



'Individual Growth, Individual People'

Head Teacher: Mrs M A Tyers

School Expenses Policy

December 2018

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SCHOOL EXPENSES POLICY

Introduction

- 1.0 The Governing Body of **Newark Orchard School** adopted this policy on **(insert date)**. The **Finance and Personnel Committee** of the governing body will review and monitor the impact of the policy annually with the head teacher. The next review will take place on **(insert date)**.
- 1.1 The governing body has adopted the policy set out in this document to provide a clear framework for the exercise of its powers and discretions in relation to all staff employed in the school and paid from within the school budget.
- 1.2 The governing body is committed to taking decisions in accordance with the principles of public life as listed in DfE guidance; objectivity, openness and accountability.
- 1.3 The governing body recognises the legal requirements placed upon them by the Education Act 2002 and subsequent amendments, alongside the conditions of employment as set out in the Conditions of Service for School Teachers in England and Wales (Burgundy Book) and the National Joint Council for Local Government Services (Green Book).
- 1.4 The governing body delegates to the **Finance and Personnel Committee** the responsibility for decisions on payment of expenses to staff in line with this policy.
- 1.5 The policy set out in this document has been formulated by the above Committee of the governing body supplemented by staff representatives and other Governors - as appropriate. Full consultation with the staff in school and their representatives has taken place. The policy will be reviewed annually by the same representative group.
- 1.6 The governing body will take into consideration advice and guidance from the employer relating to the policy.
- 1.7 This policy should be read in conjunction with the current school pay policy and disciplinary procedure.

Equalities and Equal Opportunities

- 2.0 The governing body recognises its legal responsibilities to staff under the Equality Act 2010 and this policy will ensure equality and fairness regardless of race, sex (gender), sexual orientation, religion or belief, gender re-assignment, pregnancy and maternity, marriage and civil partnership, disability or age.

- 2.1 All expenses decisions will be taken in accordance with relevant equalities legislation, the Employment Relations Act 1999, the Part-Time Workers (Prevention of Less Favourable Treatment) Regulations 2000 and the Fixed Term Employees (Prevention of Less Favourable Treatment) Regulations 2002. In doing so, the Finance and Personnel Committee of the governing body will ensure that decisions and processes are open, transparent and fair.
- 2.2 The governing body is also aware of its responsibilities and those of the employer in respect of the Equal Pay Act 1970 which requires that men and women have a right to equal treatment and equal pay for work of equal value.
- 2.3 The governing body is aware of its responsibilities under the Freedom of Information Act 2000 and to make available this policy to all staff at the school.

Aims of the Policy

- 3.0 The aims of the governing body's Expenses Policy are as follows:
 - a) To ensure staff are paid appropriate expenses incurred whilst undertaking school business or activities; and
 - b) To provide a framework that ensures fairness and transparency regarding the payment of expenses to staff.

Roles and Responsibilities

- 4.0 The head teacher will ensure that all employees are aware of the governing body's commitment to pay expenses incurred whilst carrying out their role.
- 4.1 Where the governing body determines expenses are payable in line with this policy the head teacher will ensure these are paid.

Road Worthiness and Insurance of Vehicles

- 5.0 In this school employees have available the NCC Driving Safety Handbook (Appendix 1) and B37: Occupational Road Risk (Appendix 2) document to read and understand prior to using their vehicle on school business.
- 5.1 All employees must complete and sign SR63 and/or SR64 Driver Record and Risk Assessment Forms (Appendix 3) prior to using their vehicle on school business. These forms confirm the employee has a valid driving licence, MOT, road tax and motor insurance, amongst other factors.
- 5.2 All employees who use their vehicles, or someone else's, including that of their partner, on school business must ensure that the relevant motor insurance policy covers the use of that vehicle on school business. The

certificate of insurance should state the use permitted and this will be checked.

Travel Rates

6.0 Mileage allowances for travelling on authorised school business are determined by the governing body using HM Revenue & Customs (HMRC) approved rates. There are locally determined rates for motorcycles, and bicycles.

6.1 Car mileage rates, effective from 6 April 2011 and in line with amendments to the HMRC recommended rate are; (2011 rates are applicable for 2016/17).

Per mile (first 10,000 miles)	45p
Per mile (after 10,000 miles)	25p

6.2 Locally determined mileage rates for other forms of transport are as follows;

Motorcycles	24p
Bicycles	20p
Volunteers Rate	45p
Public Transport Rate	22.6p

Travelling Allowances

7.0 The normal daily commute journey between home and the permanent work base is considered by HMRC to be commuting and, therefore, not claimable.

7.1 Where possible, and appropriate, school vehicles should be used for official journeys. Any such journeys must have prior-approval and are not claimable.

7.2 Official mileage from and to the school should be undertaken and claimed by the shortest available route, unless a standard mileage has been determined.

7.3 Where official mileage is claimable from and to the employee's home address, this should normally be undertaken by the shortest available route and must be claimed on the basis of;

Home address to first call – Whichever is the shorter distance between mileage from home to first call and mileage from the school to first call.

Last call to home address – Whichever is the shorter distance between mileage from last call to home and mileage from last call to the school.

7.4 Prior approval of the governing body, or head teacher, must be sought if an employee intends to use their car for a journey beyond 100 miles or 200 miles

round trip from the school. Employees should always investigate the use of public transport as their first option for such journeys.

- 7.5 Where any such approval has not been given, but the employee chooses to travel by car, claims will be limited to the cost of public transport.
- 7.6 Parking fees will be reimbursed where use of a public car park is unavoidable.
- 7.7 The school shall have the right to require an employee to carry official passengers without any additional payment and employees should not use their own cars on journeys where there is room on one of the school's vehicles or in the car of another employee making the same journey.
- 7.8 As far as possible, employees should travel together to reduce the number of journeys made.
- 7.9 When attending training courses mileage claims are limited to the excess over the normal daily home to school expenses. Additional mileage will be paid at the appropriate rate.

Use of Public Transport and Taxis

- 8.0 Employees travelling by bus or train will be reimbursed the cheapest possible combination of tickets for the journey(s) undertaken.
- 8.1 Where possible, train tickets will be pre-booked using the standard class fare, unless travel by other classes of ticket is cheaper overall.
- 8.2 If pre-booking, train tickets should be booked through the school office.
- 8.3 In exceptional circumstances, and at the discretion of the governing body/head teacher, taxis may be used by employees for journeys.
- 8.4 All taxi bookings will be made through the school office.

Employees Involved in a Permanent Change of Base

- 9.0 The governing body is responsible for considering applications from employees for disturbance allowances in circumstances where the work base permanently changes for reasons beyond their control.
- 9.1 In broad terms, the national provisions prescribe that employees shall not bear any travel costs beyond those which they previously incurred.
- 9.2 In this school, disturbance allowances, where applicable, will be paid for a maximum of two years from the date of the change in work base.

- 9.3 In the first instance the governing body will seek to provide free travel facilities by way of private hire transport.
- 9.4 Employees who cannot make use of any free travel facilities will need to complete an Application for Reimbursement of Disturbance Allowances form before making a claim. This approves the amount to be claimed.
- 9.5 Employees who travel by car should claim the Public Transport Rate (PTR) for the extra miles by the shortest route.
- 9.6 Employees travelling by other methods of transport should claim the appropriate rates as outlined in paragraph 6.2.
- 9.7 Any employee who, in the two year period, moves home of their own accord shall not qualify for any greater excess payment than originally approved. Payments will reduce or cease if the new home is nearer to the new base than the previous home was.

Employees Involved in a Temporary Change of Base

- 10.0 Circumstances may arise where, for example, an employee is moved between schools in a job rotation as part of a Collaboration or Federation, or some other career development arrangement.
- 10.1 As the circumstances may vary, it is proposed that any issue arising will be dealt with on an individual basis and in accordance with the provisions for a permanent change in base.
- 10.2 If an employee has a temporary work base for less than 24 months, HMRC classes travel between home and the temporary base as business mileage.

