

DRIVING AND ROAD RISK

GUIDANCE MANUAL AND DRIVER HANDBOOK

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GENERAL

Introduction

Driving activities and road use form a significant element of many business activities and individual employees job roles.

As well as being a legal and moral duty, health and safety is of prime importance to all businesses and employers as they seek to conduct their business in such a way as to avoid harm to their employees and all others who may be affected directly or indirectly by the activities. This, of course, includes driving and road use activities.

Driving activities and road use present their own specific hazards and risks.

It is estimated that up to a third of all road traffic accidents in the UK involve somebody who is at work the time *, driving a vehicle as part of their job, and/or undertaking business on behalf of their employer.

This “*Driving and Road Risk Guidance Manual and Driver Handbook*” forms an integral part of our health and safety management processes and documentation.

It outlines the responsibilities and guidance and instruction to ensure that you recognise hazards associated with driving, and are able to reduce risks to their lowest possible and practicable level. This is irrespective of how small or large a part driving duties and operations form part of your overall job role.

Accident prevention is mainly achieved by common sense, forethought, recognition of hazards, and by adapting behaviour to react to the hazards. The aim of this document is to help you drive safely and avoid accidents by providing a framework of guidance and instruction from which a safe and robust work related road safety culture can be established. The true costs of driving or road related accidents are nearly always higher than the costs of vehicle repairs or replacement, and insurance claim costs.

The consequences on self employed and small businesses are likely to be proportionately greater than on a large business with greater resources. The key factor is that there are considerable benefits to all businesses in managing work related driving and road safety, no matter the size of the business.

It is therefore important that you read the advice given in this document before you start work or on initial receipt of it, if you are already performing driving duties in your current job.

You are required to sign and return the declaration issued with this “*Driving and Road Risk Guidance Manual and Driver Handbook*” stating that you have received it and undertake to comply with the guidance and instruction you have received. These declarations will be held with your personal papers.

Management of Road Risk Policy

This Management of Road Risk Policy is a supplement to our overall documented health and safety policy.

In our Management of Road Risk Policy, our senior management recognise and accept their duties and obligations in ensuring the health, safety and welfare of the employees of the company and anyone else who may be affected by the company's driving and road use activities.

***(source; DfT/HSE INDG 382,09/03)**

Where appropriate, we will specify certain managerial and supervisory responsibilities, arrangements for driver training, vehicle selection and purchasing, vehicle service and maintenance etc.

In doing so, we undertake to ensure, so far as is reasonably practicable, the health, safety and welfare of our employees specifically related to performing driving duties, and any others who may be affected by our company or business driving and road use operations.

This policy will also state our commitment to comply with relevant driving and road use legislation.

SUMMARY OF LEGAL REQUIREMENTS

Employer's Duties

In accordance with the statutory requirements of Health and Safety at Work etc. Act 1974, Section 2;

Employers must provide, so far as is reasonably practicable.

- A safe place of work including access and egress.
 - Safe plant and equipment adequately maintained.
 - Safe systems of work.
 - Safe means of handling, transporting, use and storage of substances and articles.
 - Adequate welfare facilities.
 - Adequate, training and supervision.
-
- The company will also undertake and document due risk assessments in accordance with Regulation 3 of Management of Health and Safety at Work Regulations 1999 and other associated Approved Codes of Practice.

In the specific context of your driving duties, this “*Driving and Road Risk Guidance Manual and Driver Handbook*” forms a part of our method of providing information, instruction, as outlined above. Your vehicle is also categorised as an item of work equipment.

The hazardous elements of some ancillary tasks associated to driving duties, such as delivery drivers offloading and delivering goods (*manual handling*) or carriage of hazardous materials, or licensed waste products (*clinical waste, asbestos etc*) on vehicles are covered by specific pieces of health and safety legislation relating to those operations or tasks, and risk assessment and risk management duties placed on us as employers. These topics do not form part of this “*Driving and Road Risk Guidance Manual and Driver Handbook*” but you are advised to contact your line manager or direct supervisor regarding any issues or concerns that you have relating to such matters. There are some relevant references made in this document, which you may find useful.

Employee's Responsibilities

All employees, have general duties under Sections 7 of the Health and Safety at Work etc. Act, 1974 and other relevant legislation;

These duties are:

- To have regard for their own health and safety
- To have regard for the health and safety of fellow employees and anyone else with whom they may have contact or whose health and safety may be affected by their work.
- To co-operate with the employer on health and safety matters.
- To obey the employer's instructions on health and safety matters.
- To use only those items of plant, articles and substances authorised and provided by the company for use at work and in the manner directed.
- To implement and use controls and safety measures provided
- To notify a responsible person as soon as possible of the failure or defects in equipment, articles, controls, preventative measures or systems of work, which the employee becomes aware of.

In the context of your driving duties, your duties as an employee are self explanatory, but pay particular attention to the need to report any defects in your vehicle and to co-operate with us on health and safety matters.

DRIVING LICENCES AND OPERATORS “O” LICENCES

As general best practice and to determine that our employees are legally qualified and entitled to drive vehicles, pre-employment checks of original driving licence documents (not photocopies) and regular ongoing screening and checking of licences will be undertaken and recorded by us.

This is an obvious and integral part of our overall vehicle fleet management system, along with maintaining systems and documented records for vehicle service and maintenance records, MOT, road tax and insurance, driver's hours etc.

It is a criminal offence for any individual to drive without a valid driving licence.

The driving of, and operation of certain types of vehicles also require specific Operators or “O” licences. As your employer, we are responsible for applying for, and renewal of special licences such as:

Licensed Private Hire Vehicles

Skip Operators Licence

LGV Operators Licence (Heavy/Large Goods Vehicles)-vehicles over 3.5 tonnes

PCV Operators Licences (Public Carriage Vehicles)- Coaches, buses.

This is a sample list. Special licences are generally issued by VOSA (Vehicle and Operator Services Agency), or Local authorities.

Transport of Dangerous Goods, Livestock, and Petroleum are examples where other legislation and regulated operations apply.

Companies or businesses that use vehicles to carry licensed waste, such as clinical waste, or asbestos must also be registered with, and licensed by the Environment Agency.

For the most part, as driver of a company vehicle, you need to ensure that you are legally driving the vehicle, or range of vehicles provided for you to drive by us, your employer.

Categories of vehicles that you are legally permitted to drive are shown on your own individual driving licence, and these entitlements and restrictions are to be applied to your work related driving duties, at all times.

For your information, and use, what you are allowed to drive, by vehicle category is shown on the pages overleaf;

You must comply with our processes for driving licence checks, and inform your line manager or direct supervisor immediately of any changes that affect your legal entitlement to drive.

What you are allowed to drive, by vehicle category is shown in the following tables

In general, the minimum ages for driving on British roads are 16 years for invalid carriages and mopeds, 17 years for agricultural or forestry tractors, small vehicles and motorcycles, and 21 years for medium/large sized vehicles, minibuses and buses.

Listed below are vehicle category descriptions for driving tests passed after 1 January 1997 and the minimum ages for driving them. All weights refer to maximum authorised mass (MAM) unless stated otherwise.

This is the total weight of the vehicle plus the maximum load it can carry.

Motorcycles

Description	Category	Minimum age
Mopeds with an engine capacity not exceeding 50cc and a maximum design speed not exceeding 50km/h	P	16
Light motorcycles with a cubic capacity not exceeding 125cc and a power output not exceeding 11kW (14.6bhp)	A1	17
Motorcycles up to 25kW (33bhp) and a power to weight ratio not exceeding 0.16kW/kg. Motorcycle combination with a power to weight ratio not exceeding 0.16kW/kg	A	17
Any size motorcycle with or without a sidecar	A	21*

- Age 21 if the rider passed the test for large motorcycles as part of the Direct Access scheme, or two years from the date of test pass if the rider passed the test on a standard A motorcycle (power output up to 25 kW (33 bhp) or a power to weight ratio not exceeding 0.16kW/kg.)

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Three or four wheeled light vehicles

Description	Category	Minimum age
Motor tricycles / quadricycles, three or four wheeled vehicles with an unladen weight not exceeding 550kg	B1	17*

Cars with and without trailers

Description	Category	Minimum age
Motor vehicles with a MAM not exceeding 3500kg having not more than eight passenger seats with a trailer up to 750kg. Combinations of towing vehicles in category B and a trailer, where the MAM of the combination does not exceed 3500kg and the MAM of the trailer does not exceed the unladen mass of the towing vehicle	B	17*
As cars, but with automatic transmission	B	17*
Combinations of vehicles consisting of a vehicle in category B and a trailer, where the combination does not come within category B	B+E	17

*Age 16 if you are currently getting Disability Living Allowance at the higher rate (mobility component)

(continued overleaf).....

Medium sized vehicles with or without trailers

Description	Category	Minimum age
Vehicles between 3500kg and 7500kg with a trailer up to 750kg	C1	18*
Combinations of vehicles where the towing vehicle is in subcategory C1 and its trailer has a MAM of over 750kg provided that the MAM of the combination thus formed does not exceed 12000kg and the MAM of the trailer does not exceed the unladen mass of the towing vehicle. (If you passed your category B test prior to 1.1.1997 you will be restricted to a total weight not more than 8250kg)	C1+E	21*

*Age 18 if combination weight is under 7500kg

Large vehicles with or without trailers

Description	Category	Minimum age
Vehicles over 3500kg with a trailer up to 750kg	C	21*
Vehicles over 3500kg with a trailer over 750kg	C+E	21*

*Age 17 if member of armed forces

*Age 18 if member of the young drivers scheme

(continued overleaf).....

Minibuses with or without trailers

Description	Category	Minimum age
Vehicles with between nine and sixteen passenger seats with a trailer up to 750kg	D1	21*
Combinations of vehicles where the towing vehicle is in subcategory D1 and its trailer has a MAM of over 750kg, provided that the MAM of the combination thus formed does not exceed 12000kg, and the MAM of the trailer does not exceed the unladen mass of the towing vehicle	D1+E	21*

Buses with or without trailers

Description	Category	Minimum age
Any bus with more than eight passenger seats with a trailer up to 750kg	D	21*
Any bus with more than eight passenger seats with a trailer over 750kg	D+E	21

*Age 17 if member of armed forces

*Age 18

a) while learning to drive or taking a passenger carrying vehicle (PCV) test

b) after passing a PCV test when:

- driving on a regular service where the route does not exceed 50km
- driving a PCV constructed to carry no more than 16 passengers
- the vehicle is operated under a passenger carrying vehicle (PCV) operator's licence or permit

c) not engaged in the carriage of passengers

(continued overleaf).....

