

HR & OD POLICIES

human resources and organisational development



Driving at Work

THE MANAGEMENT OF COUNCIL OWNED VEHICLES AND
RELATED ROAD SAFETY

Procedure

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1. INTRODUCTION

All Driving at Work (DAW) activities undertaken by or on behalf of Aberdeenshire Council must be managed to ensure, so far as is reasonably practicable, the health, safety and wellbeing of those undertaking the driving activities and others who could be affected.

2. LEGAL RESPONSIBILITIES

This procedure details how Aberdeenshire Council will meet the requirements of Health and Safety legislation in regard of Driving at Work in council owned/operated vehicles.

As well as taking reasonable measures to ensure the health safety and wellbeing of its employees, Aberdeenshire Council also has a responsibility to ensure that others, not within their employment (third parties), are not put at risk by work related driving activities.

Under the Management of Health and Safety at Work Regulations, Aberdeenshire Council has a duty to manage occupational health and safety effectively. A major factor in meeting this duty is that Services are required to assess the risks to the health and safety of their employees, whilst they are at work, and other persons who may be affected by their work activities.

The Regulations require services to periodically review their risk assessments so that they remain appropriate. Services are also required to consult with their employees where there are significant changes to the driving process, equipment or an incident has occurred, their Health and Safety Representatives are also required to be consulted on the health and safety issues covered in this procedure.

3. THE MANAGEMENT OF VEHICLE SAFETY

Work related road safety can only be effectively managed if it is integrated into service arrangements for managing health and safety at work. Services should review their procedures regularly and consider whether they adequately cover this area of work.

The main areas services are required to address are:

- Driving at Work procedures
- Roles and Responsibilities,

- Driver Competencies and fitness to Drive
- Monitoring and Reviewing.
- Implementing the DAW Policy

Every driver of a vehicle privately owned, leased or council owned, used for council business on the public road must have:

- A current valid driving licence;
- MOT certificate (if the vehicle is over three years old);
- Road fund licence (Road Tax) if required for the vehicle
- Valid Insurance

When an employee signs their mileage sheet, they are also declaring that they have:

- current motor vehicle driving licence,
- valid insurance
- ensure that their vehicle is road taxed and is fit for purpose
- Services are required to check driving licences and insurance (up to three times annually) as part of their occupational health and safety management procedures

4. DRIVING AT WORK PROCEDURES

Driving at Work Procedures should include effective written measures and instruction on how to control the risks associated with 'Driving at Work' in line with the service activities.

There are legal requirements that are imposed upon the council as an organisation and every employee who undertakes driving as part of their role as generally covered in The Road Traffic Act.

Aberdeenshire Council has additional duties under Occupational Health and Safety Law.

One of the main duties placed on any employer is to ensure that all work activities are risk assessed.

In regard of Driving at Work this would include:

- generic risk assessments

- specific on-site risk assessments
- specific route risk assessments

Risk assessments will include both physical and procedural control measures that will be applied to either eliminate the risk completely in the first instance or, where it is not possible to completely remove the risk, reduce it to an acceptable level.

5. MANAGEMENT RESPONSIBILITY

Appointment of Competent Risk Assessors

Aberdeenshire Council is a very large organisation with over 14000 employees and covers a vast geographical area. Given that it also undertakes a large variety of activities that involve 'Driving at Work' it is essential that all of the associated risks are both identified and controlled.

What is a competent risk assessor?

For the purpose of carrying out these risk assessments it is essential that competent risk assessors are appointed by the service.

The Health and Safety Executive state:

"A **competent person** is one who has sufficient training and experience or knowledge and other qualities that allow them to assist you properly. The level of **competence** required will depend on the complexity of the situation and the particular help you need".

So a competent Risk Assessor would be one, who by their experience of the activity being undertaken, would be able to identify the risks involved and be able to suggest appropriate controls to eliminate or reduce any risk.

It is accepted good practice, to share knowledge across similar areas of 'Driving at Work' across service areas i.e. similar tasks undertaken in different locations.

Management would be responsible for ensuring that the risk assessments are undertaken and recorded but the risk assessments may be delegated to a 'competent' person (a person who is experienced in undertaking the task).

For further information on the risk assessment process and available training contact the Health and Safety Team on 01467 537515.

Competencies

All drivers must have the appropriate licence and competencies to allow them to drive and, where relevant, operate the vehicle.

It is essential that those assessing the ability and entitlement of a driver to operate such vehicles, are aware of what type of vehicle the drivers licence permits them to drive.

Click To view a list of [current licence categories and Certificate of Competence Training](#).

Driver Competencies and Fitness to Drive

Each Service must have adequate systems in place to allow them to manage work related road safety effectively.

As well as the risk assessments mentioned previously, it is essential that anyone who drives at work, is both fit and competent to do so.

Commuting

Vehicles owned or hired by Aberdeenshire Council (regardless of type) are intended to be used for the business of the Council, School or business of the Voluntary Organisation (as applicable)

The insurance coverage in force is in place for the business of the Council only. Aberdeenshire Councils insurance cover does not include Social, Domestic or Pleasure use of any vehicle or commuting to / from a place of work (unless this has been authorised by a line manager).

Authorisation should only be given where employees have a requirement for a vehicle to start their work the following day from their home base, i.e. to start work at a site directly. The cover does not include travel from a home address to a depot for work / collection of materials required to then start their role as this is classed as commuting.

All Services should ensure that any use of vehicles is regularly audited to ensure compliance with the above. Therefore, employees are precluded from driving any Council vehicle for commuting to/from home and their regular place of work (unless Supervisor authorisation has been granted).

Passengers – Council Vehicles

No employee should transport unauthorised passengers at any time unless in case of emergency. Any proposed transport of individuals, children or animals on non-Council business must first be authorised through line management.

Vehicle Checks

All vehicles must undergo relevant testing and where relevant hold a valid MOT certificate.

The service must have suitable arrangements in place to ensure that vehicles are tested within acceptable timescales and never used without valid certification.

All drivers must be competent to carry out vehicle safety checks and record such checks before using the vehicle. Training will be provided at service level to ensure drivers are competent at carrying out these checks.

Records of such vehicle checks must be retained by the service whether a formal checklist or log book is used.

Driving at Work

THE MANAGEMENT OF COUNCIL OWNED VEHICLES AND WORK RELATED
ROAD SAFETY

Index of Documents

Procedure

Revision Date	Previous Revision Date	Summary of Changes
22-04-2010	-	Creation of all documents
08-08-2016	22-04-2010	Update to procedure
06/03/2018	08/08/2016	Update to procedure

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