



**ORKNEY**  
ISLANDS COUNCIL

# **Driving at Work Policy**

**March 2022 – March 2024**

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## 1. Introduction.

- 1.1 Orkney Islands Council recognises the importance of protecting employees and others from the hazards associated with work related driving.
- 1.2. This document outlines the Council's corporate policy for work-related driving using Council and employees' own vehicles. It describes what we are aiming to achieve and how we will do it. Linked policies and guidance include:
  - Health and Safety Policy.
  - Health and Safety Risk Assessment Guidance.
  - Adverse Event Reporting and Investigation Guidance.
  - Substance Misuse Policy.
  - Lone Working Policy.
  - Smoking Policy.
  - Use of Council Vehicles Outside Normal Hours Policy.
  - Travel Policy.
  - Driving at Work Handbook.
  - Employee Expenses General Guidance Document.
- 1.3. All of the above policies are available on the Council Intranet, or from your line manager.

## 2. Legal Requirements.

- 2.1. Implementation of the Driving at Work Policy will ensure that the Council meets its legal obligations under the Health and Safety legislation.
- 2.2. Drivers and those operating vehicles on behalf of the Council have a duty to observe road traffic law, some of which are administered by the Police and other agencies such as the Driver and Vehicle Standards Agency (DVSA).
- 2.3. We also expect all employees to observe the normal rules of the road as set out in the Highway Code.

## 3. Scope.

- 3.1. This policy and guidance will apply to:
  - Any driving activity undertaken during the course of work – this relates to the use of fleet plant and vehicles, pooled cars and private cars but will also include motorcycles, bicycles and all other categories of vehicles. Driver of fleet plant and vehicles will also need to comply with the specific instructions and guidance relating to these vehicles which should be obtained from the manufacturer, hirer or line manager.
- 3.2. It **excludes** commuting from home to your normal place of work but **includes** travel direct from home to a location that is not your normal work base.

- 3.3. The Driving at Work Handbook relates to the arrangements and procedures for all staff using a vehicle for Council business and includes fleet drivers and vehicles.

## **4. Duties and Responsibilities.**

### **4.1. Chief Executive.**

The Chief Executive, so far as is reasonably practicable, is responsible for ensuring the health, safety and welfare at work of all Council employees and others who may be affected by the Council's work operations. This will be achieved in accordance with the duties contained within the Council's Health and Safety Policy and associated guidance.

### **4.2. Corporate Directors/ Chief Officer.**

Responsible for ensuring arrangements are in place to check on the driving licences of employees in their service who are required to drive a vehicle on Council business as outlined in this policy and associated Driving at Work handbook.

### **4.3. Heads of Service.**

Ensure during the recruitment process that prospective employees who may be required to drive Council vehicles, hold a full valid UK driving licence containing a category of licence for the type of vehicle they will or may be required to drive as part of that employment. Ensure arrangements are in place to comply with this Policy and related Handbook.

### **4.4. Line Managers.**

- Ensure during the recruitment process that prospective employees who may be required to drive Council vehicles, hold a full valid UK driving licence containing a category of licence for the type of vehicle they will or may be required to drive as part of that employment.
- Will ensure a suitable and sufficient risk assessment is completed in respect of the driving activity.
- Should ensure that all drivers are provided with a copy of the Council's Driving at Work Handbook.
- Must refer staff who drive at work to Occupational Health if they suspect or receive a report which indicates that they have a health problem which could affect their ability to drive safely. The employee will be reassigned to non-driving duties pending the receipt and consideration of an Occupational Health report.

### **4.5. All Drivers.**

Whilst using a vehicle on Council business, all drivers will:

- Comply with the terms of this Policy and Driving at Work Handbook.