Other categories

Description	Category	Minimum age
Agricultural tractors	F	17*
Road rollers	G	21**
Tracked vehicles	H	21
Mowing machine or vehicle controlled by a pedestrian	K	16
Mopeds	P	16

*Age 16 for tractors less than 2.45m wide, it must only pull trailers less than 2.45m wide with two wheels, or four close-coupled

**Age 17 for small road-rollers with metal or hard rollers, they must not be steam powered, weigh more than 11.69 tonnes or be made for carrying loads

Driving licence information codes

Your licence may include information codes which indicate what (if any) restrictions your driving entitlement is subject to.

You should always carry your driving licence with you, when engaged in driving duties.

Hopefully, safe, responsible driving will mean that you do not commit any road safety offences and incur penalties on your licence and possibly have a direct counter with the Police in their enforcement role. ,

You should endeavour to keep your licence “clean”, not only as it is an essential requisite of your job, and effectively a tool of the trade of your driving job, but to keep yourself at reduced risk of harm and injury by safe and considerate driving activity that you need to practice to keep “inside the law” as a responsible and legally compliant driver.

OFFENCES AND PENALTIES ON DRIVING LICENCES

Hopefully, you as a driver will only ever have to use this particular section of the manual for information and reference, and not in circumstances where you have committed a driving offence, by speeding or other moving traffic or parking violations (by this, it is meant parking/stopping your vehicle on hard shoulder of a motorway etc, which is an offence carrying a fixed penalty and possible penalty points on a driving licence, dependant on circumstances as opposed to “parking ticket” offences.

Again, hopefully only for reference, but being useful information to know, there are some frequently asked “Questions and Answers” shown overleaf relating to points on driving licenses, and what you need to know if asked to produce your driving licence by the Police.

You must advise your line manager or direct supervisor on any matters relating to changes to your licence

Speeding tickets

Production of licence to Police, Notifying insurance company etc;

FREQUENLY ASKED QUESTIONS and ANSWERS

Question;

Do I have to tell our company insurance company that I have got points on my licence?

Answer;

You should inform your line manager or direct supervisor. They will in turn notify our insurers. This is because the details you provide us form the basis for the quote and the subsequent cover. If any of the details change and we do not inform them, it may invalidate our insurance cover.

Question;

What are fixed penalty tickets (in relation to driving offences)?

Answer;

There are two types of fixed penalty tickets, endorsable and non-endorsable.

Endorsable tickets mean that you will get 3 points on your licence and a £60 fine.

A non-endorsable ticket means that you will receive a £30 fine but do not get any points on your licence.

It depends what offence has been committed as to which type of fixed penalty ticket you will receive. Endorsable tickets are usually given out for speeding or going through a red light and non-endorsable are given out for parking offences

Question;

I have been given a fixed penalty notice by the Police and I have noticed that there is a mistake on it (e.g. wrong date or time), is it still legally enforceable?

Answer;

A fixed penalty notice is a conditional offer to an alleged offender for them to have the matter dealt with in a set way without resorting to going to court.

It is conditional in that the offence committed falls within the remit of the fixed penalty system and that the alleged offender fits the criteria i.e. would not be liable to disqualification under totting up procedures and is willing to surrender their licence if the matter is endorsable.

The acceptance of the ticket gives the alleged offender options and if they feel that for any reason then or at a later stage to contest the matter then they can, by completing the requisite parts of the form to request a court hearing.

The fact that the time and date may be wrong is not necessarily a bar to proceedings continuing and it would be for the court to decide if those matters seriously affected the alleged offenders' right to a fair hearing.

The choice is in the hands of the alleged offender.

It also may be worth writing to the appropriate office (details on back of ticket) setting out the reasons why you think the ticket should be made void prior to you officially challenging the ticket. If the ticket has been given out by the local authority and you are not happy with their reply then there is an Ombudsman who will review such cases.

It is also important to note that even if it is found that the ticket is invalid then this does mean an end to the matter. All it means is that, if appropriate the police can proceed by issuing a summons for court.

The alleged offender will not then be able to take advantage of the fixed penalty system and if found guilty at court will have a criminal conviction. It is advisable to take legal advice from a lawyer prior to making any decision on this matter.

Question;

What will happen if I don't pay the fine on a fixed penalty notice?

Answer;

If you do not pay then you will receive a summons to go to court.

You can either then plead guilty by letter or elect to go to court. If found guilty at court, you will possibly have a larger fine and you will have to pay the court costs.

Question;

How much is the fine for fixed penalty notices (for traffic offences) and how many points is it?

Answer;

There are two types of ticket,

A non-endorsable fine is £30 and no points on your licence

Endorsable ticket is £60 and three points on your licence.

Question;

I have got a fixed penalty notice. Do I have to surrender both parts of my licence?

Answer;

Yes.

If you have a newer style photocard licence then you must surrender both the paper part and the photocard.

It is only a full licence when both parts are present.

Question;

Can I challenge the fixed penalty notice?

Answer;

Yes, you can plead not guilty to the ticket.

On the back of the ticket there will be information on how to challenge the ticket.

You still have to produce your documents at your chosen police station, but you retain your licence and the ticket.

You will then be sent a summons in due course with a date for the court hearing.

Question;

What is a Notice of Intended Prosecution (NIP)?

Answer;

The purpose of the Notice of Intended Prosecution (NIP) is to inform the potential defendant that he may be prosecuted for the offence he has committed, whilst the incident is still fresh in his memory.

When you receive an NIP it does not automatically mean that you are going to face prosecution, it is a warning that you may face prosecution.

The NIP must be served within 14 days of the offence otherwise the offence cannot proceed at court.

If the details of the driver are not known then it is sent to the registered keeper.

So long as the registered keeper is sent it within the time limit the notice is valid. If the registered keeper has changed address/not informed DVLA etc., as long as the NIP was posted to arrive within 14 days, it is still valid. The registered keeper then has an obligation to identify the driver.

The driver may then receive further paperwork in due course, but that is not to be confused with the document that is legally required to be sent within the 14 days.

NIPs can also be issued verbally to the driver at the time of the offence or alternatively, you could receive a court summons through the post for the alleged offence within the 14 days.

Small mistakes on the notice do not render it ineffective unless it would mislead the potential defendant.

The posted NIP is deemed to be served until the contrary is shown. There is a presumption that it arrived, however it is possible for a potential defendant or other witness to satisfy the court (on the balance of probabilities) that neither s/he (nor the registered keeper where applicable) received the notice.

The Police must serve the notice to arrive within 14 days on the registered keeper. As long as it is posted (within that time limit) 1st class, this is presumed to be good service (though this can be challenged).

Question;

I have got a speeding ticket but I have misplaced my licence. What should I do?

Answer;

You should attend at your chosen police station with the ticket and the rest of your documents (insurance and MOT) in order to comply with the ticket.

The person who takes the details will then note that you have not produced your licence and you are likely to be reported.

The speeding ticket and the failure to produce your licence will both be dealt with at court and a summons will be issued to you in due course.

You do not always have to attend court and may be able to plead guilty by letter. The summons you receive will tell you whether this is possible.

It is advisable if you have not already done so to apply for a new licence as soon as possible. If the licence comes shortly afterwards then it may be worth contacting the Central Ticket Office of your local Police force to see if they will allow you to pay the speeding fine without the possibility of attending court.

This is discretionary as after 28 days a summons will be issued.

Question;

I have got a fixed penalty ticket from a Police Officer but I have lost it. What should I do?

Answer;

You should attend at your chosen police station with your documents and inform them that you have lost the ticket.

It is likely that you will have to be dealt with by the court.

You will receive a summons in the post and you will have the opportunity to plead guilty by letter or to attend at court.

Question;

A speed camera has flashed me, when will I know if I am going to get a ticket?

Answer;

The police must serve the notice to arrive within 14 days on the registered keeper. As long as it is posted (within that time limit) 1st class, this is presumed to be good service (though this can be challenged).

Question;

I have got a speeding ticket that I dispute and I would like to see the photographic evidence. Can I ask for it?

Answer;

Most Police forces will not release photographic evidence unless the ticket is challenged (by pleading not guilty).

You will then be sent the photographic evidence and the Police Officer's statement.

You will not then be able to pay the ticket; you will have to attend court.

Question;

How many points can I have on my licence before I face a ban?

Answer;

Twelve penalty points on your licence within 3 years will mean that you face disqualification under the 'totting up' procedure.

If you have 9 or more penalty points on your licence, then you cannot accept any further fixed penalty tickets and must go to court.

Question;

What should I do if I can't reach the police station where I am supposed to produce my documents?

Answer;

You can produce your documents at any Police Station in the country, so do not worry if you cannot get to your chosen one.

As long as you have your ticket or the producer given to you by the Police Officer it will not be a problem to produce them at another station.

COMPANY VEHICLES - TAX, MOT, INSURANCE REQUIREMENTS

Tax

All vehicles must have valid Road Tax in place, unless being notified to the DVLA as being kept off a Public Highway. (off road).

Ensure that a valid Road Tax disc is prominently displayed in your vehicle (front windscreen) as required.

As owner of the company vehicle, we must have in place arrangements for your vehicle to have a valid MOT Certificate, where required by it's age.

Whether we arrange for MOT tests to be arranged, or it is part of your contractual obligation and a specified responsibility as an employee, make sure you are aware of the requirements and processes that apply in your case, and that you comply with them at all times.

Useful information on MOT requirements

Every vehicle in the UK needs to be tested each year to ensure that it complies with at least the minimum road safety and environmental standards. If you have a vehicle that is more than three years old, it will need an MOT test.

About the MOT

The first test is required once a vehicle is three years old.

There are different rules if you use it as a taxi.

When your vehicle is tested, the MOT looks at some important items to see if it meets the legal requirements.

You should be aware that the MOT certificate is not a guarantee of the general mechanical condition of a vehicle.

When your vehicle needs testing

If a vehicle is registered with no prior use on the road, the MOT will be required three years after the date of registration. For example, a vehicle registered from new on 1 April 2004 will require its MOT no later than 1 April 2007.

If a vehicle is used prior to registration, as would be the case with an import, the MOT will be required three years from the end of the year of manufacture.

