

# DRIVING AT WORK POLICY

A large, white, shield-shaped graphic is centered on the page. It has a thick white border and a white interior. The background of the entire page is a dark blue map with white lines representing streets and buildings.

**FLEET  
SAFETY**  
*Academy*



## MY NAME'S

# James Wooldridge

## FOUNDER OF FLEET SAFETY ACADEMY

I'm a risk management consultant with over 20 years experience. I've held a range of roles over the years in insurance companies and in government enforcement authorities. I've visited hundreds of businesses and met many businesses owners who are worried about meeting their legal obligations as employers and frustrated about the number of motor fleet claims affecting their business fleet. I set up my consultancy a few years ago with the aim of helping businesses protect their employees and their business assets and reducing their insurance claims costs.



A handwritten signature of James Wooldridge in black ink.

*James Wooldridge*

Fleet Safety Academy, Director



02

T: 0333 567 2003

E: [james@fleetsafetyacademy.co.uk](mailto:james@fleetsafetyacademy.co.uk)





## *The Story so far...*

I trained as a local government Environmental Health Officer so I got to visit restaurant kitchens and take legal action when I found dirty conditions and the odd dead cockroach behind a freezer. I also enforced health and safety standards in retail and distribution businesses and got involved in detailed accident investigations.

After some time I wanted more experience of high hazard industries and I managed to land a place as a trainee factory inspector for the Health and Safety Executive. I got world-class training, I went back to taking more exams and I had to prove my competence to time served HM Principal Inspectors of Health and Safety. As a qualified inspector I got deep experience of the manufacturing, agriculture and construction sectors and I got involved with investigating some pretty nasty accidents.

I was spending all my time running from one accident investigation to the next and it was clear that more proactive advice was needed by businesses if these accidents were going to be prevented. So I joined the insurance sector and it was a breath of fresh air! Business owners opened up to me because they knew I was there to help them.

At this time I started to work with motor fleet underwriters. The common view back then was that driver training WAS motor fleet risk management. I started to engage a motor fleet risk management company to work with policyholders and I realised that much of what I knew about liability risk management could be translated to managing motor fleets and drivers to prevent accidents.

Since then I have visited many businesses who have too many accidents affecting their fleet and who pay increasingly large motor fleet insurance premiums and lose increasing amounts of money in uninsured claims costs. Some businesses had employees or members of the public killed or seriously injured by their driving activities. The management teams of these businesses didn't have a motor fleet risk management strategy. Many businesses hadn't even told their drivers they had a problem with motor fleet claims costs. So I decided to start a service for business owners and business management teams. A service for those businesses having too many fleet accidents or worrying about accidents, that gives businesses sound advice on risk management and motor fleet claims prevention issues.

I want to give businesses the tools to prevent accidents and develop a robust claims defence and I've put this free report together to help you achieve just that. Following the advice in the report will greatly help you produce a Driving at Work policy that will help to effectively prevent incidents involving driving at work activities in your business. It suggests a policy statement, possible responsibilities for different people in your business and specific arrangements in relation to driving activities. If you put this advice in place you will be moving towards best practice risk management. The advice is based on years of experience and practice in the field by our consultants over many years. So we know this advice works!

# INTRODUCTION TO

## *Driving at work Policy*

This e book is designed to give you a template for developing a driving at work policy for your business. The intention is that you can take the policy outlined below and tailor it to best fit your business and the nature of driving involved in your business operations. So this policy is not written as a done for you document, you'll need to make some change, but at least you have some pointers to give you some inspiration! I hope you find it useful.

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04

T: 0333 567 2003

E: [james@fleetsafetyacademy.co.uk](mailto:james@fleetsafetyacademy.co.uk)



# DRIVING AT *Work Policy*

The Business Directors believe that managing Driving at Work activity has equal importance to all other operations within the business. We will operate in accordance with 'driving at work' legislative requirements 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 business directors therefore aim to reduce the risks to employees and third parties from 'driving at work' activities relating to the business as far as is reasonably practicable.

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Particular attention will be paid to:

1. Provision of adequate resources for effective implementation of the policy.
  2. Planning for motor fleet risk management.
  3. The provision of well maintained and fit for purpose vehicles.
  4. Provision of adequate information, instruction, training and supervision of drivers.
  5. The provision of systems of work that do not put drivers and members of the public at risk from driving activities.
  6. All managers and drivers are required to cooperate with company driving at work policy and procedures relating to managing driving at work activities. Drivers are required to place their safety and that of other employees and members of the public as the highest priority when driving for work.
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# RESPONSIBILITIES

## Relating to Driving at Work

All roles within the business will have responsibilities that relate to keeping drivers safe whilst they are driving as a work activity. The following are examples that can be used in your policy.

