**Sample of a Driving at Work Policy**

**Adapt this policy to suit your business**

The Directors of (Company Name) recognise that managing Driving at Work activities have equal importance to all other operations within the business. The company will commit to operating in accordance with UK ‘Driving at Work’ legislation in relation to:

* Health and Safety at Work Act 1974
* Management of Health and Safety at Work Regulation 1999
* Provision and Use of Work Equipment Regulations 1998
* Corporate Manslaughter and Corporate Homicide Act 2007
* Road Traffic Act 1988 as amended
* Road Transport (Working Times) Regulations 2005

The company directors aim to reduce the risks to employees and third parties from ‘driving at work’ activities relating to the company as far as is reasonably practicable. Particular attention will be paid to:

* Provision of resources for effective implementation of the policy
* Planning for motor fleet risk management
* The provision of well maintained and it for purpose vehicles
* Provision of adequate information, instruction, training and supervision of drivers
* The provision of systems of work that do not put drivers and members of the public at risk from driving activities All managers and drivers are expected to cooperate with the company’s Driving at Work Policy and Procedures relating to

managing driving at work activities. Drivers are required to give their safety and that of other employees and members of the public the highest priority when driving for work.

# Responsibilities Relating to Driving at Work

All roles within the company have specific responsibilities relating to keeping drivers safe whilst they are driving as a work activity. The following information offers examples that can be used in your policy.

## Company Directors / Owner

* + To make adequate resources available to prevent collisions whilst employees are driving at work
  + To ensure adequate controls are in place to manage motor fleet risks arising from driving at work activities
  + To monitor the effectiveness of motor fleet risk management policies and procedures
  + To arrange regular audits to assess that motor fleet risk management is being effectively implemented
  + To form a driving at work safety committee that meets regularly to discuss and develop risk management strategies and monitor motor claims performance

## Senior Managers

* + Ensure depot managers be given training to deliver best management practices
  + Ensure driver risk assessments to be completed
  + Arrange for driver’s to be trained and competent to drive
  + Carry out implementation of driving at work policies and procedures
  + Oversee investigation of serious accidents
  + Conduct accident investigation reviews by Depot Managers
  + Consult on motor risk management procedures with drivers
  + Ensure depot managers receive bulletins on motor fleet risk management
  + Communicate driver briefings on accident investigations
  + Attend motor fleet risk management committee meetings

## Depot Managers

* + Give authority for employees to drive a business vehicle
  + Implement ‘driving at work’ policies and procedures
  + Implement company disciplinary procedures
  + Regularly check condition of vehicles in fleet and keep written records
  + Ensure vehicles are serviced and maintained to manufacturer standards and keep written records
  + Administer the vehicle defect reporting process
  + Attend motor fleet risk management meetings as required
  + Communicate weather conditions to drivers
  + Carry out driving at work risk assessments
  + Arrange driver training to meet needs of drivers
  + Lead accident investigations in line with procedures
  + Send out fleet risk management bulletins are sent to drivers

## Drivers

* + Run vehicle condition checks in line with procedures and keep written records
  + Sign mandate form to allow DVLA licence checks
  + Inform line manager of driving convictions and penalty points
  + Always drive defensively to protect employees, members of the public and themselves
  + Avoid driving if under the influence of drugs, alcohol or if unit in anyway
  + Always wear a seat belt and ensure any passengers wear seat belts
  + Be familiar with and adhere to the Highway Code and observe speed limits on all roads
  + Keep own vehicle maintained to a high standard including regular interior and exterior cleaning
  + Take eyesight tests in line with company policy
  + Follow the company mobile phone policy
  + Follow company procedure for reporting any vehicle damage and incidents

## Human Resources

* + Include driving at work guidance and legislation in induction training for new drivers
  + Communicate driving at work issues to all drivers
  + Support disciplinary procedures in relation to driver performance

## Health and Safety Manager

* + Be involved in review of motor fleet risk management policies and procedures
  + Participate with accident investigations and analyse incident reports in addition to providing feedback to the driving at work safety committee
  + Ensure health and safety legislation is complied with

## Non-Driving Employees

* + Adhere to the company mobile phone policy
  + When a passenger, keep conversation to a minimum to avoid distracting the driver

## Finance and Insurance Department

* + Report to the motor fleet risk management committee on claims analysis
  + Make provision for financing motor fleet risk management issues including adequate vehicle servicing, in vehicle technology, driver licence checks and driver training

# Arrangements and Requirements for Drivers

## Driver Safety

All drivers must follow the Highway Code and speed restrictions relating to the roads they use.