For example a vehicle manufactured at any time in 2004 will require an MOT no later than 31 December 2007. There is no grace period given after these dates. An MOT can be carried out at any time.

If the vehicle is tested within the calendar month prior to when the MOT is due, the test certificate will run from the date of the test to one year after the expiry date of the current certificate.

For example, if the current certificate was due to expire on 1 April 2007, and the vehicle was presented on or after 2 March 2007, the certificate would run from the test date until 1 April 2008.

The same rule would also apply when the vehicle is taken in within a calendar month of its first MOT. In this case, the vehicle owner would need to present their registration document.

If the vehicle is tested earlier than one month before its due date, the MOT will only run for twelve months from the date of the test.

How to recognise an approved MOT garage or Testing Station

There are around 19,000 garages approved to carry out MOT testing in the country. The blue 'three triangles' logo, which stations have to display, identifies approved test stations.

An approved MOT test garage should have

- A test bay and observation area housed in a weatherproof building. The building, although weatherproof, need not be draught free. It must be capable of being totally enclosed and provide a satisfactory working area. The test facilities must be reasonably free from oil contamination, exhaust fumes, noise or other pollution from adjacent work areas
- Equipment laid out so that testing can be performed effectively. The equipment should be laid out and located so that the other activities of the garage will not affect the proper conduct of the test
- An unobstructed, safe and easy access via a metalled road from the site entrance to the building entrance, such that vehicles can enter and leave the site in a forward direction
Adequate off-road parking
- Sufficient inspection facilities, including underside access, for any vehicle repair or servicing work
- A clearly identified, warm and weatherproof public waiting area from which the whole test can be directly observed without interruption (except road testing) Room for two people seated is considered sufficient
- The garage should also have on display;
- VT9a - Fees and Appeals poster
- VT26 - List of nominated testers
- VT9 - Authorisation of examiner

INSURANCE REQUIREMENTS

All drivers must be insured for driving vehicles on business use, when driving a company or company provided vehicle. This will be arranged by us as your employer or through the provider of a hire or lease scheme vehicle.

As with the MOT arrangements, make sure you are aware of the requirements and processes that apply in your case, and that you comply with them at all times.

Privately owned vehicles used for company business

All exactly the same requirements for Tax, MOT and Insurance, as outlined above for company vehicles must be fully met by individuals who use their private vehicles for business use.

This is irrespective of how small or large a part driving duties and operations form part of your overall job role, and includes vehicles that are provided as a company car aligned to an individual's status or role as opposed to an essential "job needs" vehicle.

Training and Certification

Where some driving roles require higher or advanced levels of training and certification or licences, i.e. LGV, or PCV, you must ensure that we, your employer, have copies of relevant licences or certificates.

These should be readily available to enforcing authorities, Police and Insurance company officials at all times.

VEHICLES

Vehicles as items of work equipment

Servicing and maintenance requirements form part of your employers statutory duty of care, in the context that your vehicle is provided as item of work equipment, and is therefore subject to statutory health and safety requirements.

The vehicle you drive must be safe, roadworthy and fit for intended purpose.

Other equipment used by drivers in ancillary tasks

Some driving duties may require you as the driver to use other ancillary equipment, as well as simply drive the actual vehicle you are allocated.

Common examples of this would be delivery drivers who operate tail lifts on delivery vehicles to load and unload goods of variable sizes and shapes onto and off the vehicle.

There may also be an element of manual handling involved to carry the loads, both at the point of loading the vehicle and at the place of delivery or mechanical aids such as pedestrian controlled pallet trucks, sack barrows or similar are carried on the vehicle and used as ancillary equipment.

Any mechanical equipment, especially lifting equipment must be tested and certificated, if legally required. (Vehicle tail lifts, and Fork Lift or Reach Trucks, carried as separate vehicles on larger delivery vehicles come under this category, subject to legal requirements of Lifting Equipment and Loading Operations Regulations, 1998).

The simple requirement you need to be aware of, and comply with is to only use equipment where you have been suitably and sufficiently trained or instructed by your employer.

If you have any queries or concerns on this, you should raise them with your employer through the relevant supervisory and management channels.

Maintenance and servicing arrangements and records

Vehicles must be serviced regularly and maintained in a safe and roadworthy condition.

As your employer, we expect our employees to be responsible for identifying and reporting the need for servicing and essential repairs to be carried out, along with making service appointments for service checks at scheduled mileage intervals.

Documented service and maintenance records must be kept by us for a period of 5 years minimum.

Vehicle damage or defects

You should check your vehicle regularly using our separate vehicle checklist. Should you identify any faults or damage, you must report this immediately via the correct reporting channels.

Remember, you have a strict legal duty to look after your own health and safety and also have regard for the health and safety of fellow employees and anyone else who may be affected by your work.

Never, knowingly use a defective vehicle or allow a situation where someone else may be able to use it in good faith, without knowing a defect exists.

LGV and PCV Daily Inspection

All our vehicles should be routinely checked, as good practice and as part of our control methods introduced to reduce road risk.

The following useful list also acts as a detailed check list for LGVs, PCVs or similar vehicles, where checks on a daily basis are required;

Vehicle Make:

Vehicle Model:

Registration Number:

Fleet Number:

Date of Check: //

<u>Cosmetic</u>	<u>Fault?</u>	<u>Okay?</u>	<u>N/A</u>
Paint work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vehicle body work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cab/Vehicle Interior	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Trailer/Body interior	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Mechanical

Tyres, tread and pressure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Head lights	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Brake Lights	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fog lamps	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other Lights	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Windscreen (Chips, cracks),	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wipers and washer jets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mirrors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Indicators	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Additional Bulbs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Number plates (readable, damaged?)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tail Lift	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Securing of ancillary vehicles, if applicable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Locks, keys	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Oil	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fuel level	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tachograph	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Service history documents	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Signed: _____

Motor Vehicle Inspection

All our vehicles should be routinely checked, as good practice and as part of our control methods introduced to reduce road risk.

The following useful list also acts as a detailed check list vehicles other than LGVs, PCVs or similar vehicles, where checks on a daily basis are required;

MOTOR VEHICLE INSPECTION FORM

INSPECTOR NAME		DATE OF INSPECTION	
DRIVER NAME		LAST SERVICE DATE	
MAKE/MODEL		MILEAGE	
REGISTRATION			

External Vehicle Condition (✓ for okay, ✗ for faulty)

ITEMS TO BE CHECKED	OKAY	FAULTY	COMMENTS /ACTIONS
Bodywork			
Windscreen/Wipers			
Front Lights			
Rear Lights			
Tyre wear & pressures			
Spare wheel & Jack			

Internal Vehicle Condition (✓ for okay, ✗ for faulty)

ITEMS TO BE CHECKED	OKAY	FAULTY	COMMENTS /ACTIONS
Seat belts			
Door Mirrors			
Rear View Mirror			
Seat adjustment			
First aid kit (if fitted)			
Extinguisher (if fitted)			

Fluid Checks (✓ for okay, ✗ for faulty)

ITEMS TO BE CHECKED	OKAY	FAULTY	COMMENTS /ACTIONS
Oil Level			
Coolant Level			
Washer Fluid Level			
Power Steering Fluid			
Brake Fluid			
Clutch Fluid			

Please contact Mentor Services for checklist forms suitable for the recording inspections of other types of vehicles.

SAFE LOADING AND LIMITS OF LOADS

It is our responsibility to select and provide suitable vehicles and any securing equipment for loads carried on our vehicles, and that our drivers (and any staff involved in loading) are competent and have suitable and sufficient instruction.

It is generally the driver's duty to check and ensure that the load is adequately secured at all times, not just at the start of the journey. This can be especially relevant after a violent driving manoeuvre such as heavy braking or swerving.

It should be noted that on some vehicles, for which the prime role is bulk carriage of loads (i.e. delivery vehicles, refrigerated vans etc.) and where the vehicle floor beds are of such materials as aluminium, the frictional forces helping to restrain loads could be lower than expected. This can also be true where the vehicle floor bed is wet or slippery.

Where your vehicle is to be carried onboard a ship, as in ferry crossings, provision should be made for any extra load restraint needed and chassis anchorage points to secure the vehicle to the deck.

The design and construction of any vehicle that is provided by us, your employer, for you to drive as part of your job role, should be of design and construction to be suitable for the loads that it is likely to carry

General requirements for securing loads

A total load restraint system will generally consist of a combination of:

- 1) Lashings secured to anchorage points attached to the vehicle chassis, including any cross bearers, outriggers etc.
- 2) Bulking arrangements including headboards, bulkheads, transverse beams, shoring bars etc, which are securely attached to the vehicle
- 3) Friction between the load and the vehicle platform.

In most circumstances, it would be appropriate to obtain the majority of total restraint required from **(1)**, and the remaining part from **(2)**. Any benefits from **(3)** should be considered a bonus.

Vehicles using fabric sides, such as curtain sider trailers, will normally require additional internal restraints.

Headboards, sideboards and tailboards fitted to vehicles, if adequately constructed may provide some restraint to movement of the load

Towing

You must not tow more than your licence permits.

If you passed a car test after 1 Jan 1997 you are restricted on the weight of trailer you can tow

You must not overload your vehicle or trailer. You should not tow a weight greater than that recommended by the manufacturer of your vehicle

You must secure your load and it must not protrude dangerously.

Make sure any heavy or sharp objects and any animals are secured safely. If there is a collision, they might hit someone inside the vehicle and cause serious injury

You should properly distribute the weight in your caravan or trailer with heavy items mainly over the axle(s) and ensure a downward load on the tow ball.

Manufacturer's recommended weight and tow ball load should not be exceeded. This should avoid the possibility of swerving or snaking and going out of control. If this does happen, ease off the accelerator and reduce speed gently to regain control

Towing a load or pulling a trailer may require you to adjust the headlights.

In the event of a breakdown, be aware that towing a vehicle on a tow rope is potentially dangerous. You should consider professional recovery.

Important note

You may interpret and consider that much of the information and guidance on securing loads is not relevant to you if you are not driving a larger vehicle, with significant heavy loads, such as a LGV class delivery vehicle with large individual loads, or a flatbed vehicle carrying scaffold poles.

However, bear in mind this "*Driving and Road Risk Guidance Manual and Driver Handbook*" outlines the responsibilities, guidance and instruction being given to you to ensure that you recognise hazards associated with driving, and are able to reduce risks to their lowest possible and practicable level.

