

DRIVING AT WORK POLICY

PURPOSE AND SCOPE

The purpose of this policy is to ensure that adequate controls are in place to protect both employees and the company from the risks of work-related driving and to provide a set of standards to which all parties may confidently operate. It applies to all employees and does not diminish in any way the individual's responsibility to act within the law in all regards when driving on the public highway. This policy covers the type of vehicles, which are currently in use by Coverdale K9.

This policy recognises that there are distinct categories of employees who drive as part of their work activities:

- Those who are required to drive vehicles owned by the company as an essential part of their employment; and
- Those who use their own private vehicles in order to undertake some element of their role within their work activities.

HEALTH AND SAFETY

The Health and Safety at Work Act 1974 requires employers to ensure, as far as reasonably practicable, the health and safety of all employees and anyone who may be affected by their work. This includes taking steps to control the risks from driving including the loading and unloading of the vehicle whilst at Coverdale K9 client sites. These requirements are in addition to duties by both employers and Company car and K9 drivers which are expected to comply with the road traffic legislation. Health and safety law does not apply to commuting, unless the employee is travelling from their home to a location which is not their usual place of work.

BENEFITS FROM MANAGING WORK-RELATED ROAD SAFETY

The benefits from managing work-related road safety and reducing accidents can be considerable and include:

- Fewer days lost due to injury;
- Reduced risk of work-related ill health;
- Reduced stress and improved morale;
- Less need for investigation and paperwork;
- Less time lost due to work rescheduling;
- Fewer vehicles off the road for repair;
- Less chance of employees being banned from driving, e.g. as a result of points on their licence;
- Promoting safe driving practices and a good safety culture at work may well spill over into private driving, which could reduce the chances of staff being involved in an accident outside work.

POLICY

4.1 Qualified to drive

4.1.1 All employees who drive for business purposes must be in possession of a full and valid driving licence and other related documentation, depending on the driver's licence rating and are personally responsible for ensuring that they are qualified to drive the relevant type of vehicle within the UK.

4.1.2 All employees who drive company owned or leased vehicles should present their driving licence for inspection to Coverdale K9 when taking up a company owned or leased vehicle and thereafter on a regular basis, to ascertain their continued qualification to drive.

4.1.3 It is the responsibility of individual drivers to inform Coverdale K9 immediately if for any reason they have their licence removed.

4.2 Insurance / Road Fund Licence

4.2.1 Any person driving in connection with the business of the company at any time, albeit occasionally, must be adequately and appropriately insured and covered for "business use".

4.2.2 All employees who use their own vehicles for business purposes should ensure that their personal insurance policy states "for business use". Employees are to inform their insurer that they intend to use their private vehicle for "business use" to avoid invalidating their insurance. This does not normally incur any additional expense, but does ensure that the individual is adequately covered in the event of an accident or personal injury.

4.3 Fit for use

4.3.1 under road traffic legislation drivers are responsible for the roadworthiness of any vehicle, the dogs being carried and the wearing of seat belts by K9 Drivers and passengers, while travelling on the public highway.

4.3.2 Employees using their own private vehicle for work-related purposes are responsible for ensuring that the vehicle is properly maintained in accordance with the manufacturer's recommendations and roadworthy and has a valid MOT certificate (where applicable).

4.3.3 Where employees Drive Company owned or leased vehicles, appropriate servicing and maintenance arrangements will be established in accordance with the manufacturer's recommendations to ensure that the vehicle is fit for use and that a valid MOT certificate exists. Any vehicle defects should be reported by drivers to Coverdale K9 as soon as they become apparent.

4.4 Private vehicle checks

4.4.1 Coverdale K9 will conduct periodic checks of documents of a sample of drivers who use their own private vehicle for work, including checks of the driving licence, MOT certificate, insurance policy and service schedule for the vehicle.

4.4.2 Coverdale K9 will also conduct periodic visual checks of private vehicles used for work. If a vehicle looks to be in a shoddy condition on the outside this may be a sign of overall poor condition and maintenance and the driver will be asked to show the documents above.

4.5 Fit for purpose

4.5.2 It is the responsibility of Coverdale K9 to ensure that private vehicles used for work purposes comply with the 'fit for purpose' rule.

