

Item: 11

Policy and Resources Committee: 26 November 2019.

Driving at Work Policy.

Report by Executive Director of Corporate Services.

1. Purpose of Report

To consider an updated policy in respect of Driving at Work.

2. Recommendations

It is recommended:

2.1.

That the updated Driving at Work Policy, attached as Appendix 1 to this report, be approved.

3. Background

3.1.

In 2016 an overarching driving at work policy was developed, following consultation with staff and trade unions. This policy was designed to provide a framework for all employees who drive at work, clearly outlining all requirements, eliminating risk to both the Council and the employee and ensuring that all documentation is checked. This ensures consistency of approach, reduces processing costs and secures savings, and helps to explain how the policy is applied in practice.

3.2.

The Policy was considered by the Policy and Resources Committee in September 2016 and approved at the General Meeting of the Council on 11 October 2016 with a review date of June 2019.

4. Updated Driving at Work Policy

The updated Driving at Work Policy, attached as Appendix 1 to this report, has been internally reviewed and updated. The main changes are as follows:

- Paragraphs 9.3 and 9.4 have been clarified and expanded. Together they can seem contradictory but the difference between a break after 2 hours, and a break after 4 hours, is that the break after 2 hours is guidance, and the break after 4 hours is statutory for drivers of heavy goods vehicles or passenger goods vehicles.
- Paragraph 9.14 – updated text.

- Paragraphs 11.1 to 11.3 have been added following discussions with the Council's Insurance Officer.
- Paragraph 12.3 – updated text.
- Paragraph 14.3 – new text which now reflects the advice in the Highway Code.
- Section 17 – new text which strengthens the position regarding reversing.
- Appendix 1 – two new bullet points, reflecting guidance which has been issued recently.

5. Consultation

This updated policy has been considered by the Corporate Management Team and Senior Management Team. Consultation with the recognised Trade Unions has been carried out.

6. Corporate Governance

This report relates to governance and procedural issues and therefore does not directly support and contribute to improved outcomes for communities as outlined in the Council Plan and the Local Outcomes Improvement Plan.

7. Financial Implications

It is in the Council's interest to ensure effective management of driving operations to negate accidents and the impact these have on staff and others who may be affected by the Council's actions and on annual insurance premiums.

8. Legal Aspects

Review of the policy will help to ensure that the Council discharges its common law duty of care towards its staff and meets its legal obligations under relevant Health and Safety legislation.

9. Contact Officers

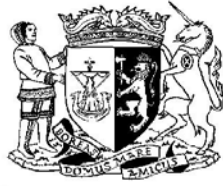
Gillian Morrison, Executive Director of Corporate Services, extension 2103, Email gillian.morrison@orkney.gov.uk.

Hayley Green, Head of IT and Facilities, extension 2309, Email hayley.green@orkney.gov.uk.

Les Donaldson, Safety and Resilience Manager, extension 2119, Email les.donaldson@orkney.gov.uk.

10. Appendix

Appendix 1: Driving at Work Policy – October 2019.



ORKNEY
ISLANDS COUNCIL

Driving at Work Policy

October 2019

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1.0. Introduction

1.1 Orkney Islands Council recognises the importance of protecting employees and others from the hazards associated with work related driving.

1.2. This document outlines the Council's corporate policy for work-related driving using Council and employees' own vehicles. In general terms, it describes what we are aiming to achieve and how we will do it. Linked policies include:

- Health and Safety Policy.
- Health and Safety Risk Assessment Policy.
- Substance Misuse Policy.
- Lone Working Policy.
- Smoking Policy.
- Use of Council Vehicles Outside Normal Hours Policy.
- Travel Policy.

1.3. All of the above policies are available on the Council Portal, or from your line manager.

2.0. Legal Requirements

2.1. Implementation of the Driving at Work Policy will ensure that the Council meets its legal obligations under the Health and Safety legislation.