This is irrespective of how small or large a vehicle you are driving.

In fact, when carrying smaller loads in smaller vehicles ^{***}, where the risk of the smaller portable loads may seem quite innocuous and less obvious than the risk of large heavy loads, the same safe practices apply.

^{***} (for example, a company sales representative carrying product samples in rear section of an estate car, or people with training or similar roles carrying visual aid items ,projectors, demountable screens etc)

Any load, of any shape, weight or size that is not physically restrained is not secure and will react and move forward in event of heavy braking or violent stopping of the vehicle, simply due to the basic physics of inertia and kinetic energy.

Therefore, an unsecured loose load in the rear compartment of an estate car, and stacked loosely on top of other items at a level above the top of the drivers seat- will become a fast moving projectile and potential "battering ram" into the back of the driver's head or front seat passenger's head in the event of heavy braking or violent stopping of the vehicle, and the potential for serious injury, or even a fatal outcome as a result of the driver losing control of the vehicle is obvious.

So use foresight and common sense when loading any items into your vehicle, and contact your employer on any issues or concerns that you have relating to securing of loads, and load limits. In the event of any road accident caused by an insufficiently and unsafe secured load, the driver and the operator of the vehicle may be guilty of a criminal offence and liable for prosecution

Load Limits

Maximum laden weight/load limits must never be exceeded, regardless of size of the vehicle you are driving. It is a criminal offence to do so.

It is your duty as a driver to ensure that you are aware of the load limit of your vehicle, if only from the documented information provided in the vehicle handbook.

Generally though, as your employer, we will also do this as part of our legal duty to provide you with suitable instruction, information and training

Vehicle height conversion chart

Useful conversion chart for drivers of larger vehicles

Feet /Inches	Metric
9 ft	2.75
10 ft	3.05
11 ft	3.35
11ft 6 in	3.51
12 ft	3.66
12 ft 6 in	3.81
13 ft	3.96
13 ft 6in	4.11
14 ft	4.27
14 ft 6in	4.42
15 ft	4.57
15 ft 6 in	4.72
15 ft 9in	4.80
16 ft	4.88
16ft 3in	4.95
16 ft 6in	5.03

CARRIAGE OF CERTAIN CLASSIFICATION OF GOODS, OTHER ARTICLES (COMPRESSED GASES, HIGHLY FLAMMABLE LIQUIDS, LICENSED WASTE ETC & DANGEROUS GOODS)

The carriage and conveyance by road of certain goods classified as Dangerous Goods are regulated and covered by various pieces of specific legislation governed by the Department for Transport.

Prime legislation is The Carriage of Dangerous Goods and Use of Transportable Pressure Equipment Regulations 2007.

This may entail a requirement for vehicles to display Information and hazard warning signage on the vehicles, as below;



These do not necessarily mean that large vehicles and large quantities of the substances are involved. For instance, the green hazard sign shown is displayed on ambulances carrying a few small oxygen cylinders on board.

The information and guidance being given here is simply to inform you that there will be some circumstances for some drivers where the range of legal requirements, far too detailed and various to cover in this document will apply.

ADR is a European agreement concerning the international Carriage of Dangerous Goods by Road, for which your employer has to comply with, as necessary and applicable.

Legal compliance is a matter and a duty for us, your employer, but be aware and raise any queries or concerns with your line manager or direct supervisor, if you feel it appropriate.

Security of Dangerous Goods by Road, and LGV security of vehicles and loads

More than 3,000 LGVs are stolen in the UK every year and only about 12% are ever recovered. Half of all stolen vehicles are stolen from the employer's own premises.

The following guidance and tips will help you reduce the likelihood of vehicle and load theft;

If you witness suspicious or criminal behaviour, call the Police immediately by dialling 999. Always let your line manager or direct supervisor know what is happening.

If you suspect terrorist involvement, then also call the Anti Terrorist Hotline on 0800 789 321

Be secure;

When you leave your vehicle cab, always lock it and take your keys with you. Never leave them in the cab.

Always make sure your cab, and where appropriate, the load compartment are secure;

- When loading or unloading, lock the cab.
- When driving, where appropriate, lock the load compartment.
- Check that all security devices are working.

If you keep the vehicle keys when you are not at work;

- Make sure they cannot be identified- don't leave anything on the key ring that identifies the vehicle and owner.
- Never leave keys unattended.
- Keep keys in safe location.

If you keep your keys at your operating centre;

- Make sure they are in a lockable place, out of sight of unauthorised persons.
- Never use a "hiding place", for example, inside the front bumper or magnetic key holders inside wheel arches.

Park safely;

- If you have to park overnight, whenever possible decide where you are going to park prior to starting your journey.
- Where possible, park your vehicle within sight and where you can return to it quickly, if you stop for a short break.
- When returning to your vehicle, check all around for signs of interference, including any load security seals.
- When returning to UK from Europe - be aware of any special instructions at ports, terminals and the Euro Tunnel regarding illegal immigrants trying to gain access into vehicles.

Plan ahead;

- Plan your route beforehand.

Be aware;

- Avoid talking about loads and routes with other drivers or customers, including in telephone and radio conversations.

If you are carrying a Dangerous Load card;

- Keep it safe, and
- If you are stopped by the Police or VOSA and are suspicious about the validity of the officer, follow the instructions on the reverse of the card.

During security alerts, following any advice given to you by the local Police;

- If you have to leave your vehicle, ensure it is fully secured and leave clearly displayed note explaining how you can be contacted.

Everyday security;

- Avoid regular routes, where feasible or stops that form a recognisable pattern and make you an easier target for thieves.
- Never give lifts. It is illegal to carry unauthorised persons in your vehicle when carrying Dangerous Goods.
- Make sure you know how to use and understand any security equipment fitted into your vehicle.
- Never leave keys in your vehicle.
- If your vehicle has a roof identity marking, and you are the victim of a vehicle theft, make sure the Police are notified of the identity marking

Documents

When you collect a load;

- Check the load matches the collection note.
- Make sure it is clear where you are delivering the load to and who will receive the goods.
- Get a contact number if you can, and record the load seal number if appropriate.

When you deliver a load;

- Check the load seal is intact and the number is the same as on the delivery note.
- Check that quantities and weights match the collection and delivery notes.
- If the delivery instructions are changed, get written confirmation of the change from senior staff at the delivery address, or us, your employer and;
- Obtain a clear signature and printed name on the Proof of Delivery note

Protect your own belongings;

- Hide personal property and belongings from view.

Our company security policies and procedures

- Our company procedures and instructions are designed to protect your vehicle, your load and you. Follow them at all times.
- If you see anything suspicious, report it to the Police by dialling 999 and to your line manager or direct supervisor at the earliest opportunity.

EMERGENCY PROCEDURES

Accidents

What to do in the event of an accident

DO: Stop and give your name and address, the name and address of our company and the vehicle's registration mark to any person having reasonable grounds to ask for the information.

DO: Contact the office and inform about the accident so if required another car can be dispatched immediately and the company of the passenger can be also informed about a possible delay.

DO: Produce our insurance certificate if any other person is injured.
If it cannot be produced it can be submitted to a nominated police station within seven days.

DO: Get personal and insurance details of driver and owners and registration marks of all vehicles involved in the accident.

DO: Take the number of any Police officer present.

DO: Note down the names and addresses of any witnesses.

DO: Collect details of width of road, position of vehicle involved and any other traffic, skid marks, position of traffic signs, traffic islands and turnings in the area. A sketch is ideal.

DO: Report the accident to the police as soon as reasonably practical.

There are pre printed Traffic Accident Report forms provided with this “*Driving and Road Risk Guidance Manual and Driver Handbook*”

There is one titled “Traffic Accident Report Form- Driver Copy” which you should complete and retain for us and a further form titled “Traffic Accident Report Form- Driver Copy” which you should complete and hand to any third parties involved.

Hopefully, you will never have the need to use these forms, but if you do-make sure you record all the relevant details and information that are prompted on the forms.

What NOT to do in the event of an accident

DO NOT: Make a statement admitting liability of fault regarding your driving, the condition of the vehicle or security of the load.

DO NOT: Make any offers or promises to third parties without the prior consent of your insurer and without taking legal advice.

The police should otherwise be given any reasonable assistance.

DO NOT: Delay in reporting the accident to the police if they are not at the scene. You must do so within 24 hours.

DO NOT: try and keep the accident secret. Give full details to your line manager or direct supervisor without delay.

Accidents happen- here are some more general tips and advice to help you

- Try to stay calm and don't lose your temper. Don't admit blame at the scene of the accident or offer any form of settlement.
- Stop at the scene if you think your accident has caused injuries or damage to vehicles or property. It is an offence not to stop.
- If your car hits a dog or farm animal, you are required by law to report the incident to the police. If you hit a cat or wild animal, there is no obligation to report it, but you must ensure that the animal is not injured or suffering.
- Ensure the scene is safe. Switch off your vehicle engine, turn on hazard warning lights and alert oncoming traffic about the accident.
- If you have Hi-Visibility clothing in your vehicle, put it on to enhance your visibility to other drivers.
- Call 999 (or 112 from a mobile) immediately if anyone involved in the accident is injured, the collision has caused a hazardous situation, or someone leaves the scene without exchanging details.
- If you're unsure about whether you should call the Police - make the call. The Police don't usually attend road traffic accidents where there are no injuries but it is still worth reporting the incident.
- Remember to note as many details as you can such as street names, vehicle locations and direction of travel, skid marks, collision points and vehicle damage.
- If possible, use any camera facility you have available to you (including mobile phone cameras) to take photos showing the road layout, position of vehicles and their damage (Ensure that on busy roads, your own personal safety is never compromised).
- Get the names, addresses and vehicle registrations of any witnesses (including passengers in the other vehicles involved).
- Take down the registration number, make, model and colour of all other vehicles involved in the accident. All drivers involved must exchange details by law. Ask them for their name, address, telephone numbers (don't just get a mobile number but a home number too) and insurance details. You must also provide this information about yourself.
- Record any other details you think may be important e.g. use of mobile phone, if you think the driver of the other vehicle has been drinking, weather conditions etc.
- You must notify our insurance company immediately of any collision you are involved in, regardless of whether or not a claim is to be made or whose fault it was. Give them all the details, notes, photographs etc.

Being involved in a road traffic collision can be traumatic and this guide is intended to help with some of the practical things you will need to do

If you are involved in an accident on the road you need to take the following steps to help yourself so that you do not unintentionally break the law.

