

No.	Action	Category	Progress	Target completion
1	A written policy statement on fleet and driver risk management should be prepared and issued across the organisation.	A	Drafted and approved by Corporate Board, and issued through to Heads of Service	done
2	The organisation should demonstrate commitment from the most senior levels of management to the development of a fleet and driver risk management policy and to the attainment of high standards of fleet and driver risk management.	B		
3	A senior manager or director should be nominated to take ownership of, and actively champion, a fleet and driver risk management programme.	B		
4	The organisation should consider promoting safe driving through the use or subscription to any of the national campaigns such as Brake's 'Pledge to drive safely', DoT's 'Think! Road Safety', 'Well driven?' or similar schemes.	C		
5	When assessing an individual's suitability to drive a vehicle, consideration must be given to the person's previous experience, general safety attitude and suitability for the driving task.	B		
6	Robust procedures should be in place throughout the organisation to ensure all vehicle users hold (as a minimum) a full, current driving licence, which is appropriate for the class of vehicle to be driven.	A	Checking procedure in place. An annual Internal Audit will be carried out to ensure this is being complied with	Done
7	A 'form of authorisation' should be considered for implementation within the organisation in order to effectively manage its driving staff.	B		
8	Basic/ induction training on work-related road safety should be provided to all driving staff.	A		
9	Additional/ advanced driver training should be considered for ALL employees required to drive for work, within 1 year of appointment.	B		
10	As a priority, additional / advanced driver training should be provided to all of the following categories of drivers: high mileage drivers; young drivers (under 25); inexperienced drivers (licensed less than 1 year); foreign nationals new to UK driving; and minibus / multi-seat vehicle drivers.	B		
11	Drivers should be provided with a handbook which gives advice and information on safe driving road safety.	B		
12	All line managers across the organisation must conduct initial checks of the driving licence of all their employees, and any non-employees, required to drive on work-related business.	A		
13	Licence checks by line managers should be repeated at least once every 12 months.	B		
14	All line managers should be made aware that photocopies should not be accepted, and that only original licence documents should be checked.	B		
15	All managers should be made aware that new licences, after 1st Jan 97, with full car entitlement (Group B), only allow the holder to drive vehicles with no more than 8 passenger seats.	B		
16	All managers should be made aware that new licences, after 1st Jan 97, also prohibit drivers from towing large trailers.	B		
17	The organisation should ensure that reporting systems are in place so that licence endorsements for more serious offences (i.e. those attracting 8 or more penalty points such as drink driving and reckless/dangerous driving) are routinely notified to the Fleet Manager / Insurance Manager.	B		
18	A written procedure should be drafted, agreed and circulated which provides guidance on actions for managers to follow in the event that vehicle users, including non-employees, accumulate a significant number of penalty points.	B		
19	If a number of penalty points have accumulated, driver training should be considered as a possible course of remedial action.	B		
20	Pre-employment medical checks should be undertaken to establish employees' fitness to drive.	A		
21	Vehicle users should be required to have an eyesight test every two years (or sooner if they suspect they have a problem).	A		
22	Vehicle users should be routinely made aware of their responsibility to report to their manager any medical condition (including deteriorating eyesight), which affects their ability or fitness to drive.	B		
23	Vehicle users, including non-employees, should be required to complete a medical declaration on an annual basis.	B		
24	A written policy should be drafted, agreed and circulated covering vehicle use and prescribed medication, alcohol consumption, or the possession and use of illegal/controlled drugs.	A	Done as part of 1 above	
25	Where employees have a choice on make and model of personal issue vehicles (e.g. 'company cars'), written guidelines setting out safety features that must be included should be produced.	B		
26	Where employees have a choice on make and model of vehicle, they should be provided with guidance on where to access information on crash test results i.e. The European Road Assessment Programme (EuroRAP) and Thatcham.	B		
27	Vehicle users should be routinely instructed that they should never leave an unlocked vehicle unattended.	B		
28	Consideration should be given to registering high value vehicles and high value mobile plant with any local vehicle registration / police schemes.	C		
29	Consideration should be given to ensuring that the organisations high value vehicles are fitted with tracker systems, and that the organisations basic vehicle specification is amended to specify the requirement.	C		
30	The organisation should ensure that minimum security standards are in place for its depots and other premises where numbers of vehicles are parked overnight. The following risk control / security measures should be considered: premises enclosed by a full perimeter fence and locked gates; security personnel on-site and controlling access / egress from the site; parking areas and site access / egress covered by CCTV; and parking areas protected by external lighting.	B		
31	Documented procedures should be implemented for the recording and monitoring of the provision of specific vehicles to specifically named drivers, including date and time of issue and return.	C		
32	The risks associated with work-related driving should be formally assessed by the organisation in line with legal requirements.	A	Done as part of 1 above	Done
33	The risks associated with vehicle related work activity should be formally assessed by the organisation in line with legal requirements.	A		
34	Guidance should be drafted, agreed and issued to vehicle users giving advice on journey planning and other risk management precautions.	B		
35	All vehicle users should be issued with information on the action to take in the event of an accident.	B		
36	Reporting lines and responsibilities should be developed within the organisation to ensure that vehicle accident reports are always provided in a timely manner to the relevant line manager, Fleet Manager and, where appropriate, the Risk and Insurance Manager.	B		

37	Managers should be required to actively follow-up on all vehicle accident reports, interviewing the driver and where necessary inspecting the vehicle and/ or scene of the accident.	B	
38	Information relating to vehicle accidents should be routinely reported and considered within the council. It should be analysed and used to identify trends in location, accident type, drivers' etc, as well as to direct risk management initiatives.	B	
A	These are actions which are considered to be most critical because they relate directly to matters of compliance with legal responsibilities or reduction of the risk in areas of high exposure. Also included in this category are actions considered to be essential to the introduction of a culture of risk management and risk improvement. They should be considered immediately and implemented as soon as possible.		
B	These are matters which relate to accepted standards, codes of practice and legal requirements. Their adoption will be very important to the overall risk management programme and attainment of best practice. They should receive prompt attention and introduction phased to be complete over a 12 month period.		
C	These are actions which represent or suggest minor improvements to existing procedures. These are also actions that would be in line with best practice advice. They should receive your consideration and if accepted adopted as soon as practicable.		