Subsistence Allowances

- 11.0 Subsistence Allowance may only be claimed for official School duties e.g. not group meetings. When food is provided at any event, there may be no further subsistence claimed.
- Where refreshments are not provided, the Subsistence Allowances claimable are as follows:
- Reimbursement for subsistence is payable to school employees who are prevented by their school duties from taking a meal at their home.
- If an employee leaves home before 6.00am to attend a location they can claim a breakfast – up to £5.00, £10.00 (London) – upon production of a receipt only.
- Reimbursement of evening meals are payable if a full work day continues at a different location after 8.30pm. School employees may claim an evening meal – up to £10.00, £20.00 (London) – upon production of a receipt only.

Subsistence will not be paid where a suitable meal is provided at no cost to the school employee.

The actual cost of accommodation will be met by the school. Such accommodation should be booked through the school office. The school employee is responsible for paying the hotel direct for any other meals or services provided except for breakfast and should then reclaim the relevant subsistence amounts with the production of receipts confirming the expenditure.

Making a Claim

- 12.0 All claims should be submitted to the head teacher for approval on a monthly basis for approval.
- 12.1 Claims must only be completed by the employee incurring expenditure, detailing dates, reasons for all journeys and the full names of places visited.
- 12.2 For schools using NCC Payroll claims will then be processed by a Portal Administrator using the appropriate [NCC Travel and Expenses Claims Form](#).
- 12.3 Claims will be delayed if the form is not filled in correctly and/or VAT receipts are not provided.

False Claims

- 13.0 If it is considered that any expenses claimed were not legitimately incurred on behalf of the school, further details may be requested.
- 13.1 Payment of expenses may be withheld where insufficient supporting documents have been provided.
- 13.2 Where payment has been made prior to the discovery that the claim was not legitimate or correct, the value of that claim may be deducted from the claimant's salary with notice as required.
- 13.3 In the event of false claims becoming evident disciplinary action, where appropriate, will be taken in line with the school's Disciplinary Procedure.

Petty Cash

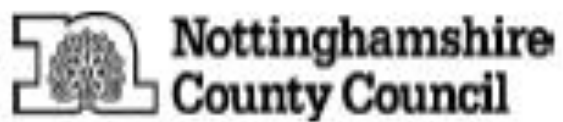
- 14.0 The agreed limit for petty cash payments is £15.00.
- 14.1 All purchases must be subject to correct authorisation being obtained beforehand, and in line with the school's Finance Policy and Procedures, namely: a VAT receipt or invoice.

Monitoring and Review

- 15.0 Where changes to this policy are proposed the governing body will undertake an Equality Impact Assessment (EQIA). The governing body will make available to staff the outcomes of the Equality Impact Assessment.

Consultation and Agreement with the Recognised Trade Unions

- 16.0 The Nottinghamshire School Expenses Policy is recommended for adoption by all community, voluntary aided, voluntary controlled, academy, foundation, and trust schools who purchase their HR Service from Nottinghamshire County Council.
- 16.1 The document has been agreed with the following Nottinghamshire recognised trade unions: ATL; ASCL; NAHT; NUT; NASUWT; UNISON and GMB.



NCC DRIVER'S HANDBOOK

3rd Edition November 2015

NOTTINGHAMSHIRE COUNTY COUNCIL

NOTES PAGE

Amendment – changes to phone numbers on page 6

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INTRODUCTION

This handbook is designed to provide information to all drivers who drive vehicles owned, leased or hired by Nottinghamshire County Council (NCC).

The purpose of the handbook is to ensure you are fully aware of your responsibilities when operating vehicles. Additional duties/responsibilities may also be required for operational reasons.

The handbook is part of Section B37 of the County Council's Safety Manual. For further information concerning the management of occupational road risk please refer to the Safety Manual

The handbook does not set out to be a guide to the law of the road. It outlines the County Council's expectations of you as a driver and provides guidance on what to do in certain circumstances.

The Handbook should be read and understood prior to undertaking any driving duties on behalf of NCC. If you are unsure about any of the content within the book or require further advice you must consult your line manager.

Note: 'Vehicle' constitutes any vehicle, powered plant, equipment or trailer, owned by, hired by or loaned to NCC.

Further information on driving safely can be found on the RoSPA website at www.rospa.co.uk

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USEFUL CONTACTS

Service	Telephone No.
Fleet Maintenance Bilthorpe Depot Highways Services, Bilthorpe Business Park, Eaking Road, Bilthorpe, NG22 8BT	01623 873950
Out of Hours Mechanic From May to October (Inclusive) Single Countywide Mechanic Service	07850702531
From November to April (Inclusive) Duty Mechanic North (Newark, Bassetlaw and Mansfield)	07967496543
Duty Mechanic South (Broxtowe, Gedling, Rushcliffe, Ashfield and Nottingham)	07850702531
Risk and Insurance	0115 9773738
Occupational Health Unit	01623 665960

LEGISLATION

The following is a list of current legislation that relates to driver and operator responsibilities.

- Highway Code
- Health and Safety at Work etc. Act 1974
- The Management of Health and Safety at Work Regulations (Amended) 1999
- The Provision and Use of Work Equipment Regulations 1998
- Transport Act 1985
- Road Vehicles (Construction and Use) Regulations 1986
- Carriage of Goods and Transport Acts with amendments 1962 to present day
- Driver's hours and Tachograph Rules.

THE DRIVER

Driver's Responsibilities (General)

The **Driver** is responsible for the vehicle, passengers, load and any towed trailer at all times from point of issue of keys to return (including break times).

Main Duties and Responsibilities

- ✓ Ensure the safe operation of the vehicle and equipment and any trailer, at all times.
- ✓ Operate the vehicle according to Road Traffic Regulations, the Highway Code and NCC procedures.
- ✓ Report any vehicle defects using the established procedure.
- ✓ Use the vehicle with consideration to passengers, other road users and the public.
- ✓ Carry out daily (or start of shift) vehicle checks prior to use, completing the 'Daily/Weekly Vehicle Checklist and Defect Report' shown in Appendix 1. The logbook should be located in the vehicle.
- ✓ Complete driver records as required (logbooks, Tachograph etc.) in line with legislation and NCC policy and to observe drivers' hour's limits.
- ✓ Report accidents immediately using established procedure.
- ✓ Maintain the vehicle in a clean, tidy and safe condition (internally and externally).
- ✓ Ensure correct loading and security of the vehicle and any trailer attached.
- ✓ Observe loading limits of the vehicle and any trailer and where possible use the weighbridge to prevent overloading.
- ✓ Check the current vehicle licence discs and 'O' licence discs are clearly displayed at all times (where applicable).
- ✓ Present the vehicle promptly for any scheduled inspection or services as advised by their line manager.
- ✓ Be aware of security issues at all times. The vehicle, trailer and any load should not be placed at risk, take particular care when parked or unattended; under no circumstances should keys be left with an unattended vehicle.
- ✓ Report any theft or attempted theft immediately.

Driving Licences

All drivers **MUST** hold a full current and valid driving licence for the classes of vehicles driven. NCC has a legal responsibility to ensure that your licence is valid. Your line manager will therefore check, inspect and record details of your licence prior to the commencement of your driving duties and thereafter on at least an annual basis or more frequently as required in line with established procedures.

Driving licences will be photo-copied and details recorded. This procedure helps to protect both you as an individual and NCC against possible prosecution and reduces occupational road risk.



Drivers must inform their line manager immediately of:-

- Changes in their licence details
- Changes in their health affecting their licence
- Impending prosecutions, actual endorsements, fines or licence withdrawal
- Drink or drug dependence

Disabled drivers should also notify the DVLA at Swansea of any change in their condition.

Drivers must also notify their line manager if they are stopped by the police, or the Ministry of Transport, even if it is a routine check.

Driving without the appropriate licence is an offence. It invalidates and incurs liability to pay compensation for accidents and other reportable offences and driving.

Licences must be produced when requested by a uniformed Police Officer, the Vehicle Inspectorate and line managers.

Fines and Prosecutions

All fines relating to infringement of law following prosecution (Plus any court costs) will be the responsibility of the named driver causing the infringement; this includes parking, speeding and other driving offences.



Health Requirements

Drivers must be physically and mentally fit to drive. If you have any permanent or temporary impairment or are taking any prescribed medicines which may affect your ability to drive, you must inform your line manager immediately.

Eye Sight Requirements: you must be able to read a vehicle number plate from a distance of 20 metres – about five car lengths in good daylight.