2.2. We also expect all employees to observe the normal rules of the road as set out in the Highway Code.

3.0. Scope

3.1. This policy and guidance will apply to:

- Any driving activity undertaken during the course of work – this relates to the use of fleet plant and vehicles, pooled cars and private cars but will also include motorcycles and bicycles and all other categories of vehicles. Driver of fleet plant and vehicles will also need to comply with the specific instructions and guidance relating to these vehicles.

3.2. It **excludes** commuting from home to your normal place of work but **includes** travel direct from home to a location that is not your normal work base.

3.3. The Driving at Work Handbook relates to the arrangements and procedures for fleet drivers and vehicles but the guidance it contains is also useful for private car drivers.

4.0. Risk Assessment

4.1. The risk assessment procedure will apply to work related driving as it does in respect of any other work activity. Details of the Council's policy and guidance on Risk Assessment can be obtained from the Council's Portal or from line managers.

4.2. The most effective form of risk control is to eliminate the hazard. Therefore, it is important to consider whether a work-related driving activity is necessary. In the case of fleet operations driving may be unavoidable but the use of private vehicles may be avoidable by video or tele-conferencing or other means. There are sound environmental reasons for avoiding the use of carbon emitting vehicles.

4.3. Where journeys are unavoidable then factors relating to the Driver, the Vehicle and the Journey should all be considered in terms of risk.

5.0. Green and Active Travel

5.1. Walking and cycling, known collectively as active travel, can be incorporated into our daily lives with little effort or cost. It is the easiest and most cost-effective way to exercise and carry out purposeful journeys such as getting to and from work. Active travel can therefore provide health benefits, save money and create a nicer environment to live in by reducing the number of cars on our roads and thus reduce harmful CO2 emissions.

5.2. More information on Green Travel can be found in Orkney's [Green Travel Plan](#).

6.0. Driving Requirements and Responsibilities

6.1. The following requirements relate to the driver of a vehicle and should be considered as part of the risk assessment outlined in section 4.

6.2. It is the responsibility of the driver to ensure that their licence is valid and that it covers the class of vehicle to be driven on Council business.

6.3. All drivers are expected to comply with road traffic legislation and the appropriate sections of the Highway Code.

6.4. Drivers must report all traffic offences, licence endorsements, pending prosecutions and relevant medical conditions to their line manager to allow the employer to assess if there is any higher risk associated with the employee undertaking their duties.

6.5. Each Executive Director is responsible for conducting a check on the driving licences of employees in their service who are required to drive a vehicle on Council business as outlined in this procedure.

6.6. When recruiting employees who may be required to drive Council vehicles, it is a requirement of the Council that these employees hold a full valid UK driving licence.

6.7. All drivers who are prosecuted or issued with a fixed penalty notice as a result of committing a motoring offence whilst driving on Council business are personally responsible for payment of any financial penalty resulting from a conviction.

Authorisation for Council employees driving Council vehicles.

6.8. Employees will not be allowed to drive / operate a Council vehicle unless authorised to do so by their line manager.

6.9. As part of the authorisation process the employee must provide original documented evidence which will be examined as outlined in the procedure.

6.10. Vehicles will only be used for the purposes of Council business, and by such persons and in such a manner as the Chief Executive or Executive Director directs. Private use of Council vehicles / plant is not permitted. Use of Council vehicles and plant for personal matters is regarded as a disciplinary matter. The cost of any loss, damage or liability, incurred by the Council, by an employee using a vehicle without permission will be recovered from the individual.

6.11. Travel to or from work in a Council vehicle will not normally be permitted unless it is an emergency or there is an overriding operational reason, such as standby duties previously agreed by the employee's line manager. The unofficial or unauthorised use of a Council vehicle including the carrying of unauthorised passengers is prohibited in accordance with the Use of Council Vehicles Outside Normal Hours Policy.

6.12. All use of vehicles will be recorded in such logbooks, defects books and drivers hours' log as the Chief Executive or Executive Director, in consultation with the Fleet Manager, may require.

