



**HINCKLEY &
BOSWORTH**
EDUCATION PARTNERSHIP

Driving at Work Policy and Guidance 2022-24

1. Purpose

It is estimated that up a third of all road traffic accidents involve someone who is at work at the time. Whilst this may be a low estimate as the nature of the journey is not always recorded, it may account for over 20 fatalities and 250 serious injuries every week. Many of these deaths and injuries could have been prevented. HBEP is committed to reducing the risk of work related road crashes and collisions.

2. Legislation relating to this policy

- Health and Safety at Work, etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- The Road Traffic Acts Supported by the Highway Code
- Corporate Manslaughter and Corporate Homicide Act 2007

3. Scope

This policy and guidance applies to all staff that drive on HBEP business and use their own vehicles to carry out some element of their role. This would include all journeys to places of work; however it would not include travelling to or from a normal designated place of work. It also includes driving in connection with employment in a vehicle hired by HBEP.

4. Policy

It is the policy of HBEP to minimise risks to employees and others affected by operations

Managers are responsible for ensuring that:

- Guidance is communicated to all
- Employees driving on HBEP business have the appropriate insurance for their vehicle
- Systems are in place to check annually, at the start of the calendar year, the driving licences and insurance documents for all staff driving for work
- The appropriate pre-employments checklist is undertaken – **See Appendix 4**
- Checks of the driving documents for any new employee who will be driving for work are undertaken
- They undertake, record and act on findings of risk assessments dealing with all aspects of driving at work

Staff are responsible for ensuring that they:

- Hold the appropriate driving licence
- Ensure their vehicle is serviced in line with manufacturers' requirements and undertake a daily check of their vehicle – **see Appendix 5**
- Have current tax documentation and MOT certificate, where the vehicle is over three years old
- Present both of the above every year so that a check can be undertaken
- Are medically fit to drive and committed to talk with their line manager if they have any health concerns that could impact their ability to drive at work.
- Do not use a hand held phone to make or receive calls whilst driving on HBEP business- **See Appendix 1**

- Comply with the legislation with regard to the wearing of seatbelts and make every effort to enforce the wearing of seatbelts for adult passengers in their vehicle
- Are satisfied that the vehicle they are driving is fit for its purpose and roadworthy
- Are adequately insured to use their vehicle for business purposes
- Comply with the national driving drug and alcohol legislation- **See Appendix 2**
- Comply with all applicable road traffic regulations under the Road Traffic Act
- Inform their manager within five working days of any vehicle accidents or incidents that occur whilst driving at work- More information **See Appendix 3**
- Notify their manager if they are unable to carry out their job due to a temporary problem with their vehicle so that alternative arrangements can be made.
- Inform their manager of any imposed or pending driving penalties or convictions within five working days
- Ensure that personal details including information on the type of vehicle, including make, model and colour, registration details, home address, telephone numbers, emergency contact are up to date and correct.

5. Journey Planning

HBEP encourages use of alternative modes of communication and transport where this is possible.

HBEP will ensure that necessary journeys are scheduled to a realistic timetable and are planned to take into account the essential need to adequate rest periods. Any employee who feels that their timetable/schedules are unrealistic and they need to take risks/break speed limits must raise their concerns with their line manager.

HBEP and employees will monitor weather conditions and will re-schedule appointments, etc. if conditions become too dangerous for the driver.

6. Vehicle Security

- Keep anything of value, such as bags, sat-nav systems, laptops or mobile phones out of sight.
- It is always advisable that you travel with your car doors locked, particularly in built-up areas.
- Keep windows closed in busy areas and use the sun roof or fan for ventilation.
- Always remove your keys from the vehicle and lock your doors when not attended, never leave your vehicle running.
- Choose a safe place when parking, ideally in a well-lit area.
- It is possible to feel threatened whilst driving (road rage etc.), if you think you are being pursued remain calm and drive yourself to a place of relative safety such as police, fire or ambulance station or a pub or garage forecourt. If a car

pulls up alongside you and the occupant tries to attract your attention, ignore them and don't make eye contact.

