopeds, motorcycles, motor vehicles up to 3500kg, over 3500kg and over 7500kg maximum authorised mass, passenger vehicles with more than 8 passenger seats and more than 16 passenger seats, and any of these vehicles towing trailers over 750kg

\* Drivers who hold a car driving licence which was valid before 01/01/1997 retain rights to drive small vehicles with large trailers B+E, motor vehicles 3500kg – 7500kg maximum authorised mass and passenger vehicles with 9 – 16 passenger seats not used for hire or reward D1 and D1+E, for the period of their licence. Medical testing is not required. If their licence expires or becomes otherwise invalid they may lose these entitlements and will be required to pass a test to drive the larger vehicles together with a medical examination.

## Driving Licence Checks

In order to meet employers' obligations under both Health and Safety and Road Traffic legislation, employers should check the licence validity of all who drive a vehicle belonging to the institution or who drive their own vehicle for work purposes.

Driving licence checks should be carried out on an annual basis (minimum). However, for drivers identified as being higher risk or those with more than 6 points on their licence, more regular checks (e.g. 6 monthly) are recommended.

To ensure compliance, the following should be checked:

- the individual has a licence relevant for the class or group of vehicles he/she is driving; (Details of vehicle categories are given over-page).
- the individual lives at the address shown on the licence;
- the individual does not have any endorsements or a violation that invalidates the licence;
- the individual does not have a notifiable medical condition. If so, check that the DVLA have been notified? (Details of medical notifiable medical conditions are given over-page).
- records that drivers are licensed to drive are retained (audit trail);
- penalty point limits imposed as a condition of insurance are not exceeded.

All checks should be rigorous – people have been Known to produce forgeries, photocopies or obtain duplicate licences in advance of a court appearance.

**If anyone drives for work purposes it is the employer's responsibility to ensure the licence is valid!**



## Driving Licence Validation

To ensure that employees do not provide forgeries or a previous version that has been registered as lost or stolen that does not have any points, conviction or maybe disqualification recorded on it, employers should check that the details on the licence provided match those recorded on the DLVA database.

Employers can apply direct to the DVLA for this information, after first obtaining written permission from the employee, employee's spouse, etc.) – see Mandate below. Details of how to this can be found on the DVLA's website:

[www.dvla.gov.uk/drivers/operator\\_info.htm#cde](http://www.dvla.gov.uk/drivers/operator_info.htm#cde)

Alternatively, an employer can use a third party to validate licences. Details of such a scheme are contained in Section 24.



# Photocard Driving Licence

National Sign      4a Date of Issue      4b Date of Expiry



Issue Number  
On counterpart it will be followed by a letter  
e.g. 06 on licence 06A on counterpart

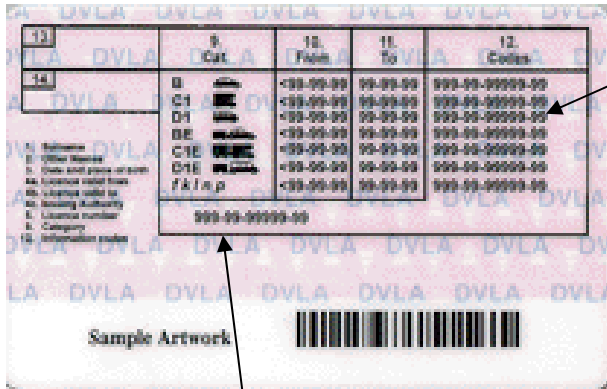
## Full Licence Categories

Capital letters – EC categories  
Lower case – National categories

- Full photocard driving licences are pink
- Provisional photocard driving licences are green
- A green and pink counterpart is issued for each licence
- The licence will need to be renewed every 10 years to keep the photograph up to date (Section 99 (2A) Road Traffic Act 1988)
- Paper licences remain valid for the foreseeable future.

Driver Number e.g. HUGHE 503138 KM9AV	
1 <sup>st</sup> 5 characters of surname (can be verified by application to DVLA)	HUGHE
1 <sup>st</sup> and last digits = year of birth	503138 = 1958
2 <sup>nd</sup> and 3 <sup>rd</sup> = month of birth	503138 = March
4 <sup>th</sup> and 5 <sup>th</sup> = day of birth	503138 = 13 <sup>th</sup>
Add 5 to 2 <sup>nd</sup> digit for female	553138 = female
1 <sup>st</sup> 2 characters final group = initials	KM or K9 if 1 initial
Middle number final group = tie breaker to avoid duplicate records	9 (can be 9 to 0)
Final 2 letters = validation characters	AV (can be any letter)

# Photocard Driving Licence and Counterpart



Information Codes  
Which apply to adjacent category

Issue Number  
On counterpart it will be followed by a letter  
e.g. 06 on licence 06A on counterpart

Information Codes  
which apply to all categories



Counterpart is printed in pink and green and shows:

- provisional entitlements;
- driving entitlement history; and
- details of any endorsements or periods of disqualification.

Provisional photocard licence is green



Driver and Vehicle Licensing Agency  
Data Subject Enquiries  
Driver Customer Services, D4  
Longview Road  
Swansea SA6 7JL

┌ \_\_\_\_\_ ┐  
| \_\_\_\_\_ |  
| \_\_\_\_\_ |  
| \_\_\_\_\_ |  
└ \_\_\_\_\_ ┘

Telephone: 01792 310075  
Minicom only: 01792 766366  
Email: linda.evans@dvla.gsi.gov.uk  
donna.morris@dvla.gsi.gov.uk  
Reference DSE/DCS/D4  
Date: \_\_\_\_\_

Dear

Thank you for your recent enquiry.

Information from our driving licence records can only be given to the record holder or his/her legal representative. A third party (e.g. Insurance Company, Employer, Finance Company etc.) may apply for details provided a mandate signed by the licence holder, together with the fee of £5.00 has been received by the Agency.

Alternatively, you may wish to set up a pre-funded account and register as a user. You will need to write to us at the above address, enclosing a cheque for a minimum of £50.00, this will be deposited into your account and will cover your first ten enquiries. Once your account has been opened we will contact you to confirm your account number (which must be quoted on all correspondence you send to the centre).

Provided the details on the mandate matches the information on our records, we will deduct the fee of £5.00 from your account for each individual enquiry processed. There is no charge for mandates that are returned to you for additional information.

If the account does not have sufficient funds then we can do no further checks until the account has been replenished. Each month a letter will be sent informing you of your current balance. However, it is your company's responsibility to ensure your account remains in credit.

Urgent enquiries can be faxed to us once an account has been set up for your company. If verbal confirmation is also required, you may telephone us between 9.00am – 12.00 noon the same day for a response. Faxes received on a previous day will not be verbally confirmed.

If you have any further questions please contact me on the above number.

Yours faithfully



D785  
5/05

An executive agency of the  
Department for  
**Transport**



**Mandate for release of information under Data Subject Access provisions of the Data Protection Act 1998 (Section 21 (1) and (2)).**

**Company Details**

**Name and Address of Company**

---

---

Reference Number

Account Number

The information is required for the following purpose(s) \_\_\_\_\_

---

**Driver Details**

I authorise the Driver and Vehicle Licensing Agency (DVLA) to supply any information with the exception of any medical information that may be held on its driver computer record, relating to myself/ and my driving entitlement past and present including any valid endorsements, disqualifications etc. (within the meaning of the Road Traffic Offenders Act 1988), to the company named above.

I request that the information be sent to (delete as appropriate):

- Myself at the address below
- To the company

First name

---

Middle name

---

Surname

---

Date of birth

Driver number

---

Current address

---

Postcode

---

Previous address

---

---

Postcode

---

**Important note:** If your current address is not shown on your driving licence you should return it to DVLA immediately, so that a new one showing the correct address can be issued. Failure to notify change of name or address is an offence, which could lead to a fine of up to £1,000.

Signed

Date

---

**N.B.** any request for information will not be processed later than 3 months after the date of signature.

D785  
5/05

# Restriction Codes

These are the descriptions of information codes which appear on driving licences.

Code	Description
1	eyesight correction
2	hearing / communication aid
10	modified transmission
15	modified clutch
20	modified braking systems
25	modified accelerator systems
30	combined braking and accelerator systems
35	modified control layouts
40	modified steering
42	modified rear - view mirror(s)
43	modified driving seats
44	modifications to motorcycles
45	motorcycle only with sidecar
70	exchange of licence
71	duplicate of licence
78	restricted to vehicles with automatic transmission
79	restricted to vehicles in conformity with the specifications stated in brackets
101	not for hire or reward
102	drawbar trailers only
103	subject to certificate of competence
105	not more than 5.5m long
106	restricted to vehicles with automatic transmission
107	not more than 8250kg
108	subject to minimum age requirements
110	limited to invalid carriages
111	limited to 16 passenger seats
113	limited to 16 passenger seats except for automatics
114	with any special controls required for safe driving
115	organ donor
118	start date is for earliest entitlement
119	weight limit does not apply
120	complies with health standard for category D1
121	restricted to conditions specified in the Secretary of State's notice
122	valid on successful completion: Basic Moped Training Course





# Vehicle Categories

<b>Motorcycles</b>			
Description	Category	Minimum Age	See Note
Light motorcycles with a cubic capacity not exceeding 125cc and a power output not exceeding 11kW (14.6bhp).	A1	17	
Motorcycles up to 25kW (33bhp) and a power to weight ratio not exceeding 0.16kW / kg. Motorcycle combination with a power to weight ratio not exceeding 0.16kW / kg.	A	17	
Any size motorcycle with or without a sidecar.	A	21	1
<b>3 or 4 wheeled light vehicles</b>			
Description	Category	Minimum Age	See Note
Motor tricycles / quad cycles, 3 or 4 wheeled vehicles with an un-laden weight not exceeding 550kg.	B1	17	2
<b>Cars</b>			
Description	Category	Minimum Age	See Note
Motor vehicles with a MAM not exceeding 3500kg having not more than 8 passenger seats with a trailer up to 750kg. Combinations of towing vehicles in category B and a trailer, where the MAM of the combination does not exceed 3500kg and the MAM of the trailer does not exceed the un-laden mass of the towing vehicle.	B	17	2
Automatic cars			
As cars, but with automatic transmission.	B Automatic	17	2
Cars with trailers			
Combinations of vehicles consisting of a vehicle in category B and a trailer, where the combination does not come within category B.	B+E	17	
<b>Medium Sized Vehicles</b>			
Description	Category	Minimum Age	See Note
Lorries between 3500kg and 7500kg with a trailer up to 750kg.	C1	18	3
Medium Sized vehicles with trailers			
Lorries between 3500kg and 7500kg with a trailer over 750kg - total weight not more than 12000kg (if you passed your category B test prior to 1.1.1997 you will be restricted to a total weight not more than 8250kg).	C1+E	21	3
<b>Large Vehicles</b>			
Description	Category	Minimum Age	See Note
Vehicles over 3500kg with a trailer up to 750kg.	C	21	4
Large Vehicles with trailers			
Vehicles over 3500kg with a trailer over 750kg.	C+E	21	4

<b>Minibuses</b>			
Description	Category	Minimum Age	See Note
Vehicles with between 9 and 16 passenger seats with a trailer up to 750kg.	D1	21	5
<b>Minibuses with trailers</b>			
Combinations of vehicles where the towing vehicle is in subcategory D1 and its trailer has a MAM of over 750kg, provided that the MAM of the combination thus formed does not exceed 12000kg, and the MAM of the trailer does not exceed the unladen mass of the towing vehicle.	D1+E	21	5
<b>Buses</b>			
Description	Category	Minimum Age	See Note
Any bus with more than 8 passenger seats with a trailer up to 750kg.	D	21	5
<b>Buses with trailers</b>			
Any bus with more than 8 passenger seats with a trailer over 750kg.	D+E	21	
<b>Other Categories</b>			
Description	Category	Minimum Age	See Note
Agricultural tractors	F	17	6
Road Rollers	G	21	7
Tracked Vehicles	H	21	
Mowing machine or vehicle controlled by a pedestrian	K	16	
Electric vehicles	L	17	
Vehicles used for very short distances on public roads	N		
Mopeds	P	16	

**Note 1** - Age 21 or 2 years from the date of standard A test pass.

**Note 2** - Age 16 if you are currently getting Disability Living Allowance at the higher rate (mobility component)

**Note 3** - Age 18 if combination weight is less than 7500kg.

**Note 4** - Age 17 if member of armed forces; Age 18 if member of the Young Drivers Scheme.

**Note 5** - Age 17 if member of armed forces; Age 18(i) while learning to drive or taking passenger carrying vehicle (PCV) test; or (ii) after passing a PC V test when: driving on a regular service where the route does not exceed 50km, or driving a PCV constructed to carry no more than 16 passengers, and the vehicle is operated under a Public Service Vehicle (PSV) operator's licence or permit. (iii) not engaged in the carriage of passengers

**Note 6** - Age 16 for tractors less than 2.45m wide. It should only pull trailers less than 2.45m wide with two wheels, or four close coupled.

**Note 7** - Age 17 for small road rollers with metal or hard rollers. They should not be steam powered, weigh more than 11.69 tonnes or be made for carrying loads.

# Medical Conditions

## Group 1 Licence Holders

### Neurological Conditions

<b>EP1</b>	○ Epilepsy
<b>F1</b>	○ Fits or blackouts
<b>DIZ1</b>	○ Severe and recurrent disabling giddiness
<b>PK1</b>	○ Parkinson's disease
<b>TIA1</b>	○ Stroke, TIA, Mini Stroke, (with symptoms not lasting longer than one month), Cerebral Thrombosis or Amaurosis Fugax
<b>B1</b>	○ Any chronic neurological condition (e.g. multiple sclerosis, motor neurone disease) ○ Brain surgery, brain tumour, severe head injury ○ Serious memory problems/episodes of confusion
<b>SL1</b>	○ Narcolepsy/Cataplexy

### Psychiatric Conditions

<b>M1</b>	○ Any mental ill-health condition (including depression) ○ Any psychiatric illness requiring hospital admission
-----------	--

### Alcohol and Drugs

<b>DR1</b>	○ Dependence on/or misuse of alcohol in the past 3 years
<b>DG1</b>	○ Dependence on/or misuse of drugs in the past 3 years

### Vision Problems

<b>VIS1</b>	○ Sight in one eye only (monocular vision) ○ One eye affected by a medical condition ○ Removal of Cataracts ○ Visual Acuity Standards ○ Visual Field Standards
<b>V1</b>	○ Any visual condition which affects both eyes (not including short/long sight or colour blindness) ○ Any visual condition which affects remaining eye, if sight in one eye only (not including short/long sight or colour blindness)

### Diabetes

<b>TAB1</b>	○ Diabetes treated by diet and or tablets where there are <b>no complications</b>
<b>DIAB1</b>	○ Diabetes treated by diet and/or tablets in which complications have occurred e.g. Diabetic Eye Disease. ○ Diabetes controlled by insulin

### Heart Conditions

<b>CLE1066</b>	○ Heart attack (myocardial infarction coronary thrombosis) ○ Coronary artery by-pass surgery. (CABG) ○ Coronary angioplasty with/without stent ○ Heart valve disease/surgery. ○ Stable angina (heart pain) and “troponin positive” acute coronary syndrome
----------------	--

<b>H1</b>	<ul style="list-style-type: none"> <li>○ Angina (heart pain)brought on by driving</li> <li>○ Implanted pacemaker</li> <li>○ Disturbance of heart rhythm significant to cause dizziness, collapse or loss of consciousness</li> <li>○ Any other heart condition</li> </ul>
<b>DEFIB1</b>	<ul style="list-style-type: none"> <li>○ Defibrillator (ICD) Implanted</li> </ul>
<b>Sleep Disorders or Conditions which cause excessive daytime/awake time sleepiness</b>	
<b>SL1</b>	<ul style="list-style-type: none"> <li>○ Sleep apnoea syndrome</li> <li>○ Narcolepsy/Cataplexy</li> <li>○ Any other condition which causes excessive daytime/awake time sleepiness</li> </ul>
<b>Spinal Injuries</b>	
<b>SP1</b>	<ul style="list-style-type: none"> <li>○ Severe Spinal Injuries</li> <li>○ Paraplegia</li> <li>○ Tetraplegia</li> </ul>
<b>Cancers/Tumours and Other Medical Conditions</b>	
<b>G1</b>	<ul style="list-style-type: none"> <li>○ Cancer - notification of cancer is required ONLY if:- <ol style="list-style-type: none"> <li>1. You develop problems with your nervous system.</li> <li>2. Treatment or weakness prevents normal daily activities.</li> <li>3. Medication causes side effects likely to affect safe driving.</li> </ol> </li> <li>○ Amputation, Impaired limb function, impairment secondary to medication</li> <li>○ Any other medical condition likely to affect ability to safely control a vehicle e.g. chronic debilitation illness</li> <li>○ Behavioural problems e.g. Asperger's Syndrome</li> </ul>

## Group 2 Licence Holders

### Neurological Conditions

<b>EP1</b>	<ul style="list-style-type: none"> <li>○ Epilepsy</li> </ul>
<b>F1</b>	<ul style="list-style-type: none"> <li>○ Fits or blackouts</li> </ul>
<b>DIZ1</b>	<ul style="list-style-type: none"> <li>○ Severe and recurrent disabling giddiness</li> </ul>
<b>PK1</b>	<ul style="list-style-type: none"> <li>○ Parkinson's disease</li> </ul>
<b>TIA1</b>	<ul style="list-style-type: none"> <li>○ Stroke, TIA, Mini Stroke, (with symptoms not lasting longer than one month), Cerebral Thrombosis or Amaurosis Fugax</li> </ul>
<b>B1</b>	<ul style="list-style-type: none"> <li>○ Any chronic neurological condition (e.g. multiple sclerosis, motor neurone disease)</li> <li>○ Brain surgery, brain tumour, severe head injury</li> <li>○ Serious memory problems/episodes of confusion</li> </ul>
<b>SL1</b>	<ul style="list-style-type: none"> <li>○ Narcolepsy/Cataplexy</li> </ul>

### Psychiatric Conditions

<b>M1</b>	<ul style="list-style-type: none"> <li>○ Any mental ill-health condition (including depression)</li> <li>○ Any psychiatric illness requiring hospital admission</li> </ul>
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### Alcohol and Drugs

<b>DR1</b>	<ul style="list-style-type: none"> <li>○ Dependence on/or misuse of alcohol in the past 3 years</li> </ul>
<b>DG1</b>	<ul style="list-style-type: none"> <li>○ Dependence on/or misuse of drugs in the past 3 years</li> </ul>

### Vision Problems

<b>V1</b>	<ul style="list-style-type: none"> <li>○ Sight in one eye only</li> <li>○ Visual problem affecting either eye</li> </ul>
-----------	--

### Diabetes

<b>DIAB1</b>	<ul style="list-style-type: none"> <li>○ Diabetes controlled by diet</li> <li>○ Diabetes controlled by tablets</li> <li>○ Diabetes controlled by insulin</li> </ul>
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### Heart Conditions

<b>VOCH1</b>	<ul style="list-style-type: none"> <li>○ Any other heart condition other than innocent heart murmurs</li> <li>○ Peripheral arterial disease causing symptoms e.g. intermittent claudication</li> <li>○ Abdominal aortic aneurysm</li> </ul>
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### Sleep Disorders or Conditions which cause excessive daytime/awake time sleepiness

<b>SL1</b>	<ul style="list-style-type: none"> <li>○ Sleep apnoea syndrome</li> <li>○ Narcolepsy/Cataplexy</li> <li>○ Any other condition which causes excessive daytime/awake time sleepiness</li> </ul>
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### Spinal Injuries

<b>SP1</b>	<ul style="list-style-type: none"> <li>○ Severe Spinal Injuries</li> <li>○ Paraplegia</li> <li>○ Tetraplegia</li> </ul>
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## Cancers/Tumours and Other Medical Conditions

<b>G1V</b>	<ul style="list-style-type: none"><li>○ You should notify the DVLA if you have had treatment for the following types of cancer/tumours in the past 5 years:<ul style="list-style-type: none"><li>○ Lung</li><li>○ Melanoma</li><li>○ Non-hodgkins lymphoma</li></ul></li><li>○ AIDS</li><li>○ Any other medical condition likely to affect ability to safely control a vehicle e.g. amputation, impairment secondary to medication, chronic debilitation illness</li><li>○ Behavioural problems e.g. Asperger's Syndrome</li></ul>
<b>K1</b>	<ul style="list-style-type: none"><li>○ Chronic renal failure</li></ul>
<b>AUD1</b>	<ul style="list-style-type: none"><li>○ Deafness (profound)</li></ul>



**Insert Your  
Driving Licence  
Checks  
Here**







## Guidance Note 6 – Insurance

### Introduction

By law the institution must insure their legal liability for injury to others and damage to their property arising from the use of vehicles on the road – third party insurance. Most business policies are either comprehensive or third party, fire and theft.

Comprehensive cover includes damage to the institution's own vehicles. The third party section of a commercial vehicle policy will meet the institution's legal requirements to cover their liability to others.

The insurance company will require full details of the types of vehicle and their usage (e.g. are they driven abroad), details of goods and samples carried, details of drivers (e.g. numbers, age, etc.). It is therefore important that a record is kept of all authorised drivers (see details over-page).

If you own more than five vehicles, a fleet policy may be arranged. The claims experience of your fleet will provide the main rating factor in assessing the cost of the policy.

### Privately Owned Vehicles

The law requires all persons who drive on the public highway to be adequately and appropriately insured. This means that any person driving, albeit occasionally in connection with the business of their employer, must be covered for 'business use'.

All persons who drive institution owned or leased vehicles as an essential part of their employment and, all persons who request vehicles to be hired or leased by the institution for their use on business purposes should be covered by the institution's insurance policy.

Persons who use their own vehicles for work purposes on a casual basis or for convenience, (e.g. travelling across campus or travel to meetings) should ensure that their personal insurance policy states 'for business use'. As part of the authorisation process to allow individuals to use their private vehicles, the Head of Department or Fleet Manager should be provided with a copy of a valid insurance certificate stating 'for business use' on an annual basis. In addition, employees using private cars on institution business must ensure that their vehicles are maintained in a roadworthy condition as per the requirements of the Road Traffic Act.

### Reporting Accidents

Any damage to a vehicle, owned, hired or leased by the institution vehicle (or any damage to other equipment (e.g. trailed appliances), property, third parties, etc.) must be reported to the insurance company as soon as possible. The insurance company may ask for their own Accident Report Form to be completed. The institution's Accident Report Form (see Section 8) must also be completed and returned to the Head of Department / Fleet Manager.

If any Third Party/Insurer correspondence is received in relation to a claim, it should be forwarded unanswered to the insurance company as soon as possible.





# Authorised Driver Registration Form

Please complete a copy of this form for ALL drivers of institute vehicles. This may include employees, contractors, spouses, dependants, etc.. Completed forms will be held by the Fleet Manager.

Photograph
------------

## Driver's Details

Name:			
Job Title:			
Department:			
DVLA Driving License Number:	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Issue No.	<input type="text"/> <input type="text"/>
Date DVLA Driving Test Passed:	<input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/>	Categories of Entitlement:	

## Accident History (give details of all accidents in the last 5 years)

Date	Description

## Convictions (give details of all convictions in the last 10 years)

Conviction Date	Conviction Code	Fine / Ban / Penalty Points

## Declaration (to be signed by the driver and checked by the Fleet Manager)

- |    |  |
|----|--|
| 1. | I do not have a prosecution pending and will notify the institution of any future prosecution in relation to a contravention of the Road Traffic Act |
| 2. | I shall notify my Manager and/or Fleet Manager immediately of any changes in health conditions that might affect driving ability                     |
| 3. | I have received a copy of the Driving at Work Policy and agree to be bound by the rules therein  |
| 4. | I agree to pay for any repairs and cleaning occasioned by my misuse of the vehicle and any fines for traffic / parking offences.                     |

<b>Signed by driver:</b>		<b>Date:</b>	
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A copy of the Driving at Work Policy has been issued and the original Driving Licence has been seen.

<b>Signed by Fleet Manager:</b>		<b>Date:</b>	
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# Authorised Driver Registration Form

Please complete a copy of this form for ALL drivers of institute vehicles. This may include employees, contractors, spouses, dependants, etc.. Completed forms will be held by the Fleet Manager.



## Driver's Details

Name:	<i>David Edward Evans</i>		
Job Title:	<i>HoD</i>		
Department:	<i>Mechanical &amp; Electrical Engineering</i>		
DVLA Driving License Number:	<i>EVANS706061E99PT</i>	Issue No:	<i>17</i>
Date of Passing Test / Issue:	<i>24/08/06</i>	Category of Entitlement:	<i>BE, C, D1, E, f, k, m, n, o</i>

## Accident History (give details of all accidents in the last 5 years)

Date	Description
<i>20/11/03</i>	<i>Drove into the rear of the car in front of an island.</i>

## Convictions (give details of all convictions in the last 10 years)

Conviction Date	Conviction Code	Fine / Ban / Penalty Points
<i>12/08/05</i>	<i>SP30</i>	<i>3 Points and £60 fine</i>

## Declaration (to be signed by the driver and checked by the Fleet Manager)

- I do not have a prosecution pending and will notify the institution of any future prosecution in relation to a contravention of the Road Traffic Act
- I shall notify my Manager and/or Fleet Manager immediately of any changes in health conditions that might affect driving ability
- I have received a copy of the Driving at Work Policy and agree to be bound by the rules therein
- I agree to pay for any repairs and cleaning occasioned by my misuse of the vehicle and any fines for traffic / parking offences.

