
Driving at Work Policy

(including Driver Guidance and Risk Assessment)

1. Introduction

Guardian recognises that it employs a number of staff who are required as part of their employment to operate vehicles whilst at work. In this context driving at work means 'driving whilst paid and in connection with the drivers work activities'. In operating vehicles they are exposed to significant risks.

Organisations which fail to ensure staff drive safely in their company vehicle are likely to be a prime target for Corporate Manslaughter legislation a topic about which Guardian have based part of their technical seminars. Should a driver be involved in an accident particularly if there is a fatality, police will check that staff are properly insured, have an MoT test for their vehicles (if applicable) and have a valid driving licence (UK Driving Licence satisfying criteria for the vehicle being driven).

The Corporate Manslaughter and Corporate Homicide Act affects all vehicles used for work - under Health and Safety Law. Employers must make sure that work equipment (including vehicles) is suitable for its intended use, so far as health and safety is concerned, and that it is properly maintained and used. (Provision and Use of Work Equipment Regulations 1998).

This means that organisations are negligent if they don't ensure that vehicles being used for work activities are fit to be on the road.

This policy describes the general measures to be implemented by Guardian Management to reduce those associated risks to the lowest level reasonably practicable.

2. Scope and Aim

This assessment applies to all persons employed by Guardian who drive any type of vehicle whilst carrying out their duties.

The aim of this policy is to ensure that Guardian minimises the risks which employees are exposed to when operating vehicles. It is also intended to further ensure compliance with the relevant requirements in Health & Safety Law and also including The Road Traffic Act 1988.

3. Requirements of Legislation

Under the Management of Health and Safety at Work Regulations 1999, Regulation 3 requires a formal risk assessment to be carried out on any hazardous work activity or equipment. The operation of vehicles is no exception to this therefore a General Risk Assessment has been produced which will cover most if not all Driving at Work (see appendix 1).

Where managers consider that a particular driving activity has aspects that fall outside of normal activities, then a more specific assessment will be carried out.

4. Employers Responsibilities

Prior to any person being required as part of their duties to drive a vehicle which requires a vehicle licence, Operations Staff will satisfy themselves that:

- The individual holds an appropriate current UK or other licence to drive such a vehicle in the UK
- That the vehicle is appropriately insured for work (business) purposes.
- Where applicable MOT certificates and road fund licences (tax disc) are valid.

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- That suitable servicing arrangements are in place and up to date for all vehicles being driven by their staff. This may be carried out by servicing agents or the leasing company that has provided the vehicle.
 - The individual is issued with and signifies acceptance confirming understanding of Guardian Driving at Work Policy either in writing or by read receipt notice of its receipt under cover of an email or intranet message.
 - The individual has not been convicted of any driving offences, nor have any cases pending which would lead management to believe they would present additional risks or negate any insurance criteria.
 - The individual has no known physical, medical or mental condition which would impair their driving ability. The individual is not likely to be at any time under the influence of alcohol, drugs, prescribed medication or over the counter medication, which may affect their ability to drive. If employees/volunteers feel they are not fit to drive, they should report this to their Operations Manager.
 - That individuals are aware of Guardian's rules (set out in this Policy) regarding use of mobile phones and other equipment such as satellite navigation systems whilst driving on duty.

5. Employees Responsibilities

Specifically the Driver shall ensure that:

- The vehicles they drive are adequately and suitably maintained, generally by complying with any servicing, repair or recall requests and that appropriate valid documentation exists for vehicles at all times.
- That they are competent to drive the vehicles allocated to them.
- That appropriate periodic and pre-use inspections of vehicles used for Guardian activities are carried out. This inspection could, for example, be a visual tyre check, a simple brake test on the drive prior to moving off, with a more specific detailed check to include lights, indicators, tyre pressures and fluid level checks taking place at a frequency relevant to the vehicles use.
- That they comply with the requirements placed on the employer and the guidance given in the previous section of this policy and particularly relating to the use of mobile phones and other equipment whilst driving at work
- That they use and drive any vehicle on public and on-site roads in a safe manner, observe locally indicated speed limits and drive in an acceptably safe and responsible manner.
- Only park their vehicles in designated car parks and authorised permit areas, not on roadsides where parking restrictions apply. Any infringements of traffic rules, e.g. parking, speeding etc and subsequent fines will be the responsibility of the driver.

Employees who drive any vehicle on Guardian business should comply with requests to present their driving licence to their Operations Manager (normally on an annual basis) or to do so proactively if they are banned or receive any points on their licence.

Drivers who receive a ban should desist from driving immediately the ban comes into effect.

It is the employee's duty to bring to the attention of any defect, which comes to light during the operation of Guardian vehicles.

6. Management Responsibilities

The Operations Director has overall responsibility for the effective implementation of all risk management related policy, including its promotion.

The Finance Director is responsible for the procurement and management of the company's fleet.

The Operations department will be responsible for ensuring that drivers under their control have adequately read, understood and comply with this policy. They will be required to implement its content and ensure the provision of adequate risk assessments as required by The Management of Health & Safety at Work Regulations 1999

7. Monitoring, Audit and Review

Monitoring

The Directors, Senior Managers and Operations Department shall be responsible for monitoring the staff appointed under them and staff as well as the compliance of staff to this policy, its implementation and assessment findings. Each level of staff shall report any non-compliance to their manager.

Audit

The Operations Department will be responsible for the auditing of compliance with this policy as part of any Site Safety audits they may carry out.

Results of audits will be sent to the Safety Director, who will deal with any non-compliances as part of Quality Procedures. Audit results will also be conveyed to The Health & Safety Committee.

Review

The General risk assessments for this activity will be reviewed annually along with this policy or whenever there is significant change in the process or task.

8. Communication of Policy

The policy will be available on the Company intranet and will also be conveyed individually by email.

Appendix 1 Guidance to Drivers

Guardian endorses the advice given in the National Safety Council's Defensive Driving Course. This defines Defensive Driving as "driving to save lives, time, and money, in spite of the conditions around you and the actions of others." means safe driving. It is driving your vehicle in a way that avoids preventable accidents. A preventable accident is one which a good professional driver could avoid. This means you are always alert to what other road users are doing and take action to prevent an accident happening.

The main features of defensive driving are as follows:

Concentration

You must concentrate all the time so that you can spot any bad driving by other drivers. By being alert you can change your own driving in good time so that an accident does not happen. It is very important to maintain concentration throughout your journey. It only takes a few seconds break in concentration at any time during your journey for an accident to happen. That is why it is important for drivers to constantly look at the traffic and conditions around them to keep an eye on what is happening as far ahead of your vehicle as it is possible for you to see. This should give you plenty of time to adjust your driving.

Drivers must not only be aware of other vehicles on the road, but they must also never 'trust' the other driver not to make a mistake. If you 'trust' other drivers this could limit your ability to react quickly so as to avoid an accident.

Personal Driving Skills

A skilled defensive driver is one who knows and keeps to all the relevant traffic rules and regulations. This means you should, at a minimum, have a good working knowledge of 'The Highway Code'. Defensive driving is about more than this though. It means you must be able to:

- adjust your driving to the special dangers caused by abnormal weather and visibility conditions.
- be fully aware of the mechanical operation of your vehicle, of different types of road surfaces and the variety of traffic conditions that you come across.
- determine in advance how to avoid accidents such as by not driving too fast for the conditions or exceeding speed limits and not driving too close to other vehicles.

Speed Limits

Defensive driving means keeping to the speed limits. This is not only true of all legal speed limits but also with advisory speed limits which show, for example, fog on the motorway, or other types of dangers. In any case, good drivers do not really benefit from speeding. All that speeding does is to put the driver at greater risk of accidents and / or being caught by the police. On the road speeding increases stress for a driver and is a danger for others.

Vehicle Checks

How well you drive will also depend on the good mechanical condition of your vehicle. That is why defensive driving includes checking your vehicle before you set off on a journey.

You must be satisfied that as far as you can see your vehicle is safe and roadworthy. If in doubt get your vehicle checked before taking it out. If any fault occurs to your vehicle on the road, defensive driving means that you take the right action immediately, delaying it only increases the risk of an accident.

You must report any defects to your manager.

Driving Conditions

At times bad weather and visibility will determine driving conditions. Fog, snow and heavy rain reduce your ability to control your vehicle. Bright sunlight can reduce your ability to see and hot weather can affect the road surface. In these circumstances, you must adjust your driving particularly by increasing the distance between yourself and the vehicle in front.

Traffic Conditions

Traffic conditions can vary from hour to hour, day to day, week to week, town to town. The defensive driver must accept this and adjust his or her driving and attitude to meet these conditions. The irritations of traffic and the bad behaviour of other drivers on the road must be accepted as part of your normal driving job. A cool head is needed at all times and the good, defensive driver is one who is calm and careful.

Use of Telephones and Other Equipment

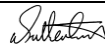
The law states that drivers must have proper control of their vehicles at all times and you can be prosecuted for careless or dangerous driving. You are not permitted by law to use hand held telephones whilst driving. The use of hands free mobile phones, whilst not illegal is not regarded as good practice by Guardian. Those using this equipment within the framework of the law are strongly advised not to do so whilst driving and until the vehicle is fully isolated. Incidents and accidents caused by driver use of hand held or hands free phones or other devices can be considered as an offence under current legislation. Similarly a person who is not in full control of a vehicle for any other reason may be liable to prosecution.

Guardian recommend that any equipment should only be used or adjusted after stopping in a safe place and after turning the engine off and preferably removing the keys temporarily.

Other equipment such as radios, satellite navigation systems, mirrors etc should not be adjusted whilst the vehicle is being driven. You should not use any equipment that can cause a distraction whilst driving.

Motivation and Responsibility

Quite simply, a defensive driver is one motivated enough to ensure safe driving. You must be prepared to make allowances for the behaviour of other road users and be willing to give way (even if you are in the right) if it means avoiding an accident. Your most important responsibility is to avoid becoming involved or contributing to an accident. This is what defensive driving is all about and it is this type of driving that should be a guide to all drivers.

Risk Assessment carried out by:	W. Sutherland	Position:	Operations Director:	
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ACTIVITY

Driving at Work – To and from Home/Office and Site whilst travelling to work or on other authorised Company business

HAZARDS:

- Danger of death
- Major or Minor injury
- Shock
- Resultant medical conditions – heart failure, nervous disorders etc.

THOSE AT RISK:

- Driver/Vehicle Custodian
- Passengers
- Members of the Public

CONTROL MEASURES:

Driver:

- Current licence
- Over 21
- Suitable driving experience driving similar vehicles
- Has read and signed in understanding the Company Safe Driving at Work Policy
- In reasonable health and capacity
- Does not feel unwell before or during journey such that capacity to drive safely is impaired
- Employs “Defensive Driving” techniques - (see Safe Driving at Work Policy) including observing Speed Limits
- Familiarises himself with the journey including traffic and road conditions
- Weekly Vehicle and pre-journey checks carried

Vehicle:

- Vehicle regularly serviced and maintained
- Breakdown cover available
- Emergency equipment available including hazard triangle, first aid kit, fire extinguisher etc.
- Documentation including current tax disc, handbook etc. is available in vehicle

Planning and Management:

- Manager and driver ensure that journeys and work schedules are planned to allow sufficient travel time between locations and journey mileage minimised
- Longer journeys into unfamiliar areas specifically planned beforehand
- Avoid journeys in more hazardous circumstances unless absolutely necessary

With these controls the Risk is – (circle which)

Unacceptable

Further
controls
required

Adequately
controlled

Further control measures required

- For exceptional journeys (in excess of 3 hours etc) having factors not addressed in the above General Risk Assessment, a journey-specific risk assessment should be carried out
- To prevent driver apathy or in the event accident statistics indicate it, this Risk Assessment should be monitored for effectiveness and reviewed at suitable intervals

Date:						
Initial:						

Use a new box each time this Risk Assessment is reviewed