

# Driving at Work Policy

# Driving at Work Policy

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# Driving at Work Policy

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Date Issued: 5<sup>th</sup> October 2017

## 1. Introduction

Wakefield Council recognises that it has duties under the Health and Safety at Work Act 1974 and as such requires all managers and workers to work in a way which is compliant with the law (see Section 6), and with the policies and procedures in place within the Council.

This Policy recognises the specific responsibilities the Council has in terms of eliminating, where possible, all risks associated with driving vehicles on behalf of the Council. The key principles of this Policy, and the Driving at Work Procedure which provides detailed guidance to support this Policy, address the risks of injury to the drivers themselves as well as other road users, together with the risk of damage to the vehicles and the associated costs of repair.

An employee's refusal or failure to act in accordance with this Policy (and/or the associated Driving at Work Procedure) may result in management action being taken in accordance with the Council's Disciplinary Policy. Any refusal or failure by an employee to act in accordance with this Policy (and/or the Driving at Work Procedure), and/or any acts/omissions which result (or might result) in serious injury to themselves or others, and/or has a significant adverse impact on the Council's public image may result in that employee's dismissal.

Agency workers and other contractors may have their contracts terminated if they refuse and/or fail to act in accordance with this Policy.

Appropriate management action for volunteers will be one of advising the volunteer of any corrective actions required, and in more serious cases informing them that they will not be permitted to drive the Council fleet, hire or their privately owned car on behalf of the Council again

Further detailed information relating to the application of this Policy is contained within the [Council's Drivers Handbook](#), [Minibus/MPV Policy](#), [Mini-bus Safety Assurance Standard](#) and [Driving at Work Safety Assurance Standard](#)

## 2. Scope

This Policy applies to all Wakefield Council employees, including teachers and other staff working in community schools, voluntary controlled schools, community special schools and maintained nursery schools, under the direction of a governing body

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where this Policy is adopted by a school. Centrally Employed Teachers are also subject to this Policy<sup>1</sup>

This Policy does not apply to employees of West Yorkshire Joint Services (WYJS) and Yorkshire Purchasing Organisation (YPO), who have a contract of employment with the Council, unless this Policy is adopted by WYJS and YPO following local consultation.

This Policy also applies to agency workers, other contractors, casual workers and volunteers who drive vehicles on behalf of the Council. These persons will be referred to as 'others' within the remainder of this Policy. School Governors are also subject to this Policy when driving on behalf of their school.

The Policy applies not only to employees and others driving Council fleet (or hire) vehicles, but also to employees and others driving privately owned vehicles on Council business except where reference is made explicitly to this Policy applying only to designated 'essential car users'. Further clarification as to how this Policy is applied to employees who drive the Council's 'pool cars' is provided at 5.9 below.

### 3. Aims of the Policy

The aims of this Policy are to;

- enable the Council to meet all relevant legal requirements relating to ensuring the safety of employees and others who drive on its behalf, and of other road users
- ensure that the Council remains legally compliant in maintaining its Vehicle Operating Licences
- support managers in carrying out their responsibilities in ensuring that all employees and others who drive for the Council are appropriately assessed, trained and supervised in relation to their driving duties
- ensure that employees, and others who drive for the Council, are clearly informed of what is expected of them and that they are treated in a fair and consistent manner with regard to the application of this Policy.
- help protect the Council from adverse publicity arising from inappropriate driving behaviour

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<sup>1</sup> This Policy does not override any provisions within the following, if the Policy is inconsistent with them:

- School Teachers Pay and Conditions Document;
- Conditions of Service for School Teachers in England and Wales ; and
- Any other applicable legislation affecting or regulating a teachers employment

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### 4. Responsibilities

#### **Managers will;**

Ensure that all drivers for whom they have responsibility are aware of the requirements of this Policy (and the Driving at Work Procedure), and that they have appropriate arrangements in place to monitor their compliance.

Ensure that job specifications and job adverts clearly state the category of driving licence required if the postholder is required to drive on behalf of the Council

Ensure that all pre-employment checks as required within this Policy are undertaken (and satisfactory responses are received) before a new employee commences their employment.

Provide, where required, guidance to employees and others who drive for the Council to ensure that vehicles used in the delivery of Council services are safe and well maintained.