- Comply with the requirements of road traffic legislation.
- Comply with relevant sections of the Highway Code.
- Ensure that their licence is valid, that it covers the class of vehicle to be driven on Council business and that their driving complies with any conditions attached to that licence.
- Report any pre-existing notifiable medical conditions or the development of such a condition whilst in the employment of the Council to their Line Manager and the Driver and Vehicle Licensing Agency.
- Be able to satisfy the eyesight requirements set out in the Highway Code. If glasses or other corrective appliances are required to achieve this then they must be worn when driving.
- Report all traffic offences, licence endorsements or pending prosecutions to their line manager to enable the assessment of risk associated with a driving activity.
- HGV drivers must also report any offences, licence endorsements or pending prosecutions to the Fleet Manager in order to comply with Operator's Licence requirements.
- HGV drivers must carry their driving qualification documents, explicitly their Driving Licence, Certificate of Professional Competence (CPC card) and digital driver tachograph card (Digi-card) whilst driving on Council business.
- Drivers of HGV vehicles operated under the Council's Operator's Licence must also understand the commission or omission of any offence may impact on the ability of the Council to deliver services using vehicles covered by that licence.
- Where prosecuted or issued with a fixed penalty notice as a result of committing a motoring offence whilst driving on Council business will be personally responsible.
- Not consume alcohol or drugs (other than appropriate use of prescribed drugs and proprietary medicines) in the course of the working day or shift, including paid or unpaid breaks and standby duties and should ensure that their performance is not impaired by alcohol, drugs or prescribed drugs and proprietary medicines consumed out with working hours.
- Receive and refer to the Driving at Work Handbook before commencing any driving activity on behalf of the Council.
- Before driving a vehicle in connection with the business of the Council ensure relevant checks are carried out in accordance with the Driving at Work Handbook.
- Comply with the terms of any risk assessment.
- Not carry pets within the vehicle whilst used on Council business.

#### **4.6. Fleet Manager.**

- Ensure HGV licences are checked annually in line with the Operator's licence.

- Ensure matters arising from defect reports or driver's hours are completed for vehicles operating under the scope of the Operator's licence.

#### **4.7. Safety and Resilience Manager.**

- Administer arrangements surrounding the Orkney Islands Council Driving at Work Policy and Handbook.

### **5. Risk Assessment.**

- 5.1. The risk assessment procedure will apply to work related driving as it does in respect of any other work activity. The details contained within the Council's Health and Safety Policy and Health and Safety Risk Assessment Guidance will assist with the risk assessment process.
- 5.2. The most effective form of risk control is to eliminate the hazard. Therefore, it is important to consider whether a work-related driving activity is necessary. In the case of fleet operations, driving may be unavoidable, but the use of private vehicles may be avoidable by Teams or other means.
- 5.3. Where journeys are unavoidable then factors relating to the driver, the vehicle and the journey should all be considered in terms of risk.
- 5.4. The following risk information and guidance relates to journeys and journey planning and should be considered as part of the risk assessment procedure.

#### **Routes and Scheduling**

- 5.5. Where possible, routes which are regularly used should be planned to avoid risk (for example refuse collection routes to avoid crossing busy roads to empty bins).
- 5.6. Sufficient time must be allowed to complete journeys safely. Suitable breaks from continuous driving should be undertaken. The Highway Code, Rule 91 recommends generally a 15-minute break after 2 hours continuous driving.
- 5.7. Drivers of heavy goods vehicles or passenger goods vehicles must not drive for more than 4 hours without a sufficient break period and in any working day the maximum amount of driving permitted is 10 hours. This applies to driving on and off the public road.
- 5.8. Where relevant heavy goods vehicles are to be driven on the Scottish Mainland, drivers must first speak to the Fleet Manager to discuss the use of tachographs.

#### **Distance.**

- 5.9. Managers should consider whether long road journeys such as those to attend business on mainland Scotland can be avoided using alternative forms of public transport in accordance with the travel policy.

- 5.10. Where long journeys are unavoidable then consideration should be given to means of preventing driver fatigue. This should include scheduling breaks and possibly organising overnight accommodation for the driver. A risk assessment needs to be undertaken and approved prior to the start of any journey.
- 5.11. Regardless of any time constraints, all drivers should be made aware that if they feel tired whilst driving, they must stop in a safe place and take a suitable rest. They should not recommence the journey until the feeling of tiredness has passed.

