



City of
BRADFORD
METROPOLITAN DISTRICT COUNCIL

Safe Driving at Work Framework Policy

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Issued by the Occupational Safety Team

Safe Driving at Work Framework Policy

Bradford Metropolitan District Council provides many services which require the use of vehicles and recognises the need to protect employees and others from the dangers associated with work related driving. We see the effective management and monitoring of risks relating to transport of goods, services and persons as an integral part of our overall safety culture.

This policy is a supplement to the Council's Health and Safety at Work Policy and the responsibilities and health and safety arrangements outlined in this document are in line with the overarching health and safety responsibilities. It is intended to cover the use of all vehicles whether they belong to the Council, hired, leased or are privately-owned.

My management team and I fully support this policy.



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Kersten England
Chief Executive
City Hall, Bradford, BD1 1HY

Date: 1st November 2021

Introduction

About a quarter of all vehicle miles travelled annually on Britain's roads are for business purposes (excluding commuting). Business drivers have collision rates that are 30 – 40% higher than private drivers.

The benefits from managing work-related road accidents can be considerable. The true costs of accidents in the work place are always higher than just the cost of repairs and insurance claims. Applying safe driving methods at all times can assist in reducing accidents both in and outside of work resulting in less time lost.

An effective safe driving policy and procedures can result in the following benefits: -

- More accurate management information on road related risk
- Fewer vehicles off the road for repair, reducing running costs
- Less need for investigation, resultant documentation and re-scheduling of work
- Fewer days lost due to injury
- Reduce the risk of work related ill-health, stress and improve morale

Note

The Distraction from Driving Policy along with all the other driver related guidance should be read in conjunction of this policy document.

Legislation

The Health & Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999 place a legal duty on employers to ensure, as far as is reasonably practicable, the health and safety of all employees while at work. Both pieces of legislation require suitable risk assessments and risk management prior to carrying out work activities. Therefore, risk assessments on all aspects of driving, whether it is all or part of the activity, must be carried out and suitable records kept of the findings. Findings from the risk assessment process must be shared with all those who will be affected by the activity.

The Council must also comply with a number of road traffic laws including the Road Traffic Act and the Road Vehicles (Construction and Use) Regulations with regard to work related driving.

Policy Scope and Application

The scope and application of this policy, including associated procedures and guidance, applies to all vehicles (regardless of ownership) within the control of, or being used by, the Council. This includes HGV, LGV, Passenger carrying vehicles, whether or not they fall under the Operators Licence, Private cars, Lease and Hired vehicles, Motorcycles, Mopeds and Motor scooters.

The Council recognises that within its organisation there is a need to standardise procedures on driving activities common to all departments and would be subject to periodic review. Where a department cannot adhere to a standard procedure, it must implement an alternative procedure of a similar or greater standard.

The requirements of driving at work (business purposes) can be broadly split into three main areas of control:-

- The Driver – e.g. competency, health, fitness and training.
- The Vehicle – e.g. suitable for intended purpose, condition, safety equipment.
- The Task – e.g. journey planning, scheduling, duration and distance of the journey, weather conditions.

Suitable arrangements are required to manage the risks associated with work related driving that ensures

- All persons who drive for work are suitably trained, qualified, insured and are fit to drive.
- All vehicles used for Bradford Council business regardless of their ownership are suitable, safe, properly maintained and are fit for purpose.
- Managers assess and reduce the risks from work related driving within their area of control.
- The amount of driving for work purposes to be reduced as far as is practicable. Consideration needs to be given to journey planning and use of buses, trains, telephone, video conferencing etc. as a safe alternative.
- The requirements to monitor and regulate driver hours and performance are observed.
- Employees and others who drive on behalf of the Council are provided with suitable information regarding work related driving.

General Requirements

It is a requirement of this policy:

- Before any vehicle is provided for Council use, the vehicle type and suitability will have been subject to a specified purchasing policy (contact Fleet Services for details)
- Wherever possible, Council vehicles are provided and where necessary will be adapted to allow the driver to safely and easily exit the vehicle on the passenger side (near side) if needed for safety reasons.

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- No modifications, home made additions or DIY work will be carried out on Council vehicles by unauthorised persons. All alterations and repairs must be authorised and can only be carried out by Council appointed competent persons or by the supplier or manufacturer.
- Anyone who procures, purchases, or arranges for a vehicle(s) to be used by the Council will ensure the supplier (or the supplier's nominated competent person) provides adequate training for users in the use and safety critical functions of that vehicle before the vehicles are accepted. Where appropriate the vehicle user manual or a copy must be with the vehicle at all times.

Managerial Duties

As a minimum, comply with the requirements set out in this framework policy.

Ensure a suitable process is implemented for assessing the risks associated with work related driving within their area of control, considering all employees and volunteers involved.