If you are the driver and one or more of the following has happened:

- A person, other than yourself, is injured
- Damage is caused to another vehicle or to someone else's property
- An animal has been killed or injured, except in your own vehicle or trailer (an 'animal' is defined as 'any horse, cattle, sheep, pig, goat or dog')

You must:

- Stop and stay at the scene for a reasonable time;
- Give your vehicle registration number, your name and address, and that of the vehicle owner (if different), to anyone with reasonable grounds for asking for those details;
- If you do not exchange those details at the scene, you must report the accident at a police station or to a police officer as soon as you can and in any case within 24 hours.

Where another person involved is injured, then in addition to the above you must:

- Produce your certificate of insurance, if anyone at the scene has reasonable grounds to see it. If you do not, you must report the accident at a police station or to a police officer as soon as you can. This must be within 24 hours.
- If you don't have your certificate of insurance at the scene of the accident, you may take it to a police station you nominate when you report the incident. You must do this within seven days of the accident. Reporting the accident to the police by telephone is not sufficient and you cannot ask someone else to report it for you.
- You must do these things not only when you are directly involved in an injury accident, but also if your vehicle's 'presence' was a factor.
- If you have any doubts, we advise you to complete the above steps as soon as the accident happens, regardless of who was at fault.

Failing to do the above can mean two offences are being committed:

“Failing to stop AND failing to report”.

It is possible to be guilty of either or both. The penalties for each offence include a maximum fine of £5,000 and five to ten penalty points on your driving licence. The court also has the power to disqualify you from driving for either offence and is likely to do so when both offences are committed on the same occasion.

Even if there was no personal injury involved, if someone holds you responsible for the accident they have the right to request your insurance details. This request can be made later and not necessarily at the time of the accident. A failure to provide that information without a reasonable excuse is also an offence.

It will also be a condition of our insurance policy that you report the accident to our insurance company within a reasonable time, even if you do not want to claim yourself. A failure to do so can give our insurance company the right to refuse to cover us in the future.

Following these simple steps should ensure that you will have covered everything you need to do following a road traffic collision.

Accidents on third party premises, including non traffic accidents

If you are involved in any form of accident at a third party site (e.g. being injured whilst delivering items to a customer site) you must record the accident at that site, where an accident record book is kept and maintained by the customer/ host business or organisation.

This will generally apply to commercial premises, but not domestic premises.

Accident and Incident Reporting (RIDDOR)

Certain types of injuries relating to work activities, including driving, or where, after the day of the accident, more than 7 days consecutive absence from your normal duties are incurred as a result of work related injury, have to be reported by law to the Health and Safety Executive (HSE). (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, 1995-RIDDOR). In addition to the requirements of RIDDOR, for the purposes of Social Security legislation, any incidents that result in an over three-day absence from normal work duties must still be formally recorded in an accident book or other suitable records system such as the MentorLive Incident and Accident Recording Toolkit.

Therefore it is imperative that you do not let any form of work related accident go unreported to your line manager or direct supervisor.

BREAKDOWNS

What to do in the event of a breakdown

Follow these common sense guidelines.

DO: ensure where possible that the vehicle comes to rest in a suitable place at the nearside or away from the carriage way. This will minimise the disruption to other road users.

DO: contact the office so another car can be immediately dispatched and collect the passenger(s).

DO: Tell a police officer, traffic warden or parking attendant or leave a notice on your windscreen if your vehicle breaks down in a no-parking street within an urban area and you have to leave it to go and get help.

What NOT to do in the event of any breakdown

DO NOT: Leave your vehicle in a dangerous position or obstructing the carriage way unless unavoidable.

Motorway Breakdowns

DO: Get off the carriage where possible, using extreme care.

DO: Contact the office and report the breakdown

DO: Ensure there is room to work safely on the vehicle's offside.

DO: Stay with your vehicle, even if you breakdown on a contra-flow section without a hard shoulder.

DO: Get as far away from the carriageway as possible if you have to abandon your vehicle.

DO: Use the emergency telephone if you need help.

DO NOT: Allow a wheel to run off on to the grass verge when stopping on the hard shoulder.

DO NOT: Walk onto the carriage way.

Where reduced road widths mean that breakdowns cause serious traffic delays, a free 24 hour Police recovery service is provided for all vehicles.

Your vehicle will be removed to the nearest telephone clear of the road works. From there you call and make your own arrangements in the usual way.

Motorway Breakdowns: Safety on the Hard Shoulder

Drivers have a key role to play in reducing death and injury, both to themselves and to those who attend them in any kind of emergency on motorways or high-speed dual carriageways.

Motorway hard shoulders are for emergency use only and you should only stop there if it is a real emergency and you have no other choice.

Try to drive to a safer place off the motorway if you can, rather than stopping on the hard shoulder.

You should be properly prepared for your journey and you must not stop on the hard shoulder to:

- Go to the toilet.
- Use a mobile telephone.
- Check a route or map.
- Do anything else that can wait until you are in a safe place.

If an emergency forces you to stop, then

- Use the hard shoulder as a deceleration lane before coming to a halt.
- Watch out for debris on the hard shoulder that could damage your vehicle.
- Pull over to the left as far as you can and turn your front wheels towards the nearside verge.
- Turn on your hazard lights.
- Turn on sidelights when visibility is poor.

You are the best person to decide what is safest for you, but it is recommended that:

- You and any occupants leave the vehicle via the passenger doors and move as far away from the traffic as you can.
- You don't attempt to repair your vehicle on a hard shoulder. It is highly dangerous, particularly on the side nearest the traffic. Use a motorway telephone to get professional help.

Emergency telephones

- When calling for help, use the motorway emergency telephones if you can. These are linked to motorway police control centres, allowing them to pinpoint your position and get help to you quickly. If you have to use a mobile phone then be particularly careful to stay away from the traffic.
- When walking along the hard shoulder to or from the telephone, keep as far away from the traffic as possible, and keep in mind the danger that it poses.
- Remember that motorway telephones are never more than one mile apart. A blue and white marker post is placed at every 100 metres, with an arrow to point you in the direction of the nearest phone.

Waiting for assistance

- When you return to your vehicle the safest place for you and any passengers to wait for help to arrive is behind the crash barrier if there is one, or near your vehicle on the embankment or adjacent land. Move up the bank or verge as far as possible keeping an eye on the oncoming traffic.
- If it is not possible to wait in this manner or you feel threatened, then return to your vehicle and wait in the front passenger seat with doors locked, keeping a watch on the oncoming traffic. When you feel it is safe to do so, return to the safe place near your vehicle.
- There is a perception that a 'lone female' is at risk of being attacked on a motorway hard shoulder. Research shows that the risk of being hit by another vehicle is much greater.
- Once your vehicle is repaired, return to the motorway by using the hard shoulder as an acceleration lane, merging with the traffic in lane one when you have reached a similar speed and there is an appropriate gap.

THE DRIVER- DRIVING YOUR VEHICLE

Driver's hours – Legal requirements and general guidance

Statutory limits on driver's hours are imposed by Regulation (EC) No 561/2006. (effective since 11 April 2007). The 1993 European Directive on Working Time, which came into force in the UK through the Working Time Regulations in October 1998, was introduced to limit the number of hours worked because long or abnormal working hours were thought to be detrimental to health. The main features of the European Directive include working hours of no more than 48 hours a week averaged over a 17-week period, a minimum daily rest period of 11 consecutive hours, and a minimum weekly rest period of 1 day averaged over 14 days.

The following rules give an overview;

Duty time

If you work as a driver for a company, duty time is any working time. If you're self-employed, duty time is only time you spend driving the vehicle or doing other work related to the vehicle.

Despite most of our drivers are self-employed by signing the contract all drivers agree to oblige the Working Time Directive as a part of Inverness Taxis 'Working Long Hours Policy'.

Breaks and continuous driving

If only possible after 5 hours 30 minutes of driving, you should always take a break of 30 minutes for rest and refreshment.

Alternatively, within any period of 8 hours 30 minutes, you should take at least 45 minutes in breaks. If possible you should also have a break of 30 minutes at the end of this period, unless it's the end of the working day.

Length of working day ('spreadover')

You must not work more than 14 hours between the times of starting and finishing work - including non driving work and any times when you're off.

Daily rest periods

You must take a rest of 10 hours before the first duty and immediately after the last duty in a working week.

You must take a rest of at least 10 hours between 2 working days (or spreadovers) - this can be reduced to 8.5 hours up to 3 times a week.

Fortnightly rest periods

Every 2 weeks you must take at least one period of 24 hours off duty.

Ferry crossings

Where a driver accompanies a vehicle which is transported by ferry or train, and takes a regular (not less than 11 hours) daily rest period, that period may be interrupted not more than twice by other activities not exceeding one hour in total.

During that regular daily rest period the driver shall have access to bunk or couchette.

WHAT ARE THE TOP EXERCISES FOR DRIVERS?

It's recommended that if you're aged between 19-64 that you'll need on average 150 minutes exercise per week. Regular exercise will help you to look and feel better. It can also reduce your risk of heart failure, stroke, type 2 diabetes and cancer.

To get you started here are some simple exercises you can do outside of your vehicle:

Take a short walk down the road

Walk up and down sets of stairs

If you want to increase your exercise; you could try these moves that'll make you breathe hard and fast:

Jogging on the spot

Star jumps

Shoulder circles

Side-to-side leaps

It's also important to include strength exercises. These are great for building stronger bones and to burn calories:

Push-ups on a short wall

Squats

Sit ups

On a rainy day you could try some in-vehicle exercises. The following short video has a few great tips showing you how to avoid getting headaches, neck tightness and back pain.

WHAT DIET TIPS CAN IMPROVE YOUR HEALTH?

Having a good diet is an important part of living a healthy lifestyle. You might not eat when you're out on the road. However, if you do become hungry you may be tempted to grab a takeaway, if you have little time and need to keep on the move.

Eating healthily will help you to cut down on calories and can save you money. Let's take a look at what food and drink you could try:

Eating fruit or oatmeal for breakfast

Here's the money saver! Prepare your own healthy packed lunch for work

Eat grains with vegetables for your lunch and at dinner time

Drink water to keep yourself hydrated and improve your alertness on the road

Fast food is full of saturated fat, sugar and salt. This will not do your waistline much good.

