

# HEALTH & SAFETY

## Occupational Road Risk Policy

<b>Date Created:</b> September 2007	<b>Date of Amendment:</b> July 2015	<b>Date of Next Review:</b> As required
<b>Approved by</b>		
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<b>Responsible Directorate/Division</b>	Risk and Emergency Planning Division	
<b>Supporting documents, procedures &amp; forms of this policy</b>	Driving at Work Safety Information Driving Licence Checklist and Declaration Mileage Form	
<b>References &amp; Legislation</b>	Health and Safety at Work Management Regulations	
<b>Audience</b>	HBC staff	
<b>Schools Consultation Audience</b>	Claire Davies – Westfield Primary School June Bodenham – Westfield Primary School	
<b>Headteachers checklist</b>	<ol style="list-style-type: none"> <li>1. Ensure that Occupational Road Risk is included in Occupational Risk Assessments</li> <li>2. Managers to check and retain copies of driving documents as required.</li> <li>3. Ensure that staff are aware of the contents of the Policy</li> <li>4. The governing bodies of schools are directed to adopt the policy, as from time to time revised, and implement its procedures.</li> </ol>	

## **1 Introduction**

It is estimated that one third of all serious road traffic accidents involve a driver who is at work. This amounts to 20 fatalities and 250 serious injuries each week. To help address this, the Health and Safety Executive (HSE) and Department for Transport (DfT) have issued joint guidance for employers entitled "Driving at Work, Managing Work-Related Road Safety" INDG382 (rev 1) 04/14.

This Corporate Policy has been developed to ensure that Halton Borough Council meets the requirements of the above guidance and other relevant road traffic legislation. The policy applies to all drivers on Council business including those driving fleet vehicles, lease cars, privately owned vehicles and motorcycles. It applies to both essential and casual users.

The policy outlines specific responsibilities assigned to individual employees as drivers as well as to their managers, Head teachers, Governors and various Council departments.

The aim of this policy document is to:

- Outline responsibilities of employees required to drive at work
- Outline responsibilities of managers, Head teachers and governors in managing road risk as part of the occupational risk assessment process
- Provide information to support safer driving
- Clarify legislation relating to minibuses
- Clarify legislation on the use of seat restraints
- Clarify accident / incident reporting procedures

## **2. Who the policy applies to**

This policy applies to all Halton Borough Council employees, agency and casual workers as well as volunteers who drive on Council or school business.

## **3. Roles and Responsibilities**

### ***3.1 Head teachers and Managers Responsibilities***

Head teachers and managers are responsible for implementing the policy and making sure that employees understand their responsibilities. In particular, all groups mentioned above must ensure that:

- Employees (including agency workers) driving on council or school business have insurance cover that allows for business use. This also applies to employees who are required on occasion to attend alternative venues directly from home e.g. training events. Where travel to an alternative venue is rare, it may be more practical for managers to suggest other means of transport.
- Employees (including agency workers) have appropriate driving licences and, where required, valid MOT certificates for the vehicles that they use

- When writing Person Specifications for recruitment, essential criteria for those expected to drive should include proof of business insurance, MOT and a valid licence showing current address
- Where employees do not report to Personnel upon recruitment, extra care is taken to ensure the appropriate documentation is in place prior to any work-related journey being taken (see Appendix 2).
- At the pre-recruitment stage, support is given to Personnel where necessary, in chasing documentation prior to the commencement of employment
- Where foreign driving licences are held, specific checks should be carried out by the DVLA
- Where agency workers are employed, the Working Time Directive is followed and employees are taking a full 11 hour break prior to recommencing work. Extra care should be taken with agency workers as managers may not know at the time of recruitment when their last shift finished.
- All employees driving minibuses have the correct licence and training (further details Section 7 below)
- Employees are aware of the Council's advice best practice guide for safe driving (see Appendix 1)
- Employees understand the need to follow the normal accident / incident reporting procedures (Accident Reporting Policy) for all road traffic accidents including those where there is no personal injury.
- As part of the occupational risk assessment process, driving is identified as a hazard (with particular emphasis on driving in adverse weather conditions – see supplementary information) and the requirements of this policy identified as the control measure. The manager should arrange for the driving documents checklist to be completed annually and for the employee to sign the declaration (see Appendix 3). The manager should have sight of the original documents and annually keep a copy available for inspection by Internal Audit (see Supplementary Information).
- Public transport or overnight stays are planned for long journeys
- During severe weather conditions, actions are taken to minimise driving

