

# SPENNYMOOR TOWN COUNCIL



## SAFE DRIVING AT WORK POLICY

<b>Author of Policy:</b>	Town Clerk
<b>Date Effective From:</b>	26 <sup>th</sup> October 2021
<b>Policy Review: When &amp; By Whom</b>	5 <sup>th</sup> October 2021 Constitution Working Group
<b>Next Review:</b>	September 2023
<b>Version Control:</b>	V2

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# 1. Aim of this Policy

To promote a safe driving culture within Spennymoor Town Council.

# 2. Objectives of the policy

1. To make drivers aware of the main risks they face or create when driving for work.
2. To make sure that employees who drive vehicles in the course of their work demonstrate safe, efficient driving skills and other good road safety habits at all times.
3. To maintain all company vehicles in a safe, clean and roadworthy condition to ensure the maximum safety of the drivers, occupants and other road users, and reduce the impacts of company vehicles on the environment – this also applies to personal vehicles used for work purposes.

# 3. Code of Conduct

The code of conduct for Spennymoor Town Council states: “Whilst driving company or own vehicles for work purposes, employees must comply with traffic legislation, be conscious of road safety and demonstrate safe driving and other good road safety habits.”

The following actions in company vehicles will be viewed as serious breaches of conduct and dismissal may be a consequence:

- drinking or being under the influence of drugs while driving;
- smoking or vaping;
- driving whilst disqualified or not correctly licensed;
- reckless or dangerous driving causing death or injury;
- failing to stop after a collision;
- acquiring penalty points leading to suspension of licence; or,
- any actions that warrant the suspension of a licence.

# 4. Responsibilities as an Employee

## **Drivers of company vehicles**

Every driver of a company vehicle must:

- make sure they hold a current driver licence for the category of vehicle they are driving and this licence is carried when driving a company vehicle;

**Must** complete a D906 DVLA form.

- immediately notify their supervisor or manager if their driver licence has been suspended or cancelled, or has had limitations placed upon it;
- take time to familiarise themselves with the vehicle's handbook;
- be responsible and accountable for their actions when operating a company vehicle or driving for the purposes of work;
- carry out a full daily walk around check prior to using the vehicle;
- display the highest level of professional conduct when driving a company vehicle;
- regularly check the oil, tyre pressures, radiator and battery levels of company vehicles they regularly use;
- assess hazards while driving and anticipate 'what if' scenarios;
- drive within the legal speed limits, including driving to the conditions;
- wear a seat belt and make sure all occupants wear their seat belt at all times;
- only drive when fit to do so – never drive under the influence of alcohol or drugs, including prescription and over the counter medication if they cause drowsiness;
- avoid distraction when driving – if you need to, adjust or set sat-navs /car stereos/mirrors before setting off. If you need to re-adjust whilst driving pull over safely in order to do so;
- report any near-misses, crashes and scrapes, including those that do not result in injury, and follow the collision procedures outlined in this policy;
- report vehicle defects before the next vehicle use; and,
- never carry any hazardous substances without the prior approval of the line manager. Hazardous goods may only be carried in full compliance with relevant legislation.

## 5. Drivers Using their Own Car for Work

If an employee is driving their own vehicle for work, the same policies apply.

In addition:

- the employee must seek the employer's agreement before using their vehicle for work – this will be done via the Town Clerk;
- the car must be legally registered, authorised and insured for the purposes of work – the employee must show evidence of this on request;
- the employee must not carry loads for which the vehicle is unsuited, nor may they carry more passengers than there are seat belts;

- the vehicle must not be used in conditions for which it was not designed (such as off-road).

## 6. Responsibilities as an employer

The employer will take all steps to ensure company vehicles are as safe as possible and will not require employees to drive under conditions that are unsafe or likely to create an unsafe environment, physical distress or fatigue.

The employer will do this by:

### **Vehicle selection and procurement**

Giving priority to safety features when selecting new vehicles, including:

- only buying and hiring vehicles that rate four or more stars on the EuroNCAP (European New Car Assessment Program) tests
- choosing vehicles with ESC (Electronic Stability Control), ABS brakes and side head-protecting airbags
- only buying and hiring vehicles that are light coloured
- fitting all vehicles with a first aid kit, a securely fitted fire extinguisher, a high visibility jacket for each seat in the vehicle, a torch and an emergency triangle

The person responsible for ensuring this is followed is the Grounds and Estates Officer.