### **Weather.**

- 5.12. Drivers should consider weather and tidal conditions before they embark on journeys and managers should apply the same criteria about their risk assessment of the pending journeys. Weather hazards include snow, ice, flooding, wave over-topping and debris. Drivers and managers should pay attention to local and national weather forecasts and in particular any weather warnings that may be issued for and on route to the anticipated travel location.
- 5.13. Drivers should not be expected to make non-essential (non-emergency) journeys when weather conditions are exceptionally difficult. If the weather deteriorates during the course of a journey, then the driver should determine whether it is safer to complete the journey or return to the work base.
- 5.14. Journeys should, wherever possible, be rescheduled to take account of adverse weather conditions.
- 5.15. During winter months the weather can change suddenly. It is important therefore that drivers take great care before setting out and returning on a journey and ensure that the vehicle is equipped for conditions that may arise. In this respect it is important to ensure the safety checks contained within the Driving at Work Handbook are carried out.
- 5.16. Particular attention should be given to the crossing of the Churchill Barriers at times of high winds and tide. Drivers and managers should check whether the Churchill Barriers are open and / or are likely to close and be mindful of the return journey. For those who have access to social media / Portal, etc., details can be found on the OIC Updates Facebook page, OIC Roads Twitter feed and on the Council's Portal home page.
- 5.17. During periods of inclement weather, Police Scotland will offer advice to motorists which will be categorised as follows: Travel with caution; High risk of disruption or Avoid travel on the roads. These will not be issued in isolation and will come with a descriptor and links where additional advice can be sought. Usually, these warnings will follow warnings issued by the MET Office National Severe Weather Warning Service. Drivers should always drive appropriate to the conditions and line managers should ensure

that where warnings are issued appropriate risk assessments are carried out. Further advice is contained within the Travel Policy.

## **6. Green and Active Travel.**

- 6.1. Walking, wheeling and cycling, known collectively as active travel, can be incorporated into our daily lives with little effort or cost. It is the easiest and most cost-effective way to exercise and carry out purposeful journeys such as getting to and from work. Active travel can therefore provide health benefits, save money and create a nicer environment to live in by reducing the number of cars on our roads and thus reduce harmful CO2 emissions.
- 6.2. More information on Green Travel can be found in Orkney's [Green Travel Plan](#).

## **7. Authorisation and use of Council vehicles by Council employees.**

- 7.1. Employees will not be allowed to drive / operate a Council vehicle unless authorised to do so by their line manager.
- 7.2. As part of the authorisation process the employee must provide original documentary evidence which will be examined as outlined in this policy. Drivers who are unable to provide the evidence of competency to drive will be unable to drive vehicles or carry out any driving related activity until this has been resolved.
- 7.3. Vehicles will only be used for the purposes of Council business, and by such persons and in such a manner as the Chief Executive, Executive Director or Chief Officer directs. Private use of Council vehicles / plant is not permitted. Use of Council vehicles and plant for personal matters is regarded as a disciplinary matter and could constitute a criminal offence. The cost of any loss, damage or liability, incurred by the Council, by an employee using a vehicle without permission will be recovered from the individual.
- 7.4. Travel to or from work in a Council vehicle will not normally be permitted unless it is an emergency or there is an overriding operational reason, such as standby duties previously agreed by the employee's line manager. The unofficial or unauthorised use of a Council vehicle including the carrying of unauthorised passengers is prohibited in accordance with the Use of Council Vehicles Outside Normal Hours Policy.
- 7.5. All use of vehicles will be recorded in such logbooks, defects books and drivers' hours' log as the Chief Executive, Executive Director or Chief Officer, in consultation with the Fleet Manager, may require.
- 7.6. Drivers of fleet vehicles will be provided with a copy of the Council's Driving at Work Handbook which contains advice and information on a variety of road safety topics. Managers and supervisors of fleet drivers should ensure that the contents of the handbook are discussed with drivers at workplace



meetings to reinforce the road safety and operational requirements relating to fleet vehicles.

- 7.7. In addition to a vocational licence, all drivers of goods vehicles over 3.5 tonnes and all passenger carrying vehicle (PCV) drivers are required to hold a Certificate of Professional Competence (CPC). One exemption from Driver CPC is for vehicles used for the non-commercial carriage of passengers or goods for personal use. All drivers of goods vehicles over 3.5 tonnes must complete 35 hours periodic training every five years after the initial period until they stop driving.
- 7.8 Council vehicles being used out with Orkney will also require to be covered by breakdown cover. Cover should be arranged with the Insurance Officer prior to travel with a breakdown card uplifted from the Fleet Manager.
- 7.9. All drivers will comply with the requirements as outlined in Section 4.5 of this Policy.