### **3.2 Employees' Responsibilities**

Employees who drive a car or motorcycle on Council or school business must:

- Comply with the requirements and recommendations of the policy including the Best Practice Safer Driving Guide
- Comply with the Highway Code
- Always drive with due care and attention and avoid distractions such as operating in car entertainment systems
- Comply with the mobile phone policy (HBC intranet)
- Use a roadworthy vehicle, which is suitable for the purpose for which it is being used.
- Self-certify that when submitting a mileage claim that they have ( by either hard copy or use of electronic system):
  - A valid and appropriate driving licence for the class of vehicle used,
  - Have business use insurance and,
  - Where appropriate, a current MOT certificate for the vehicle(s) they use each time they submit a mileage claim. Mileage claims without such self-certification will not be processed.
  - See Appendix 4 for appropriate form for non PC users

- Hold a licence displaying their current address.
- Notify their manager immediately should they become disqualified from driving.
- Ensure that they do not exceed the legal drink drive limit for alcohol and drugs.
- Avoid driving under the influence of drugs that may impair judgement or response times. Care needs to be taken to avoid prescribed and non-prescribed medications that can cause drowsiness.
- Consider their vehicle as a place of work when on council business and refrain from smoking.
- Carry out regular safety checks on lights, tyre pressures and screen wash.
- Agree with their managers the best method of travel for long distance business meetings
- Tell their manager of anything that might affect their eligibility to drive, e.g. any change in their medical condition that requires notification to insurers or the DVLA (see supplementary information for full details).
- Notify their line manager of any changes to their licence.
- Plan meetings to allow for adequate travel time.
- Report all work-related traffic accidents as soon as possible, including those where no injury occurs. The corporate accident / incident reporting system should be used.
- Understand that breaches of the above requirements may result in disciplinary action.

### **3.3 Personnel Division / Directorate Recruitment Procedures**

For all posts requiring driving, offer letters should highlight the requirement for:

- Original insurance certificates with business use cover
- Vehicle log book
- Valid driving licence showing current address

The offer letter should have a clause to state that failure to produce any of these documents during the pre-recruitment checks could result in withdrawal of the offer of employment. The appropriate manager should then check these documents along with certificates of qualification etc.

Note that if potential employees, whose recruitment process is facilitated by Personnel should fail to provide the documents after the first request, Personnel should then notify the line manager that it becomes the line managers' responsibility to ensure the appropriate documents are in place prior to commencement of employment.

### **3.4 Health & Safety Team**

Ensure through auditing and the Joint Consultative Committees across directorates and schools that the occupational risk assessment process is identifying driving as a potential hazard.

Report on road traffic collisions that are RIDDOR reportable and associated trends to the Corporate Joint Consultative Committee and the annual accident / incident report to Management Team

Support directorates and schools in communicating the policy

### **3.5 Internal Audit**

When auditing specific service areas where occupational driving is a significant issue, check that appropriate document checks are being carried out when required.

Carry out checks on whether drivers of minibuses hold a D1 PCV licence and certificates relating to MIDAS training.

### **3.6 Logistics Division**

At the request of specific service areas support in facilitating MIDAS and PCV licence training.

To ensure adequate servicing and maintenance regimes are in place for all fleet vehicles.

### **3.7 Joint Consultative Committees (Corporate, Directorates and Sectional)**

Monitor that managers within their areas of responsibility are fulfilling the requirements of the Policy.

## **4. Occupational Risk Assessment (ORA)**

As part of the occupational risk assessment process road traffic accidents should be identified as a significant hazard (with particular emphasis on driving in adverse weather conditions). Control measures will be dependent upon the level of risk i.e. how big a part of the job involves driving and the type of vehicle, manoeuvres etc. For a refuse collection vehicle reversing in a small cul-de-sac, the control measures will be more in depth than for an officer or teacher travelling to a meeting in another establishment.