Ensure that the health and safety of employees and others who drive for the Council (and of other road users) are not compromised as a consequence of any management instructions related to the efficient completion of the duties required of them.

Ensure that employees and others who drive for the Council are aware of the need to report road safety issues including accidents, incidents, fixed penalty notices, summons and convictions for any driving offence.

Investigate fully any road traffic accident which occurs whilst an employee is driving on behalf of the Council and take appropriate actions dependant upon the conclusions reached.

Act promptly in investigating any transgression of this Policy and take appropriate action dependant upon the conclusions reached.

Ensure that all employees and others who drive for the Council undertake medical assessments, driving assessments and training in accordance within this Policy.

Ensure that all employees and others who drive for the Council drivers have their licence checked in accordance with the frequencies set out in this Policy to ensure they are licenced to drive the vehicles they are driving on behalf of the Council.

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Ensure that any privately owned vehicles used by employees and others on Council business has a current MOT (if required) and are appropriately insured.

Refer any employee or other who drives for the Council to Occupational Health if they have reasonable concerns regarding their fitness to drive at work. In such circumstances it would be appropriate to suspend (or remove) that person from driving duties pending the advice received from Occupational Health.

Consult with their Service Manager immediately upon becoming aware that an employee or other who drives for the Council is either not legally entitled, or not fit to drive. This will enable considered decisions to be made about the immediate and, if appropriate, longer term employment of the employee.

### **Employees and others driving on behalf of the Council will;**

Comply with all aspects of this Policy (and the Driving at Work Procedure).

Observe all the requirements of the Highway Code and any legislation which relates to their driving duties.

Allow the Council access to their driving licence record on the DVLA database.

Make a signed declaration annually (on request) that they are legally entitled to drive the type of vehicle(s) required for their work, and that they are not aware of any medical condition which would impact on their health and/or their ability to drive safely on behalf of the Council.

Report to their manager immediately any accidents, incidents, penalties, and/or driving bans (occurring either in the course of their employment or whilst driving privately), which may impact on their health and/or ability to drive on behalf of the Council.

Report to their manager immediately any medical conditions which may result in the need to restrict or suspend their driving on behalf of the Council, either temporarily or permanently.

Attend Occupational Health if requested to do so by their manager as a consequence of any medical conditions arising and agree to further advice being obtained from their GP.

Ensure that any privately owned vehicle being driven on behalf of the Council has a current MOT certificate (if required) and is appropriately insured.

## **5. Principles**

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The Driving at Work Procedure, which supports this Policy, sets out in detail all of the principles to be applied at appropriate times by employees and others who drive on behalf of the Council and their managers. The key principles are highlighted below;

### 5.1 Recruitment

- Job specifications for all posts which require driving as an element of the duties must state the appropriate category of driving licence required.
- Driving licences will be checked before an appointment is confirmed to ensure that the prospective employee is licenced to drive the type of vehicle(s) they will be required to drive on behalf of the Council.
- MOT checks (if appropriate) and checks that a new employee's vehicle insurance policy covers 'business use' must be undertaken if the employee is expected to drive a privately owned vehicle on Council business.
- No person with more than 6 penalty points on their licence should be appointed to any post which requires them to drive Council fleet (or hire) vehicles or privately owned vehicles, unless the recruiting manager has concluded, following a thorough risk assessment of the circumstances behind the applicants driving licence record, that they are safe to drive on behalf of the Council.
- Conditional offers of employment to prospective employees who are expected to drive Council Fleet (or hire) vehicles, will not be confirmed until satisfactory references have been received. Such references will advise on the individuals driving capability and their fitness to drive.
- All appointments to posts which include a requirement to drive Council fleet (or hire) vehicles will be conditional on the completion of a driver assessment undertaken by an assessor approved by Transport Services. No appointment will be confirmed until the assessment has been successfully completed
- Similar assessments must also be undertaken for persons appointed to posts designated as 'essential car user', and to any employee (or other person) who is expected to transport service users on Council business in a privately owned vehicle on at least one occasion per month. These assessments must be undertaken before the employee (or other person) drives on behalf of the Council.
- All appointments to posts which include a requirement to drive 'high risk' Council fleet (or hire) vehicles (all vehicles with a gross vehicle weight (GVW) over 3500kg and mini-buses) will be conditional on the completion of a Drivers Health Questionnaire which will need to be verified by their GP. The candidate will then be required to attend a mandatory medical assessment at Occupational Health. Where necessary Occupational Health will seek

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additional information from the applicants GP before providing medical clearance, if required. .