6.13. Reimbursement will only be made in respect of mileage. Reimbursement of any expenses for the authorised business use of a private vehicle will be made at the agreed rates for Elected Members and staff who are properly insured in respect of that vehicle for business use. A VAT fuel receipt must be retained to support any claim for reimbursement.

6.14. If drivers do not produce the required documentation they will be unable to drive vehicles or carry any Council goods or passengers and this will also result in mileage claims not being paid, if this is applicable.

6.15. Drivers of fleet vehicles will be provided with a copy of the Council's Drivers' Handbook which contains advice and information on a variety of road safety topics. Managers and supervisors of fleet drivers should ensure that the contents of the handbook are discussed with drivers at workplace meetings to reinforce the road safety and operational requirements relating to fleet vehicles.

6.16. Managers should ensure that all drivers are provided with a copy of the Council's Driving at Work Handbook.

6.17. In addition to a vocational licence, all drivers of goods vehicles over 3.5 tonnes and all passenger carrying vehicle (PCV) drivers are required to hold a Certificate of

Professional Competence (CPC). One exemption from Driver CPC is for vehicles used for the non-commercial carriage of passengers or goods for personal use. All drivers of goods vehicles over 3.5 tonnes must complete 35 hours periodic training every five years after the initial period until they stop driving.

6.18. All drivers must carry their driving licence, and their CPC if relevant, with them whilst driving on Council business.

Authorisation for Council employees driving Private Vehicles on Council business

6.19. Employees will not be allowed to drive a vehicle on Council business unless authorised to do so by their line manager.

6.20. As part of the authorisation process the employee must provide original documented evidence which will be examined.

6.21. Where the employee uses more than one private vehicle for driving on Council business, they will be asked to provide proof of insurance for business use and a valid MOT certificate for each vehicle.

6.22. Managers should ensure that all drivers are provided with a copy of the Council's Driving at Work Handbook.

Authorisation for Council employees driving a Hire Car on Council business in Orkney

6.23. Car hire should only be permitted, where it can be proven to be the most cost-effective method of transportation. Car hire should be restricted and should only be granted in the interest of personal safety, when time is constrained or where suitable public transport is not available.

6.24. An employee must be approved to hire a car and specific authorisation must be obtained from a Head of Service prior to the date of travel using the Temporary Hire Car Insurance Request form.

6.25. When hiring a car within Orkney (including in the North and South Isles), the employee has to ensure the company is on the list of approved self-drive operators maintained by the Council and the employee must have insurance to drive the vehicle.

6.26. Car hire outwith Orkney is detailed in the Travel Policy.

Members of Voluntary Organisations driving Council Vehicles

6.27. Voluntary Organisation drivers will only be permitted to drive a Council vehicle if their name appears on the Authorised Driver Database which is updated and distributed to the Services which have vehicles used by the Voluntary Sector. This will be in accordance with the Code of Practice for the Use of Orkney Islands Council Vehicles by the Voluntary Sector Organisations.

7.0. Health and Disability

7.1. All drivers must be able to satisfy the eyesight requirements set out in the Highway Code. If glasses or other corrective appliances are required to achieve this then they must be worn when driving.

7.2. Some medical conditions or disabilities may affect a driver's entitlement to hold a driving licence for certain categories of vehicle. It is the driver's responsibility to seek advice from their doctor if suffering from any illness or disability which may affect their driving ability. If a driver has a medical condition or disability which may affect their ability to drive or hold a vocational licence they must inform their line manager and the DVSA immediately. This includes where an existing condition deteriorates or a new condition develops.

7.3. A medical test must be carried out on all drivers applying for a vocational driving licence prior to being granted a provisional licence / licence. After the age of 45 a medical has to be carried out every five years until the age of 65 when it becomes an annual requirement.