## **5. Penalties for driving offences**

Employees are responsible for payment of any speeding and / or parking fines incurred while driving on council business. This applies to drivers of both fleet and privately owned vehicles. Delays in payment of fines relating to drivers of council vehicles will result in additional administration costs being charged to the employee.

## **6. Medical Requirements**

Employees must not drive on council business if they have a known medical condition that could either invalidate their insurance or revoke their licence. Employees should ensure that they undertake regular eyesight tests and ensure that their vision is suitable for driving both in daylight and darkness.

If employees are in doubt about whether they should drive due to a medical condition, they should contact their GP and discuss the situation with their manager.

## **7. Minibuses / Heavy Goods Vehicles / Light Goods Vehicles**

7.1 Minibuses are used widely in some areas of Social Care and school settings and care must be taken to ensure that drivers are legally licensed to drive them. Where employees passed their car driving test after 1 January 1997, they are not legally qualified to drive minibuses on school / council business unless they hold a PCV licence.

**7.2 All minibus drivers, regardless of when they obtained their driving licence must complete MIDAS training. This can be arranged through HBC Logistics Division. It should be noted also that for all journeys in other EU countries, the full D1 PCV licence must be held.**

## **8. Accident Reporting**

All road traffic accidents that occur while on Council business must be reported regardless of whether or not anyone is injured. The existing council accident / incident reporting procedures apply. Where an employee is taken to hospital or is absent for more than 7 days following the accident, the HSE may need to be notified. Under these circumstances, the manager should be keeping the Health & Safety Team informed of the outcome. Please refer to the 'Accident Incident Policy' using the HBC intranet.

## **9. Seatbelts**

Unless there are legal exclusions for wearing seatbelts, all employees driving and travelling while at work must wear seatbelts. Detailed information is given for those employees transporting children and young people on the health & safety library within the 'Car Seat Guidance Note' using the HBC intranet.

## SUPPLEMENTARY INFORMATION

### Safe Driving Referrals

Where there is 'tangible evidence' that there is a need to raise the awareness of a member of staff around safe driving, managers have the option to nominate the said individual for a safe 'Driving at Work' course provided by the road safety team.

'Tangible evidence' could include,

1. Recommendations from discipline proceedings;
2. Road traffic collision at work where fault has been attributed to the member of staff;
3. Where the member of staff is prosecuted for offence/s involving unsafe driving of vehicles. This could involve concern over a build-up of penalty points through prosecutions for excess speed, bald tyres, etc.; or
4. Evidence of unsafe driving from credible witnesses.

The intention of a referral is to positively influence safe driving thereby demonstrating that Head teachers, managers and the Authority are taking the issues seriously by implementing proactive measures.

Please refer to 'Safer Driving Guidance' in Appendix 1.

### Fitness to Drive

Appendix 3 contains a Driving Licence Declaration to be signed when officers annually produce their driving licences. One of the declarations states,

'I have had no change in my health that could affect my entitlement to drive'.

The Drivers Medical Unit at the DVLA highlights that 'changes to health' include,

- An epileptic event (seizure or fit)
- Sudden attacks of disabling giddiness, fainting or blackouts
- Severe mental disability
- A pacemaker, defibrillator or anti-ventricular tachycardia device fitted
- Diabetes controlled by insulin or tablets
- Angina (heart pain) while driving
- Parkinson's disease
- Any other chronic neurological condition
- A serious problem with memory
- A major or minor stroke
- Any type of brain surgery or tumour
- Severe head injury involving in-patient treatment in hospital
- Any severe psychiatric illness or mental disorder
- Continuing/permanent difficulty in the use of arms or legs
- Dependence on or misuse of alcohol, illicit drugs or chemical substances in the past three years (do not include drink/driving offences)
- Any visual disability that affects both eyes (do not declare short/long sight or colour blindness)
- Any visual problem affecting either eye
- Any heart condition or heart operation

If an officer is affected by a medical condition it is their responsibility to inform the manager as soon as possible, who should then refer the matter to the OHU. Also the officer must notify the DVLA by writing to the Drivers Medical Unit, DVLA, Swansea SA99 1TU and failure to do so is a criminal offence punishable by a fine of up to £1,000.