- Candidates for posts where they will be expected to drive any other category of Council fleet (or hire) vehicle, or posts designated 'essential car user, will be required to complete the Driver's Health Questionnaire and have a medical assessment at Occupational Health, however the Health Questionnaire will not require verification by the candidate's GP. Occupational Health may however seek additional information from the candidate's GP where this is needed. These requirements will also apply to any employee (or other person) who is expected to transport service users on Council business in a privately owned vehicle on at least one occasion per month.
- All other persons expected to drive privately owned vehicles on behalf of the Council will be required to complete the Council's standard pre-employment health questionnaire which will be assessed by Occupational Health, if any medical history is disclosed, before an offer of appointment is confirmed. Additional information from the candidate's GP may again be obtained.
- Newly appointed employees who drive on behalf of the Council (including all employees who drive privately owned vehicles whilst undertaking their contractual duties) will be issued with a contract of employment which makes a specific reference to the key elements of this Policy. Such employees will also be required to sign a declaration that they are legally entitled to drive the type of vehicle(s) required for their work and that they are not aware of any medical condition which would impact on their ability to drive safely on behalf of the Council. This declaration will require the employee to inform their manager immediately if their circumstances change. Management action may be considered in accordance with the Council's Disciplinary Policy if a declaration is later found to have been made falsely.
- Newly appointed employees who drive on behalf of the Council (including all employees who drive privately owned vehicles whilst undertaking their contractual duties) will receive health and safety guidance relative to the type of vehicle they will be driving, as part of their induction.
- All volunteers, agency workers and other contractors will be required to provide written medical evidence that they are fit to drive before driving on behalf of the Council. Checks will also be made with regard to them having the appropriate licence for the vehicles they will be driving for the Council, and if they will be driving Council fleet vehicles they will be required to have a driving assessment undertaken by an assessor approved by Transport Services before driving such vehicles.

### 5.2 Valid Certification

- All employees who drive on behalf of the Council (Council fleet or privately owned vehicles) will hold a full licence with the appropriate category for the vehicle being driven (unless they are learning to drive a different category of vehicle – see 5.6 below)

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- All employees and others who drive Council fleet (or hire) vehicles (except 'pool cars') and employees designated as an 'essential car user' will be subject to a six monthly licence check. This requirement will also apply to any employee who is expected to transport service users on Council business in a privately owned vehicle on at least one occasion per month.
- All other employees and others who only drive privately owned vehicles (or 'pool cars') for Council business will be subject to an annual check.
- Employees and others who drive privately owned vehicles on Council business must ensure that they are adequately insured for the purpose the vehicle is being used on Council business, and provide documentary evidence to their manager of this, on an annual basis. Such employees and others must also provide documentary evidence annually to their manager that their vehicle has had an MOT in the last 12 months (where it is required).
- Any employee, designated a driver on behalf of the Council, who fails to provide the information needed to check their licence within 8 weeks of being asked to do so, will be suspended from undertaking any driving duties, and may be subject to management action in accordance with the Council's Disciplinary Policy. Similarly all other persons who drive on behalf of the Council will be suspended from driving if they fail to provide the information required to check their licence.
- Employees driving vehicles which are subject to the EU Drivers Hours Rules are required to hold a digital tachograph driver card. The cost of this card will be reimbursed by the Council.

### 5.3 Medical Requirements

- All employees and others who drive on behalf of the Council must report immediately to their manager any change in their medical condition which has (or could have) an impact on their ability to drive the vehicle(s) they drive at work legally and safely.
- In such circumstances employees have a legal duty to consult their GP and stop driving if their GP advises them to do so, until such time as their GP advises that they are fit to drive.
- In addition, a manager will refer an employee to Occupational Health regarding their fitness to drive if they become aware of any medical condition which could impact on their ability to drive legally and safely. Where such referrals are made the employee should be suspended from driving duties pending the advice from Occupational Health being received. If necessary Occupational Health will seek further information from the employee's doctor before advising on any implications regarding their medical condition.
- Volunteers, agency workers and other contractors who suffer a detrimental change in their medical condition will not be permitted to drive until they have provided written confirmation from their GP that they are fit to resume their driving duties.