7.4. Employees must not consume alcohol or drugs (other than appropriate use of prescribed drugs and proprietary medicines) in the course of the working day or shift, including paid or unpaid breaks and should ensure that their performance is not impaired by alcohol, drugs or prescribed drugs and proprietary medicines consumed outwith working hours.

7.5. Managers must refer staff who drive at work to Occupational Health if they suspect or receive a report which indicates that they have a health problem which could affect their ability to drive safely. The employee will be reassigned to non-driving duties pending the receipt and consideration of an Occupational Health report.

8.0. Vehicles

8.1. The following requirements relate to vehicles / plant and should be considered as part of the risk assessment process outlined in section 4.

Suitability

8.2. The Council is responsible for the procurement, supply, maintenance and repair of fleet vehicles and plant for Council services.

8.3. The Council will ensure that all vehicles meet the specification for operational usage set out by the ordering service and are fit for purpose when submitting requests for new and / or replacement assets.

8.4. Subject to compliance with this policy, drivers of private vehicles including motorcycles and bicycles can claim for mileage travelled on Council business. Details on the claiming of mileage can be obtained from your line manager.

Condition

8.5. Fleet vehicles are maintained by the Council but drivers are required to carry out regular basic safety checks in accordance with the Drivers Checks and Defect Reporting arrangements in the Drivers Handbook.

8.6. Drivers of private cars should also carry out regular basic safety checks in respect of:

- Tyre pressure.
- Tyre tread wear.
- Lights and reflectors.
- Oil, water and windscreen washer levels.
- Seatbelts and head restraints.
- Windscreen wipers.

Safety features and information

8.7. All drivers should refer to the vehicle manufacturers' manual to determine:

- Recommended tyre pressures.
- How to adjust headlamp beam to compensate for load weight.
- How to adjust head restraints to compensate for the effects of whiplash.

8.8. Seatbelts should always be worn when driving. If adult passengers are being carried on Council business, then they should be advised to wear a seatbelt (it is the passengers' responsibility to comply with the law in this respect).

8.9. If children are carried as passengers on Council business then seat belts and child car seats should be used in accordance with the guidance found at www.gov.uk/child-car-seats-the-rules.

9.0. The Journey

9.1. The following risk information and guidance relates to journeys and journey planning and should be considered as part of the risk assessment procedure outlined in section 4.

Routes and Scheduling

9.2. Where possible routes which are regularly used should be planned to avoid risk (for example refuse collection routes to avoid crossing busy roads to empty bins).

9.3. Sufficient time must be allowed to complete journeys safely. Suitable breaks from continuous driving should be undertaken. The Highway Code recommends generally a 15-minute break after 2 hours continuous driving.

9.4. Drivers of heavy goods vehicles or passenger goods vehicles must not drive for more than 4 hours without a sufficient break period and in any working day the

maximum amount of driving permitted is 10 hours. This applies to driving on and off the public road.

9.5. Where relevant heavy goods vehicles are to be driven on the Scottish Mainland, drivers must first speak to the Fleet Manager to discuss the use of tachographs.

Distance

9.6. Managers should consider whether long road journeys such as those to attend business on mainland Scotland can be avoided using alternative forms of public transport in accordance with the travel policy.

9.7. Where long journeys are unavoidable then consideration should be given to means of preventing driver fatigue. This should include scheduling breaks and possibly organising overnight accommodation for the driver. A risk assessment needs to be undertaken and approved prior to the start of any journey.

9.8. Regardless of any time constraints, all drivers should be made aware that if they feel tired whilst driving, they must stop in a safe place and take a suitable rest. They should not recommence the journey until the feeling of tiredness has passed.

Weather

9.9. Drivers should consider weather and tidal conditions before they embark on journeys and managers should apply the same criteria about their risk assessment of the pending journeys. Weather hazards include snow, ice, flooding, wave over-topping and debris. Drivers and managers should pay attention to local and national weather forecasts and in particular any weather warnings that may be issued for and on route to the anticipated travel location.