- When parking in a car park, always remember the exact location where you left the car and the relevant floor or section number. Have your keys ready to open the car rather than stand searching in a handbag or coat pocket when standing next to the car. Reverse into a car park space when possible, to ensure that if you are followed you are able to open the door between you and the person following you. Check the back seat of the car before getting into the vehicle. Pre-pay for parking if possible.

7. Vehicle Breakdown

You are responsible for the roadworthiness of your vehicle and should ensure that your vehicle is maintained to the manufacturer's specifications, it is in your best interests to arrange personal breakdown cover.

In the event that you breakdown, as well as contacting the appropriate services please inform the office so further arrangements or alterations to your diary can be made.

The following is advice given by the police in the event of a breakdown or incident:

- Park on the hard shoulder or as far off the highway as possible with the hazard warning lights on.
- Be aware of other traffic when leaving the vehicle, preferably using the door furthest from the highway.
- Lock the car and contact assistance, if possible wear something bright and do not walk on the highway.
- Emergency telephones are available on motorways, with arrows on roadside bollards showing the direction of the nearest phone, phones are situated every 1000 metres; never cross the carriageway to reach a closer phone. On lifting the receiver contact with the police is automatic, together with the logging of the call and the call box location.
- You should remain clear of the vehicle until assistance arrives, although lone females are advised to leave the door furthest from the highway open while waiting and be prepared to re-enter the vehicle and lock themselves in. If sitting alone in the vehicle then occupy the seat furthest from the highway.
- It is suggested that you carry a few essential items in your vehicle in the event of an emergency. These are:
 - Road Map
 - Extra fuel in a safety approved storage container/petrol can
 - Ice scraper/de-icer aerosol
 - First aid kit
 - Small fire extinguisher
 - Torch and spare battery
 - Puncture aerosol, where "run flat" tyres are not fitted
 - Mobile phone & charger
 - Personal alarm
 - Pen and paper

- Details of breakdown service
- Jump leads
- Something warm/waterproof
- Water
- Hi-Vis vest or jacket

Legal obligations

- The company is not, in any circumstances, responsible for any fines (including parking or speeding) incurred during your work; you are expected to drive and park within the law at all times
- You should always obey The Road Traffic Act. When booking appointments you should always allow enough time between visits to travel between these meetings without causing danger to other road users or by breaking the law.

8. Decreasing risks and avoiding accidents

Driving for Better Business is a Highways England campaign, supported by the Government and a broad range of other organisations such as the Health and Safety Executive, here is their top 5 causes of road related accident reasons:

- **Failing to look** - Almost unbelievably, one of the most common causes of accidents in the UK is arguably the easiest to prevent. Simply by taking the extra split-second to have a proper look before pulling out or changing lanes, would prevent many collisions.
- **Failing to judge the path or speed of another vehicle**-This is the cause of around a fifth or all UK road accidents. Misjudging a gap when merging onto a motorway, pulling onto a busy roundabout, or wrongly assuming another vehicle will make a manoeuvre can be disastrous.
- **Being careless, reckless or in a hurry**-Despite the changes in the law, many people continue to use their mobile phone when driving. Being distracted at the wheel can cause a driver to miss, or spot late, any road furniture or potholes which could lead to a dangerous evasive manoeuvre or damage to the vehicle.
- **Losing control**-Often, losing control when driving too fast can be put down to speeding. But that is not always the case. You can easily lose control of a vehicle, even when driving within the speed limit, if carrying out manoeuvres at an unsafe speed. Adverse weather conditions are also a common cause of losing control of a vehicle. Maintaining the conditions of your car, particularly tyres, can go a long way to avoiding losing control in bad weather.
- **Drink driving**-It's important to remember that whilst there is a legal limit for alcohol intake when driving, alcohol affects the bodies of different people in different ways. Many drivers simply do not understand how long alcohol can stay in the body, and that some common myths for sobering up can actually delay the process, making it more likely they could still be over the limit the following morning – 20% of positive breath tests are carried out in the mornings.