Alcohol and Other Substances

It is an offence to drive or to attempt to drive or be in charge of a vehicle if the driver is unfit through the use of drink or drugs.



Drivers who consume alcohol or illegal drugs before or during driving for work will be dealt with under the disciplinary procedure.

Remember: alcohol takes some time to disperse from the bloodstream. The police do breathalyse drivers early in the morning if they suspect that a driver may still be under the influence of alcohol consumed the previous night.

Posture and Comfort

Consider your posture whilst driving for example,

- Adjust your seat properly, so that arms are relaxed and bent to the steering wheel.
- Try supporting your lower back.
- Take regular breaks (at least every two hours) and have a stroll and stretch in a safe place.

Drivers Hours

The rules for driving hours and breaks vary depending upon the type of vehicle being driven and whether it is covered by domestic or EU rules. Refer to the relevant supplement contained within Section B37 of the Safety Manual for guidance. If you are unclear of drivers' hours rules, speak to your line manager.

Driver Conduct

Nottinghamshire County Council operates several hundred vehicles in connection with high profile services and as such appropriate driver conduct is important at all times. Remember other road users are NCC customers.

- All driving must be in line with the Highway Code and Section B37 of the County Council's Safety Manual (Managing Occupational Road Risk)
- Consideration should be given to other road users at all times
- Members of staff, passengers and the general public should be dealt with politely at all times.
- Vehicles should be parked so as not to cause disruption or obstruction to others, or be a possible safety hazard both on and off the road.
- Do not obstruct disabled parking bays.
- Do not cause disturbance or unnecessary noise when loading or unloading vehicles or trailers.
- Adhere to any safety procedures as required when manoeuvring or parking vehicles.
- Do not allow others to operate vehicles or machinery unless authorised and suitably qualified.

THE VEHICLE

Lights and Warning Devices

All lights fitted to the vehicle and trailer should function correctly at all times, lenses and reflectors should be maintained in a clean condition.

Where fitted, warning beacons should be used for all slow moving vehicles. Drivers should ensure that they are in working order at all times. Hazard warning lights should be used whenever necessary. Dipped headlights and rear fog lamps should be used at all times during poor visibility i.e. rain, fog, snow etc.

First Aid / Fire Extinguishers

Where fitted, these should be checked by the driver, any shortages or defects should be reported.



Fuelling

Re-fuelling arrangements will be specific to each Department. Employees must adhere to the local arrangements which have been put in place. Further information should be obtained from the line manager.

Hired Vehicles

It is important to ensure that the hired vehicle is fit and safety for its purpose. Inappropriate vehicle selection is often identified as a contributory factor in vehicle accidents. Consideration should therefore be given to safety features, passenger and load capacity, towing ability, ease of access to seats and load areas and ergonomics.

All hired or loaned vehicles should be considered as NOC owned vehicles.

At point of supply and return vehicles are checked and any damage found must be recorded.

Insurance, Taxation and MOT

It is the responsibility of line managers/vehicle keeper to ensure the vehicle is appropriately insured, taxed and has an MOT where applicable.

Loading

Drivers must at all times be aware of their load in terms of security, distribution, weight, overall width, height and length. Observe warning signs, or information placed in the vehicle cab or attached to the vehicle. Follow vehicle loading advice supplied by the manufacturer or Service Area with regard to loading capacity.

Roof racks must NEVER be loaded beyond the limits stipulated in the vehicle handbook.

Do not overload the vehicle.

'O' Licence Vehicles – LGV

For commercial vehicle operations refer to the supplement on specialist and heavy commercial vehicles in Section B37 of the Safety Manual.

Servicing and Maintenance

Drivers will be notified by their line manager when the vehicle should be presented for servicing and MOT. Always keep to the agreed time and location.

Repairs and breakdowns should be reported to Transport and Travel Services where the vehicle is maintained (see contact list at the front of this handbook).

Seatbelts and Seating

The Driver must ensure all passengers are wearing seat belts.

Vehicles should not carry more persons than their designated limit.

Employees may occasionally transport other employees or service users in NCC vehicles. In such cases,

- > There must be a proper seat with seat belt for each passenger. It is the responsibility of the driver to ensure that their passengers wear seat belts.
- > If a service user is likely to cause a distraction to the driver whilst driving then an escort should also be in the vehicle.

In cases where children are transported in vehicles, it is the driver's responsibility to ensure that every child travelling in his/her car is properly restrained.

	Front seat	Rear seat	Who is responsible?
Driver	Seat belt MUST be worn if available.		Driver
Child up to 3 years	Correct child restraint MUST be used.	Correct child restraint MUST be used If one is not available in a taxi, then the child may travel unrestrained in the rear	Driver
Child from 3rd birthday up to EITHER 1.35m in height, OR 12 years old	Correct child restraint MUST be used	Where seat belts fitted, correct child restraint MUST be used MUST use adult belt if the correct child restraint is not available in three scenarios: - In a taxi; - for a short distance for reason of unexpected necessity; - two occupied child restraints prevent fitment of a third. In addition, a child 3 and over may travel unrestrained in the rear seat of a vehicle if seat belts are not available	Driver
Child over 1.35 metres, or 12 to 13 years	Seat belt MUST be worn if available	Seat belt MUST be worn if available	Driver
Adult passengers (i.e. 14 years and over)	Seat belt MUST be worn if available	Seat belt MUST be worn if available	Passenger

**Buckle Up
Next Million Miles**

Transporting People, Animals, Goods or Equipment

Where people, animals, goods or equipment are transported, managers must ensure the vehicle is suitable for the purpose. Employees must be made aware of the legal requirements when transporting loads.

Managers must consider the hazardous properties of any goods proposed for carriage and determine whether or not they are 'Dangerous Goods'. Dangerous goods require special precautions to be taken. Further information is available from the Health and Safety Adviser/Team.

Employees may be required to transport other employees or service users. In such cases

- Any necessary authorisation must be obtained from the line manager prior to the journey.
- There must be a proper seat with seat belt for each passenger
- If a service user is likely to cause a distraction to the driver whilst driving then the manager must determine via the risk assessment if an escort should also be in the vehicle.

In instances where highways staff use their own vehicles for operational site visits, inspections and in response to highways emergencies, the requirements under Chapter 8, Traffic Signs Manual apply.

Trailers

All attached trailers form part of the vehicle and therefore road traffic regulations apply. The driver must hold a current valid driving licence and the correct entitlement prior to using a trailer. They must also have received appropriate training.

Prior to using the trailer safety checks should be made of the following:-

Lights	Handbrake
Number plates match the vehicle	Breakaway cable
Loading	Brakes – operation
Coupling and Security	Parking
Wheels/tyres	Security

Loads (including vehicle and trailer) must not exceed the permissible gross train weight. The laws on trailers and weights are complex, if you are in doubt about the actual weight of your vehicle and/or trailer, then contact your line manager. Advice can be obtained from Transport and Travel Services.

Loads must be secure; in open backed trailers they must be thoroughly lashed down. Loose materials such as hedge cuttings must be netted or covered with a tarpaulin.

Use of Equipment

Drivers should not operate any equipment attached to the vehicle unless qualified and authorised to do so, this includes trailers, winches, cranes, tall lifts etc. seek advice and training as required.

Vehicle Decoration

Decoration mascots or stickers that obstruct the vision of the driver are illegal. Clear visibility should be maintained at all times.

Vehicle Safety Checks

The Daily Vehicle Checklist is contained within the vehicle defect report book and must be completed in the absence of any local procedures being in place.

Vehicle Defect Reporting

All defects should be reported as soon as possible to the line manager using the Defect Report book contained in the vehicle.

DO NOT continue to drive with serious defects or if the warning buzzer sounds or warning lamps are illuminated. Please seek advice if you are uncertain as to how serious the defect might be.

A vehicle must not be used until all defects have been rectified.

THE JOURNEY

Planning a Journey

If you have to plan a journey ensure you:

- Allow sufficient time.
- Consider potential delays including weather conditions, traffic hold up and road works.
- Try to avoid periods of peak traffic flow.
- Obtain travel information e.g. from the radio, internet, mobile phone providers, traffic master.