**Signed by driver:** *D. Evans*      **Date:** *03/08/06*

A copy of the Driving at Work Policy has been issued and the original Driving Licence has been seen.

**Signed by Fleet Manager:** *R. Peters*      **Date:** *04/08/06*





**Insert Your  
Driver  
Registration  
Forms Here**







## Guidance Note 7 – Vehicle Selection

### Introduction

The institution may already have in place a Car Policy which details the conditions under which a vehicle will be provided and the basis upon which grade / value of car will be allocated. The Fleet Manager / Health and Safety Manager need to be involved in the process of identifying vehicles suitable for inclusion on the Car Selection List or when choosing an appropriate commercial vehicle. In this instance, their role is to check that the vehicles included in the selection list meet the safety and ‘fit for purpose’ criteria identified through risk assessments.

### Vehicle Records

Once a vehicle has been purchased, leased or hired for use by the institution, a record of the vehicle details should be kept, ideally by the Fleet Manager. The record system can be either hard copy or PC based.

Suggestions for inclusion on the vehicle record are:

- vehicle make, model and Vehicle Identification Number (VIN);
- results of any inspection prior to selection or delivery of vehicle;
- driver allocation details (and, if different, also include details of the person responsible for day-to-day running of the vehicle);
- what the vehicle will be used for and any restrictions on its use;
- manufacturer’s instructions regarding maintenance and servicing procedures and frequency;
- licensing and insurance requirements for the vehicle;
- procedures for handling defects and faults, and procedures for the reporting and recording of these;
- any precautions that need to be taken by employees when using, inspecting or maintaining the vehicle;
- testing and maintenance history;
- accident history.

A sample Vehicle Record form is shown over-page.

Where an institution operates ‘Cash for Car’ scheme, under which an employee is provided with a cash alternative to the company car, allowing them to purchase, lease or hire their own choice of vehicle for work use, there is still an obligation on the employer to ensure the vehicle is suitable for the task, and that the driver is competent to fulfil the task.

Ideally, a central record should be created detailing who the 'Cash for Car' drivers are. A copy of the driver assessment and a copy of their valid driving licence should be held on file, together with confirmation from the driver that the vehicle purchased has been properly insured for business as opposed to private use, and it has a valid MOT certificate and Road Fund Licence.



# Vehicle Record Form

Please complete a copy of this form for each vehicle controlled by your department. Once completed, please forward to the Fleet Manager, together with the DVLA's Vehicle Registration Document.

Vehicle Registration Number: \_\_\_\_\_

Manufacturer (e.g. Ford, Toyota, Nissan): \_\_\_\_\_

Model (e.g. Mondeo 2.0 TDCi): \_\_\_\_\_

Number of Seats (minibuses only): \_\_\_\_\_ Are all seat fitted with seat belts?  Yes  No

Engine Size (in CC): \_\_\_\_\_

Registered Owner (as shown on V5 document): \_\_\_\_\_

Registration Date (as shown on V5 document): \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Date Acquired by Department: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Mileage on Acquisition: \_\_\_\_\_

Current Mileage: \_\_\_\_\_ Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Fuel Type:  Petrol  Diesel  LPG  Other

Address normally Parked: \_\_\_\_\_

Tax Disc Expiry Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ MOT Due Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Radio Code (if applicable): \_\_\_\_\_

**If Leased:**

Lease Details (e.g. 36 months / 50,000 miles): \_\_\_\_\_

Lease Termination Date: \_\_\_\_\_

Lease Penalty (e.g. pence / mile): \_\_\_\_\_

Does the lease include maintenance?  Yes  No

Maintained by (name of garage): \_\_\_\_\_

Lease Cost per Month: £ \_\_\_\_\_ inc. VAT

**If Purchased**

Purchase Cost: £ \_\_\_\_\_ inc. VAT

List Price (inc. extras): £ \_\_\_\_\_ inc. VAT

Official CO<sub>2</sub> Rating: \_\_\_\_\_ Grams CO<sub>2</sub> / kilometre

Form Completed by: \_\_\_\_\_ Signature: \_\_\_\_\_

For Fleet Manager use only

Date Form Received: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Date Vehicle Disposed of: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_



# Vehicle Record Form

Please complete a copy of this form for each vehicle controlled by your department. Once completed, please forward to the Fleet Manager, together with the DVLA's Vehicle Registration Document.

Vehicle Registration Number:	FR06 DFF		
Manufacturer (e.g. Ford, Toyota, Nissan):	Volkswagen		
Model (e.g. Mondeo 2.0 TDCi):	Passat 1.9 D7Ci		
Number of Seats (minibuses only):	N/A	Are all seats fitted with seat belts?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Engine Size (in CC):	1895 cc		
Registered Owner (as shown on V5 document):	University of England		
Registration Number (as shown on V5 document):	FR06 DFF		
Date Acquired by Department:	15 / 07 / 06		
Mileage at Acquisition:	2457		
Current Mileage:	2457	Date:	15 / 07 / 06
Fuel Type:	<input type="checkbox"/> Petrol	<input checked="" type="checkbox"/> Diesel	<input type="checkbox"/> LPG <input type="checkbox"/> Other
Address normally Parked:	213, Westway Walk, Stratford-upon-Avon, Warwickshire. CV37 8TG		
Tax Disc Expiry Date:	30 / 04 / 07	MOT Due Date:	31 / 04 / 09
Radio Code (if applicable):	0986543		
<b>If Leased:</b>			
Lease Details (e.g. 36 months / 50,000 miles):	36 months		
Lease Termination Date:	31 / 04 / 09		
Lease Penalty (e.g. pence / mile):	N/A		
Does the lease include maintenance?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
Maintained by (name of garage):	Listers of Stratford		
Lease Cost per Month:	£ 486 inc. VAT		
<b>If Purchased</b>			
Purchase Cost:	£	inc. VAT	
List Price (inc. extras):	£	inc. VAT	
Official CO <sub>2</sub> Rating:	Grams CO <sub>2</sub> / kilometre		
Form Completed by:	U1#VPLWK#	Signature:	R. Smith
For Fleet Manager use only			
Date Form Received:	18 / 07 / 06	Date Vehicle Disposed of:	/ /



# Schedule of Vehicles

<b>Make</b>	<b>Model</b>	<b>Reg. No.</b>	<b>Allocated to</b>	<b>Location</b>
Ford	Mondeo Estate 2.0TDCi	UM06 ALL	John Smith	Maintenance







# Guidance Note 8 – Breakdown & Emergencies

## Introduction

Arrangements to deal with the unexpected are more likely to be effective and successful when determined in advance rather than hurriedly put together in the heat of the moment. Therefore, it is recommended that institutions put in place and communicate procedures for dealing with and reporting:

- accidents;
- breakdowns; and
- theft.

## Accidents

Whilst every effort should be made to encourage the prevention of an incident, accidents still happen. It is therefore important that the institution has in place a procedure for drivers to follow in the event of an accident. Each driver should be provided with a copy of the procedure. It would also be advisable for a copy of the procedure, together with an Accident Form and details of the institution's insurance policy, to be kept in each vehicle.

Sample Guidelines on what action to take in the event of an accident are detailed below, together with a sample Accident Report Form.

## Breakdowns

Regular maintenance and inspection will reduce the likelihood of a vehicle failure. However, breakdowns can still occur. Common causes of breakdowns include running out of fuel or engine oil, so advise drivers to ensure that oil levels are correct and they have sufficient fuel for the journey. Drivers should also inspect the condition of tyres before starting the journey. (Also see Section 12 – Vehicle Maintenance).

Drivers should be provided with guidelines that they should follow in the event of a breakdown.

## Break-ins / Theft

Within the information that an institution issues to its drivers, information on both minimising the risk of theft from, or of, the vehicle should be included and also details of the action to take should such an incident occur.

Sample guidelines on what action to take in the event of a break-in / theft are detailed below.

## Safety Equipment

Every vehicle that is to be used on institute business should contain equipment for the safety and security of the driver. Items that should be carried in the vehicle include:

- warning triangle;
- spare tyre (with correct pressure and tread) and wheel jack;
- fire extinguisher;
- first-aid kit;
- tow rope;
- torch;
- high-visibility waistcoat;
- life hammer;
- driver safety information;
- driver guidelines for accidents / incidents;
- blanket;
- map;
- spare bulbs;
- spare fuel or fuel carrier;
- de-icing equipment (spray de-icer, ice scraper);
- shovel;
- heavy-duty jump leads;
- washer fluid;
- spare warm clothing, waterproof coat and suitable footwear;
- thermos flask and food for long journeys;
- old sacks – to provide grip for wheels if stuck in snowy conditions.

# Bonnet Talks .... In the Event of an Accident



## In the event of an accident:

1. **Always stop** – it is an offence to leave the scene of an accident.
2. Check the condition of any passengers and /or third parties.
3. If someone is injured call an ambulance.
4. If there is damage to any property (other than third party vehicles) or injuries to any person, the Police should be informed immediately.
5. Remove the vehicle from the road (or carriageway) if it is safe to do so.
6. Obtain details from third parties:
  - a. Name and address.
  - b. Vehicle make, model, registration number.
  - c. Name and address of insurance company.
  - d. Insurance policy number.
- 7. AVOID ADMITTING LIABILITY AT THIS STAGE**
8. If recovery or repair of the vehicle is required, contact the relevant breakdown recovery service.
9. All accidents, however minor, will be dealt with through the institution's Insurance Company.
10. Report the incident to your Manager by telephone as soon as possible.
11. Complete the Vehicle Accident / Incident / Theft Report form and submit to your Manager, preferably within 24 hours.
12. Any correspondence received from third parties following an accident should be forwarded unanswered to the Fleet Manager.
13. In the event that repairs result in the vehicle being off the road, the Fleet Manager will make arrangements for an appropriate replacement vehicle.

# *Bonnet Talks* .... Car Accident Tips

## **What to do if you're in an Accident**

Car accidents can be very stressful. Read the tips below to learn what you should do if you're involved in a car accident.

- **Stay calm**  
Keeping a normal demeanour helps you stay in control of the situation.
- **Make sure you and your passengers are OK**  
Move as far off the roadway as possible, but stay at the scene of the accident. Warn oncoming traffic by activating your hazard warning lights and/or setting flares.
- **Call the police**  
Call 999 or the appropriate emergency number to report the accident.
- **Contact your insurance company and report the claim**  
The sooner your insurance company knows about the accident, the sooner they can start working to resolve your claim.
- **Do not admit fault**  
Do not discuss the car accident with anyone other than the police and your claims representative.

### **Exchange vital information with the other driver involved in the car accident.**

Write down the name, address, phone number and license numbers for all drivers and witnesses, particularly those who were not riding in a vehicle involved in the accident. Ask for the insurance companies and policy numbers for drivers involved in the car accident.

# Bonnet Talks .... In the Event of a Breakdown



## Minimise the risk to your personal safety in the event of a breakdown by:

1. Ensuring the vehicle is regularly serviced and has sufficient fuel and oil for the journey.
2. Checking the condition of tyres. If you suspect a tyre may cause a problem, you should change it before you begin the journey and have it checked professionally as soon as possible.
3. Ensuring you carry a fully charged mobile phone with the breakdown assistance company's number programmed into it.
4. If possible, trying to pull off the main carriage and stopping somewhere safe, away from traffic but in a brightly lit and/or public place. Call the breakdown assistance company immediately.

## If you breakdown on the motorway:

1. If you notice a problem with the vehicle, exit the motorway as soon as possible before the vehicle stops completely and contact the breakdown assistance company.
2. If you cannot exit the motorway, stop as close as possible to an SOS telephone, as far over as possible on the hard shoulder and put your hazard warning lights on.

SOS telephones – which are usually located one mile apart with markers indicating the direction to the nearest one – route to the local police motorway control centre, where an officer speaks directly to the caller. The phones have a unique identifying reference number so that the police officer can pinpoint the caller's location. The officer will offer the caller advice and despatch appropriate emergency recovery services. Depending on the circumstances, the officer may also despatch a police vehicle. Recovery services are usually asked to ensure that they attend within 30 minutes. If motorway cameras are available, the police control room will often monitor the situation via CCTV.

3. Exit the vehicle through the passenger door and wait higher up on the verge. Do not wait inside the vehicle.
4. If you are travelling alone and an unidentified vehicle stops, get back into your vehicle and sit in the passenger side, locking the doors. Communicate through a small opening in the window until you have verified the identity of the person who has stopped (verify their identity regardless of any uniform or corporate logo/vehicle signage that may be displayed).
5. It is illegal for someone to stop on the motorway to offer assistance. Ask anyone who stops to proceed to the nearest emergency telephone and contact the breakdown services on your behalf, rather than assist personally.

## Breaking down at night:

3. If possible, keep driving until you stop in a well-lit area.
4. If the area is dimly lit, make sure your hazard lights are on.

Cont.

5. When making a call for help, make it clear you are a lone driver – particularly emphasise this if you are female.
6. Use street, pub, restaurant or shop names to assist the breakdown company in finding you.
7. Ensure you carry a functioning hand torch in the car.
8. A mobile phone is particularly useful in the event of a breakdown – in addition to the emergency services, remember to contact anyone who may be expecting you and let them know where you are (e.g. family member, Manager, business contact, etc.).

# Bonnet Talks .... In the Event of a Theft



## **In the event of theft from or theft of a vehicle:**

1. Contact the Police immediately.
2. Contact your Manager and give details of the incident.
3. Complete the Accident / Incident / Theft form and submit to your Manager at the earliest opportunity.
4. The Fleet Manager will make arrangements for an appropriate replacement vehicle, should this be necessary.

To help reduce the risk of theft from or theft of a vehicle, the following measures should be taken:

1. Never leave the vehicle unlocked, even when leaving it unattended for a brief time, e.g. paying for petrol.
2. Never leave valuable or tempting items on view e.g. mobile phone, wallet / purse or loose money, CDs, tapes, designer items (sunglasses, bags, etc.), vehicle documents.
3. Where you have to leave larger valuable items in the vehicle e.g. laptop, briefcase, etc., lock them in the boot, out of sight.
4. Park in brightly lit public places, ideally in an official car park and preferably one that is manned.
5. If possible, reverse into a parking space thus allowing a straightforward and prompt departure if necessary.
6. When stopping at traffic lights, be aware that random thefts at these have become a concern. Always think about your personal safety.
7. Keep valuables out of sight when driving. For example, do not leave a briefcase, bag, wallet, etc., in view on the passenger seat.
8. Lock doors when driving alone, particularly at night.
9. Have your keys in your hand as you approach the vehicle and check the interior before entering. (A key-ring torch is useful for this purpose).







# Vehicle Accident / Incident / Theft Report Form

The driver involved in the accident, incident, near miss or theft should complete all 5 sections of the form and pass to his/her Manager for signature

## 1. Your Details

Name:		Department:	
Position:		Location:	

## 2. Your Vehicle

Vehicle make / model:		Registration number:	
Incident date / time:		Police incident number: (if applicable)	
Reason for journey:			
Journey from / to:			

## 3. Incident Details (Answer every question)

1.	What was the exact location of the incident?	
2.	What were the road and weather conditions at the time of the incident?	
3.	Did you or any passengers sustain an injury? (If yes, please describe)	
4.	Were any third party drivers involved? (If yes, complete section 4)	
5.	Was there any damage to property other than your vehicle and third party drivers? (If yes, please describe)	
6.	Which emergency services were called?	

## 4. Third Parties

Please complete all questions for any third parties involved, however minor the damage sustained

1.	Name and address of third party(ies)	1.
		2.
2.	Vehicle make and model of third party	
3.	Registration number of third party vehicle	

Cont.

4.	Third party insurance company name and contact number	
5.	Third party insurance policy number	
6.	Did any third party sustain an injury (include driver, passengers, general public) (If yes, give details)	
7.	Were there any witnesses? Give names and addresses	1.
		2.

## 5. Incident Description & Diagram

1.	Describe exactly what happened and provide a sketch of the scene of the incident in the space provided. Include road markings, road names/numbers, speed limit or other road traffic signals and signs and exact position of vehicles involved. Where appropriate give approximate distances.
2.	Description of damage
3.	Is there any other information which may be relevant to the incident or which should be taken into account?

## Signatures

The information given on this form is accurate and complete to the best of my knowledge

Driver:		Date:	
Checked by:	Manager's signature:	Date:	
	Fleet Manager:	Date:	



# Vehicle Accident / Incident / Theft Report Form

The driver involved in the accident, incident, near miss or theft should complete all 5 sections of the form and pass to his/her Manager for signature

## 1. Your Details

Name:	<i>John Smith</i>	Department:	<i>Supplies</i>
Position:	<i>Delivery Driver</i>	Location:	<i>Supplies</i>

## 2. Your Vehicle

Vehicle make / model:	<i>Ford Transit Van</i>	Registration number:	<i>V-A05 MCM</i>
Incident date / time:	<i>9.45am</i>	Police incident number: (if applicable)	<i>Not applicable</i>
Reason for journey:	<i>Delivering supplies to the Art College in the centre of town.</i>		
Journey from / to:	<i>Supplies Department to Art College</i>		

## 3. Incident Details

1.	What was the exact location of the incident?	<i>Road about 1/2 way between Art College and street cross</i>
2.	Were there any weather conditions at the time of the incident?	<i>Both clear</i>
3.	Did you or any passengers sustain an injury? (If yes, please describe)	<i>No</i>
4.	Were any third party drivers involved? (If yes, complete section 4)	<i>Yes</i>
5.	Was there any damage to property other than your vehicle and third party drivers? (If yes, please describe)	<i>No</i>
6.	Which emergency services were called?	<i>None</i>

## 4. Third Parties

Please complete all questions for any third parties involved, however minor the damage sustained

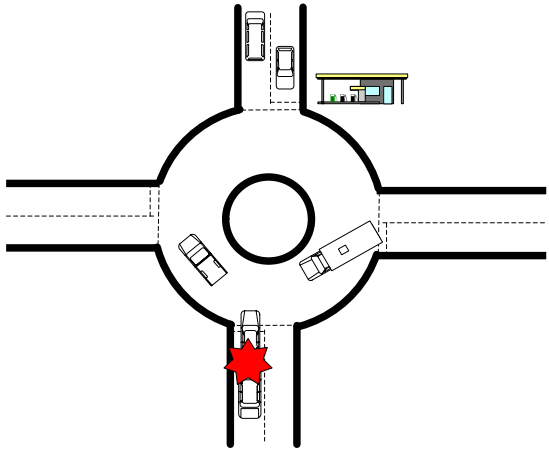
1.	Name and address of third party(ies)	1. <i>Mr. E. Green, Everglades, Cherrytree Walk, Bristol. BS6 8M4</i>
		2.
2.	Vehicle make and model of third party	<i>Ford Fiesta</i>
3.	Registration number of third party vehicle	<i>Y055 338</i>

Cont.

4.	Third party insurance company name and contact number	<i>AI Insurance – 0800 176 2345</i>
5.	Third party insurance policy number	<i>U7 789A 67688</i>
6.	Did any third party sustain an injury (include driver, passengers, general public) (If yes, give details)	<i>No</i>
7.	Were there any witnesses? Give names and addresses	1. <i>None</i>

Sample

## 5. Incident Description & Diagram

1.	<p>Describe exactly what happened and provide a sketch of the scene of the incident in the space provided. Include road markings, road names/numbers, speed limit or other road traffic signals and signs and exact position of vehicles involved. Where appropriate give approximate distances.</p> <p><i>The Third Party began to pull away on to the island and I followed. Having crossed the line, he then stopped suddenly because a lorry pulled out of the road to the right. Although I braked, I failed to stop in time and made contact with the Fiesta's rear bumper.</i></p>	
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2.	<p>Description of damage</p> <p><i>Minor damage (i.e. marked paintwork and small dent in plastic bumper) to Fiesta. No noticeable damage to transit van.</i></p>
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3.	<p>Is there any other information which may be relevant to the incident or which should be taken into account?</p>
----	--

## Signatures

The information given on this form is accurate and complete to the best of my knowledge

Driver:	<i>John Smith</i>	Date:	<i>02/03/06</i>
Checked by:	Manager's signature: <i>R. Evans</i>	Date:	<i>07/04/06</i>
	Fleet Manager: <i>B. Jones</i>	Date:	<i>08/04/06</i>

# Bonnet Talks .... First Aid on the Road



The aims of giving first aid are:

- to preserve life;
- to prevent the worsening of any injuries;
- to promote recovery.

## **Safety First – do not become the next victim**

If approaching the scene of an accident ensure you do not become the next victim.

The main risks are from fire and further collisions:

- If possible, stop your vehicle off the main highway and turn on your hazard lights.
- Ensure your main headlight beam is dipped to avoid causing temporary blindness to on-coming traffic but leave your lights on so that your vehicle is visible.
- If you have a florescent waistcoat put it on.
- Turn off the engine and extinguish any smoking materials.
- Stop or slow down traffic if it is safe to do so.
- If you have a red warning triangle place it on the road at least 50 metres before the obstruction (150 metres on the hard shoulder of a motorway).

## **Get Help**

Ensure someone has called the appropriate emergency services. They will need to know the exact location of the accident and the number of vehicles involved. (If you use a motorway emergency phone it will provide the emergency services with your exact location).

## **Help the Casualties**

Find out if anyone has first-aid or medical training and take their guidance.

Remember:

- DO NOT move the casualties unless they are in further imminent danger.
- DO NOT give any casualty any food or drink, no matter how minor their injuries appear.
- Do try to make the casualties comfortable and keep them warm, but avoid unnecessary movement.
- DO keep communicating with casualties to reassure them and to keep them conscious.
- DO NOT remove a motorcyclist's helmet.

Cont.

## Providing Emergency Care

Follow the ABC of first aid:

**A** is for **Airway** – check for and relieve any obstruction to breathing. Remove any obvious obstructions in the mouth. Breathing may begin and colour improve.

**B** is for **Breathing** – if breathing does not begin when the airway has been cleared, lift the chin and tilt the head very gently backwards. Pinch the casualty's nostrils and blow into the mouth until the chest rises; withdraw, then repeat regularly once every four seconds until the casualty can breathe unaided.

**C** is for **Circulation** – prevent blood loss to maintain circulation. If bleeding is present apply firm hand pressure over the wound, preferably using some clean material, without pressing some foreign body into the wound. Secure a pad with a bandage or length of cloth. Raise the limb to lessen the bleeding, provided it is not broken.

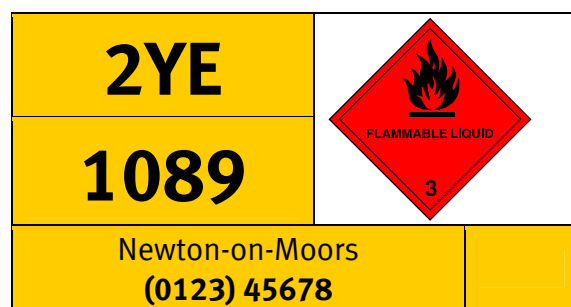
## First Aid Kit

If you carry a first aid kit ensure you know how to use the contents. First aid training can save lives.

## Accidents involving Dangerous Goods

If you suspect a vehicle involved in the accident is carrying dangerous goods (look for hazard warning signs on the vehicle – such as that shown below):

- DO NOT SMOKE.
- DO NOT USE A MOBILE PHONE close to the scene.
- Turn off all engines.
- Advise the emergency services when the accident is reported, giving them as much information as possible from the markings and labels.
- Keep all uninjured people away from the scene of the accident and ideally upwind of the vehicles to avoid fumes being blown towards them.



The panel illustrated is for flammable liquid. Diamond symbols indicating other risks include:



Corrosive substance



Non-flammable compressed gas



Spontaneously combustible



Radioactive substance



Toxic substance



Oxidising substance



# Guidance Note 9 – Accident Investigation

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## Introduction

What you do after an accident is **very important** in preventing further injury and ensuring that you gather the necessary information which may be required later for possible legal action.

Although not necessarily reported to the enforcing authorities in the same way as other workplace incidents, accidents involving people driving for work purposes should be investigated in the same way any other accident would be.

## Accident Investigation

Management or Departmental Heads should ensure that all accidents, near misses and dangerous occurrences are investigated in order to identify their causes, what lessons can be learnt, and what action needs to be taken to prevent recurrence. In most cases an accident investigation will take the form of an informal discussion involving the supervisor and member of staff concerned. It is important that details of this meeting, together with details of what action has been taken following an accident or dangerous occurrence. On notification of an accident or accident resulting in death/major injury or dangerous occurrence, the institution's Safety Officer should conduct a formal investigation in conjunction with a local management team.

The guidance on the next pages is intended to provide advice on investigating an accident. There is also a Accident Investigation Checklist designed to help employers establish the basic cause of an accident involving an employee driving for work purposes.





