



NORWOOD UK

Driving at Work
Policy

1 Introduction

1.1 Purpose

1.1.1 Most people are not aware of the serious impact that driving at work has on health and safety. It has been estimated that up to a third of all road traffic accidents involve someone who is at work at the time. In the UK this equates to 1000 fatalities and up to 13,000 serious injuries every year. The company recognises that although its primary responsibility is for the health and safety of staff engaged in driving at work, it also has a duty of care for other road users and members of the public who could be put at risk by work related driving activities. The company will therefore comply with all driving related legislation and endeavour to adopt best practice where practical for those driving on company business. In addition the company recognises that environmental impact and sustainability are important considerations with respect to work related travel and that these issues should be considered as part of the assessment for any journey undertaken. This Policy sets out the company arrangements for the control of work related driving, taking into account the requirements of health and safety legislation and road traffic law.

1.2 Scope

1.2.1 This Policy recognises three basic categories of persons who drive as part of their work; the content of this policy, therefore, apply to these categories as detailed below:

Essential business drivers: staff who use a company supplied (or leased) vehicle to carry out their routine work activities.

Specialist business drivers: drivers who are required to have additional licences and medical approvals as required by the Driver Vehicle Licence Authority (DVLA) e.g. minibuses, lift trucks and lorries etc.

Occasional business drivers: staff who either hire a vehicle or choose to use their own private vehicle for occasional business purposes.

1.3 Equality Analysis

1.3.1 Consideration is given to the protected characteristics of all people groups identified in the Equality Act 2010. The protected characteristics are gender, age, race, disability, sexual orientation, religion/belief, pregnancy and maternity, and marriage/civil partnership. The company recognises the need for specific measures to ensure the health and safety of each of these groups. This policy and all other associated Health and Safety related policies take this into account.

1.4 Definitions

1.4.1 Driver The term 'driver' within the context of this policy notes those licensed to drive any motorised vehicles, including riders of motorcycles.

1.4.2 Driving at Work Staff would be classified as driving at work if they are driving on company business. This would include all journeys to places of work, sites, conferences, etc. it would not however include travelling to or from a persons normal (designated) place of work.

1.4.3 Approved Driver All staff wishing to drive a vehicle on company business (including their own private vehicle) must complete a self-declaration driver approval form and receive authorisation from their manager prior to driving. Once the process has been completed the approval remains valid during their employment provided that circumstances relating to the approval have not changed. The approved driver process applies to all three categories of driver as stated in the policy; e.g. essential business, specialist business and occasional business drivers.

1.4.4 Sustainability

The need for travel and the choice of mode of travel for all work-related journeys should incorporate aspects of a sustainability assessment. Preference should be given to the most sustainable mode of travel, taking into account the objectives of the journey.

1.4.5 Competence, Training and Briefing

Competence is based upon training and is equipping staff (and others where the company has a duty-of-care) with relevant skills and knowledge to deal appropriately with a given Health and Safety situation. Briefing is informing such persons of relevant knowledge in relation to Health and Safety. Training and briefing will be made available in a range of formats according to the needs of the trainee and different groups of staff and others.

1.4.6 Accessibility

The duty to make reasonable adjustments, as far as possible, to ensure that all staff (and others where the company has a duty-of-care) with a disability have equal access to everything they need to do a job as those persons without a disability.

1.5 Legislative context

1.5.1 Although clear legal duties have existed for some time, changes in the law with the introduction of legislation on Corporate Manslaughter have highlighted the need to develop a policy specifically to address driving at work – whilst also taking into account

the requirements of health and safety legislation and road traffic law Driving at Work Policy.

