



FALKIRK COUNCIL

DRIVING AT WORK

POLICY



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PART 1

1. INTRODUCTION

Falkirk Council is committed to maintaining a safe and healthy working environment for employees, service users and other members of the public.

Falkirk Council recognises that there are risks to employees and others associated with workplace transport. The Health and Safety Executive define workplace transport as “*any vehicle used in the course of an employee’s work*” which includes situations where employees are required to drive vehicles or plant equipment as part of their duties.

Falkirk Council will ensure that appropriate management systems, procedures and risk assessments are in place to protect employees and others affected by our work activities involving workplace transport. The Council is committed to ensuring best practice to minimise the risks associated with workplace transport.

2. SCOPE

This Policy applies to all employees who drive at work on Council business whether this is a key responsibility of their job or a means of getting from Council location to Council location. It is divided into two sections covering:

- Drivers of Council Vehicles contained in Part 2
- Drivers of Non-Council Vehicles contained in Part 3

It also applies to persons who drive vehicles for the purposes of supporting Council activities e.g. Youth leaders, voluntary drivers for Community Groups.

All employees who drive at work on Council business are required to complete the declaration attached as a tear off slip at the rear of this policy, on induction or prior to being required to drive on Council business, confirming that they have received and read a copy of this Policy. This should be returned directly to their line manager and retained on their personal file.

The Policy takes into account Health & Safety Executive Guidance, the Road Traffic Act 1998 and European Directive 2003/59 which makes recommendations on the assessment of competence, training and qualifications required of those who drive at work. It should be read in conjunction with the Council’s Policy and Procedure for the Management of Workplace Transport.

This Code has been written in conjunction with and all drivers must comply with relevant legislation and Acts.

3. MONITORING & REVIEW

The Head of Human Resources & Customer First, in conjunction with Service Directors and Trade Unions, will monitor and review this Policy as required.

This Policy has been Equality Impact Assessed and no adverse impact has been identified.

PART 2- DRIVERS OF COUNCIL VEHICLES

1. GENERAL

1.0 LICENCE TO DRIVE

It is the responsibility of each authorised driver to ensure that they hold and maintain a valid driving licence for the class of vehicle that they are required to drive in the performance of their work (see appendix A). No person shall be permitted to drive a Council vehicle without a current licence. This will be verified on appointment and checked on an annual basis in accordance with the Council's Policy & Procedure for the Management of Workplace Transport.

It is the responsibility of each driver to report immediately to their line manager any endorsement, conviction etc. received on their licence for whatever reason. Where an employee accumulates 8 penalty points or more, a driver risk assessment must be undertaken in line with the Council's Policy & Procedure for the Management of Workplace Transport.

All drivers must present their Licence/s for examination when requested by their line manager. Drivers of vehicles requiring a LGV or PCV licence will have their licence checked on a regular basis through an independent organisation which is licensed to access the DVLA database to check details of employees' licences and any penalties / disqualifications. Where this check is relevant, drivers are required to sign a mandate authorising the check.

Any driver who loses their licence for whatever reason will not be permitted to drive a Council vehicle until the offence has been removed from their licence by lapse of time. This matter will be managed in line with the Council's Capability or Disciplinary Policy as appropriate.

1.1 AUTHORISATION TO DRIVE AND/OR OPERATE COUNCIL VEHICLES

All employees, who drive a Council vehicle, must on an annual basis be authorised to drive by their manager. The manager must ensure that:

- The employee does not have a medical condition that impacts on their ability to drive at work;
- The employee has a current driving licence appropriate to the type of vehicle to be driven; and
- The employee has no driving convictions which would prevent him/her from driving at work.

In this regard, drivers of Council vehicles are required to complete an Authorisation to Drive Form on an annual basis. This form is available as part of the Council's Policy and Procedure for the Management of Workplace Transport. It is the driver's responsibility to ensure no unauthorised driver is permitted to operate or drive a Council vehicle, in their charge. The driver is responsible for reporting any such misuse immediately to their line manager.

Drivers should advise their manager of any driving conviction or endorsement in order that their manager may review their suitability to drive a Council vehicle. If the driver has accumulated 8 or more penalty points, the manager must undertake a risk assessment with the employee to consider whether it is appropriate to allow them to continue to drive on council business. The risk assessment should consider the nature of the convictions /endorsements, the fitness of the employee, the type and amount of driving required of the employee and any restrictions that may be appropriate to impose. A reassessment of the driver's skills may be required particularly where high levels of mileage are covered or where the employee frequently carries passengers in their vehicle.