Appendix 1

Mobile phone policy

The mobile phone is now seen as an essential means of communication; however it is illegal to use a handheld mobile phone whilst driving. Where drivers have a hands free kit, the phone should only be used when it is absolutely necessary. Drivers may still be prosecuted for using a "hands free" phone whilst driving.

Whenever possible, mobile phones should be switched off whilst driving and a message facility used. Messages should only be picked up and responded to when it is safe to do so.

Drivers must not dial out whilst in motion. (This includes hand free kits.) They should find a safe place to stop before making any calls.

Satellite Navigation

Satellite Navigation Systems can be a useful tool for drivers; however they can also be a dangerous distraction.

All destinations should be entered whilst the vehicle is stationary in a safe place. All drivers should stop if it is necessary to take their eyes off the road to check routes. Screens should not impair vision when positioned inside the vehicle. They should not be positioned where they are likely to cause injury in the event of a collision.

All in vehicle distractions should be kept to a minimum and it is the responsibility of the driver to ensure that they are not likely to be distracted.

Appendix 2

Drink and drugs policy, including medicines

HBEP operates a zero tolerance Drink and Drug Driving policy.

All drivers must report any pending prosecutions and/or cautions immediately, regardless of whose vehicle they were driving at the time.

Any driver prosecuted for such offences may be subject to disciplinary action.

All employees are encouraged to report concerns about colleagues with regards to drink and drugs as soon as possible. This can be done anonymously if necessary.

Any driver who believes that they may be over the drink drive limit must inform their line manager. They must not drive.

Any driver taking prescription or over the counter medicines must check that they are still fit to drive.

Any driver who may be unfit to drive must inform their manager immediately. They must not drive.

Appendix 3

Accident Procedure

In the event of a collision:

- Stop
- Keep calm
- Be courteous and present a positive image
- Prioritise your own safety, that of anyone else involved and that of other road users.
- Call the emergency services if anyone is injured or if vehicles or property are seriously damaged. If the police attend the scene, note the reporting officer's name, identity number and station
- Use the proposed incident form appended to record information about the accident, to gather and exchange details with third parties and to take the names and addresses of witnesses and police officers. (Third parties are obliged to give their name, the vehicle registration number and insurance details under section 170 of the Road Traffic Act 1988.)
- If a camera/mobile phone camera is available, photograph the scene from different angles. Take pictures of the vehicles involved and of the damage to your own and third party vehicles/property, and registration plates. If possible take photos of drivers of all vehicles involved, unless they require medical attention in which case don't. If available take photos of driver's licences also.
- Contact your insurance company as soon as it is practical to do so
- Complete the Motor Accident Report Form and inform your line manager.

Under no circumstances should you admit that the accident is the fault of yourself or any other member of HBEP staff. Ensure you state to other parties involved that you will write what happened from your perspective and this will be passed onto the Redmoor Academy Health & Safety Investigator.

Motor Accident Report Form

Driver Details:

Full Name:	
Address:	
Postcode:	
Job Title:	
Telephone Number:	
Are you properly licensed to drive?	
Full licence held since:	

Your Vehicle Details:

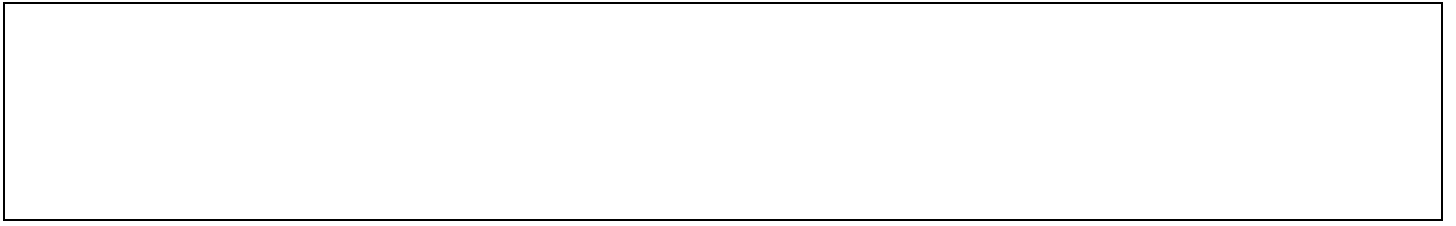
Registration No:	
Make:	
Model:	
Are you the registered vehicle owner?	
If not please give details:	