9.10. Drivers should not be expected to make non-essential (non-emergency) journeys when weather conditions are exceptionally difficult. If the weather deteriorates during the course of a journey, then the driver should determine whether it is safer to complete the journey or return to the work base.

9.11. Journeys should, wherever possible, be rescheduled to take account of adverse weather conditions.

9.12. During winter months the weather can change suddenly. It is important therefore that drivers take great care before setting out and returning on a journey and ensure that the vehicle is equipped for conditions that may arise. In this respect it is important to:

- Check that windscreen washers have sufficient screen-wash.
- Clear all windows of ice.
- Remove all loose snow from the vehicle, including the roof.
- Ensure that tyre pressures are correct and that tyre tread has plenty of depth.

9.13. Particular attention should be given to the crossing of the Churchill Barriers at times of high winds and tide. Drivers and managers should check whether the

Churchill Barriers are open and / or are likely to close and be mindful of the return journey. For those who have access to social media / Portal, etc., details can be found on the OIC Updates Facebook page, OIC Roads Twitter feed and on the Council's Portal home page.

9.14. During periods of inclement weather, Police Scotland will offer advice to motorists which will be categorised as follows: Travel with caution; High risk of disruption or Avoid travel on the roads. These will not be issued in isolation and will come with a descriptor and links where additional advice can be sought. Usually, these warnings will follow warnings issued by the MET Office National Severe Weather Warning Service. Drivers and line managers should ensure that where warnings are issued appropriate risk assessments are carried out. Further advice is contained within the Travel Policy.

10.0. Transporting Passengers

10.1. Vehicles and plant owned or hired by the Council must only be used to carry goods and passengers on properly authorised Council business. Authority is only given when:

- The journey / operation is for official council business and / or,
- The employee is acting on the instructions of an authorised officer of the Council.

10.2. Only the following authorised passengers will be carried in Council vehicles:

- Council employees engaged in work for and on behalf of the Council.
- Persons, not Council employees, who are properly authorised and who are engaged on work for and on behalf of the Council.
- Persons being carried in the event of an emergency.
- Persons being transported as part of a Council service.

11.0. Insurance for Council Vehicles

11.1. The Council maintains insurance for its motor fleet and hired-in plant. Cover is strictly for Council business only, with no other use being permitted.

11.2. The only exception to this is vehicles which are covered for use by certain approved Voluntary Charitable or Welfare Groups.

11.3. Motor Certificates are available on request from the Council's Insurance Officer.

12.0. Minibus Driving

12.1. Minibuses are defined as a motor vehicle designed or adapted to carry more than 8 but not more than 16 seated passengers in addition to the driver. A Council minibus will not be regarded as a public service vehicle (PSV) if it is not operated for hire and reward.

12.2. All employees who drive a Council minibus must hold a category D1 driving licence. In addition some non-profit making operations that fall into the definition of hire and reward may be undertaken under the cover of a section 19 or 22 permit which may avoid the requirement for the operator to hold a Public Service Vehicle Operator (PSVO) licence. Consult the Fleet Manager if you require clarification.

12.3. Where identified by way of risk assessment, additional training such as the Minibus Driver Awareness Scheme (MIDAS) should be provided for Council minibus drivers.

13.0. Motorcycles and Bicycles

Motorcycles

13.1. The Council will authorise the use of a motorcycle for work related driving subject to:

- The driver holding a current licence relating to the class of vehicle.
- The motorcycle being maintained in a roadworthy condition.
- The driver wearing a helmet and other protective clothing to comply with legal requirements and the relevant sections of the Highway Code.
- Compliance with all other relevant aspects of this policy with particular reference to the requirement for risk assessment and the need for insurance cover including business use.

Bicycles

13.2. The use of bicycles for work purposes is permitted subject to the cyclist wearing the following outlined in the Highway Code:

- A cycle helmet which conforms to current regulations is the correct size and securely fastened.
- Appropriate clothes for cycling, avoiding clothes which may get tangled in the chain or wheels or obstruct the lights.
- Light coloured or fluorescent clothing easily visible to other road users both during normal daylight and poor light.
- Reflective clothing and / or accessories (belt, arm or ankle bands) in the dark.