### **Vehicle maintenance**

Ensuring all vehicles are well maintained and that the equipment promotes driver, operator and passenger safety by:

- servicing the vehicles according to manufacturers' recommendations
- setting up procedures where employees check their vehicle's oil, water, tyre pressures and general cleanliness on a monthly basis, then record the inspections on a pre-use check sheet
- keeping maintenance schedules in the glove boxes of all vehicles, which are completed each time the vehicles are serviced in any way
- following the maintenance schedules in the vehicles' manuals
- setting up a procedure to identify and rectify all defects no matter how small, as soon as practicable

The person responsible for ensuring this is followed is the Grounds and Estates Officer.

### **Data on collisions and incidents**

Collecting and collating statistics on incidents, collisions and their causes, including:

- the number of collisions

- who was thought to be at fault
- the probable causes of the collisions and other contributors, such as unrealistic work schedules
- the financial cost of all collisions
- the number of prosecutions
- the number of near-miss events
- other costs, such as downtime, compensation claims, temporary workers and lost productivity

The person responsible for ensuring this is followed is the Grounds and Estates Officer.

### **Safe driver behaviour**

Encouraging safe driving behaviour by:

- not paying employees' speeding or other infringement fines
- forbidding the use of mobile phones in vehicles while driving (including hands-free)
- making sure the employer is informed if existing employees become unlicensed
- Smoking is not permitted in any Council vehicle.

The person/position responsible for ensuring this is followed is the Grounds and Estates Officer.

### **What to do in the event of an accident/incident.**

Immediately stop your vehicle at the scene or as close to it as possible, making sure you are not obstructing traffic.

1. Apply the handbrake and switch off the engine.
2. Switch on the vehicle's hazard warning lights.
3. Ensure your own safety first, put on your hi-vis vest before exiting the vehicle.
4. Ensure any passengers put their hi-vis vest on before getting out.
5. If the vehicle is on fire – get out immediately if it is safe to do so.
6. Help any injured people and call for assistance if needed.
7. Try to get the following information:
  - details of the other vehicle(s) and registration number(s)
  - name(s) and address(es) of the other vehicle owner(s) and driver(s)
  - name(s) and address(es) of any witness(es)
  - name(s) of insurer(s)
8. Take photographs of all vehicles involved using the camera on the work-provided mobile phone. This should include all sides of each vehicle to photograph both where there is and is not any damage. This will also ensure that number plates are recorded.
9. Give your name and company details.

**If you damage another vehicle that is unattended**, leave a note on the vehicle with your contact details.

Contact the Police:

- if there are injuries
- if there is a disagreement over the cause of the crash
- if you damage property other than your own
- if damage to the vehicle looks to be substantial.

Only move the vehicle if:

- Instructed to do so by a member of the emergency services
- It would be more dangerous to others to keep it at its current location
- You know that the Police have not been called to the scene
- Any damage is only slight and leaving the vehicle where it was would cause serious inconvenience to other road users
- It is safe to do so and you have already provided your name as well as the name and address of the vehicle's owner, registration and insurance details.

### **IMPORTANT**

If the vehicle cannot be driven arrangements must be made for its removal.

All valuables should be secured

### **Follow-up with line manager**

Report the crash to your manager as soon as you can.

## **Breakdowns**

In the event of a breakdown do not try to repair the vehicle. Contact the breakdown assistance provider (details should be kept in the vehicle's glove-box)

1. Ensure nothing is done to endanger yourself or others
2. Make sure you and other passengers wear the hi-viz vests
3. Move passengers to the safest location – on motorways or other busy roads passengers should be taken onto the embankment as far away from the traffic as possible
4. Move the vehicle off the carriageway (onto the hard shoulder on a motorway) and switch off the engine
5. Switch on the vehicle's hazard warning lights
6. Phone the emergency services or breakdown service as appropriate. Make sure to give accurate location details. If on a Motorway use the emergency SOS telephone to call for help – this will accurately inform the Police of your location