

# Work Related Road Safety Standard/Procedure

Reference: \*  
Version No: Draft 1  
Issue Date: Nov 2009  
Classification: \*

## Document Control

Document Ref:		Date Created:	
Version:	1	Date Modified:	6 <sup>th</sup> August 2010
Revision due			
Author:	C Evans	Sign & Date:	Nov 2009
Head of Service:		Sign & Date:	
Equality Impact Assessment: (EIA)	Date undertaken:		
	Issues (if any):		

## Change History

Version	Date	Description	Change ID

## Related Documents

Reference	Title	Tier
	* Policy	
Appendix B	* Corporate Homicide and Manslaughter Act April 2008	
Procedure A	* licence verification	
Procedure B	* driver risk assessment/ * driver practical training assessment /* on line e-learning package / module * driver training flow chart	

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## **1. Purpose**

- 1.1. Long term aims are to reduce the incidence and costs in both human and financial terms of work related road safety, through good management policy and clear practical guidance.
  - 1.1.1. To encourage a positive attitude towards safe traveling at work.
  - 1.1.2. To help managers and staff assess travel-related risks and take steps to control them.
  - 1.1.3. To clarify the responsibilities and expectations required of individuals and those with shared responsibilities for anyone who travels in association with their work.
  - 1.1.4. To monitor the effectiveness of the policy.
  - 1.1.5. To reduce the costs and other effects of crashes and offences and protect staff and assets.

## **2. Applicability**

- 2.1. West Berkshire Council values its workforce and will endeavor to manage and control work related road safety through raising awareness and by good management practice.
- 2.2. This procedure applies to the driving and riding of vehicles by all employees, volunteers and elected members and covers arrangements for private, leased and council owned vehicles, including off road use.
- 2.3. The term 'vehicle' 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 or any vehicle owned, leased or hired in for the purposes of carrying out the business of the Council.
- 2.4. The term 'employer' includes West Berkshire Council elected members, line managers, supervisors and anyone with a role of responsibility or authority over another.
- 2.5. The term 'employee' includes all West Berkshire Council staff, volunteer, temporary and casual staff; and should also be applied to people contracted to undertake Council business.
- 2.6. Minibuses and people carriers used to transport pupils, service users etc are covered by the Councils 'Guidelines for Minibus Operations'. See Appendix F.
- 2.7. No vehicle owned or leased by the Council shall be hired or lent to any group or individual for a fee or a running cost contribution, for any purpose that does not form the business of West Berkshire Council. This will not exclude leased car drivers from using their allocated vehicles for social , domestic and pleasure use.
- 2.8. No vehicle owned or leased by the Council can be used at any time for business use which does not form part of the business of the Council. Personal business of the employee concerned for employment with any other organization, or for the purposes of the business of any other organization, is prohibited under the terms of our Insurance cover, and, as such would render the Insurance cover invalid.

### **3. Roles and Responsibilities**

West Berkshire Council recognizes that traveling at work ranges from very occasional journeys through to vocational driving. Managers and staff should apply the guidance contained in the appendices as appropriate for the individual and the type of journeys they undertake.

- 3.1. The Head of Highways and Transport has responsibility for ensuring that this procedure is kept up to date.
- 3.2. All Heads of Service are responsible for ensuring that their staff and volunteers operate in accordance with these agreed procedures.
- 3.3. All Council staff and elected members are responsible for familiarizing themselves with, and ensuring that they comply with this standard.
- 3.4. Support and Advice – All Corporate Safe Driving practices will be covered under the Road Risk Induction for ALL employees. This is provided by the Traffic and Road Safety Team within the Highways and Transport Service.

### **4. Corporate Safe Driving Practices**

In general, the procedures are not intended to be prescriptive, but to provide guidance, information and advice to managers and employees. It will assist them, flexibly and sensibly to recognize, reduce and deal with the risks surrounding employees and volunteers whilst traveling on council business. It will also help West Berkshire Council meet a range of statutory requirements.

- 4.1. The following Corporate Safer Driving practices have been developed and will be delivered as part of the Road Risk Induction for ALL employer/ employees
  - Fitness to Drive – Vehicle and Driver/ Rider
  - Speed whilst driving
  - Use of Mobile Phone whilst driving
  - Drinking and driving
  - Drugs and driving
  - Seat Belts
  - Age – Related Young Driver: 17-24 years Older Driver: 65+ years
  - Parking whilst 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 summaries of the eight safe Driving Practices are set out in Section 5.