## **8. Authorisation and use of private vehicles by Council employees on Council business.**

- 8.1. Employees will not be allowed to drive a vehicle on Council business unless authorised to do so by their line manager.
- 8.2. As part of the authorisation process the employee must provide original documentary evidence which will be examined. Drivers who are unable to provide evidence of competency will be unable to drive vehicles or carry out any driving related activity until this has been resolved. Drivers will not be reimbursed in respect of any claim for mileage until the above conditions have been fulfilled. There is no requirement for services to retain evidence of the business use requirement, however this check must be carried out at least annually.
- 8.3. Where the employee intends to use more than one private vehicle for driving on Council business, they will be asked to provide proof of insurance for business use and a valid MOT certificate for each vehicle.
- 8.4. Reimbursement will only be made in respect of mileage. Reimbursement of any expenses for the authorised business use of a private vehicle will be made at the agreed rates for Elected Members and staff who are properly insured in respect of that vehicle for business use. For details on how to claim mileage, please refer to the Employee Expenses General Guidance Document.

## **9. Authorisation for Council employees driving a Hire Car on Council business in Orkney.**

- 9.1. Car hire should only be permitted, where it can be proven to be the most cost-effective method of transportation. Car hire should be restricted and

should only be granted in the interest of personal safety, when time is constrained or where suitable public transport is not available.

- 9.2. Car hire arrangements on the outer islands are extremely limited and before travelling you should ensure any availability.
- 9.3. An employee must be approved to hire a car and specific authorisation must be obtained from a Head of Service prior to the date of travel. Once agreement has been reached, details of the vehicle, period of hire and driver should be sent to the Insurance Officer.
- 9.4. Car hire out with Orkney is detailed in the Travel Policy.
- 9.5. Upon receipt of the vehicle, the driver should undertake checks in accordance with the Driving at Work Handbook Section 4.

## **10. Members of Voluntary Organisations driving Council Vehicles.**

- 10.1. Voluntary Organisation drivers will only be permitted to drive a Council vehicle if their name appears on the Authorised Driver Database which is updated and distributed to the Services which have vehicles used by the Voluntary Sector. This will be in accordance with the Code of Practice for the Use of Orkney Islands Council Vehicles by the Voluntary Sector Organisations.

## **11. Health and Disability.**

- 11.1. Some medical conditions or disabilities may affect a driver's entitlement to hold a driving licence for certain categories of vehicle or have a condition attached to the licence requiring compliance e.g. wearing of glasses. It is the driver's responsibility to seek advice from their doctor if suffering from any illness or disability which may affect their driving ability. If a driver has a medical condition or disability which may affect their ability to drive or hold a vocational licence, they must inform their line manager and the DVLA immediately. This includes where an existing condition deteriorates, or a new condition develops.
- 11.2. A medical test must be carried out on all drivers applying for a vocational driving licence prior to being granted a provisional licence / licence. After the age of 45 a medical has to be carried out every five years until the age of 65 when it becomes an annual requirement.

## **12. Vehicles.**

- 12.1. The following requirements relate to vehicles / plant and should be considered as part of the risk assessment process outlined in section 4.

### **Suitability.**

- 12.2. The Council is responsible for the procurement, supply, maintenance and repair and licensing of fleet vehicles and plant for Council services.
- 12.3. The Council will ensure that all vehicles meet the specification for operational usage set out by the ordering service and are fit for purpose when submitting requests for new and / or replacement assets.
- 12.4. The vehicle you may be given to use could be a conventional ICE (internal combustion engine), electric vehicle or hydrogen powered. In addition to the conventional checks listed within the Driving at Work Handbook, you may require additional familiarisation in relation to these vehicle types.

#### **Condition.**

- 12.5. Fleet vehicles are maintained by the Council, but drivers are required to carry out regular basic safety checks in accordance with the Drivers Checks and Defect Reporting arrangements in the Driving at Work Handbook.