Here's what we recommend you avoid:

Eating late at night, as your body will digest food slower at that time

Eating junk food like burgers, pizza, crisps, cake and chocolate

Drinking fizzy drinks

Putting sugar in your cup of tea or coffee

HOW TO KEEP TRACK OF YOUR PROGRESS AND STAY MOTIVATED?

You can download a free calorie counting app for your phone. This'll help you to measure your calorie intake and daily step count.

Are other taxi drivers you know trying to improve their health? Why don't you start a friendly bit of competition with each other? Share your daily exercise results on a group social media page. Seeing each other's progress can help keep you motivated and on track.

Tachographs and Guide to Tachographs

Digital Tachographs

Some useful information on arrangements and legal requirements imposed on employers

Digital Tachograph driver and company card application packs are available from the Driver & Vehicle Licensing Agency (DVLA) 0870 8501074.

Workshop card application forms are now available from VOSA

01792 454336.

The biggest difference between the previous analogue tachograph and the digital tachograph is the use of a **smart card** instead of the record sheets (often called charts, discs, tachos) used in analogue tachographs.

There are 4 cards (collectively known as Digital Tachograph Cards) that are used by the digital tachograph system:

- Driver card - used by drivers;
- Company card - for use by the operator;
- Workshop card - available only to approved calibration centres; and,
- Control card - available only to VOSA and Police for carrying out enforcement.

The company card is a plastic card similar in size to a photo driving licence / credit card, with a microchip in it.

Like the analogue tachograph, the digital unit records driver activity times - driving, other work, rest and breaks.

However unlike the analogue, which records only to a record sheet, the digital units will record to the driver smart card and also hold the information in the Vehicle Unit (VU).

The company card allows operators to 'lock' data recorded in the VU (tachograph) to prevent another operator looking at the data. You will need to do this in order to ensure you protect the personal information of you and your driver(s), and details of work patterns and times from competitors.

This would become important if an operator were to sell a vehicle or use a hire vehicle.

For the system to work however, the data needs to be 'locked in' to your company before you start operating the vehicle and then 'locked out' when your use has finished. It is not possible to 'lock in' data retrospectively and that data would remain open for all to view.

The card will also allow operators to download the information from the VU in order to carry out checks on drivers' hours and rostering etc as required by the legislation, and to maintain records described in the undertakings of the Operators' Licence issued by the Traffic Commissioner.

Driver Fatigue

Driver fatigue is a major cause of road traffic accidents.

The majority of traffic accidents occur between 5.30 – 7.30 am and 3.30- 6.30pm when drivers are tired through not being fully alert at the start of normal working day or are fatigued at the end of a working day.

Consider the fact that just a one second delay in a driver's reaction time when driving a car at 40 miles per hour equates to a travel distance of just under 20 yards stopping distance. Those 20 yards stopping distance can be the difference between a "near miss" or a collision with potential to cause fatal or serious injury to those unfortunate to be involved in it.

Drivers should not drive for a period more than two to two and a half hours without taking a break for rest and refreshment, with a break of at least 15 minutes.

The warning signs displayed on UK motorways informing that "Tiredness Kills - Take a break" give a stark warning. Make sure that you take heed and do not drive when you are a liability to yourself and others, through tiredness.

Use of mobile phone, and hand held communication equipment whilst driving

You are reminded that it is a specific fixed penalty offence, with a set monetary fine and 3 point penalty on driving licences under the Road Traffic Act, 1998 (as amended) to use a hand held phone, or similar device while driving.

Drivers can also risk potential criminal prosecution, where such an action causes failure to have proper control of a vehicle, or careless/dangerous driving under Road Vehicles (Construction and Use) Regs, 1986.

You are therefore advised to ensure that when engaged in driving duties on our company business, or privately, that you meet your responsibilities to comply with the legal requirements stated above.

Driving in adverse weather conditions

As well as applying common sense and a responsible attitude to driving in adverse weather conditions in order to reduce the obvious increased risk of accidents, the Highway Code specifies legal requirements, and these are summarised as follows;

Use of headlights in reduced visibility

You **MUST** use headlights when visibility is seriously reduced, generally when you cannot see for more than 100 metres (328 feet).

You may also use front or rear fog lights but you **MUST** switch them off when visibility improves.

Wet weather

In wet weather, stopping distances will be at least double those required for stopping on dry roads. This is because your tyres have less grip on the road.

In wet weather, you should keep well back from the vehicle in front. This will increase your ability to see and plan ahead

If the steering becomes unresponsive, it probably means that water is preventing the tyres from gripping the road. Ease off the accelerator and slow down gradually.

Rain and spray from vehicles may make it difficult to see and be seen.

You should be aware of the dangers of spilt diesel that will make the surface very slippery.

Take extra care around pedestrians, cyclists, motorcyclists and horse riders.

Icy and snowy weather

In winter, check the local weather forecast for warnings of icy or snowy weather.

DO NOT drive in these conditions unless your journey is essential. If it is, take great care and allow more time for your journey.

It is good practice to take an emergency kit of de-icer and ice scraper, torch, warm clothing and boots, first aid kit, jump leads and a shovel, together with a warm drink and emergency food in case you get stuck or your vehicle breaks down.

Before you start to drive your vehicle

You **MUST** be able to see, so clear all snow and ice from all your windows.

You **MUST** ensure that lights are clean and number plates are clearly visible and legible

Make sure the mirrors are clear and the windows are demisted thoroughly.

When driving in icy or snowy weather

Drive with care, even if the roads have been treated with grit or salt .

Keep a safe distance from the road user in front as stopping distances can be ten times greater than on dry roads

Take care when overtaking vehicles spreading salt or other de-icer, particularly if you are riding a motorcycle or cycle

Watch out for snow plough vehicles which may throw out snow on either side. Do not overtake them unless the lane you intend to use has been cleared

Be prepared for the road conditions to change over relatively short distances

Listen to travel bulletins and take note of variable message motorway signs that may provide information about weather, road and traffic conditions ahead

Drive extremely carefully when the roads are icy.

Avoid sudden actions as these could cause loss of control. You should;

Drive at a slow speed in as high a gear as possible; accelerate and brake very gently.

Drive particularly slowly on bends where loss of control is more likely.

Brake progressively on the straight before you reach a bend. Having slowed down, steer smoothly around the bend, avoiding sudden actions

Check your grip on the road surface when there is snow or ice by choosing a safe place to brake gently.

If the steering feels unresponsive this may indicate ice and your vehicle losing its grip on the road.

Windy weather

High-sided vehicles are most affected by windy weather, but strong gusts can also blow a car off course. This can happen on open stretches of road exposed to strong crosswinds, or when passing bridges or gaps in hedges.

In very windy weather your vehicle may be affected by turbulence created by large vehicles. Motorcyclists are particularly affected, so keep well back from them when they are overtaking a high-sided vehicle.

Fog

Before entering fog check your mirrors then slow down.

If the word 'FOG' is shown on a roadside signal but the road is clear, be prepared for a bank of fog or drifting patchy fog ahead.

Even if it seems to be clearing, you can suddenly find yourself in thick fog.

When driving in fog you should

Use your lights as required

Keep a safe distance behind the vehicle in front. Rear lights can give a false sense of security

Be able to pull up well within the distance you can see clearly. This is particularly important on motorways and dual carriageways, as vehicles are travelling faster

Use your windscreen wipers and demisters

Beware of other drivers not using headlights

You should not accelerate to get away from a vehicle which is too close behind you

Check your mirrors before you slow down. Use your brakes so that your brake lights warn drivers behind you that you are slowing down

Stop in the correct position at a junction with very limited visibility and listen for traffic. When you are sure it is safe to emerge, do so positively and do not hesitate in a position that puts you directly in the path of approaching vehicles

You must not use front or rear fog lights unless visibility is seriously reduced (generally to less than 100M) as they dazzle other road users and can obscure your brake lights.

You **MUST** switch fog lights off when visibility improves.

Hot weather

Keep your vehicle well ventilated by use of air conditioning system, or other to avoid drowsiness.

Be aware that if it rains after a dry spell, the road may become slippery. These conditions could affect your steering and braking.

If you are dazzled by bright sunlight and glare or by reflected light from the road surface, slow down and if necessary, stop.

Wear sunglasses to maximise your comfort and safety. If you are prescribed corrective lenses for driving, then you should wear sunglasses with the same corrective lenses, or use "clip on" lenses over your prescribed corrective lenses.

Driving outside the United Kingdom (UK)

If your driving duties as an employee regularly entail driving outside the UK, you will be familiar with the major differences such as speed limits, and driving regulations for the country you are visiting.

Most UK insurance policies, which provides third party cover for damages to other people or vehicles, is valid within the EU but is effectively invalid outside the EU.

We have the responsibilities for insurance cover and any special instructions and information that you need, as a driver outside the UK applicable to your job, and you should comply with our instructions and policies at all times.

If you are required to drive abroad on company business for the first time, we will ensure all the necessary insurances are in place and that you have received any special instruction and information that is needed, such as who to contact in event of an accident etc.

The British Insurance Brokers Association have issued some general tips for driving abroad, including having your vehicle serviced before travelling. You should also contact your line manager or direct supervisor to make sure adequate cover is in place and making sure driving licences and insurance certificates are taken with you, if you are embarking on driving abroad for the first time.

DRIVER TRAINING

The Driver Certificate of Professional Competence (CPC)

EU Directive 2003 / 59 states that as from 10th September 2009 ALL drivers of commercial vehicles MUST complete a minimum of 35 hours training every 5 years.

For Passenger carrying vehicles the start date was 10th September 2008

This means that ALL drivers who earn a living from driving a commercial vehicle exceeding 3.5 tonnes will be covered by this regulation.

As a responsible employer we will identify and schedule suitable courses to meet these requirements. The following is some basic information about the requirements for road haulage driver training.