4.4. The Safe Driving Practice instructions laid out in Section 5 should be complied with in full, by all employer/ employees whether vehicles are council supplied or privately owned and used in the course of their employment with West Berkshire Council.

## 5. Guidance – Brief Summary

### 5.1. Fitness to Drive/ Ride: Vehicle & Driver/ Rider

- No employer/ employee shall drive when unfit through illness or any other reason.
- Consideration needs to be made to provide a FREE eye-sight test for any driver, who doesn't already qualify under the VDU scheme.
- No employer/ employee shall be tasked with or permitted to schedule work that cannot be done within a normal 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, the spirit of the regulations will be applied.
- No vehicle should be overloaded, either in terms of size of load or weight. All loads carried (passengers, animate or inanimate objects) must be secured at all times.
- Riders of cycles and powered 2-wheelers should wear appropriate protective equipment. This includes crash / cycle helmets and protective/ high visibility outer garments to reduce the risk of injury. Any 'loads' carried should fit into a secured container and not require the rider to hold it in place.
- Employer/ employees who are required to drive/ ride on Council business must hold the appropriate licence for the vehicle being driven. Overseas issued licenses (other than EU licences) must be exchanged for a UK licence within 1 year of arrival **into the UK**. All licences will be verified in accordance with the licence verification procedure.
- All employees will be required to complete an on-line risk assessment to identify potential risks faced or pose when driving. A suitable support programme will be identified to reduce risk and raise awareness of driving/ riding dangers as set out in the Driver Training Procedure.

### 5.2. Speed whilst Driving

All employer/ employees drivers/ riders should at all times comply with the speed limit in force on the public highway.

- Whilst complying with all legal speed limits, drivers/ riders should always drive at the speed that is appropriate for the conditions at the time and that will allow them to stop safely within the distance they can see to be clear.
- Work will not be scheduled that can only be completed by exceeding safe speeds.

- Drivers/ riders and supervisors will not undertake or sanction planned duties that will require or pressurize a driver/ rider to exceed legal limits for the vehicle or route.

### 5.3. Use of Mobile phone whilst driving

**No** employer/ employee will use a mobile telephone or any similar piece of telecommunications equipment (whether hand held or hands free) whilst driving. They should;

- switch off the phone before the start of the journey
- use voice mail or divert calls so the message can be left while the phone is switched off
- never make or receive calls or text messages whilst driving
- check for messages and deal with any calls, once parked safely with the engine switched off

### 5.4. Drinking and Driving

**No** employer / employees should drive while they exceed the legal limit for alcohol.

### 5.5. Drugs and Driving – including illegal, prescribed and over the counter medicines

**No** employer/employees should take illegal drugs

**No** employer/ employee should operate road vehicles of any sort whilst affected by legally taken drugs such as prescribed or over the counter medicines.

### 5.6. Seatbelts

All employer/ employees must wear a seatbelt if one is available, unless a 'Certificate of Exemption' is produced and verified. The law affects the front seats of all vehicles including vans, coaches, buses and goods vehicles where seatbelts are fitted and the rear seats of cars and small minibuses where seatbelts are fitted.

- Every occupant of the vehicle, front and rear must use their seat belt for all journeys regardless of the journey distance.
- Do not carry more passengers than the vehicle is designed to carry.
- When children are transported in a vehicle, a suitable child restraint system under current legislation guidelines will be followed.

### 5.7. Age –Related

- Drivers aged 17-20 must have held a full licence for a minimum of 1 year. Strict limits on the type of vehicles to be operated for this age group are in place and any minibus or passenger transport vehicle must not be used by anyone under 21 years of age. There is an additional excess of £500 for each and every loss on top of the existing policy excess and the Fleet Risk Manager and Insurance Officer Limit must be consulted if a car above groups 1-6 on the 20 group database is to be used. The

employees Head of Service will be required to approve the use of any vehicle for this age group.

- Drivers aged 21-25 years are required to either have a full D1 license or undertake a test before driving a minibus. There is an additional excess of £250 for each and every loss on top of the existing policy excess.

#### 5.8. Parking whilst on Council Business

- Drivers must comply with relevant parking restrictions
- There is no exemption from the waiting or loading restrictions applying in the road.
- Officers and Members should always purchase a suitable ticket or display a relevant permit. Non – compliance resulting in a fine can **not** be claimed as a travel expense.
- Vehicles associated with inspecting or carrying out works on the highways should be identified with flashing amber lights and signed to comply with Chapter 8 (Traffic Signs Manual).
- All employer/ employees will comply with any parking restriction applied to that site by the owner/ operator when parking on council premises or visiting any other premises.

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