1.2 HEALTH

Every driver must inform their line manager immediately of changes in their health which may impact on their ability to drive.

All drivers must report immediately to their line manager if there is any deterioration in their health or if they are on a prescribed course of drugs from their doctor that could affect their ability to drive i.e. vision, drowsiness etc.

Where this is the case, their line manager will arrange for an Occupational Health assessment to be undertaken and will not allow the employee to drive on Council business until further advice is obtained.

The Road Traffic Act requires that all drivers have good vision, To ensure that all individuals driving on Council business meet this requirement, all drivers should have a regular eye-sight test. When completing the annual 'Authorisation to Drive' form, employees are required to confirm that their vision meets the standard required for driving. Where an individual has not confirmed this, they should not be permitted to drive until confirmation is received in this regard. Their line manager should request that they provide confirmation of this within a two week period.

1.3 RELEVANT LEGISLATION

Every driver must be fully conversant with the Highway Code and any amendments or additions which may be introduced from time to time.

Every driver must have a working knowledge of all relevant legislation, including legislation relating to drivers' hours and rest breaks, together with Codes of Practices in respect of driving applicable to their work.

Every driver must be conversant with procedures set out in the relevant Service Safety Policy for reporting injuries, diseases and dangerous occurrences and ensuring that they are adhered to.

1.4 BREACH OF DRIVING AT WORK POLICY

Any breach of the Policy will be investigated and where, appropriate, dealt with in line with the Council's Disciplinary Policy.

2. MAINTENANCE

2.0 FIRST USE VEHICLE CHECKS

In line with the Council's Driver First Use Vehicle Check Procedure, all drivers should complete a First Use Vehicle Check Form through an inspection of each and every vehicle prior to their own first use of the vehicle on any day/ shift.

If no defects are identified the driver can proceed to drive the vehicle and return the completed form to their line manager for retention.

If, however, any defects are identified, the driver should contact their line manager to agree what action is required. In the event that their line manager is not available e.g. outwith working hours, the driver should contact Fleet Maintenance for advice.

The driver should record what action is agreed and with whom. The form should then be returned to their line manager for counter-signature to acknowledge the action taken and consider any remedial actions as appropriate. The driver should be provided with a copy of the completed form for their information.

All completed forms will be retained by line managers for a period of 15 months and line managers will routinely check fleet vehicles to ensure that First Use Vehicle Checks are being carried out to an appropriate standard. Managers have a responsibility to undertake a random 15% quality check each quarter to ensure that First Use Vehicle Checks are being correctly completed by drivers. A record of quality checks undertaken should be retained on file for a period of 15 months. Fleet Services will undertake random checks across Services to ensure that documents are being completed and retained in line with the Council's Operators' License.

Where a driver fails to complete a First Use Vehicle Check, this should be investigated under the Council's Disciplinary Policy and the driver removed from driving duties until a re-training session on First Use Vehicle Checks is undertaken. Once the training has been undertaken the employee can revert to driving duties and the investigation progressed. Where an employee repeatedly fails to undertake these checks, the employee should be redeployed to non-driving duties until a disciplinary investigation is undertaken.

2.1 VEHICLE CLEANLINESS

It is the responsibility of the driver to ensure that their particular vehicle is kept in a clean and tidy condition inside and out.

It is the responsibility of the driver of a vehicle which travels on landfill sites to ensure that their vehicle is washed daily.

It is the driver's responsibility, on refuse collection vehicles, in conjunction with the refuse collection loaders to ensure that all moving mechanisms on the body and ancillary equipment are kept free of refuse and debris.

It is the driver's responsibility on sweeping vehicles, to ensure that their vehicles are cleaned daily according to the instructions issued by their Service. Drivers should comply with any additional guidance appropriate to the vehicle and conditions which it is being used for.

It is the driver's responsibility for any vehicle to ensure that the registration plates, lights, indicators, marker plates, wing mirrors, windscreen and cab windows are kept clean **AT ALL TIMES**.

2.2 RE-FUELLING

Drivers must ensure that their vehicle has sufficient fuel for the vehicle's work schedule.

When re-fuelling, smoking is strictly forbidden. Engines must be switched off when re-fuelling.

Except in emergencies, fuel should only be drawn from Falkirk Council depots, or designated garages in the case of petrol. See Appendix B for authorised re-fuelling points.