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- If concerns over an employee's medical condition arise from an incident whilst the employee was driving, the circumstances of that incident will be provided to the employee's doctor via Occupational Health.
- Employees under the age of 45 undertaking 'high risk' driving duties will provide Occupational Health with a completed Drivers Health Questionnaire for assessment every 5 years. Occupational Health will arrange for the information provided on the Driver's Health Questionnaire to be verified by the employee's GP prior to the employee attending a mandatory medical assessment at Occupational Health. If necessary Occupational Health will seek further information from the employee's GP before advising on any implications regarding their medical condition. 'High risk' drivers over the age of 45 are required to meet the statutory requirement of having a medical undertaken by their GP every 5 years (unless they are driving vehicles below 7500kg or mini-buses on a pre 1<sup>st</sup> January 1997 licence – see Driving at Work Procedure).
- Employees who drive any other category of Council fleet (or hire) vehicle, and those designated 'essential car user' will be required to complete the Driver's Health Questionnaire (without GP's verification) and have a medical assessment at Occupational Health every 5 years. Occupational Health may again seek additional information from the employee's GP before providing advice to their manager. These requirements will also apply to any employee (or other person) who is expected to transport service users on Council business in a privately owned vehicle on at least one occasion per month.
- All other employees who drive privately owned vehicles will not be required to have further medical assessments once their employment has begun however they may be referred to Occupational Health by their manager if any concerns arise regarding their fitness to be driving on behalf of the Council.
- The frequency of medical checks as described above will increase to an annual basis once employees attain the age of 65.
- If an employee is considered not fit to drive following a medical consultation, they will be suspended from driving duties immediately and not permitted to resume driving until they have received medical clearance to do so. If adjustments cannot be made to the employee's job or alternative work cannot be found for them within their Service, and they are not likely to return to their full contractual duties within a reasonable timescale they will be subject to the application of the Council's Redeployment Policy prior to consideration being given to the termination of their contract of employment.
- Occupational Health will assess employees who drive any fleet vehicles against the DVLA Group 2 Standard when advising on their fitness to drive. Employees driving fleet vehicles other than those over 3500kg and mini-buses will also be assessed against the DVLA Group 2 Standard, however if they fail to meet this standard they may be subsequently reassessed at the DVLA Group 1 and if they meet this lower standard their manager will be required to undertake a risk assessment to determine whether they should be allowed to continue driving. Employees driving privately owned cars will be assessed against the Group 1 Standard. Further guidance on the outcomes of the

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Occupational Health medical assessments can be found in the Driving at Work Procedure.

- Any employee who fails to complete the medical assessment procedure required of them after a reminder has been issued to them will be suspended from all driving duties until the assessment procedure has been completed. Under no circumstances will an employee be allowed to drive on behalf of the Council if they have not undertaken another medical assessment within 8 weeks of the original reassessment due date.

### 5.4 Driving Hours

- All employees who drive any vehicle on behalf of the Council must not undertake any work (driving or non-driving) for more than 11 hours in any 24 hours and they must not drive for more than 10 hours within any 24 hours, unless special provisions have been agreed with Transport Services where a relaxation of this requirement is necessary to meet operational needs, and appropriate management arrangements are in place.
- Employees must ensure (on days when they are required to drive) that adequate rest breaks are taken and therefore they must not have any period of work (including driving) that exceeds 6 hours without having a 30 minutes break (or two 15 minutes breaks) within that 6 hours period and if work continues beyond 9 hours a further 15 minutes of rest will be required
- In addition to the above, employees and others who drive vehicles carrying goods and mini-buses must not exceed the limitations stated within the Driving Hours Regulations (EU or Domestic Regulations) if these Regulations apply to the vehicles they are driving.
- All employees and others must report any secondary employment or voluntary work to their manager and ensure that such secondary employment is in compliance with the Driving Hours Regulations, Working Time Directive and the Council's Code of Conduct.

