

DRIVING AT WORK POLICY

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| 1. | General Statement |
|  | As a responsible Passenger Transport Operator it is our intention to take all reasonable steps to manage the health and safety of: our employees who drive on company business, our passengers and other road users with whom we come into contact. This is both to comply with our legal duties as an employer and to demonstrate that we have taken all reasonable steps to introduce safe systems of work. This policy’s intention, therefore, is to clearly set out our procedures on work-related driving, and to explain just what we expect from our employees, in the best interests of ensuring that the terms of relevant legislation are properly complied with and to maximise the safety of employees, passengers and others from our activities. |
| 2. | Legal Position  |
|  | We have a duty under the Health and Safety at Work etc. Act 1974 (HSWA) to take steps as far as is reasonably practicable, to ensure the health, safety and welfare of those who need to drive as part of their job. In order to comply with these duties, we will take steps to set up safe systems of work in order to control and manage any risks. These risks will be identified by the carrying out of suitable and sufficient risk assessments as required by relevant health and safety legislation. |
|  | Where applicable, this policy has also taken account of the Road Traffic Act 1988 and its subsequent amendments. Moreover, it is acknowledged that road traffic accidents that result in a fatality may also lead to action being taken under the Corporate Manslaughter and Corporate Homicide Act 2007. |
| 3. | Employees’ Responsibilities |
|  | All employees have the responsibility to co-operate with Company management to achieve a healthy and safe workplace and to take reasonable care of themselves, of others whether colleagues or visitors to our premises or passengers on our vehicles, and of equipment with which they work, or which is provided for their protection. Failure to abide by this responsibility, which is a specific provision to the Health and Safety at Work etc. Act 1974, may lead to disciplinary procedures. |
| 4. | Procedures |
|  | In order to comply with our legal duties, we have introduced a set of procedures. These are to be followed by drivers at all time: Drivers therefore must ensure that: |
|  | They are fit and in sufficiently good health to take out their vehicle, including being free from the effects of alcohol and drugs including medicines (prescriptive or over the counter) which may have a sleep inducing effect–**remember** it is up to you to read the small print on the label and/or packet.Remember – Fatigue can arise from activities other than driving. Drivers are reminded that they must be fit to take out their vehicle and to be entirely free from fatigue. Particular caution is insisted upon for late night/early morning duties.. |
|  | Their vehicle is roadworthy within their knowledge by using the Trutac Daily Walk-around App on their mobile phones or its paper equivalent both of which include for example the following checks: |
|  | Lights | Entrance Doors |
|  | Indicators | Handrails  |
|  | Ops/Road Fund Discs | Seats  |
|  | Mirrors | Bells  |
|  | Wipers | Emergency Doors |
|  | Washers  | Alarms  |
|  | Body Work | Hammers  |
|  | Windows  | Fire Extinguishers |
|  | Tyres | Driver Controls |
|  | Wheel Nuts | Air Pressure |
|  | Oil/Fuel leaks | Brakes |
|  |  *! Before vehicle use any defects found must be reported to Engineering for clearance*. *continued …*  |
|  | **Moreover, Drivers must:** |
|  | Treat passengers in a courteous manner at all times. |
|  | Follow any advice given to them on route-planning particularly in respect of schools, school yards and low bridges. |
|  | Ensure that they are aware of the dangers of fatigue and the increased dangers of bad weather or traffic congestion etc. for example. |
|  | Never use hand-held mobile phones whilst driving. Calls should only be made or taken when it is safe to do so. |
|  | Never set or re-set satellite navigation equipment whilst driving. |
|  | Not smoke in the vehicle. |
|  | Never eat in the vehicle whilst driving. |
|  | Always drive within speed limits and according to the prevailing weather conditions and generally in accordance with the Highway Code. |
|  | Familiarise themselves with the procedure to follow in the event of a breakdown. |
|  | Have regular eyesight tests and ensure that any necessary glasses for driving are worn. |
|  | Read any updates that we may periodically issue on road safety matters. These can include information on good practice as well as forthcoming legal changes that affect those who drive for work. |
|  | Report accidents ***immediately*.** |
|  | Report changes to driving licences ***immediately*.**  |
|  | Note: Where an employee uses or is ever asked to use their own vehicle for business purposes, they will be required to maintain it in a roadworthy condition and ensure that their personal motor insurer has been informed and their policy adjusted accordingly. |
| 5. | School Transports |
|  | Those Drivers selected for schools transport work have additional responsibilities owing to their passengers being young and inexperienced and therefore potentially more vulnerable and susceptible to injury and the like. |
|  | The additional responsibilities will be explained personally by Company management and supported by specific Good Practice Guides, which it is strongly recommended are thoroughly read and understood. |
| 6. | The Company’s Commitment  |
|  | For its part the Company is aware of the provisions of relevant legislation including The Corporate Manslaughter and Corporate Homicide Act 2007 and will ensure that: |
|  | Our vehicles and plant are correctly safety inspected, serviced and MOT’d in accordance with manufacturers’ instructions. |
|  | Our drivers are competent, properly supervised, monitored and informed to reduce, as far as is practicable, the safety risks to them, to our passengers and to other road users. |
|  | The journeys drivers are asked to undertake are reasonable, risk assessed and explained where appropriate and adjusted where necessary. |
|  | The road related risks it faces are risk assessed on a regular basis. |
| 7. | Alcohol, Drugs, Ill-health and Driving |
|  | Drivers and indeed all Company employees should be aware of the provisions of the Company’s written Alcohol and Drugs Policy and of the absolute need to comply with the provisions of that document as well as with this specific Driving at Work Policy. |
|  | Signed: |  |
|  | Name: |  |
|  | Dated: |  |