# Investigating an Accident

<b>Purpose</b>	<ul style="list-style-type: none"> <li>● To obtain a factual record – not to apportion blame</li> <li>● To prevent recurrence</li> </ul>
<b>Factors</b>	<ul style="list-style-type: none"> <li>● Human</li> <li>● Mechanical / Physical</li> <li>● Systems / Procedures</li> <li>● Protective equipment / devices</li> </ul>
<b>Investigation</b>	<ul style="list-style-type: none"> <li>● Non-confrontational</li> <li>● Thorough and diligent – in questioning and recording</li> <li>● Facts only – not opinion</li> </ul>
<b>Evidence</b>	
<b>General</b>	<ul style="list-style-type: none"> <li>● Visit scene as soon as possible</li> <li>● Gain an overview first</li> <li>● Identify sources of evidence               <ul style="list-style-type: none"> <li>a) witnesses</li> <li>b) equipment, tools, parts, etc.</li> <li>c) sketches, drawings, measurements (no guesses)</li> <li>d) photographs (points of reference: scale, top/bottom/date)</li> </ul> </li> </ul>
<b>Witnesses</b>	<ul style="list-style-type: none"> <li>● Person(s) directly involved</li> <li>● Negative as well as positive witnesses</li> </ul>
<b>Interviews</b>	<ul style="list-style-type: none"> <li>● Each witness separately</li> <li>● On site where incident occurred if possible</li> <li>● Put witness at ease</li> <li>● Get witness' own version</li> <li>● Ask 'open' questions – lead off with "Who, What, Where, When, Why, How"</li> <li>● Give witness feedback of your understanding of their answers</li> <li>● Record in writing the critical information / use diagrams, etc.</li> <li>● Use re-enactment sparingly and carefully</li> <li>● End interview on a positive note</li> <li>● Keep lines of communication open</li> </ul>
<b>Statements</b>	<ul style="list-style-type: none"> <li>● Significant incidents only</li> <li>● Summarise witnesses versions and obtain witnesses agreement to factual accuracy, avoid recording any speculative remarks</li> <li>● Record time, date, location, witnesses name and signature</li> </ul>
<b>Testing / Evaluation</b>	<ul style="list-style-type: none"> <li>● Independent engineer / laboratory rather than manufacturer or supplier</li> </ul>
<b>Causes</b>	<ul style="list-style-type: none"> <li>● Analyse and evaluate all significant evidence</li> <li>● Remain objective – facts not opinion</li> <li>● Determine cause               <ul style="list-style-type: none"> <li>a) immediate cause(s) or symptoms (sub-standard acts and conditions)</li> <li>b) basic or underlying cause(s) (personal and job factors)</li> <li>c) the critical few specific causes</li> <li>d) deficiencies in systems and procedures</li> </ul> </li> </ul>

Cont.

**Preventative Action**

- Immediate, short-term and permanent
- Removal / control of cause(s)
- Reduction in likelihood of recurrence
- Reduction in severity should there be a recurrence
- Record, communicate and implement the preventative measures

**Records**

- Written – not memory
- Facts – not memory; no allegations of blame; no loose or derogatory comments

**Legal Sources**

- Take care not to unwittingly weaken the business' defence or speculate on matters beyond your brief or level of competence – note: in the event of a prosecution or an insurance claim being taken to court, all records can be called up by the court.

**Retention**

All records should be held for at least 30 years.

# Accident Investigation Checklist

## Possible Cause – Inadequate Capability

Answer each question **Yes**, uncertain (?) or **No** by marking the appropriate box; a **No** answer indicates a possible **Causal Factor**

If the answer to any question is **Yes**, inadequate capability may not be a basic cause factor.

If uncertain on any of these questions you may need to examine additional evidence.

	Yes	No	?
Was the person closely supervised during the probationary period to identify any lack of aptitude or any physical or mental capacity to drive safely?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Was the person's licence details verified with previous employers or appropriate licensing authorities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Was the person's driving record and road accident history verified with previous employers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Did the person complete a pre-employment "aptitude" test?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Was the person given a pre-employment in-vehicle risk assessment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Was the person given a pre-employment medical?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Was the person free from all DVLA notifiable medical conditions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Was the person's lack of physical or mental capability or the lack of aptitude for the job a factor?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If the answer to any question is **No** you may need to consider and address the following **MANAGEMENT PROCESS DEFICIENCIES**.

Does the recruitment process include proper examination and evaluation of each person's basic capability to drive safely?

If the programme includes this element and these activities, are the standards adequate to define the control measure and the level of job performance necessary to identify exposures and control the risks?

If the recruitment process and standards are adequate, why were those standards not complied with?

## Possible Cause – Lack of Knowledge

Answer each question **Yes**, uncertain (?) or **No** by marking the appropriate box; a **No** answer indicates a possible **Causal Factor**.

If the answer to any question is **Yes** lack of knowledge may not be a basic cause factor.

If uncertain on any of these questions you may need to examine additional evidence.

	Yes	No	?
Has the person's immediate supervisor / line manager received management training in the institution's occupational road risk strategy?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Was the person given a clear task assignment stating what was to be done, the hazards involved and the safe driving practices to be complied with?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Did the person get update education related to occupational road risk through safety contacts, coaching, or safety meetings within the past year?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Did the person participate in the institution's formal review assessment programme (Task Observer) within the past year?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Did the person participate in the institution's formal occupational road risk reduction training programme?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Did the person participate in a formal induction process which included the all of the elements of the institution's occupational road risk strategy (safe methods, practices, procedures, rules)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Was the person's lack of knowledge on how to perform the task safely a factor?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If the answer to any question is **No** you may need to consider and address the following **MANAGEMENT PROCESS DEFICIENCIES**.

Do the Training, Personal Communication, Task Observer and Group Meeting elements of the institution's strategy include adequate education to develop and update each person's knowledge of road risks?

If the programme includes this element and these activities, are the standards adequate to define the control measure and the level of job performance necessary to identify exposures and control the risks? (E.g. training / re-training frequency).

If the programme elements and standards are adequate, why were the standards not complied with?

## Possible Cause – Lack of Skill

Answer each question **Yes**, uncertain (?) or **No** by marking the appropriate box; a **No** answer indicates a possible **Causal Factor**.

If the answer to any question is **Yes** lack of skill may not be a basic cause factor.

If uncertain on any of these questions you may need to examine additional evidence.

	Yes	No	?
If the individual was using his/her own vehicle for institution business, was the person's own driving ability assessed in line with the institution's own vehicle strategy?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If the person is a non UK licence holder did he/she participate in a formal UK familiarisation programme?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If not driving regularly on institution business (infrequent user and/or long term sickness), was the person's own driving ability risk assessed before undertaking the task?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Did the person drive often enough, post training, to build on the foundations set by the Training provider?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Where the individual's Personal Risk Profile indicated a need for "further guided training" was this completed within the time frame and recommendations of the Training provider?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Was the person given adequate supervised practice to develop the learning outcome arising from their occupational road risk assessment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Was the task taught by a specialist occupational road risk trainer?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Was the person's lack of skill to drive safely a factor?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If the answer to any question is **NO** you may need to consider and address the following **MANAGEMENT PROCESS DEFICIENCIES**.

Do the Recruitment, Induction, Training, Personal Communication, elements of the institution's strategy include adequate training and supervised practice to develop the behaviours needed to drive safely?

If the programme includes this element and these activities, are the standards adequate to define the control measure and the level of job performance necessary to identify exposures and control the risks?

If the programme element and standards are adequate, why were the standards not complied with?

## Possible Cause – Stress

Answer each question **Yes**, uncertain (?) or **No** by marking the appropriate box; a **No** answer indicates a possible **Causal Factor**.

If the answer to any question is **Yes** stress may not be a basic cause factor.

If uncertain on any of these questions you may need to examine additional evidence.

	Yes	No	?
If the individual was using his/her own vehicle for institution business, was the person's own driving ability assessed in line with the institution's vehicle strategy?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Was lack of sleep (fatigue) or insufficient journey time a factor in the incident?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If not driving regularly on institution business (infrequent user and/or long term sickness), was the person's own driving ability risk assessed before undertaking the task?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Was the call rate planned in accordance with established procedures and were adequate breaks taken during long distance journeys?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Were there any recent significant changes in the person's role (consider promotion, demotion, change of duty, accountability, type of vehicle, miles driven, hours spent driving, etc.)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Was the person using any medications or under the influence of any drugs, including alcohol?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Was the person suffering from any temporary illness created by domestic / personal issues or decreased sensory abilities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Were there any other physical or mental stress factors in the incident?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If the answer to any question is **No** you may need to consider and address the following **MANAGEMENT PROCESS DEFICIENCIES**.

Does the Appraisal, Discipline, Continuous Professional Development, Personal Communication, elements of the institution's strategy include adequate training and monitoring to develop the behaviours needed to drive safely?

If the programme includes this element and these activities, are the standards adequate to define the control measure and the level of job performance necessary to identify exposures and control the risks?

If the programme element and standards are adequate, why were the standards not complied with?

## Possible Cause – Inadequate Vehicle Maintenance

Answer each question **Yes**, uncertain (?) or **No** by marking the appropriate box; a **No** answer indicates a possible **Causal Factor**.

If the answer to any question is **Yes** inadequate vehicle maintenance may not be a basic cause factor. If uncertain on any of these questions you may need to examine additional evidence.

	Yes	No	?
Did the vehicle have a breakdown free history?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Was the vehicle defect log completed; prior to the start of the journey?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Were the tyres (pressures / tread depth / damage) checked and found to be defect free; prior to the start of the journey?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Were the vision factors (wipers / windows / mirrors / lenses / reflectors) checked and found to be defect free; prior to the start of the journey?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Were the fluids (oil / coolant / washer), checked and found to be defect free; prior to the start of the journey?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Was the vehicle serviced in accordance with manufacturer's recommendations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Was premature failure or unforeseeable malfunction of vehicle components a factor?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If the answer to any question is **No** you may need to consider and address the following **MANAGEMENT PROCESS DEFICIENCIES**.

Do the job analysis and personal communications elements include adequate development and communication of maintenance / routine checking instructions?

If the safety programme includes these elements; are the standards adequate to define the control measures and the level of performance needed to identify the loss exposures and control the risk?

If the programme element and standards are adequate, why were the standards not complied with?







# Guidance Note 10 – Use of Mobile Phones

## Introduction

Research shows that using a hand-held or hands-free mobile phone while driving is a significant distraction and significantly increases the risk of the driver having an accident. High mileage drivers and people driving for work purposes are most likely to use a mobile phone while driving.

Drivers who use a mobile phone, whether hand-held or hands-free:

- are much less aware of what's happening around them;
- fail to see road signs;
- fail to maintain proper lane positions and steady speed;
- are more likely to 'tailgate' the vehicle in front;
- react more slowly and take longer to brake;
- are more likely to enter unsafe gaps in traffic;
- feel more stressed and frustrated.

Research indicates that they are also four times more likely to crash, injuring or killing themselves and/or other people.

Using a hands-free phone while driving does not significantly reduce the risks because the problems are caused mainly by the mental distraction and divided attention of taking part in a phone conversation at the same time as driving.

## The Law

It is illegal to use a hand-held mobile phone while driving. It is also an offence to "cause or permit" a driver to use a hand-held mobile phone while driving. Therefore, employers can be held liable as well as the individual driver if they require employees to use a hand-held phone while driving.

It can also be illegal to use a hands-free phone while driving. Depending upon the individual circumstances, drivers could be charged with "failing to have proper control of their vehicle". In more serious cases, the use of any type of mobile phone could result in prosecution for careless or dangerous driving.

The police may check phone records when investigating fatal and serious crashes to determine if use of the phone contributed to the crash.



# Bonnet Talks ... Mobile Phones & Driving



## Frequently Asked Questions

Since the 1<sup>st</sup> December 2003, it has been a specific offence to use a hand-held phone, or similar device, when driving. The penalty is a £30 fixed penalty or up to £1,000 on conviction in court (£2,500 for drivers of goods vehicles, buses or coaches). Drivers still risk prosecution (for failure to have proper control) if they use hands-free phones when driving.

### Q1. What does the regulation say about hand-held phones?

The use of a hand-held phone or similar hand-held device while driving is now prohibited. A hand-held device is something that "*is or should be held at some point during the course of making or receiving a call or performing any other interactive communication function*".

2-way radios are subject to special treatment under the regulations. See **Q13** below regarding 2-way radios for further information.

### Q2. Is hands-free phone equipment allowed?

Provided that a phone can be operated without holding it, then hands-free equipment is not prohibited by the new regulation.

And pushing buttons on a phone while it is in a cradle or on the steering wheel or handlebars of a motorbike for example is not covered by the new offence, provided you don't hold the phone.

However, hands-free phones are also distracting and you still risk prosecution for failing to have proper control of a vehicle.

### Q3. What about texting/internet access/video phones?

The use of a mobile phone or similar device for any of these activities while driving is also prohibited if the phone (or other device) has to be held in order to operate it.

### Q4. Are drivers still able to use navigation equipment, personal digital assistants (PDAs) or other computer equipment that sends or receives data (which would include GPS transmissions)?

Yes - providing that it is not a hand-held device. Use of devices other than mobile phones are only prohibited if the device performs an interactive communication function by sending and receiving data. If the device does not perform this type of function, you can use the device without breaching the regulations.

But remember the warning in the Highway Code (Rule 128) that using in-vehicle systems can be distracting. You should exercise proper control of your vehicle at all times.

### Q5. Why are you not banning the use of hands-free mobile phones while driving?

Using any type of phone while driving is distracting.

Drivers should remember that the police can still use existing legislation (for failure to have proper control) if a driver is distracted by a call on a hands-free phone. If there is an incident and the driver is using any phone (hand-held or hands-free) or similar device, then there is a risk of prosecution for careless or dangerous driving.

### Q6. Will mobile phones have to be switched off in vehicles?

No. Passengers may want to use them. And drivers can use them when they are safely parked.

### Q7. What if the phone rings when I'm driving?

Let it ring and return the call when safely parked. Better to switch to voicemail before starting.

**Q8. Who do the new regulations apply to?**

The new regulations apply to the drivers of all motor vehicles on the road, including cars, motorcycles, goods vehicles, buses, coaches and taxis.

They also apply to anyone supervising a learner driver, while the learner driver is driving. Anyone supervising a learner driver needs to be concentrating on what the driver is doing and should not be using a mobile phone.

**Q9. Can I use a hand-held mobile phone when stopped in a traffic jam?**

The prohibition applies when driving. Driving includes times when stopped at traffic lights or during other hold-ups that may occur during a typical journey when a vehicle can be expected to move off after a short while.

In exceptional traffic jams, such as a lengthy stoppage on a motorway, it would be clear that someone wasn't driving if the engine was off.

**Q10. Are there any exemptions?**

Yes. There is an exemption for calls to 999 (or 112) in genuine emergencies where it is unsafe or impractical to stop. There is also an exemption for the use of 2-way radios (see **Q14** below).

**Q11. Am I allowed to cradle a phone between my ear and shoulder?**

No. The offence applies if a phone has to be "held" while making or receiving a call. Therefore you should not hold a phone between your ear and shoulder - or anywhere else - when driving.

**Q12. Are employers guilty of an offence if their employees use a hand-held phone while driving?**

The new regulations apply to "anyone who causes or permits any other person" to use a hand-held mobile phone while driving.

Employers would not be liable just because they supplied a telephone or because they phoned an employee who was driving. However, employers would probably be liable if they required their employees to use a hand-held phone while driving and might also be liable if they failed to forbid employees to use such phones on institution business.

**Q13. Are 2-way radios included in the new offence?**

The use of 2-way radio equipment when driving is not included in the new offence but remember there is still a risk of distraction and prosecution under other powers.

**Q14. If you prohibit using mobile phones, then surely you'll have to stop people talking or tuning the radio? What powers do the police have?**

We have no such intentions. There are many potential distractions while driving and it remains the driver's responsibility to drive safely at all times. Research shows that it is more distracting to talk on a mobile phone than to have a conversation with a passenger who can see what is happening.

**Q15. Is the offence endorsable?**

No. The offence is subject to a £30 fixed penalty or maximum fine of £1000 for conviction in court (maximum of £2,500 for drivers of goods vehicles or buses/coaches).

Remember, in some circumstances, for example if there has been an accident, a prosecution for careless or dangerous driving may be justified if a phone was in use at the time of the crash. The penalties on conviction for such offences include heavy fines, endorsement, disqualification and, in serious cases, imprisonment.

## Introduction

One of the most significant risks is staff driving or riding at inappropriate speeds on work-related journeys. This includes both exceeding the speed limit and driving within the limit but still too fast for the conditions (for example, twisting rural roads, poor weather, poor visibility or high pedestrian activity).

People who drive too fast cause, or contribute to, over 70,000 speed-related road crashes each year on Britain's roads. This kills around 1,100 people and seriously injures over 12,000.

At higher speeds, there is less time to identify and react to what is happening, it takes longer to stop and impacts are more severe, causing more serious injuries to vehicle occupants and others. Higher speeds also magnify other driver errors, such as close-following or driving when tired or distracted, thus multiplying the chances of causing a crash.

Drivers travelling at higher speeds have less time to identify and react to what is happening around them. It takes longer for the vehicle to stop and the crash will be more severe, causing greater injury to the occupants and any pedestrian or rider hit by the vehicle. (See Typical Stopping Distances Table below)

Drivers who 'speed' crash more often than those who do not. Company car drivers often exceed speed limits in order to get to appointments on time, are less likely to view speeding as risky and more likely to think that being on time is more important. Company car drivers and people who drive high annual mileages for work are up to 50% more likely to crash than private motorists.

## The Affects of Speed

Approximately two-thirds of all crashes in which people are killed or injured happen on roads with a speed limit of 30 mph. At 35 mph a driver is twice as likely to kill someone as they are at 30 mph.

- Hit by a car at 40 mph, 9 out of 10 pedestrians will be killed.
- Hit by a car at 30 mph, about half of pedestrians will live.
- Hit by a car at 20 mph, only 1 out of 10 pedestrians will be killed.

At 30 mph, a vehicle travels approximately 12 metres (about 3 car lengths) every second. Even in good conditions, the difference in stopping distance between 30 mph and 35 mph is an extra 8 metres (about 2 car lengths).

Most drivers exceed the speed limit at some time. Two-thirds of drivers exceed the 30 mph limit in urban areas and on 40 mph roads, 25% of drivers speed. Details of speed limits for particular roads and type of vehicle is shown in the table over-page.

## Controlling Speed

The guidance below is designed to help employers and line managers ensure that their staff are not tempted or pressurised into driving at inappropriate speed.

**Expect Safe Driving** – by ensuring all staff, including senior managers and line managers, understand that the institution expects everyone who drives for work to drive safely.

**Consult Staff** – to ensure that they are fully understand the institution’s policy on driving at work and the importance of safe speeds.

**Raise Awareness** – as part of recruitment, training and staff appraisal, ensure that drivers and line managers are reminded about:

- the increased dangers caused by driving at inappropriate speed;
- the need to allow sufficient time to complete journeys within speed limits;
- the legal, financial and bad publicity consequences of speeding;
- the institution’s policy on work related road safety, including safe speeds.

The guidelines on Avoiding Accidents (below), together with the other ‘Bonnet Talks’ within this Advice Manual should help with raising awareness.

**Respect Speed Limits** – in particular, emphasise that staff should never drive faster than road conditions safely allow, should obey speed limits at all times (including variable limits and temporary limits at road works) and that persistent failure to do so will be treated as a serious matter.

Ensure that staff know the speed limits on different types of road for the vehicles they use, that they look for speed limit signs, including repeater signs, and understand how to recognise 30 mph roads which do not have repeater signs. (See Speed Limit Table over-page).

**Lead by Example** – Senior management, should lead by personal example by following the guidance in the institution’s policy.

**Plan Safer Journeys** – by ensuring that journey schedules, distances and plans allow sufficient time for drivers to complete their journeys (include rest breaks and take account of foreseeable weather and traffic conditions) at safe speeds and without needing to exceed speed limits. (See Sections 14, 15 and 17).

**Avoid Incentives to Speed** – review work targets, systems of work and performance related pay (e.g. ‘job-and-finish’ regimes or payment by customer contact) to ensure you do not pressurise staff to travel at unsafe speeds or to exceed speed limits.

**Assess Drivers** – assess the driving attitudes and competence of all staff who drive for work, whether they use a company or personal vehicle, both at recruitment and regularly afterwards.

**Allocate Suitable Vehicles** – company cars tend to be larger and more powerful than privately owned ones. Drivers of higher performance cars are more likely to speed and to have speeding convictions. Employers should ensure that the performance characteristics of vehicles are matched to the competence level of their drivers.

When choosing vehicle fleets, try to offer a choice including smaller-engined vehicles and ensure staff understand that there may be tax incentives for choosing one.

**Record and Investigate Crashes and Incidents** – staff who are involved in a work related crash or damage-only incident should report this to their line manager so that, where practicable, it can be investigated to determine whether inappropriate speed was a contributory factor, and what (if any) action is necessary to prevent repeat occurrences.

**Track Speeding Convictions** – employees should notify their line managers of impending prosecutions and penalties associated with unsafe driving, including speeding, whether these resulted from at-work or personal driving.

**Provide Remedial Training** – staff who have received a speeding conviction, or been involved in a crash should be interviewed to establish the details and to identify what lessons can be learned. In the first instance, the approach should be positive and helpful, rather than punitive, although it should be made clear that repeat offending may lead to disciplinary procedures.

Remedial driver training should be considered, especially for staff involved in a crash as they may be suffering post-traumatic stress or a loss of driving confidence, and for staff accumulating more than six penalty points for speeding offences.






**Monitor and Review** – driving licences should be checked at appointment and on an annual basis for endorsements or disqualifications. Fixed penalty tickets issued to company car drivers should be recorded. Other monitoring options include the use of ‘roadwatch’ reporting schemes, technology such as tachographs, on-board ‘black boxes’ and global positioning system (GPS) based telematics which can record average and maximum speeds.







# Bonnet Talks ... Speed Limits

	Built-up areas	Single carriageways	Dual carriageways	Motorways
Type of vehicle	MPH	MPH	MPH	MPH
 <b>Cars &amp; motorcycles</b> (including car derived vans up to 2 tonnes maximum laden weight)	30	60	70	70
 <b>Cars towing caravans or trailers</b> (including car derived vans and motorcycles)	30	50	60	60
 <b>Buses &amp; coaches</b> (not exceeding 12 metres in overall length)	30	50	60	70
 <b>Goods vehicles</b> (not exceeding 7.5 tonnes maximum laden weight)	30	50	60	70 <sup>†</sup>
 <b>Goods vehicles</b> (exceeding 7.5 tonnes maximum laden weight)	30	40	50	60

† 60 mph if articulated or towing a trailer  
 The 30 mph limit applies to all traffic on all roads with street lighting unless signs show otherwise





# Bonnet Talks .... Typical Stopping Distances



Thinking Distance  
Braking Distance

	6 metres	6 metres	= 12 metres or 3 car lengths	
	9 metres	14 metres	= 23 metres or 6 car lengths	
	12 metres	24 metres	= 36 metres or 9 car lengths	
	15 metres	38 metres	= 53 metres or 13 car lengths	
	18 metres	55 metres	= 73 metres or 18 car lengths	
	21 metres	75 metres	= 96 metres or 24 car lengths	

Average car length = 4metres



## Bonnet Talks .... Avoiding Accidents



1. Come to a stop at junctions when view is in doubt.
2. Re-check to the right before pulling out.
3. Ensure that foreground to distance is checked properly with a sweeping gaze.
4. Take account of restricted views (e.g. hillcrests, corners, buildings, parked or stationary cars, vegetation, etc.)
5. Give yourself enough time to be sure of the speed and path of approaching traffic.
6. Ensure the approaching vehicle is not masking other close following traffic.
7. Travel at an appropriate speed for road conditions (i.e. it may be necessary to travel below the speed limit in certain circumstances when, for example, traffic is especially heavy, there are adverse weather conditions or travelling round a severe bend in the road).
8. Avoid braking on bends.
9. Complete all necessary actions and checks before making a manoeuvre (i.e. check mirrors and blind spot, and signal in good time).
10. Ensure that all traffic signs and signals are adhered to.
11. Be aware of the possibility of pedestrians or other road users entering the road without due care.
12. Ensure your vehicle is positioned effectively in the road so that other road users can see you.
13. Keep a safe distance from the vehicle in front.
14. Look ahead of the vehicle in front for any hazards or signals that may cause it to slow down or stop.
15. Do not let your mind wander or allow yourself to be distracted by anything inside or outside of the vehicle (e.g. passengers, mobile phones, events outside the vehicle).
16. Ensure your vehicle is roadworthy (e.g. tyres, brakes, lights, etc. are regularly checked) and any loads are securely fastened.
17. Avoid driving if you are physically or mentally unable to do so safely (e.g. if you are ill, tired, under the influence of drink or drugs, or using medication that can affect your concentration and / or reaction time).
18. When a vehicle is slowing down to make a turn or stop, be aware of the possibility of other road users overtaking the vehicle.
19. Before overtaking vehicles that are slowing down, ensure they are not about to turn.
20. Avoid overtaking in the vicinity of junctions or in areas where emerging traffic is a strong possibility.
21. Avoid crossing solid white lines during a manoeuvre.
22. If you need to slow down or stop your vehicle, do so in a safe location.
23. Move cautiously through traffic when filtering / passing stationary or slow-moving vehicle.





## Guidance Note 12 – Vehicle Maintenance

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### Introduction

Vehicle inspections and maintenance should only be undertaken by qualified persons in order to take into account the manufacturers' recommended service intervals and warranties.

Inspections should be conducted by a competent person in order to ensure the on-going safety of the vehicle. When conducting the inspection the following should be borne in mind:

- the manufacturers' instructions and requirements for conditions of vehicle use;
- any specific risks to the vehicle;
- intensity of use – maximum working limits;
- the environment in which it is used;
- the purpose for which it is used;
- risks to health and safety which could be caused by faults or failures.