Fuel key fobs must only be used to re-fuel the vehicle to which it is assigned. It must not be used to re-fuel any other vehicle. Fuel pin numbers must be treated as personal and should not be divulged to any other person.

Mobile phones must not be used at or near fuel pumps due to the risk of providing a source of ignition to petrol fumes.

2.3 WHEEL CHANGING

The driver must stay with the vehicle (moving to the verge if on the motorway).

There are two options if a driver encounters a puncture on a Council vehicle which they are driving:

- **During normal Fleet Service working hours (08.00-16.00 Mon- Thurs, 08.00- 15.30 Fri)**

The driver should contact Fleet Services Reception on 01324 590412 and ask the receptionist to arrange for the tyre contractor to come out to the vehicle, stating the information detailed below.

- **Out of Hours**

The driver should contact the Council's Emergency Control (Appendix B) to arrange for a tyre change/ puncture repair.

Fleet Services' Reception, Emergency Control and the Tyre Contractor will require the following information:

- Name & Contact number of the person with the vehicle
- Location

- Vehicle Registration Number
- Tyre Size (which can be obtained on the sidewall of the tyre i.e. (215R5017) and also, where applicable, the load index which can be i.e. 154/151(mainly on HGV Tyres).
- The tyre position that has the puncture i.e. (offside front or rear, nearside front or rear)

Wheel Nut Retorquing

Wheel nut retorquing must be carried out at Fleet Services within 30 miles or 30 minutes of the tyre being replaced. During normal working hours, the driver should advise their line manager that their tyre has been replaced and arrangements made for the vehicle to be brought to Dalgrain Depot to have the retorque carried out. If this happens out of hours, the driver must call out the duty fleet services mechanic via the Emergency Control to attend to the vehicle to carry out the retorque procedure.

3. USE OF VEHICLES

3.0 BUSINESS USE ONLY

Council vehicles shall only be used for legitimate Council business. Private use is strictly forbidden and would be dealt with under the Council's Disciplinary Policy. Use of a vehicle to, for example, travel home at lunch time, is private use and is strictly forbidden.

Vehicles taken home for authorised stand-by and call out duties or otherwise authorised use must only be used for call-out or approved purposes. Any other use is private use and is strictly forbidden.

Drivers should be aware that a number of Falkirk Council vehicles are now equipped with Global Positioning Systems (GPS) to improve vehicle utilisation and job allocation as well as an additional safety feature. It is not intended to analyse each and every vehicle to determine its productivity within the fleet. This system would only be used in relation to the Council's Disciplinary Procedures where the Council becomes aware of an issue which any reasonable employer could not ignore e.g. theft or some other issue of gross misconduct.

3.1 PASSENGERS

No member of the public shall be carried in Council vehicles other than authorised persons associated with the Council's work. Passengers shall only be carried in vehicles with seats constructed specifically for this purpose. Seatbelts must be worn on all vehicles if seat belts are fitted. Seatbelts must be worn at all times on or off the main highway. Although it is a passenger's responsibility, if over the age of 14, to wear a seat belt, Council drivers should make sure their passengers are wearing them or an appropriate child restraint is used before moving off. No person shall ride or be permitted to ride on any part of a vehicle not specifically designed for such purposes.

No person shall ride or be permitted to ride on or in a trailer of any description in use by the Council.

No person other than the driver, shall ride or be permitted to ride in the cab of a tractor.

Passengers must only dismount from a vehicle when the vehicle is stationary and in a safe place to do so.

3.2 GARAGING

Every vehicle parked within secured Council premises overnight must have all doors unlocked and the ignition key in position to facilitate speedy removal in the event of an emergency.

Where vehicles are parked overnight in an open yard they must be safely parked so that they will not restrict any vehicle movement. The doors must be locked and the vehicle ignition keys handed to the relevant line manager for logging.

All drivers who, in the course of their work, are authorised to take their vehicles home, must ensure that their vehicle is parked in a safe place and properly secured.

3.3 LEAVING VEHICLES/ PARKING

Vehicles must be parked in a safe place and locked prior to a driver leaving the immediate proximity of the vehicle. All drivers must be careful when parking vehicles, taking into consideration the position of the vehicle to enable it to be safely loaded. Vehicles should not be parked on pavements or footpaths. Any fines incurred as a consequence of illegal parking will be the responsibility of the relevant driver.

