

Driving of Company Vehicle Policy

The Company is aware that a large proportion of its works require road travel. Where practicable, The Company will look at ways of reducing road travel such as air or rail travel.

The Company will maintain company vehicles at intervals recommended by the manufacturers. Drivers are responsible for reporting any defects that are hazardous to passengers or could render the vehicle un-roadworthy. Drivers using their own vehicles must ensure that they are maintained in a roadworthy condition and are fully compliant with current road traffic legislation.

It is the driver's responsibility to ensure that loads are properly secured, and the vehicle is not overloaded.

Pre-use checks will be carried out on all vehicles along with periodic inspections by a competent mechanic.

Prior to beginning work, consideration will be taken for the following:

- Alternatives to driving (e.g. video conference)
- Selection of a safe and suitable vehicle
- Storage of items (e.g. tools)
- Drivers having the necessary license for the vehicle
- Ensuring the driver is familiar with the vehicle
- Fatigue and work hours

Drivers are expected to drive in a safe and considerate manner at all times whilst on The Company business. Drivers who fail to comply with the provisions of the Road Traffic Act will be subject to disciplinary action.

All drivers should be fit to drive and should meet the DVLA medical fitness requirements and should not drive if excessively tired or their ability to drive safely is impaired in any manner. A valid driving licence will be attained prior to driving for The Company.

It is illegal to hold a mobile phone, satellite navigation system or other electronic systems whilst driving. The Company will provide hands free systems to all company vehicles should the need to take or make phone calls, use satellite navigation systems or use other electronic systems arise (with the exception of those vehicles with built in electronic systems such as satellite navigation systems). The device must not block the view of the road or traffic ahead.

All drivers will be instructed on the use of electronic systems and will be briefed on this policy prior to beginning work.

Hand-held electronic systems must only be used when the vehicle is parked safely or in the event of an emergency. Hand-held electronic systems **MUST NOT** be used when stopped at traffic lights or queuing in traffic.

Signed:



Dated:

23/5/19

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Driving of Company Vehicle Procedure

Introduction

A risk assessment will be carried out that covers the normal use and maintenance of vehicles by employees for The Company (it does not cover road haulage operations, the use of road tankers or other vehicles used to carry dangerous goods or vehicles used on construction sites).

Persons at Risk

Full-time or part-time and sub-contracted persons engaged as drivers, or employees employed in operations involving the loading or unloading of vehicles may be at risk. Other employees and members of the general public may also be at risk.

Hazards

The significant hazards associated with vehicles are: -

- Faults in the vehicle due to inadequate servicing and maintenance
- Refuelling locations, loading bays and roadside repairs or replacements (i.e. tyre changes)
- Reversing manoeuvres
- Long hours
- Overloading
- Falls of persons or loads from vehicles
- Tipping of loads
- Speeding
- Driving under the influence of alcohol or drugs
- Road conditions or weather conditions
- Lone working
- Noise *
- Manual handling *
- Use of unsuitable vehicle

Risk Analysis and Evaluation

The statutory requirement to assess the workplace activity requires that the purpose and use of vehicles be included in any transport operation's safe system of work.

The following arrangements should eliminate or reduce the risk of the above hazards to an acceptable level. The analysis of the likelihood and severity of the above hazard causing harm, taking into account the preventative and protective measures, will be checked prior to using vehicles and recorded. Copies to be stored in central location.

Hazards marked with an asterisk, i.e. noise and manual handling hazards may require assessment under the relevant legislation.

Where changes take place in the activity outlined above, or any other hazard is identified which is not included above, an additional risk assessment may be required (examples of activities where a specific assessment is required include the transportation of hazardous substances).

Any additional assessment or assessments required under relevant legislation (such as manual handling assessments), which are found necessary, will be carried out and appended to this assessment with details of appropriate arrangements.

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Particular attention needs to be paid where employees use their own vehicles on company business. Such persons should be identified and systems introduced to ensure: -

- that vehicles are suitable and roadworthy and that adequate insurance arrangements are in place
- that the driver is competent for the particular class of vehicle and carries an appropriate licence
- that manual handling assessments have, where necessary, been carried out.

