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Related Documents

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	Policy	
	Work Related Road Safety Procedure	
Appendix A	Driver training flow chart	

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1. Purpose

- 1.1. To meet the changes in legislation (Corporate Homicide and Manslaughter Act 2008) and to promote best practice.
- 1.2. To encourage a positive attitude towards safe traveling at work.
- 1.3. To help managers and staff assess travel-related risks and take steps to control them.
- 1.4. To clarify the responsibilities and expectations required of individuals and those with shared responsibilities for anyone who travels in association with their work.
- 1.5. To monitor the effectiveness of the policy.
- 1.6. To reduce the costs and other effects of crashes and offences.

2. Applicability

- 2.1. This procedure applies to the driving and riding of vehicles by all employer/ employees and covers arrangements for private, staff leased and council general fleet vehicles, including off road use.
- 2.2. The term 'vehicle' refers to: cars, vans, lorries, low loaders, rider operated lift trucks, ride on mowers, road sweepers, mini buses, motor cycles, mopeds, quads, trikes, tractors, scooters & bicycles etc.
- 2.3. The term 'employer' includes West Berkshire Council, line managers and supervisors and anyone with a management role, given, assumed or any other authority over another.
- 2.4. The term 'employee' includes all West Berkshire Council staff, elected members, volunteer, temporary and casual staff; and should also be applied to people contracted to undertake Council business.
- 2.5. Under any of the above categories, all terminology is cross-referenced. Likewise there is no differentiation between single and plural, male or female, etc
- 2.6. Minibuses and people carriers used to transport pupils, service users etc are covered by the Councils 'Guidelines for the Safe Operation of Minibuses'

3. Roles and Responsibilities

- 3.1. The Head of Highways and Transport has responsibility for ensuring that this procedure is kept up to date.
- 3.2. Heads of Service are responsible for ensuring that the procedure is applied by all staff in their service
- 3.3. All staff are responsible for familiarizing themselves and ensuring that they comply with the procedure.

4. Risk assessment

- 4.1. The Council operates an on-line Work Related Road Risk Assessment profiler. This software provides a statistically validated risk assessment of attitude, hazard perception, behaviour, knowledge and exposure. It will identify those “high risk” individuals who are more likely to be involved in a crash. This application can be completed through any web enabled computer, the average completion time is 40mins.
- 4.2. All staff that drive on Council business will be required to undertake this test.
- 4.3. Identification of individual risk levels will be done through two separate methods:
 - Driver profiling
 - Competency based assessment
- 4.4. There are three possible outcomes that will identify suitable support and education via a traffic light system
 - Green – low risk: recheck in 18 months
 - Amber – medium risk: recheck in 12 months / medium risk (Fleet) & medium/high risk (Non Fleet): e-learning course (Drive Smarter or IRC)
 - Red – medium/high (Fleet) & high (Fleet / Non Fleet) risk: Driver/ rider practical training

5. E-learning driver/ rider educational support

- 5.1. The e-learning resource is designed to address recent changes to Corporate Manslaughter legislation, and it will:
 - Raise awareness of driving dangers
 - Promote long-term behaviour change where required
 - Reduce the risks our employer/ employees may face and may pose – when driving
- 5.2. Where an individual is assessed as an AMBER - Medium risk (General Fleet/ Lease Car drivers) outcome from Risk assessment the employees will be required to complete the following programme:
 - Year 1 – one module per month over a 12 month period
 - Year 2/3 – quarterly refresher

6. Driver Practical Training

- 6.1. Where an individual is assessed as a RED – medium/high (Commercial Fleet & Lease Car drivers) & high (Commercial Fleet/ Lease car drivers & Grey Fleet) risk outcomes from Risk assessment the employees will be required to complete the following programme:

- Practical driver assessment – Details should be obtained from the Senior Transport Services Officer (Risk Management) within the Highways and Transport Service.

7. Safe and Fuel Efficient Driving – as required (Local Transport Plan 3)

- 7.1. The main emphasis of the training will be on accident prevention and fuel reduction A SAFED training course will cover all aspects of vehicle management from vehicle checks through to better driving techniques (10-18% reduction in fuel costs)
- 7.2. A One day course (2 persons) – improves the drivers knowledge of the vehicle and the road. This training will be a requirement for drivers assessed as a RED – medium/high risk. The cost of this training will be borne by the employee's service.

8. Travel / mileage claim form

- 8.1. Employees are required to sign an expenses claim form with the statement, "For any mileage claimed I hold a current driving licence and have insurance valid for business purposes". No payment can be made without this form.

9. Failure to comply with this procedure

- 9.1. Employees who drive their own vehicles on council business must have "business use" insurance cover in place. Employees must not drive their cars on WBC's business unless cover is in force.
- 9.2. Employees' own Insurers may refuse to pay claims if an accident occurs whilst driving on WBC business unless this cover is in force.
- 9.3. Any employee who refuses to make their documents available will not be allowed to drive on council business. Refusal to comply may lead to disciplinary or other action to remedy the situation if not being able to drive has a significant impact upon their ability to fulfil their contract of employment
- 9.4. In such cases mileage claims will not be authorised for payment until the documents have been verified.