3.4 TYPES OF MATERIAL TO BE CARRIED

It is the driver's responsibility to ensure that:-

1. Only material authorised to be carried may be placed in any Council vehicle.
2. No material of a scrap nature is to be carried or stored in any part of the vehicle unless it is to be disposed of at one of the Council's approved disposal sites.
3. Flammable materials such as petrol, liquid petroleum gas (LPG) cylinders etc. shall be carried only in vehicles specially adapted or approved for this purpose. No driver or passenger is allowed to smoke in these or any other vehicle.

3.5 LOADING

All loads should be stable, being lashed and spread to keep the centre of gravity as low as possible. It is the driver's responsibility to ensure that loads are properly secured and that no vehicle is to be overloaded at any time. If a driver has any doubts as to the weight being carried they must draw this to the attention of their line manager to enable further investigation to take place.

All loose materials i.e. sand, chips, granules and loose waste should be covered by a tarpaulin sheet and lashed. If a load is made up of a number of separate items it should be secured so that no single part can move independently.

Ropes, chains and other lashings used to secure the load should be checked before use and should be suitable for the job. Load sheets are intended to protect the load from the weather and to stop loose material from being blown from the vehicle. It should not be

used to secure the load. Rope hooks should only be used to tie down a load sheet - lashings should be attached to proper anchor points.

During any stoppage of the vehicle, the driver should check that the load is secure, remembering that rain can affect the tension of the rope.

3.6 ABNORMAL LOADS

Employees should obtain guidance from their Supervisor/ line manager before proceeding with any load which exceeds the length or width of the vehicle i.e. projects over the front, rear or sides of the vehicles.

3.7 UNLOADING

Whilst a vehicle is being tipped or ejecting materials, the driver must ensure that all employees and members of the public are kept well clear of the body of the vehicle before and during any tipping or ejection operations.

It is the responsibility of the driver to ensure that the body of the vehicle is secured in the prescribed manner after the disposal of each load.

3.8 VEHICLE BODY PROPS

When any employee is required to go under the body of any vehicle in the tipped or raised position, the body of the vehicle must be securely propped, using approved equipment only.

3.9 VEHICLE HEIGHT

Each driver must make themselves familiar with the travelling height of the vehicle they are required to drive.

If a vehicle body is required to be tipped for any reason, particular attention must be paid to overhead obstructions such as power lines, wires, lighting, cross girders, doors etc. No vehicle shall be driven for any distance with the body in the tipped position.

3.10 FIRST AID

Management are responsible for ensuring the provision of appropriate first aid equipment and ensuring that all drivers know where to obtain emergency medical or first aid treatment. Where a first aid kit is carried on a vehicle, it must be fully stocked and of a type suitable for the vehicle.

It is the driver's responsibility to ensure that the first aid kit is checked regularly to ensure that products are not out of date or missing and any deficiency reported to their line manager for rectification.

In the event of a first aid kit going missing, it is the driver's responsibility to notify their loss to their line manager as soon as practicable to enable the appropriate action to be taken.

No employee should attempt to give first aid either to colleagues or members of the public when they have not been trained to do so.

3.11 FIRE EXTINGUISHERS

Fire extinguishers in vehicles must only be removed from their position for use or testing.

It is the driver's responsibility, when a fire extinguisher has been discharged or is discovered to have been discharged, to notify their line manager immediately to enable appropriate action to be taken.

In the event of a fire extinguisher going missing, it is the driver's responsibility to notify their line manager immediately to enable appropriate action to be taken.

4. DRIVING

4.0 SPEED LIMITS/ ROAD CONDITIONS

All speed limits must be strictly adhered to (see Appendix C for current speed limits). When entering premises or areas which have their own speed limits, drivers must adhere to these restrictions.

Drivers shall at all times observe and be aware of the effects of any prevailing weather conditions on the road and drive accordingly. Drivers must, at all times, drive at a speed consistent with the prevailing road traffic conditions and the appropriate speed limits.

Any breaches resulting in a fine or penalty points being added to a driver's licence will be the driver's responsibility.

Drivers are required to be courteous and well mannered to other road users.

4.1 DRIVERS HOURS – WRITTEN RECORD

Each driver governed by written rules (i.e. where LGV domestic rules are being used in lieu of Tachograph) must ensure that the record sheet is completed properly and on a daily basis in accordance with current legislation and Service requirements.

Completed record sheets must be returned by the driver to their line manager on a weekly basis.

Drivers of all other vehicles must complete the records which are held in the vehicles log book prior to vacating the vehicle.