#### **Safety features and information.**

- 12.6. All drivers should carry out regular basic safety and familiarisation checks in accordance with the OIC Driving at Work Handbook vehicle safety section.
- 12.7. The Council vehicle you are using may be fitted with telematics which can give important information with regard to the GPS position of a vehicle, its speed and direction. On no account should this be interfered with as part of a normal driving operation.

### **13. Transporting Passengers.**

- 13.1. Vehicles and plant owned or hired by the Council must only be used to carry goods and passengers on properly authorised Council business. Authority is only given when:
  - The journey / operation is for official council business and / or,
  - The employee is acting on the instructions of an authorised officer of the Council.
- 13.2. Only the following authorised passengers will be carried in Council vehicles:
  - Council employees engaged in work for and on behalf of the Council.
  - Persons, not Council employees, who are properly authorised and who are engaged on work for and on behalf of the Council.
  - Persons being carried in the event of an emergency.
  - Persons being transported as part of a Council service.

### **14. Insurance for Council Vehicles.**

- 14.1. The Council maintains insurance for its motor fleet and hired-in plant. Cover is strictly for Council business only, with no other use being permitted.

- 14.2. The only exception to this is vehicles which are covered for use by certain approved Voluntary Charitable or Welfare Groups.
- 14.3. Certificates of Motor Insurance are available on request from the Council's Insurance Officer.

## **15. Minibus Driving.**

- 15.1. Minibuses are defined as a motor vehicle designed or adapted to carry more than 8 but not more than 16 seated passengers in addition to the driver. A Council minibus will not be regarded as a public service vehicle (PSV) if it is not operated for hire and reward.
- 15.2. All employees who drive a Council minibus must hold a category D1 driving licence. In addition, some non-profit making operations that fall into the definition of hire and reward may be undertaken under the cover of a section 19 or 22 permit, contained within the Transport Act 1985, which may avoid the requirement for the operator to hold a Public Service Vehicle Operator (PSV'O') licence. Consult the Fleet Manager if you require clarification.
- 15.3. Where identified by way of risk assessment, additional training such as the Minibus Driver Awareness Scheme (MIDAS) should be provided for Council minibus drivers.

## **16. Motorcycles and Bicycles.**

### **Motorcycles.**

- 16.1. The Council will authorise the use of a motorcycle for work related driving subject to:
- The driver holding a current licence relating to the class of vehicle.
  - The motorcycle being maintained in a roadworthy condition.
  - The driver wearing a helmet and other protective clothing to comply with legal requirements and the relevant sections 83 to 88 of the Highway Code.
  - Compliance with all other relevant aspects of this policy with particular reference to the requirement for risk assessment and the need for insurance cover including business use and, where required, a MOT certificate.

### **Bicycles (including e-bikes).**

- 16.2. The use of bicycles and e-bikes for work purposes is permitted subject to the cyclist wearing the following outlined in the Highway Code:
- A cycle helmet which conforms to current regulations is the correct size and securely fastened.

- Appropriate clothes for cycling, avoiding clothes which may get tangled in the chain or wheels or obstruct the lights.
  - Light coloured or fluorescent clothing easily visible to other road users both during normal daylight and poor light.
  - Reflective clothing and / or accessories (belt, arm or ankle bands) in the dark.
- 16.3. The bicycle or e-bike must be maintained in a roadworthy condition and be suitably adjusted to fit the physical requirements of the rider as outlined in the Highway Code.
- 16.4. The cyclist should also conform to all other requirements set out in sections 59 to 82 of the Highway Code.

## **17. Use of Mobile Phones in Vehicles.**

- 17.1. It is an offence to use a hand-held mobile phone while driving a vehicle.
- 17.2. It is also an offence for an employer to encourage or permit employees to use handheld mobile phones while driving.
- 17.3. The Council Policy is that whilst driving vehicles in the course of Council business, all drivers will not use any hand-held or hands-free device. This is aligned to the following guidance, found in the Highway Code:

### *Rule 149*

*You **MUST** exercise proper control of your vehicle at all times. You **MUST NOT** use a hand-held mobile phone, or similar device, when driving or when supervising a learner driver, except to call 999 or 112 in a genuine emergency when it is unsafe or impractical to stop. Never use a hand-held microphone when driving. Using hands-free equipment is also likely to distract your attention from the road. It is far safer not to use any telephone while you are driving or riding - find a safe place to stop first or use the voicemail facility and listen to messages later.*

*The law still applies to you if you're stopped at traffic lights or queuing in traffic.*

## **18. Smoking in Vehicles.**

- 18.1. The Prohibition of Smoking in Certain Premises (Scotland) Regulations 2006 were issued under the authority of the Smoking, Health and Social Care (Scotland) Act 2005. The Regulations, among other things, specify premises where smoking is prohibited and premises where smoking rooms may be allowed. Schedule 1 of the Regulation include vehicles used for work.
- 18.2. On 5 December 2016, it became an offence in Scotland to smoke within a vehicle if there was a child under 18 years of age present in the vehicle whilst in a public place.

- 18.3 The Council's Smoking Policy prohibits smoking in all Council-owned vehicles or in leased or private vehicles during work duties.
- 18.4 All Council-owned vehicles must have the prescribed legal notice displayed to indicate that smoking is not permitted in the vehicle.
- 18.5 None of the foregoing applies to e-cigarettes, however it will be Council Policy to prohibit the use of e-cigarettes in the same way as smoking.

## **19. Accidents and Support.**

### **Accident Procedure.**

- 19.1 If a driver is involved in an accident whilst driving at work which has caused injury to persons, property, other vehicles and animals (horse, cattle, ass, mule, sheep, pig, goat or dog) not carried in a vehicle then the driver must stop and report the incident to the police.
- 19.2 In the event of an accident whilst driving at work the driver should:
  - Stop the vehicle in a safe place, turn off the engine and switch on the hazard lights.
  - Call the appropriate emergency services, if required.
  - Take photographs where appropriate and safe to do so.
  - Complete the accident card.
  - Tear off the right-hand side of the card and pass to the other driver.
  - Contact his or her line manager; the Fleet Manager; and the Insurance Officer.
  - Not attempt to move the vehicle until advised by the Police and it has been checked that it is safe to drive.
  - The driver should not admit liability.
- 19.3 The driver is also legally required to supply personal details and details of their insurance to the Police and other drivers; if the insurance information is not available in the vehicle then the Police must be notified of the details as soon as is reasonably practicable and in any case within 7 days of the accident. This will remain the responsibility of the driver and the appropriate insurance details can be obtained from the Council Insurance Officer or through the line manager.

### **Accident Reporting.**

- 19.4 All accidents involving driving at work, which result in damage and / or personal injury to the driver and passengers must be notified to the Line Manager at the earliest opportunity and should thereafter be recorded on the Council's Adverse Event form and forwarded to the Council's Safety and Resilience service.

- 19.5. Line managers should investigate accidents involving driving at work to determine whether there was an underlying occupational risk. The risk assessment process outlined in section 5 of this policy should be reviewed to include any additional control measures identified to help prevent a recurrence. Reference should also be made to the Council's Adverse Event Reporting and Investigation Guidance.
- 19.6. In the event of an incident involving a Council fleet vehicle an incident report should be completed by the Service Manager responsible for the vehicle / driver and forwarded to the Fleet Manager. This will be reviewed by the Fleet Manager who will advise the respective Line Manger if further investigation is required. If further investigation is required the lead officer, supported by the Fleet Manager would focus on the immediate and underlying causes of the accident, from which an accident investigation report would be produced, this would be reviewed, and any remedial action(s) implemented by the relevant Executive Director in consultation with the Head of Service and Safety and Resilience service.

### **Post-accident Support.**

- 19.7. Line managers should ensure that appropriate information on sources of external counselling is provided to drivers who are involved in work related driving accidents, depending on the severity of the incident and the potential impact the incident may have on the drivers' ability to resume normal duties. In certain circumstances it may be necessary to consider reassignment to non-driving duties for a period of time.