### Provision and Use of Work Equipment Regulations

These Regulations require that equipment is maintained so that the condition and performance are not impaired in any way, thus causing an increased risk to the user or to the health and safety of any other person.

Keeping up-to-date maintenance records is a valuable reference for planning service work, in support of any warranty claims or in the event of an incident / accident investigation.

In order to actively manage the condition of vehicles, an institution may consider nominating a manager (or Departmental Head) to conduct ad hoc inspections of a representative number of vehicles. The Vehicle Inspection Form (below) can be used for this purpose.





# Bonnet Talks .... Inspection and Maintenance



Each driver is expected to take responsibility for the vehicle they are driving by ensuring the vehicle is safe and roadworthy at all times. This includes regularly checking the vehicle, ensuring that the service history is up to date and generally keeping the vehicle clean both inside and out.

## Vehicle Inspection

Upon initial receipt of the vehicle, you should complete the Vehicle Safety Inspection / Risk Assessment Form. This should then be reviewed with your Manager and, where required, with the Fleet Manager.

A **daily inspection** should be carried out to check that:

- there are no obvious faults;
- there has been no damage to the vehicle;
- mirrors are in the correct position;
- the fuel level is sufficient for the journey, particularly where part or all of the route is rural;
- windows, windscreen and lights are clean and undamaged.

A **weekly inspection** should be carried out to check that:

- tyre pressures are correct (refer to manufacture's handbook);
- tyre tread is within legal limits (1.6mm across the central three-quarters of the tyre tread width and around the entire outer circumference);
- tyres should be free from cracks, worn patches and bulges, particularly on the sides;
- lights, windscreen washers, wipers and indicators are in working order;
- oil and water levels are satisfactory;
- brake fluid levels are correct and the brakes are functioning correctly, including the handbrake;
- the exhaust system is free from leaks and there is no sign of black smoke – particularly in the case of diesel vehicles;
- any service / maintenance requirements have been complied with.

A **pre-journey** check should be made to ensure that the vehicle is safe and equipped for the journey. Use the daily inspection checklist before each journey. Ensure the vehicle is not overloaded.

## Maintenance

The driver is responsible for ensuring that the vehicle is serviced at the manufacturer's recommended service intervals by a reputable organisation. Once the service has been completed the driver should:

- ensure the service book is completed, signed and stamped;
- ensure any maintenance or repair item which has not been completed during the service is rescheduled and completed as soon as possible;
- ask the servicing garage some key questions to satisfy yourself that the service has been conducted appropriately:
  - has the wheel alignment been checked?
  - have the brake pads been checked and have they been replaced? If not, will they last until the next service?

- has the vehicle been checked for evidence of leaks?
- have other safety critical components been checked, for example, brake systems including brake fluid, shoes, discs, cylinders, callipers and hoses?
- have manufacturers approved parts being used?
- what are the qualifications and experience of the mechanics working on the vehicle?



# Vehicle Checklist / Safety Assessment

To be completed by driver and reviewed with manager upon receipt of vehicle

## Risk Assessment:

For every item marked "No", enter a risk factor level, a corrective action and assign responsibility

**Low** – insignificant fault. To be repaired within one month. Vehicle can be driven.

**Medium** – minor fault. To be repaired within two weeks. Vehicle can be driven but only locally.

**High** – significant fault. Should be fixed immediately. Vehicle should not be driven.

## About You

Name:		Department:	
Position:		Location:	
Date:			

## About the Car

Vehicle make / model:		Registration No.	
Allocation date:		Mileage on Allocation:	

## Delivery Condition / Paperwork

		Yes / No (if no, specify)	Risk Factor	Action	Responsibility
1.	Clean and undamaged, inside and out?				
2.	Valid tax disc displayed?				
3.	Copy of insurance certificate available?				
4.	Service log book available?				
5.	Date of last service				
6.	Date of next service				

## Emergency Equipment

Is the following emergency equipment available?

		Yes / No (if no, specify)	Risk Factor	Action	Responsibility
7.	Warning triangle?				
8.	Fire extinguisher?				
9.	First aid kit?				
10.	Tow rope?				
11.	Spare tyre with tyre of correct pressure and tread?				
12.	Working torch?				
13.	Life hammer (for cutting seat belts . breaking glass)				
14.	High visibility armband, jacket or body vest?				
15.	Accident report forms and driver guidance?				

## Operating Condition

The vehicle should be working correctly before any journey is undertaken. Check each of the following items are working correctly

		Yes / No (if no, specify)	Risk Factor	Action	Responsibility
16.	Lights: indicators; headlamps – main and dipped; sidelights; fog lights; brake lights				
17.	Interior heating / cooling				

18.	Demisting: front screen; wing mirrors; rear windscreen				
19.	Wipers: functioning with blades in good condition				
20.	Washers: contain fluid and working correctly				
21.	Mirrors: rear view and side undamaged and adjustable				
22.	Windows: unbroken and operating correctly				
23.	Oil, water, brake fluid levels correct				
24.	All locks working: doors, boot				

### Vehicle Ergonomics

Physical support is important, particularly on long journeys. Please check:

		Yes / No (if no, specify)	Risk Factor	Action	Responsibility
25.	Seat Height and position adjustable, driver able to achieve comfortable position				
26.	Mobile phone hands free kit installed and compatible with mobile phone issued				
27.	Mirrors can be adjusted for comfort, still achieving clear view				
28.	Vehicle easy to enter and exit				
29.	Sufficient leg room for comfort				
30.	Steering wheel position adjustable				
31.	All main controls easy and safe to reach				
32.	Sufficient storage space in vehicle				
33.	Easy to load/unload vehicle without causing harm to back, muscles, etc.				

**Signed (Driver):**

Signature denotes that the inspection has been completed by the driver and is correct to the best of his/her knowledge.

### Assessment Results

Given the above response, is the vehicle suitable for the task to be performed? If no, please explain.

Note: if the vehicle is not considered suitable, refer to the Fleet Manager / Health & Safety Advisor for further guidance.

### Acceptance

All parties sign to accept the assessment results and to confirm that all remedial actions are completed

Driver:		Date:	
Manager:		Date:	
Fleet Manager:		Date:	
Health & Safety Advisor:		Date:	



# Bonnet Talks .... Glovebox Guide

The following contact numbers and information should be kept with the vehicle

**Servicing**

 .....

**Tyres**

 .....

**Windscreens**

 .....

**Breakdowns / accidents**

 .....

**In the event of a break down / accident**

 .....

**Insurance Details**

 ..... (Company)

 ..... (Policy Number)

**Fleet Manager**

 .....

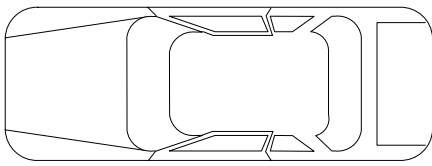


# Vehicle Inspection Report – Management Checklist

Department:		Driver:	
Vehicle:		Last service date:	
Registration No.:		Miles (since service):	
Mileage:			

Tyres	PSI	Tread	Defect Yes / No	Nature of defect
NSF				
NSR				
OSF				
OSR				
Spare				

Lights	Defect Yes / No	Indicators	Defect Yes / No	Fluids			Comments
				L	M	F	
NSF – Side		NSF					<b>Notes:</b>
NSF – Dip		NSR					
NSF – Main		OSF					
OSF – Side		OSR					
OSF – Dip		4 way					
OSF – Main		Vision					
NSR – Tail		Wipers					
NSR – Stop		Windows					
OSR – Tail		Mirrors					
OSR – Stop		Lenses					
Number Plate		Reflectors					
Other		Number Plates					

<b>Body Condition</b>	Exterior damaged?	Nature of damage:	
			
	Exterior Dirty?	Interior damaged?	
		Interior dirty?	

Comments:

Inspected by:		Date:	
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## Guidance Note 13 – Alcohol & Drugs

### Introduction

The institution should have clear policies to avoid drivers operating under the influence of alcohol or drugs. Such policies can be part of the general employment policies and should allow for those with alcohol and drug problems to be treated sympathetically if they come forward for treatment. However, because of clear legal requirements, institutions whose staff are required to drive as part of their job should insist on a clear ban on the consumption of alcohol before and during driving for work. Medical opinion should always be sought when determining a member of staff's fitness to drive who is taking medication.

A sample Alcohol and Drugs Policy is shown below.

### Alcohol

The effects of drinking alcohol that make people feel relaxed and happy also affect how well they can drive. Their chances of having a road traffic incident are much higher. Drinking alcohol affects the body in the following ways:

- they cannot co-ordinate and control your muscles as well as you can normally;
- it takes longer to react, so it is difficult to deal with something happening on the road that they did not expect AND even if the other driver makes the error the blame may be directed at the driver who has been drinking;
- they are less able to judge speed and distance. Alcohol can also affect people's judgement and emotion;
- when they have been drinking, people often think they are fit to drive when they are not, or they may think that they are driving much better than they really are. They often feel more daring, sometimes reckless with judgement, and likely to drive much faster.

There are no safe guidelines on how much a person can drink before they go above the legal alcohol limit, as the amount is very different for each person.

The differences involve the amount and type of alcoholic drink, and a person's weight, sex, age and metabolism will also have an effect. The quantity of alcohol in a 'unit' is approximately the same as a pub measure of spirits, a pub measure of port / sherry, a small glass of wine or half a pint of beer. **Remember, many beers and wines are stronger than average.**

Someone who has been drinking may still be affected by alcohol the following day. If a member of staff drives the morning after a large intake of alcohol they may still be over the legal limit. The body takes over one hour to process one unit of alcohol.

The message to communicate to staff is - To be safe do not drink at all before driving. To reinforce this message, it is advised to introduce an Alcohol and Drugs Policy (see attached).

## Illegal Drugs

Studies show that compared with 10 years ago, four times as many drivers killed in road accidents have illegal drugs in their bodies. Many drugs have an effect on a driver's ability to control a vehicle, such as slowing reaction times (i.e. cannabis) or making drivers over-confident (i.e. cocaine).

Even though some users insist that they can drive safely on cannabis, most research concludes that cannabis slows the reflexes and alters spatial awareness and the perception of speed, making it unsafe to drive while under the influence of the drug. Being unfit to drive under the influence of any intoxicant, including cannabis, is an offence which is likely to lead to the loss of a driving licence and a fine, and could result in a prison sentence. Furthermore, because of the long detection time for cannabis, a driver may lose their licence if they test positive for the drug, even if they were not under its influence while driving. Getting a licence back and obtaining insurance after losing it can be difficult.

## Medicinal Drugs

If either prescribed or over the counter drugs affect a person's driving, then they are technically committing a similar offence to drink driving and could receive the same penalties.

The only way to establish if a person is safe to drive whilst taking medication is for them to talk to their Doctor or Pharmacist.

It is recommended that the following types of medicines are avoided when driving:

- some anti-depressants;
- strong painkillers (particularly those containing codeine or dihydrocodeine);
- powerful tranquillisers;
- some drugs used to treat epilepsy (e.g. phenobarbitone and phenytoin);
- benzodiazepine tranquillisers (e.g. diazepam, temazepam – commonly prescribed for anxiety and sleeping problems);
- some antihistamines used for treatments of hay-fever and other allergies.

Also:

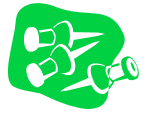
- insulin and oral anti-diabetic drugs – low blood sugar can contribute to confusion and subsequent impairment of driving ability;
- some eye-drops can cause blurred vision for a short time after use.

The laws relating to alcohol consumption and drug taking can be particularly severe and are designed to prevent drink and drug related offences.

If you are convicted of:	The maximum penalty is:
Causing death by careless driving under the influence of drink or drugs	10 years imprisonment and banned for at least 2 years
Driving or attempting to drive whilst above the legal limit or unfit through drink	6 months imprisonment plus a fine of £5,000 and banned for at least 12 months (3 years if convicted twice in 10 years)
In charge of a vehicle whilst above the legal limit or unfit through drink	3 months imprisonment plus a fine of £2,500 and ban
Refusing to provide a specimen	6 months imprisonment plus a fine of £5,000 and banned for at least 12 months




# Bonnet Talks .... Alcohol and its Effects



What happens when you drink alcohol

- Alcohol is absorbed into your bloodstream within a few minutes of being drunk and carried to all parts of your body including the brain.
- The concentration of alcohol in the body, known as the 'blood alcohol concentration', depends on many factors, but principally, how much you have drunk, how long you have been drinking, whether you have eaten, and your size and weight. It is difficult to know exactly how much alcohol is in your bloodstream or what effect it may have.
- It takes a healthy liver about 1 hour to break down and remove 1 unit of alcohol. A unit is equivalent to 8 gm or 10 ml (1 cl.) of pure alcohol. The following all contain one unit of alcohol:

	A half pint of ordinary strength beer, lager and cider(3.5% ABV)		A single 25ml measure of spirits(40% ABV)		A small glass of wine(9% ABV)
--	--	--	---	--	-------------------------------

- If someone drinks 2 pints of ordinary strength beer at lunchtime or half a bottle of wine (i.e.4 units),they will still have alcohol in their bloodstream 3 hours later. Similarly, if someone drinks heavily in the evening they may still be over the legal drink drive limit the following morning.
- Black coffee, cold showers and fresh air will not sober someone up. Only time can remove alcohol from the bloodstream.

**To be safe – do not drink at all before driving**



## *Bonnet Talks* .... Drinking and Driving



If you know someone may drive drunk, you know the importance of intervening before that person gets behind the wheel. Here are some tips to get the keys from a drunk driver.

### How You Can Intervene

Below are some helpful tips to get the keys away from a drunk driver:

- If the person is a close friend, try to use a soft, calm approach at first. Suggest that they have had too much to drink and it would be better to let someone else drive or to take a cab.
- Be calm. Joke about it. Make light of it.
- Try to make it sound like you are doing them a favour.
- If the person is somebody you do not know well, speak to their friends and have them make an attempt to persuade them to hand over the keys. Usually, they will listen.
- If the person is a good friend, spouse or significant other, tell them that if they insist on driving, you are not going with him. Tell them that you will call someone else for a ride, take a cab or walk.
- Locate the person's keys while they are preoccupied and take them away. Most likely, they will think that they have lost their keys and will be forced to find another mode of transportation.
- If possible, avoid embarrassing the person or being confrontational. This makes them appear vulnerable to alcohol and its effects.





# (Sample) Alcohol and Drugs Policy

(Scotland against Drugs – Partnerships in Action)

## Introduction

The institution is committed to maintaining healthy, safe and productive working conditions for all its Employees, Customers and Suppliers. We recognises the impact that both alcohol and drugs may have upon an individual's ability to work safely and correctly and as such, we aim to ensure a working environment free from the inappropriate use of substances, where Employees are able to carry out their duties in a safe and efficient manner.

Alcohol and drug consumption / dependency not only affects an individual's health and work performance in terms of safety, efficiency, productivity and attendance as indicated, it can also have a detrimental effect on Colleagues and Dependants. Therefore as a responsible employer we have recognised the need to take measures to address the issue of drugs and alcohol in the workplace and as such, this Policy has been introduced to protect the health and safety of employees and comply with relevant legislation.

This Alcohol and Drugs Policy has been designed to achieve the following:

- educate and inform all Employees of the effects of misusing alcohol, drugs and substances;
- train management to deal effectively with alcohol and/or drugs incidents affecting the workplace;
- contribute to the promotion of a healthy and safe working environment;
- prevent the incidence of alcohol, drug or substance use related work impairment and accidents;
- recognise and deal effectively with alcohol, drug and substance related problems;
- encourage all employees who suspect or know they have an alcohol or drug related problem to seek help voluntarily.

For the purposes of this Policy, the term drug includes:

- alcohol;
- substances covered by the Misuse of Drugs Act 1971;
- inappropriate use of prescribed and 'over the counter' drugs;
- inappropriate use of solvents and any other substances.

The Alcohol and Drug Policy classifies inappropriate behaviour as using a substance either in a way that affects an individual's ability to do their job effectively and safely in the workplace and/or while in the workplace renders the employee over the limits specified in Appendix 1.

## Policy Statement

The institution conducts its business against high standards of safety and as such, we are committed to promoting a healthy lifestyle, thus encouraging a safe and efficient workforce.

It is each employee's responsibility, as set out in Health & Safety at Work legislation, to take reasonable care for the health and safety of themselves and that of other employees such as colleagues, customers and suppliers who may be affected by their acts or omissions at work.

As the misuse use of alcohol or drugs may lead to health problems, including dependency, it is necessary to identify those employees with an alcohol or drug problem quickly, both to provide assistance and to ensure that the threat to health and safety is minimised. The institution wishes to ensure that all its employees recognise this threat, aiming to minimise the risks involved.

The institution does not condone or tolerate its employees being under the influence of alcohol and/or drugs whilst driving for work purposes or representing the institution in any way.

To ensure that the institution meets its objectives, all employees are expected to be aware of, and comply with, the Alcohol and Drug Policy which prohibits the following:

*Dispensing, distributing, possessing, using, selling or offering to buy or sell alcohol and or drugs whilst at work. Supplying of drugs on any of the institutions premises will be reported immediately to the police.*

*Reporting for work, working or attempting to work whilst under the influence of alcohol and /or drugs including prescription drugs, except when under and in accordance with a Doctor's direction and when such use will not affect the employee's ability to perform their duties safely.*

To assist in the successful implementation of this Alcohol and Drug Policy, the institution reserves the right to have tests carried out on employees following any incident, where there is reasonable suspicion that alcohol and/or drug use may have been a contributory factor.

If a manager or supervisor has reasonable cause to suspect that an employee is under the influence of alcohol and/or drugs and/or their work performance is impaired as a result of using alcohol and/or drugs, the institution likewise reserves the right to have tests carried out on the individual concerned.

Reasonable suspicion can be assumed to refer to abnormal behaviour being displayed by an individual or any other sign symptomatic of being under the influence of alcohol or drugs.

In addition the institution will establish a level of unannounced testing which will take place throughout all departments on all levels of staff.

Where testing takes place, the individual will be expected to sign a written consent to be tested. Failure to give consent, or refusal to provide a urine sample, will be considered to be a breach of this Policy and may lead to disciplinary action being taken as outlined in the Disciplinary Procedures.

As a responsible employer, we also reserves the right to carry out follow up drug and alcohol testing as well as the right to search its employees, their personal property and objects whilst at work.

Alcohol and drug testing is not intended to discriminate against or harass any individual or group of individuals, it is a preventative measure to assist in ensuring employee's safety and productivity and identifying and assessing the needs of those employees with problems.

The institution will support its employees who suspect or know they have a drug or alcohol related problem to seek help.

Where an employee's health, attendance and long term work performance is affected by an alcohol and/or drug related problem, they will be dealt with under the relevant procedure for managing performance issues.

Misconduct due to the consumption, possession or sale of alcohol and/or drugs whilst at work will be dealt with under the Disciplinary Procedures which may lead to dismissal.

The institution recognises the importance of ensuring that this Policy is understood at all levels of the organisation and will continue to offer advice and training on alcohol and drug related problems. It will also be responsible for the maintenance and review of the Alcohol and Drug Policy on an ongoing basis.

This statement and accompanying Policy will be communicated to all employees, agency staff, contractors, consultants or any other workers working for, or on behalf of the institution.

Management and supervisors are responsible for the day to day implementation of this Alcohol and Drug Policy and any evidence of consumption or dependency due to alcohol and/or drugs will be dealt with under this Policy.

## Support

Employees, who are involved with the use of drugs and/or alcohol, are advised to seek help and support either by contacting:

- a specialist agency of their choice. (A suggested list of National Agencies is given in Appendix 2).
- the institution's Medical Officer. You will be advised of the help and assistance available and, if appropriate, an appointment can be made with a counsellor. **Confidentiality will be preserved.**

Any employee who comes to the notice of management through observation of poor work performance, normal disciplinary procedures, random or with cause testing as having taken alcohol and/or drugs may be offered the opportunity to seek independent assessment of the problem. If applicable, confidential one to one counselling or other forms of help will be made available.

Any employee who seeks or accepts help via this Policy will be given an assurance of:

- **confidentiality** – management will treat in the strictest confidence, all dealings with individuals coming within the scope of this Policy and any records associated with referral to a Specialist Agency;
- **time off** – if time off is requested to attend a recognised agency for help within normal working hours, this will be treated as leave of absence with pay. In the unlikely event that specialist residential care is required, the employee will be regarded as on sick leave and subject to the normal conditions governing sick leave;
- **job security** – any employee should be able to maintain or return to their previous job or comparable job unless its mutually agreed that a change would be desirable and beneficial. Should the safety of the individual or that of work colleagues, customers or suppliers be at risk during treatment, management may insist that a transfer be made;
- **promotion prospects** – having accepted help and resolved the problem, the employee's normal promotional prospects will not be impaired.

Disciplinary action is likely to be held in abeyance where a problem with alcohol, drugs or other substances is a factor on condition that the employee involved follows an agreed and suitable course of action.

In the event of a relapse, where work performance suffers as a result of drugs or other substances, each case will be considered on its merits, and if appropriate, a further opportunity of help may be offered.

Management wishes to make it clear however, that it will not hesitate considering taking disciplinary action under the Disciplinary Procedures which may lead to dismissal where either:

- a second or subsequent relapse occurs after encouragement and support from the organisation to seek help; or
- an employee, having come to the notice of management through observation of poor work performance, normal disciplinary procedures, random or with cause testing as having used drugs or other substances:
  - declines to accept referral for assessment and/or specialist help; or
  - discontinues help before the satisfactory completion but continues to put up an unsatisfactory level of work performance.

## Referral Procedures

### Voluntary Request for Assistance and Non-Disciplinary Referral

1. The employee voluntarily decides to seek help through the Policy where they suspect that they have an alcohol and/ or drug problem (common signs of alcohol and/or drug dependence are outlined in Appendix 3).
2. The Employee contacts the institution's Medical Officer either directly or on the advice of their Line Manager, if initial contact has been made in this manner regarding a drug or alcohol problem.
3. The institute's Medical Officer offers the employee immediate referral to an external specialist agency of their choice, for assessment.
4. The external agency assesses the nature and extent of the problem and arranges, if indicated, a programme of help and support for the employee.

In these circumstances, all discussions, meetings and records with the institution's Medical Officer and specialist agency personnel will be confidential and management will only be notified where treatment, rehabilitation or counselling requires absence from work or consideration is required to a change in the employee's duties or working environment.

### Referral by Management

#### *Work Performance Problem*

1. The employee has been identified by management as having poor health, attendance and work performance which may be due to an alcohol or drug related problem (common signs of alcohol and/ or drug dependency are outlined in Appendix 3).
2. The manager interviews the employee concerned in the normal course of duties to explore the nature and cause of the problem and seek ways in which this can be remedied. The employee should be reasonably encouraged to acknowledge that they have a problem.

3. The employee is asked for permission to give a urine sample, to test for the presence of drugs, alcohol or other substances. Minimum concentration values for drugs or alcohol which will render the test positive are given in Appendix 1.
4. As an alternative to taking disciplinary action, the manager offers the employee the opportunity to accept referral to any outside specialist agency for an independent assessment of the problem and subsequent confidential one-to-one counselling or other forms of help, if necessary.
5. The manager should note that the employee may have undergone past treatment or may be undergoing treatment at other specialist centres. This should be considered when identifying suitable specialist agencies which could help the employee.
6. A referral by management will only be given on the understanding that an employee consents in writing to giving further urine samples to ensure effectiveness of any subsequent treatment, where appropriate.
7. If the employee rejects the offer of referral, then normal disciplinary action will be taken as per the institution's Disciplinary Procedures, which may lead to dismissal.
8. Where referral is accepted by the employee, it is emphasised that discipline is only held in abeyance, providing the employee follows a suitable course of action.
9. The institution's Medical Officer will arrange an interview with the specialist counselling agency which will report back to the Medical Officer indicating the outcome of the assessment interview(s) and, if relevant, what co-operation is required from management to help support the individual.
10. Whilst it is intended that employees undergoing treatment will continue to carry out their usual duties, it must be realised that this will not always be practical. This is especially so where continued employment in the employees current position may jeopardise the health and safety of work colleagues and customers.
11. The institution will establish through its Medical Officer whether the employee is fit to carry out their responsibilities. Each employee will be judged according to the individual circumstances pertaining. Where a programme of counselling and/or specialist treatment is prescribed, a reasonable time will be specified for the employee to attain an acceptable standard of work performance and/or attendance.
12. If passed fit for work, management at local level, will carry out a risk assessment to establish whether the employee should be deployed elsewhere, or continue their duties under tighter control and/or supervision. Adhering to this would be a condition of delaying/cancelling any proposed disciplinary action as per the Disciplinary Procedures.
13. During the course of any agreed action, should the employee cease to co-operate in any way with the designated Specialist Agency and continue to put up an unsatisfactory level of work performance, the suspended disciplinary action would again be enforced.

## Testing

As referred to within the Policy Statement section of this Alcohol and Drug Policy (page 2), the institution reserves the right to ask any employee or group of employees to undertake drugs testing in the following situations:

- post incident;
- with cause;
- random unannounced.

The following procedures apply to all three situations where the institution may decide to initiate drug testing:

- the institution will request an individual employee or group of its employees, selected at random, give permission in writing to provide a urine sample, to test for the presence of drugs, alcohol or other substances;
- failure to give this permission will be seen as breach of contract and normal disciplinary action will be taken as per the Disciplinary Procedures;
- the minimum concentration values for drugs and alcohol which render the test positive are given in Appendix 1;
- where a positive test result is the outcome, this may be regarded as gross misconduct and disciplinary action may be taken as per the Disciplinary Procedures which could lead to dismissal, subject to the outcome of the aforementioned action.