Planning and Organising

The relevant manager will ensure that any vehicle hired or owned by the company is roadworthy, accompanied by all the appropriate documentation, suitable for its purpose and maintained in accordance with the appropriate legislation and organisation standards. Similar measures need to be in place to identify and control vehicles owned by employees but used on company business. Measures to reduce or avoid the risk(s) associated with vehicles will include:

- ensuring the competence of all employees engaged in transport operations
- planning and enforcing the use of approved journey routes
- carrying out an inspection of the vehicle before embarking on a journey
- providing for regular breaks for drivers
- ensuring the use of a second person to guide lorry drivers when reversing
- adherence to safe loading and unloading practices, i.e.:
 - before loading checking the vehicle is safe to load
 - evenly distributing the load, and securing it in place
 - keeping the load within the vehicle's capacity
 - avoiding overhang of the load
 - avoiding loading or unloading on gradients or near overhead electrical cables
 - ensuring stability of the load before removing securing ropes, etc and unloading in such a way that the load remaining on the vehicle is not unbalanced
 - providing a safe means of access to the vehicle and load (which may be at height) and mechanical handling equipment if necessary
 - drivers of laden vehicles stopping at regular intervals to check the security of the load
- the planning of the operations to ensure that all statutory requirements for the legal use of vehicles on public highways are implemented and complied with
- the communication of written procedures to users of vehicles concerning disciplinary procedures for failure to comply with the organisation's procedures, or notifying the company of any deficiencies or defects appertaining to vehicles and their use
- the communication of written procedures to drivers concerning action in the event of a breakdown or accident
- provision of a means of communication (e.g. mobile phones) to keep in contact with drivers while they are on the road
- creating and adhering to servicing and maintenance systems, with sufficient resources to enable the replacement of unsuitable or unserviceable vehicles
- designing the layout of workshops so as to ensure sufficient equipment for the safe and efficient repair and servicing of vehicles
- identifying danger areas by the use of signs and markings, and ensuring that there is sufficient natural or artificial lighting.

All systems must be recorded and notified to all employees engaged in vehicle operations.

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Training and Instruction

The relevant manager will ensure that all persons required to drive vehicles on the public highway have a current driving licence for the particular class of vehicle that they are driving. Employees undertaking driving tuition must hold a current provisional licence and must be accompanied by a qualified driver with the appropriate signs carried on the vehicle to notify other road users of the driver's status.

Where loading of vehicles is a requirement, then training will be provided in methods of tying down equipment, load distribution and effective placement of various types of loads for particular types of trailer platforms and number of axles.

Management Control

The relevant manager will ensure that procedures laid down for the safe operation of vehicles are adhered to. A policy relating to alcohol and drugs should be part of the health and safety plan, with measures to ensure that it is implemented.

The relevant manager will set realistic targets for driver deliveries, taking account of traffic conditions to be expected on particular routes.

Competent persons

The relevant manager will ensure that all employees involved with vehicles are properly licensed and authorised to drive company vehicles.

All persons involved with the repair and maintenance of vehicles must be competent to undertake their specific tasks.

All drivers must take a responsible attitude towards the care and maintenance of their vehicle.

There may be a need to wear specific PPE, dependent upon the nature of the loads to be transported and/or the destination premises or sites. The relevant manager will advise all drivers of the requirement for the wearing of PPE and the consequences of failing to comply with both the organisation's policy and those of customers. Where PPE is a requirement, the relevant manager will notify drivers of the system for issue, maintenance, replacement and storage.

All drivers are required to report any defect discovered in their vehicle or in any PPE required to be worn.

Procedures for Serious and Imminent Danger

Drivers must ensure that if any defect is discovered in their vehicle then they do not drive it until it has been rectified.

Whilst away from the organisation's premises, drivers of vehicles are to be considered as lone workers. The use of radios, mobile phones and land line phones will be provided as a means of maintaining contact with drivers.

Drivers involved in vehicle accidents on public highways, resulting in injury to another person (or animal) or damage to another vehicle (or property), must comply with s.170 of the Road Traffic Act 1988 and report the accident. Road accidents must also be reported as a requirement of most insurance policies.

Accidents resulting in injuries sustained as a result of a road accident are not required to be reported to the HSE (except under specific circumstances, such as the transport of hazardous substances, which are not covered here) but should still be reported to the organisation.

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Monitoring and Review

A system of reporting times will be used to allow monitoring of the progress of drivers over routes by whatever means are deemed to be practicable.

The relevant manager will implement a system for inspecting tying down of loads, roping and sheeting and the loading of vans to ensure that vehicles do not leave depots with an overload or insecure load.

Paperwork issued to drivers will also be used as a means of monitoring controls.

Inspections

All vehicles must be inspected by the driver daily or at the start of a shift. The following may be used as a guide to a safety pre-start inspection of vehicles:

- petrol
- brakes
- oil
- speedometer
- water
- steering
- electrics
- trailer couplings (if fitted)
- rubber (tyres)
- number plates
- lights
- load (if secure)
- reflectors
- bodywork
- horn
- noise
- windscreen washers/wipers
- smoke emissions
- mirrors
- hazard warning panels (if fitted).

Accident/incident investigation

All accidents and incidents involving vehicles will be investigated by the transport manager.

Risk assessment review

This risk assessment and arrangements will be reviewed at intervals of two years, or after any reported complaint, incident or accident, or when there is a change in the activity (such as the purchase or hiring of a new vehicle).

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