Periodic Training

- Is 35 hours of training in every 5 year period
- Can be taken as a one week course or derivatives thereof and will include:
 - 21 hours theory elements
 - 14 hours practical driving element
- Once a driver has completed the 35 hours training within the 5 year period they will be issued with a Driver Qualification Card (DQC)

Is specific in that there must be certain elements contained therein – these are:

- Know the transmission system in order make best possible use of it
- Know about and how to use the safety controls to control the vehicle, minimise wear and tear and minimise malfunctioning
- The ability to optimise fuel consumption
- The ability to load the vehicle with due regard for safety rules and proper vehicle use
- To know the social environment of road haulage and the rules governing it
- To know the regulations governing the carriage of goods
- To make drivers aware of road risk and accidents at work
- The ability to prevent criminality and the trafficking of illegal immigrants
- The ability to prevent physical risks
- The awareness and importance of physical and mental ability
- The ability to assess emergency situations
- The ability to adopt behaviour to help enhance the image of the company
- To know the ergonomic environment of road haulage and the organisation of the market

The first 35 hours of LGV periodic training MUST be successfully completed by 9th September 2014 (2013 for PCV). Any driver who has not successfully completed their training by these dates **WILL NOT** be able to earn a living, legally driving a commercial vehicle until they have successfully completed the 35 hours training.

Training days are not covered by EU drivers hours regulations.
Attending training days will count towards drivers average weekly hours (WTD).
Driver CPC training days cannot be counted as days off-duty.

Where to Train

- All training must be carried out at accredited Joint Approval Unit for Periodic Training (JAUPT) centres and the courses must be JAUPT approved
- Accredited training centres will have access to the national database, where attending drivers will have their course dates recorded.

Driver Training: Non-Road Haulage Operations

Training Requirements

Although there is no specific legal duty to provide driver training for drivers of vehicles not by the CPC requirements above we are still required to meet the requirements of the Health and Safety at Work etc Act 1974 which places a duty of care on the company to employees and others who may be affected by the company's activities.

As we employ individuals who must drive on the public road as part of their daily activities we have considered whether additional driver training would be advantageous to the business. A risk assessment process has been undertaken to determine the need. Where necessary we have used external specialists in road risk assessment to assist in the preparation of these assessments. Some of the things we have taken into account as part of this process include:

- Annual mileage;
- Individual and business accident history;
- Types of roads used;
- Insurance premiums (will I reduce my premium if I provide additional training and how does the reduction compare with the cost of training and possible reduction in accidents and losses incurred);
- Driving times (peak/off peak);
- Types of load carried
- Types of vehicles used; and
- Fuel bill.

Where necessary employees who are required to drive on company business will be required to attend any training course where we have identified a need.

Training Courses Available

The following is just a short list of the types of courses that are available and may be chosen to improve driver skills:

Defensive Driver Training
Driver Development Training
Driver Theory Workshop
Eco-driving
Experienced or Novice Driver
Online Driver Safety Package
Post Accident Course
Skid Control Driver Training Course
The Original Driver Development Course
UK Familiarisation
Vehicle Familiarisation
Young Drivers at Work Workshop

Course Providers

Driver training courses may be provided through a variety of professional or charitable bodies such as the Institute of Advanced Motorists, Royal Society for the Prevention of Accidents.

SEAT BELT REQUIREMENTS IN THE UK

Seat belts and child restraints

You must wear a seat belt in cars, vans and other goods vehicles if one is fitted (see table below).

Adults, and children aged 14 years and over, must use a seat belt or child restraint, where fitted, when seated in minibuses, buses and coaches.

Exemptions are allowed for the holders of medical exemption certificates and those making deliveries or collections in goods vehicles when travelling less than 50 metres (approx 162 feet).

Seat Belt Requirements

This table summarises the main legal requirements for wearing seat belts in cars, vans and other goods vehicles

	Front seat	Rear seat	Who is responsible?
Driver	Seat belt MUST be worn if fitted		Driver
Child under 3 years of age	Correct child restraint MUST be used	Correct child restraint MUST be used. If one is not available in a taxi, may travel unrestrained.	Driver
Child from 3rd birthday up to 1.35 metres in height (or 12th birthday, whichever they reach first)	Correct child restraint MUST be used	Correct child restraint MUST be used where seat belts fitted. MUST use adult belt if correct child restraint is not available in a licensed taxi or private hire vehicle, or for reasons of unexpected necessity over a short distance, or if two occupied restraints prevent fitment of a third.	Driver
Child over 1.35 metres (approx 4ft 5ins) in height or 12 or 13 years	Adult seat belt MUST be worn if available	Adult seat belt MUST be worn if available	Driver
Adult passengers aged 14 and over	Seat belt MUST be worn if available	Seat belt MUST be worn if fitted	Passenger

The driver must ensure that all children under 14 years of age in cars, vans and other goods vehicles wear seat belts or sit in an approved child restraint where required (see table above).

If a child is under 1.35 metres (approx 4 feet 5 inches) tall, a baby seat, child seat, booster seat or booster cushion must be used suitable for the child's weight and fitted to the manufacturer's instructions.

OTHER DRIVERS PERMITTED TO DRIVE YOUR VEHICLE

The degree to which other persons are permitted to drive your vehicle will vary on individual contracts of employment and terms and conditions laid down by us, your employer, particularly in the case of individually allocated or leased cars.

Basically, it is your responsibility as the normal driver or registered keeper if applicable to ensure that conditions and restrictions applied by us are not breached, and that other persons who drive your vehicle are legally entitled to do so in terms of qualification and insurance cover.

In the cases of pool vehicles, or vehicles used by multiple drivers (such as a fleet of delivery vehicles) separate terms and conditions may apply.

DELIVERY AND COLLECTION TASKS

Many driving duties relate to delivery and collection tasks, and if applicable you must be mindful of, and comply with any particular instructions and information given to you by us to safeguard your personal health and safety and security of your vehicle.

Safety on third party sites (Delivery sites, collection sites, licensed waste disposal sites etc.)

Where there are specific instructions and health and safety requirements imposed on visiting drivers at third party sites, these must be complied with at all times. Such examples could include;

- Instruction for visiting drivers to report to reception
- Drivers to remain inside vehicle cab during loading/unloading or tipping processes.
- Hi visibility clothing or other protective equipment to be worn by all visitors to site (i.e. construction sites, building suppliers yards, quarries or other higher safety risk locations)
- Vehicle speed limits on site
- Reversing of vehicles using banksmen

Personal Protective Equipment (PPE)

Some driving duties require PPE to be provide for ancillary tasks, such as delivery drivers using hi visibility clothing, protective footwear, safety gloves etc.

PPE should be maintained, replaced, and used as instructed by your employer. Employees must not mis-use or interfere with PPE provided and must comply with employers instructions.

Any loss, or defect of PPE must be reported to your Line Manager, or other direct supervisor immediately.

OCCUPATIONAL HEALTH- INFORMATION AND LEGAL REQUIREMENTS

Alcohol and Drugs

We have a drugs and alcohol policy and procedure that forms part of your employment contract. It makes it quite clear what is and is not acceptable and what will be regarded as gross misconduct and could put you, the employee at risk of prosecution.

Remember, that sometimes prescribed or readily available medicines to treat medical conditions can have adverse physical side effects, especially causing drowsiness, so be mindful and responsible when taking any medication as to how this may affect your ability to drive.

Drinking and driving

The physical effects of perceived small or moderate levels of alcohol consumption, and how it affects the individual's driving ability may not always appear obvious and there are many misplaced theories about drinking alcohol and being able to drive legally and safely.

What needs to be understood and recognised is the physical effects of drinking alcohol and how those effects can significantly increase the risk and likelihood of being involved in a road accident.

The legal implications of being involved in a road accident whilst unfit through drink or drugs, or with excess alcohol limits in the body, also need to be understood.

Alcohol is absorbed into the bloodstream within a few minutes of consumption and carried to all parts of the body, including the brain.

Even with blood alcohol levels lower than the legal drink/drive limit, alcohol reduces physical coordination, mental concentration and reaction speed or muscle movement, increasing the risk of accident.

The Police have powers to take a breath test if they have reasonable cause to suspect that a driver is driving, or attempting to drive with alcohol in their body.

This is usually prompted by them observing erratic driving, or if a moving traffic offence has been committed.

Any driver involved in a traffic accident can also be breath tested.

Penalties for drink/drive offences can be up to six months imprisonment and/or a fine up to £5,000, plus a minimum of a year's disqualification.

For causing death by dangerous or careless driving under the influence of drink or drugs, the penalty is up to 14 years imprisonment, and/or an unlimited fine and 2 years disqualification.

What is the legal drink/drive limit in the UK?

The legal limit is 35 microgrammes of alcohol per 100 millilitres of breath or; 80 milligrammes of alcohol per 100 millilitres of blood.

What is a safe limit?

There is no "safe limit", only a legal limit as measured and stated above. What level of alcohol consumed keeps you within the legal limit, namely how much alcohol is in your bloodstream will depend on body size, weight, whether you have eaten, the amount you habitually drink and your individual metabolism.

What is one unit of alcohol? (provided purely as guidance)

Half a pint of beer, lager or cider,
A single 25ml measure of spirit
or a small glass of wine.

Alcoholic drinks come in different strengths and are measured as a % by volume. The higher the % marked on the label the stronger the drink will be. Alcopops often contain more alcohol than many beers, lagers or ciders.

A unit is equivalent to 8gms or 10ml (1cl) of pure alcohol. You can work out the exact number of units in a drink by multiplying the volume of the drink in ml by the %A.B.V. (% of alcohol by volume) and dividing it by 1000.

For example a 330ml can of lager with a 7% A.B.V. is 330×7 divided by 1000 = 2.3units

As a rough guide, it takes one hour for a healthy liver to break down and remove one unit of alcohol from the bloodstream.

Therefore, if someone drinks two pints of beer (i.e. four units), they will still have alcohol in their bloodstream three hours later. Similarly, someone could still be over the legal limit the morning after a heavy drinking session, and no amount of black coffee or cold showers is going to change that.

The better and most responsible option is to decide not to drink and drive at all!

Smoking in vehicles

In accordance with the legal requirements of Smoke Free Premises etc,(Wales) Regulations 2007 and Smoke Free (Premises and Enforcement) Regulations 2007 all enclosed or substantially enclosed public places and workplaces are subject to complete prohibition of smoking, and your employer has to comply with this legislation.

Smoking is also prohibited in our company vehicles, as these are designated as workplaces under the legislation.

Driving - as a new or expectant mother at work - pregnancy

The Management of Health and Safety at Work Regs,1999 implement the European Directive on pregnant workers.

These regulations require us as employers to assess and document any risks to the health and safety of women who are pregnant, recently given birth or are breastfeeding. Such workers should not be exposed to risks which endanger them or their unborn child.

These could be physical risks such as manual handling, biological risks such as chemicals, dust, driving on company business etc or anything else that could prove harmful to either the member of staff or their unborn child.

