



*Dunbartonshire and Argyll & Bute
Valuation Joint Board*

POLICY and GUIDANCE

Driving at Work

Driving at Work Policy

1.0 Introduction.

It has been estimated that up to a third of all traffic accidents involve someone who is at work at the time of the accident. This may account for over 20 people killed and 250 seriously injured every week.

The Valuation Joint Board's Health and Safety Policy requires the Assessor & ERO to manage the health and safety risks associated with driving in a similar manner to the way other health and safety risks are required to be managed.

2.0 Definition of Driving on Board Business

Board employees will be deemed to be driving on Board business (See also Appendix 1) if they are:

- Driving between Joint Board sites for work purposes.
- Travelling to and from a place of work where mileage is payable by the Joint Board.
- Travelling to meetings, seminars, training events, survey inspections or electoral canvass visits, as part of normal Board business.

3.0 Duties under the Law

The Health and Safety at Work Act 1974 requires employers to ensure, so far as reasonably practicable, the health and safety of all employees whilst at work. There is also a responsibility to ensure that other persons are not put at risk by driving activities associated with the Board.

Under the Management of Health and Safety at Work Regulations 1999, the Joint Board has a responsibility to effectively manage health and safety risks associated with driving activities, and this is usually achieved through the risk assessment process.

NB: Health and safety law does not apply to anyone commuting to work, unless travelling from their home to a location which is not their usual place of work.

4.0 Principal Objectives of the Policy

The principal objective of the Policy is to promote safe and healthy business travel whilst working for Dunbartonshire and Argyll & Bute Valuation Joint Board.

This may include attending conferences and seminars, work placements, travelling between Joint Board sites, visiting stakeholders etc.

5.0 Responsibilities:

Ultimate responsibility for this policy rests with Joint Board, as the employer. As with all matters relating to health and safety, all managers have devolved responsibility for the application of the policy.

6.0 The Management of Driving at Work

The Health & Safety Committees are responsible for ensuring that suitable and sufficient risk assessments are completed for all driving activities.

6.1 Licences

The Management Team must ensure that all drivers have a valid driving licence for the type(s) of vehicles to be driven. Driving licences will be checked at least annually – See 'Driving at Work - Procedures', below.

6.2 Insurance

The Management Team must ensure that all drivers using their private vehicles on Joint Board business must have the appropriate insurance cover/certificate. Insurance certificates / schedules will be checked at least annually and when any employee changes his/her car – See 'Driving at Work - Procedures', below.

6.3 Ministry of Transport (MOT) Certificates

The Management Team must ensure that all private vehicles used on Joint Board business have the appropriate MOT Certification. The MOT status of a vehicle will be checked at least annually and on renewal – See 'Driving at Work - Procedures' below.

7.0 Responsibility of Staff

The effectiveness of the policy will depend on the full co-operation of every member of staff, without exception. Co-operation should be encouraged from the highest level. Complying with the policy and associated guidance should be regarded as a basic duty by all staff and an essential obligation for all senior managers.

Driving at Work Guidance

1. Driver Competency and Health

1.1 Management Responsibilities:

- (i) Driving licences will be checked at least annually to ensure that licences are valid and appropriate for the type of vehicle to be driven and that the driver is not disqualified from driving.
- (ii) If a member of staff is believed to have health related issues which may be deemed to compromise driving competency, then they should be referred to a doctor or to Occupational Health (as appropriate) for clarification.

Driver Responsibilities:

- (i) The driver must inform management immediately of any changes in relation to Section 1.1(ii).
- (ii) Drivers must ensure that any change in their medical circumstances or medication, which might adversely affect their driving capability, is brought to the attention of their supervisors.
- (iii) No vehicle should be driven by a person under the influence of alcohol or drugs. This may include circumstances where alcohol was consumed during the previous day/night but is still present in the body.
- (iv) As the vehicle is deemed a place of work, smoking is prohibited within the vehicle.
- (v) In line with current legislation, employees should not use mobile telephones whilst driving, unless they are suitably 'hands-free'.
- (vi) Employees must report any endorsements, penalty points on their driving licence or any disqualification from driving.

2. Vehicle Use

2.1 Management Responsibility:

- (i) When private vehicles are to be used, the Management Team must be satisfied that the vehicle is 'fit for use'. This will take the form of annual MOT status check (where applicable) – See 'Procedures', below.

2.2 Driver Responsibility:

- (i) The driver must ensure that the vehicle is 'fit for use and purpose', prior to use. This includes ensuring that the vehicle has no known or visible faults that may impair its safe use.

- (ii) The driver should routinely check engine oil levels, windscreen washer fluid levels and water coolant levels prior to using the vehicle.
- (iii) Drivers should consider adopting a driving position which is conducive with good ergonomic practice.
- (iv) Vehicles must be driven commensurate with current legislation.
- (v) Drivers must report accidents whilst driving at work to their supervisor.
- (vi) The use of private vehicles whilst on Joint Board business is deemed 'business use' and as such the driver's personal vehicle insurance must reflect the business use of the employer.

3. Journey Planning and Considerations

To minimise the risks involved in travelling, consideration should be given to the following (not exhaustive):

- Can the journey be avoided? e.g. video conferencing etc.
- Is public transport a practical alternative?
- Can remote areas be avoided in event of a breakdown/ incident?
- Is the contact information known in the event of an emergency or breakdown?
- Where long distances are involved should overnight stays be considered
- Is a break required before starting a journey (e.g. after a conference etc.)?
- Are rest breaks planned into the journey?
- Can travelling at peak times be avoided?
- Has sufficient time for the journey been allowed (including allowance for unexpected situations)?
- Lanyards and passes should be removed when driving or when travelling as a passenger

3.1 Route Planning

Before undertaking a journey the driver should plan the route to the exact destination. When estimating driving time to the final destination, factors such as 'rush hours', road works and weather conditions should be taken into account.

3.2 Driving time

The driver should not have more than 2-3 hours continuously driving without taking a comfort break. In addition the driver should take a break if feeling fatigued outside the aforementioned timescale.

3.3 Travelling / Working time

When working time (including travelling time) exceeds 12 hours in any one day consideration should be given to:

- Using alternative modes of transport.
- Travelling to the destination the day prior to commencement of work or travelling the day after the work has been completed. Should an overnight stay be expected, accommodation should be arranged in advance of travelling.

3.4 Personal Security.

In the interests of personal security the driver should not offer lifts to strangers and where possible should not park in secluded areas.

Note:

The Joint Board does not advocate or condone illegal parking or driving in excess of speed limits. Payment of any fines or court costs resulting from these activities is the driver's responsibility and will not be met by the Joint Board.

4.0 Further Information

Further information on Driving at Work can be found by referring to:-

1. Driving at Work INDG382
The Health and Safety Executive ISBN 0 7176 2740 3
2. The Highway Code
The Stationary Office ISBN 0 11 552290 5
3. The Management of Occupational Road Risk
RoSPA

Driving at Work –Procedures

1.1 Driving Licences

Before driving on Board business, and then on an annual basis, all employees of the Board must submit their driving license to the Secretary. The license must be valid for the type(s) of vehicles to be driven.

Where licences do not display endorsements, the driver should provide the Secretary with the information required (Driver Number, National Insurance Number and Post Code) for a DVLA licence check to be carried out.

Copies of licences and DVLA search results will be taken and held in the employee's personnel file for two years unless there is ongoing legal or disciplinary action. A list of employees showing who has submitted, including submission date, will be presented to the management team twice a year.

1.2 MOT Certificates

Where any car is required by law to have an MOT Certificate, the driver must inform the Secretary that the MOT test has been undertaken and the Secretary will check at www.gov.uk/check-mot-status to ensure that the car has a valid MOT Certificate and will thereafter check on an annual basis..

A list of drivers and cars showing when the MOT status was confirmed will be maintained and Secretaries will regularly check the list for any certificate which is due, or overdue, for renewal.

1.3 Insurances

Before driving on Board business all employees of the Board using their private vehicle must have appropriate business insurance cover. Insurance certificates must be submitted at to the Secretary before any business driving is undertaken and on annual renewal.

Copies of insurance certificates will be taken and held in the personnel file for two years unless there is ongoing legal or disciplinary action. A list of employees showing who has submitted, including submission date will be presented to the management team twice a year.

1.4 Procedures – General

No employee will be able to claim Travel allowances for car journeys without having first provided the documentation above and/or had the appropriate checks carried out.

Where any employee has failed to provide relevant documentation or information as required by 1.1 – 1.3 above, they will be suspended from driving at work immediately and until such time as the employee has provided the relevant document(s) for inspection

Appendix 1: Are you Driving for Work		
Activity	Yes	No
Driving from your home office to another Board office for an internal meeting	✓	
Being driven by your spouse to an external meeting	✓ If remunerated	
Driving to the train station to travel to a meeting (other than your normal place of work)	✓	
Driving to the supermarket to collect sandwiches for a stakeholder lunch	✓	
Driving a colleague home from work after they have missed the last train		✓
Driving to an employment tribunal to act as a witness for the Board in an ongoing dispute	✓	No if summoned by the court
Visiting a stakeholder during the drive to your normal place of work	✓	
Driving to view a premises that the Board is looking to rent	✓	
Dropping off business post at the post office on the way home	✓	
Taking a (hands free) phone call from work whilst driving		Working but not driving for work