Accident Details:

Date:	
Actual Time:	
Time of Day:	Dawn / Day / Dusk / Night
Location (Road name & Town):	
Weather Conditions:	Clear / Cloudy / Foggy / Raining / Snow / Ice / Sunny / Wet
Condition of Road:	Good / Average / Poor
Speed of your Vehicle:	
Speed of Third Party Vehicle:	

Driver's Statement:

Please explain fully and <u>clearly</u> what happened. Please continue on a separate sheet if required:



Accident Diagrams:

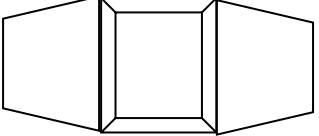
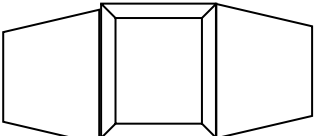
Please sketch scene of accident, showing road signs & signals and indicate the direction of travel by arrows. Please continue on a separate sheet if required:

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Third Party (TP) Details:

Driver Name:	
Home Address & Postcode:	
Registration No:	
Make:	
Model:	
Is Driver the Vehicle Owner? If no please give owner details:	
TP Insurance Company and Policy Reference:	

Details of Damage:
Please mark on the diagram the damage to your vehicle and theirs

<p>Your Vehicle</p> <div style="text-align: center; margin: 20px 0;">  </div> <p style="display: flex; justify-content: space-between; width: 100%;"> FRONT REAR </p> <p style="margin-top: 20px;">Details:</p>	<p>Third Party Vehicle</p> <div style="text-align: center; margin: 20px 0;">  </div> <p style="display: flex; justify-content: space-between; width: 100%;"> FRONT REAR </p> <p style="margin-top: 20px;">Details:</p>
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Was your vehicle driven from accident?	
If No, where was your vehicle taken?	
Was TP vehicle driven from accident?	
If No, where was TP vehicle taken?	

Details of Injuries:

Name of Injured Party	Vehicle	Nature of Injury

Police Attendance:

Did Police attend? YES / NO	Were details taken? YES / NO
Name & Number of Attending Officer:	
Station of Attending Officer:	
Were Police notified at a later date?	YES / NO

If Yes, please advise details of station to which reported:

Police Ref
No:

Witness Details:

Name	Address	Passenger in Company vehicle?
		YES / NO
		YES / NO

STATEMENT OF TRUTH:

Proceeding for contempt of court may be brought against anyone who makes or causes to be made a false statement in a witness statement verified by a statement of truth. I believe that the facts stated in this witness statement are true. I have read and understood the declarations above.

Driver's
Signature:

Date:

This completed form must be copied and given to your Manager with 48 hours of the accident taking place.

Appendix 4

Pre-employment/Induction Checklist

To be completed by applicant

Applicant's Name: _____

Address: _____

Telephone Number: _____ Date of Birth: _____

I hold a full driving licence: _____

Licence number: _____

Expiry Date: _____

In the past five years I have been involved in the following motor vehicle accidents and /or have committed the following traffic violations

Date	Accident/ Traffic Violation	Location	Penalty

I do / do not have a DVLA notifiable medical condition.

Applicants Signature: _____ Date: _____

To be completed by the interviewer

I have examined the applicant's medical history and driving licence and confirm that:

- The applicant does not have a notifiable medical condition
- The licence is in the name of the applicant

A copy has been made and is attached

Total number of penalty points currently in force: _____

Interviewer's signature: _____ Date: _____

Appendix 5

Sample Daily vehicle checklist

Bodywork, windscreen, windows and lights	
Windscreen wiper blades	
Cleanness of windscreen, windows, mirrors, lights and number plates	
Condition of tyres, tyre pressure, tyre wear	
Engine oil level	
Coolant level	
Windscreen wash level	
Warning lights	
All lights	
Horn	
Washers and wipers	
Brakes	
Fuel	