## **Frequency of Document Checks and Copying**

Head teachers and Managers are to annually inspect and retain copies of driving documents i.e. driving licence, certificate of Insurance, MOT certificate and, if applicable, Vehicle Registration document for all staff who drive in connection with Council business and who submit a monthly mileage claim form. See Appendix 4 for non PC users.

For employees whose duties are to drive Council vehicles as part of their job and do not complete monthly mileage claims, managers are to inspect and retain copies of driving licences every six months.

## **Winter/Adverse Weather Driving Conditions Checklist for Managers**

1. Reinforce safety messages to all drivers during winter/adverse weather conditions.
2. Encourage planning ahead, adaptation of journey times and alternative less vulnerable routes to allow for the weather.
3. Emphasise the value of extra regular vehicle checks i.e. clean working lights, clean windows, sufficient tyre tread, water and solution in screen wash facility and wiper blades in good working order/condition.
4. Suggest backup items for travelling i.e. warm clothing, food and drink, shovel, brush, de-icer, charged mobile phone and a full tank of fuel – a heater won't work if the engine stops!
5. **Do they really need to travel?**

# **Appendix 1**

## **Best Practice Guidance for Safer Driving**

### **Driver Fatigue**

Thousands of crashes happen through drivers being tired. They are most likely to happen:

- ❑ On long journeys with monotonous roads e.g. motorways
- ❑ Between 2am and 6am
- ❑ Between 2pm and 4pm (especially after eating)
- ❑ After having less sleep than normal
- ❑ After drinking alcohol
- ❑ When taking medicines that can cause drowsiness
- ❑ On journeys home after a night shift

You should avoid driving when feeling tired and take a break as soon as possible. Breaks should be sufficient to allow you to continue your journey safely and are suggested to be at least 15 minutes. It is also advised that you get out of your vehicle during the break. On long journeys you should have breaks planned every 1.5 to 2 hours.

Altering the volume of the radio, opening windows, using the fan to circulate cool air etc, do not reduce tiredness and caffeine based drinks have only a limited and short term effect. These will not compensate for a taking a break.

### **Inappropriate Speed**

One of the most significant risks is driving at inappropriate speeds. This is not only exceeding the designated speed restrictions but also driving too fast having taken into account other conditions e.g. adverse weather, poor visibility, twisting rural roads, high levels of pedestrian activity e.g. near to schools at the beginning and end of the school day.

You should not have to drive at excessive speeds to get to appointments. Plan your journey with enough time to drive at a relaxed speed with adequate time to park up and arrive at the meeting on time. It is important to remember this when booking appointments close together in your diary. By allowing safe travel time, your journey is less likely to cause you to feel stressed.

### **Alcohol**

The legal drink drive limit is 80 mg per 100ml of blood. Drivers with a blood alcohol concentration between 50 and 80 mg per 100ml of blood are 2.5 times more likely to crash and 6 times more likely to be in a fatal crash. A driver who is double the limit is 50 times more likely to be in a fatal crash.

Alcohol is absorbed into the blood stream very quickly but it takes an hour for 1 unit to be removed by a healthy liver. The exact number of units of alcohol in a drink depends on its size and alcoholic strength by volume (ABV). For example, a 175ml glass of wine of 12%abv would be 2.1 units, and a 250ml glass of the same wine would be 3 units.

You cannot be sure how much alcohol you are consuming because the alcoholic strength of drinks varies enormously as does the size of measures. The speed at which alcohol is absorbed

into the blood also depends upon the person's size, age, weight and gender and how much they have eaten.

As it takes several hours for alcohol to disappear from the body, someone drinking the night before could easily be over the legal limit on travelling to work the next morning.

**Please note: Halton Borough Council requires that no officer should drive on Council business while over the legal limit of 80mg of alcohol per 100ml of blood. Drivers should avoid drinking alcohol during breaks in working day and when driving from Council events where alcohol is available.**

## Drugs

18% of people killed in road traffic accidents have traces of illegal drugs in their blood, with cannabis being the most common. Depending upon the drug, the driver's behaviour and body can be affected in the following ways:

- ❑ Slower reactions
- ❑ Poor concentration or confused thinking
- ❑ Distorted perception
- ❑ Over confidence therefore tending to take more risks
- ❑ Poor co-ordination
- ❑ Erratic behaviour
- ❑ Aggression, panic attacks or paranoia
- ❑ Blurred vision
- ❑ Tremors, dizziness, cramps
- ❑ Severe fatigue the following day

Medicines can also cause drowsiness, light-headedness and poor concentration. You should read the information provided with the medicine carefully and avoid driving where there is a risk identified (see drug driving rules link below).