4.2 DRIVERS HOURS – TACHOGRAPHS & DRIVERS TACHOGRAPH CARDS

Each driver governed by tachograph rules must ensure that the tachograph chart is completed properly on a daily basis and/or the tachograph driver's card must be used in accordance with current legislation and Service requirements.

Each driver must ensure that completed tachograph charts are returned to their line manager in accordance with the time scale stipulated in the current legislation i.e. 42 days. Drivers' tachograph cards must be carried at all times and be downloaded at least every 28 days.

Drivers of minibuses or other buses considering a journey outwith the UK should contact the Fleet Manager, as special conditions regarding the use of tachographs and waybills may be required.

4.3 REST PERIODS

Depending on vehicle type, rest period requirements will be either governed by GB or EU Drivers Hours Rules. Employees are responsible for ensuring that they take appropriate breaks. Managers must ensure that that work is appropriately organised to allow for relevant rest breaks.

4.4 ALCOHOL/DRUGS

In line with the Council's Drug and Alcohol Policy, employees are not allowed to drive if they have consumed alcohol or taken drugs. It can take several hours for alcohol to be removed from the body and therefore individuals may be over the limit and affected by alcohol the morning after drinking.

Advice in respect of driving capability should be taken from the employee's GP when being prescribed drugs of any kind and the relevant line manager advised accordingly.

The carrying of alcohol or drugs is prohibited in all Council vehicles without the permission of Manager/Supervisor. Managers/ supervisors may, on occasion, give permission for prescribed medication/ drugs to be carried depending on circumstances.

4.5 SMOKING

No smoking is allowed in Council vehicles.

4.6 MOBILE PHONES

It is a legal offence to use a hand-held mobile phone while driving. If stopped by VOSA or the Police for this purpose, the driver must report this to their line manager within one hour of this occurring. Thereafter, it is the responsibility of the line manager to report this matter immediately to the Fleet Manager, with full details of any actions or outcomes.

Drivers can carry hand-held mobile phones in their vehicles. However, before making or receiving a call on a hand-held mobile phone, drivers must be safely parked with the engine switched off.

Supervisors and managers must not expect or instruct or in any way pressure employees to answer the phone whilst driving.

The Council will not normally install mobile hands free equipment within Council vehicles unless in exceptional circumstances and with the approval of the relevant Service Director. Where installed, hands-free phones may be used, provided the telephone is in its cradle, however it is advised that employees should only make outgoing calls in an emergency or when safely parked and receive incoming calls via a message system until safely parked.

4.7 LIGHTS

Dipped headlights must be used at all times when daylight is at such a low level as to make this advisable. The use of side lights only when driving, is prohibited. This applies in adverse weather conditions such as rain, sleet, snow or fog etc.

Drivers must use hazard warning lights when loading or unloading at the roadside, especially when operatives are working at the rear of the vehicle. Vehicles should only be loaded/ unloaded where it is safe and permitted to do so.

4.8 SEAT BELTS

All drivers and passengers must wear seat belts on all vehicles and plant if seat belts are fitted, including large goods vehicles. There are **NO** exemptions and seat belts cannot be removed. Seat belts must be worn at all times on or off the main highway, which includes parks and landfill sites.

Although it is a passenger's responsibility, if over the age of fourteen, to wear a seat belt, council drivers should make sure their passengers are wearing them before moving off.

4.9 TRAILERS

All trailers and trailed equipment shall be properly hitched with lynch-pins and safety pins inserted where fitted.

Where a ball and socket coupling is provided, the driver must ensure that the ball and socket is free from all dirt and grime etc. before coupling and that the snap lock is fully engaged and the security pin is inserted where fitted.

Drivers must ensure that the emergency safety braking cable is properly coupled and that the jockey wheel is raised to its full position and secured.

4.10 REVERSING

With a nominated attendant - where an employee has been officially nominated by their line manager for this purpose, then they will be responsible for guiding and assisting the driver to carry out reversing operations having particular regard to other vehicles, persons or property. In these circumstances the driver must use the attendant when carrying out all reversing operations.

Without a nominated attendant - where no employee has been officially nominated for this purpose, then the driver will be responsible for ensuring all due care and attention, having particular regard to other vehicles, persons or property when carrying out reversing operations.

4.11 ACCIDENTS

Where a Council vehicle is involved in an accident, the driver must stop and, where necessary, render assistance. The driver is responsible for taking full details of the circumstances and persons and/or property involved immediately after the event (see section 4.12).

