



Driving Policy for Members

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1. POLICY

- 1.1 The Council is committed to the prevention of injury, loss of life and damage to property from Council-related driving incidents. The purpose of this policy is to protect Members so far as is reasonably practicable from road risks associated with Council-related driving.

2. SCOPE

- 2.1 The policy applies to all Council-related driving arising in connection with the duties and activities of Members.

3. DEFINITION OF COUNCIL-RELATED DRIVING

- 3.1 The Council defines Council-related driving as:

“any driving activities carried out by Members in the course of their Council related duties.”

4. POLICY AIMS

- 4.1 This policy aims to increase awareness of safety issues associated with Council-related driving risks to Members and ensure compliance with health and safety legislation.

5. RESPONSIBILITIES

- 5.1 Members should take reasonable care of themselves and other people who may be affected by their actions.

6. ASSESSING RISK

- 6.1 Written risk assessments (Appendix 1) must be carried out in all areas where Council-related driving poses an actual or potential risk to Members and others. The following details should be recorded:

- the extent and nature of the risks,
- the factors that contribute to the risk – including specific activities and content,
- the safe systems to be followed to eliminate or reduce the risk.

7. MANAGING RISK

- 7.1 Drivers checks and qualifications (see Appendix 2)

Drivers may only drive vehicles for which they hold appropriate licences.

The Head of Communications or a delegated officer must see the licence, valid tax disc, MOT certificate where appropriate and insurance certificate, and the driver and the Head of Communications or delegated officer should sign a Driver Declaration Form. In cases where the licence or insurance details are not in line with requirements any Member should not continue to drive on behalf of the Council or while acting on behalf of the Council.

Members must tell the organisation about any changes in the status of their licence or their health that could affect their continued driving. Annual checks of insurance, licence, tax disc and MOT where applicable will be arranged by the Head of Communications or a delegated Officer. Periodic audits/checks may be made by Financial services and/or audit.

7.2 Driving Standards

Under the Road Traffic Act drivers are legally responsible for their own actions on the road and for keeping to all traffic regulations.

7.3 Caring for vehicles

Under the Road Traffic Act it is the driver's responsibility for making sure any vehicle they drive on public roads is roadworthy. If there is any doubt about a vehicle's roadworthiness, it should not be driven on public roads or our sites until the problem has been sorted out.

7.4 Wearing seatbelts

All drivers and anyone in a vehicle must, by law, wear a seatbelt. It is the responsibility of the driver, but also the duty of any Member, to make sure that anyone in a vehicle being used for authorised Council business is wearing a seatbelt where provided.

7.5 Alcohol, drug abuse, smoking

Drivers must ensure they comply with the law relating to driving with regard the above.

7.6 Using mobile phones

Drivers must ensure they comply with the law relating to the use of mobile phones whilst driving.

7.7 Drivers hours and rest

Tiredness, fatigue and stress (be it from work, domestic or social circumstances) can affect safe driving. Drivers should take account of this and not drive if they believe that they are unfit to do so.

Mobile phones are not the only distractions when driving at work. Anything that distracts the task of safe driving should be avoided. For example, eating or drinking, programming sat nav devices etc.

8. REPORTING AND RECORDING

8.1 Members should report all incidents (including near misses) to the Head of Communications at the earliest opportunity.

9. MONITORING AND REVIEWING

- 9.1 The Council will monitor and review this policy.
- collecting and monitoring all reported incidents
 - reporting to the Safety Committee on incident statistics and safety improvement measures as appropriate.

APPENDIX 1 – DRIVER RISK ASSESSMENT CHECKLIST

Below is an example risk assessment checklist for information.

1 Journey Planning

1.1 Has a safe journey plan been put together covering:

- start time?
- finish time?
- stops?
- adequate rest breaks?
- safest route?

1.2 Does it take account of:

- environmental conditions?
- enough time for breaks?
- restrictions on maximum distances and driving hours?
- times of day associated with fatigue?
- accident black spots?
- traffic conditions?
- number of pedestrians?
- business overruns and hold-ups?
- other factors which might have an effect?

2 The Vehicle

2.1 Is the vehicle fit for the purpose of the journey, including:

- distance to be travelled?
- load carrying?
- passengers?
- the road conditions?

2.2 Have pre-journey safety checks been carried out on:

- tyres?
- lights?
- windscreens and windows?
- washers and wipers?
- mirrors?
- oil, coolant and battery levels?
- signs of damage?

2.3 Is the vehicle one with which the driver is familiar, particularly in relation to:

- seating position?
- mirror settings?
- position of major and minor controls?

2.4 Does the vehicle have?

- ABS (an anti-lock braking system) or other desirable safety features (for example, driver and load partitions)?
- on-board emergency equipment such as a first-aid kit or fire extinguisher?

3 The Driver

- does the driver have the appropriate, valid licence for the vehicle being driven?
- is the driver fit to drive?
- is the driver in the right frame of mind?
- has the driver received any driver training needed?
- does the driver know what to do in the case of an emergency?

APPENDIX 2 – VEHICLE DOCUMENTATION CONTROL PROCESS

- 1 The Council needs to ensure that all motorised road vehicles used by their Members for Council business are roadworthy and properly documented.
- 2 The Council needs to ensure that all Members who drive motorised vehicles for authorised Council business are appropriately qualified and properly licensed (see Section 6)
- 3 The main group of vehicle and user is :

Private Vehicles used for authorised Council purposes and their drivers

- 4 The documents that must be checked (originals only, photocopies are invalid) are:
 - a. Driver's Licence – all groups
 - b. Vehicle licence disc
 - c. Business use vehicle insurance
 - d. MOT Certificate

Following an election the Driving policy will form part of the induction process for members.

- 5 Document Checking opportunities are:
 - a. After election – included in Induction checklist
 - b. vehicle accident investigations
 - c. vehicle accident insurance claim procedures

- 6 Driver declarations:

At all times when a driver claims for driving related expenditure the Travel Claim Form must include the following declaration:

All groups

“I (name) confirm that:-

- *I am legally licensed to drive the vehicle(s) related to this claim*
- *the vehicle has valid insurance cover for business use*
- *the vehicle has a MOT certificate (or is exempt)*
- *the transport type and journey type is complete*

(signature) (date)”

- 7 Records:

In most cases the records will be automatically retained for audit purposes as they form part of other records e.g. mileage claim form, but where unrelated checks are undertaken then records must be created and stored.