Duties

- Ensure that all employees, volunteers and others involved in work related driving (Council Business) understand their responsibilities as explained in the following section (**Employee duties**).
- Risk assessments are carried out for all work related driving activities, or where driving features as part of a working activity, and suitable control measures are implemented to manage those risks.
Note: Many assessments will be generic, but for unusual trips, long journeys taking passengers etc; will need to be more substantial and take account of issues like driver hours, escorts required, disclosure and barring checks, safe transportation of passengers, including vulnerable persons, children and other members of the public.
- Ensure all employees who drive for work are suitably trained, qualified, insured and are fit to drive.
This includes considering the implications of any health conditions which may have been brought to your attention by the employee, Occupational Health or via health declaration questionnaire.
- In advance of first use of vehicle for business purposes, ensure all drivers complete the driving licence mandate (confidential DVLA licence check by FTS) and annually check their motor insurance certificate. (**See note page 6**)
- Investigate road accidents involving employees relating to driving at work, ensuring they are reported and the appropriate incident documentation is completed. Take appropriate action with any subsequent issues that are identified.
- Periodically monitor and review the suitability of employees who drive on Council business. As examples, review triggers would be those who have accrued 9 penalty points, or returning from a driving disqualification, returning to driving following a significant injury or illness, onset of a medical condition, or as a new driver. Take the appropriate action following such a review. Some new and established drivers will require an occupational health review before driving for work, acting as a baseline for future reviews.
- Give consideration to the driving records of prospective employees.

Employee duties - including volunteers who drive on Council business

Duties

Familiarise themselves with this policy and adhere to the requirements of Bradford Council's guidance regarding driving safely at work, Driver Handbook, and with the Highway Code. Co-operate with management with respect to this Policy.

All employees driving on Council business must hold a current full driver's licence with the appropriate permissions for the class of vehicle(s) being driven. It is requested that all employees who drive for work sign a confidential driving licence check mandate via FTS (Fleet Transport Services). (See note below)

Report to their line manager (or relevant voluntary co-ordinator)

- All collisions or road traffic incidents they are involved in while on Council business.
- As soon as is practicable, if they become aware of any proceedings or action against them following a road offence that may result in a conviction or endorsement.
- Any health issue, medical condition, or use of prescribed and non prescribed medication which may affect their ability and fitness to drive.

Co-operate with periodic monitoring, reporting and investigation procedures.

Using privately owned vehicles for Council business:

As well as their driving licence check, be able to present on request their motor insurance policy certificate, which must include business use.

Volunteers - must inform their motor insurance company they intend to undertake voluntary work and will be using their vehicle to carry passengers or to carry out other duties. The motor insurance policy must have the required level of cover.

Ensure the vehicle:

- Has a valid road fund licence (road tax) for class of vehicle.
- Where appropriate has a valid MOT certificate for that class of vehicle
- Is maintained in a roadworthy condition, following the manufacturer's recommendations with regards to the appropriate service intervals.
- Is not used inappropriately, (e.g. transporting unsecured loads, or competition racing etc)

Note:

The Driving licence check mandate allows FTS service to confidentially check employee's driving licence details on behalf of the Council as part of managing road risk. This check lasts for three years and on the third anniversary employees will need to sign a new mandate for this process to be repeated.

The requirement is that during the three-year period an employee will inform their manager if there are significant changes to their driving licence permissions, incur penalty points or if they are banned from driving.

All Drivers - General guidance for safe driving

All employees and volunteers while on Council business are required to drive safely at all times, in an appropriate manner.

Including:

- Checking the safe operation of a vehicle prior to its use.
- Ensuring that seatbelts are worn, unless the employee or passengers have a medical exemption certificate. (motorcycles and scooters are exempt)
- Not driving at any time while their judgment and/or physical ability is impaired by illness or health condition, the consumption of alcohol, illegal drugs/substances, prescribed or over the counter medication, injury or fatigue.
- Taking suitable precautions before setting out during winter months or periods of adverse weather conditions.
- Employees who are driving a privately owned vehicle for work purposes, must understand they are “at work” and need to comply with Council procedures.
- Not putting themselves at undue personal risk, e.g. if the weather conditions deteriorate significantly and continuing with the journey that would be deemed unsafe. It is acceptable to cancel a journey and wait until conditions improve.
- Ensure their eyesight is appropriate for driving; co-operate with basic eyesight test requests when requested, or have their eyes tested as appropriate and ensure any necessary corrective eyewear is worn. Notify their manager if they develop any health or eyesight problem that may affect the safety of their driving.
- Immediately refrain from driving if they are disqualified or deemed unfit to drive.
- Never use smart phones or mobile phones; adjust SatNav equipment or use other hand held devices while driving unless it is safe to do so.
- Refrain from eating, drinking, applying make up or similar whilst driving
- Smoking/e-cigarettes are not allowed in any Council owned/hired vehicle. Smoking is not allowed in vehicles where children are being transported.
- Attend training sessions if arranged for them and practice the safe driving methods identified.
- In the event that a vehicle will not start, drivers of Council vehicles will not attempt to jump start the vehicle, unless they are trained and authorised to do so. In general drivers must contact their manager requesting assistance from Fleet Services, and should not tamper with the engine or starting mechanisms.

The Occupational Safety Team

The Occupational Safety Team will maintain and communicate this framework policy; offer advice and guidance to managers regarding compliance.

This policy will be subject to periodic review.