### 5.5 Driver Assessment and Training

- All employees and others who drive Council fleet (or hire) vehicles and employees who are designated 'essential car user' must undertake a driver assessment by an assessor approved by Transport Services every five years. This requirement will also apply to any employee who is expected to transport service users on Council business in a privately owned vehicle on at least one occasion per month.
- Mini-bus drivers undertake a driving assessment at least every four years (and even more frequently, as detailed in the Driving at Work Procedure, if they are not driving a mini-bus on a regular basis).

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- Managers may refer any other employee for a driver assessment on an ad hoc basis if they believe that this will be to the benefit of the employee.
- Employees and others driving Council (or hire) vehicles, those designated 'essential car users' and those who transport service users in a privately owned vehicle on more than one occasion per month, will also be referred for a driver assessment in the following circumstances;
  - if they have a driving accident involving injury to themselves or others
  - if they record more than two driving accidents or incidents at work within 4 years
  - if they record more than 6 penalty points on their driving licence
- If following an assessment an employee or other is identified as requiring further training they will not be permitted to drive on behalf of the Council until the training has been successfully completed.
- All 'high risk drivers' are required to attend the appropriate training for the vehicle being driven as detailed in the Driving at Work Procedure.

### 5.6 Learning to Drive Different Categories of Vehicle

- With the exception of single seater wheeled vehicles no person will be allowed to learn to drive any Council fleet (or hire) vehicle on the public highway without having a full Category B (car) driving licence and a provisional entitlement to drive the category of vehicle they seeking to obtain a licence for.
- Learner plates must be fitted to all vehicles being used for the purpose of driver training.
- Learner drivers (except those driving single seater wheeled vehicles) must be accompanied at all times by a person licenced to drive the category of vehicle being driven. Such persons must be over 21, have held a licence for the category of vehicle for at least 3 years, and have been assessed by an assessor approved by Transport Services, in the previous 5 years, as being competent to support a learner driver.
- Employees may be given the opportunity to gain experience driving a single seater wheeled vehicle on the public highway (including pedestrianised areas and grass verges) or public places (including parks, grassed areas adjacent to the highway and cemeteries) if they hold a full Category B licence or a provisional licence appropriate to the category of the vehicle being driven.
- Any employee driving a single seat wheeled vehicle on a provisional licence will be subject to the conditions set out in the Driving at Work Procedure.

### 5.7 Driving Accidents/Incidents

- All employees and others must report to their manager any accident (or near miss incident) which occurs whilst they are driving on Council business. All accidents/incidents will be fully investigated by their manager, and if driver error is found to have occurred the driver may be required to undertake

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assessment and training, whilst management action may be taken in accordance with the Council's Disciplinary Policy where the conclusions from the investigation warrant such consideration to be made.

- Any employee found to have failed to report an accident/incident which occurred whilst driving on behalf of the Council, may be subject to management action being taken in accordance with the Council's Disciplinary Policy.
- All employees who drive on behalf of the Council must report to their manager their involvement in any road traffic accidents outside of work, if they suffer any medical condition which may adversely affect their ability to drive safely, or if the accident could result in driving licence penalties or a driving ban.
- Any agency worker, other contractor or volunteer who is found to have failed to report an accident/incident whilst driving a Council fleet (or hire) vehicle or privately owned vehicle may be asked not to undertake driving duties again.

### 5.8 Driving Infringements

- All employees and others who drive on behalf of the Council must report any driving infringement or ban immediately. If an employee is unable to fulfill their contractual duties as a result of a driving ban, management action will be taken in accordance with the Council's Disciplinary Policy which could include terminating their contract of employment on the grounds of their inability to undertake their contractual duties, unless an appropriate alternative job can be identified for them. If an employee appeals a driving ban any decision to terminate their contract of employment will be deferred until the outcome of the appeal is known.
- The Council may terminate (with immediate effect) the engagement of agency workers, other contractors and volunteers who are unable to undertake the full range of duties required of them as a consequence of any driving ban received.
- Where management reasonably suspects that an employee about to undertake driving duties (including private vehicles), is impaired, as a consequence of consuming alcohol or other substances deemed to affect their driving capabilities, (including prescribed and 'over the counter' medication), they may consider management action being taken in accordance with the Council's Disciplinary Policy. Such action may include the possible suspension of the employee from driving duties. An employee will not be permitted to resume their driving duties until such time as it is reasonably believed that they are fit to resume their duties and that they will not attempt to drive in the future when under the influence of alcohol or other substances which would impair their ability to drive safely.
- Any employee who is found to have driven a vehicle (or shows an intention to drive a vehicle) on behalf of the Council (including a privately owned vehicle), whilst over the legal limit for alcohol and other substances, will immediately be

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suspended from driving, and may also be subject to management action being taken in accordance with the Council's Disciplinary Policy. This principle will also apply to any employee who is identified as being unfit and unsafe to drive as a consequence of using any other substances which do not have specified legal limits when driving.