Drivers involved in a collision in their vehicle must use the company scene of accident reporting form to record the incident. Employees should also phone the accident reporting number provided within 2 hours of a collision.

Following a collision all drivers must complete any training and intervention courses within an appropriate timescale required by the business.

Always comply with wearing a seat belt and ensure all passengers wear seatbelts as well.

## Licence Checks

Drivers must always have a drivers licence that is relevant to the class of vehicle(s) they are required to drive. A new employee will have their licence checked on joining the company and afterwards at minimum six monthly intervals. The DVLA mandate form is required to be signed by new employees.

## Vehicle Condition

The company will provide a vehicle that is it for purpose. Company vehicles must be maintained and serviced in line with manufacturers recommendations.

Drivers are required to maintain their vehicle in adequate condition with focus on:

* + Tyre pressures
  + Tyre tread depth
  + Fluid levels

These items should be checked prior to the vehicle being driven and a record must be kept of the checks conducted.

Vehicle defects should be reported to your line manager immediately both verbally and using the appropriate form, any vehicle with a serious defect should be taken off the road for repair.

## Journey Planning

Business journeys by road should only be undertaken when public transport or other types of communication that negate the need to meet face-to-face cannot be used. Journey scheduling will be realistic in terms of timescales and will include adequate rest breaks.

If you feel too fatigued to drive safely it is important you inform your line manager straightaway. Overnight accommodation and food can be arranged by the business when drivers are fatigued and it would be too high risk to drive.

Drivers must remember to take a break at least ever two hours during a journey.

Your line manager/depot manager and the management team will monitor weather conditions and reschedule planned journeys when travel conditions present an unreasonable danger to drivers.

## Mobile Phone Policy

It is illegal to use a hand held phone when driving and all employees are required to comply with legal requirements. Whilst it is legal to use a mobile phone with a hands free kit, this presents a significant distraction to the driver and mobile phones should only be used when absolutely necessary. All drivers will be provided with a hands free kit.

During driving mobile phones should be turned off and when a message is received drivers should pull over, park up safely, turn off their vehicle ignition and only then should they respond to their messages.

Problems with hands free phone kits should be raised with your line manager. Whilst a hands free kit is being repaired or replaced drivers are not permitted to use their hand held phones when driving, however once pulled over, parked up and the ignition switched off then drivers are permitted to make calls as long as they are kept brief.

Drivers failing to comply with these requirements will be subject to (Company Name) disciplinary procedures.

## Other Driver Distractions

Drivers are faced with a range of in-vehicle distractions and are required to followed company procedures to avoid driving distraction.

* + Not to eat or drink when driving
  + To secure all loads in the back of their vehicle or outside their vehicle to prevent them moving around
  + Keep all distractions to a minimum e.g. playing loud music, changing radio channels or CD’s etc.
  + Enter satellite navigation destinations whilst your vehicle is stationery, positing it to avoid obstruction your view of the road

## Drink and Drugs Policy

(Insert Company Name here) have a zero tolerance approach to drivers under the influence of alcohol or drugs.

Any driver prosecuted for drink or drugs offences will be subjected to disciplinary procedures and possibly dismissal from the company.

Drivers are required to report all pending prosecutions from drink and drug driving to their line manager whether or not they were driving for work or on leisure time at the time of the incident. Any driver failing to report a pending prosecution will be subjected to disciplinary action.

If a driver believes they are over the drink limit they must not drive and should inform their line manager who will sign them off driving duties and possibly ask them to take a day of annual leave.

Drivers taking prescription drugs or over the counter medicines must firstly check if their driving performance will be affected, and if so they must report this to their line manager.

If any employee suspects that a colleague may be under the influence of alcohol or drugs at work they are encouraged to report their concerns, anonymously if necessary, to a member of the management team.