Driving when you are tired greatly increases your accident risk. To minimise this risk:-

- Make sure you are fit to drive.
- Avoid driving for long distances after a hard day's work.
- Avoid undertaking long journeys between midnight and 6 am when natural alertness is at a minimum.
- Not driving if you are taking medicines that cause drowsiness.
- Planning your journey to take sufficient breaks – at least every two hours.
- If you feel sleepy, stop in a safe place. Do not stop on the hard shoulder of the motorway.
- The most effective ways to counter sleepiness are to take a short nap (up to 15 minutes) or drink for example, two cups of strong coffee.

Vehicle Friendly Driving

In order to minimise vehicle wear and tear and avoidable cost, vehicles should be driven at all times carefully and with respect. Driving safely and smoothly will also help to limit the environmental impact of your journey and shows consideration to passengers and other road users. Where possible, plan your journey in advance to avoid congestion and losing your way. Further information on greener, safer motoring is available on the County Council's website and the [travel and transport](#) section of the Intranet.

Accident Procedure

If you are involved in an accident which causes damage or injury to any other person, vehicle, animal or property, you must:-

- Stop the vehicle; check the safety of any passengers and members of the public.
- Contact the Police, Fire, and Ambulance as required. for example, the Police must be required for practical reasons such as managing the traffic.
- Wherever possible move the vehicle to a safe place, if causing obstruction or danger (use hazard warning lamps).

- Make arrangements for transfer of passengers (as required).
- Be prepared to give statements and information as required by Police
- Exchange names and addresses with any third party involved and details of insurers.
- Obtain names and addresses of any witnesses
- Make a sketch of the accident or if you are able, take photographs of the damage incurred position of the vehicles at point of collision, general road layout and note the road conditions, your speed and any other relevant details which might prove useful.
- Avoid getting into discussions about the cause of the accident.
- Do not use the vehicle unless you are absolutely sure it is roadworthy.
- Report the incident to your line manager and ensure it is recorded on the Wellworker accident reporting system.
- Drivers must complete an accident report immediately on return to base, or as soon as practicable. The form must then be forwarded to your line manager who must ensure it is sent to the Risk and Insurance Section at County Hall within 4 working days of the accident. (Failure to comply may invalidate any insurance claim)

If you are involved in an accident which causes damage or injury to any other and you do not give your name and address at the time of the accident, report the accident to the police as soon as reasonably practicable, and in any case within 24 hours.

Do not admit liability.
Do not volunteer other information at the time to anyone but the police.
If you are able, stay with your vehicle until instructed otherwise.
Do not put yourself or others in danger.

Breakdown and Vehicle Recovery

If your vehicle breaks down, think first and consider other road users. You must:-

- Wherever possible move the vehicle to a safe place, providing this does not cause further damage to the vehicle or endanger yourself, passengers or members of the public.
- If your vehicle is causing an obstruction, warn other traffic by using your hazard warning lights. If you have a warning triangle put this on the road at least 45 metres (147 feet) behind your vehicle on the same side of the road, or use other permitted warning devices if you have them. Always take great care when placing them, but never use them on motorways. Wear a high visibility jacket if you have one available.
- Keep your sidelights on if it is dark or visibility is poor and do not stand where you will prevent other road users seeing your lights.
- If you are on the motorway leave by the passenger door, locking doors from the drivers inside before exiting the vehicle and stand behind the barrier.
- Do not stand (or let anybody else stand), between your vehicle and oncoming traffic.

- If you do not have a mobile phone, walk to the nearest phone noting the road name and any landmarks. Do not leave children in the vehicle.
- Contact Transport and Travel Services and your Line Manager (out of hours contact the Departmental Emergency Officer or the Transport and Travel Services Duty Fitter).
- Make arrangements for the transfer of passengers or load (as required).
- Be prepared to give details relating to the breakdown i.e.
 - Location
 - Vehicle registration/type/weight
 - Loaded or not
 - Passengers or not
 - Towing a trailer or not
 - Nature of breakdown, fault,
 - Any fuel or oil spillage
 - Contact number
 - For tyre related problems, a tyre size is useful and saves time.
- Be cautious if someone offers help; consider your situation and environment. If you feel uneasy stay in the vehicle with the doors locked. Do not get into a vehicle with a stranger or try to hitch a lift.
- Report the incident to your line manager.
- When the breakdown vehicle arrives, ask for identification and verify the information you have provided regarding broken down vehicle and your name.

Be prepared to wait with the vehicle until help arrives.
Do not attempt to repair the vehicle
Accidents or breakdowns should be fully documented on return to base or as soon as it is practicable.

Personal Security and Safety

Before you set off

- Ensure the Daily Drivers Vehicle/Plant Check and Defect Report has been completed.
- Know your accident and breakdown procedures
- Plan your route in advance.
- Inform people at your destination what time you expect to arrive.
- Carry change and a phone card for a payphone or better still a mobile phone (remember to adhere to NCC policy on the use of mobile phones).

On the road

- Keep bags, mobile phone, etc, out of sight: these are easy pickings for a snatch thief in a traffic jam or at the lights.
- Keep the doors locked, windows and sunroof closed as far as possible, especially in stop/go traffic.
- Do not pick up hitchhikers.
- Have a map available.

Leaving and Returning to the Vehicle

- Always lock the vehicle and put anything valuable in the boot.
- After dark, park in an appropriate well-lit place, as close to your destination as possible.
- In multi-storey car parks, reverse the vehicle; leave it as close to the exit as you can, near ground level and away from pillars.
- Have keys ready when you return to the vehicle; check the back seat for intruders before getting in.

If you feel threatened

- If you think you are being followed, drive to a busy place.
- If the occupants of a vehicle beside you at the lights try to attract your attention, ignore them.
- If a vehicle travels alongside you at the same speed, slow down and let them pass. If the driver persists, drive to a busy place, and call the police.
- If a car pulls up in front, forcing you to stop, leave the engine on. If the driver gets out and approaches you, reverse and get away. Activate hazard lights and sound your horn continuously.

Road Rage

Road rage is an increasingly prominent feature of driving on Britain's roads. When unavoidably encountering such a situation employees are advised:-

- Not to take your eyes off the road
- Avoid eye contact with an aggressive driver
- Stay calm – do not react to provocation
- Keep away from drivers behaving erratically
- Do not get out of your vehicle and ensure doors are locked
- Drive until you reach a busy, public place and seek help or assistance

Reversing

Assistance should be sought if required before any hazardous reversing manoeuvre is undertaken. Drivers should request assistance from any passenger or other responsible person prior to reversing.

Drivers should also ensure that reversing aids and lamps fitted to vehicles, are working at all times. All reversing must take place at a safe controlled speed. Where possible, persons assisting should stand to the nearside or offside rear of the vehicle, in a position to be able to give direct instruction to the driver, both verbally and by hand.

The assistant should stay out of danger at all times.

**Note: rear view closed circuit monitors are not reversing aids.
Do not take risks**

Speed Limits

Speed limits should be adhered to at all times including depot or site limits.



Passengers

Passengers should not be carried without authorisation from your manager.

Private Use

Private use of NCC vehicles is NOT permitted unless through an authorised arrangement with prior written permission. (This includes hire or loaned vehicles).

Taking a Vehicle Home

Vehicles used, with permission, to go to and from work should not be used at any other time except for agreed breakdown, call out, repair or maintenance work, any other use must be authorised in writing prior to use.

Requests to Stop

You may be requested to stop, follow instructions, produce documents or give information to a uniformed Police officer, Department of Transport and the Vehicle and Operator Services Agency (VOSA). You must assist with the request wherever possible. You must also inform your line manager.

If you are unsure of the identity of those requesting the information, check credentials before getting out of the vehicle.

Mobile Phones

It is illegal to use a hand-held mobile phone whilst driving. The offence carries a fixed penalty or a fine on conviction. The ban applies when the vehicle is stationary (for example at traffic lights or during short hold-ups) unless the vehicle is safely parked.

Refer to Section B9 on Mobile Phones in the County Council's Safety Manual. This document states that even hands free facility should only be used in accordance with the following safety precautions:-



- > Never initiate a call whilst driving.
- > When using a hands-free phone, only acknowledge incoming calls with a short response indicating that you will call back when it is safe to do so.
- > Never send or read text messages whilst driving.
- > Never look up numbers or attempt to make notes whilst driving.
- > Keep hand held phones switched off whilst the vehicle is in transit.
- > Activate the answering/message service, allow the caller to leave a message and reply when it is safe to do so.

- Managers should not call staff, or encourage them to call back, when they know staff are on the road.
- Do not stop on the hard shoulder of a motorway (which is illegal) or other unsafe area to make or receive calls.
- Switch off the phone whilst on a filling station forecourt. Mobile phones may initiate an intrinsic spark that could ignite petrol vapours or fumes.

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B37: Occupational Road Risk

Background

This document provides guidance to County Council employees to enable them to implement the County Council's Health and Safety Policy. A copy of the Policy can be found in the Policy library at:

<http://intranet.nottscc.gov.uk/index/policies-and-performance/policies/policy-library/>

The Health and Safety (H&S) Policy documents reflect the 'safety culture' of the County Council and define its broad H&S objectives, responsibilities and the OHSMS (occupational health and safety management system). The policy has three sections;

- A1: Statement of corporate commitment
- A2: Definition of roles and responsibilities
- A3: Health and safety management system arrangements

The policy is supported by a series of guidance documents. These provide information to employees on the actions that are necessary to comply with the policy. Guidance documents cover the OHSMS, specific hazards and specific legal or other standards. There are also guidance documents that are designed to pull together information on a subject, job or situation that might involve a number of different H&S issues.

Context

Managing the risks to employees who drive at work requires more than just compliance with road traffic legislation.

The Health and Safety at Work etc. Act 1974 requires employers to take appropriate steps to ensure the health and safety of their employees and others who may be affected by their activities when at work. This includes the time when they are driving, whether this is in an NCC, or hired vehicle, or in the employee's own vehicle.

There will always be risks associated with driving. Although these cannot be completely controlled, Line Managers have a responsibility to take all reasonable steps to manage these risks and do everything reasonably practicable to protect people from harm in the same way as they would in the workplace.

This guidance reflects the requirements of health and safety law and, as such, does not apply to commuting from home to work and vice versa, unless the employee is travelling from their home for a work activity to a location which is not their usual place of work.

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Further information:

<http://intranet.nottscc.gov.uk/index/workingforcc/healthandsafety/>

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Action to achieve required standard	Guidance
Undertake a Risk Assessment	<p>The County Council aims to improve driving standards and reduce the incidence of injury and damage due to accidents by assessing the risks from driving. It is the responsibility of Line Managers to ensure that risks associated with driving within the scope of their operations are properly assessed and the risks minimised so far as is reasonably practicable. In relation to work related journeys the main risks that must be considered in the assessment are categorised into three main areas:-</p> <ul style="list-style-type: none"> • Driver {Fit and competent to drive safely} • Vehicle {Fit for the purpose and in a safe condition} • Journey {Ensuring the journey is safe to undertake} <p>Further guidance on the risk assessment process related specifically to occupational road risk can be found in Appendix 1.</p> <p>Guidance on driving 4x4 vehicles in snow and ice can be found on the Health and Safety Intranet website.</p> <p>Consideration should also be given to lone working. See Section B30 'Lone Working'.</p>
The Driver - Driver Authorisation and Document Checks	<p>Line Managers recruiting to a post which requires the post holder to drive a vehicle, must ensure that the standards, skill or expertise required are specified at the time of recruitment and that pre-appointment checks are undertaken e.g. checking the driving licence covers the category of vehicle the employee is required to drive and if there are any restrictions.</p> <p>Details of driving licence categories are available at: https://www.gov.uk/driving-licence-categories</p> <p>The codes printed on the driving licence tell you what conditions must be met to drive. The codes and their meanings are available at: https://www.gov.uk/driving-licence-codes</p>

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Action to achieve required standard	Guidance
	<p>Prior to employees undertaking driving activities for the first time Line Managers must:</p> <p>a) Complete a Driver's Record Form</p> <ul style="list-style-type: none"> • The driver record form for employees who drive any NCC vehicles[1] or • The driver record form and risk assessment for employees driving their own vehicles for business use. <p>Further completion of the form should be undertaken depending on the level of risk. For employees who drive NCC vehicles this must be at least on an annual basis and could be more frequent depending upon operational activities.</p> <p>For employees driving their own vehicles on NCC business, the frequency should be proportional to the level of risk e.g. number of miles, record of accidents/incidents, carrying passengers. Refer to Appendix 1 for additional factors that can increase the likelihood of an incident. Completion of the form must not exceed a three year period and can be undertaken at the same time as the employee performance and development review (EPDR).</p> <p>b) Employees must hold a full, current and valid driving licence for the classes of vehicles driven. NCC use an Electronic Driver Entitlement Checking Service (EDECS) which is a secure online service providing a direct link to the DVLA database for the purposes of checking individual driving licences. To use this service the employee must complete the consent form in Appendix 2 for the Line Manager to receive the individual's driving licence details. The Line Manager should submit this form to Transport and Travel Services who will provide the results of the checks to the relevant Line Manager.</p> <p><u>[1] Vehicle' constitutes any vehicle, powered plant, equipment or trailer, owned by, hired by or loaned to NCC.</u></p>

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Action to achieve required standard	Guidance
	<p>The above process should be used for all employees driving NCC vehicles. This is provided free of charge through Transport and Travel Services. It should be noted the mandate is only valid for a one-off check; hence Line Managers need to get the mandate completed each time a check is required.</p> <p>Where employees are driving their own vehicle on NCC business (grey fleet drivers), Line Managers can either use the above process for which there will be a cost or alternatively:</p> <ul style="list-style-type: none"> Line Managers can use a check-code provided by an employee. The employee will need to go on the Gov.Uk website to obtain the check code which is valid for 21 days. Alternatively, the Line Manager can ask the employee to access their driving licence information on-line on the Gov.Uk website to allow the Line Manager, together with the employee, to view the required information. <p>c) Line Managers must ensure employees who drive whilst on NCC business have been issued with a copy of the NCC Driver's Handbook and any other relevant local information which has been issued.</p> <p>d) Employees with in excess of 3 points on their licence must consult their Service Manager, who will in turn, consult with Fleet Management Services. Where an employee receives a driving ban or holds inappropriate insurance cover they must not drive on NCC business. In these circumstances, it may be necessary to involve other Sections e.g. Human Resources.</p>
The Driver – Health Requirements	<p>Any person who drives for NCC must be physically and mentally fit to do so safely. Drivers must report to their Line Manager any permanent or temporary impairment in their health; or if they are taking prescribed medicines which could affect their ability to drive safely. Further information on the law relating to drugs and driving, including legal drugs is available on the Gov.uk website.</p>

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Action to achieve required standard	Guidance
	<p>For further information on driving with a disability or health condition, refer to the DVLA website.</p> <p>Line Managers should also be alert for signs of ill health and stress which could impair the employee's ability to drive safely.</p> <p>Any concerns that may affect or prevent an employee's ability to drive safely can be discussed with or referred to the Occupational Health Service who can be contacted on 01623 665960.</p>
The Driver - Alcohol and Illegal Drugs	<p>Drivers must not consume alcohol or illegal drugs before or during driving for work. Those with alcohol and drug problems will be treated sympathetically and in confidence if they come forward for treatment. Employees with alcohol or drug problems should be stopped from driving for the Authority and referred to the Occupational Health Service on 01623 665960.</p> <p>Where appropriate, medical opinion should be sought from Occupational Health Service to determine fitness to drive when staff are taking drugs for therapeutic purposes, whether obtained via a doctor's prescription or otherwise. Further information on the law relating to drugs and driving, including legal drugs is available on the Gov.uk website.</p> <p>Drivers who consume alcohol or illegal drugs before or during driving for work will be dealt with under the County Council's disciplinary procedure.</p>
The Driver - Competence	<p>It is recognised that employees may be legally entitled to drive certain categories of vehicles as identified on their driving licence and the standard of driving required for people to pass their driving test provides employees with the basic competences required to drive those categories of vehicles.</p> <p>Prior to driving for the County Council and thereafter on the basis as determined above, Line Managers must ensure the driver's record form in are completed and assess if any training is required.</p> <p>For any other driving which falls outside an employee's normal driving activities e.g. driving large goods</p>