- Any agency worker, other contractor or volunteer found to be over the above legal limits will immediately be removed from driving on behalf of the Council.
- Agency workers, other contractors and volunteers reasonably suspected of being about to drive under the influence of alcohol or other substances impacting on their ability to drive safely will be not be permitted to drive again on behalf of the Council.
- Employees and others who drive on behalf of the Council are responsible for ensuring that their vehicle is not overloaded. Any discrepancies found will result in appropriate management being taken which may, in the case of employees be the application of the Council's Disciplinary Policy

### 5.9 Pool Cars

- The definition of driving Council fleet vehicles does not include occasional use of Council pool cars with regard to the application of this Policy. However if an employee is using a pool car at least once per week then the requirements for 'low risk' Council vehicles and 'essential car users' should be applied.

### 5.10 Safe Driving Practice

- All employees and others driving Council fleet (or hire) vehicles, including pool cars, are required to complete and record a safety check of the vehicle each day before it is driven.
- All employees and others driving on behalf of the Council must wear seatbelts, and drive with due care and attention at all times. It is the drivers responsibility to ensure that any passengers are also wearing a seatbelt and if any children are being transported that they are provided with a seat appropriate to their age/size.
- All employees and others driving on behalf of the Council must not make or receive calls, make or read text or email messages, or otherwise use a mobile phone or other device, whether hand-held or hands-free, whilst driving.
- Smoking (and the use of e-cigarettes) is prohibited in Council fleet (or hire) vehicles at all times, and in privately owned vehicles during works time or prior to starting work if the vehicle is likely to be used for transporting passengers when the driver starts work.
- All employees and others who are regularly carried as passengers in vehicles over 3500kg (GVW) will be provided with basic training to familiarise them with the steering and braking mechanisms of these vehicles.

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### 5.11 Taking Council Vehicles Home

- Employees may be permitted to keep a Council fleet (or hire) vehicle (up to a maximum of 3500kg (GVW) at home overnight, if this is agreed with their manager as being operationally beneficial to the Council.
- In such circumstances, employees are not permitted to use the Council vehicle for private purposes at any time, other than driving themselves (and work colleagues) to and from their place of work.

### 1.12 Enforcement

- All Council fleet (or hire) vehicles and their drivers are subject to random checks by the Council's Fleet Enforcement Officer. Such checks will include vehicle overloading, driving standards and the correct application of Transport Regulations and this Policy. Any discrepancies found by the Fleet Enforcement Officer will be reported to the appropriate service areas for further investigation and if appropriate management action in accordance with the Council's Disciplinary Policy.

### 5.13 Driver Declarations

- All employees who drive on behalf of the Council will be required to sign a declaration annually confirming that they are legally entitled to drive the vehicles required for their work. This declaration not only relates to the validity of their driving licence for the vehicle(s) being driven but also their reasonable belief that they do not have any medical condition which would impact on their ability to drive safely on behalf of the Council . Volunteer drivers will be required to sign a similar declaration.
- Making a false declaration whereby a vehicle is being driven illegally on behalf of the Council could be considered to be gross misconduct resulting in appropriate action being taken in accordance with the Council's Disciplinary Policy.

A summary of the above requirements is set out in the table at Appendix 1

## 6. Relevant Legislation

The following list identifies the key requirements of legislation governing driving at work with which the Council must comply.