## Policy Summary

The institution's Policy on alcohol and drugs has been introduced to support our commitment to maintaining healthy, safe and productive working conditions for all its employees. We recognises the impact that both alcohol and drugs may have upon an individual's health and also their ability to work safely and effectively.

Overcoming alcohol and drug related problems brings benefit to the individual concerned, their work colleagues and to the institution itself. We are strongly committed to maintaining quality standards which contribute to the health and safety of all employees and our customers. This Policy has been developed in support of this commitment.

All employees who have alcohol or drug related problems are encouraged to seek and accept help as detailed in the support section of this Policy. Help should be sought in the knowledge that management is committed to providing confidential assistance. Managers, on an ongoing basis, will receive training which will assist them in the implementation of this Policy. This will enable them to recognise drugs and substance use and help them deal effectively with drug and substance related problems.

The nature of alcohol and drug related problems is such that it is recognised that employees may not wish to discuss their problems with their immediate Superior. Employees who are involved with the use of substances are therefore advised to seek help and support through the detailed external specialist agencies and the institution's Medical Officer.

The institution recognises the serious nature of alcohol and drug problems and the effect that these can have on the health and safety of all its Employees. As such, it has introduced an unannounced and 'with cause' testing programme which will take place throughout all departments on all levels of staff. It should be reiterated that where a positive test is the outcome, the normal course of action will be to support any employee who needs help, as long as the individual themselves is committed to overcoming any drug, alcohol and substance problem they may have.

**All employees who believe that they have an alcohol and/or drugs related problems are therefore strongly advised to take up the offer of support as detailed in the Policy.**

## Appendix 1

### Positive Test Results

Substance	Immunoassay	GC/MS
Cannabis Metabolites (includes cannabis, grass, resin) 9 – Carboxy THC	50 ng/ml	15 ng/ml
Cocaine Metabolites (includes cocaine) Benze/Lecgonine	300 ng/ml	150 ng/ml
Opiate Metabolites (includes heroine and morphine) Morphine Metamorphine	300 ng/ml	300 ng/ml 300 ng/ml
Amphetamines (includes speed, LSD and ecstasy) Metamphetamine	100 ng/ml	500 ng/ml
Methadone	300 ng/ml	200 ng/ml
Benzodiazepines (includes tranquilisers and Valium)	300 ng/ml	200 ng/ml
Barbiturates (includes tranquilisers)	300 ng/ml	200 ng/ml
<b>Alcohol:</b> (includes methyl and ethyl) Breath Urine Blood	17 mg/ 100ml 53 mg/ 100ml 40 mg/ 100ml	

#### Note:

- i. Alcohol content is measured in milligrams of alcohol per 100 millilitres of blood/urine/breath. At the time of writing this policy, the UK driving limit is Breath: 35 mg/ 100ml, Urine: 106 mg/ 100ml, Blood: 80 mg/ 100ml.
- ii. The collection will be carried out by a qualified member of staff or a specialist independent Agency, who will be responsible for testing. Prior to providing a urine sample, any employee will be required to give his/her consent. A positive test result may be regarded as Gross Misconduct and disciplinary action may be taken against the employee, subject to the outcome of the aforementioned actions.



## Appendix 2

### Drug/Alcohol – National Agencies

Name	Telephone No	Open Hours	Who For?	Purpose
Alcoholics Anonymous	0345 69 75 55 (Local Call)	24 hours a day 7 days a week.	Anyone concerned about their own or someone else's drinking	Provides information and advice. Fellowship of approx. 2000 groups in the UK.
Alcohol concern	0800 917 8282 (Freephone)	TBC	Anyone concerned about their own or someone else's drinking	Provides information and advice. Encourages self help and can refer callers to local alcohol advice agencies.
Know the Score Helpline	0800 587 587 9 (Freephone)  ** Language Services	24 hours a day 7 days a week.	Anyone concerned about drug misuse including drug users, their friends, family etc.	Offers information, advice and counselling about all aspects of drug misuse. Makes referrals to local and national agencies and can send out written information in a range of languages.
Adfam International	0171 928 8900	Monday to Friday 10:00am to 5:00pm	Families and friends of drug users.	Provides support and counselling relating to the callers own concerns, family/relationships and anything which has an impact on the drug using situation.
City Roads Crisis Intervention	0171 278 8671 0171 278 8672	24 hours a day 7 days a week.	For drug users and their families.	Offers information and support relating to street drugs and associated problems. Issues dealt with include effects of use, withdrawal, safer drug use and the law.
Lifeline	0161 839 2054	Monday to Thursday 9:30am to 8:00pm Friday – 9:30am to 5:00pm	Young Employees	Provide advice, information and support about drugs and illegal substance abuse.
Mainliners	0171 582 3338	Monday to Friday 9:30am to 5:00pm	Employees affected by HIV, drugs, prostitution.	Offers advice, emotional support and referrals on issues relating to HIV and drug use.
Release	0171 603 8654	24 hours a day 7 days a week.	Drug users, their families and friends.	Offers counselling and advice on drug related health issues, welfare and legal issues. Also provides referrals to local drug agencies.

\*\* From 6pm to 10pm on specified day

**Bengali** – 0800 37 11 42 (Tues), **Cantonese** – 0800 37 11 37 (Mon), **Gujarati** – 0800 37 11 44 (Wed), **Hindi** – 0800 37 11 46 (Wed), **Italian** – 0800 37 11 38 (Mon), **Portuguese** – 0800 37 11 39 (Thurs), **Punjabi** – 0800 37 11 43 (Wed), **Spanish** – 0800 37 11 40 (Mon), **Urdu** – 0800 37 11 45 (Wed), **Welsh** – 0800 37 11 41 (Daily 10am to 2am)

## Appendix 3

### Common Signs of Alcohol and/or drug Dependence

The following characteristics, especially when arising in combination, **may** indicate the presence of a drug or alcohol related problem, however it is recognised that these characteristics can be exhibited from time to time in Employees who do not have a drug or alcohol related problem.

#### Reduced Work Performance

Difficulty in concentrating	Higher accident levels
Impaired memory	Lowered quality/quantity
Confusion	Missed deadlines and appointments
Periods of high and low productivity	Increased mistakes

#### Absenteeism and Timekeeping

Poor timekeeping	Increased Friday/Monday absences
Arriving late/leaving early	Excessive levels of sickness absence
Unexplained disappearances	Improbable excuses for absence
Long coffee/lunch breaks	Imprecise medical certificates
Increased unauthorised leave	

#### Personality Changes

Mood changes	Depression
Irritability and aggression	Paranoia
Friction with colleagues	Confusion
Over reaction to criticism	Unreasonable resentments

#### Physical Signs

Smelling of alcohol	Unkempt appearance/ greater care with appearance
Lack of hygiene	Tremors, sweats, dilated/constricted pupils, marked skin etc.

#### General Signs

Falling Asleep	Petty theft
Use of breath purifiers	Court appearances
Attempts to borrow money	Deterioration of relationships with friends/family.
Dishonesty	

**This is not an exhaustive list of common signs of alcohol and/or drug dependence.**



**Insert Your  
Alcohol and  
Drugs Policy  
Here**





## Guidance Note 14 – Adverse Conditions

### Introduction

Different weather conditions can lead to a variety of different hazards throughout the seasons and from region to region. Extreme weather conditions, either very hot or very cold, will show up any deficiencies in both driver and vehicle.

The best advice to give drivers is to stay off the road in extremely bad weather and take heed of warnings not to go out. This will leave the emergency services free to deal with real emergencies instead of rounding up stranded motorists.

The biggest single danger to any driver is being unable to see properly. If they cannot see the road clearly, they cannot make the right decisions. That is why fog is one of the most dangerous weather conditions. An accident involving one vehicle can quickly involve many others, especially if they are driving too close to one another.

### Winter Hazards

Reduced visibility and slippery road surfaces make winter driving particularly hazardous. Good road observation is essential so that drivers can interpret conditions accurately and adjust their speed accordingly. Driving too fast on a slippery or wet road surface results in tyre grip being substantially reduced and an increased risk of skidding.

Braking on an icy or snow covered bend is extremely dangerous. The centrifugal force will continue to pull the vehicle outwards and the wheels will not grip very well. This can cause the vehicle to spin. During wintry weather, road surfaces become frost and ice covered, but not always uniformly. Isolated patches and certain gradients remain iced up when other parts have thawed out. The good driver should be on the look out for these areas.

The risk of skidding also increases if tyres do not have an adequate depth of tread. The legal minimum tread depth for cars and light vehicles in the UK and EU is 1.6mm across the central three-quarters of the tyre tread width and around the entire outer circumference of the tyre. If a driver is unsure about the tread depth of his / her tyres, they should get them checked by professionals. **Having faulty tyres could cost the driver up to £2,500 - per tyre!**

Drivers should also ensure correct tyre pressure. Under-inflated tyres will increase fuel consumption. Over inflated tyres will reduce grip on the road making it imperative that speed is reduced. Smooth control is another essential element of safer winter driving. Drivers should always aim to brake, steer and change gear as smoothly as possible so as not to affect the grip of tyres on the road surface. As always, better, safer driving, especially in poor weather, is about good preparation, good vehicle maintenance, the right knowledge and the right attitude.

## Rescue Equipment

In winter, drivers should be encouraged to carry the following safety equipment:

In the Boot	In the Car
<ul style="list-style-type: none"><li>● Tow rope</li><li>● Spare bulbs</li><li>● Spare fuel</li><li>● A shovel</li><li>● Wellington boots</li><li>● A hazard warning triangle</li><li>● Spare wheel (with tyre at correct pressure and tread)</li></ul>	<ul style="list-style-type: none"><li>● De-icing equipment</li><li>● First aid kit (in good order)</li><li>● A fire extinguisher (fully operative)</li><li>● A working torch</li><li>● A car blanket</li></ul>

# Bonnet Talks .... Tips for Safer Winter Driving



First of all, answer **Yes** or **No** to these few questions:

1. Are you aware of the motoring hazards of winter weather?
2. Have you ever risked driving in heavy snow or thick fog?
3. Do you know how to cope with a skid?
4. Will you get your car serviced before the winter starts?
5. Do you always carry rescue equipment in the winter?
  - Have a full service before winter starts and have the anti-freeze tested.
  - Check tyres regularly (at least every 2 weeks) and keep them properly inflated. Make sure you have the legal minimum tread depth of 1.6mm. Check tyres after even short journeys on cold days.
  - Check that your lights are clean and working. Fit high density fog lights.
  - Always keep the windscreen and windows clean and the washer bottle filled with screenwash.
  - Carry rescue equipment throughout the winter.

In the Boot	In the Car
<ul style="list-style-type: none"> <li>● Tow rope</li> <li>● Spare bulbs</li> <li>● Spare fuel</li> <li>● A shovel</li> <li>● Wellington boots</li> <li>● A hazard warning triangle</li> <li>● Spare wheel (with tyre at correct pressure and tread)</li> </ul>	<ul style="list-style-type: none"> <li>● De-icing equipment</li> <li>● First aid kit (in good order)</li> <li>● A fire extinguisher (fully operative)</li> <li>● A working torch</li> <li>● A car blanket</li> </ul>

- Before making any journey, listen to the news and weather broadcasts. If conditions are very bad, avoid making the journey unless it is absolutely necessary.
- If you do decide to travel in very bad weather, always let someone know where you are going and what time you 'hope' to arrive, so that the alarm can be raised if you get into difficulties.
- Eat a good breakfast when you know you will be travelling in bad weather - but don't eat immediately before driving.
- Stop every 2 hours, if you can, for fresh air and hot drinks - but no alcohol.
- Keep your vehicle well ventilated. The car heater full on can make you drowsy.
- Make sure you know and understand the hazards and risks of all types of weather conditions, especially ice, snow and fog - before you venture out.
- Always reduce your speed on slippery surfaces. Avoid harsh braking and acceleration.

Cont.

- Always increase the gap between you and the vehicle in front in poor conditions. Your tyre grip will not be as good and it will take longer to brake. Allow up to TEN TIMES the normal distance for braking, especially on motorways.
- In snow, stop frequently to clean the glass area, the wheel arches, the lights and number plates. KEEP YOUR SPEED DOWN.
- If you get stuck in snow, move slowly backwards and forwards out of the rut using the highest gear you can.
- If you get caught in a snow drift : Do not leave the vehicle – Let help come to you; do not run the engine to keep warm.

Take care if you answered 'No' to any of the above questions other than number 2. Safer winter driving relies on both you and your vehicle being in good condition. You also need to know what the hazards are and how to reduce the risks of skidding. Do remember that the Emergency Services have better things to do than to rescue stranded motorists who should have heeded the weather warnings.





# Guidance Note 15 – Drivers' Hours

## Introduction

One of the most important things employers should do is ensure that their drivers are not at risk of falling asleep at the wheel. Thousands of crashes are caused by tired drivers. They are most likely to happen:

- on long journeys on monotonous roads, such as motorways;
- between 2am and 6am;
- between 2pm and 4pm (especially after eating, or taking even one alcoholic drink);
- after having less sleep than normal;
- after drinking alcohol;
- if taking medicines that cause drowsiness;
- on journeys home after night shifts.

## Raise Awareness

As part of recruitment, training and staff appraisal, ensure that drivers and line managers are reminded about:

- the danger of falling asleep at the wheel;
- the need for safe journey planning;
- the need to get adequate sleep before starting to drive;
- the dangers of 'moonlighting' or spending too long on evening hobbies, social activities or domestic work that limit sleeping time;
- the times of day when sleepiness is most common;
- the early signs of fatigue and what to do if they begin to feel tired during a journey;
- the risks of making a lengthy home journey after a day's work away from their normal base.

## Daily Driving Limit

The Highway Code recommends that drivers should take a 15 minute break every two hours. (Professional drivers should of course comply with drivers' hours rules – see over-page). During any break a driver should not drive or undertake any other work. If the vehicle has two drivers sharing the driving, then one is permitted to take a break whilst the other drives. Rest periods of less than 15 minutes should not count as breaks.

## Daily Rest Period

Driving for work purposes should be taken into account when seeking compliance with the Working Time Regulations. The basic rights and protections that the Regulations provide are:

- a limit of an average of 48 hours a week which a worker can be required to work;
- a limit of an average of 8 hours work in 24 which nightworkers can be required to work;
- a right for night workers to receive free health assessments;
- **a right to 11 hours rest a day;**
- **a right to a day off each week;**
- a right to an in-work rest break if the working day is longer than 6 hours;
- a right to 4 weeks paid leave per year.

## Safer Alternatives

Where possible, use remote communications such as telephone, email or video-conferencing as a substitute for road journeys or travel by plane or train, which is safer. If road travel is unavoidable, maximise car sharing to reduce the number of journeys.

**Reduce distances** – set in-house limits on maximum driving distances per day, per week, per month and per year. When requiring employees to drive to and from a location to carry out a work task, set reasonable maximum mileages which drivers should not be expected to exceed in a single day. Support this with clear policies that allow staff to take overnight stops, or ensure the driving can be shared.

**Control drivers' hours** – set in-house limits for unbroken driving hours, including daily, weekly and monthly limits for all classes of drivers. As a working rule, no driver should be required to drive continuously for more than 2 hours without at least a 15 minute break. The drivers' hours rules for professional drivers are the statutory maximum. Breaks and break locations should be planned for in advance of starting journeys.

**Optimise schedules** – ensure that journey scheduling allows sufficient time for drivers to take account of reasonably foreseeable weather and traffic conditions and to comply with speed limits. Schedules should seek to reduce night driving and avoid those times of day mentioned above when falling asleep at the wheel is more likely. Payment by customer contact or 'job and finish' regimes should not encourage drivers to disregard road traffic law or the institution's own driving rules, standards and policies.

**Permit overnight stays** – where employees have to travel a long distance to a work location at the beginning of the day or the journey is likely to take more than two hours, consider asking staff to travel the night before and stay overnight. Similarly, at the end of a work period at a remote location, employers should make provision for employees to stay overnight so that they do not have to drive a long distance home when tired.

## Goods Vehicles Driving Hours

The table below summarises the main rules concerning Drivers' Hours.

A comprehensive explanation of the rules is contained in 'Drivers' Hours and Tachograph Rules for Road passenger Vehicles in the UK and Europe' (PSV 375). This is available from the DTLR.

	<b>Domestic rules</b>	<b>EC rules</b>
Maximum length of working day	16 hours	13 hours
Daily driving period	10 hours	9 hours
Time driving without a break	5 1/2 hours	4 1/2 hours
Minimum length of break	30 minutes	45 minutes
Daily rest period	10 hours	11 hours



# Bonnet Talks .... Driving when Tired

## Did you know?

- An estimated 300 people a year are killed where a driver has fallen asleep at the wheel.
- Research commissioned by the Government found that falling asleep at the wheel accounts for up to 20% of crashes on motorways or similar roads, and as many as one in ten of all crashes on Britain's roads.
- If you fall asleep at the wheel you are 50% more likely to die or suffer serious injury because a sleeping driver does not react before a crash.
- The greatest risk of falling asleep at the wheel is between midnight-6am and 2-4pm.
- It can affect any driver, but people who drive as part of their job may be more at risk. About 40% of sleep related crashes are work-related, in as much as they involve commercial vehicles.
- Alcohol and drugs (including some medicines) can make you more tired without you realising it.

## Research

According to the sleep unit at Loughborough University men aged 30 years and under are more likely to fall asleep at the wheel, and seem to be at a higher risk because they use the roads more at night. They are also more likely to press on with a journey when tired.

- Driving between midnight and 6am presents a particular risk for sleep-related crashes as this is when your 'body clock' is in a natural trough. There is another, smaller trough between about 2pm and 4pm.
- All sleepy drivers are aware of their tiredness, particularly when they reach the stage of 'fighting sleep' (i.e. doing things to keep themselves awake, such as winding down the window). You don't fall asleep without warning!
- Opening the window for cold air or turning up the radio are of very limited benefit and sufficient only to find a safe place for a break.
- Reaction time devices are of little practical use in detecting driver tiredness. By the time they work a driver is already well on the way to falling asleep.
- If you start to feel sleepy find a safe place to stop (not the hard shoulder of the motorway).

## Tips for drivers

- Plan your journey to include a 15 minute break every two hours of driving
- Drinking 2 cups of coffee or other high caffeine drink and having a rest to allow time for the caffeine to kick in are effective methods of combating tiredness.
- Have a good night's sleep before setting out on a long journey.
- Remember the risks if you have to get up unusually early to start your trip, or have a long drive home after a full day's work.
- Avoid making long trips between midnight- 6am and 2-4pm when natural alertness is low.
- Share the driving if possible.
- If you start to feel sleepy find a safe place to stop (not the hard shoulder of a motorway) as soon as possible.
- Opening the window or turning up the radio does little to prevent a driver from falling asleep at the wheel.





## Guidance Note 16 – Road Rage

### Introduction

It is generally accepted that we are leading busier lives, working longer and harder. As a result we are inevitably becoming less patient on road journeys. This often means taking more risks, driving too fast and generally failing to behave on the road!

Road rage can start if one driver does something to irritate another. The main things that cause road rage are:

- tailgating;
- cutting up at islands;
- inappropriate overtaking;
- undertaking on motorways.

Road rage is a term given to a psychological state people encounter whilst driving. Although it has only been heard of in recent years, road rage has been in existence more or less since the car was invented.

### What usually happens?

Road rage involves drivers acting aggressively, typically tailgating and waving a few selected hand gestures. Thankfully, that is where most incidents end! However, sometimes things can get nasty and drivers will try to ram other cars. Occasionally, as we have seen in the media, road rage (although very rare) can have fatal consequences. Therefore it is important that employers are aware if drivers are 'prone' to road rage and it is equally important that drivers know what to do when faced with road rage. (See guidance below).

### What is red mist?

Red mist is a psychological state that can arise when a driver is so determined to achieve some non-driving related objective, such as following a person who has annoyed them, that they can no longer assess driving risks realistically. Professional drivers such as police pursuit drivers and ambulance drivers, as part of their extensive training, are very aware of red mist.

### How to stop the red mist coming down

The best way professional drivers find to overcome this is to firstly realise the symptoms. This usually is a feeling of anger and frustration, which is starting to boil over. Once they have acknowledged how they are feeling it is easier to deal with. One of the best ways for a driver to deal with it (although it does vary from driver to driver) is to try to objectively describe the situation they are in and not become emotionally involved in the situation. This is often very effective. Using this technique can help defuse anger from a road rage incident.

If a driver understands what red mist is they should be able to deal with any road rage incident more effectively. The guidelines below should help drivers to control the red mist and therefore reduce the incidents of road rage.



# Bonnet Talks .... Road Rage



## Are You an Aggressive Driver?

Aggressive driving habits can threaten your safety, the safety of your passengers and others driving on the road. Many people experience some level of road rage while they travel on the road. Dealing with road rage and aggressive drivers involves patience and the ability to remain calm.

Take the Test - Do You Have Road Rage?

Do You .....	Yes	No
1. Overtake other vehicles only on the right?	<input type="checkbox"/>	<input type="checkbox"/>
2. Avoid blocking passing lanes?	<input type="checkbox"/>	<input type="checkbox"/>
3. Give way to faster traffic by moving to the left?	<input type="checkbox"/>	<input type="checkbox"/>
4. Keep to the left as much as possible on narrow streets and at intersections?	<input type="checkbox"/>	<input type="checkbox"/>
5. Maintain appropriate distance when following other motorists, bicyclists, motorcyclists, etc.?	<input type="checkbox"/>	<input type="checkbox"/>
6. Provide appropriate distance when cutting in after passing vehicles?	<input type="checkbox"/>	<input type="checkbox"/>
7. Use headlights in cloudy, rainy, and other low light conditions?	<input type="checkbox"/>	<input type="checkbox"/>
8. Give way to pedestrians?	<input type="checkbox"/>	<input type="checkbox"/>
9. Come to a complete stop at stop signs, before right turn on red, etc.?	<input type="checkbox"/>	<input type="checkbox"/>
10. Stop for red traffic lights?	<input type="checkbox"/>	<input type="checkbox"/>
11. Approach intersections and pedestrians at slow speeds to show your intention and ability to stop?	<input type="checkbox"/>	<input type="checkbox"/>
12. Follow right-of-way rules at crossroads?	<input type="checkbox"/>	<input type="checkbox"/>
13. Drive below posted speed limits when conditions warrant?	<input type="checkbox"/>	<input type="checkbox"/>
14. Drive at slower speeds in roadworks?	<input type="checkbox"/>	<input type="checkbox"/>
15. Maintain speeds appropriate for conditions?	<input type="checkbox"/>	<input type="checkbox"/>
16. Use indicators for all turns and lane changes?	<input type="checkbox"/>	<input type="checkbox"/>
17. Make eye contact and signal intentions where needed?	<input type="checkbox"/>	<input type="checkbox"/>
18. Acknowledge intentions of others?	<input type="checkbox"/>	<input type="checkbox"/>
19. Use your horn sparingly around pedestrians, at night, around hospitals, etc.?	<input type="checkbox"/>	<input type="checkbox"/>
20. Avoid unnecessary use of highbeam headlights?	<input type="checkbox"/>	<input type="checkbox"/>
21. Give way and move to the left for emergency vehicles?	<input type="checkbox"/>	<input type="checkbox"/>
22. Refrain from flashing headlights to signal a desire to pass?	<input type="checkbox"/>	<input type="checkbox"/>

Cont.

- 24. Make slow, deliberate U-turns?
- 25. Maintain proper speeds around accidents?
- 26. Avoid returning inappropriate gestures?
- 27. Avoid challenging other drivers?
- 28. Try to get out of the way of aggressive drivers?
- 29. Refrain from momentarily using High Occupancy Vehicle (HOV) lanes to pass vehicles?
- 30. Focus on driving and avoid distracting activities (e.g., smoking, use of a car telephone, reading, shaving)?
- 31. Avoid driving when tired?
- 33. Avoid taking more than one parking space?
- 34. Avoid parking in a disabled space (if you are not disabled)?
- 35. Avoid letting your door hit the car parked next to you?
- 36. Avoid stopping in the road to talk with a pedestrian or other driver?
- 37. Avoid inflicting loud music on neighbouring cars?

Score Yourself ...

Are you an Aggressive Driver or a Smooth Operator? Answering "No" to more questions means you are a more aggressive driver.

Number of "No" Answers	How You Rate as a Driver
1-3	Excellent
4-7	Good
8-11	Fair
12+	Poor



# Bonnet Talks .... Road Rage Tips

## Dealing with Aggressive Driving Behaviour

Here are a few tips to deal with aggressive driving habits of others, plus tips to reduce your own stress while driving.

### Talk to others about road rage

Discuss aggressive driving with members of your family, friends, individuals and community groups.

### Realise that the way we drive sometimes causes traffic crashes

Motor vehicle crashes are not inevitable, they are avoidable.

### Reduce your stress when you drive

Allow plenty of time for the trip, listen to soothing music, improve the comfort in your vehicle and understand that you cannot control traffic, only your reaction to it. In the end, you may find that personal frustration, anger and impatience may be the most dangerous "drugs" on the highway.