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Action to achieve required standard	Guidance
	<p>vehicles, passenger vehicles or off road vehicles, refer to their local operational procedures or the supplementary guidance at the back of this document.</p> <p>Line Managers should also consider if drivers would benefit from undertaking a driver assessment, for example, if the driver is young, inexperienced, has penalty points on their licence or if they are involved in driving related accidents/incidents.</p> <p>Guidance on driving 4x4 vehicles in snow and ice can be found on the Health and Safety Intranet website.</p> <p>Driving and Winter Driving e-learning packages are available on Learning Pool.</p> <p>To ensure competence is maintained, Line Managers must consider the requirement for refresher training on a programmed basis in accordance with their service area procedure. Where assessment/training is required it is the Line Manager's responsibility to organise this. Advice can be provided from Transport and Travel Services or the Health and Safety Team.</p> <p>Staff need to be made aware of the County Council's Policy on work related road safety and the requirement to comply with the organisation's rules and procedures.</p>
The Vehicle – Suitability	<p>It is important the vehicle is fit for its purpose. Inappropriate vehicle selection is often identified as a contributory factor in vehicle accidents. Consideration should therefore be given to safety features, passenger and load capacity, towing ability, ease of access to seats and load areas and ergonomics.</p> <p>All NCC vehicles must be procured through Transport and Travel Services to ensure that the vehicle</p>

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Action to achieve required standard	Guidance
	<p>meets the relevant construction and safety standards, standardisation policy and are maintained to VOSA standards.</p> <p>NCC vehicles should not be sourced outside this procedure without written agreement from Transport and Travel Services. Transport Services arrange for the vehicle to be registered with NCC insurance provider – any vehicles procured outside this arrangement will not be covered by the County Council's insurance policy.</p> <p>All hired vehicles should also go through Fleet Management.</p> <p>Employees selecting a lease vehicle must ensure that the vehicle is suitable for the range of tasks carried out and Line Managers should carry out a risk assessment to confirm this. All such vehicles must be procured through Transport and Travel Services.</p>
<p>The Vehicle – Taxation, MOT, Servicing and Maintenance</p>	<p>Line Managers must ensure all vehicles owned by, hired by or loaned to NCC are maintained in a safe condition and hold appropriate road fund licence and MOT (where applicable). Transport and Travel Services will maintain overall responsibility and give legal and operational advice as required.</p> <p>Where the vehicle is privately owned by an individual, and is used for NCC business, it is the employees responsibility to ensure the vehicle is in a safe condition and holds an appropriate road fund licence and MOT (where applicable).</p> <p>Under no circumstances must employees drive a vehicle that is deemed or suspected to be in an unsafe or illegal condition. Any faults or defects affecting the roadworthiness of vehicles must be corrected before further use.</p> <p>Arrangements have been established within NCC that allows all NCC vehicles to be serviced and</p>

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Action to achieve required standard	Guidance
	maintained in accordance with manufacturer's requirements at Transport and Travel Services.
The Vehicle – Daily Checks	<p>Whilst Transport and Travel Services have overall responsibility, Line Managers must ensure that employees are aware of their responsibilities to inspect the vehicles. In cases where the vehicle is owned, hired or loaned by NCC, a Defect Report Book should be kept in the vehicle. This book contains a daily vehicle checklist which should be completed by the Driver. Books can be obtained from Fleet Management on 01623 873860. Where defects are found a workshop Vehicle Defect Report should be completed.</p> <p>The above documents must be retained for a minimum of 4 years, but Line Managers should be prepared to retain them for longer where issues have been identified and they may need to be referred to at a later date.</p> <p>All vehicles must be safe at all times and the driver is responsible for checking, monitoring and reporting vehicle defects.</p> <p>Pre-use vehicle checks should be carried out by the driver in order to meet legal and/or duty of care responsibilities. This aspect of vehicle maintenance is over and above preventative maintenance procedures and covers the vehicle safety between periodic servicing. Suggested pre-use checks for employees driving their own vehicle are contained in the 'Driving Safely' Handbook.</p>
The Vehicle – Fire Prevention and First Aid Kits	<p>NCC vehicles are equipped with fire extinguishers. Transport and Travel Services will ensure that the fire extinguisher is of an appropriate size and type and are suitably placed for controlling the risk. Employees must be conversant with the use of the fire extinguisher. All fire extinguishers must undergo annual inspection and maintenance. Records must be retained of the training given and the inspection/maintenance undertaken.</p> <p>Where the risk assessment determines the need for a first aid kit, these must be provided and</p>

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Action to achieve required standard	Guidance
	arrangements made for instruction in their use and maintenance e.g. re-stocking.
The Journey	<p>Accidents associated with fatigue and lack of concentration whilst driving is common and measures must be established to minimise the likelihood of this happening. Line Managers must recognise driving as one element of a task and identify any additional control measures required in the task risk assessment.</p> <p>Line Managers must ensure that work schedules are always planned, with road safety in mind, allowing sufficient time to enable the employee/s to travel at safe speeds and to comply with speed limits – taking account of reasonably foreseeable weather and road traffic conditions and allowing sufficient time for rest breaks to avoid fatigue.</p> <p>Line Managers must also ensure that all legal requirements are covered relating to specific vehicle operations, for examples Highways Operations, County Supplies and County Enterprise Foods need to take special note of all conditions relating to the NCC HGV Operators Licence, TTS Bus Operations need to take special note of all conditions relating to the NCC PSV Operators Licence and DfT Section 19 and 22 Permit Operations and other Minibus operators within NCC also need to comply with the DfT Section 19 Permit Operations. On-going guidance is provided by the Fleet Management Service.</p> <p>During adverse weather conditions, the Line Manager must decide if a journey is absolutely essential or if it can be rescheduled. Further guidance on winter driving can be found at the back of this document.</p> <p>Guidance on driving 4x4 vehicles in snow and ice can be found on the Health and Safety Intranet website.</p> <p>Rest is no substitute for sleep. Line Managers should alert employees to the dangers of fatigue and the</p>

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Action to achieve required standard	Guidance
	<p>need to report if they feel dangerously fatigued.</p> <p>Travel information is available from a variety of sources including the internet, traffic master and local radio.</p>
Use of Mobile Phones/Radios	<p>It's illegal to drive using hand-held phones or similar devices. The rules are the same if the driver is stopped at traffic lights or queuing in traffic. Hands-free phones, sat navs and 2-way radios can legally be used whilst driving, but if the police think the driver is distracted and not in control of the vehicle they can still get stopped and penalised. Further information on the use of mobile phones can be found on the Gov.uk website.</p> <p>The law includes an offence of 'causing or permitting' a driver to use a hand-held phone whilst driving. This can apply to managers who will be guilty of an offence if they require or permit staff to use a hand-held mobile phone whilst driving.</p> <p>Line Managers would be unwise to respond by supplying staff with hands-free kits as Line Managers could still be held liable under health and safety law if an investigation determined the use of the phone contributed to an accident/incident. If it is imperative for business reasons to provide hands free kits, these must be on a risk based approach and strict guidelines provided to staff on their use i.e.</p> <p>Line Managers must ensure:</p> <ul style="list-style-type: none"> • staff understand they must not use a hand-held phone whilst driving • staff are aware they are not expected to answer calls when they are driving • staff are instructed to switch phones to voicemail, or switch them off , while driving, or ask a passenger to use the phone • staff plan journeys to include rest stops which also provide opportunities to check messages and



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Action to achieve required standard	Guidance
	<p>return calls</p> <ul style="list-style-type: none">• work practices do not pressurise staff to use a mobile phone while driving• compliance with the mobile phone policy is included in team meetings and supervision• they follow monitoring, reporting and investigation procedures to help learn lessons which could help improve future road safety performance• they challenge unsafe attitudes and behaviours, encourage staff to drive safely, and lead by personal example by never themselves using a phone when driving. <p>Employees must:</p> <ul style="list-style-type: none">• never use a hand-held phones whilst driving• switch hand-held and hands-free phones to voicemail or switch them off whilst driving or ask a passenger to use the phone• should also never make or receive calls, send or read texts or emails or surf the internet on a mobile phone, or any similar device whilst driving.• plan journeys so they include rest stops when messages can be checked and calls returned• co-operate with monitoring, reporting and investigation procedures• not stop on the hard shoulder of a motorway (which is illegal) or any other unsafe area to make or receive calls.• Switch off the phone whilst on a filling station forecourt. Mobile phones may initiate an intrinsic spark that could ignite petrol vapours or fumes. <p>Failure to follow the above procedure could invoke disciplinary proceedings. Individuals are responsible for payment of any fine incurred.</p>
Transporting People,	Where people, animals, goods or equipment are transported, Line Managers must ensure the vehicle is

