

Management of Occupational Road Risk
Policy & Guidelines



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1. Introduction

The aim of this policy is to raise awareness of occupational road risks within the Council and to identify key areas for action. The overall aim is to reduce the associated risks to employees and the Council to an acceptable level.

Statistics taken from the Occupational Road Safety Alliance (orsa) website demonstrate that between 2006 and 2015 over 6,300 people have been killed, 55,000 seriously injured, and almost half a million slightly injured in work related road crashes.

“It is estimated that between one quarter and one third of reported road casualties occur in road accidents involving someone who was driving, riding or otherwise using the road for work purposes”

<http://www.orsa.org.uk/facts-and-figures/>

The Council does not currently own vehicles for use by employees, but of the approximate 200 staff, a large proportion of these use their own vehicle for business purposes.

This policy applies to all Council employees and to volunteers who use their own vehicles whilst at work on Council business.

2. Policy Statement

The Council will undertake to reduce to the lowest level reasonably practical, the risk to health and safety of its employees from work activities involving the use of road vehicles by:-

- Applying the principles of risk assessment to activities and journeys undertaken on Council business.
- Implementing procedures to ensure that drivers hours and rest periods meet the requirements specified within the Working Time Regulations 1998.
- Undertaking annual checks of driver and vehicle documentation.
- Evaluating and reviewing the effectiveness of the above measures through monitoring and auditing at suitable intervals.
- Reviewing this policy and guidelines as and when required.

3. Use of Private Vehicles for Council Business

3.1 Managers & Head of Democratic Services Guidelines

Team managers will be responsible for administering this policy for employees and any volunteers who fall under their responsibility. The Head of Democratic Services will be responsible for administering the policy for Council Members.

In order for employees, volunteers or Members to drive their own vehicle on Council business, managers or the Head of Democratic Services must have sight of/access to certain documentation to ensure that the individual:-

- Has an appropriate, valid driving licence.
- Has insurance which includes business use.
- Has a current MOT and road tax.
- Is made aware of the requirements of the mileage claim form.
- Is made aware of the contents of this policy.

Without this information, employees, volunteers, and Members will not be authorised to drive their vehicle on Council business, managers should not sign off mileage claim forms, and essential users are not entitled to car allowances.

For existing employees who use their own vehicle for Council business, managers should complete the checks on an annual basis. Any new employees or employees using their own vehicle for the first time, the checks will need to be completed prior to this use.

The checks for volunteers and Members will need to be completed on an annual basis. The timescale of such checks should be one which is deemed appropriate by the manager responsible.

There is a checklist which can be found in appendix of this document. This should be used in conjunction with the checks which can be achieved as follows:-

Driving Licence

The employee, volunteer, or Member will be required to complete an online form which can be found at www.gov.uk/view-driving-licence. They will be required to know their driving licence number, National Insurance Number, and Postcode on the driving licence. This will create a 'once only view' check code. They will give this code to their manager who has 21 days to activate it at www.gov.uk/check-driving-information, and gain access to the following information:-

- The licence validity.
- The categories of vehicles the employee is entitled to drive.
- If there are any current endorsements.
- If the driver is disqualified.

No other information will be accessible to the person checking the licence.

Insurance

The employee, volunteer, or Member must present a copy of their insurance documents to the appropriate manager. Paper copies, online, or emailed versions could be accepted, but the insurance must state that it includes business usage.

MOT and Road Tax

Managers can easily check this information at www.gov.uk/check-mot-status. They will require the vehicle registration, and make of the vehicle.

3.2 Employee, Volunteer & Member Guidelines

When using their own vehicles on Council business, employees, volunteers and Members must ensure that they:-

- Have an appropriate valid driving licence, and provide their manager with a DVLA 'check code' and the last eight digits of their driving licence on an annual basis.
- Are insured for the journey (business use). Present their insurance documentation to their manager on an annual basis.
- Have checked that the vehicle is in roadworthy condition.
- Plan their journey to leave sufficient time to cater for possible delays.
- Are not excessively tired, fatigued or under the influence of alcohol or drugs – further information is contained within the Council's Alcohol and Drugs Policy.
- Meet minimum eyesight standard for driving. If they need to wear glasses or contact lenses to meet minimum standards, these MUST be worn at all times.
- Have no medical condition including the taking of medication or infirmity that may affect their ability to drive safely.
- Drive with courtesy and consideration for their passengers and other road users.
- Refrain from using hand held mobile phones whilst driving.
- Wear a seat belt at all times.
- Store equipment in the boot of the vehicle where possible.
- Have nothing unrestrained in the passenger area that may cause a distraction to the driver or injury when braking or on impact in the event of an accident.
- Are familiar with, and comply with, the latest edition of the Highway Code.
- Report immediately to their manager any accident/incident which occurs whilst on Council business.
- Bring to their manager's attention any changes in their usual travel arrangements on Council business that may significantly affect the way their duties are undertaken.

3.3 Monitoring

Internal Audit may at any time ask to see documentation relating to the individual and their vehicle which is used on Council business. This may include driving licence, insurance documents, and MOT certificate where applicable.

Where an employer, volunteer or Member knowingly falsifies records, expense claims or related documents they will be subject to the Council's disciplinary procedures.

3.4 Disqualification from Driving

Any employee, volunteer, or Member who uses their own vehicle on Council business must report the suspension of their driving licence to the appropriate manager. Alternative arrangements to enable the employee, volunteer, or Member to perform their duties and responsibilities will need to be agreed in line with existing Council policies and procedures.

Appendix A

Annual Driver Documentation Checklist

This form must be completed by the Manager responsible for each employee, volunteer, or Member who uses their own vehicle for business purposes.

Name of Employee:	Please confirm		Date
	Yes	No	
<ul style="list-style-type: none">• Current valid driving licence checked online			
<ul style="list-style-type: none">• Current valid insurance certificate (including business use) for the vehicle used.			
<ul style="list-style-type: none">• A valid MOT and Road Tax checked online.			
<ul style="list-style-type: none">• I have made the employee aware of the relevant requirements within the Council's Occupational Road Risk Policy and Guidance.			

If the employee, volunteer, or member fails to provide documentation they must not be allowed to use their own vehicle on council business.

Name of Manager:

Signature:.....

Name of Employee/Volunteer/Member:.....

Signature:.....

Date: