

WEST BERKSHIRE COUNCIL
THE POLICY FOR SAFER DRIVING
AT WORK

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Contents:

1	INTRODUCTION	5
2	HEALTH AND SAFETY LEGISLATION	7
3	POLICY STATEMENT	8
4	CORPORATE SAFE DRIVING PRACTICES	9
5	SAFE DRIVING PRACTICES - A Resume	10
5.1	USE OF MOBILE PHONES WHILE DRIVING	10
5.2	SPEEDING WHILE DRIVING	10
5.3	DRINKING AND DRIVING	10
5.4	DRUGS AND DRIVING	11
5.5	SEAT BELTS	11
5.6	GENERAL VEHICLE-RELATED SAFETY	12
5.7	PARKING WHILE ON COUNCIL BUSINESS	13
5.8	FITNESS TO DRIVE	13
	Safe Driving Practice	
Appendix A	Mobile Phones	17
Appendix B	The Safety Implications of Speed whilst Driving	19
Appendix C	Drink and Driving	22
Appendix D	Drugs and Driving (To be finalised)	23
Appendix E	Seatbelts	24
Appendix F	Parking while on West Berkshire Council Business	25
Appendix G	Fitness to Drive	26
Appendix H	Assessing the Risks from Driving	27

1. INTRODUCTION

- 1.1 This policy covers the driving and riding of vehicles whether Council supplied or privately owned by employees in the course of their employment, including off road use.
- 1.1.1 **The term 'vehicle' in the context of this policy refers to Cars, Vans, Refuse Trucks, Lorries, Low Loaders, Rider Operated Lift Trucks, Ride on Mowers, Road Sweepers, Mini Buses, Motor Cycles, Mopeds, Quads, Trikes, Tractors, Scooters, Bicycles etc. This list is not exhaustive. The term 'Employer' includes West Berkshire Council, line managers and supervisors and anyone with a hierarchical role, given, assumed or any other authority over another. 'Employee' includes all West Berkshire Council staff, elected Members, volunteers, temporary and casual staff, and should also be applied to people contracted to undertake Council business. Under any of the above categories, all terminology is cross-referenced. Likewise there is no differentiation between single and plural, male or female, etc.**
- 1.2 When developing its guidance on MORR (Managing Occupational Road Risk), the Royal Society for the Prevention of Accidents (ROSPA) estimated that, out of a total of 3,400 road collision fatalities every year, between 800 and 1000 (25 - 30 per cent) were likely to be occurring in collisions involving vehicles being driven for work purposes. Further evidence comes from the HSE's survey of self reported work related injury which has shown that there are some 77,000 injuries to employees every year as a result of 'at work' road collisions.
- 1.3 Employers clearly have moral as well as legal duties to assess the 'at work' road risks and to take 'reasonable practicable measures' to ensure 'safe systems of work' for their drivers. Many practical and cost effective control measures can be put in place, for example:
- team leaders/line managers have the responsibility for checking the necessary documents
 - getting risks down 'at source', for example by exploring safer alternative transport modes
 - looking at individual needs of drivers
 - specification of safest routes
 - setting standards for safe schedules, journey times and distance limits in order to prevent risks associated with driver tiredness
 - selection of vehicles with additional safety features
 - ensuring safe maintenance
 - ensuring drivers are medically fit at recruitment and for each journey and have appropriate eyesight checks
 - development arrangements are in place to help them to cope with the risks on the road
 - ensuring drivers are trained and competent to drive **individual** vehicles eg minibuses ref. ROSPA 'Minibus Safety - A Code of Practice' March, 2002

- 1.4 Occupational Safety Legislation defines 'at work' to include the following:
- driving to work in a company vehicle
 - travel between sites
 - any company business
- 1.5 Each individual service unit within the organisation must have a defined risk assessment procedure in place determined by a generic risk assessment (see Appendix H). Service Units such as Schools Advice and Support must ensure that risk assessments for individual establishments, eg schools, are conducted at regular intervals and detailed records kept.
- 1.6 It is a legal requirement that you must have proper control of your vehicle at all times. A driver assessment/training programme is recommended, especially when recruiting new staff, following an accident or driving offence conviction, on receiving a number of endorsements etc.
- 1.7 Vehicles must be kept in a road worthy condition, with all necessary documentation and first aid equipment. Normally a driving licence is sufficient for most day to day driving. However, the risk assessment should consider whether further training is required in order to achieve high standards of driving. Regular checks of driving licences should be recorded, ensuring drivers hold an appropriate licence and a record of penalties and endorsements is maintained.
- 1.8 The responsibility for implementing this policy lies with the Head of Service Unit or School Governing Body.

2. HEALTH AND SAFETY LEGISLATION

2.1 Under the Health and Safety at Work Act 1974, the Council has a duty to ensure so far, as is reasonably practicable:

- a safe and healthy place of work for all employees, along with safe systems of work, safe plant and equipment, adequate training, information, instruction and supervision.
- the safety of members of the public such as pupils and service users who may be travelling in Council supplied or privately owned vehicles as part of the service or visiting Council premises.

2.2 Employees have a duty under the Health and Safety at Work Act 1974 to:

- take reasonable care of their own safety and that of others who may be affected by their acts or omissions.
- they must also co-operate with the Council so far as is necessary to enable it to comply with any duty or requirement placed upon it.

2.3 The Management of Health and Safety at Work Regulations 1999 requires:

- employers to assess the nature and scale of workplace risks to health and to ensure that there are proper control measures in place to avoid these, where possible and reduce them as far as possible, when they can't be avoided.
- employees to inform their line manager of any dangerous situations or shortcomings in the Council's Health and Safety arrangements (see Health and Safety reference file - Part 2).

3 POLICY STATEMENT

- 3.1 The Council's aim is to reduce the numbers and severity of collisions and to work towards the Government's targets for 2010 of a 40% reduction in the number of people killed or seriously injured and a 50% reduction for children.
- 3.2 The Council will, so far as is reasonably practicable, ensure the health and safety of employees who are required to drive as part of their employment. It further recognises and acknowledges that hazards may arise when driving or riding and that these will be identified as part of the risk assessment process. It is the Council's intention to ensure that risks are reduced to a minimum and to this end will seek to give adequate information, instruction, training and supervision as is necessary.
- 3.3 Employees will not be permitted to drive or ride Council supplied vehicles until they have produced an appropriate and valid driving licence.
- 3.4 Employees will not be permitted to use their own vehicles on Council business until they have produced an appropriate and valid driving licence, MOT Certificate (where one is required), Road Fund Licence and Insurance Certificate covering business use.
- 3.5 Employees shall be required to comply with any safe systems of work, instructions or procedures initiated as a result of the risk assessment process.
- 3.6 Employees shall be required to comply with the Corporate Safe Driving Practices as set out in sections 4 and 5 below.
- 3.7 Employees should not drive any Council owned vehicle that they consider unsafe, but inform their line manager immediately of their concerns such as:
- Damaged or faulty vehicle
 - No vehicle excise licence
 - No MOT
- 3.8 Employees are legally responsible for ensuring that any vehicle they intend to drive is in a safe and roadworthy condition, including any load to be carried. They must familiarise themselves with the operation of the vehicle they intend to drive.
- 3.9 Employees will not offer lifts to hitch hikers.
- 3.10 Employees must know what the correct procedure is to follow at the scene of an accident whilst driving their own vehicle or a Council owned vehicle.

4. CORPORATE SAFE DRIVING PRACTICES

4.1 The following Corporate Safe Driving Practices have been developed:

- Use of Mobile Phones while Driving
- Speeding while Driving
- Drinking and Driving
- Drugs and Driving
- Seatbelts
- General Vehicle-Related Safety
- Parking while on Council Business

4.2 These will be updated and/or added to as appropriate, as a result of changes in legislation and/or any relevant best practice guidance that becomes available.

4.3 Brief resumes of the six Safe Driving Practices are set out in Section 5. More comprehensive guidance is provided in relevant appendices.

4.4 The Safe Driving Practice instructions laid out in Section 5 should be studied and complied with in full by all employees driving vehicles, whether Council supplied or privately owned, in the course of their employment with this Council.

4.5 Employees should make reference to the following documents:

- The Highway Code - The Stationery Office
- Safer driving at work - UNISON
- Managing Occupational Road Risk (MORR) - ROSPA
- Minibus Safety - A Code of Practice - March 2002

5. SAFE DRIVING PRACTICES - A Resume

5.1 USE OF MOBILE PHONES WHILE DRIVING (see Appendix A)

The Council's Policy is that:

- No employee should use a mobile telephone or any similar piece of telecommunications equipment (whether hand-held or hands free) while driving.

Research has shown that drivers are four times more likely to be involved in a collision if they are using a mobile phone.

Staff responsible for the use of mobile phones will:

- switch off the phone when driving
- use voice mail or divert calls so that messages can be left while the phone is switched off
- never make or receive calls while driving
- check for messages and deal with any calls, ***once parked safely with the engine switched off***
- ensure that the equipment is switched off when visiting a petrol station

5.2 SPEEDING WHILE DRIVING (see Appendix B)

The Council's Policy is that: -

- Council drivers should at all times comply with the speed limit in force on the public highway.

Regardless of the maximum legal speed, drivers should always drive at a speed that is appropriate for the conditions at the time and that will allow them to stop safely well within the distance they can see to be clear.

- Work will not be scheduled that can only be completed by exceeding safe speeds.

Drivers and supervisors will not undertake or sanction planned duties that will require or pressurise a driver to exceed legal limits for the vehicle or route.

5.3 DRINKING AND DRIVING (see Appendix C)

The Council's Policy is that: -

- Council staff should not drive while they have alcohol in their bodies.

If you drink and drive your judgement and abilities will be seriously affected. Drivers should be aware that alcohol could remain in the body for up to twenty-four hours. There is no fail safe guide as to how much you can drink and stay under the limit. The amount and type of alcoholic drink and your weight, sex, age and metabolism will all play their part. Any amount of alcohol could affect your judgement. Advice is that the only safe course to take is - not to drink and drive.

5.4 DRUGS AND DRIVING - including prescribed and over-the counter medicines (see *Appendix D*).

The Council's Policy is that: -

- Council staff should not take illegal drugs, and must not drive while they may be affected by having done so.

Illegal and unauthorised drugs create all sorts of health and safety dangers to staff and the public at large. No employer can countenance work practice that condones the taking of illegal drugs, and can certainly not allow staff to undertake road travel while so affected. By its nature, the management of the effects of illegal drug is all but impossible. The council has a zero-tolerance approach to illegal drugs in the workplace, or affecting safe working practice.

- Council staff should not operate road vehicles of any sort whilst affected by legally taken drugs such as prescribed or over the counter medicines.

Many legal medications can cause side effects in an individual that can affect the ability to operate a vehicle, or even make judgements about whether it is safe to cross a road. Advice should always be sought from a doctor or pharmacist, especially if the patient is taking other drugs or medications. The effects of medicines can be altered by alcohol, so mixing drugs and alcohol should also be avoided.

5.5 SEAT BELTS (see *Appendix E*)

The Council's Policy is that: -

- You must wear a seatbelt if one is available, unless you are exempt.

Even if you are legally exempt, drivers should consider the wisdom of wearing a restraint when driving on Council business and supervisors should consider the implications if a driver genuinely cannot wear a restraint. Every occupant of the car, front and rear, must use their seat belt for all journeys. This applies also to pregnant women unless they are medically exempt. (*To be exempt on medical grounds, you must consult your doctor, and acquire and present a 'Certificate of Exemption from compulsory seatbelt wearing'*). Exemption also applies to a person using a vehicle constructed or adapted for the delivery of goods or mail to consumers or addressees, as the case may be, while engaged in making local rounds of deliveries or collections. (Statutory Instrument 1993, No.176).

The law affects the front seats of all vehicles, including vans, coaches, buses and goods vehicles where seat belts are fitted and the rear seats of cars and small minibuses (with an unladen weight of 2,540kgs or less) where seat belts are fitted. Whilst the law does not presently require seat belts to be worn in the rear seats of larger minibuses or coaches, they should be used if fitted. The law does not prevent you from carrying more passengers than there are restraints. If you have to choose who rides without a belt or restraint, remember that heavier passengers can cause greater injury to others in a collision than lighter passengers. Do not carry more passengers than the vehicle is designed for.

5.6 GENERAL VEHICLE-RELATED SAFETY

The Council's Policy is that :-

- no driver should eat, drink, change music tapes or CD's, or tune radio stations while driving.

It is dangerous to take your hand off the steering wheel and your eyes off the road for any reason not connected with driving.

- drivers must not drive while taking medicines or drugs that prohibit or affect driving.
- drivers should sit as far as is reasonably possible from the steering wheel in order to reduce the possibility of serious head-on chest injuries in an accident and to enable any air bag to deploy effectively. Similarly, front seat passengers should not sit close to the dashboard. Never use a rear-facing child restraint in the front of a car fitted with a frontal airbag.
- vehicle occupants should ensure that the top of the head restraint is level with the top of your head and the head restraint is as close as possible to the back of your head.
- all loads carried, i.e. passengers, animate and inanimate objects, must be secure at all times. In a car, load heavy luggage low down, lighter on top and spread the load. In an estate/hatchback, do not load luggage above the height of the rear seats. Use the rear seatbelts, if possible crosswise. This gives added stability to the seat back.
- no vehicle should be used overloaded, either in terms of size of load or weight. Particular thought needs to be given to the need to be able to weigh a vehicle in its loaded state before being used on a road. It is very easy to 'overload' a car.
- riders of cycles and powered 2-wheelers should wear appropriate protective equipment. Crash helmets are a legal requirement for powered 2-wheelers, and the condition should be included in the pre-use checks. Riders of these machines should also wear outer garments with CE approved protective armour and proper footwear. Cyclists should wear cycle helmets and high visibility tabards. Overall, the clothing worn should be suitable and safe. Any 'load' to be carried should fit into a secured container, and not require the rider to hold it in place.

5.7 **PARKING WHILE ON COUNCIL BUSINESS** (see *Appendix F*)

It is the Council's policy that:

- all Council staff, who need to leave their vehicles on the public highway whilst on duty, should not park in a location where it would endanger, inconvenience or obstruct pedestrians or other road users. Examples: near a school entrance, at a junction, on a bend, or obstructing a private driveway.
- all Council Officers should be aware that they have no exemption from the waiting or loading restrictions applying in the road, indeed they have a particular obligation to respect them. Unless they have no practicable alternative (and then only if they are loading or unloading for short periods), they should not park on double yellow lines whilst carrying out their duties.
- parking charges in Council owned car parks or on-street pay & display bays will be refunded in the normal way if incurred while on Council business. Officers should always purchase a suitable ticket, or display a relevant permit as required by the signing appropriate to the parking space.
- vehicles associated with inspecting or carrying out works on the highway itself should be identified with flashing amber lights and signed to comply with Chapter 8 of the Traffic Signs Manual. Vehicles should only remain at the site in order to carry out duties required by the progress of the works.
- staff will comply with any parking restriction applied to that site by the owner/operator when parking on Council premises, or when visiting any other premises.

5.8 **FITNESS TO DRIVE** (see *Appendix G*)

It is the Council's policy that:

- no employee shall drive when unfit through illness or any other reason.
- no driver shall be tasked with, or permitted to schedule, work that cannot be done within a safe working day, taking all circumstances into consideration.
- relevant legal limitations on hours of work, including 'Drivers Hours' will be complied with.
- even where a specific legal restriction does not apply to the class of vehicle/type of work, the spirit of the regulations will be applied.

Appendices

Safe Driving Practice - Mobile Phones

Policy

- No employee should use a mobile telephone or any similar piece of telecommunications equipment (whether hand-held or hands free) while driving.

Staff responsible for the use of mobile phones will:

- switch off the phone when driving
- use voice mail or divert calls so that messages can be left while the phone is switched off
- never make or receive calls while driving
- check for messages and deal with any calls, ***once parked safely with the engine switched off***
- ensure that the equipment is switched off when visiting a petrol station

Introduction

- A1 Every day thousands of drivers take their hands off the steering wheel and their eyes off the road to use mobile phones. It is considered that phone calls are distracting, particularly when they involve business.
- A2 It has been established by safety organisations that when drivers use hand-held mobile phones, they do not have full control of their vehicle and their hazard perception is reduced. Even professional drivers with specialist driver training have been shown to be distracted enough to miss potential hazards in a test track situation. There is evidence of a quadrupling of the risk of a collision occurring during a phone call.
- A3 When using a hands-free phone while driving, the driver is still distracted to some degree. Distraction caused by the mental effort of carrying on a telephone conversation occurs, even with advanced devices and this impacts on safety. There is an association between mobile phone use and increased collision risk and evidence that phone conversations are more stressful than equivalent conversations with passengers.
- A4 It is recognised that phones are a part of modern life and work. The road safety benefits include alerting emergency services to the scene of an accident and requesting roadside breakdown assistance. Outgoing calls should not be made by the driver whilst the vehicle is on the move.
- A5 This policy is designed to cover the use by employees of mobile phones, whether hand-held or hands free, in-car or hand-held radios and even hand-held Dictaphones while in their vehicles. West Berkshire Council recognises that for operational efficiency and convenience there are real benefits for the Authority if officers have mobile communication equipment in their vehicles. However, there are road safety implications of using such equipment.
- A6 This Policy will therefore apply to all Council employees who have reason to use mobile telecommunication equipment whilst on Council business.

Definition

A7 The term “mobile phone” is meant to cover the use of all mobile communication equipment as covered by this Policy which includes:

- hand held mobile telephones
- hands free mobile telephones
- hand held in-car radios
- hand held dictaphones or tape recorders
- in-car “communicators” with fax, E-mail and Internet facilities
- combined car radio and mobile phone
- “Traffic Master” type traffic information systems or on-board route planners

Implementation

A8 **It will be the Council’s policy to:-**

- ensure that all employees who have cause to use mobile phones have access to and are fully aware of the Policy Statement, Corporate Safe Driving Practices, statutory requirements and underlying principles.
- ensure the provision of the appropriate equipment to all staff who rely on mobile communications equipment.
- ensure the provision of related training to officers in the correct use of mobile phones to support the mobile phone policy.
- provide a monitoring and reviewing programme in order to ensure that managers help to develop the safe use of mobile phones by employees.

A9 The above implementation policy covers the use of mobile phones by employees whilst on Council business and used with whatever form of transport is being used at the time.

Responsibilities

A10 Employees communicating with other mobile phone users should:

- be aware that the person they are attempting to contact may be driving a vehicle
- not conduct business over the phone unless it has been established that the person being called is parked safely with the engine switched off.

Safe Driving Practice - The safety implications of Speed while Driving

Policy

- Council drivers should at all times comply with the speed limit in force on the public highway.
- Work will not be scheduled that can only be completed by exceeding safe speeds.

Introduction

- B1 The road safety implications of speed while driving must be addressed and this policy will therefore apply to all Council employees who have reason to use vehicles while on Council business
- B2 The West Berkshire Council promotes, supports and brings to the attention of the public the DfT (Department for Transport) 'Kill Your Speed' and 'Slow Down' campaigns. Hence it is important we are seen to comply ourselves.
- B3 Driving too fast causes around 1,100 deaths and 100,000 injuries a year nationally.
- B4 Over 70% of people regularly break the speed limit.
- B5 Even breaking the limit by just a few miles an hour greatly increases the risk of having a collision:
- around ten people die every day on Britain's roads - by far the single biggest cause is driving too fast for the conditions.
 - about half of all accidental deaths of children are due to road collisions.
 - hit by a vehicle at 40mph, 9 out of 10 pedestrians are killed.
 - at 20mph, 9 out of 10 pedestrians survive.
 - about two thirds of all collisions in which people are killed or injured happen on roads where the speed limit is 30mph or less.
 - it has been estimated that each 1mph reduction in average speed will cut collision frequency by 5%.
 - an average family car travelling at 35mph will need an extra 21 feet (6 metres) to stop, than one travelling at 30mph.
- B6 Collisions happen despite the conditions and irrespective of the time of day. In West Berkshire during the last two years to date:
- most road accidents occurred on dry roads
 - most occurred in daylight
 - many collisions occurred between the hours of 3pm and 6pm.

Speed Limits

B7 You **must not** exceed the maximum speed limit for the road and for your vehicle (see table B9). Street lights usually mean that there is a 30mph speed limit unless there are signs showing another limit. ***You must assume that the 30mph limit applies to all traffic on all roads with street lighting, unless signs show otherwise. If you do not know the speed limit, slow down!***

B8 The speed limit is the legal maximum and does not mean it is safe to drive at that speed - irrespective of conditions. Driving at speeds too fast for the road and traffic conditions is dangerous. You should always reduce your speed when:

- the road layout or condition presents hazards, such as bends, roadworks, schools;
- sharing the road with pedestrians and cyclists, particularly children, and motorcyclists;
- weather conditions restrict visibility, reduce road grip etc;
- driving at night, or where there is a great contrast between sun & shade – as in on a country road in bright sun where tree overhang causes heavy shade.

Definition

B9 Speed Limits (mph)*

Type of Vehicle	Built Up Areas **	Single C'ways	Dual C'ways	Motorway
Cars & motorcycles	30 mph	60 mph	70 mph	70mph
Cars towing caravans or trailers	30 mph	50 mph	60 mph	60 mph
Buses and coaches	30 mph	50 mph	60 mph	70 mph
Goods vehicles not exceeding 7.5 tonnes max. laden weight	30 mph	50 mph	60 mph	70 mph#
Goods Vehicles exceeding 7.5 tonnes max. laden weight	30 mph	40 mph	50 mph	60 mph

* May be varied temporarily by roadworks or by motorway signs etc.

** 20mph in some areas with Traffic Calming - e.g. Northbrook Street Newbury, Thatcham Broadway.

60mph if articulated or towing a trailer

Road Traffic Law (from Penalty Table)

B11 Speeding

Fine	£1,000 (£2,500 for Motorway offences)
Disqualification	Discretionary
Penalty Points	3-6 or 3 (fixed penalty)

B12 Any driver who accumulates 12 or more penalty points within a three year period must be disqualified. This will be for a minimum period of six months, or longer if the driver has previously been disqualified.

Safety Cameras

B13 'Speed' camera technology has significantly reduced casualties in West Berkshire at sites where speed limit violations are linked to injury crashes. The Thames Valley Safer Roads Partnership is continually monitoring collision statistics and vehicle speeds in order to prioritise the introduction of further camera sites or enhance enforcement at existing sites.

B14 There are at present several fixed and mobile camera sites in West Berkshire. Others may be established where speed and crashes coincide. There may also be Red Light Camera sites identified and installed.

Safe Driving Practice - Drinking and Driving

Policy

- Council staff should not drive while they have alcohol in their bodies.

Introduction

C1 Alcohol can seriously affect judgement and the ability to drive. Whilst there is a legal limit above which you are likely to be prosecuted for excess alcohol you are advised not to alcohol drink and drive.

Implementation

C2 Current legislation establishes a legal limit to the amount of alcohol that an individual can consume which is enforced by the police.

A summary of the penalties of Drinking and Driving are as follows:-

Offences	Maximum Penalty
Causing death by careless driving under the influence of drink or drugs	10 years imprisonment, unlimited fine disqualification obligatory- 2 years min. 3-11 penalty points (if exceptionally not disqualified)
Driving while unfit through drink or drugs or with excess alcohol; or failing to provide a specimen for analysis	6 months imprisonment, £5000 fine, disqualification obligatory, 3-11 penalty points(if exceptionally not disqualified)

Safe Driving Practice - Drugs and Driving

Policy

- Council staff should not take illegal drugs, and must not drive while they may be affected by having done so.
- Council staff should not operate road vehicles of any sort whilst affected by legally taken drugs such as prescribed or over the counter medicines.

To be finalised.

General Safety - Seatbelts

Policy

- You must wear a seatbelt if one is available, unless you are exempt.

Introduction

- E1 Correct wearing of a seatbelt provides additional protection to the wearer. Even in cases where there may be exceptions to the legal requirement to wear a seatbelt, passengers and drivers are encouraged to do so.

Implementation

- E2 Current legislation establishes when a seatbelt must be worn which is enforced by the police.
- E3 A summary of the Seatbelt law is as follows:-

	Front Seat (all vehicles)	Rear Seat (cars & small minibuses with an unladen weight of 2540kg or less	Whose Responsibility
Driver	Seatbelt must be worn if fitted		Driver
Child under 3 years of age	Appropriate child restraint must be worn	Appropriate child restraint must be worn <i>if available</i>	Driver
Child aged 3-11 and under 1.5m (approx 5 ft) in height	Appropriate child restraint must be worn <i>if available</i> . If not, an adult seat belt must be worn	Appropriate child restraint must be worn <i>if available</i> . If not, an adult seat belt must be worn <i>if available</i>	Driver
Child aged 12 or 13 or younger child 1.5m metres or more in height	Adult seatbelt must be worn <i>if available</i>	Adult seatbelt must be worn <i>if available</i>	Driver
Passenger over the age of 14	must be worn <i>if available</i>	must be worn <i>if available</i>	Passenger

Safe Driving Practice - Parking while on West Berkshire Council Business

Policy

- all Council staff, who need to leave their vehicles on the public highway whilst on duty, should not park in a location where it would endanger, inconvenience or obstruct pedestrians or other road users. Examples: near a school entrance, at a junction, on a bend, or obstructing a private driveway.
- all Council Officers should be aware that they have no exemption from the waiting or loading restrictions applying in the road, indeed they have a particular obligation to respect them. Unless they have no practicable alternative (and then only if they are loading or unloading for short periods), they should not park on double yellow lines whilst carrying out their duties.
- parking charges in Council owned car parks or on-street pay & display bays will be refunded in the normal way if incurred while on Council business. Officers should always purchase a suitable ticket, or display a relevant permit as required by the signing appropriate to the parking space.
- vehicles associated with inspecting or carrying out works on the highway itself should be identified with flashing amber lights and signed to comply with Chapter 8 of the Traffic Signs Manual. Vehicles should only remain at the site in order to carry out duties required by the progress of the works.
- staff will comply with any parking restriction applied to that site by the owner/operator when parking on Council premises, or when visiting any other premises.

Introduction

- F1 The Council imposes waiting restrictions, marked with lines and explanatory signs, at locations where it is inappropriate or dangerous for drivers to park. If there are yellow 'flashes' on the kerbs in addition to lines then it is not permitted to load or unload either.
- F2 The main reason for introducing waiting and loading restrictions is to improve safety and visibility, particularly at junctions or pedestrian crossing points. Vehicles parked on lines are a potential safety hazard. Council officers should be particularly careful to ensure that their vehicles are parked in safe locations - by definition this means that they should respect any waiting or loading restriction.

Implementation

- F3 The Traffic Regulation Orders do not allow the Council to make any *ad hoc* exemptions to these restrictions. Traffic Wardens and Police Officers have some discretion in certain circumstances, provided that there is prior notification or an appropriate permit has been displayed. There is an exemption for parking in relation to works being carried out on the highway itself but in these cases other safety regulations apply. For example vehicles must be conspicuously marked and display an amber flashing beacon on the roof of the motor vehicle.

**Fitness to Drive
Policy**

- no employee shall drive when unfit through illness or any other reason.
- no driver shall be tasked with, or permitted to schedule, work that cannot be done within a safe working day, taking all circumstances into consideration.
- relevant legal limitations on hours of work, including 'Drivers Hours' will be complied with.
- even where a specific legal restriction does not apply to the class of vehicle/type of work, the spirit of the regulations will be applied.

Introduction

- G1 Deciding 'fitness' to drive is usually straightforward – the driver will be visibly ill, impaired or incapacitated. Fitness doubts that arise from alcohol, drugs/medication or fatigue can be harder to spot but are no less important. Disciplinary issues may arise from such unfitness that an employee will seek to hide, or a supervisor may wish not to see. The safety of the member of staff, and other road users, is paramount.
- G2 Fatigue issues need to be considered from the condition of the driver on commencing the day/journey and their likely condition at the end. Long journeys by road must include time for breaks.
- G3 Other issues to consider will include stress: West Berkshire Council cannot ignore the risk of a 'road rage' incident. Likewise it would be inappropriate for an employee suffering a stress condition to become stranded a distance from their home or base.

Implementation

- G4 The implementation of policies relating to the fitness of an individual to drive is best undertaken through formal risk assessments by line managers.

ASSESSING THE RISKS FROM DRIVING

INTRODUCTION

Approximately 3,000 lives are lost annually as a result of driving incidents. Once the hazards that employees face have been identified, the next stage is to assess the risks and look at the implications. This involves assessing the risks that employees potentially face on the road every day.

The Line Manager should carry out a risk assessment for each driver they manage, including employees who use their own vehicles for business purposes and those who only use a pool or hire vehicle occasionally. The assessment should “rate” drivers depending on their age and driving experience, their patterns of work, the location and types of journey they undertake, their driving record, the vehicle that they use, their health and any additional driver training they have taken.

Once all the risk assessments have been carried out they can be grouped to prioritise what action is required to minimise the risk drivers face on the road. This analysis should be coupled with the Service Unit’s crash statistics to build up an overall picture of where existing problems lie and where there is the biggest potential risk.

UNDERTAKING THE RISK ASSESSMENT

The following is an example of a risk assessment form that can be used to analyse most situations. It may need to be modified in special circumstances and when, for example, additional training has been carried out.

Before undertaking the assessment, the Line Manager needs to determine whether to assess the employee’s business-only or total mileage, as this will often differ greatly. The risks that the driver faces will not, of course, significantly change but the corporate responsibility of the Authority will. The answer will be determined by each Service Unit and their prime motivation for implementing a *Management of Occupational Road Risk* (MORR) strategy. If it is to simply comply with health and safety legislation, the Line Manager will probably only analyse the business portions of each employee’s mileage. If the prime motivator is to minimise the risks their employees face, whether they are driving as part of their work or not, the Line Manager will probably assess the employee’s total mileage. The following notes explain how to complete the risk assessment form.

1. Initial Information

Along with the driver and assessor’s name and assessment date, the driver’s location and line manager should be recorded. This may be helpful, when the overall analysis is carried out, in highlighting where problems lie in specific locations and Service Units.

2. Driver Risk

The driver has the biggest influence over the likelihood of being involved in a crash so is covered first.

- **Age**
The driver's age has a great effect on the risk of crashing. Statistics from the Transport Research Institute (Road User Behaviour Division) show that drivers under the age of 20, especially men, are most at risk of having a crash, and that the safest drivers tend to be aged over 30 but under 60. At 60 the risk increases again.
- **Driving record**
The number of years an employee has held a full licence, the number of crashes they have had and the number of driving convictions they have, are indicators of the risk that they face on the road. The more recent the crashes or convictions, the higher the risk of being involved in a crash. The range of vehicle types the driver is experienced with can also reduce the risk rating.
- **Number of years licence held.**
Less experienced drivers are more likely to be involved in crashes whatever the age.
- **Crash record.**
Drivers who have recently had crashes, regardless of "blame", are more likely to be involved in subsequent crashes than those who have not crashed.
- **Driving convictions.**
Drivers who break the law are more likely to be involved in crashes than law-abiding drivers.
- **Health**
Although a minor consideration compared to some of the other areas above, the health of the driver can influence the likelihood of being involved in a crash.
- **Eyesight**
It is estimated that as many as 1 in 10 drivers are not able to read a vehicle number plate from a distance of 20.5 metres (67 feet) in good daylight (the DSA standard test for drivers under examination), so it is important for drivers to have regular sight tests. It is recommended that drivers have full 'Keystone' (or similar) eye test specifically relevant to road issues.
- **Back pain**
Drivers who suffer from back pain, whether caused from the use of their vehicle or by something else, are more likely to suffer fatigue and are thus at higher risk of being involved in a car crash.
- **Medication.**
Certain medications can cause drowsiness although many drivers ignore the warnings on the medicine label and continue to drive after taking it. This can be a particular problem with, for example, some cold and hay fever remedies. The assessor should determine whether the driver uses any such medication during the year (including regular medication) and, if the driver does not know the warnings associated with the medication that he/she uses, score it as a Yes.

- **Training**

The training a driver receives can have a big influence on the risks they face on the road. Drivers who have an advanced driving qualification, for example, face lower risks than those who do not. Only two aspects of training are covered in this assessment. Obviously if more driver-related training has been carried out, this section of the assessment can be expanded to cover this and help differentiate between trained and untrained employees.

- **Defensive driver training.**

A basic defensive driver-training course covers the fundamentals of safe driving techniques and gives the employee an understanding of what safe driving is and the areas where they need to improve to maximise their safety on the road.

Attending a course does not in itself make the employee a safe driver but it acts as a good starting point that reduces the risks they face on the road.

- **Mobile telephone use**

Although a mobile phone is a piece of equipment (which, it could be argued, should be part of the vehicle risk factor below) it has been included in the driver section for two reasons:

- mobile phone use affects driver behaviour
- it has more effect on the overall risk by being in driver risk because this has greater weighting than the other factors (as explained below) - this helps to reflect the dangerous nature of mobile phone use while driving.

The danger in using a telephone comes from the conversation and not from the physical act of holding it or pressing the buttons: no differentiation should be made between vehicles with and without hands-free telephone installations.

To arrive at the driver risk rating, see *Total Risk* below.

3. Journey Risk

After the driver, the types of journeys undertaken have the next biggest influence on the risk of a crash. This covers the number of miles driven per year, where the journeys take place, on what type of roads and the weather conditions (which will always be variable). The more miles an employee drives the bigger the risk they face of being involved in a crash.

- **Miles driven per year**

The number of miles driven is a reliable indicator of risk as the more time the employee is behind the wheel the more chance they have of being involved in a crash. All miles should be considered, not just those driven for work

- **Types of journey**

The types of road used affects the risks, with motorways being the safest roads and rural roads the most dangerous. The assessment will include an estimate, by the employee, of the amount of time they spend on each type of road. The type of road on which the highest percentage of time is spent travelling should be recorded on the form.

- **Time of journeys**

This refers to the length of time an employee works (their standard working day), the length of time spent driving (if driving is not the prime function of their job), and also the time of day when they are driving. This area covers potential fatigue problems with drivers either spending a long time driving or having a very long working day including their driving time, or driving when their body-clock says that they should be asleep.

- **Average time driving per day.**

This is sometimes difficult for an employee to estimate, especially if they are irregular or occasional business drivers. It may be necessary for an employee to give a best estimate of the time they spend driving over a typical week or month.

- **Average length of working day.**

This question determines whether fatigue could be induced by the overall time that an employee is at work, including driving. This should include commuting time for office-based workers, as this will influence their level of fatigue.

- **Time spent driving between midnight and 6am.**

The human body's natural body-clock expects to be asleep between the hours of midnight and 6.00am, and so drivers driving during these hours are more likely to feel tired at the wheel, and in the worst cases, fall asleep.

Many people who drive motor vehicles in the course of their work are required to comply with regulations as to hours worked, hours driven, daily rest etc – not just 'lorry' and 'bus' drivers. Drivers and supervisors must always ensure the daily work programme does not require, or make likely, that these regulations will be breached.

To arrive at the journey risk rating, see *Total Risk* below

4. Vehicle Risk

The vehicle, whilst important, has the least influence of the three major areas of risk. Some vehicle features can help prevent crashes but many are passive features that help protect a driver in the event of a crash and thus minimise the severity of the collision.

- **Ownership**

The owner of the vehicle will influence the risk of it being involved in a collision. A Line Manager has much more control over a vehicle it owns or leases than it does over an employee's own vehicle that they use for business purposes.

- **Company-owned vehicle.**

A Line Manager has the ultimate control over this type of vehicle and can dictate its specification, who can drive it, where and how often it is serviced, when the tyres are changed and how it is driven.

- **Pool or hire vehicles.**
Employees who use pool or hire vehicles are at greater risk than when using their own vehicles for work. Hire vehicles can be controlled to some extent, with minimum standards that the Line Manager can set in terms of the vehicle specification and hire company reputation. However, the availability of hire vehicles is often limited, especially if they are required at short notice, so there is more of a risk that they will not meet the company's minimum standards
- **Employee-owned vehicle.**
The Line Manager has much less control over an employee's own vehicle that they use for work so there is a greater risk of the vehicle contributing to a crash, and the severity of that crash could also be worse. This, of course, is a generalisation but because the onus is on the employee and not the Line Manager to ensure that the vehicle is correctly maintained then the risk is increased.
- **Type of vehicle**
The vehicle must be suitable for the purpose it is used for. By their nature, the injury risks for car occupants are different to motorcyclists/cyclists etc.
- **Engine capacity**
In general, the higher the performance of a vehicle the more likely it is to contribute to a crash. This is especially true with young and inexperienced drivers, or drivers who are used to vehicles of lesser power. The scoring for cars and vans is different to that for motorcycles.
- **Safety features**
ABS (Anti-lock braking systems). The Anti-lock braking System (ABS) on a vehicle is an active safety feature that can help the driver avoid a crash in an emergency situation by giving them the ability to steer under heavy braking. This is a safety benefit provided that the driver knows how to use the system correctly. Few drivers do (or can), and many do not realise the system can *extend* a stopping distance.
- **Driver and passenger airbags.**
These are passive safety features that work to protect the driver and passenger in the event of a frontal impact, when used in conjunction with the safety belts. They do not reduce the likelihood of a crash but can lessen the severity of any subsequent injuries. If there is a driver airbag but no passenger airbag, it can be scored as if there were both if it is the case that only the driver is in the car on work journeys (which is usually the case).
- **Side airbags.**
These are also passive safety features that work to protect the driver and passenger in the event of a side impact. They do not reduce the likelihood of a crash but can lessen the severity of any subsequent injuries.
- **High level brake light.**
This is another active safety feature. It can give drivers following behind an early indication that the vehicle is braking and thus lessen the risk of a rear-end collision.

- **Euro/NCAP score.**

The European New Car Assessment Programme (EuroNCAP) rating is an assessment of the vehicle in the event of a crash, and can give an indication of the survivability of a crash. Vehicles are given a score out of five. (See www.euroncap.com/results.htm for details).

A study by researchers in Sweden and Australia shows that drivers of vehicles in four and five star rated vehicles have a 30% better chance of escaping death or serious injury in a collision compared to drivers of vehicles rated with two stars. But there was no difference in the occurrence of minor injuries between the different classes of vehicles. A vehicle's crash worthiness is a passive safety feature and can only help in reducing the severity of the collision. Vehicles that have not been tested in the Euro/NCAP programme should be put in the medium risk rating.

To arrive at the vehicle risk rating, see *Total Risk* below.

Total Risk

Having completed the assessment, the results for each of the three risk factors (driver, journey, and vehicle) should be looked at. The point of this is to prioritise the action required to reduce risk. First the risk rating for each of the three risk factors (driver, journey, vehicle) should be identified. This is quite simple, as it is determined by the highest rating for an individual aspect of that risk factor. For example, if an individual has a "low" risk rating for all areas within driver risk, but a "medium" risk rating for training, the overall driver risk should be considered medium.

Next an overall risk score should be worked out. The driver, journey and the vehicle risks are weighted, as driver risk has more influence on the overall risk than journey risk, which in turn has more influence than vehicle risk. The weighting used is as follows:

- journey risk makes up 30% of the overall risk
- driver risk makes up 50% of the overall risk
- vehicle risk makes up 20% of the overall risk

Thus if we assign a value from 1 to 5 to the risk scores of very low to very high, the scores are converted into numbers as follows (by multiplying the individual risk factor score by the weighting percentage). These scores are shown on the form.

	Driver Risk (50%)	Journey Risk (30%)	Vehicle Risk (20%)
Very High (5)	2.5	1.5	1
High (4)	2	1.2	0.8
Medium (3)	1.5	0.9	0.6
Low (2)	1	0.6	0.4
Very Low (1)	0.5	0.3	0.2

To arrive at the overall score, add the driver, journey and vehicle risk together. For example, if an assessment shows a very high driver risk, a medium journey risk and a very low vehicle risk, this will result in an overall score of $2.5 + 0.9 + 0.2 = 3.6$ (highest possible score = 5)

Risk Prioritisation

Actions to address risk should be prioritised according to the score, i.e. the higher the score, the sooner that risk should be reduced. It can be useful to look at the individual aspects of each of the three risk factors in order to look for common themes - for example, this may highlight particular problems with young and inexperienced drivers. It is also useful to compare the results of the risk assessment against any crash records to see if predicted problem areas are similar to actual problem areas. The weather will undoubtedly skew the risk rating (e.g. driving in fog or icy conditions would be very high risk, snow maybe deemed high risk, rain only medium risk etc.). A decision on the day of travel (and in some cases during the journey) may indicate that the journey should not go ahead or be abandoned.

OCCUPATIONAL ROAD RISK ASSESSMENT RECORD

Driver Name:	Assessor:
Assessment Number:	Date:
	Review Date:
Line Manger:	Office Location:

Driver Risk & Rating	Very Low 0.5	Low 1	Medium 1.5	High 2	Very High 2.5
Age		51-60	31-50 / > 60	22-30	17-21
No. Of years driving license held	> 15 years	11-15 years	6-10 years	2-5 years	< 2 years
Serious crashes in last 3 years	0		1-2	> 2	
Minor crashes in last 3 years	0	1-2	> 2		
Driving convictions in last 5 years	0		1-2	> 2	
Eye sight test in last 12 months	Yes		No		
Back pain	No		Yes		
Medication used	No	Yes			
Training	Advanced driving	Defensive driving	None		
Mobile telephone used	No				Yes
Place the highest risk rating score from above in the score box				Score	

Journey Risk & Rating	Very Low 0.3	Low 0.6	Medium 0.9	High 1.2	Very High 1.5
Miles driven per year	< 5,000	5,001 - 15,000	15,001 - 50,000	> 50,000	
Most usual type of journey		Motorway	Urban	Rural	
Most usual location of journeys*	Area 1	Area 2	Area 3	Area 4	
Average time driving per day	< 1 hour	1-3 hours	3-6 hours	> 6 hours	
Average length of working day	< 8 hours	8-10 hours	11-12 hours	> 12 hours	
Time spent driving midnight - 6am	0 %		1-10%	11-20%	> 20%
Weather (when known)	Clear	Bright	Rain High Winds	Snow	Fog Ice
Place the highest risk rating score from above in the score box				Score	

Vehicle Risk & Rating	Very Low 0.2	Low 0.4	Medium 0.6	High 0.8	Very High 1
Ownership of vehicle	Company	Pool / Hire / Driver's			
Type of vehicle	Car or van		Motorcycle		
Engine capacity - cars and vans	< 1,400cc	1,401-2,000cc	> 2,000cc		
Engine capacity - motorcycles		< 50cc	51-500cc	>500cc	
ABS fitted	Yes		No		
Front air bags fitted	Yes	No			
Side air bags fitted	Yes	No			
High level brake light	Yes		No		
EuroNCAP score	5	3-4	0-2 / none		
Place the highest risk rating score from above in the score box				Score	
(add the 3 totals above, highest possible score 5) TOTAL RISK SCORE					
(very high 5, high 4, medium 3, low 2, very low 1) RISK RATING					

Decide on action/control measures to ensure driver safety

Worked Example

The following worked example illustrates the risk assessment form in use.

The profile of the employee under assessment is as follows:

1. Driver risk:

- the driver is a 28 year old male
- he has held a licence for 10 years
- he has had one minor crash in the last three years, but has no driving convictions
- he has perfect eyesight, no back pain and is not on medication
- he has not received any training
- he uses a mobile telephone while driving.

2. Journey risk:

- he drives 20,000 miles per year
- he mainly does motorway driving
- all his journeys are in the UK
- he spends about five hours a day driving on average
- his average working day is 11 hours
- he never drives between midnight and 6.00am

3. Vehicle risk:

- the vehicle is a company car
- it has an engine capacity in excess of 2000cc
- it has the following safety features: ABS, driver and passenger airbags
- it has a EuroNCAP score of 4.

The form shows how these details should be recorded and how the risk is worked out for this individual.

Total risk in worked example

Looking at the form it can be seen that the driver risk is very high (a score of 2.5), the journey risk is medium (a score of 0.9) and the vehicle risk is medium (a score of 1.6). Adding these up gives the total risk, which is 4. Key issues to be addressed in this case include mobile phone use and training.

OCCUPATIONAL ROAD RISK ASSESSMENT - WORKED EXAMPLE

Driver Name: <i>Joe Bloggs</i>	Assessor: <i>Angie Smith</i>
Assessment Number: <i>RA/Drv/01</i>	Date: <i>29/11/02</i>
	Review Date: <i>28/11/03</i>
Line Manger: <i>Mike Harding</i>	Office Location: <i>St John House</i>

Driver Risk & Rating	Very Low 0.5	Low 1	Medium 1.5	High 2	Very High 2.5
Age		51-60	31-50 / > 60	22-30	17-21
No. Of years driving license held	> 15 years	11-15 years	6-10 years	2-5 years	< 2 years
Serious crashes in last 3 years	0		1-2	> 2	
Minor crashes in last 3 years	0	1-2	> 2		
Driving convictions in last 5 years	0		1-2	> 2	
Eye sight test in last 12 months	Yes		No		
Back pain	No		Yes		
Medication used	No	Yes			
Training	Advanced driving	Defensive driving	None		
Mobile telephone used	No				Yes
Place the highest risk rating score from above in the score box				Score	2.5
Journey Risk & Rating	Very Low 0.3	Low 0.6	Medium 0.9	High 1.2	Very High 1.5
Miles driven per year	< 5,000	5,001 - 15,000	15,001 - 50,000	> 50,000	
Most usual type of journey		Motorway	Urban	Rural	
Most usual location of journeys*	Area 1	Area 2	Area 3	Area 4	
Average time driving per day	< 1 hour	1-3 hours	3-6 hours	> 6 hours	
Average length of working day	< 8 hours	8-10 hours	11-12 hours	> 12 hours	
Time spent driving midnight - 6am	0 %		1-10%	11-20%	> 20%
Weather (when known)	Clear	Bright	Rain High Winds	Snow	Fog Ice
Place the highest risk rating score from above in the score box				Score	0.9

Vehicle Risk & Rating	Very Low 0.2	Low 0.4	Medium 0.6	High 0.8	Very High 1
Ownership of vehicle	Company	Pool / Hire / Driver's			
Type of vehicle	Car or van		Motorcycle		
Engine capacity - cars and vans	< 1,400cc	1,401-2,000cc	> 2,000cc		
Engine capacity - motorcycles		< 50cc	51-500cc	>500cc	
ABS fitted	Yes		No		
Front air bags fitted	Yes	No			
Side air bags fitted	Yes	No			
High level brake light	Yes		No		
EuroNCAP score	5	3-4	0-2 / none		
Place the highest risk rating score from above in the score box				Score	0.6
(add the 3 totals above, highest possible score 5)			TOTAL RISK SCORE		4
(very high 5, high 4, medium 3, low 2, very low 1)			RISK RATING		High

Decide on action/control measures to ensure driver safety

OCCUPATIONAL ROAD RISK ASSESSMENT RECORD

Driver Name:	Assessor:
Assessment Number:	Date:
	Review Date:
Line Manger:	Office Location:

Driver Risk & Rating	Very Low 0.5	Low 1	Medium 1.5	High 2	Very High 2.5
Age		51-60	31-50 / > 60	22-30	17-21
No. Of years driving license held	> 15 years	11-15 years	6-10 years	2-5 years	< 2 years
Serious crashes in last 3 years	0		1-2	> 2	
Minor crashes in last 3 years	0	1-2	> 2		
Driving convictions in last 5 years	0		1-2	> 2	
Eye sight test in last 12 months	Yes		No		
Back pain	No		Yes		
Medication used	No	Yes			
Training	Advanced driving	Defensive driving	None		
Mobile telephone used	No				Yes
Place the highest risk rating score from above in the score box				Score	

Journey Risk & Rating	Very Low 0.3	Low 0.6	Medium 0.9	High 1.2	Very High 1.5
Miles driven per year	< 5,000	5,001 - 15,000	15,001 - 50,000	> 50,000	
Most usual type of journey		Motorway	Urban	Rural	
Most usual location of journeys*	Area 1	Area 2	Area 3	Area 4	
Average time driving per day	< 1 hour	1-3 hours	3-6 hours	> 6 hours	
Average length of working day	< 8 hours	8-10 hours	11-12 hours	> 12 hours	
Time spent driving midnight - 6am	0 %		1-10%	11-20%	> 20%
Weather (when known)	Clear	Bright	Rain High Winds	Snow	Fog Ice
Place the highest risk rating score from above in the score box				Score	

Vehicle Risk & Rating	Very Low 0.2	Low 0.4	Medium 0.6	High 0.8	Very High 1
Ownership of vehicle	Company	Pool / Hire / Driver's			
Type of vehicle	Car or van		Motorcycle		
Engine capacity - cars and vans	< 1,400cc	1,401-2,000cc	> 2,000cc		
Engine capacity - motorcycles		< 50cc	51-500cc	>500cc	
ABS fitted	Yes		No		
Front air bags fitted	Yes	No			
Side air bags fitted	Yes	No			
High level brake light	Yes		No		
EuroNCAP score	5	3-4	0-2 / none		
Place the highest risk rating score from above in the score box				Score	
(add the 3 totals above, highest possible score 5) TOTAL RISK SCORE					
(very high 5, high 4, medium 3, low 2, very low 1) RISK RATING					

Decide on action/control measures to ensure driver safety