### *Business Directors / Business Owner*

- To make adequate resources available to prevent collisions whilst employees are driving at work.
- To ensure adequate controls are in place to control motor fleet risks arising from driving at work activities.
- To monitor the effectiveness of motor fleet risk management policies and procedures.
- To form a motor fleet risk management steering group to meet on a regular basis, develop risk management strategies and monitor performance on motor fleet claims.
- Monitor the implementation of driving artwork policies and procedures.
- To assist in investigations of serious accidents.
- To consult with drivers on motor fleet risk management procedures.
- Attend motor fleet risk management committee meetings.
- Implement the Company disciplinary procedures.
- Monitor that vehicle condition checks are being carried out and keep a written record.
- Administer the vehicle servicing and maintenance requirements and defect reporting process.
- Undertake accident investigations following the procedure established by the business.

### *Managers*

- Ensure that adequate driver risk assessments have been completed.
- Ensure that drivers and their line managers are competent, adequately trained and provided with regular communications on motor fleet risk management.



06

T: 0333 567 2003

E: james@fleetsafetyacademy.co.uk





## *Drivers*

- Carry out vehicle condition checks following the procedure required by the business and keep a written record.
- Sign the mandate form to allow DVLA licence checks.
- Report any penalty points or driving convictions to their line manager.
- Practice defensive driving to protect themselves, other employees and members of the public.
- Must never drive a vehicle if they are unfit to do so or if they are under the influence of drugs or alcohol.
- Must always wear a seat belt and ensure that passengers do so.
- Must always follow the Highway Code and observe speed limits.
- Ensure that your vehicle is maintained in a clean and tidy condition.
- Undertake eyesight tests as required by company procedure.
- Must adhere to the mobile phone policy issued by the Company.
- Record any damage incident to your vehicle using the Company procedure and inform your line manager as soon as possible.

## *Human Resources*

- Incorporate driving at work content in induction training for drivers.
- Ensure that information on driving at work issues is effectively communicated to drivers.
- Support the use of disciplinary procedures in relation to driver performance.

## *Health and Safety Manager*

- Assist in reviewing motor fleet risk management policies and procedures.
- Undertake accident analysis and provide feedback to the motor fleet risk management committee.

## *Non-Driving Employees*

- Must observe the Company mobile phone policy included below and not require driving colleagues to talk whilst driving.



# ARRANGEMENTS AND *Requirements for Drivers*

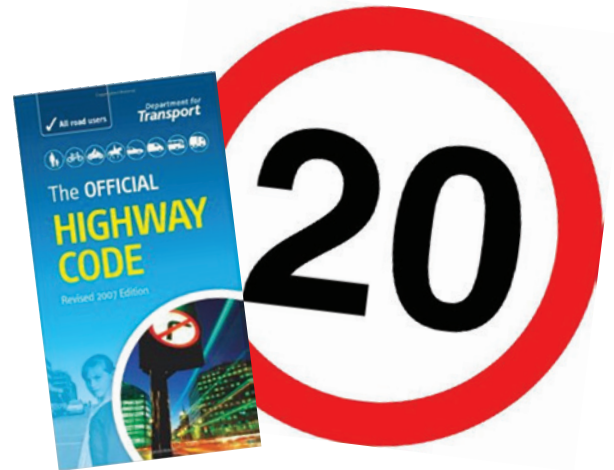
## *Driver Safety*

All drivers are required to follow the Highway Code and the speed restrictions relevant to the road being used.

Any employee involved in a collision in their vehicle must use the company scene of accident reporting form. The details of the accident should be phoned through on the number provided on the reporting form within 2 hours of the collision.

Any training or intervention steps offered following a collision in a business vehicle must be taken by the driver within an appropriate timescale.

Ensure that you and all passengers in the car are wearing a seatbelt during the journey.



## *Licence Checking*

All drivers must have a driving licence that is relevant to the class of vehicle they are required to drive. A new employee will have their licence checked on joining the business and then on at least a six monthly basis. The DVLA mandate form is required to be signed by the new employee.

Any penalty points or endorsements on your licence must be reported to your line manager as soon as possible. Failure to report will result in disciplinary proceedings being taken.

## *Vehicle Condition*

The business will provide you with a vehicle that is fit for purpose. Vehicles provided by the business will be maintained and serviced in line with manufacturers recommendations.