From 2<sup>nd</sup> March 2015 there will be a new law on driving whilst unfit after taking either illicit or medicinal / prescribed drugs. From this date it is illegal to drive with certain drugs above specified blood levels in the body, whether driving is impaired or not.

The law now includes 8 drugs commonly associated with medicinal use and details of these can be viewed via this link:

<https://www.gov.uk/government/collections/drug-driving>

The police will have powers to use roadside tests to detect relevant drugs and if positive, the person will be taken to a Police Station so that the type and level of drugs can be confirmed by a blood test.

If the blood tests establish that the person was driving under the influence of drugs above the specified limit, then that person will be prosecuted facing possible penalties the same as drink driving i.e;

- A minimum of 12 month driving ban;
- A criminal record;
- A fine of up to £5000 or up to 6 months in prison or both

However, there is a medical defence;

- The medicine was prescribed, supplied or sold to treat a medical or dental problem; and
- The medicine was taken according to the instructions given by the prescriber, pharmacist or member of the pharmacy team or information provided with the medicine

**Please note: it is essential that if staff are required to take one of the specified medicinal / prescribed drugs they obtain written confirmation on safe levels from the relevant medical person prior to driving. If in doubt, do not drive.**

## **Smoking**

Under the legislation that came into force in July 2007, it is illegal to smoke in any vehicle that is used to transport other persons on work-related journeys. Smoking while driving on Council business is prohibited as smoking is known to have an adverse effect on vehicle control. Not only does it increase the risk to the driver and to other road users but also, the Council will be held liable for any accidents arising from its' employees smoking while driving.

## **Personal Safety**

All drivers are reminded of the need to be vigilant when driving. You should have only essential valuables in the vehicle which should be kept in the boot or at least out of sight. If your car breaks down, you must always ensure your own safety, particularly when driving alone. If you break down on the motorway you must wait for the recovery or emergency services outside your car and as far from the motorway as possible, taking advantage of crash barriers etc, if available.

## **Potential Flying Objects**

Fatal injuries can occur in a road traffic accident as a secondary effect of the crash. For example if a toolbox is on the rear seat and unsecured, it can cause serious injuries in a crash situation. You should always ensure that anything being transported is kept either in the boot where it isn't a risk to those in the cab or where provided in a caged storage area. Other hazards include cans e.g. of anti-freeze and any objects that can roll from behind the driver's seat to underneath the pedals and interfere with the brake pedals.

## Mobile Phones

Drivers who use a mobile phone whether hand-held or hands-free:

- ❑ Are much less aware of what's happening on the road around them
- ❑ Fail to see road signs
- ❑ Fail to maintain proper lane position and a steady speed
- ❑ Are more likely to tailgate the vehicle in front
- ❑ React more slowly and take longer to brake
- ❑ Are more likely to enter unsafe gaps in traffic
- ❑ Feel more stressed and frustrated

Research indicates that they are also four times more likely to crash, injuring or killing themselves and / or other people. Using a hands-free kit does not significantly reduce the risks because the problems are caused mainly by the mental distraction and divided attention of taking part in a phone conversation at the same time as driving.

As of November 2014 the penalties for using a hand-held mobile phone when driving are a £100 fine plus 3 penalty points on your licence. For drivers of HGV's the fine is up to £2500. Points can also often result in increased insurance premiums. You don't have to be caught several times to lose your licence. Under the New Drivers Act you can lose your licence if you have 6 penalty points within the first two years of passing your test.

You can also be prosecuted for using a hands-free mobile phone if you are not in proper control of your vehicle. The penalties are the same for using a hand-held phone.

## Car Maintenance and Safety

It is essential for your safety to ensure that you maintain the car at least in accordance with manufacturer's instructions. You are responsible for regular maintenance and safety checks. The following checklist gives the minimum guidance for such checks. Weekly checks:

- Lights – headlights, sidelights, rear lights, brake lights, reversing lights and indicators.
- Tyres – inflation pressures (including spare), tread depth, visible damage.
- Screen wash bottles full, jets operating (including rear wash wipe if fitted).

