

PROPOSED

Corporate Driving for Work Policy

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Issued by PCC H&S Unit
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1. Introduction and Purpose:

1.1 Portsmouth City Council (PCC) fully recognises its duties and responsibilities under the Health and Safety at Work etc. Act 1974 (HSWA) and is committed to providing a safe and healthy working environment that meets all statutory requirements.

1.2 Driving while at work is recognised as a work-related activity that can pose significant risks of injury or even fatalities, if not properly managed. The council endeavours to ensure that all employees who drive as a part of their duties do so in a competent, legally compliant and considerate manner, to minimise any potential for injury, loss or damage.

2. Scope:

2.1 This policy is applicable to all PCC staff whether permanent, agency, temporary or voluntary, who drive on behalf of the Council. The policy applies regardless of whether the vehicle is owned, leased or hired by the Council or whether the employee is using their own vehicle for council business.

2.2 The policy does not include home to work journeys, unless the employee is travelling from their home for a work related activity to a location which is not their usual place of work.

2.3 Local Authority (LA) schools management teams should adopt the principles of this policy by either tailoring this document to be specific to their own school or producing their own site-specific policies.

3. Definitions:

3.1 Driving at Work relates to 'any driving activity carried out whilst at work on behalf of and/or to facilitate PCC business or work activities'.

3.2 Employees (for the purpose of this policy) include all staff employed by the council including permanent staff, temporary and agency staff, volunteers, students and people on work experience.

3.3 Vehicle – includes motorbikes and mopeds

4. Roles and Responsibilities:

4.1 Chief Executive and Leader of the Council:

4.1.1 The Chief Executive and the Leader of the Council are ultimately jointly responsible for H&S management throughout PCC (detailed in the corporate H&S policy). They are responsible for ensuring adequate management systems and strategies are in place to ensure the health, safety and welfare of members, staff and anyone else that may be affected by the council's work activities. Day to day responsibilities for implementing the requirements of this policy are delegated through the PCC management structure.

4.2 Head of Service:

4.2.1 Heads of Service are accountable to Strategic Directors for ensuring suitable health and safety provision and for monitoring performance within their area of responsibility to meet the requirements of this policy. Responsibilities are detailed in section 4.4.1 of the PCC Health and Safety Policy.

4.3 Line Managers:

4.3.1 PCC managers are responsible for ensuring that employees conducting day-to-day work activities under their control carry them out with full regard to good health and safety management. In addition to the line management responsibilities detailed in section 4.5.1 of the PCC Health and Safety Policy, specific line management responsibilities relating to managing council related driving activities include ensuring:

- (i) suitable and sufficient risk assessments are conducted for all driving activities under their control to ensure the safety of their employees and others who may be affected. Risk assessments will need to be documented where 'significant risks' are identified and additional control measures need to be implemented to reduce the identified risk to an acceptable and safe level (further guidance available on H&S page of IntraLINK: <http://intraLink/PoliciesStrategies/5716.html>)
- (ii) employees who drive on behalf of the council satisfy legislative requirements i.e. hold a valid driving licence and business insurance. A system for checking employee documents and recording those checks must be implemented at service/department level. Frequency of checks should be upon joining the service/department and at least annually, thereafter
- (iii) employees who drive vehicles owned/leased to PCC as part of their core activities, receive appropriate driver training in accordance with section 5 below
- (iv) employees are fit to carry out their driving duties, taking into account medical/ other issues made known to them by the employee or other sources (other PCC staff/management, occupational health, etc.)
- (v) employees are not subject to the driving restrictions detailed in section 6 of this policy. Where restrictions apply, the line manager must act in accordance with the requirements detailed in section 6
- (vi) PCC owned, leased or hired vehicles used by their staff are subject to adequate maintenance routines
- (vii) local maintenance routines are adopted at service/department level to ensure PCC managed vehicles (owned/leased) remain legal and serviceable to complete intended journeys
- (viii) employees are aware of their duty to report to their line manager all work-related driving accidents and incidents that result in injury to anyone and/or vehicle/

property damage (whether PCC vehicle or privately owned). Near-miss incidents/incidents of violence must also be reported in accordance with PCC accident reporting procedures

- (ix) all work-related driving accidents and/or incidents involving a vehicle owned/leased/hired by PCC are investigated and reported on the relevant PCC incident report form forwarding a copy to the H&S Unit
- (x) In the event of an accident/incident involving a vehicle owned/leased/hired by PCC a completed 'motor claim/incident report' form must be forwarded to the Insurance and Risk Team within twenty four hours of the incident
- (xi) service/department-specific procedures are implemented so that employees do not need to answer their mobile phones (or similar devices) whilst driving a vehicle (whether PCC vehicle or privately owned)
- (xii) employees who drive on behalf of the council are made aware of, and adhere to, this policy

