



Working Together Ludlow

to include people with learning difficulties

Date Policy Adopted by the Board of Trustees:	February 2020
Policy Review Date:	February 2022

Transport and Driving at Work Policy for Employees / Volunteers

1. Introduction

Working Together Ludlow Ltd is committed to the delivery of its obligations under Health and Safety legislation with regards to driving at work for staff and volunteers and recognises there are specific risks to employees / volunteers who are driving on behalf of Working Together Ludlow Ltd.

Working Together Ludlow Ltd as introduced this policy with the objective of identifying and minimising those risks and to actively encourage safe driving in order to reduce the number of incidents and to comply with its legal obligations.

2. Purpose and Scope

The policy is designed to ensure that Working Together Ludlow Ltd satisfies the requirements of both health and safety and road traffic legislation in relation to driving at work. The policy outlines how these objectives will be achieved.

This policy applies to all employees / volunteers and contractors or others who may be driving for and on behalf of Working Together Ludlow Ltd, and those who may be affected by their work.

3. Legislation

The legislation governing this procedure is contained in but not limited to:

- Health and Safety at Work ect. Act 1979
- Provisions and Use of Work Equipment Regulations 1999
- Provisions and Use of Work Equipment Regulations 1998
- Workplace (Health, Safety and Welfare) Regulations 1992
- Reporting of Injuries, Diseases & Dangerous Occurrences Regulations 2013
- Health and Safety (First Aid) Regulations 1981
- The Road Traffic Act 1991
- Road Vehicles (Construction and Use) (Amendment) (No.4) Regulations 2003
- Working Time (Amendment) Regulations 2013

4. Definitions

For the purpose of this policy, the following definitions apply:

Private Vehicle – refers to a vehicle which an employee / volunteer owns and runs privately, and for which they have sole responsibility.

Driving at Work – refers to any work carried out on behalf of Working Together Ludlow Ltd that involves the employee / volunteer in time spent driving a vehicle and covers all journeys other than to and from the normal place of work.

5. Responsibilities

5.1 Trustees should give their full support to this policy to ensure that all practical measures are taken and appropriate resources are made available in respect of enhancing safety whilst driving at work.

5.2 All staff and volunteers are expected to comply with the policy and guidelines.

5.3 Drivers at work are expected to make themselves familiar with this policy and to ensure that they practice safe methods of driving at all times.

5.4 The Chief Executive is primarily responsible for day-to-day implementation of procedures associated with this policy and for maintaining accurate records on vehicles.

5.5 The Chief Executive will monitor the overall success of the policy and update the contents where appropriate.

6. Risk Assessments

Risk assessments will be conducted for each job /task involving driving for work, for each new employee expected to drive as part of their work for each new type of vehicle selected for use by Working Together Ludlow Ltd.

The Chief Executive should ensure that risk assessments have been conducted for any job / task, new employees / volunteers or vehicles. They should also ensure needs or control measures identified by risk assessments are carried out and should administer risk control measures in line with the Working Together Ludlow Ltd policy.

6.1 Job / Task Risk Assessment

Each job or task which includes driving for work will be risk assessed and appropriate measures will be introduced. The Chief Executive will complete a job / task Risk Assessment for each task which involves any degree of driving for work. The Chief Executive should consult with those who have experience in carrying out the job / task to ensure all hazards are identified. Once completed a copy of the Risk Assessment should be logged on the Health and Safety file.

6.2 Driver Risk Assessment

On induction an individual risk assessment will be undertaken which will determine whether the employee / volunteer will be driving at work, the extent of that driving, the likely risk to the individual and training requirements. The Chief Executive will review the assessment to determine if any control measures and training are required for the employee / volunteer.

6.3 Reviewing and Assessment

Risk assessments will be reviewed and, where required, reassessed by the Chief Executive every 12 months or sooner if:

- There is a change in an employee's / volunteer's responsibilities that result in a significant change in the amount of driving required;
- There is an accident/incident, near miss or breakdown or other significant occurrence;
- There is a significant change in the environment in which vehicles are used;
- There is any change in the driver's circumstances that may affect his/her ability to drive.

The findings of the Risk Assessment will be used as part of an overall risk analysis to ensure Working Together Ludlow Ltd has a programme of continuous safety improvement.

7. Safety Control Measures

The risk assessment is designed to identify the risks associated with a specific driving task or the needs of any individual carrying out the task. Where identified by the risk assessment, control measures will be introduced to eliminate the hazard or minimise the risk. Control measures can only be effective if the driver adheres to them at all times.

8. Drivers

When considering a change to an existing role or the recruitment of a new employee / volunteer to a role involving driving, Working Together Ludlow Ltd will undertake a number of assessments to determine the suitability of the individual to the driving task.

8.1 Training and Assessments

A basic Driving at Work induction will be provided for all employees / volunteers who are expected to drive as a normal part of their work. Working Together Ludlow Ltd will pay for driver training where a risk assessment has identified a need. Wherever possible the training will be conducted within the employee's / volunteer's normal work hours. Employees / volunteers are expected to make reasonable adjustments to their schedules and commitments in order to attend training.