- Health and Safety at Work etc. Act 1974,

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- Management of Health and Safety at Work Regulations 1999
- Provision and Use of Work Equipment Regulations 1998.
- The Road Traffic Act 1988,
- The Road Vehicles (Construction and Use) Regulations 1986,
- The Goods Vehicle (Licensing of Operators) Regulations 1995,
- Public Passenger Vehicles Act 1981
- The Goods Vehicles (Enforcement Powers) Regulations 2001.
- The Goods Vehicle Operators (Qualifications) (Amendment) Regulations 2004.
- Working Time Regulations (1998),
- Drivers Hours Rules for Goods Vehicles in the UK and Europe,
- DVSA Guide to maintaining roadworthiness (Revised 2014).
- Carriage of Hazardous Goods Regulations
- Motor Insurance Directive
- European Driver Training Directive (DCPC)
- Environmental Protection Act 1990 - Waste Transport
- Driver Licensing Regulations
- Drivers CPC – EU Directive 2003/59EU
- Health Act 2006

### 7. Associated Documents

- Drivers Handbook
- Minibus/MPV Policy
- Minibus Safety Assurance Standard
- Driving at Work Safety Assurance Standard
- Driving Risk Assessment
- Notice to Occupational Health – Change in Medical Condition/Health Status
- Drivers Medical Self- Assessment
- Accident/Incident Report Form
- Drivers Daily Checklist
- Smoke-Free Policy

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### Driving at Work Policy - Appendix 1

	High Risk Drivers		All other fleet drivers (including employees who drive 'pool cars at least once per week)	Essential Car Users, and Casual Car Users who transport service users in privately owned vehicles more than once per month	Other employees who drive privately owned vehicles for work and infrequently drive 'pool cars'
	LGV/Specialist Vehicles (over 3500kg (GVW))	Mini-Buses			
<b>Recruitment - Maximum Penalty Points on Licence</b>	Over six points to be investigated – risk assessment	Over six points to be investigated – risk assessment	Over six points to be investigated – risk assessment	Over six points to be investigated – risk assessment	Over six points to be investigated – risk assessment
<b>Recruitment - Driver Assessment</b>	Before appointed	Before appointed if major element of job or before allowed to drive if supplementary to main responsibilities	Before appointed	Before required to drive	N/A
<b>Recruitment - Medical Assessment</b>	Completed Drivers Health Questionnaire to OH who will <b>send to GP for verification</b> , to be followed up with a mandatory medical assessment at OH. OH may seek more information from the applicant's GP before providing medical clearance.	Completed Drivers Health Questionnaire to OH who will <b>send to GP for verification</b> , to be followed up with a mandatory medical assessment at OH. OH may seek more information from the applicant's GP before providing medical clearance.	Completed Driver's Health Questionnaire to OH followed up with a mandatory medical assessment at OH. However, the Health Questionnaire will <b>not</b> need verifying by the applicant's GP. OH may seek additional information from the applicant's GP before providing medical clearance.	Completed Driver's Health Questionnaire to OH followed up with a mandatory medical assessment at OH. However, the Health Questionnaire will <b>not</b> need verifying by the applicant's GP. OH may seek additional information from the applicant's GP before providing medical clearance.	Standard Council medical questionnaire assessed by OH who may then request a referral to OH for a fuller consultation.

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<b>Frequency of Driving Licence Checks</b>	Six months	Six months	Six months	Six months	Annually
<b>Frequency of Insurance and MOT checks</b>	N/A	N/A	N/A	Annually	Annually <sup>2</sup>
<b>Report Changes in Medical Condition</b>	Immediately to manager	Immediately to manager	Immediately to manager	Immediately to manager	Immediately to manager
<b>Level of Medical Assessment undertaken by OH</b>	DVLA Group 2 Standard	DVLA Group 2 Standard	DVLA Group 2 Standard and DVLA Group 1 Standard <sup>3</sup>	DVLA Group 1 Standard	DVLA Group 1 Standard

<sup>2</sup> This requirement does not apply to employees who infrequently drive 'pool cars'

<sup>3</sup> Employees who drive small fleet vehicles on behalf of the Council found not to meet the Group 2 Standard will also be assessed against the Group 1 Standard. If they meet the Group 1 Standard OH will advise their manager who will then undertake a risk assessment based on the advice received to determine whether it is appropriate to permit them to continue driving the vehicle(s)

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Date Issued: 5<sup>th</sup> October 2017