13.3. The bicycle must be maintained in a roadworthy condition and be suitably adjusted to fit the physical requirements of the rider as outlined in the Highway Code.

13.4. The cyclist should also conform to all other requirements set out in sections 59 to 82 of the Highway Code.

14.0. Use of Mobile Phones in Vehicles

14.1. On 1 December 2003 it became an offence under the Road Vehicles (Construction and Use) Regulations 1986 to use a hand-held mobile phone while driving a vehicle.

14.2. It is also an offence for an employer to encourage or permit employees to use hand held mobile phones while driving.

14.3. The following guidance is found in the Highway Code and applies to all Council staff who drive vehicles in the course of their work:

To use a mobile phone whilst driving you must have hands-free access, such as:

- A bluetooth headset.
- Voice command.
- A dashboard holder or mat.

The device must not block your view of the road and traffic ahead.

You must stay in full control of your vehicle at all times. The police can stop you if they think you're not in control because you're distracted, and you can be prosecuted. All work-related phone calls, both received and made, must be of as short duration as possible. Conference calls and such like are specifically prohibited.

The law still applies to you if you're stopped at traffic lights or queuing in traffic.

15.0. Smoking in Vehicles

15.1. The Council's Smoking Policy prohibits smoking in all Council-owned vehicles or in leased or private vehicles during work duties.

15.2. All Council-owned vehicles must have the prescribed legal notice displayed to indicate that smoking is not permitted in the vehicle.

16.0. Accidents and Support

Accident Procedure

16.1. If a driver is involved in an accident whilst driving at work which has caused injury to persons, property, other vehicles and animals (horse, cattle, sheep, pig, goat or dog) not carried in a vehicle then the driver must stop and report the incident to the police.

16.2. In the event of a serious accident whilst driving at work the driver should:

- Stop the vehicle in a safe place, turn off the engine and switch on the hazard lights.
- Call the appropriate emergency services if required.
- Take photographs where appropriate and safe to do so.
- Complete the accident card.
- Tear off the right-hand side of the card and pass to the other driver.
- Contact his or her line manager; the Fleet Manager; and the Insurance Officer.
- Not attempt to move the vehicle until advised by the Police and it has been checked that it is safe to drive.

16.3. The driver is also legally required to supply personal details and details of their insurance to the Police and other drivers; if the insurance information is not available in the vehicle then the Police must be notified of the details within 24 hours. The driver should not admit liability.

Accident Reporting

16.4. All accidents involving driving at work, which result in damage and / or personal injury to the driver and passengers must be recorded on the Council's Accident / Incident form and forwarded to the Council's Safety and Contingencies service. Line managers must also be informed at the earliest opportunity.

16.5. Line managers should investigate accidents involving driving at work to determine whether there was an underlying occupational risk. The risk assessment process outlined in sections 4 to 8 should be reviewed to include any additional control measures identified to help prevent a recurrence.

16.6. In the event of an incident involving a Council fleet vehicle an incident report should be completed by the Service Manager responsible for the vehicle / driver and forwarded to the Fleet Manager. This would then be reviewed by the Fleet Manager who would advise the lead officer if further investigation is required. If further investigation is required the lead officer, supported by the Fleet Manager would focus on the immediate and underlying causes of the accident, from which an accident investigation report would be produced, this would be reviewed and any remedial action(s) implemented by the relevant Executive Director in consultation with the Head of Service and Safety and Contingencies service.

Post-accident Support

16.7. Line managers should ensure that appropriate information on sources of external counselling is provided to drivers who are involved in work related driving accidents, depending on the severity of the incident and the potential impact the incident may have on the drivers' ability to resume normal duties. In certain circumstances it may be necessary to consider reassignment to non-driving duties for a period of time.

