

# Emergency Contacts

Accident, Emergency or Breakdown Company Contact

Breakdown Recovery Agent

Company Vehicle Insurance Details

# Introduction

Driving can be one of the most dangerous activities we do, and driving for work tends to be riskier than driving for private reasons. The risk often increases with the greater distances we travel. Together we have a duty to keep everyone safe on the road.

We, as an organisation, have a legal responsibility towards all staff, whether the vehicle they are using is owned by us, by the member of staff or by any other party. Anyone driving for work has a responsibility to make sure the risks are properly identified and managed. This requires effective planning.

This booklet is designed to help you as a driver by providing some essential guidance and contact details.

The content of this handbook should be considered in conjunction with our Management of Occupational Road Risk (MORR) Policy.

# Legal Matters

## Vehicles

**Authorisation to Drive** – You should not drive this or any other vehicle on company business unless authorised to do so. At all times you must:

- legally be entitled to drive the type of vehicle you are using
- use a vehicle which is safe and road legal
- be competent to drive safely
- use the vehicle for suitable purposes

**Company Vehicles** – You must be authorised to drive any specific class or type of vehicle owned by our company. You must:

- Complete all relevant inspection/maintenance logs and checks prior to any journey.
- You are required to complete the driver logbook for every journey. Under Section 172 of the Road Traffic Act 1988, we need to know who is driving a vehicle owned by us at any given time.
- Ensure the vehicle is suitable for the journey/purpose you intend to undertake.
- Any issues identified with the vehicle should be reported immediately to our identified company contact.

**Using your own vehicle** – You must be authorised to use your own vehicle for company purposes. The vehicle must be:

- taxed and hold a current MOT where relevant
- insured by you for business use
- maintained in a roadworthy condition

# Legal Matters

## Motoring Offences

Any motoring offences committed either during work related or other journeys are your responsibility. Prosecution and/or accumulation of penalty points may contravene your employee's contract and therefore could result in suspension and/or dismissal. All motoring offence convictions whether dealt with by court proceedings, fixed penalty ticket or diversionary training course should be notified to your Line Manager.

# Accident Procedures

Should you be involved in an accident you should follow the guidance provided in the Highway Code, rules 274 to 287. You must cooperate fully with members of the emergency services and provide them with any information they request.

You should not admit any liability or make any statements to the press.

## Accident

If you are involved in an accident which causes damage or injury to any other person, vehicle, animal or property you **MUST**:

- STOP
- Give your own and vehicle owners name and address along with the vehicle registration number and insurance details to anyone having reasonable grounds for requiring these.
- If you do not give your name and address at the time of the collision, the incident should be reported to the police as soon as reasonably practicable or in any case within 24 hours.

*Road Traffic Act 1988, Section 170*

# Accident Procedures

## Some Practical Tips

- Ensure all persons involved are safe and immediately seek medical assistance for those injured.
- If the Emergency Services are required, furnish them with relevant information and a contact number. Remain at the scene until they allow you to leave.
- If safe to do so remove all vehicle occupants to a place of safety and take steps to warn other road users of the incident.
- Do not move injured persons unless there is an immediate risk of further injury from fire or other vehicles.
- Obtain the names and addresses of any independent witnesses.
- Do not move your vehicle until it is safe to do so or when instructed by the Emergency Services.

Do not continue on a journey following any accident unless you are sure the vehicle is in a safe and roadworthy condition.

## Reporting and Recording;

Following involvement in an accident, and when safe to do so, you must contact the designated person(s) listed within this handbook who will advise on how to proceed.

## Emergency Procedures

If you are involved in any incident whilst driving for work, when it is safe to do so, contact the emergency contact highlighted at the front of this handbook. They are available should you require any advice/guidance in relation to your personal safety, vehicle or the journey you are undertaking.

# Breakdown

## Breakdown

If possible, move the vehicle to a safe place or take steps to warn other road users of the incident. Think of other road users and to avoid the potential for a collision:

- Get your vehicle off the road to a safe place if possible
- Warn other road users of the obstruction by utilising hazard warning lights or a warning triangle placed at least 45 metres behind your vehicle.
- If safe to do so, leave lights illuminated on your vehicle.
- Do not stand on the roadway and never between your vehicle and oncoming traffic.