<p><b>Type and Frequency of medical checks &lt;65</b></p>	<p>Completed Drivers Health Questionnaire to OH who will send to GP for verification, to be followed up by a mandatory medical assessment at OH every five years up to age 45. OH may seek additional information from the employee's doctor before providing advice to their manager. Statutory five yearly GP check for drivers over the age of 45 (unless they are driving vehicles below 7500kg on a licence issued before 1<sup>st</sup> January 1997 – in such cases the five yearly assessment at OH, as above, will still take place)</p>	<p>Completed Drivers Health Questionnaire to OH who will send to GP for verification, to be followed up by a mandatory medical assessment at OH every five years up to age 45. OH may seek additional information from the employee's doctor before providing advice to their manager. Statutory five yearly GP check for drivers with a D1 licence over the age of 45 (unless they are driving mini-buses on a licence issued before 1<sup>st</sup> January 1997 – in such cases the five yearly assessment at OH, as above, will still take place)</p>	<p>Completed Driver's Health Questionnaire to OH (without doctor's verification) and have a medical consultation at OH every 5 years. OH may seek additional information from the employee's doctor before providing advice to their manager.</p>	<p>Completed Driver's Health Questionnaire to OH (without doctor's verification) and have a medical consultation at OH every 5 years. OH may seek additional information from the employee's doctor before providing advice to their manager.</p>	<p>None unless manager identifies concerns over fitness to drive.</p>
<p><b>Type and Frequency of medical checks &gt;65</b></p>	<p>Medical consultation with GP annually (legal requirement) for all drivers except those with a category B licence with provision to drive vehicles up to 7500kg (pre 1<sup>st</sup> January 1997) who will be</p>	<p>Statutory medical consultation with GP annually for all mini-bus drivers except those with a pre January 1997 category B licence with a provision to drive a mini-bus who will be required annually to</p>	<p>Completed Driver's Health Questionnaire (without doctor's verification) and have a medical consultation at Occupational Health annually. Occupational Health may seek additional information from the employee's doctor before</p>	<p>Completed Driver's Health Questionnaire (without doctor's verification) and have a medical consultation at Occupational Health annually. Occupational Health may seek additional information from the employee's doctor before</p>	<p>None</p>

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	required annually to complete a Drivers Health Questionnaire, verified by GP followed by an assessment at OH.	complete a Drivers Health Questionnaire, verified by GP followed by an assessment at OH	providing advice to their manager.	providing advice to their manager.	
<b>Frequency of Driver Assessment</b>	Every five years	Annually, (if more than 25 hours p.a. recorded. the assessment can be deferred for up to three years)	Every five years	Every five years	None
<b>Frequency/Type of Driver Training</b>	Five days CPC training every five years	One days training (MIDAS) every four years	None	None	None

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APPENDIX 1

## Version History

**Version: 2.2**

**Author: David Wright**

**Date Approved: 2017**

**Approved by: Helen Grantham, Assistant Chief Executive**

**Date Issued: 2017**

**Version Control (most recent first):**

Version	Date Issued	Reason for Review	Key Amendments	Date Comp. Impact Assessment was Reviewed
1.00	4 <sup>th</sup> July 2016	Full review of Driving Policy	Total policy review	3 <sup>rd</sup> May 2016
1.1	12 <sup>th</sup> October 2016	Correction to medical assessment procedure	Minor Amendment - Occupational Health to liaise with GPs over verification of Driver's Health Questionnaires	N/A
2.0	9 <sup>th</sup> March 2017	6 months review following implementation of Policy	Clarification on learning to drive single seater vehicles. Clarification on standards of medical assessments to be applied. Removal of the need to provide a signed declaration of legality and fitness to drive for the Council on appointment.	N/A
2.1	27 <sup>th</sup> September 2017	Clarification on rest breaks	Amended 30 minutes rest break in a 6 hours period to include option of 2 x 15 minutes rest breaks	N/A
2.2	5 <sup>th</sup> October 2017	Minor amendments and corrections	Corrected medical assessment standards	N/A

	<b>Date completed</b>	3 <sup>rd</sup> May 2016
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### APPENDIX 1

<b>Details of Most Recent Comprehensive Impact Assessment</b>	<b>Issues (if any)</b>	This Policy will have a positive impact on the safety of Council employees and other road users.
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