

Bradfield Parish Council

## **Safe Driving at Work Policy**

Adopted by the Council 26<sup>th</sup> September 2012

## **INTRODUCTION**

The benefits from managing work-related road accidents can be considerable.

The true cost of accidents in the work place are, nearly always higher than just the cost of repairs and insurance claims.

Organisations who promote sound health and safety driving practices and good safety culture at work may well find it overflows into private driving, which could reduce the chances of staff being injured outside work and so help to reduce time lost.

Case studies and research shows that having an effective Driving Policy can result in the following benefits:-

- fewer days lost due to injury;
- reduced risk of work related ill-health;
- reduced stress and improvement of morale;
- less need for investigation and paperwork;
- less lost time due to work rescheduling;
- fewer vehicles off the road for repairs;
- reduced running costs through better driving standards;
- less chances of key employees being banned from driving, e.g. as a result of points on their licenses.

This Policy on Safe Driving document brings the Council into line with the Management of Health and Safety at Work Regulations 1999.

Staff involved in driving either Parish Council vehicles or private vehicles on work matters should fully familiarise themselves with the contents of this document.

## **LEGISLATION**

There is a legal duty under the Health and Safety at Work etc Act 1974 to ensure as far as reasonably practicable, the health and safety of all employees while at work.

Employers and employees also have a duty to ensure that others are not put at risk by work related driving activities.

The Management of Health and Safety at Work regulations 1999 also apply and require that a risk assessment is undertaken of significant risks and that effective management controls are put in place and implemented. When considering driving safety there are a number of road traffic laws to also take into account, these include:-

- Road Traffic Act.
- Road Vehicles (Construction and Use) Regulations.

## **POLICY APPLICATION**

The Council recognises the need to protect employees and others from the dangers of work undertaken by contractors and sub-contractors on its behalf.

- Complying with the above regulations.
- Providing standards not less than those set out in the approved Codes of Contract.
- Taking all reasonable steps to ensure as far as reasonably practicable that employees driving at work do so in a manner that reduces the risk to themselves, other employees or a person who could be affected.

In support of this the Council will instigate the following practical steps:-

## **Bradfield Parish Council Vehicles**

The overall responsibility for ensuring that Bradfield Parish Council vehicles are maintained to an adequate level to ensure they are road worthy and safe lies with the driver of the vehicle and will be monitored by the Clerk/Assistant to the Clerk.

The driver shall ensure that the following checks / inspections are made;

- MOT test – 12 months
- Road Tax – 6 or 12 months
- Servicing and other formal safety checks – as per manufacturer's recommendations.
- Driver safety checks – weekly

## **Insurance**

The Clerk is responsible for ensuring that all Bradfield Parish Council vehicles have adequate insurance cover.

The drivers of private cars must ensure that their car is insured for use at work (business use). It is the Clerk's responsibility to ensure that no one is required to use their own vehicle if they do not have adequate insurance cover.

A log will be provided in each vehicle. This must be filled in by the (non regular) driver of that vehicle and dated.

## **Driver's Licences**

All personnel driving vehicles on Bradfield Parish Council business must be in possession of a full and valid driving licence. It is the responsibility of the Assistant to the Clerk to check the licences of any employee required to drive Bradfield Parish Council vehicles.

New personnel taking up a post which requires driving of Bradfield Parish Council vehicles must produce a valid licence. All licences will be checked at regular intervals (which should not be less than annually).

It is the responsibility of individual drivers to inform the Clerk/Assistant to the Clerk immediately if for any reason they have penalty points added or their licence removed. Drivers will pay any fines incurred for any offence or parking tickets.

## **Use of mobile phones in vehicles**

It is a legal offence to use a mobile phone in a vehicle when the engine is running. This includes when stationary at traffic lights or when parked on or adjacent to roads when the engine is running.

No BPC employee should use a mobile phone whilst in the driving seat of a vehicle and the engine is running.

There are two exceptions to this rule:-

- 1) If your life is in danger and you need to contact emergency services on 999 and to stop would exacerbate the situation.
- 2) If the mobile phone system can be activated totally hands free.  
To be totally hands free there must be no need to take either of your hands off the steering wheel. Such systems can be activated by voice or automatically cut in.

Although these can be used when driving it is important to consider if the road conditions are such that it is safe to do so.

If the weather conditions are poor or the traffic is heavy then cut the conversation short and find a safe place to stop then phone the caller back.

Totally hands free systems will be fitted to vehicles only if the Clerk considers that this is essential.

All staff who have these systems and those who are contacting them must receive instructions on how they should be used.

### **Driver's Health**

The responsibility for ensuring that drivers of Bradfield Parish Council vehicles have the required medical checks to ensure they are fit to drive lies with the Clerk.

No member of staff should drive at work under any circumstances which they know may affect their ability to drive safely. It is the duty of any member of staff to inform their Line Manager if they are suffering from any illness or health condition which impairs their ability to drive or if they are required to take medicine that might affect their judgement.

No member of staff should drive at work when they are under the influence of alcohol or drugs.

### **Working day duration**

When driving long distances all drivers should take a rest of 15 minutes after two hours of continuous driving.

### **Private use and passengers**

It is not allowed to use Parish Council vehicles for private use or carry passengers who are not authorised (unless in an emergency).

### **IMPLEMENTATION OF THE POLICY**

The policy will be continually monitored and regularly reviewed to ensure that it is effective in the management of health and safety of persons who drive for Bradfield Parish Council.