Other regular checks, to be conducted in line with the manufacturer's recommendations would include:

- Engine oil levels.
- Coolant levels.
- Brake fluid levels.

As the vehicle user, it is always your responsibility to ensure that the vehicle remains roadworthy at all times and, where appropriate, an MOT certificate is obtained to confirm its roadworthiness. Check your lights, tyres and screen wash weekly. The Authorities MOT and repair centre can help and advise on all scheduled and unscheduled maintenance for all privately owned vehicles.

Includes:

- Vehicle inspections for car loans
- MOT testing
- Service and repairs of all makes and manufactures of vehicles
- Air-conditioning repairs.

## Appendix 2

### Driving Documents Declaration

This is a declaration that I have produced my latest licence and relevant driving documents to my line manager.

I have had no change in my health that could affect my entitlement to drive.

I will inform my manager as soon as possible of any changes to my health that may affect my ability to drive and will also inform the DVLA.

I will inform my manager of any road traffic incidents occurring during work-related journeys.

Employee Name: \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_

#### 1. DVLA / PAPER COUNTERPART DRIVING LICENCE DETAILS CHECK (see appendix 4)

Name \_\_\_\_\_ Employee No. \_\_\_\_\_

\*Personal Details Checked against licence:

**OLD STYLE PAPER  
LICENCE or DVLA  
database**

Delete as  
appropriate

Record any discrepancies

Full Name \_\_\_\_\_ Yes/No

Home Address \_\_\_\_\_ Yes/No

Date of Birth \_\_\_\_\_ Yes/No

Issue number  
(Paper Licence) \_\_\_\_\_ Yes/No/NA

Expiry date  
(Paper Licence) \_\_\_\_\_ Yes/No/NA

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**Penalty Points**

**9+**

**Action taken:**

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If in doubt about the validity of a licence e.g. for licences issued outside of the UK, with the individuals permission, you can contact the DVLA, between 9am and 12 noon on 01792 310075. Note that DVLA charge for this service.

<b>Vehicles driven for work duties:</b>	<b>Delete as appropriate</b>	<b>Category required on licence</b>	<b>Delete as appropriate</b>
Cars	Yes/No	<b>1.1 B</b>	Yes/No
Medium sized goods Vehicles 3500 and 7500kg	Yes/No	<b>C1</b>	Yes/No
with trailer over 750kg	Yes/No	<b>C1+E</b>	Yes/No
Large Goods Vehicles Over 3500 with trailer up to 7500kg	Yes/No	<b>C</b>	Yes/No
Buses with between 9 & 16 seats	Yes/No	<b>D1</b>	Yes/No
Light Vans up to 8 seats Up to 3500kg trailer over 750kg	Yes/No	<b>B+E</b>	Yes/No

## 2. DRIVING LICENCE DETAILS CHECK

### PHOTOCARD LICENCE

	<b>Delete as appropriate</b>	<b>Record any discrepancies with paper copy</b>
<b>Full Name</b>	<b>Yes/No</b>	
_____		
<b>Home Address</b>	<b>Yes/No</b>	
_____		
<b>Expiry date (4b)</b>	<b>Yes/No</b>	
_____		

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**Below not required for Council leased vehicles**

## 3. INSURANCE DETAILS CHECK

	<b>Delete as appropriate</b>	<b>Record any discrepancies</b>
<b>Company</b>	<b>Yes/No</b>	
_____		
<b>Policyholder</b>	<b>Yes/No</b>	
_____		
<b>Home Address</b>	<b>Yes/No</b>	
_____		

Registration vehicle	of	_____	Yes/No
Commencement date		_____	Yes/No
Expiry date		_____	Yes/No
Limitations of Use (Business purposes)		_____	Yes/No

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#### 4. REGISTRATION CERTIFICATE DETAILS CHECK

Name

Date of first registration

Only if over 3 years old record details of MOT Test Certificate (as below)

#### 5. MOT TEST CERTIFICATE DETAILS CHECK

Company		_____	Yes/No
MOT Certificate number		_____	Yes/No
Company		_____	Yes/No
MOT Certificate number		_____	Yes/No