All road accidents involving injury to either employees or members of the general public, or where the collision has caused a hazardous situation, or someone leaves the scene without exchanging details must be reported to the Police immediately. Where an accident requires the attention of the Police, the vehicles involved must not be moved, unless authorised by a responsible person or the police, prior to any measurements or details being taken.

All accidents must be reported to the relevant line manager as soon as possible after the event.

No driver is to accept liability verbally or otherwise, irrespective of the circumstances.

4.12 ACCIDENT REPORTING

The driver is responsible, as soon as possible after the accident, for the completion of a Motor Vehicle Accident Form available from their line manager ensuring that the following details are recorded:-

- 1 Registration Number.
- 2 The purpose of the vehicle being used.
- 3 Driver's name and address.
- 4 Driver's age, date passed driving test.
- 5 Details of driving or motoring convictions in the last five years or any pending.
- 6 Details of motor accidents during the last 5 years.
- 7 A rough sketch showing road widths, traffic lights, signs and names of streets, where appropriate, indicate direction of vehicle with an arrow.
- 8 Name and address of any independent witnesses.
- 9 Full details of circumstances of the accident.
- 10 Full particulars of circumstances of the accident.
- 11 Full particulars of the other third parties involved and property damaged, including their insurance company name, address and policy number if available.
- 12 Name and number of any police constable present.

The driver is responsible for returning the completed accident form to their line manager within 24 hours of the accident. It is management's responsibility to ensure that this form is forwarded to the Insurance Team as soon as possible and to carry out an appropriate investigation.

4.13 ROADSIDE INSPECTIONS

Where a Council vehicle has been subject to a roadside inspection by VOSA or the Police, the driver must report this to their line manager within one hour of the inspection occurring, regardless of the outcome of this inspection. Thereafter, it is the responsibility of the line manager to report this matter immediately to the Fleet Manager, with full details of any actions or outcomes.

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PART 3- DRIVERS OF NON-COUNCIL VEHICLES

1. AUTHORISATION TO DRIVE

All employees who drive their own vehicles on Council business must, on an annual basis, be authorised to drive by the manager. They are therefore required to complete an authorisation to drive form annually which they must submit to their line manager who, after verifying relevant documentation, will confirm that:

- The employee does not have a medical condition that impacts on their ability to drive at work;
- The employee has a current driving licence appropriate to the type of vehicle to be driven;
- The employee has no driving convictions which would prevent them from driving at work;
- The employee has appropriate vehicle insurance;
- Where appropriate, a current MOT Certificate is held for the vehicle to be driven.

It is the responsibility of each driver to report immediately to their line manager any endorsement, conviction etc. received on their licence for whatever reason. Where an employee accumulates 8 penalty points or more, a driver risk assessment must be undertaken in line with the Council's Policy & Procedure for the Management of Workplace Transport.

All drivers must present their Licence/s for examination when requested by their line manager.

Where driving is an essential element of an individual's role and they lose their licence for whatever reason, this matter will be managed in line with the Council's Capability or Disciplinary Policy as relevant.

2. HEALTH

Every driver must inform their line manager immediately of changes in their health which may impact on their ability to drive.

All drivers must report immediately to their line manager if there is any deterioration in their health or if they are on a prescribed course of drugs from their doctor that could affect their ability to drive i.e. vision, drowsiness etc.

Where this is the case, the relevant line manager will arrange for an Occupational Health assessment to be undertaken and the line manager will not allow the employee to drive on Council business until further advice is obtained.

The Road Traffic Act requires that all drivers have good vision, To ensure that all individuals driving on Council business meet this requirement, all drivers should have a regular eye-sight test. When completing the annual 'Authorisation to Drive' form, employees are required to confirm that their vision meets the standard required for driving. Where an individual has not confirmed this, they should not be able permitted to

drive until confirmation is received in this regard. Their line manager should request that they provide confirmation of this within a two week period.

3. RELEVANT LEGISLATION

Every driver must be fully conversant with the Highway Code and any amendments or additions which may be introduced from time to time.

4. ALCOHOL/DRUGS

Employees are not allowed to drive having consumed alcohol or taken drugs. It can take several hours for alcohol to be removed from the body and therefore individuals may be over the limit or affected by alcohol the morning after drinking.

Employees should take advice from their GP, in respect of driving, when being prescribed drugs of any kind and the relevant line manager advised accordingly.

Any incidence of a driver found to have been drinking alcohol, taking drugs or being under the influence of alcohol or drugs while on duty will be investigated under the Council's Disciplinary Policy and may be regarded as gross misconduct.