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Action to achieve required standard	Guidance
Animals, Goods or Equipment	<p>suitable for the purpose. Employees must be made aware of the legal requirements when transporting loads and the requirements contained in the NCC Driver's Handbook.</p> <p>Line Managers must consider the hazardous properties of any goods proposed for carriage and determine whether or not they are 'Dangerous Goods'. Dangerous goods require special precautions to be taken. Further information is available from the Health and Safety Team.</p> <p>Employees may be required to transport other employees or service users. In such cases</p> <ul style="list-style-type: none"> Any necessary authorisation must be obtained from the Line Manager prior to the journey. There must be a proper seat with seat belt for each passenger If a service user is likely to cause a distraction to the driver whilst driving then the Line Manager must determine via the risk assessment if an escort should also be in the vehicle. In cases where children are transported in vehicles, please refer to the Gov.Uk website for information on child seat laws. <p>In instances where highways staff use their own vehicles for operational site visits, inspections and in response to highways emergencies, the requirements under Chapter 8, Traffic Signs Manual apply.</p>
Emergencies and Reporting Incidents	<p>Line Managers are responsible for ensuring there are clearly defined written procedures to be followed in the event of an accident, breakdown or other emergency. Employees must be briefed on the arrangements which are in place. Factors which need to be considered include:-</p> <ul style="list-style-type: none"> Training in initial accident response (including, where appropriate, first aid). Rapid means of communication with Line Managers in the event of an accident, breakdown or sudden illness.

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Action to achieve required standard	Guidance
	<ul style="list-style-type: none"> Onward communication with family, relatives etc. Accident/incident data collection procedures. Provision of vehicle/passenger recovery. <p>Employees must report all 'at work' vehicle accidents/incidents to their Line Manager in the first instance and all reporting must follow the requirements identified within the County Council's accident/incident reporting procedure i.e. reported on Wellworker - full details of which are contained in Section A5 of the Safety Manual. A vehicle accident is defined as, an accident which causes:</p> <ul style="list-style-type: none"> injury to anyone injury to an animal not carried in the vehicle damage to other property on or adjacent to the road damage to another vehicle damage to own vehicle damage to the environment including diesel spills. <p>At the same time as reporting all 'at work' vehicle accidents to their Line Manager, employees driving NCC vehicles must:-</p> <ul style="list-style-type: none"> Complete a Risk and Insurance Section claim form which must be forwarded to their Line Manager. Line Managers must ensure that this is sent to the Risk and Insurance Section within 4 days of the accident. Any correspondence from solicitors and others must be sent by the Line Manager to the Risk and Insurance Section without acknowledgement within 3 working days of its receipt. This is to ensure all appropriate protocols are being adhered to.

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	<ul style="list-style-type: none"> Failure to provide the information requested in a timely fashion or failure to assist the Risk and Insurance Section in dealing with claims is likely to result in the Department having to pay for any losses from its own budget. <p>If the vehicle is privately owned by an individual and is involved in an accident whilst on NCC business, it will not normally be necessary to report the accident to NCC'S Risk and Insurance Section, but if you do require advice on this please ring 0115 9773808.</p>
Monitoring	<p>It is the Line Managers responsibility to conduct active monitoring which will include:-</p> <ul style="list-style-type: none"> Periodic examination of the Driver's Record Form and where vehicles are owned, hired or loaned to NCC that the Vehicle Checklists are being completed. Ensuring specific training identified at induction and in the EPDR's is being undertaken. Medicals are undertaken where required. <p>The Line Manager is also required to undertake reactive monitoring if the control measure put in place fail. This will include:-</p> <ul style="list-style-type: none"> Investigating accidents or incidents which cause injury or other losses such as vehicle and property damage. Investigating incidents which had the potential to cause injury or other losses. Using data from the Risk and Insurance Manager in respect of claims

Further Guidance

General Guidance

[HSE Guidance: Driving at Work](#)

[HSE Website: Work Related Road Safety](#)

[Break: Advice for Drivers](#)

Specific Guidance

[Driving for Work: Safer Journey Planner](#)

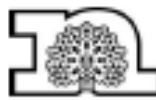
[Driving for Work: Own Vehicles](#)

[Quad bikes and all-terrain vehicles](#)

[ROSPA: Winter Driving Tips](#)

[ROSPA: Road Safety Advice and Information](#)

[Driving 4x4 Vehicles in Snow and Ice](#)



Appendix 1: Guidance on the Risk Assessment Process

Risk assessments for work-related driving activities should follow the same principles as risk assessments for any other work activity. Further details on the risk assessment process can be found in [Section B2 of the County Council's Safety Manual](#).

Steps to risk assessment

Step 1 - Look for hazards that may result in harm when driving on public roads. Remember to ask employees, or their representatives, what they think as they will have first-hand experience of what happens in practice. You need the views of those who drive extensively, but also get the views of those who only use the roads occasionally. The range of hazards will be wide but the main areas to think about are the driver, the vehicle and the journey (suggestions on areas to consider are shown below).

Step 2 - Decide who might be harmed. In almost all cases this will be the driver, but it might also include passengers, other road users and/or pedestrians. You should also consider whether there are any groups who may be particularly at risk, such as young or newly qualified drivers and those driving long distances.

Step 3 - Evaluate the risk and decide whether existing precautions are adequate or more should be done. You need to consider how likely it is that each hazard will cause harm. This will determine whether or not you need to do more to reduce the risk. It is likely that some risks will remain even after all precautions are taken. What you have to decide for each significant hazard is whether the remaining risk is acceptable.

Ask yourself whether you can eliminate the hazard, e.g. hold a telephone or video-conference instead of making people travel to a meeting. If not, you should think about how to control the risk, to reduce the possibility of harm.

Step 4 - Record your findings and tell your employees about what you have done. Your risk assessment must be suitable and sufficient. You need to be able to show that:

- a proper check was made;
- you consulted those who might be affected;
- you dealt with all the obvious hazards.

Step 5 - Review your assessment and revise it if necessary. You will need to monitor and review your assessment to ensure that the risks to those who drive, and others, are suitably controlled.

For this to be effective road traffic incidents must be recorded on the Wellworker system with the exception of those who are commuting from home to work and vice versa; unless the employee is travelling from their home for a work activity to a location which is not their usual place of work.

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Further information:

<http://intranet.notncc.gov.uk/index/workingforcc/healthandsafety/>

You may also need to review your assessment to take account of changing circumstances, e.g. the introduction of new routes, new equipment or a change in vehicle specification.

Such a review should seek the views of employees and safety representatives. It is good practice to review your assessment from time to time to ensure that precautions are still controlling the risks effectively.

Suggestions on areas to consider in the risk assessment

If any of the factors listed below are liable to increase the likelihood of an incident, then this should be recorded in your risk assessment and consideration given to the level of risk, existing control measures which are in place and if any additional action is required.

The Driver

- Age (insurance claims indicate that drivers under the age of 25 years old are considered to be a high risk of having an accident, than say someone over the age of 35).
- Experience e.g. the length of time someone has driven.
- Driving competence e.g. length of time driving, familiarity with vehicle, crash and enforcement history.
- Associated skills e.g. loading and checks.
- Health and fitness
- Stress and fatigue
- Attitude

The Vehicle

- Maintenance to a suitable standard
- Performance
- Crash resistance
- Other safety features e.g. air bags
- Distractions e.g. service users, mobile phones
- Driver familiarity with the vehicle
- Loads to be carried e.g. weight, size, flammability, hazardous substances

The Journey

- Road types e.g. urban, rural, motorway
- Distances to be covered
- Reasonable time allocation
- Allowance for sufficient rest breaks
- Traffic density e.g. rural or urban
- Areas with a high pedestrian density
- Driving at night/darkness
- Poor weather conditions
- Time of driving

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Version: 2

Further information:

<http://intranet.notlcc.gov.uk/index/workingforlcc/healthandsafety/>

Appendix 2: Completion of the D796 DVLA Driver Licence Checking Form**PLEASE NOTE:**

It is important that the information requested below is also provided and that both the D796 and this form are sent to Fleet Management to commence the checking process. Failure to provide the information on both forms could delay the result of the check. For the D796 form please click [here](#).