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\*Checked by:      Print \_\_\_\_\_ Sign \_\_\_\_\_

Designation

**Note:- Section 87 (2) of the Road Traffic Act 1988 states that “it is an offence for a person to cause or permit another person to drive on a road a motor vehicle of any class if that other person is not the holder of a licence authorising them to drive a motor vehicle of that class”. There are also potential problems with regard to insurance validity if the driver is not correctly licensed.**

## Appendix 3

### DRIVERS DOCUMENT DECLARATION

This is a declaration that

I \_\_\_\_\_  
Have produced my latest licence and relevant driving documents, and that the personal details are correct and that I have no pending convictions, endorsements or disqualifications.

I agree to exercise all due care for the safety of my passengers and the security of the vehicle whilst it is in my charge and I will inform my employer of any road traffic incidents, convictions, endorsements or disqualifications that occur, which could affect my entitlement to drive, as soon as possible

I have had no change in my health, which could affect my entitlement to drive in particular:

- An epileptic event (seizure or fit)
- Sudden attacks of disabling giddiness, fainting or blackouts
- Severe mental handicap
- A pacemaker, defibrillator or anti-ventricular tachycardia device fitted
- Diabetes controlled by insulin or tablets
- Angina (heart pain) while driving
- Parkinson's disease
- Any other chronic neurological condition
- A serious problem with memory
- A major or minor stroke
- Any type of brain surgery or tumour
- Severe head injury involving in-patient treatment in hospital
- Any severe psychiatric illness or mental disorder
- Continuing/permanent difficulty in the use of arms or legs
- Dependence on or misuse of alcohol, illicit drugs or chemical substances in the past three years (do not include drink/driving offences)
- Any visual disability that affects both eyes (do not declare short/long sight or colour blindness)
- Any visual problem affecting either eye
- Any heart condition or heart operation

If any of the above affects me I will inform my employer as soon as possible. I understand that I must also inform DVLA in writing to the Drivers Medical Unit, DVLA, Swansea SA99 1TU. Failure to do so is a criminal offence punishable by a fine of up to £1,000.

The Driving Licence presented by me is a valid document supplied by the DVLA and has not been altered or amended in any way other than by the DVLA.

I understand that any false declarations I have made may render the insurance cover for the vehicle invalid and that I may be held personally responsible to pay costs or damages.

I understand that all information will be treated in the strictest confidence.

I will ensure that my vehicle remains insured and, if applicable, has a valid current MOT certificate in force. I have read and fully understand the above and will comply with what is requested of me.

Signed \_\_\_\_\_ Date \_\_\_\_\_

## Appendix 4

### **MONTHLY CLAIM MILEAGE ALLOWANCE (NON PC USERS)**

<b>6. NAME</b>	<b>Car Registration Number</b>
<b>7. DIRECTORATE</b>	<b>Make and type</b>
<b>8. PAYROLL NUMBER</b>	<b>Vehicle c.c. per registration document</b>
<b>9. RATE CLAIMED: essential/casual/pedal cycle/motorcycle (Delete as appropriate)</b>	

1. Car allowances will only be paid subject to the proper completion and certification of an official claim form.
2. Car allowances can only be paid for official business mileage. Officers claiming such allowances must be approved car users or have the special approval of their Chief Officer or an Officer so authorised.
3. Officers claiming mileage will be required to annually produce to their Line Manager a valid driving licence, an appropriate Certificate of Insurance, which must cover business use, and where applicable an MOT certificate. A copy of these will be retained on file. Any changes to these documents must be notified to their Line Manager immediately.
4. Officers receiving car user allowance must provide the vehicle registration document, for every vehicle used, to Payroll Services prior to an initial claim being made.
5. Officers must notify their manager immediately of any medical circumstances that are made known to the DVLA
6. Where officers start and/or finish a journey at some point other than their administrative centre, then they shall claim the mileage actually travelled or the mileage which would have been travelled had the journey started and/or finished at their administrative centre, whichever is the less.
7. Journeys must be planned to ensure minimum mileage is incurred, unless a longer route would save travelling time. When this occurs details should be noted on the form.
8. Before any journey is undertaken outside the borough the prior approval of the Chief Officer, or an Officer so authorised, must be obtained.
9. Officers making the same or similar journeys should travel in one car whenever possible. In such circumstances these arrangements should be organised to involve least cost to the authority.
10. Mileage incurred between home and work and vice-versa cannot be claimed, except for officers on standby and call out duties when so attending. **IN ANY EVENT THIS FORM MUST NOT BE USED TO CLAIM HOME TO WORK MILEAGE**, any such mileage is subject to a separate claim procedure and a separate form is in existence for that purpose.
11. Before an initial claim for cycle mileage is submitted employees must have registered to join the scheme.
12. The number of cycle business miles travelled in any one day should not normally exceed 15 cycle miles per day. A single cycle journey must not exceed six miles.
13. Every cyclist will be issued with a milometer to record accurate distances travelled.