5. SMOKING

In line with the Council's Smoking Policy, where an employee is using their own vehicle on official business and carrying passengers, smoking is not permitted unless all passengers give prior consent.

6. MOBILE PHONES AND OTHER EQUIPMENT

It is a legal offence to use a hand-held mobile phone while driving. Drivers can carry hand-held mobile phones in their vehicles but, before making or receiving a call on a hand-held mobile phone, drivers must be safely parked with the engine switched off.

Supervisors and managers must not expect or instruct or in any way pressure employees to answer the phone whilst driving.

Hands-free phones may be used for calls, provided the telephone is in its cradle, however it is advised that employees should only make outgoing calls in an emergency or when safely parked and receive incoming calls via a message system until safely parked.

Increasingly individuals are fitting their vehicles with devices such as SatNav which can, if used properly, reduce the risk of drivers crashing but can also increase the risk (e.g. by distracting the driver) if not used properly. Employees should not adjust or operate such devices whilst actually driving. For example, routes in the SatNav should be set before the journey commences. If it is necessary to make adjustments or to input new information, this should only be done when stopped in a safe place. Planning a journey in advance can reduce a driver's reliance on SatNav and will also prompt drivers to think about issues such as fatigue and the timing of journeys.

7. SPEED LIMITS

All speed limits must be strictly adhered to (see Appendix C for current speed limits). When entering premises or areas which have their own speed limits, drivers must adhere to these restrictions.

Drivers must, at all times, drive at a speed consistent with the prevailing road traffic conditions and the appropriate speed limits.

Any breaches resulting in a fine or penalty points being added to a driver's licence will be the driver's responsibility. Any such breach will be investigated in line with the Council's Disciplinary Policy.

8. MAINTENANCE AND SERVICING OF VEHICLE

Vehicles used by employees must undergo routine inspection and maintenance programmes in line with the Road Traffic Act 1988. Employees driving their own cars on Council business must therefore ensure that their vehicles are serviced regularly and have valid MOT certificates.

9 OCCUPANT SAFETY: GENERAL GUIDANCE

9.1 SEAT BELTS

The most effective way of protecting people inside a vehicle is to make sure that every occupant always wears a seat belt on every journey, no matter how short. It is just as important for passengers in the rear to wear seat belts as those in the front. Appropriate provisions must be made in respect of, for example, child passengers.

9.2 HEAD RESTRAINTS

It is important to adjust head restraints correctly and to ensure that this is the case for passengers. Properly adjusted head restraints help to protect against whiplash and prevent long term injuries. The top of the head restraint should be level with top of the head and be as close to the back of the head as possible.

9.3 SAFE VEHICLES

It is a driver's responsibility to ensure that the vehicle they drive is safe and legal. It is necessary to check that:

- Tyres are undamaged (no cuts or bulges), are at the correct tyre pressure for the number of passengers or equipment being carried and have enough tread depth. The legal minimum is 1.6mm but above 3mm gives much shorter braking distances in the wet;
- There are no signs of vehicle damage;
- Oil, coolant and windscreen wash levels are correct;
- Brakes are working;
- Lights and indicators are working;
- Windscreen and windows are not damaged;

- Washers and wipers are working;
- Mirrors are correctly positioned;
- All occupants are using their seat belts and head restraints correctly; and
- Loads are securely restrained.

9.4 ACCIDENTS

The main points to remember, if an employee is involved in an accident involving their vehicle, are:

- Use hazard warning lights and switch off engine;
- Do not move injured passengers unless they are in immediate danger of further injury from other vehicles or from fire or explosion;
- Call the emergency services immediately: provide them with information about the situation, any special circumstances (e.g. if carrying oxygen bottles) and if any passengers have special needs;
- If child passengers are present, ensure that an adult remains with them;
- If the emergency services are called, stay at the scene until allowed to leave;
- Obtain the names and addresses of all independent witnesses (if possible);
- Ensure that the vehicle is roadworthy before continuing the journey;
- If there is any injury or the names of the people involved are not exchanged, report the accident to the Police as soon as possible or in any case within 24 hours.
- If the driver or another employee (i.e. passenger) is injured, report this to their line manager as soon as possible.