17.0. Reversing

17.1. Nearly a quarter of deaths involving vehicles at work occur during reversing. Many other reversing accidents do not result in injury but can cause costly damage to vehicles, equipment and premises. Most of these accidents can be avoided by taking simple precautions.

17.2. The best way to avoid reversing accidents is to remove the need for reversing altogether. Where reversing is unavoidable, routes should be organised to minimise the need for reversing. In locations where reversing cannot be avoided:

- Reversing areas should be planned out and clearly marked.
- People who do not need to be in reversing areas should be kept well clear.

- Consider using a trained signaller (also known as a banksman) both to keep the reversing area free of pedestrians and to guide you as the driver. A banksman will be mandatory for certain reversing tasks which will be identified in the job risk assessment and method statement.
- You should ensure your banksman is visible to you and is wearing highly visible clothing such as an appropriate reflective vest.
- If you lose sight of your banksman you should stop your vehicle immediately.

For further advice and guidance on reversing of vehicles, please follow the link below: <http://www.hse.gov.uk/workplacetransport/information/reversing.htm>.

18.0. Document Control Sheet

Review / approval history.

Date.	Name.	Position.	Version Approved.
11 October 2016.	General Meeting of the Council.	n/a.	Version 1.0.
tbc.	General Meeting of the Council.	n/a	Version 1.1.

Change Record Table.

Date.	Author.	Version.	Status.	Reason.
October 2019.	Alan Tait and Les Donaldson.	1.1.	Final.	Reviewed and updated earlier version.

Appendix 1: Safe Driving Summary

Drivers are responsible for ensuring that their vehicle is always in a roadworthy condition and that they comply with the relevant Legislation and Council policy. In addition, they should:

- Drive safely and in accordance with the Highway Code.
- Be aware of and comply with Health and Safety requirements.
- Observe speed limits.
- Ensure that they hold a valid and current licence for the category of vehicle they drive.
- Remove any identification lanyards whilst driving. The force of an airbag inflating is fairly severe, so any plastic or metal object in the chest / torso area has the potential to cause injury if it gets pushed back into the body.
- You should not have any loose material in the cab/ front of the vehicle / in your lap when driving for work as these may cause injury in the event of an accident.
- Ensure the safety and comfort of passengers.
- Report any accidents whilst driving at work.
- Inform the Council immediately in the event of any change in medical condition or medication that a GP may reasonably judge as impacting on an employee's ability to undertake his/her duties.
- Notify the Council immediately when a change occurs and / or in advance of accepting employment or any change to roles or responsibilities.
- Inform the Council and the DVLA of any medical condition or disability that affects their ability to drive.
- Maintain control of the vehicle at all times.
- Take particular care when reversing and only reverse when it is absolutely necessary.
- Ensure that the vehicle is insured for business use.
- Report defects immediately.
- Keep the vehicle clean.
- Present the vehicle promptly for safety checks / servicing.
- Always ensure that the vehicle is correctly loaded.
- Comply with the Regulations in respect of Drivers' Hours and the keeping of work records, where appropriate.
- Advise their line manager of any work, especially driving, that they undertake for another employer.
- In the event of an accident or breakdown, not put themselves or any passengers at risk.
- Carry out regular vehicle maintenance checks

Drivers should not:

- Consume alcohol or drugs (other than appropriate use of prescribed drugs and proprietary medicines) in the course of the working day or shift, including paid or unpaid breaks and should ensure that their performance is not impaired by alcohol consumed prior to starting work.
- Drive a vehicle whilst ill or taking medication unless a doctor has confirmed it is safe to do.
- Drive with poor eyesight. If prescribed, spectacles or corrective lenses must be worn.
- Use a mobile phone whilst driving unless by means of a hands-free kit, or Bluetooth.
- Drive or continue to drive if they are tired.
- Use any vehicle or operated equipment for any other purpose than in connection with their duties.