FAILURE TO COMPLY WITH THE ABOVE MAY RESULT IN DISCIPLINARY ACTION.

#### **a. TO BE COMPLETED BY THE CLAIMANT**

I claim ..... miles and certify that:

- I HOLD A VALID DRIVING LICENCE, AN APPROPRIATE CERTIFICATE OF INSURANCE WHICH COVERS BUSINESS USE AND, WHERE APPLICABLE, AN MOT CERTIFICATE.
- I HAVE HAD NO CHANGES TO MY HEALTH THAT COULD AFFECT MY ENTITLEMENT TO DRIVE
- THE MILEAGE DETAILED ON THIS CLAIM IS ACCURATE AND HAS BEEN NECESSARILY INCURRED FOR THE PURPOSE OF COMPLETING MY OFFICIAL DUTIES;
- ALL MATTERS CONCERNING THIS CLAIM COMPLY WITH THE REGULATIONS SET OUT ABOVE;
- I AM AWARE THAT ANY FALSE CLAIM MAY RESULT IN DISCIPLINARY ACTION

SIGNATURE ..... DATE .....

**PRINT NAME**.....



## **Appendix 5**

### **DRIVING LICENCE CHECKS**

From 8 June 2015, the paper driving licence counterpart will no longer be issued by DVLA. The paper counterpart was used for driving licence details that could not be included on the photocard, including vehicle categories and endorsement/penalty points.

The paper counterpart will no longer have any legal status provided that the person has a photocard. The advice from the DVLA is that if a person solely holds the old style paper licence i.e. licences issued prior to 1998, and then it should be retained and not destroyed. Otherwise if a photocard is held then the paper counterpart can be destroyed.

New penalty points (endorsements) will only be recorded electronically, and will not be printed or written on either photocard licences or paper driving licences. This means that information will be held on the DVLA's driver record, which can be checked online.

In accordance with the Occupational Road Risk policy, from the 8<sup>th</sup> June the following will have to take place in order to carry out the annual driving licence checks;

1. Staff will have to go on line and supply managers with a code together with the last 8 digits of their driver number
2. Once the code is supplied to the respective manager they will have 21 days to access the details and can then make the necessary checks to ensure that the member of staff remains legal to drive
3. The code is single use, so any errors during inputting will require a further code from the employee
4. The manager should then save a copy of the PDF of the driving licence details

If managers have large numbers of staff in their teams that require access to the Internet, and need assistance they can contact the IT Helpdesk for advice.

## Version Control and Change History

Version Control	Date Released	Date Effective	Approved By	Amendment
1	Sept 2007	May 2008	R&EP	
2	January 2009	January 2009	R&EP	1. Additional information on Driving Licence checklist
3	September 2009	August 2009		Supplementary information includes,  <ol style="list-style-type: none"> <li>1. Referrals</li> <li>2. Defines unfitness to drive</li> <li>3. Checks of driving documents</li> </ol> Production of driving documents – annual for non vocational drivers and 6-monthly for vocational drivers
4	January 2010	1 <sup>st</sup> April 2010		Major formatting changes. Document number and version control added. Schools Consultation
5	March 2013	March 2013	H & S	No information.
6	Aug 2014	Aug 2014	H & S	Winter driving information included
7	July 2015	July 2015	H & S, Internal Audit, School Unions, HR	Brought in line with corporate policy, new driving licence changes and drug driving rules.