4.4 Employees:

4.4.1 In addition to the employee responsibilities detailed in section 4.6.1 of PCC Health and Safety Policy, all council employees have the following specific responsibilities relating to driving on PCC business. As an employee you must:

- (i) drive in a legal, safe and courteous manner at all times whilst driving on council business (you are representing the Council)
- (ii) ensure that you are legal to drive on behalf of the council i.e. have appropriate insurance cover (to include business use), a valid driving licence and the licence covers all categories of vehicles you drive on behalf of the council. The driving licence and insurance documents should be made available to your line manager upon request, to assist in 'compliance checks' procedures at department/service level.
- (iii) inform your line manager of any driving related offences and/or convictions, whether work related or not (pending or documented on your driving licence).
- (iv) inform your line manager of any known temporary or permanent health related issue(s) that may affect your ability to drive in a safe and proper manner i.e. medical restrictions, known medical issues, alcohol/drug induced ailments, pregnancy, etc.
- (v) carry out pre-journey vehicle checks in accordance with service/department - specific policies and procedures
- (vi) not use a mobile phone (or similar device) whilst driving, for compliance with this policy and UK legislation

(vii) report all work-related driving accidents/incidents of violence and near-miss incidents to your line manager at the earliest opportunity (whether PCC vehicle or privately owned)

(viii) comply with this policy at all times

Note: if driving your own vehicle on council business, you are responsible for ensuring the vehicle is roadworthy and legally compliant for conducting council business

4.5 PCC Fleet Manager:

4.5.1 PCC Fleet Manager is responsible for providing professional and expert advice regarding driving at work activities relating to council business.

5. Training requirements:

5.1 In addition to the general health and safety training requirements (detailed in PCC Health and Safety Training policy):

(i) council employees who drive vehicles owned/leased to PCC as part of their core activities must successfully complete the council's driving assessment which is facilitated by PCC Fleet Manager

(ii) council employees who drive a minibus on council business must successfully complete 'MIDAS' training

5.2 Exemption from the training requirements detailed above will be considered in special circumstances but the case for exemption must be documented by the individuals' line manager and presented to the relevant Head of Service and PCC Fleet Manager for approval/endorsement. The endorsed document will then be retained by Fleet Manager for audit purposes.

Note: PCC Fleet Manager can provide further advice re: internal driving assessment, MIDAS training and exemption criteria

6. Driving Restrictions Applicable to PCC Employees Who Drive at Work on Behalf of the Council:

6.1 Everyone is responsible for their own safety and the consequences of their own acts and omissions that can affect the safety and health of others. The following restrictions are applicable to all council employees and the following requirements must be strictly adhered to, for reasons of safety and corporate insurance cover:

- Employees who accumulate more than 3 penalty points on their drivers licence must inform their line manager at the earliest opportunity. The line manager must make an informed decision whether to allow the employee to continue to drive on council business, taking into account all circumstances relevant to the points accumulated, the employee and driving activities to be undertaken. The

manager must document their decision and forward a copy to the relevant Head of Service (through their management chain) and PCC Risk and Insurance team (for insurance purposes)

- Employees who accumulate more than 6 penalty points on their drivers licence must inform their line manager at the earliest opportunity. The line manager must consult with their Head of Service and PCC Risk and Insurance team for an informed decision as to whether the employee is allowed to continue to drive on council business, taking into account all circumstances relevant to the points accumulated, the employee and driving activities to be undertaken. The decision must be documented and a copy retained by PCC Risk and Insurance team (for audit purposes).

Note: PCC Fleet Manager can be included in the above decision making process to provide specialist advice and guidance

7. Reference documentation:

7.1 The following legislation, policies and guidance documents are applicable to this policy and all referenced documentation can be accessed via the PCC H&S webpage on IntraLINK or the Council's external website;

- PCC Insurance Handbook
- PCC Health and Safety Policy
- PCC Health and Safety Training Policy
- PCC Risk Assessment Guidance documents
- PCC Accident Reporting Procedures

8. Consultation:

8.1 The development of this policy has been consulted PCC wide (all managers and staff) via normal communication channels, including the Corporate Management Board, Third Tier Management Forum, The Joint Health Safety and Wellbeing Forum and IntraLINK.

9. Communication and Dissemination:

9.1 This policy is available on the Health and Safety section of IntraLINK and the Council's external website.

10. Policy Review:

10.1 This policy will be reviewed annually by PCC Fleet Manager (in conjunction with PCC H&S Unit) and republished at least every three years (sooner if required).