Female employees, when applicable must notify their line manager or direct supervisor of their pregnancy so that a risk assessment can be discussed and documented.

- Where significant risks are present through occupational driving and associated duties, it may be possible to avoid the risks, alter working conditions or introduce control measures.
- Risk assessments will be reviewed as and when necessary.

Further information should be obtained direct from your line manager or direct supervisor regarding our policy and procedures.

Driving as a Lone Worker - Your personal safety

You should be aware of, and comply with any instruction and information we have given you, if you operate as a “Lone Worker”.

We will assess the risks of Lone Workers

Such a definition covers a wide range of occupations and driving tasks ranging from delivery drivers to estate agents, who drive alone to venues to show prospective buyers over empty properties.

The personal safety issue is a bi-product of many driving duties undertaken as part of normal business.

Make sure you ensure your vehicle is parked in the safest places, in terms of vehicle security and for your personal safety.

Avoid parking in lonely secluded places, particularly if the area is unlit in the early morning or evenings. Give consideration to the fact that darkness falls earlier during winter months.

If you feel it may be appropriate, ask your line manager or direct supervisor about provision of a personal alarm.

Violence and aggression by others (including actual or threatened violence in robbery situations and “Road rage” incidents

Violence and aggression can often be used in attempts to steal your vehicle, or contents, in form of a valuable cargo or load you are transporting, or personal items and valuables.

We have a policy on these risks, so make sure you are fully aware and comply at all times.

As a general tip, do not leave clothing, perceived by others to contain wallets or other personal valuables on your passenger seats, or rear seats of cars where they can easily and quickly snatched, when you are stationary at traffic lights etc.

Be aware some devious criminals will also stage low speed collisions to entice you to leave your car, and accomplices will steal items from your car, whilst you are distracted. Be aware - be safe.

There is no such specific offence as “Road rage”. It is a term that has been used to describe various incidents involving motor vehicles, their drivers and other road users.

“Road rage” has been used to describe minor incidents from a gesticulating driver and a driver shouting obscenities to incidents where drivers have been assaulted or their cars damaged by other drivers or pedestrians.

Minor mistakes such as pulling out in front of you or pushing in a queue are minor faults that admittedly are very annoying but are something that most of us do from time to time and by retaliating will only make matters worse.

If you have been the victim of a more serious incident where serious threats or damage have been made to you or your car then you need to report the incident to your local police station.

It is important to have as much information about the offending person and/or the vehicle involved.

If you are involved in one of the more serious incidents and the incident is ongoing and you are in fear for your safety then call the Police on 999.

Please be aware that the Police may not be able to bring a prosecution against the offender as unfortunately the Crown Prosecution Service do not support prosecutions for road rage type incidents without supporting evidence, such as an independent witness.

When confronted with any situation of aggression or threatened violence from other persons when driving, remember the safest place is in your vehicle. Do not get out of the vehicle to confront them. Also remember that you are driving a company vehicle and our reputation is also at risk.

Medical emergencies and medical fitness to drive

In the event of any medical emergency whilst driving, be it an injury as a result of an accident, or if you feel unwell whilst driving - to a degree that you are putting yourself and other road users at risk by continuing to drive, you are best advised to stop your vehicle, ensuring you stop and park in the safest possible place, and summon urgent medical attention by dialling 999.

If you have had, or currently suffer from a medical condition or disability that may affect your driving you must tell the Driver and Vehicle Licensing Agency (DVLA).

You'll also need to provide details if you develop a new condition or disability or one that has become worse since your licence was issued.

Failure to notify DVLA is a criminal offence and is punishable by a fine of up to £1000.

The medical standards of fitness to drive are available to all medical practitioners and if your doctor, in accordance with these standards, has advised you that you should not drive you may wish to surrender your licence, and reapply for its restoration at a later date.

Surrendering your licence has an advantage, if and when you decide to reapply.

How to surrender your driving licence and return to driving at a later date

All driver licence application forms contain a series of health questions for you to complete when telling DVLA of the medical condition or disability that you have.

If you already have a driving licence and need to tell DVLA of a medical condition or disability, you must tell them right away and not wait until your licence is due for renewal.

Extra rules for applications to drive larger vehicles over 3,500 kgs, minibuses (between 9-16 seats) and buses

Under the following circumstances, a D4 medical report form, completed by a medical practitioner, will also need to be returned with your application to DVLA.

- You are applying for entitlement to drive larger vehicles over 3500kg, minibuses (between 9 and 16 seats) and buses for the first time
- You are a car licence holder applying to renew category C1 and or D1
- You are renewing your Large Goods Vehicle (LGV) or Passenger Carrying Vehicle (PCV) driving entitlement on or after the age of 45 and at five yearly intervals until the age of 65, (if you are aged between 45 and 65 and have been issued with a medical short period licence, then you only need send in a D4 form if you have not done so within the last five years
- you are renewing your LGV and or PCV driving entitlement on or after the age of 65 and on a yearly basis thereafter

Drivers already holding entitlement to drive vehicles of category C1 and or D1 and who have passed a car test before 1 January 1997, will only be required to meet the higher medical standards when the licence is next renewed.

First Aid provision and arrangements

First Aid kits will be provided on company vehicles and will contain at least the following:

Item	Number
Leaflet giving general guidance on First Aid IND (G) 215L	1
Individually wrapped sterile adhesive dressings	6
Large sterile un-medicated dressing (Approx. 18 cm x 18 cm)	1
Triangular bandages	2
One pair of disposable latex gloves	1
Safety pins	2
Individually wrapped medi-wipes	5

Additionally, emergency eye wash kits will be provided, where their need has been identified by a first aid risk assessment. If you feel an eye wash kit is necessary, please contact your line manager or direct supervisor.

It is your responsibility to ensure that your first aid kit remains fully stocked.

THE HIGHWAY CODE- A SUMMARY

The Highway Code applies to England, Scotland and Wales.

It is important that all road users are aware of the Code and are considerate towards each other. This applies to pedestrians as much as to drivers and riders.

Many of the rules in the Code are legal requirements, and if you disobey these rules you are committing a criminal offence. You may be fined, given penalty points on your licence or be disqualified from driving. In the most serious cases you may be sent to prison. Such rules are identified by the use of the words '**must/must not**'.

In addition, the rule includes an abbreviated reference to the legislation which creates the offence. An explanation of the abbreviations can be found in 'The road user and the law' section of the Code.

Although failure to comply with the other rules of the Code will not, in itself, cause a person to be prosecuted, The Highway Code may be used in evidence in any court proceedings under the Traffic Acts to establish liability. This includes rules which use advisory wording such as 'should/should not' or 'do/do not'.

Knowing and applying the rules contained in The Highway Code could significantly reduce road casualties. Cutting the number of deaths and injuries that occur on our roads every day is a responsibility we all share.

MONITORING & REVIEW OF THIS DOCUMENT

This document will be reviewed at least annually and re issued by (Insert name of person responsible for this document), as and when required - in conjunction with Royal Bank of Scotland, Mentor Services, who retain copyright of this document.

APPENDIX- GUIDES AND DOCUMENTS

TRAFFIC ACCIDENT REPORT FORM – DRIVER COPY

TRAFFIC ACCIDENT REPORT FORM – THIRD PARTY COPY

Contacts list

Important and useful contact information

Breakdown /recovery agent numbers, company own internal numbers enter here.

TRAFFIC ACCIDENT REPORT FORM DRIVER COPY

To be completed and retained by the **DRIVER** at the accident scene.

Advise your employer immediately that you have been involved in a traffic accident and keep this form, so that is available to them, for records and further investigation.

Your Details;

Name

Your Vehicle
Registration.....

Your contact details;

Phone;
Mobile;
Email;

ACCIDENT/INCIDENT DETAILS:

Location;

Date;

Time;
(use 24 hr clock - e.g. 2.30 pm as 14.30hrs or 9.00am as 09.00hrs)

DESCRIBE CONDITIONS:

Road conditions (dry, wet, icy etc)

Road type and Lighting conditions;

Comment on

A. Weather and

B. Street/artificial lighting provide, if any)

(e.g. **A.** On main road, and sunny/ overcast and misty affecting visibility etc) or;

B. On dual carriageway, full street lighting, or unlit side road etc)

Level of Visibility

DESCRIPTION OF ACCIDENT/INCIDENT-: WHAT HAPPENED?

(cont'd)

THIRD PARTY DETAILS (if more than one other party involved, obtain and record details of the others)

Name

Address.....

Their contact details;

Phone;
 Mobile;
 Email;

Their Vehicle Registration.....

Make and model of their vehicle/s.....**Colour**.....

THIRD PARTY INSURANCE DETAILS

Insurance Company name;**Policy Number**.....

Insurance Company address**Phone number**.....

VEHICLE DAMAGE and PERSONAL INJURY DETAILS

State details;

EMERGENCY SERVICES and WITNESS DETAILS

Were the Police called to the accident scene ? YES or NO (if YES, who called them?)

If Police attended scene, record/identify Officer attending and dealing/Collar number;

e.g. PC 1234, Kent Police

.....

Was an Ambulance called, and did Fire Brigade attend)

Ambulance Yes/No

Fire Brigade Yes/No

Who, if anybody was taken to hospital

WITNESS DETAILS (If more than one, record details of others)

Name

Address.....

.....
.....
.....
.....

Their contact details;

Phone;

Mobile;

Email;

OTHER KEY INFORMATION;

(E.g. Were all vehicles involved drivable after the accident/ incident? Where vehicles recovered and taken from the scene, if so –who by?)

TRAFFIC ACCIDENT REPORT FORM THIRD PARTY COPY

To be completed by the **DRIVER** at the accident scene, and **GIVEN TO THE THIRD PARTY/PARTIES.**

To; The Third Party

THE DRIVER OF THIS VEHICLE DOES NOT ADMIT LIABILITY WHETHER WRITTEN, SPOKEN OR IMPLIED.

The details below are for information only

Driver Details;

Name

Vehicle Registration.....

Driver contact details;

Phone;
Mobile;
Email;

ACCIDENT/INCIDENT DETAILS;

Location;

Date;

Time;
(use 24 hr clock - e.g. 2.30 pm as 14.30hrs or 9.00am as 09.00hrs)

Driver's Insurance Company name;

.....

Policy Number.....

Insurance Company address

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.....
.....

VEHICLE OWNERS DETAILS;

Address;

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.....
.....
.....

Phone number.....

Phone number.....