## Motorways

- Pull onto the hard shoulder if possible, and turn your wheels to face to the inside of the carriageway.
- Have all people move to a position of safety away from the carriageway as soon as possible.
- Contact the Highways Agency/Emergency Services using a mobile telephone or Carriageway Emergency Telephone. Do not walk on the 'live' carriageway to reach an emergency phone point.

# Journey Planning

It is important to plan your route before every journey, the more planning in advance you can do, the less likely unforeseen and risky circumstances will arise. You will be better prepared to deal with them if they do.

If a journey is simply to travel somewhere, rather than transporting people or items, then it may be safer to use another form of transport – such as the train.



Consult the weather forecast before you set off, especially if there has been recent bad weather. If the reported advice is to only make essential journeys then you should follow it. If in any doubt, contact your line manager or our emergency company contact.

# Journey Planning

## Fatigue

Preventing driver sleepiness due to fatigue is something you, as a driver, should consider when undertaking any journey but especially one of a significant distance. Crashes caused by fatigue are more likely to occur:

- On long journeys
- Between 2am and 6am
- Between 2pm and 4pm
- After having less sleep than normal
- After drinking alcohol
- After taking medicines which cause drowsiness
- On journeys home after night shifts

**As a general rule, drivers should take a 15-minute break after driving for 2 hours.** Work schedules should be examined in advance to ensure journeys are not pressured by time.

Driving at night, especially after a long shift, should be avoided. Overnight stays should be considered to help drivers stay within daily and weekly limits (where applicable) and avoid fatigue.

If you have any condition or issue which you consider will impact on your driving, consult with your line manager prior to undertaking any journey.

## Seatbelts

**Seatbelts Save Lives.** All drivers and passengers driving or being carried on company business will wear an approved seatbelt or in the case of a child, an approved restraint. Head restraints should also be correctly adjusted.

# Fitness to Drive

## As an Employer we need to know you:

- are fit to drive at all times
- do not drive when affected by alcohol, drugs or medicines
- do not drive when affected by illness
- do not drive when you are too tired to do so safely

You should inform your line manager about any health issue or personal circumstances which may affect your ability to drive for work purposes. You are also legally required to inform the DVLA of any medical condition affecting your ability to drive safely.

## Eyesight

To meet the minimum legal eyesight standard for driving you must be able to read a new style number plate (e.g. AB 123 ABC) at a distance of 20 metres. If you have to use glasses or contact lenses to do this, then they must be worn when driving.

It is strongly recommended you have your eyesight checked regularly (at least every two years, or more often if your optician recommends).

## Alcohol

Avoid drinking alcohol in the hours before you will be driving (for example, at lunchtime). It can take several hours for alcohol to be removed from your body, and you may still be over the limit or affected by alcohol the morning after you have been drinking.

Alcohol impairs judgement, making drivers over-confident and more likely to take risks. It slows their reactions, increases stopping distances, impairs judgement of speed and distance and affects vision. Even a small amount, well below the legal limit, seriously affects the ability to drive safely.

# Fitness to Drive

The current legal drink drive limit in the UK is 80 mg of alcohol per 100 ml of blood. In Scotland the legal limit is 50mg of alcohol per 100ml of blood. Drivers with a blood alcohol concentration between 50 and 80 mg per 100ml of blood are 2 to 2 ½ times more likely to crash and 6 times more likely to be in a fatal crash. The risk increases massively when over the limit. A driver who is double the legal limit is 50 times more likely to be in a fatal crash.

The advice is always 'have none for the road' - don't risk it.

## Drugs

Do not drive if you have taken any illegal drugs. They can affect your decision-making and driving skills, as well as your physical and mental condition and behaviour.

## Self-Declaration of Fitness

Other than for specific driving licence category requirements which require periodic and /or official medical examinations and reporting, it is **your responsibility** to ensure you are fit to be in control of a vehicle. Any issue or health matter which would impact on this should be reported to your line manager immediately. We all have a responsibility to ensure we:

- Are fit to drive at all times.
- Do not drive when affected by alcohol, illegal drugs or prescribed medicines.
- Do not drive when affected by illness.