### Do not take other drivers' mistakes personally

Be polite and courteous, even if the other driver is not. Avoid all conflict if possible. If another driver challenges you, take a deep breath and move out of the way. Never underestimate the other driver's capacity for causing mayhem.

### Report aggressive drivers

If you see a driver operating a vehicle in a threatening manner, notify the police. Make sure you give a vehicle description, license number, the location and direction of travel. You could prevent a tragedy.

### Be a courteous driver

Everyone has the power to set an example, which can help make our roadways safer.

- control your own anger;
- do not take traffic problems personally;
- avoid making eye contact with an aggressive driver;
- do not make obscene gestures;
- do not tailgate;
- use your horn sparingly — even a polite honk can be misinterpreted;
- do not block the passing lane;
- do not block the right turn lane.

If you feel you are in the wrong, acknowledge your mistake by putting your hand up in the rear view mirror in an attempt to say sorry – this can literally turn a very angry person calm within a matter of seconds.

### **Know what to do if you run into road rage**

If an aggressive driver confronts you, go to the nearest police station. Make sure your doors are locked at all times, and if you're stopped in traffic, leave enough space to pull out from behind the car you are following.



# Guidance Note 17 – Journey Planning

## Introduction

Journeys can be safer and less stressful if a little time is spent beforehand preparing for them. The flowchart over-page illustrates the thought process that should be gone through when planning each journey. The main issues to consider are detailed below.

## Prevent Driver Sleepiness

One of the most important things employers must do is ensure that their drivers are not at risk of falling asleep at the wheel. Thousands of crashes are caused by tired drivers. Advice on how to minimise the risk are contained in Section 15.

## Raise Awareness

As part of recruitment, training and staff appraisal, ensure that drivers and line managers are reminded about:

- the danger of falling asleep at the wheel;
- the need for safe journey planning;
- the need to get adequate sleep before starting to drive;
- the dangers of ‘moonlighting’ or spending too long on evening hobbies, social activities or domestic work that limits sleeping time;
- the times of day when sleepiness is most common;
- the early signs of fatigue and what to do if they begin to feel tired during a journey;
- the risks of making a lengthy home journey after a day’s work away from their normal base.

## Use Safer Alternatives

Where possible, use remote communications such as telephone, email or video-conferencing as a substitute for road journeys or travel by plane or train, which is far safer. If road travel is unavoidable, maximise car sharing to reduce the number of journeys.

## Reduce Distances

Set in-house limits on maximum driving distances per day, per week, per month or per year. When requiring employees to drive to and from a location to carry out a work task, set reasonable maximum mileages which drivers should not be expected to exceed in a single day. Support this with clear policies that allow staff to take overnight stops, or ensure the driving can be shared.

## Control Drivers' Hours

Set in-house limits for unbroken driving hours, including daily, weekly and monthly limits for all classes of drivers. Details of recommended driving hours are contained in Section 15.

## Optimise Schedules

Ensure that journey scheduling allows sufficient time for drivers to take account of reasonably foreseeable weather and traffic conditions and to comply with speed limits. Schedules should seek to reduce night driving and avoid those times of day when falling asleep at the wheel is more likely.

Payment by customer contact or 'job and finish' regimes should not encourage drivers to disregard road traffic law or the institution's own driving rules, standards and policies.

## Permit Overnight Stays

Where employees have to travel a long distance to a work location at the beginning of the day or the journey is likely to take more than two hours, consider asking staff to travel the night before and stay overnight. Similarly, at the end of a work period at a remote location, employers should make provision for employees to stay overnight so that they do not have to drive a long distance home when tired.

## Review Shift Arrangements

Night shifts and rotating shifts cause severe sleeping disruptions. Workers on 12-hour shifts (compared to eight hours) are significantly sleepier at the end of their shift, especially at 7.00am. Review shift arrangements to see that these do not lead employees to drive while fatigued. Where problems are identified, including increased risk during commuting, consider providing safer, alternative transport.

## Promote Safe Driving

Develop policies, advice and training for line managers and drivers on:

- safe speeds to ensure speed limit compliance and that personal performance schedules do not encourage speeding. (See Section 11);
- distraction – do not expect drivers to make or take phone calls, send messages or transact business whilst driving. Stipulate that these activities must only be done when parked. (See Section 10);
- impairment – have policies on drink and drug driving (including prescription and over-the-counter medicines). (See Section 13);
- vehicle checks before each journey to make sure everything is working properly, especially tyres, lights, windscreen wipers and all fluid levels. (See Section 12);
- incident procedures – what to do and whom to contact in the event of an incident/emergency. (See Section 8);

## **Avoid Driving in Adverse Conditions**

Actively discourage driving at night and in adverse weather conditions, particularly fog, very high winds, ice, snow or flooding or where there is a danger of drivers becoming stranded in remote locations.

## **Specify 'Safer' Routes**

Every journey should be a managed journey. Require those responsible for journey planning (line managers or drivers themselves) to take account of road type (accident rates are lowest for example on motorways and dual carriageways); hazards (road works, accident 'black spots'); traffic densities (time journeys to avoid peak traffic hours); and high-risk features such as schools or busy shopping centres.

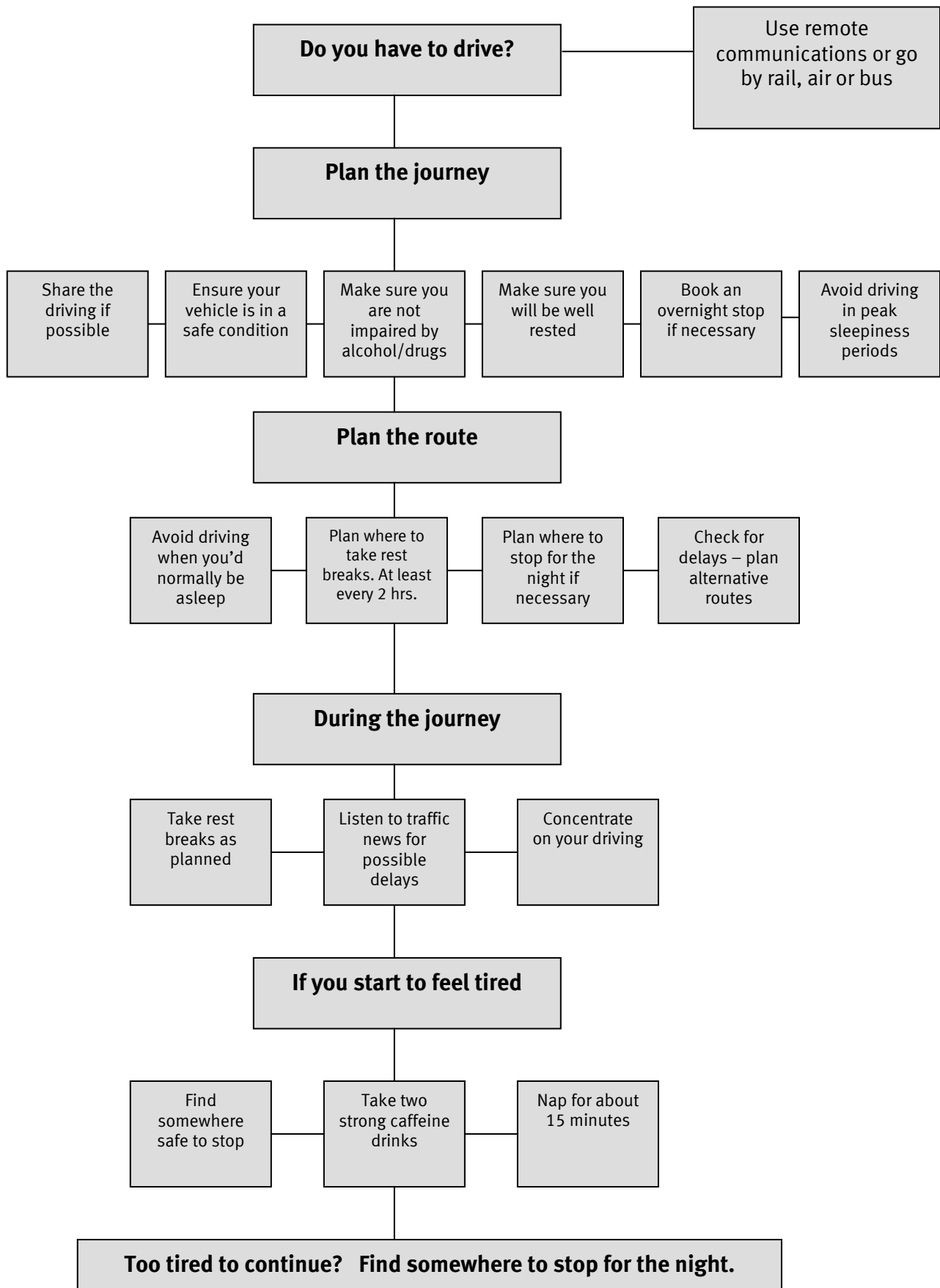
## **Minimise the Risk of Lone Driving**

Lone drivers, male or female, should consider extra personal safety measures to minimise the risk whilst driving for work – guidelines are given over-page.





# Bonnet Talks .... Journey Planner





# Bonnet Talks... Driver Checklist



## About your journey

1. Is the journey really necessary?
2. Can a safer alternative transport mode or means of communication be used (e.g. rail, air, teleconferencing)? If not ....
3. Has a safe journey plan been formulated (whether written or not) covering:
  - Starting time?
  - Finishing time?
  - Intermediate stops?
  - Adequate rest breaks?
  - The safest route?
4. For example, does it take account of:
  - Environmental conditions (daylight, weather forecast, ice snow, fog, rain, high winds, etc.)?
  - Sufficient time for breaks?
  - Restrictions on maximum distance and driving hours?
  - Times of day associated with 'sleepiness'?
  - Accident 'blackspots'?
  - Traffic conditions?
  - Pedestrian densities?
  - Likely business over-runs and hold-ups?
  - Other contingencies?

## About the vehicle

5. Is the vehicle fit for the journey purpose, including:
  - Distance to be travelled?
  - Load carrying?
  - Passengers?
  - Off-road driving?
6. Has it been serviced?
7. Have pre-journey safety checks been carried out on:
  - Tyres?
  - Lights?
  - Indicators?
  - Windscreen / windows?
  - Washers and wipers?
  - Mirrors?
  - Oil/coolant/battery levels?
  - Condition of controls?
  - Signs of vehicle damage?
8. Is the vehicle one with which you are familiar? Do you know its:
  - Seating position?

- Mirror setting?
  - Hand brake/gear operation?
  - Starting procedure?
  - Warning lights?
  - Fuel indicator?
  - Other controls?
9. Is it properly insured?
  10. Is it appropriately equipped with:
    - Desirable additional safety features?
    - On-board emergency kit (first aid, warning triangles, accident data forms, etc.)?
    - Vehicle handbook?
    - Necessary insurance documentation, breakdown service details, essential phone numbers, etc.?

## About you, the driver

11. Do you possess a valid driving licence to drive the class of vehicle concerned?
12. Are you fit to drive?
13. For example, are you:
  - Suffering from an ill health condition that could affect your driving performance?
  - Fatigued because of disturbed / inadequate sleep or long working hours?
  - Suffering from high levels of stress?
  - Taking medication (or any substance) that could impair your driving ability?
  - Close to or over the blood alcohol limit (80mg/100 ml) because of recent drinking?
14. Are you wearing suitable clothes/footwear?
15. Have you received necessary driver training?
16. Do you know what to do in the event of an accident or emergency?
17. Are you in the right frame of mind?

- **Have you planned your journey so that risks are as low as possible?**
- **Is the vehicle okay?**
- **Are you fit to drive?**
- **If there are problems, do not take chances! Report to your line manager!**
- **Every journey should be a managed journey.**
- **Remember, our policy is that safety should always come first!**



## *Bonnet Talks ....* Lone Working

To minimise the risk from lone working whilst driving, the following is recommended:

- Ensure you have a fully charged mobile phone with you, with emergency contact and breakdown company numbers already programmed in.
- Report to your manager or other appointed person regularly during the course of the journey.
- Carry simple, clear route instructions to ensure there is no need to map-read whilst driving.
- Whenever you stop, choose a safe, well-lit and public place.
- Avoid conflict on the road.
- Never pick-up hitch-hikers.
- Keep the doors locked when driving. Have windows and the sunroof only partly open.
- When stationary in traffic leave enough space to pull out from behind the vehicle you are following.
- Keep all valuables out of sight both when driving and parked.
- If approached by any person, do not get out of the car. Lock the doors and conduct the conversation through a small gap in the window.
- If you think you are being followed, proceed to the nearest police station or a busy place and get help.
- Be wary of anyone who signals a problem with your vehicle. Do not stop unless you are sure they are right and that to continue to drive would be dangerous.
- If you are stopped by the Police you are entitled to verify their identity before exiting the vehicle. (Contact their Police Station and check their ID number).





## Guidance Note 18 – Smoking

### Introduction

Legislation introduced in Scotland in March 2006 makes it illegal to smoke in certain vehicles that are driven for work purposes. Similar legislation may soon be enforced in England and Wales, in the meantime, health and safety legislation will continue to require employers to reduce the risk to the health and safety of their employees from second hand smoking to as low a level as is reasonably practicable. Hence, it would be advisable for institutions to follow the guidelines set out in the Prohibition of Smoking in Certain Premises (Scotland) Regulations 2006.

### Prohibition of Smoking in Certain Premises (Scotland) Regulations 2006

Prohibition of Smoking in Certain Premises (Scotland) Regulations 2006 ban smoking in certain premises throughout Scotland and impacts on persons who have the management or control of no-smoking premises and those who use them. The legislation also has implications for those responsible for employees working in no-smoking premises, including those driving or travelling in vehicles in Scotland.

Any vehicle which one or more persons use for work are classified as a premises under the Regulations. However, private vehicles are exempt. (Private vehicle means any vehicle which is used for the private purposes of the person who owns it or has the right to use it. This means a company car used for any private purposes, no matter how briefly, will be exempt, but if it is not used for any private purposes it will remain within the scope of the legislation).

No smoking signs in the format laid down in the Regulations should be displayed in non-exempt vehicles. No smoking signs should be conspicuously and permanently displayed to be visible and legible to persons approaching no smoking vehicles. The notice should state that it is an offence to smoke there or knowingly to permit smoking there, display the name of the person to whom a complaint should be made in the event of non compliance and should be displayed in such a manner that it is protected from tampering, damage removal or concealment. (A sample No Smoking sign that could be displayed in a vehicle is shown over-page).

Persons in control of no smoking vehicles are liable to a fixed penalty notice of £200 if they do not take steps to prevent someone smoking in the vehicle or if they do not provide adequate and appropriate no smoking signage. Individuals who smoke in a no smoking vehicle are liable to a fixed penalty notice of £50. These fines are reduced to £150 and £30 respectively if paid within 15 days. Persistent offenders may be reported to the Procurator fiscal. Cases heard in the Sheriff Court may result in a fine against the defendant of up to £2500.



**This is a no smoking vehicle. It is an offence to smoke or permit others to smoke in this vehicle**

**Any breach of this order should be reported to the Fleet Manager on 01234 567890**

## England and Wales

From summer 2007, all public places and workplaces will become smoke-free in England, with the exception of a limited number of exemptions. The Health Bill devolves regulation making powers on this issue to the Welsh Assembly. The Assembly Government will consult on draft regulations once the Health Bill has received Royal Assent. The policy set out by Assembly Ministers last year is similar to that proposed in Scotland and England.

Even with new smoke-free legislation, HSE's advice on protecting employees from the effects of second hand smoke remains unchanged in that:

- employers should have a specific policy on smoking in the workplace. (A sample Smoking Policy is given over-page);
- employers should take action to reduce the risk to the health and safety of their employees from second hand smoke to as low a level as is reasonably practicable;
- a Smoking Policy should give priority to the needs of non-smokers who do not wish to breathe tobacco smoke;
- employers should consult their employees and their representatives on the appropriate smoking policy to suit their particular workplace.

If you would like further information about smoking, contact the Department of Health's Customer Service Centre on 020 7210 4850, or visit the Department of Health's Tobacco website.



# Smoke-Free Policy

## Purpose

This policy has been developed to protect all employees, service users, customers and visitors from exposure to second-hand smoke and to assist compliance with health and safety legislation.

Exposure to second-hand smoke, also known as passive smoking, increases the risk of lung cancer, heart disease and other illnesses. Ventilation or separating smokers and non-smokers within the same airspace does not completely stop potentially dangerous exposure.

## Policy

It is the policy of the institution that all of our workplaces are smoke-free and all employees have a right to work in a smoke-free environment. The policy shall come into effect on [DATE] and be reviewed on [DATE] by [NAME].

Smoking is prohibited throughout the entire workplace with no exceptions. This includes institution vehicles. This policy applies to all employees, consultants, contractors, customers or visitors.

[IF THERE ARE EXTERNAL AREAS WHERE EMPLOYEES AND CUSTOMERS CAN SMOKE, THESE SHOULD COMPLY WITH THE LAW AND CAN BE OUTLINED HERE]

## Implementation

Overall responsibility for policy implementation and review rests with [NAME (the manager or person in control of the premises)].

All staff are obliged to adhere to, and facilitate the implementation of the policy.

The person named above shall inform all existing employees, consultants and contractors of the policy and their role in the implementation and monitoring of the policy. They'll also have to give all new personnel a copy of the policy on recruitment/induction.

Appropriate 'No Smoking' signs will be clearly displayed at the entrances to and within the premises.

## Non-compliance

Disciplinary procedures should be followed if a member of staff does not comply with this policy. Those who do not comply with the smoking law are also liable to a fixed penalty fine and possible criminal prosecution.

## Help to Stop Smoking

Support for smokers who want to stop will be provided. [PROVIDE LOCAL DETAILS HERE]

Sources of support are: Smokeline 0800 848484, [www.hebs.com/tobacco](http://www.hebs.com/tobacco), the Public Health Department of your local NHS Board, or your local GP surgery. Contact details can be found in your local directory.





# Guidance Note 19 – Convictions

## Introduction

If a driver is convicted of a motoring offence, the court can endorse their driving licence with penalty points or order a period of disqualification from driving. The details are entered on their driving record and paper driving licence or photocard D740 paper counterpart document.

In addition to paying a fine or fixed penalty, the individual's driving licence will be endorsed with a penalty ranging from three to eleven points or a period disqualification depending on the seriousness of the offence.

If the individual incurs 12 or more penalty points within a period of three years they will be liable to be disqualified under the 'totting-up' system. Information on an individual's driving entitlement and endorsements are sent to the courts and police on request.

## Endorsements and Disqualifications

The amount of time in which an endorsement remains on a licence depends on the type of offence committed. The date in which the endorsement starts also depends on the type of offence. Endorsements should remain on a licence for 11 years from date of conviction if the offence is:

- drinking/drugs and driving (shown on the licence as DR10, DR20, DR30 and DR80);
- causing death by careless driving whilst under the influence of drink/drugs (shown on the licence as CD40, CD50 and CD60);
- causing death by careless driving, then failing to provide a specimen for analysis (shown on the licence as CD70).

Endorsements should remain on a licence for four years from date of conviction if the offence is:

- reckless/dangerous driving (shown on the licence as DD40, DD60 and DD80);
- offences resulting in disqualification;
- disqualified from holding a full licence until a driving test has been passed.

Endorsements should remain on a licence for four years from the date of offence in all other cases. For a full list of endorsement codes and penalty points see over-page.



# Endorsement offence codes

The following is a guide to the number of penalty points a court may impose, it does not reflect the fact that some offences may incur a disqualification. These codes are recorded from information supplied by the courts - any queries about them should be addressed to the courts which imposed them.

## Accident offences

Code	Offence	Penalty points
AC10	Failing to stop after an accident	5-10
AC20	Failing to give particulars or to report an accident within 24 hours	5-10
AC30	Undefined accident offences	4-9

## Disqualified driver

Code	Offence	Penalty points
BA10	Driving whilst disqualified by order of court	6
BA30	Driving whilst disqualified by order of court	6

## Careless driving

Code	Offence	Penalty points
CD10	Driving without due care and attention	3-9
CD20	Driving without reasonable consideration for other road users	3-9
CD30	Driving without due care and attention or without reasonable consideration for other road users	3-9
CD40	Causing death through careless driving when unfit through drink	3-11
CD50	Causing death by careless driving when unfit through drugs	3-11
CD60	Causing death by careless driving with alcohol level above the limit	3-11
CD70	Causing death by careless driving then failing to supply a specimen for analysis	3-11
CD71	Causing death by careless driving then failing to supply a specimen for drug analysis	3-11

## Construction & use offences

Code	Offence	Penalty points
CU10	Using a vehicle with defective brakes	3
CU20	Causing or likely to cause danger by reason of use of unsuitable vehicle or using a vehicle with parts or accessories (excluding brakes, steering or tyres) in a dangerous condition	3
CU30	Using a vehicle with defective tyre(s)	3
CU40	Using a vehicle with defective steering	3
CU50	Causing or likely to cause danger by reason of load or passengers	3

## Reckless/dangerous driving

Code	Offence	Penalty points
DD40	Dangerous Driving	3-11
DD60	Manslaughter or culpable homicide while driving a vehicle	3-11
DD80	Causing death by dangerous driving	3-11

## Drink or Drugs

Code	Offence	Penalty points
DR10	Driving or attempting to drive with alcohol level above limit	3-11
DR20	Driving or attempting to drive while unfit through drink	3-11
DR30	Driving or attempting to drive then failing to supply a specimen for analysis	3-11
DR31	Driving or attempting to drive then failing to supply a specimen for drug analysis	3-11
DR40	In charge of a vehicle while alcohol level above limit	10
DR50	In charge of a vehicle while unfit through drink	10
DR60	Failure to provide a specimen for analysis in circumstances other than driving or attempting to drive	10
DR61	Failure to supply a specimen for drug analysis in circumstances other than driving or attempting to drive	10
DR70	Failing to provide specimen for breath test	4
DR80	Driving or attempting to drive when unfit through drugs	3-11
DR90	In charge of a vehicle when unfit through drugs	10

## Insurance offences

Code	Offence	Penalty points
IN10	Using a vehicle uninsured against third party risks.	6-8

## Licence offences

Code	Offence	Penalty points
LC20	Driving otherwise than in accordance with a licence	3-6
LC30	Driving after making a false declaration about fitness when applying for a licence	3-6
LC40	Driving a vehicle having failed to notify a disability	3-6
LC50	Driving after a licence has been revoked or refused on medical grounds	3-6

## Miscellaneous offences

Code	Offence	Penalty points
MS10	Leaving a vehicle in a dangerous position	3
MS20	Unlawful pillion riding	3
MS30	Play street offences	2
MS50	Motor racing on the highway	3-11
MS60	Offences not covered by other codes	As Appropriate
MS70	Driving with uncorrected defective eyesight	3
MS80	Refusing to submit to an eyesight test	3
MS90	Failure to give information as to identity of driver etc	3

## Motorway offences

Code	Offence	Penalty points
MW10	Contravention of Special Roads Regulations (excluding speed limits)	3

## Pedestrian crossings

Code	Offence	Penalty points
PC10	Undefined Contravention of Pedestrian Crossing Regulations	3
PC20	Contravention of Pedestrian Crossing Regulations with moving vehicle	3
PC30	Contravention of Pedestrian Crossing Regulations with stationary vehicle	3

## Speed limits

Code	Offence	Penalty points
SP10	Exceeding goods vehicle speed limits	3-6
SP20	Exceeding speed limit for type of vehicle (excluding goods or passenger vehicles)	3-6
SP30	Exceeding statutory speed limit on a public road	3-6
SP40	Exceeding passenger vehicle speed limit	3-6
SP50	Exceeding speed limit on a motorway	3-6

## Traffic direction and signs

Code	Offence	Penalty points
TS10	Failing to comply with traffic light signals	3
TS20	Failing to comply with double white lines	3
TS30	Failing to comply with "Stop" sign	3
TS40	Failing to comply with direction of a constable/warden	3
TS50	Failing to comply with traffic sign (excluding - stop -signs, traffic lights or double white lines)	3
TS60	Failing to comply with a school crossing patrol sign	3
TS70	Undefined failure to comply with a traffic direction sign	3

## Special Code

Code	Offence
TT99	To signify a disqualification under totting-up procedure. If the total of penalty points reaches 12 or more within three years, the driver is liable to be disqualified

## Theft or unauthorised taking

Code	Offence	Penalty points
UT50	Aggravated taking of a vehicle	3-11

## Aiding, abetting, counselling or procuring

Offences as coded, but with the end 0 changed to 2

## Causing or permitting

Offences as coded, but with the end 0 changed to 4

## Inciting

Offences as coded, but with the end 0 changed to 6





# Bonnet Talks .... Penalty Table



Offence	Maximum Penalties			
	Imprisonment	Fine	Disqualification	Penalty Points
*Causing death by dangerous driving	10 years	Unlimited	Obligatory – 2 years minimum	3-11 (if exceptionally not disqualified)
*Dangerous driving	2 years	Unlimited	Obligatory	3-11 (if exceptionally not disqualified)
Causing death by careless driving under the influence of drink or drugs	10 years	Unlimited	Obligatory – 2 years minimum	3-11 (if exceptionally not disqualified)
Careless or inconsiderate driving	-	£2,500	Discretionary	3-9
Driving while unfit through drink or drugs or with excess alcohol; or failing to provide specimen for analysis	6 months	£5,000	Obligatory	3-11 (if exceptionally not disqualified)
Failing to stop after an accident or failing to report an accident	6 months	£5,000	Discretionary	5-10
Driving when disqualified	6 months (12 months in Scotland)	£5,000	Discretionary	6
Driving after refusal or revocation of licence on medical grounds	6 months	£5,000	Discretionary	3-6
Driving without insurance	-	£5,000	Discretionary	6-8
Driving otherwise than in accordance with a licence	-	£1,000	Discretionary	3-6
Speeding	-	£1,000 (£2,500 for motorway offences)	Discretionary	3-6 or 3 (fixed penalty)
Traffic light offences	-	£1,000	Discretionary	3
No MOT certificate	-	£1,000	-	-
Seat belt offences	-	£1,000	-	-
Failing to identify driver of a vehicle	-	£1,000	Discretionary	3

\* Where a court disqualifies a person convicted for one of these offences, it should order an extended retest. The courts also have discretion to order a retest for any other offences which carries penalty points.