8.2 Advanced Driver / Defensive Driver Training

Additional driver training (e.g. Advanced Driving, Defensive Driving or other certified course) will be provided where an individual Risk Assessment identifies the need. Working Together Ludlow Ltd or the person appointed to conduct this training should possess the necessary expertise, knowledge and qualifications in order to conduct the training.

8.3 Safe Driving and Journey Planning

Drivers should adhere to safe driving guidance at all times and wherever possible plan a journey in advance to ensure they do not drive for any excessive period and have included provisions for regular rest breaks and their own / passenger's personal safety.

8.4 Drugs and Alcohol

Working Together Ludlow Ltd reserves the right to request a drugs / alcohol test at any time. Whilst undertaking driving on behalf of Working Together Ludlow Ltd employees / Volunteers are expected to:

- Adhere at all times to the legal limits for the level of alcohol in the blood whilst driving, including the “morning after” effects of intoxicating substances in the blood stream;
- Avoid driving whilst under the influence of illegal drugs or other intoxicating chemicals including prescription or non-prescription medication which may cause drowsiness;
- Take no alcohol during working hours.

9. Mobile Phones / Distractions and Driving

It is very useful to have a mobile telephone in the vehicle. However, it is essential that drivers do not make or receive calls while they are driving, as the distraction this causes (even if it is a hands-free phone) significantly increase the risk of a crash. The driver should only use it when stopped in a safe place with the engine of the vehicle switched off, operators or managers should not expect to be able to contact a driver while she or he is driving.

Anything which distracts a driver could easily cause a collision. There are a number of distractions that should be discouraged while driving: eating or drinking, tuning a radio or other device, reading a map, writing, smoking (it is illegal to smoke in a work vehicle used by more than one person) or any other electronic devices.

10. Private Vehicles

A private vehicle can only be used by an employee / volunteer for work purposes if they have received written authorisation from Working Together Ludlow. Authorisation will only be granted if the vehicle is deemed safe and suitable for the intended purpose. Private vehicles owned by an employee / volunteer and used for work purposes must have a full UK driving licence for that vehicle, current MOT certificate, has Road Tax and insured by the driver for business use.

11. Passenger Care

The behaviour of passengers can increase the likelihood of an incident occurring. Drivers and passenger assistants have a duty of care to their passengers.

- The vehicle is suitable for the needs of the passengers, including any passengers with disabilities;
- The vehicle is roadworthy;
- All drivers are properly trained and regularly re-assessed;
- A second driver is provided when appropriate
- There is a properly trained passenger assistant when appropriate;
- All passengers have a seat and a seat belt;
- Journeys are properly planned with adequate rest stops;
- Drivers and passenger assistants know the emergency procedures:
- All luggage and equipment is safely stored;
- The doors are closed, but not locked before moving off;
- That journey details are left with a nominated person
- That aisle and exits are clear.

Passengers may have a wide range of needs, which could include physical, mental, emotional, medical, behavioural and learning difficulties. Drivers and passenger assistants need to be aware in advance of the needs of passengers who are to be carried. It is important that the driver and passenger assistant understand the nature of the needs and are qualified to assist the passengers.

12. Hired Vehicles

Vehicles may only be hired in extreme circumstances and with the permission of the Chief Executive. Vehicles should be hired from a reputable company approved by Working Together Ludlow Ltd that are suitable for the intended use.

13. Incidents, Accidents and Emergencies

A copy of Working Together Ludlow Ltd guidelines on incidents, accidents and emergencies and the Incident / Accident Report Form should be kept in the vehicle at all times and followed in the event of an incident, accident or emergency.

The Chief Executive and Trustee Board will review the reports and recommend any improvements to the policy or general safety measures as a result.

14. Breakdowns

If the vehicle breaks down whilst being used for work purposes the driver should remove the vehicle from the carriage way (if both safe and practicable to do so), contact the appropriate Breakdown Recovery Service, contact Working Together Ludlow Limited and complete an Incident / Accident Report Form.

15. Tiredness

Sleepiness reduces reaction times, alertness, concentration and decision making, all crucial driving skills. Tired drivers are much more likely to have an incident, and the crash is likely to be severe because a drowsy or sleeping driver does not usually brake or swerve before the impact. The Highway Code recommends a minimum break of at least 15 minutes every 2 hours of driving.

If a driver begins to feel tired during a journey, he or she should find somewhere safe to stop (not the hard shoulder of a motorway), drink one or two cups of strong coffee or other high caffeine drinks and (if possible) take a nap of about 15 minutes. If there is a second driver, they should take over. Ultimately, sleep is the only cure to tiredness.

16. Monitoring and Review

The Chief Executive has overall responsibility for monitoring compliance with this policy and will conduct audit on an annual basis. He / She will issue a report to the Trustees highlighting areas of concern and recommending actions in order to continue the development of the management of occupational road risk process.

The Rockspring Centre, Ludlow, Shropshire, SY8 1SX

Tel: 01584 318925 | www.workingtogetherludlow.co.uk | admin@workingtogetherludlow.co.uk

Charity No: 1147358