# Fitness to Drive

## Medicines

Check with your GP or pharmacist whether any over-the-counter or prescribed medicines you are taking are likely to affect your driving (for example, by causing drowsiness). If so, ask for an alternative.

Always check the label of medicines and the Patient Information leaflet to see if there are any warnings. If the label says certain side-effects may occur, assume they will do so.

## Illness

Should you be informed by a medical practitioner to refrain from driving for any reason, you must do so and inform your line manager immediately. If you develop a '**notifiable**' medical condition or disability, or an existing condition or disability has deteriorated since you received your licence, you must also notify the Driver and Vehicle Licensing Agency (DVLA) immediately. Your medical practitioner should be able to advise.

Notifiable conditions in general are those which could significantly affect your ability to drive safely. These can include:

- epilepsy
- strokes
- other neurological and mental health conditions
- physical disabilities
- visual impairments

A list of all conditions which should be notified to DVLA and relevant guidance can be found at [www.gov.uk/health-conditions-and-driving](http://www.gov.uk/health-conditions-and-driving)

**You should inform your line manager as soon as possible regarding any health issue which may impact on your ability to drive.**

# Safe Speed

## Speed Limits

Always drive within speed limits for the road (including variable limits and temporary limits at roadworks) and those relevant to the vehicle you are driving.



Speed limits set the maximum speed for that road; however, there are many circumstances when it is not safe to drive at this speed. Drivers should adjust their speed to the prevailing road, weather and traffic conditions.

Make sure you know the maximum speed limit for your vehicle on any given road. These can have local variance therefore all drivers should pay particular attention to all signage.

# Distraction

## Mobile Phones

The making and receiving of calls, texts or any other form of communication using a hand held mobile phone, whilst in control of a vehicle, is illegal and therefore not permitted.

The Regulation includes any "device, other than a two-way radio, which performs an interactive communication function by transmitting and receiving data".

## 'Hands Free' Mobile Phone Systems

The making or receiving of communications via a 'hands free' system does not significantly reduce the risk as issues are directly related to the mental distraction and divided attention of taking part in a phone conversation at the same time as driving.

Drivers who use a mobile phone, whether hand-held or hands-free are also four times more likely to crash, injuring or killing themselves and other people.

## Smoking

Smoking or the use of electronic substitute cigarettes (or equivalent) is not permitted whilst driving company vehicles or whilst carrying passengers in your own vehicle for company purposes.

# Distraction

## Satellite Navigation and Other Vehicle Technologies



Your vehicles will be fitted with numerous devices designed to assist with your journey, with Satellite Navigation Systems (SatNav) being the most common. While these devices can be used legally to good effect, they can also increase the risk of distraction if not used properly.

Please ensure you receive the necessary training through your Manager to use such devices safely. SatNav should be used to inform/advise a driver during a journey and should never override existing road or traffic situations. SatNav devices should never be adjusted whilst driving.

SatNav should be set before the journey starts. If it is necessary to make adjustments or to input new information, only do so when stopped in a safe place.

## Speed Management Systems

The responsibility of driving within existing speed limits during any given journey is the responsibility of the driver. Should a driver engage a Cruise Control system or Speed Limiter type device they should ensure the limit is appropriate for the vehicle type and road. Such systems are not capable of considering all prevailing road and traffic conditions.

The driver is ultimately responsible for the speed and control of a vehicle at any given time.

# Road Use Attitude

When driving for work you are a visual representative of our company. We expect you to:

- Always allow adequate time for your journey.
- Keep your distance from the vehicles in front. Always follow the '2 second or more' rule (see rule 126 of the Highway Code) as a distance between you and the vehicle in front.
- Avoid busy periods. Planning a journey to take place at times of the day which avoid the busiest periods will obviously reduce the likelihood of getting stuck in traffic.
- Take a break. If you begin to feel frustrated at your lack of progress on a journey or annoyed at the actions of other road users, you should stop in a safe place. If necessary phone ahead if you are likely to be late.
- Be a courteous road user at all times. In particular, avoid driving which may be considered dangerous, intimidating and reckless by others. Contravention of these policies may result in disciplinary procedures being instigated. Your conduct whilst driving for company purposes reflects on us all.