## Guidance Note 20 – Specialist Vehicles

### Introduction

There are a wide variety of specialist vehicles that may be used by an institution, such as ride-on mowers, HGVs, fork lift trucks, tractors (and other agricultural vehicles), minibuses (See Section 21), mast elevated work platforms (MEWPs), etc.. In addition, there are also a range of trailed appliances that can be towed behind a vehicle including trailers, hose-boxes, canoe carriers, mobile demonstration units, etc.

These specialist vehicles can present a range of hazards and risks that one might not initially associate with driving at work (e.g. the danger of contact with overhead power lines whilst using MEWPs / fork lift trucks or the possibility of tractors overturning on slopes). It is therefore important that risk assessments are undertaken for each of these vehicles / tasks by someone who is both knowledgeable and experienced in the work that such vehicles undertake.

### Specialist Training

Due to the often unique nature of their operation, training should be provided for all drivers of specialist vehicles. In certain cases (e.g. HGV, fork lift truck driving, etc.) specific training is required by law. Managers and Department Heads should liaise with the Health and Safety Officer to identify suitable and competent training providers.

### Towing and loading

Drivers who passed their car test on or after 1<sup>st</sup> January 1997 are required to pass an additional driving test in order to gain entitlement to tow trailers with a maximum authorised mass greater than 750kg.

Drivers who passed their test prior to 1<sup>st</sup> January 1997 retain their existing entitlement to drive a vehicle and trailer combination up to 8.25 tonnes maximum authorised mass. They also have entitlement to drive a minibus with trailer over 750kg maximum authorised mass.

Consideration should be given to have ALL drivers who will tow trailers (or other appliances) attend a suitable training course. Just because a driver is entitled to tow a trailer, it does not make them competent to do so!

Further information on driving licensing requirements for towing trailers is given in Section 5 and available on-line from DVLA. <http://www.dvla.gov.uk>

Loads carried on roof-racks must be checked to ensure the weight does not exceed the loading limit of the rack. It is also imperative that any loads are securely fastened. The Fleet Manager should ensure that drivers are made aware of the load limits for the vehicles they are driving.

## Further information

Below is a list of training organisations that should be able to supply details of suitable training providers for specialist vehicles.

### **Independent Training Standards Scheme & Register (ITSSAR)**

Armstrong House  
28 Broad Street  
Wokingham  
Berkshire  
RG40 1AB  
Tel: 0118 989 3229  
<http://www.itssar.org.uk>

### **Road Transport Industry Training Board LTD (RTITB)**

Access House  
Halesfield 17  
Telford  
TF7 4PW  
Tel: 01952 520200  
<http://www.rtitb.co.uk>

### **National Plant Operators Registration Scheme**

PO Box 204  
Northwich  
Cheshire  
CW9 7FY  
Tel: 01606 49909  
<http://www.npors.com>

### **Association of Industrial Truck Trainers**

Unit 20  
The Springboard Centre  
Mantle Lane  
Coalville  
LE67 3DW  
Tel: 01530 277857  
<http://www.aitt.co.uk>

### **Skills for Logistics**

14 Warren Yard  
Warren Farm Office Village  
Stratford Road  
Milton Keynes  
MK12 5NW  
Tel: 0870 242 7314  
<http://www.skillsforlogistics.org>

### **Lantra Awards**

<http://www.lantra-awards.co.uk>

### **Health and Safety Executive**

Rose Court  
2 Southwark Bridge  
London  
SE1 9HS  
Tel: 0845 0055  
<http://www.hse.gov.uk>

### **CITB-ConstructionSkills**

Bircham Newton  
King's Lynn  
Norfolk  
PE31 6RH  
Tel: 01485 577577  
<http://www.citb.org.uk>  
Careers in Logistics  
<http://www.careersinlogistics.co.uk>



# Guidance Note 21 – Carriage of Passengers

## Introduction

The information below is designed to provide a general overview of the issues to consider when operating a minibus. It does not provide full details, hence, it is imperative that the institution seeks further guidance from relevant organisations (e.g. DVLA, DTLR, RoSPA, etc.).

To comply with legal requirements, every minibus must:

- be correctly licensed;
- display a valid tax disc;
- be adequately insured;
- be well maintained;
- have a valid MoT certificate (if more than one year old).

The suitability and condition of the minibus itself can contribute to the likelihood of an accident occurring, and to the severity of injuries sustained in the event of an accident.

## Driver Suitability

Drivers who obtained their full driving licence before 1<sup>st</sup> January 1997 may drive a minibus in the UK (until their licence expires) if they:

- hold a valid driving licence for private cars;
- are at least 21 years of age;
- the vehicle is not being used for hire or reward.

Drivers who obtained their full licence on or after 1<sup>st</sup> January 1997 are only licensed to drive a vehicle with up to 8 seats (in addition to the driver). To drive a minibus, such drivers need to gain category D1 PCV entitlement on their licence by meeting higher medical standards and passing an appropriate test.

In addition to ensuring that drivers hold the correct licence, drivers should also be medically fit and, if there is a possibility of them carrying children, they should suitably vetted in accordance with the Local Authority's policies and procedures.

## Driving in the UK

Because of historic reasons, the UK has exemption from EU rules on driver licensing regulations, providing an employer operates under a 'Small Bus Permit' granted by the local authorities. Such a permit is only available if the minibus is not being used for 'hire and reward'.

A minibus that is used to carry passengers for 'hire and reward' (the scope of 'hire and reward' is very broad and includes payment in cash or kind or on behalf of passengers which may give them a right to be carried) is normally classed as a public Service Vehicle (PSV), and must comply with PSV operator licensing and Passenger Carrying Vehicle (PCV) driver licensing requirements.

## **Journeys Abroad**

A tachograph must be fitted and used for international journeys (except in Eire). Drivers must be trained in the use of the tachograph as misuse may lead to prosecution or spot fines. Drivers Hours Regulations must be followed from the start of the journey in the UK.

Driving licence requirements and laws about drivers' hours vary in countries outside the EU. Regulations about what emergency equipment must be carried on the minibus also vary; for instance, a warning triangle must be carried in some countries. The institution should consult one of the main UK motoring organisations or the country's embassy or consulate for further advice.

The institution should also consult their insurance company regarding insurance cover for the journey and for the countries to be visited.

It should be noted that Small Bus Permits are not valid abroad, therefore, the driver must hold a PCV licence.

When travelling abroad, the institution must ensure that all the necessary documentation is carried. The requirements may vary according to the country or countries being visited and further advice should be obtained. However, it is likely that some of the following documents will be required:

- full driving licence with appropriate entitlement;
- International Driving Permit;
- full passport (for everyone in the vehicle);
- letter of authority to drive the minibus;
- tachograph charts;
- vehicle registration document.

Further advice on driving a minibus abroad is available from the DTLR, in the Factsheet 'Taking a Minibus to Europe'.

## **Seat belts**

Best practice states that seat belts should be provided on all seats and all passengers should wear their seat belt. Full details of the legal requirements for the installation and use of seat belts is contained in RoSPA's Minibus Safety Code of Practice.

# *Bonnet Talks* .... Safety Equipment for Minibuses

## **First Aid Kit**

- 10 antiseptic wipes, foil packed;
- 1 conforming disposable bandage (not less than 7.5 cm wide);
- 2 triangular bandages;
- 1 packet of 24 assorted adhesive dressings;
- 3 large sterile unmedicated ambulance dressings (not less than 15 x 20 cm);
- 2 sterile eye pads with attachments;
- 12 assorted safety pins;
- 1 pair of rustproof blunt-ended scissors;
- Disposable gloves;
- Mouth mask for resuscitation.

## **Fire Extinguisher**

At least one fire extinguisher (two are recommended for accessible minibuses) which:

- complies with BS 5432 (or an equivalent); and
- has a minimum test rating of 8A or 21B; and
- contains water or foam or halon 1301 or halon 1211.

## **Other Equipment**

It is recommended that the following should also be carried:

- pen and paper;
- the organisation's internal instructions and contact details;
- insurance details;
- motoring breakdown policy details;
- mobile phone, phonecard or change for the phone;
- webbing cutter;
- a high-visibility coat complying with BS EN 471;
- an emergency warning triangle or a flashing beacon (not fitted to the vehicle);
- a working torch;
- sterile gloves and mouth masks.





## *Bonnet Talks ....* Advice for Minibus Operators

- Supervise the passengers when boarding or leaving the vehicle, taking particular care if they are leaving by the rear exit. If driving abroad in a country that drives on the right, be aware that some doors may open onto the roadside.
- Check that no passenger boards or leaves the vehicle until it is at a complete standstill, and safely parked by a pavement or other traffic-free area.
- Ensure the driver does not move off until everyone is safely seated, facing the front and wearing a properly positioned and adjusted seat belt (if fitted), or using a securely fixed and properly adjusted special harness, seat or child restraint if appropriate.
- Check that ambulant disabled passengers are seated safely, passengers travelling in wheelchairs are safely secured and wheelchairs not in use are securely stored.
- Ensure that all luggage is securely stored and that all gangways and exits are kept clear.
- Ensure that when passengers are dropped off, they leave the vehicle safely; that no parts of their clothing are caught in the vehicle's doors; that there is someone to meet them (a parent, guardian or carer in the cases of children and/or persons with disabilities).
- Ensure that children are never left unsupervised in the minibus, or if the vehicle breaks down.
- Only operate the passenger lift and other specialist equipment if trained and qualified to do so.
- Keep a complete list of the passengers, including details of any special needs, and ensuring that all passengers have returned to the vehicle after any rest stops.
- Ensure that passengers behave in an acceptable manner during the journey and do not distract the driver in any way. Boisterous play must not be allowed, neither must smoking nor drinking alcohol. Passengers must remain seated and wearing their seat belts (if fitted) throughout the journey.
- In the event of a breakdown or accident, ensure that children remain supervised, are given clear and firm instructions and if necessary, help in evacuating the minibus.



## Bonnet Talks .... Pre-drive Safety Check

Every day the minibus is used, the driver should conduct a pre-drive safety check. This should be repeated whenever another driver takes over the vehicle. He or she should walk around the vehicle, including the trailer if applicable, to check for visible defects, and check the items listed below.

<b>Exterior Check</b>			<b>Interior Check</b>		
	<b>OK</b>	<b>Not OK</b>		<b>OK</b>	<b>Not OK</b>
Oil level (once only at start of day)	<input type="checkbox"/>	<input type="checkbox"/>	Mirrors are correctly adjusted, clean and unobstructed	<input type="checkbox"/>	<input type="checkbox"/>
Coolant level (once only at start of day)	<input type="checkbox"/>	<input type="checkbox"/>	Position and function/purpose of all the dashboard controls	<input type="checkbox"/>	<input type="checkbox"/>
Windscreen washer fluid level (once only at start of day)	<input type="checkbox"/>	<input type="checkbox"/>	Position of driving seat so that all controls can be operated comfortably	<input type="checkbox"/>	<input type="checkbox"/>
Brake fluid level (once only at start of day)	<input type="checkbox"/>	<input type="checkbox"/>	Check for pressure on brake pedal	<input type="checkbox"/>	<input type="checkbox"/>
Windscreen and windows are clean and undamaged	<input type="checkbox"/>	<input type="checkbox"/>	Wipers and washers are working properly	<input type="checkbox"/>	<input type="checkbox"/>
Wiper blades are clean and undamaged	<input type="checkbox"/>	<input type="checkbox"/>	Fuel level (and type of fuel: diesel or petrol)	<input type="checkbox"/>	<input type="checkbox"/>
Lights, including brake lights and indicators, are clean and working	<input type="checkbox"/>	<input type="checkbox"/>	Seat belts, where fitted, are undamaged and working properly	<input type="checkbox"/>	<input type="checkbox"/>
Tyre pressures, including the spare (and inner tyres and tyres on a trailer, if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	Location of wheel brace and jack	<input type="checkbox"/>	<input type="checkbox"/>
Tyre tread, including the spare and inner tyres and tyres on the trailer, if applicable. At least 2.0mm across centre 3/4 is recommended	<input type="checkbox"/>	<input type="checkbox"/>	Location of relevant paperwork (permit disc, insurance, Road tax disc, MoT, emergency numbers and driving licence)	<input type="checkbox"/>	<input type="checkbox"/>
Any cuts and bulges?	<input type="checkbox"/>	<input type="checkbox"/>	Change for parking or the telephone (or mobile phone or phonecard)	<input type="checkbox"/>	<input type="checkbox"/>
Doors open and close properly	<input type="checkbox"/>	<input type="checkbox"/>	Location and contents of first aid kit and fire extinguisher(s)	<input type="checkbox"/>	<input type="checkbox"/>
Trailer brake lights and indicators work, if applicable	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Lift (if fitted) works safely	<input type="checkbox"/>	<input type="checkbox"/>	Luggage is securely stowed and aisles and exits are clear	<input type="checkbox"/>	<input type="checkbox"/>
Ramp (if fitted) fits and works safely	<input type="checkbox"/>	<input type="checkbox"/>	Damage or sharp edges		
Roof rack or trailer is properly fitted and all luggage is securely held	<input type="checkbox"/>	<input type="checkbox"/>			
Damage or sharp edges	<input type="checkbox"/>	<input type="checkbox"/>			

Ensure that emergency equipment is available in the event of breakdown or accident. For example, a high visibility jacket and torch. Other equipment such as a warning triangle, webbing cutter could also be included.

## **Brake Checks**

Before the passengers are loaded the brakes should be checked. With the engine running, check the handbrake is working properly, and that the brake pedal is firm when pressed

A moving brake test should then be conducted, off-road if possible. Warn the passengers first, reach a speed of not more than 15 m.p.h., check the mirrors and if it is safe, apply the brakes fairly firmly. The brakes should work effectively, the vehicle should not pull to one side, luggage should be stored securely.

**If faults that might affect the vehicle's or passengers' safety are found, the vehicle must not be used until they are all remedied.**

## *Bonnet Talks* .... Advice for Drivers

On journeys where an escort is present, the items below should be divided between the driver and escort, with the driver concentrating on those tasks which directly relate to driving the vehicle.

### **Before Setting Off**

- Allow sufficient time for the journey.
- Avoid long spells of driving, and plan breaks to ensure you are fresh to continue.
- Conduct a pre-drive safety check before every drive.
- Never allow passengers to board until the vehicle is at a complete standstill, and safely parked by an adjacent pavement or other traffic-free area. If you need to leave the vehicle, switch off the engine.
- When school bus signs are used, make sure they are in position only while children are being transported, and that they do not obstruct your vision
- Always ensure that ambulant disabled passengers are seated safely and comfortably and that passengers travelling in their wheelchairs are safely restrained. Wheelchairs not in use must also be securely stored.
- Make sure there is a complete list of the passengers being carried with a note of any special medical or other needs. Keep the list with other relevant documents in a place where it can be readily found in the event of an accident. Check that children have any necessary medication with them.
- Passengers should enter the minibus from the pavement adjacent to the bus, not from the road itself (unless using a ramp or lift at the rear). If driving abroad, the nearside door may open onto the road, and therefore, extra care will be needed.
- Take care when using passenger lifts and other specialist equipment. Always comply with the manufacturer's instructions.
- Ensure that children are supervised when boarding the vehicle, especially if they are using a rear door. Plan which passengers will sit in the front seats and by the doors.
- Check that no bags or clothing are caught in the doors, and check all mirrors every time before moving away in case latecomers are approaching the vehicle.
- Do not exceed the carrying capacity of the minibus. Make sure everyone is sitting, one to a seat, and that passengers are using seat belts.
- Check that all luggage is secured, and that gangways and exits are clear.
- Know the height, width, length and weight of the vehicle, and the position of the exterior fuel cap.

Cont.

## During the Journey

- Do not allow noisy or boisterous behaviour, or passengers to trail flags or any other article from the vehicle.
- Enforce a 'No Smoking' rule.
- Enforce a 'No Alcohol' rule.
- Do not allow child passengers to operate the doors, and supervise any operation of the doors by responsible persons.
- Approach each stop slowly and with care.
- Use hazard warning lights on school trips when children are boarding or leaving the vehicle.
- If there is a serious delay during the journey inform the school or organisation so that information may be passed to parents. A mobile telephone is very useful for this purpose, but must not be used by the driver while driving.
- Children must not be left unaccompanied in the minibus.
- If the vehicle breaks down, or if there is an accident, give clear instructions to the passengers and see that children remain together and supervised: their safety is paramount.
- If there is a risk of fire, however small, evacuate the vehicle and move the occupants to a safe place.
- If you have to stop for an emergency or breakdown whilst on a motorway, only stop on the hard shoulder, and as far away from the carriageway and passing traffic as possible. Again, ensure that passengers, especially children, remain together and are supervised.
- If requested by the police, or any other person having reasonable cause, give particulars of the driver's name and driving licence, and the name and address of the minibus operator or owner.

## At the End of the Journey

- Ensure that children are supervised when leaving the vehicle, especially if they are using a rear exit.
- Never allow passengers to leave until the vehicle is at a complete standstill, and safely parked by an adjacent pavement or other traffic-free area, and the hand brake is engaged.
- Always park so that passengers step onto the footway and not onto the road.
- Take particular care when reversing the vehicle if children are nearby. Avoid unnecessary reversing, but if it is unavoidable, seek adult assistance for direction, and but ensure the assistant does not stand directly behind the vehicle.
- Do not leave children alone if no one has arrived to collect them. Ensure you know what to do if a child is not collected.
- Report any problems or incidents that occurred during the trip to the operator.



## Guidance Note 22 – Driving Abroad

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### Introduction

Millions of people drive abroad on business every year without any unpleasant experiences, but there are a number of things that can be done to make sure that the visit is safe.

Any overseas travel, whether driving or not, requires additional advance planning, care and common sense. It should be noted that travel abroad may expose staff to a number of health and safety hazards arising specifically from the travel itself and/or the conditions within the country being visited, which may not be necessarily directly work-related.

### Information Provision

It is essential that travellers are provided with sufficient information and where necessary training, to ensure, so far as reasonably practicable, their health, safety and welfare whilst overseas.

Practical advice on travel to a specific country can often be gained by talking to other staff who have experience of the particular country. Issues may include:

- insurance and medical arrangements;
- findings of the risk assessment process and identified controls;
- personal health and safety considerations;
- accommodation details;
- in-country travel;
- emergency and contingency arrangements;
- 24-hour University contacts;
- conduct both during and outside planned activities.

It is strongly advised to contact the Foreign and Commonwealth Office for travellers abroad for personal safety advice. [www.fco.gov.uk](http://www.fco.gov.uk) .

As the majority of driving abroad is likely to take place within the EU, advice for drivers is detailed below. However, there may be times when employees may be required to drive in other countries. Hints and tips on driving in these places can be found on web-sites such as: [www.drive-alive.co.uk/driving\\_tips.html](http://www.drive-alive.co.uk/driving_tips.html) or [www.drivingabroad.co.uk](http://www.drivingabroad.co.uk)

## International Driving Permits

An International Driving Permit (IDP) identifies an individual as a legally licensed driver and, when accompanied by a valid UK driving licence, allows them to drive a private motor vehicle abroad. The IDP is recognised around the world and is printed in 10 languages, including English, French, Spanish, Russian, Chinese, German, and Arabic.

Anyone who intends to drive overseas should consider taking an IDP. They should always take a UK driving licence abroad with them to be presented alongside your IDP, if requested (it is illegal in all countries to drive a vehicle without a valid driving licence, and where required an IDP).

The IDP can overcome any difficulties related to differing licensing requirements that you may encounter. It is also a useful precautionary measure to take even if not required (some countries recognise UK driving licences). An IDP is likely to be required when travelling outside the European Union.

An individual must apply for your IDP before they leave the UK. The UK Issuing authorities are the AA, the RAC, and certain branches of the Post Office.

When applying, the individual's driving licence must be up to date. They must hold a full UK Driving Licence or UK Pass Certificate; be resident in the UK; and be at least 18 years old.

The IDP is valid for 1 year from date of issue, and can be post-dated by up to three months so that it is valid from the date of departure. It is important to check the accuracy of the personal information on the IDP before travelling abroad, as only the issuing authority can rectify errors. An IDP issued in the UK is not valid for use in the UK.

## Overseas Visitors

Where institutions have visitors from other countries driving for work purposes, it is important that training is provided to ensure that they are familiar with the national rules and regulations regarding driving on the public highway. They also need to be aware of the institution's policies and procedures relating to MORR.

The Department for Transport produce a guide for overseas drivers entitled Think – Keep Left ! This is available from their website [www.think.dtlr.gov.uk](http://www.think.dtlr.gov.uk) .





## *Bonnet Talks ....* MPH to KPH Conversion

Use the charts below to roughly convert mph to kph.

Miles Per Hour	Kilometres Per Hour
10	16
20	32
30	48
40	64
50	80
60	97
70	113
80	129
90	145
100	161



# *Bonnet Talks* .... Driving in Europe

## General advice for motoring in Europe

**Your documents** – you may be asked to produce your documents at any time. To avoid a police fine and/or confiscation of your vehicle, be sure that they are in order and readily available for inspection. Documents you should take with you:

- a valid full driving licence (not provisional), with paper counterpart if you have a photocard licence;
- an International Driving Permit when necessary;
- the original vehicle registration document;
- your motor insurance certificate;
- your passport.

You may need a visa for certain countries if you hold:

- a UK passport that was not issued in the UK;
- a foreign passport that was issued outside Europe.

**Breakdown cover** – make sure that you have adequate cover.

**Car crime** – never leave handbags and other attractive items in obvious view even when you are in the car, and never leave anything in an unattended car.

For advice on car crime or personal safety in specific countries, contact the Foreign Office Travel Advice Unit on 0870 606 0290 or visit the web site at [www.fco.gov.uk](http://www.fco.gov.uk).

**Drinking and driving** – there is only one safe rule – if you drink, do not drive. Laws are strict and the penalties are severe.

**Insurance** – contact your insurer for advice at least a month before taking a vehicle overseas. Ensure that you are adequately covered and have the necessary documents to prove it.

**Medical treatment** – generally you can get urgent medical treatment at reduced cost, from the health-care schemes of those countries with which the UK has health-care arrangements. You will find details in the Department of Health booklet 'Health Advice for Travellers', available from any main post office. Do not rely exclusively on these arrangements, as the cover provided under the respective national schemes is not always comprehensive – and the cost of bringing a person back to the UK in the event of illness or death is never covered. Make sure you have adequate travel insurance.

**Credit Cards** – it has been known that UK issued credit cards have not been accepted at stores or petrol stations in other countries. If you are going to rely on a particular credit card whilst away it is recommend that you check with the card company to confirm that it can be used in the country you are visiting.

**Mobile phones** – the use of hand-held mobile phones while driving is prohibited in many countries.

**Spectacles** – take a spare pair of spectacles if you wear them – especially if you are the sole driver.

**Think right** – it is easy to forget to drive on the right, particularly after doing something familiar, such as leaving a petrol station or car park.

**GB sticker** – compulsory, and failure to comply could result in an on-the-spot fine. Euro-plates (number plates that include the GB euro-symbol) have been legal since March 2001 and make the display of a conventional sticker unnecessary within the EU. In some countries outside the EU a conventional sticker is required even if you have euro-plates, so it is always safer to display one.

**Reflective jacket/waistcoat** – required when visiting Italy, Spain, Portugal, Austria and Croatia. It is recommended that each vehicle carries at least two jackets/waistcoats in the passenger compartment - one for the driver and one for a passenger who may need to assist e.g. changing a wheel. The jacket/waistcoat should conform to EU Standard BS EN 471: 1994 Class 1 or 2.

If you intend hiring a car in one of the countries that require reflective jackets it is important to be aware that not all suppliers provide reflective jackets as standard with their cars. Check with the hire company concerned before you travel.

**Headlights** – if you are driving to the Continent then you should adjust the headlamp beam pattern to suit driving on the right so that the dipped beam does not dazzle oncoming drivers. Never go without adjusting the headlamp pattern as it is a compulsory requirement in most countries.

Headlamp beam converter kits are widely available but do not leave headlamp conversion to the last minute, as a dealer may need to make the adjustment.

Modern high-intensity discharge (HID) or xenon headlights can not be adapted by applying an external mask. Fortunately, many feature an internal ‘shutter’ that can be moved into place by a screw or lever adjustment at the back of the headlamp unit. But some designs are less convenient and the dealer will need to make the adjustment.

Some modern halogen-type headlamps now require external masks of such complex design that motorists struggle to follow the instructions and work out exactly how and where the mask should be applied.

Check with the dealer or the car's handbook for advice – especially if your car has HID or XENON headlamps. Remember to remove the converters as soon as you return to the UK.