1.6 Health & Safety Implications

1.6.1 This forms part of the suite of Health and Safety policies – relating the overarching Health and Safety Policy

2 Policy

2.1 Principles

2.1.1 The objectives of this policy are to ensure:

- a) the safety of staff whilst driving on company business
- b) that the safety of other road users and members of the public are not compromised by those driving on company business
- c) that all staff are appropriately qualified and trained to drive the class of vehicle being used for company business
- d) the suitability and roadworthiness of the vehicle being used
- e) that drivers are medically fit and capable to drive
- f) that statutory requirements applicable to the use of vehicles at work are met
- g) that those with duties under this policy are clearly identified and provided with clearly defined roles and responsibilities
- h) compliance with the company's Smoking at Work policy as applicable to vehicles
- i) compliance with national driving-related legislation, with particular regard to mobile communication devices and drugs and alcohol
- j) the use of privately owned vehicles for business purposes is limited to circumstances where a suitable alternative e.g. public transport, hire of vehicle, is either not available or not practical for the planned journey

2.2 Procedures

2.2.1 The responsibilities and organisational arrangements for the Driving at Work Policy lie with a variety of personnel within the company, details of which are set out as follows:

- HR Department appointing the company preferred supplier for vehicles hired or leased for company business that the preferred supplier is contracted to provide hired or leased vehicles that are in a safe and legally compliant condition

2.2.2 HR Department

carrying out a fitness to drive assessment of all specialist business drivers assessing all drivers who are referred or self-refer in accordance with the DVLA medical rules for driving.

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2.2.3 HR Department

The provision of advice and guidance to the company on the safe use of vehicles on company business Driving at Work Policy facilitating the provision of appropriate driver training monitoring and auditing the health and safety management systems governing the use of vehicles on company business liaising with enforcement authorities where appropriate in the event of a collision or incident involving staff whilst driving at work ensuring that road traffic collisions and incidents are appropriately investigated

2.2.4 HR Department & Line Managers

liaise with the company insurers on aspects of insurance cover relating to driving at work driving at work insurance claim management

2.2.5 HR Department & Line Managers

Ensure that staff within the company are aware of the policy and comply with its arrangements ensure that appropriate emergency procedures are in place with respect to driving at work and that staff are aware of them. ensure that staff receive appropriate training with respect to driving at work

2.2.6 Line Managers

To inform staff and those under their control that they must comply with the Driving at Work Policy and supporting arrangements to give consideration to aspects of sustainability and environmental impact as part of the overall assessment undertaken for business related travel to give prior approval for business related travel and to authorise vehicle travel expenses for approved drivers

2.2.7 HR Department

To administer on behalf of the company the driver self declaration driver approval form completed by staff

2.2.8 Line Managers

To have overall responsibility for company owned or leased vehicles to ensure company vehicles are appropriately serviced and maintained in a roadworthy condition to ensure that company vehicles have the necessary statutory documentation to allow them to be used on the public highway to ensure relevant information is provided to drivers along with the vehicle to provide a procedure for reporting any vehicle accidents, incidents or defects to provide roadside emergency assistance for company owned vehicles Driving at Work Policy

2.2.9 Staff

Comply with the Driving at Work Policy and supporting arrangements complete the driver self declaration form in order to achieve approved driver status ensure that private vehicles that are used for company business are roadworthy. private vehicles must be appropriately insured for business purposes. comply with the national legislation and guidance governing the use of mobile phones and other communication devices whilst driving comply with the national driving drug and alcohol legislation comply with all applicable road traffic regulations under the Road Traffic Act report any vehicle accidents or incidents that occur whilst driving at work comply with the company 'Smoking Policy'

3 Governance Requirements

3.1 Responsibility

This Policy is monitored and regularly reviewed by the HR Department

3.2 Implementation / Communication Plan

3.2.1 The policy is communicated to all staff as part of the company relevant information is included in the company Website.

3.3 Exceptions to this Policy

3.3.1 Not Applicable

3.4 Supporting documentation

3.4.1 Company Health and Safety Policies (including Smoking Policy)

3.4.2 General Arrangements in Support of Driving at Work Policy

Signed for and on behalf of the company

A handwritten signature in blue ink, appearing to read 'Jo Shuttlewood', written over a faint, illegible printed name.

Jo Shuttlewood – HR Director