PLEASE INDICATE THE FOLLOWING:

CONFIRM NAME OF APPLICANT: _____

NAME OF LINE MANAGER: _____

DEPARTMENT BUDGET CODE: _____

WILL THE APPLICANT BE DRIVING AN:

NCC OWNED VEHICLE OR OWN PERSONAL VEHICLE

(Please indicate which applies)

PLEASE SEND BOTH COMPLETED FORMS TO:

By email to: paul.brown@nottscc.gov.uk
 Mandy.leonardi@nottscc.gov.uk

By post to: FLEET MANAGEMENT SERVICES
 DVLA DRIVER LICENCE CHECK
 BILSTHORPE DEPOT,
 BILSTHORPE BUSINESS PARK,
 BILSTHORPE, NOTTINGHAMSHIRE
 NG22 8ST

SR63: Record Form for Drivers Who Drive NCC Vehicles

The Driver	Yes	No	Comments/ Action Required and by Whom
1. Has the Driver completed the D796 DVLA Driver Licence Checking Form (Appendix 2)?			
2. Does the driver hold a full current and valid driving licence for the classes of vehicles used? ¹ ➤ Current full entitlement held for type of vehicle driven ➤ Endorsements: note total of penalty points currently in force. Complete information on page 3 of this form.			
3. Has the driver been reminded of the need to immediately report to their manager any changes in their licence details, including impending prosecutions, actual endorsements, fines or licence withdrawal (whether related to 'at work' driving or not)?			
4. Is the driver aware of any health or fitness issues that may affect their driving? driving with a disability or health condition .			
5. Does the driver know they must not drive whilst taking medication which may impair their judgement? (In cases of doubt they should seek the view of their GP).			
6. Has the driver been reminded of the requirement to report accidents and incidents?			
7. Has the driver received information and instruction regarding driving safely e.g. are they aware of Section B37 of the Safety Manual, have they been issued with a copy of the NCC Driver's Handbook and any other local procedures which may be in place?			
8. Has the driver participated in any necessary driver training?			
9. Has the driver been reminded of the need to carry out the relevant vehicle checks (complete the defect report book in the vehicle) and report defects?			
10. Where applicable, has the driver been reminded of the requirements for carrying people, animals, goods and			

Further information on driving licences can be obtained via the DVLA website at

<https://www.gov.uk/driving-licence-categories>

<https://www.gov.uk/driving-licence-codes>

<https://www.gov.uk/penalty-points-endorsements/endorsement-codes-and-penalty-points>

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Further information:

<http://intranet.nottscc.gov.uk/index/workingforncc/healthandsafety/>



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The Driver		Yes	No	Comments/ Action Required and by Whom
	equipment safely?			
11	Where provided, is the driver conversant with the use of the fire extinguisher?			
12	Where provided, does the driver know how to adjust safety equipment correctly e.g. slings, wheel chair equipment.			
13	Has a risk assessment been carried out for the driving activities?			
14	Additional Comments (or changes made at review)			

I confirm that all the necessary documentation listed has been checked as valid.

Signature of Manager:

Date:

I have been made aware of the items listed above and certify the documents provided are current and valid.

Signature of Employee:

Date:

Driver's Licence Record Form

Driver's Full Name: _____

Licence No. ____/____/____/____

AUTHORISED ¹ CATEGORIES ALL	EXPIRY DATE PLG (CAR) CAT B	EXPIRY DATE LGV (TRUCK) CAT C/C1	EXPIRY DATE PSV (BUS) CAT D/D1	DATE LICENCE VALID TO	PENALTY ² POINTS	LICENCE HOLDER'S SIGNATURE	CHECKED BY (SIGNATURE)	DATE

This form must be reviewed on at least an annual basis

The manager must retain the original checklist together in a lockable cabinet. Employees are entitled to a copy.

¹ - Further information on driving licences can be obtained via the DVLA website at <http://www.dvla.gov.uk/drivers/drivers.htm>

² (Licences which have in excess of 3 points must be referred to the Risk and Insurance Section via the Line Manger)



SR64: Driver Record Form and Risk Assessment (For Employees Driving their own Vehicle on Business Use)

Driver's Name:		Yes	No	Comments/Action Required and by Whom
Document Checks				
1.	Has the Driver completed the D796 DVLA Driver Licence Checking Form (Appendix 2) or provided the Line Manager with a check-code/access to view their driving licence information on line?			
2.	Does the driver hold a full current and valid driving licence for the classes of vehicles used? ¹ <ul style="list-style-type: none"> Current full entitlement held for type of vehicle driven Endorsements: note total of penalty points currently in force. 			
3.	Has the driver confirmed they have current adequate insurance cover? (Drivers who use their own vehicle for work journeys (excluding commuting) must have appropriate insurance cover. As a minimum this must be third party insurance that includes business use for the amount and type of business mileage undertaken. Whilst the County Council cannot insist, comprehensive insurance is highly desirable) Lease cars and cars purchased with a NCC car loan must have comprehensive insurance.			
4.	Has the driver confirmed the vehicle they drive has a current MOT certificate? (From their third birthday vehicles must pass an MOT annually).			
5.	Has the driver confirmed that the vehicle has a current road fund licence?			
6.	Has the driver received information and instruction regarding driving safely e.g. are they aware of B37 of the Safety Manual, have they been issued with a copy of the NCC Driving Safely Booklet and any other local procedures which may be in place?			
7.	Has the driver been reminded of the need to report any incident/accidents which occur whilst they are at work?			
8.	Is the driver aware of any health or fitness issues that may affect them driving safely? Driving with a disability or health condition.			

Further information on driving licences can be obtained via the DVLA website at

<https://www.gov.uk/driving-licence-categories>

<https://www.gov.uk/driving-licence-codes>

<https://www.gov.uk/penalty-points-endorsements/endorsement-codes-and-penalty-points>

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Further Information:

<http://intranet.nottscc.gov.uk/index/workingforncc/healthandsafety/>



Nottinghamshire County Council

9.	Does the driver know they must not drive whilst taking medication which may impair their judgement? (In cases of doubt they should seek the view of their GP)			
10.	Has the driver been reminded of the need to report to their manager as soon as possible of any impending or actual endorsements to their licence or if their licence is suspended for any reason (whether related to at work driving or not)?			
The Vehicle				
11.	Is the vehicle appropriate for the task being carried out?			
12.	Where applicable, does the driver know how to correctly adjust safety equipment e.g. child seats?			
13.	If goods and equipment are to be carried, can they be properly secured?			
The Journey				
14.	Does the driver undertake long journeys? (Can these be eliminated or reduced to combine with other modes of transport. Can the driver stay overnight rather than completing a long journey?)			
15.	Is the driver asked to drive when working exceptionally long days? (Can these be eliminated or reduced to combine with other modes of transport. Can the driver stay overnight rather than completing a long journey after a long day?)			
16.	Does the driver believe sufficient time is allowed to complete journeys safely?			
17.	Does the driver know that they must not undertake journeys during adverse weather conditions unless it is absolutely essential i.e. can the meeting be rescheduled?			
18.	Is the driver aware of the County Council's Travel and Accommodation Policy which is contained in Section D7 of the Personnel Handbook? This can be accessed via the intranet website.			
19.	Additional Comments:			

I confirm that all the necessary documentation listed has been checked as valid. ☐

Signature of Manager: Date:

I have been made aware of the items listed above and certify the documents provided are current and valid.

Signature of Employee: Date:

This form must be reviewed on a regular basis as determined by risk.

The manager must retain the original checklist in a lockable cabinet. Employees are entitled to a copy.

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Adopted: 1.6.17

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Further Information:

<http://intranet.nottscc.gov.uk/index/workingforncoc/healthandsafety/>