**Leaded petrol** – leaded petrol is no longer generally available in northern European countries and Lead Replacement Petrol (LRP) is getting more difficult to find. If LRP is not on sale, an anti-wear additive (for treating unleaded petrol) can be bought from the filling station shop.

**Overloading** – do not overload the car as, safety risks apart, this can incur fines and possibly invalidate insurance. Overloading a vehicle can damage the suspension; burn out the clutch; or cause punctures and uneven wear on tyres.

**Rear-view mirrors** – if your vehicle is not equipped with a door or wing-mirror on the left-hand side we recommend that you get one fitted to aid driving on the right.

**Servicing** – service your car well in advance to reduce the chance of expensive breakdowns when abroad.

**Speed-trap detection devices** – the use or possession of devices to detect police radar is illegal in most European countries. Penalties can include fine, driving ban, and even imprisonment.

**Tyres** – like the UK, most countries require a minimum tread depth of 1.6mm over the central three-quarters of the tread and around the whole circumference.

You should consider changing tyres if the tread is down to 3mm before you go. Tyres wear out quickly after they get down to 3mm.

**Wheel chains** – important for any winter motoring and compulsory in some countries even when using winter tyres.





## Guidance Note 23 – Vehicles on Campus

### Introduction

Vehicles on campus can be a major risk. The campus is both a place of work and also a place where a significant number of pedestrians gather. The main causes of vehicle accidents are:

- moving vehicles hitting or running over people (including reversing vehicles);
- people falling off vehicles;
- vehicles overturning;
- objects falling off vehicles.

The following information gives advice on how you, as an employer, might reduce the risk of a vehicle related accident on campus. A sample checklist is given below. This will help you identify shortcomings in the management of transport safety.

### Pedestrian / Vehicle Interface

To reduce the risk of an accident to pedestrians from transport, it is important to keep pedestrians (e.g. employees, students, visitors, members of the public, etc.) separate from vehicles, so far as is reasonably practicable. Possible ways of achieving this include:

- providing safe, unobstructed walkways next to roads;
- installing a physical barrier between walkways and traffic routes, where necessary;
- provide adequate lighting and good visibility at access and crossing points;
- locate offices, welfare facilities and other areas of frequent pedestrian activity away from vehicle routes;
- where vehicles are required to cross walkways (possibly during building or maintenance work) then there may be a need to provide sufficient responsible persons to manage the pedestrians;
- suitable warning signs should be displayed to inform pedestrians of any risks (see below);
- a banksman wearing a high visibility jacket / vest should be provided where vehicles are reversing in the proximity of pedestrians. Details of the signals to be used when banking are given below;
- the use of reversing mirrors are essential for safe reversing, but often only give limited views of danger areas, therefore additional aids are often required. Convex mirrors can provide additional visibility along the sides of vehicles and can also provide vision to the front and rear of vehicles. Closed Circuit Television (CCTV) is increasingly being used to provide drivers with improved visibility at the rear of large vehicles;
- where possible provide a separate access for vehicles and pedestrians;
- ensure that visiting drivers are made aware of the site layout and rules;
- where possible provide clear unrestricted visibility to access routes.
- where possible plan for a one way system or any other method to reduce the need for reversing.

## Loads and Loading

- The delivery of hazardous loads to site should be reported to site management to ensure the driver is made aware of any specific risks that may affect the delivery. (e.g. lorries carrying LPG gas should not be parked near scaffolding where there is the potential of falling objects striking them or lorries delivering fuels or solvents may require additional fire precautions to be implemented);
- avoid having people on vehicles whilst loading / unloading. If not possible then a safe position should be provided;
- vehicles should not be overloaded and the loads should be distributed evenly;
- a warning flag or sign should indicate any materials projecting from the body of the vehicle;
- ensure all loads are secured to prevent instability during transportation;
- a suitable means of access should be provided to high loads where there is a risk of falling;
- it is essential to establish the size and weight of loads prior to delivery. This is to enable suitable lifting equipment to be provided for a safe lift to be carried out. The majority of accidents during unloading are due to incorrect lifting equipment being used.



## (Sample) Transport Safety Signs



**Warning**  
Fork lift trucks



**Warning**  
Vehicles reversing



**Caution**  
Lorries



**No fork  
lift trucks**



**Warning**  
Fork lift trucks

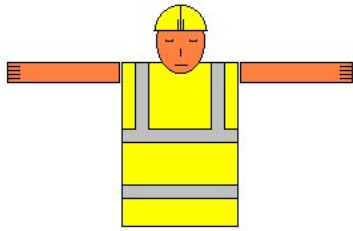
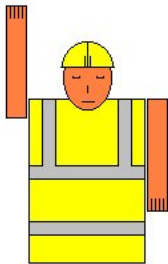
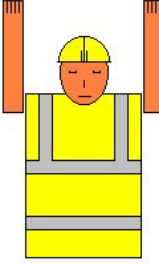
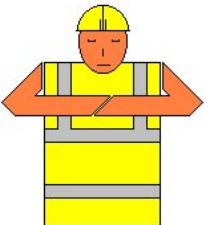
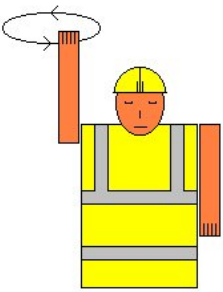
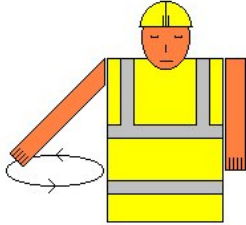
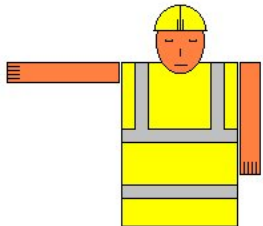
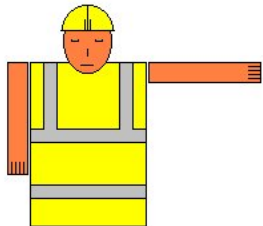
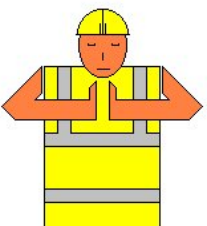
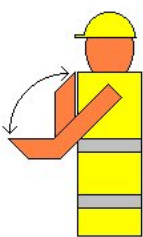
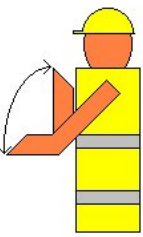
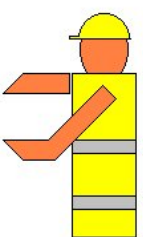


**No  
pedestrians**





# Bonnet Talks ... Banking Signals

 <p><b>START</b></p>	 <p><b>STOP</b></p>	 <p><b>DANGER EMERGENCY STOP</b></p>
 <p><b>END</b></p>	 <p><b>RAISE</b></p>	 <p><b>LOWER</b></p>
 <p><b>MOVE TO THE LEFT</b></p>	 <p><b>MOVE TO THE RIGHT</b></p>	 <p><b>HORIZONTAL DISTANCE</b></p>
 <p><b>TRAVEL AWAY FROM ME</b></p>	 <p><b>TRAVEL TO ME</b></p>	 <p><b>VERTICAL DISTANCE</b></p>





# Workplace Transport Checklist

<b>1 The Workplace</b>				
<b>1.1 Is the layout of routes appropriate for the vehicle and pedestrian activities on the campus:</b>				
	Yes	No	N/A	
1.1.1	Are vehicles and pedestrians kept safely apart?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.1.2	Are there suitable pedestrian crossing points on vehicle routes?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.1.3	Are there suitable parking areas for all parking needs?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.1.4	Do the vehicle routes avoid sharp or blind bends?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.1.5	Is there scope for introducing a one-way system on vehicle routes to reduce the risk of collisions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.1.6	Are all access routes co-ordinated effectively?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>1.2 Are vehicle routes suitable for the type and quantity of vehicles which use them:</b>				
	Yes	No	N/A	
1.2.1	Are they wide enough?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.2.2	Are they well constructed (i.e. do they have firm and even surfaces)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.2.3	Are they free from obstructions and other hazards?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.2.4	Are they well maintained?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>1.3 Are suitable safety features provided where appropriate?</b>				
	Yes	No	N/A	
1.3.1	Is there a reasonable speed limit in all areas and is it enforced?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.3.2	Are roadways marked where necessary (e.g. to indicate right away at road junctions)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.3.3	Are there suitable warning sign (e.g. direction signs, speed limit signs, give way)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.3.4	Are warning signs kept clean and legible?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.3.5	Are there additional safety features such as fixed mirrors, road humps, barriers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.3.6	Are all areas adequately lit including any yard areas, car parks and roadways?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>2 The Vehicles</b>				
<b>2.1 Are the (specialist) vehicles suitable for the work for which they are being used?</b>				
	Yes	No	N/A	
2.1.1	Do they have suitable and effective service and parking brakes?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.1.2	Do they have windscreens with wipers, and suitable external mirrors to provide optimum all-round visibility?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.1.3	Are they provided with horns, lights, reflectors, reversing lights and other safety features as necessary?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.1.4	Do they have seats and, where necessary, seat belts that are safe and provide driver comfort?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.1.5	Are there guards on dangerous parts of the vehicles (e.g. Power take-offs, chain drives, exposed exhaust pipes)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.1.6	Are drivers protected against bad weather conditions, or against an unpleasant working environment i.e. cold, dust, dirt, fumes, and excessive noise and vibration?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.1.7	Is there a safe means of access to and egress from the cabs and other parts that need to be reached?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.1.8	Are drivers protected against injury in the event of an overturn, and from falling objects?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Cont.

<b>2.2</b>	<b>Are vehicles subject to appropriate maintenance procedures:</b>	Yes	No	N/A
2.2.1	Do drivers carry out basic safety checks before using the vehicles?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.2.2	Is there a regular preventative maintenance programme for each vehicle?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>2.3</b>	<b>Are there procedures in place to ensure that your drivers and other employees are capable of performing their work activities safely and responsibly:</b>	Yes	No	N/A
2.3.1	Is the previous experience of drivers checked and are they tested to ensure they are competent?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.3.2	Is training provided on how to perform the job, and information about particular hazards, speed limits, the appropriate parking and loading areas, etc.?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.3.3	Is there a planned programme of refresher training for drivers and other employees to ensure their continued competence?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>2.4</b>	<b>Are drivers and employees checked to ensure they undertake their work activities in the appropriate manner:</b>	Yes	No	N/A
2.4.1	Do drivers drive with care (e.g. use the correct routes, drive within speed limits and follow other site rules)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.4.2	Do they park safely and in safe locations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.4.3	Are employees using safe working practices (e.g. when loading / unloading, securing loads, carrying out maintenance, etc.)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.4.4	Are drivers and other employees having to rush to complete their work on time, or is there a risk of accidents caused by fatigue as a result of excessive working hours?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>2.5</b>	<b>Is the level of management control / supervision suitable:</b>	Yes	No	N/A
2.5.1	Are supervisors, drivers and other employees, including contractors and visiting drivers, aware of the site rules and aware of their responsibilities in terms of maintaining a safe workplace and safe working practices?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.5.2	Is everyone in the workplace supervised and held accountable for their responsibilities, and is a clear system of penalties enforced when employees, contractors, etc. Fail to maintain standards?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>3</b>	<b>Vehicle activities</b>			
<b>3.1</b>	<b>Is the need for reversing manoeuvres kept to a minimum, and where reversing is necessary, is it undertaken safely and in safe areas:</b>	Yes	No	N/A
3.1.1	Is there scope for introducing a one-way system on routes to reduce the need for reversing manoeuvres?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.1.2	Are non-essential personnel excluded from areas where reversing is common?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.1.3	Are there clearly marked reversing areas which are clear to drivers and pedestrians?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.1.4	Is a signaller (banksman) available (when necessary) to direct reversing vehicles?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.1.5	Have persons who act as banksmen received adequate training in signals and hazards associated with the task?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.1.6	Are there external side-mounted and rear-view mirrors on the vehicles to provide optimum all-round visibility?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.1.7	Do the vehicles have reversing alarms?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Cont.

<b>3.2 Do drivers take care when parking their vehicles (including their own private cars) and do they park in safe locations:</b>			
	Yes	No	N/A
3.2.1 Do drivers use the designated parking areas?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.2.2 Do drivers always ensure that their vehicles and trailers are braked and secured before leaving them parked?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>3.3 Are loading and unloading operations carried out safely:</b>			
	Yes	No	N/A
3.3.1 Are loading and unloading operations carried out in an area away from passing traffic, pedestrians and others not involved in the loading / unloading operations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.3.2 Are loading / unloading activities carried out using safe systems of work on ground that is flat, firm and free from pot-holes?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.3.3 Are vehicles braked and/or stabilised (as appropriate) to prevent unsafe movements during loading and unloading operations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.3.4 Is loading / unloading carried out so that, as far as possible, the load is spread evenly to avoid the vehicle or trailer becoming unstable?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.3.5 Are checks made to ensure that loads are secured and arranged so that they cannot move about (e.g. slide forward if the driver has to brake suddenly or slide off if the vehicle has to negotiate steep inclines)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.3.6 Are checks made to ensure that vehicles are not loaded beyond their capability?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>3.4 Are sheeting and unsheeting operations carried out safely:</b>			
	Yes	No	N/A
3.4.1 Are sheeting and unsheeting operations carried out in safe parts of the workplace, away from passing traffic and pedestrians and sheltered from strong winds and bad weather?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.4.2 Are the vehicles parked on level ground, with their parking brakes on and the ignition key removed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.4.3 Are gloves, safety boots and, where necessary, eye and head protection provided, and used by those engaged in the sheeting / unsheeting operations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.4.4 Is there scope for using proprietary sheeting systems to avoid the need for manual sheeting?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.4.5 Where manual sheeting is unavoidable, is there a system in place which avoids the need for a person to climb on the vehicle or load (i.e. by providing a platform from which loads can be sheeted)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>





# Further Information

## Useful websites

### **Association of Industrial Road Safety Officers**

[www.airso.org.uk](http://www.airso.org.uk)

### **Brake**

[www.brake.org.uk](http://www.brake.org.uk)

### **Community Transport Association**

[www.communitytransport.com](http://www.communitytransport.com)

### **Confederation of Passenger Transport**

[www.cpt-uk.org](http://www.cpt-uk.org)

### **Department for Transport**

[www.dft.gov.uk](http://www.dft.gov.uk)

[www.roads.dft.gov.uk/roadsafety/wrrs/index.htm](http://www.roads.dft.gov.uk/roadsafety/wrrs/index.htm)

[www.thinkroadsafety.gov.uk/news/index.htm](http://www.thinkroadsafety.gov.uk/news/index.htm)

[www.highwaycode.gov.uk/index.shtml](http://www.highwaycode.gov.uk/index.shtml)

### **Institute of Advanced Motorists**

[www.iam.org.uk](http://www.iam.org.uk)

### **Institution of Occupational Safety and Health**

[www.iosh.co.uk](http://www.iosh.co.uk)

### **Lancashire County Council At-Work Road Safety**

[www.lancashire.gov.uk/environment/roadsafety/dif.asp](http://www.lancashire.gov.uk/environment/roadsafety/dif.asp)

### **Local Authority Road Safety Officers' Association**

[www.larsoa.org](http://www.larsoa.org)

### **National Assembly for Wales**

[www.wales.gov.uk](http://www.wales.gov.uk)

### **Occupational Road Safety Alliance**

[www.orsa.org.uk](http://www.orsa.org.uk)

### **Parliamentary Advisory Council for Transport Safety**

[www.pacts.org.uk](http://www.pacts.org.uk)

### **Department of Environment (Northern Ireland)**

[www.doeni.gov.uk](http://www.doeni.gov.uk)

### **Disabled Persons Transport Advisory Committee**

[www.dptac.gov.uk](http://www.dptac.gov.uk)

### **Driving Standards Agency**

[www.dsa.gov.uk](http://www.dsa.gov.uk)

### **Driver and Vehicle Licensing Agency**

[www.dvla.gov.uk](http://www.dvla.gov.uk)

### **Guild of Experienced Motorists**

[www.roadsafety.org.uk](http://www.roadsafety.org.uk)

### **Health and Safety Executive**

[www.hse.gov.uk](http://www.hse.gov.uk)

[www.hse.gov.uk/roadsafety/index.htm](http://www.hse.gov.uk/roadsafety/index.htm)

[www.hse.gov.uk/sources/index.htm](http://www.hse.gov.uk/sources/index.htm)

### **RAC Risk Management**

[www.racbusiness.co.uk](http://www.racbusiness.co.uk)

### **Road Safety Council of Wales**

[www.roscow.org.uk](http://www.roscow.org.uk)

### **Roadsafe**

[www.roadsafe.com](http://www.roadsafe.com)

### **Royal Society for the Prevention of Accidents**

[www.rospra.com](http://www.rospra.com)

### **RoSPA Advanced Drivers' Association**

[www.roadafreeserve.co.uk](http://www.roadafreeserve.co.uk)

### **Scottish Accident Prevention Council**

[www.sapc.org.uk](http://www.sapc.org.uk)

### **Scottish Executive**

[www.scotland.gov.uk](http://www.scotland.gov.uk)

### **Scottish Road Safety Campaign**

[www.srsc.org.uk](http://www.srsc.org.uk)





## Let Us Help

Call **0870 8900825**

The RAC Safety Audit is designed to highlight where you are most vulnerable, an RAC safety audit evaluates risk exposure.

### What we do is:

**1** Carry out a fact find (not a fault find) of your current policy and procedures

**2** Present a findings report with our recommendations

**3** Work with you (as you require) to help

- Develop policies that work for you
- Ensure your practices meet legal obligations
- Simplify documentation with RAC templates

## Let Us Help

Call **0870 8900825**

RAC Risk Management has launched an annual licence to an online policy document, which is updated continuously to reflect changes in legislation. Using this system, an institution is able to personalise the document to reflect their requirements with the ability to print multiple copies or link into the institution's intranet.

# Let Us Help

Call **0870 8900825**

RAC Risk Management can offer institutions assistance with the assessment of risk to individual drivers.

The road safety risk assessment enables institutions to identify 'high risk' drivers who are likely to be involved in a crash. This is achieved in two-ways:

- Driver profiling.
- Competency based assessment.

The 'profile' enables companies to benchmark their drivers against each other as well as measure them against established best practice guidelines published by government agencies, e.g. miles driven and experience.

The 'competency based assessment' measures an individual driver's attitude, knowledge, behaviour and hazard recognition skills. It has evolved over a number of years, with benchmark scores established by distinct groups of drivers including graduates, sales persons, engineers, armed forces personnel and the police.

Taken together, the results enable an institution to target training and risk reduction actively, where it is most required. It allows employers to act to the needs of all their drivers in a proactive way. Instead of waiting for incidents to happen, drivers can be provided with the training and development they require to be safe at all times.

At the end of the assessment the 'student' is e-mailed their risk rating together with a further course of action.

Full management results are available as documentary evidence of compliance should that evidence be necessary.

Let Us Help

Call **0870 8900825**

## Practical programmes to help protect lives, save money and time

Training solutions available on-road and in the classroom.

### Driver training

- For cars, vans or HGVs. Ideal for initial training or as a refresher.

### Seminars and interactive self-study

- Computer-based seminar – causes of accidents and help to avoid them.
- Task observer – how to make formal risk assessments and reinforce core training.
- ‘Survival’ CD – looks at attitude, perception, knowledge, behaviour and assesses how well a driver deals with risk and hazards.

### Practical on-road / in-vehicle training

- Safety and fuel economy – review and help improve safety and economy.
- UK familiarisation – helping overseas employees with UK driving.
- Manoeuvre/parking – for drivers new to vans, minibuses or commercial vehicles.
- Draw-bar trailer towing – learn about draw-bar trailer towing and manoeuvring.
- Risk assessment – for new starters or pre-employment appraisal.
- Refresher training – updates abilities and changes in legislation, traffic and technology.

**Call to find out more about what type of training would best suit your needs and budget**

# Let Us Help

Call **0870 8900825**

We will help you meet your legal and corporate responsibility by:

- helping you to ensure that those who drive on your institute's business are qualified to do so;
- regularly checking licenses;
- the regular production of management reports and direct feedback.

The RAC have unique access to the DVLA database, which means slick processing and frequent reporting on groups / specific individuals.

You send us details of all individuals who drive on institute business, preferably on an Excel spreadsheet.

We will require each person listed to complete and sign a mandate which gives us permission to approach the DVLA on your behalf.

On receipt of the mandate we will check the licence status of each person with the DVLA. You will then receive a bespoke report advising you of the precise status of each individual.

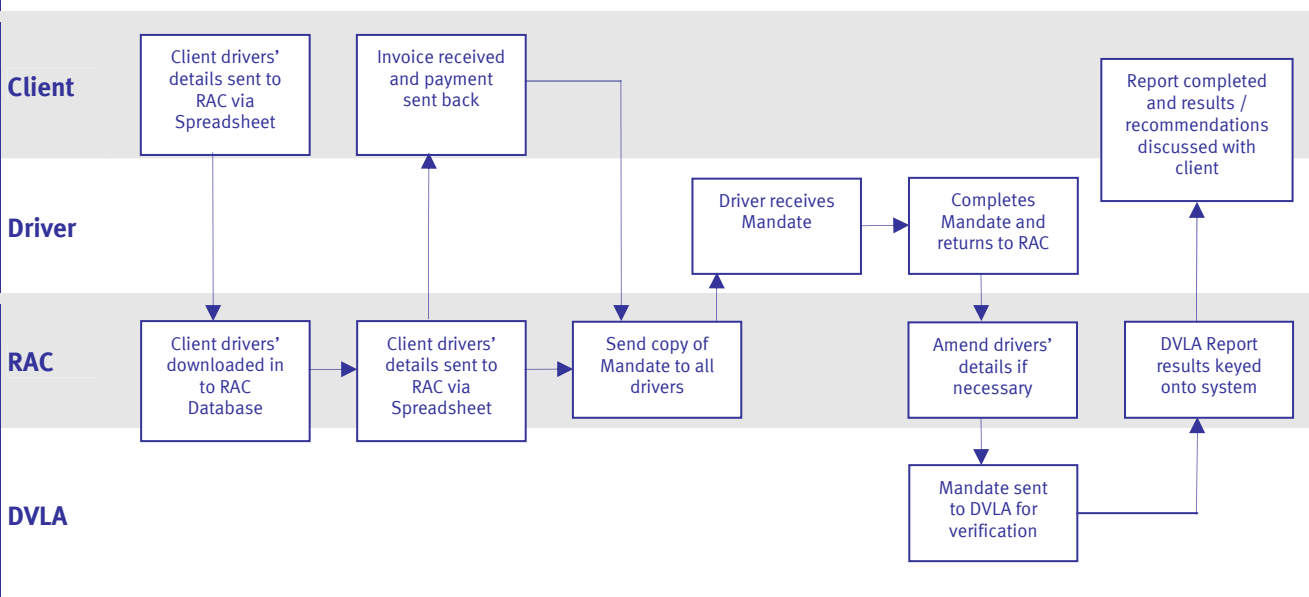
The report will show:

- type of licence held;
- any endorsements or disqualifications, plus their expiry dates;
- confirmation of all driver details (including addresses).

For those deemed most at risk (high penalty points) – we will also suggest ways to help improve their safety.

## The Process

### Process for Driving Licence Compliance Checking





**PASS PLUS** is a training scheme for new drivers. It's much more than just a few extra lessons. This specially designed course by the Driving Standards Agency (DSA), with the help of insurers and the driving instruction industry, helps you

→ **gain valuable driving experience safely**

you will be taught how to deal with a wide range of road and traffic situations, many of which you probably won't have faced before

→ **build on your existing skills and knowledge**

it can take years to become a skilled driver. **PASS PLUS** helps get you there by speeding up the learning process under expert tuition

→ **reduce your risk of being in a road crash**

the course will help boost your awareness of all kinds of hazards and help you learn how to anticipate, plan for and deal with them safely

→ **save money on car insurance premiums**

naturally, you will have to pay for the course. Fees for the **PASS PLUS** course will vary depending on where you live and the instructor or driving school you choose. Bear in mind too that it will take a **minimum of six hours**, all of which need to be taken after passing your test. If more sessions are needed for you to successfully complete the course, this may add to the cost.

When you have successfully completed the course, you are advised to check available discounts offered by the insurance companies taking part in the scheme. The amount you save will depend on the company you choose, you may even save more than you paid for the course.

→ **boost your confidence**

if you feel nervous driving on your own, the **PASS PLUS** training can help you become more confident on the roads

→ give peace of mind to your loved ones

→ **PASS PLUS** consists of six practical modules which cover driving in town, in all weathers, on rural roads, at night, on dual carriageways and on motorways. You can take it at any time within the first 12 month of passing your test.

→ **There is no test at the end of it** – your driving will be continually assessed and you should successfully complete all the modules in the course to an **achieved** or **exceeded** standard:

- achieved – successfully reached the standard required for each of the competencies
- exceeded – exceeded the required standard for each of the competencies

In exceptional circumstances, if a module can't be done on the road it will be covered in a theory session. The highest level you can reach is '**achieved**' as you've not been able to demonstrate the relevant practical skills.

Don't worry if you haven't got a car at the moment, you may be able to defer the discount for up to two years. Again, check with your insurance company.

If you passed your test more than a year ago you should check that you'll be eligible for the discounts on offer from your insurance company before you take the course.