You are required to ensure that your vehicle is maintained in an adequate condition with a particular focus on:

1. Tyre pressures
2. Tread depth
3. Fluid levels



08

T: 0333 567 2003

E: [james@fleetsafetyacademy.co.uk](mailto:james@fleetsafetyacademy.co.uk)





These items should be checked before the vehicle is used with a record of the check made on an appropriate record form.

Any defect on a vehicle owned by the business must be reported to your line manager immediately on the appropriate form for reporting vehicle defects. Any vehicle with a serious defect will be taken off the road and repaired immediately.

## *Journey Planning*

Business journeys by road should only be undertaken when public transport or other means 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 tired to drive safely you must tell your line manager immediately. Overnight accommodation and food can be arranged and the business will make arrangements for accommodation if fatigue is an issue.

All drivers should take a break at least every two hours during a journey.

The management team will monitor weather conditions and will reschedule journeys if road conditions could present a 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.

When driving, the mobile phone should be turned off and when a message is received, the driver should pull over when safe to do so, turn off the vehicle ignition and respond to the message. If a call needs to be made, the vehicle must be stopped in a safe place with the ignition turned off before a number is dialed.

Any problem with the hands free kit must be reported to your line manager immediately. If a hands free kit is being repaired or replaced and the driver has no hands free kit, they are not permitted to use a hand held phone.

All office staff must be required to only call a driver when absolutely necessary and understand that a short message must be left so the driver can call back when it is safe to do so. If a driver has to take a call hands free the office staff must ensure that the call is made as short as possible.

Any driver who does not follow these requirements will be subject to disciplinary procedures.

## *Other Driver Distractions*

There is a range of distractions for drivers and employees are required to follow these requirements:

1. Do not eat or drink when driving.
2. Ensure that any loads in the back of a car or van are secured to prevent them moving around.
3. Drivers are required to keep other distractions to a minimum.
4. Enter destination details into satellite navigation systems when the vehicle is stationary in a safe place. Any devices should not be positioned so as to obstruct the view of the road.

# DRINK AND DRUGS

## Policy

We take a zero tolerance approach to driving whilst under the influence of alcohol or drugs.

Any driver prosecuted for a drink or drug driving offence will be subject to disciplinary procedures that may result in dismissal from the business.

Drivers are required to report any pending prosecutions for drink or drug driving to their line manager whether or not they were driving for work at the time of the incident. Failure to report a pending prosecution will result in disciplinary action being taken.

If a driver believes they are over the drink drive limit they must not drive. They must inform their line manager and they will be given duties that do not require driving or they may be required to take a day of annual leave.

Drivers taking prescription drugs or over the counter medicines must check that their driving performance will not be affected by the medicine. If there is a chance that driving performance is affected the driver must report this issue to their line manager.

In an employee is concerned that a colleague may be driving under the influence of alcohol or drugs they are encouraged to report their concerns, anonymously if necessary, to a member of the management team.



10

T: 0333 567 2003

E: [james@fleetsafetyacademy.co.uk](mailto:james@fleetsafetyacademy.co.uk)



# GREY FLEET DRIVERS

## *Using Your Vehicle for Work Purposes*

Any employee using their own vehicle for business purposes must have business use cover on their insurance policy. All grey fleet drivers need to present their vehicle registration document (V5), MOT certificate if applicable and insurance policy certificate to their line manager on an annual basis.



Any employee using their own vehicle for business purposes must maintain their vehicle in a roadworthy and safe condition. If your vehicle is being repaired and you need to drive for work purposes, give your line manager as much notice as possible so an alternative vehicle can be arranged for you.

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So there you go.

**A policy document for driving at work to keep your drivers and third party road users safe that you can start implementing straight away.**

There are loads of other risk management actions you need to take, I'm sure we both know that, but the issues I have outlined here are **key aspects for getting your business complying with driving at work requirements, preventing collisions, reducing claims costs and defending your business in court.**

These tips will **help you when an enforcing authority inspector comes to visit** so by implementing this advice you can sleep better at night too.

Go ahead and get started on these actions over the following weeks. I'll be in touch to see how you are getting on. **My aim is to help business owners keep their employees safe and reduce insurance claims.** If that sounds like something you want to apply to your business, I look forward to working with you.

If you have any questions or need any help on the driving at work policy development process, please get in touch with me:

*James*

**T: 0333 567 2003**

**E: [james@fleetsafetyacademy.co.uk](mailto:james@fleetsafetyacademy.co.uk)**

