**HALEWOOD TOWN COUNCIL**

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| **SUBJECT**: Driving at Work Policy  |
| **APPLICABLE:** All Town Council Employees/Volunteers **APPROVED by Halewood Town Council 16th October 2014**  |

1. Introduction

The majority of drivers manage driving risks automatically as part of their normal driving activities however as employers and employees we are now required to demonstrate that driving risks are managed in the same way as other work related activities.

The primary legislation governing road safety is the Road Traffic Act which is supported by the Highway Code. Work related driving activities are also covered by the Health and Safety at Work Act.

Guidance to Health and Safety Legislation emphasises that risks associated with driving related activities places a duty on both employers and employees to ensure safe working environment and to ensure others are not put at risk.

This policy therefore provides guidance for all drivers whether employed or volunteers and their line managers to help manage and reduce driving related risks and is applicable to all employees/volunteers whilst driving for an on behalf of the Town Council.

# 2. Responsibilities

### Responsibilities of the Town Council

Through the Town Manager, the Town Council must comply with the procedures in place to manage driving at work and ensure that all employees/volunteers who drive at work are aware of and comply with their responsibilities.

### Responsibilities of Employees/Volunteers

Employees/Volunteers who drive must comply with Road Traffic Act, Highway Code, the Town Council’s Health and Safety Policy and co operate with the procedures set in place to assess, control, monitor and review driving risks. Employees are required to ensure that they have the relevant driving licence(s), that vehicles are not driven in a dangerous condition and are properly taxed and insured.

#### 3. Risk Assessment

A Driver Risk Assessment must be completed for each member of staff/volunteer should be carried out on recruitment or following any incident or any change in circumstances that would require changes to the employees, driver details.

Employees in the high and medium risk categories will be reviewed at 6 monthly intervals.

### 3.1 Driving Offences

Any employee/volunteer who during the course of their duties may be asked to drive on behalf of the Town Council must advise the Town Manager of any convictions for driving offences, whether the conviction is related to work activity or not . This is in order for the driving at work risks to be reviewed

### 3.2 Accidents

All employees/ volunteers must report to the Town Manager, any accidents or incidents which occur when driving in connection with work.

## 4. Policies and Guidance

### 4.1 Alcohol and Drugs

Never drive if there’s even a slim chance you are still ‘under the influence’. That means medicinal and illegal drugs as well as alcohol.

### 4.2 Eyesight

By law you are required to read a number plate from a distance of 20.5 metres. As well as uncorrected myopia (short sightedness), other eyesight conditions can also increase risks whist driving. These include conditions that affect your night vision or your range of vision. It is the employee’s/volunteer’s responsibility to inform the Town Manager if these problems exist.

### 4.3 Insurance

Employee Vehicles

Individual employees/volunteers are responsible for ensuring that they have adequate business cover when driving on official business (insurance companies should be contacted if in doubt). The Town Council Administration staff will check this on an annual basis, together with Licences and MOT certificates (if appropriate) ensuring also that should employees/volunteers be required to drive a hire vehicle, that they have the relevant category of licence to drive it.

### 4.4 Mobile phones

It is an offence to use a mobile telephone whilst driving unless you have specially installed hands free equipment.

### 4.6 Seatbelts

Seatbelts, where fitted, must be worn by all employees/volunteers driving on Town Council business.

### 4.7 Speeding

All employees/volunteers must abide by speed restrictions at all times when driving on Town Council business. Failure to comply with statutory and/or internal speed limits can result in police prosecution and/or internal disciplinary action.

### 4.8 Vehicle Checks by the User

Service and maintenance routines cannot guarantee a vehicles condition at all times and employees/volunteers should carry out their own ‘user checks’, regardless of whether a Council or personal vehicle is used, particularly as they are responsible for the vehicle when it is on the road.