4.6 Fitness to drive

4.6.1 All drivers must ensure that they are medically fit to drive on the public highway at all times and must declare to their manager if they are suffering from any medical condition which might adversely affect their ability to drive safely or if they are required to take medication that might affect their judgement. No employees should drive at any time while under the influence of alcohol, drugs or solvent abuse.

4.6.2 If the safety of any driver is affected by eyesight defects, then it is mandatory that drivers have a legal duty to satisfy the eyesight requirements as outlined in the Highway Code.

4.7 Use of mobile phones and satellite navigational devices.

4.7.1 It is illegal to use a hand-held mobile phone and satellite navigational devices while driving. It can also be illegal to use a hands-free phone while driving. Depending upon the individual circumstances, drivers could be charged with 'failing to have proper control of their vehicle'. In more serious cases, the use of any type of mobile phone or satellite navigational devices could result in prosecution for careless or dangerous driving. For this reason, employees driving for work must never make or receive calls on a mobile phone, whether hand-held or hands-free, while driving. Persistent failure to do so will be regarded as a disciplinary matter.

4.7.2 It is also an offence to "cause or permit" a driver to use a hand-held mobile phone while driving.

4.8 Planning and Scheduling Deliveries

4.8.1 Where employees are required to undertake work-related driving, it is expected that the schedule of driving, work activities and periods of rest are mutually agreed and determined so as not to place an undue burden upon the person concerned.

4.8.2 Coverdale K9 should ensure that journey scheduling allows sufficient time for Drivers to take account of reasonably foreseeable weather and traffic conditions and to comply with speed limits. Schedules should seek to reduce night driving and avoid times of day when falling asleep at the wheel is more likely, such as:

- On long journeys on monotonous roads, such as motorways;
- Between 2am and 6am;
- Between 2pm and 4pm (especially after eating);
- After having less sleep than normal;
- If taking medicines that cause drowsiness;

4.9 Accident, Incident, Near Misses and Potential Future Issue Reporting

4.9.1 Any Drivers involved in a road traffic accident, incident or Near Misses while driving a company owned or leased vehicle which results in damage to the vehicle, loss or damage to property or injury to persons must report the incident immediately to Coverdale K9 who will record details of the circumstances.

4.9.2 Any Drivers involved in a road traffic accident or incident while driving their own private vehicle for work-related purposes should deal with any claims which arise from this directly with their own insurer. They should also report the incident immediately to their manager who will record details of the circumstances.

4.10 Disqualification

4.10.1 Any Driver required to drive a vehicle as an essential part of their duties must inform Coverdale K9 of any disqualification which prevents them from driving legally on the public highway.

4.10.2 Any Driver who has been disqualified from driving will be relieved of all driving duties immediately and their manager, in consultation with the individual, will try to identify suitable work alternatives to enable the individual to carry out their duties in the short term. If no alternatives are available, the individual may be suspended to allow the most appropriate course of action to be decided.

5. Implementation and Review

5.1 Company Management must ensure that all Drivers that the company expects everyone who drives for work to ensure that their vehicle is legal, safe and fit for purpose. Coverdale K9 should lead by personal example and follow this policy concerning the use and maintenance of their own vehicles.

5.2 The company will periodically review this policy to ensure that it is being adhered to.

5.3 The Health and Safety manager is the appointed person who has sufficient authority to exert adequate influence responsibility to maintain standards as outlined within this policy.

Appendix 1

Vehicle pre-use checks

The Road Traffic Act states that all drivers are responsible for the roadworthiness of any vehicle while travelling on the public highway. As such, it is strongly recommended that for Appendix 1

As such, it is strongly recommended that for any employees intending to drive any vehicle on company business, they should undertake the following basic checks prior to using the vehicle. Check:

- Tyres are undamaged, have enough tread depth and are at the correct pressure
- Oil, coolant and windscreen wash levels are correct
- Brakes are working
- All fitted lights and indicators are clean and working
- Windscreen and windows are not damaged
- There are no signs of vehicle panel work damage
- Washers and wipers are working
- Mirrors are correctly positioned
- Horn operates
- Seat belts are fitted and functioning.
- Reversing alarm operates (if fitted)
- Reversing Camera operates (if fitted)

Signed: Suzanne Chappel
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Version 1