## **20. Reversing.**

- 20.1. Nearly a quarter of deaths involving vehicles at work occur during reversing. Many other reversing accidents do not result in injury but can cause costly damage to vehicles, equipment and premises. Most of these accidents can be avoided by taking simple precautions.
- 20.2. The best way to avoid reversing accidents is to remove the need for reversing altogether. Where reversing is unavoidable, routes should be organised to minimise the need for reversing. The following may not necessarily be pertinent to all drivers, however due to the risks associated with reversing large vehicles will be mandatory where reversing cannot be avoided:
- Reversing areas should be planned out and clearly marked.
  - People who do not need to be in reversing areas should be kept well clear.
  - Using a trained signaller (also known as a banksman) both to keep the reversing area free of pedestrians and to guide you as the driver. A banksman will be mandatory for certain reversing tasks which will be identified in the job risk assessment and method statement.

- You should ensure your banksman is visible to you and is wearing highly visible clothing such as an appropriate reflective vest.
- If you lose sight of your banksman you should stop your vehicle immediately.

For further advice and guidance on reversing of vehicles, please follow the link below:

<http://www.hse.gov.uk/workplacetransport/information/reversing.htm>.

## 21. Document Control Sheet

Review / approval history.

Date.	Name.	Position.	Version Approved.
11 October 2016.	General Meeting of the Council.	n/a.	Version 1.0.
October 2019.	General Meeting of the Council.	n/a	Version 1.1.
13 January 2022.	Approved by SMT,		Version 1.7.
1 March 2022.	Update of Roles		Version 1.7.
March 2022.	General Meeting of the Council.		Version 1.7.
April 2022.	Hayley Green	Corporate Director.	Version 1.8.

Change Record Table.

Date.	Author.	Version.	Status.	Reason.
October 2019.	Alan Tait and Les Donaldson.	1.1.	Final.	Reviewed and updated earlier version.
October 2021.	Les Donaldson.	1.7.	Final.	Reviewed and updated.
April 2022.	Les Donaldson.	1.8	Final.	Amended drivers hours at 5.7.



## **Appendix 1: Safe Driving Summary.**

**Drivers are responsible for ensuring that their vehicle is always in a roadworthy condition and that they comply with the relevant Legislation and Council policy. In addition, they should:**

- Drive safely and in accordance with the Highway Code.
- Be aware of and comply with Health and Safety requirements.
- Observe speed limits.
- Ensure that they hold a valid and current licence for the category of vehicle they drive.
- Remove any identification lanyards whilst driving. The force of an airbag inflating is fairly severe, so any plastic or metal object in the chest / torso area has the potential to cause injury if it gets pushed back into the body.
- You should not have any loose material in the cab/ front of the vehicle / in your lap when driving for work as these may cause injury in the event of an accident.
- Ensure the safety and comfort of passengers.
- Report any accidents whilst driving at work.
- Inform the Council immediately in the event of any change in medical condition or medication that a GP may reasonably judge as impacting on an employee's ability to undertake his/her duties.
- Notify the Council immediately when a change occurs and / or in advance of accepting employment or any change to roles or responsibilities.
- Inform the Council and the DVLA of any medical condition or disability that affects their ability to drive.
- Maintain control of the vehicle at all times.
- Take particular care when reversing and only reverse when it is absolutely necessary.
- Ensure that the vehicle is insured for business use.
- Report defects immediately.
- Keep the vehicle clean.
- Present the vehicle promptly for safety checks / servicing.
- Always ensure that the vehicle is correctly loaded.
- Comply with the Regulations in respect of Drivers' Hours and the keeping of work records, where appropriate.
- Advise their line manager of any work, especially driving, that they undertake for another employer.
- In the event of an accident or breakdown, not put themselves or any passengers at risk.
- Carry out regular vehicle maintenance checks

**Drivers should not:**

- Consume alcohol or drugs (other than appropriate use of prescribed drugs and proprietary medicines) in the course of the working day or shift, including paid or unpaid breaks and should ensure that their performance is not impaired by alcohol consumed prior to starting work.
- Drive a vehicle whilst ill or taking medication unless a doctor has confirmed it is safe to do.
- Drive with poor eyesight. If prescribed, spectacles or corrective lenses must be worn.
- Use a mobile phone whilst driving unless by means of a hands-free kit, or Bluetooth.
- Drive or continue to drive if they are tired.
- Use any vehicle or operated equipment for any other purpose than in connection with their duties.