9.5 BREAKDOWNS

- Move the vehicle off the carriageway (onto the hard shoulder on a motorway) and switch on the hazard warning lights;
- If this is not possible, move it as far away from moving traffic as possible;
- Move passengers out of the nearside of the vehicle and as far away from it and other traffic as possible. No-one should stand between the vehicle and oncoming traffic;
- On motorways and other busy roads, passengers should be taken onto the embankment or grass margin and as far from the traffic as is practicable;
- Keep passengers together and children under constant supervision;
- Telephone the emergency services, or breakdown firm, giving them accurate details of the vehicle's location and whether children or passengers with mobility problems are being carried;
- On a motorway, use the roadside emergency telephone as this will enable the Police to pinpoint your location.

DRIVING LICENCES***The Main Categories of Driving Licences***

A	Motor cycle (with or without side-car)
B	Motor vehicle with maximum authorised mass (mam) not exceeding 3.5 tonnes and not more than eight seats in addition to the driver's seat, not included in any other category and including such a vehicle drawing a trailer with mam not exceeding 750kg.
C	Motor vehicle used for the carriage of goods with mam exceeding 3.5 tonnes and including such a vehicle drawing a trailer with mam not exceeding 750kg.
C1	Motor vehicle used for the carriage of goods with mam exceeding 3.5 tonnes but not exceeding 7.5 tonnes and including such a vehicle drawing a trailer with mam not exceeding 750kg
D	Motor vehicle used for the carriage of passengers with more than eight seats in addition to the driver's seat and including such a vehicle drawing a trailer with mam not exceeding 750kg.
D1	Motor vehicle used for the carriage of passengers (but not for hire or reward) with more than eight seats, but not more than sixteen seats, in addition to the driver's seat, and including such a vehicle drawing a trailer with mam not exceeding 750kg
B plus E	Combination of motor vehicle in category B and trailer with mam exceeding 750kg.
C plus E	Combination of motor vehicle in category C and trailer with mam exceeding 750kg.
C1 plus E	Combination of motor vehicle in sub-category C1 and trailer with a mam exceeding 750kg where the mam of the combination does not exceed 8.25 tonnes (12 tonnes where a separate C1 plus E test has been passed and the trailer mam does not exceed the towing vehicle unladen weight)
D plus E	Combination of motor vehicle in category D and trailer with mam exceeding 750kg
D1 plus E	Combination of motor vehicle in sub-category D1 and trailer with mam exceeding 750kg. mam of the combination not to exceed 12 tonnes.

Note

Any driver who passed their standard car driving test after 1st January 1997 are required by law to take another driving test in order to tow trailers which takes the gross train weight over 3500 kg. They are also required to take a PCV test in order to drive a minibus.

AUTHORISED RE-FUELLING POINTS/ CONTACT DETAILS

FALKIRK COUNCIL DEPOTS

<u>DIESEL</u>	<u>GAS OIL</u>
<u>Dalgrain Depot</u>	<u>Earls Road Depot</u>
<u>Earls Road Depot</u>	<u>Kinneil Kerse</u>
<u>Roughmute Depot</u>	<u>Roughmute Depot</u>

DESIGNATED GARAGES

Fuel should only be drawn from the AIS Garage, Grangemouth Road, Falkirk

EMERGENCY CONTACT – FLEET SERVICES

Daytime – 01324 590412

Out of Hours – 01324 503050

TYRE CONTRACTOR

Strathclyde Tyres, Rankine Street, Johnstone, PA5 8BB (Tel 01505 324891)

APPENDIX C

<u>SPEED LIMITS</u>	BUILT-UP AREAS*	Single carriage-ways	Dual carriage-ways	MOTOR-WAYS
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Type of Vehicle	MPH	MPH	MPH	MPH
Cars (including car derived vans up to 2 tonnes maximum laden weight and motorcycles)	30	60	70	70
Cars towing caravans or trailers (including car derived vans and motorcycles)	30	50	60	60
Buses and coaches (not exceeding 12 metres in overall length)	30	50	60	70
Goods vehicles (Not exceeding 7.5 tonnes maximum laden weight)	30	50	60	70**
Goods vehicles (exceeding 7.5 tonnes maximum laden weight)	30	40	50	60

These are the national speed limits and apply to all roads unless signs show otherwise.

* The 30mph limit applies to all traffic on all roads with street lighting unless signs show otherwise.

** 60 if articulated or towing a trailer.

Driving at Work Policy - Agreement Form

I have read and understand Falkirk Council's Driving at Work Policy and agree to comply with these guidelines. I understand that any breach of these will be viewed seriously and may result in action being taken under the Council's Disciplinary Policy.

Signature

Print Name

Date

DRAFT