

REPORT TO: Cabinet

MEETING DATE: 11 November 2014

BY: Depute Chief Executive (Partnerships and Community Services)

SUBJECT: Safe Driving at Work Policy and Guidance

1 PURPOSE

- 1.1 For Cabinet to endorse the Safe Driving at Work Policy and Guidance for implementation as detailed below.
- 1.2 To ensure that the Council meets current Health & Safety guidelines and the Corporate Manslaughter and Corporate Homicide Act 2007 a Safe Driving at Work Policy and Guidance has been produced. The Policy and Guidance covers any driving operation undertaken by employees or Elected Members using personal, Council or hired vehicles, as well as any volunteers, agency workers or other authorised parties driving Council fleet vehicles, in connection with Council business.

2 RECOMMENDATION

- 2.1 It is recommended that Cabinet approve that the Safe Driving at Work Policy and Guidance are issued as Council Policy.

3 BACKGROUND

- 3.1 Health and Safety Executive (HSE) guidelines state that employers have responsibility under Health and Safety legislation to ensure so far as reasonably practicable the health and safety of their employees and others who may be affected by their work activities. This includes the activity of driving on public roads for on the road work activities as to all work activities.
- 3.2 Employers must put in place 'reasonably practicable' controls to ensure work related journeys are safe, employees are fit and competent, and vehicles are fit to be used and in good condition.
- 3.3 A Safe Driving at Work working group was set-up in 2010 to deal with all aspects of the HSE Guidelines in relation to work related driving activities. Membership of the working group is as follows:

- Emergency Planning and Risk Officer
- Service Manager, Transport
- Payroll Manager
- Human Resources Representative
- Insurance and Claims Officer
- Corporate Health and Safety Representative

- 3.4 An initial draft of the Policy and Guidance was distributed to Council Management Team and then made available to all Council employees and Unions to pass comment on and was then further reviewed by our Legal Advisers before all comments were taken into consideration, several amendments made and the final versions completed prior to being submitted to Cabinet.
- 3.5 The Safe Driving at Work Group will continue to meet on a bi-annual basis to review the Policy and ensure that it is updated to reflect any changes in legislation or best practice relating to safe driving. This will ensure it remains relevant and effective, meets all current legal requirements, and reflects best practice in relation to Safe Driving at Work.

4 POLICY IMPLICATIONS

- 4.1 The draft Policy has been amended as indicated above following feedback received from the employee consultation process, the Corporate Management Team and Council Legal Adviser, and is now subject to Cabinet's approval for implementation to ensure that safe driving principles are embedded across the Council.
- 4.2 The Trades Unions support the approval of this draft Policy.

5 EQUALITIES IMPACT ASSESSMENT

- 5.1 An Equalities Impact Assessment has been undertaken and no negative impacts were identified.

6 RESOURCE IMPLICATIONS

- 6.1 Financial – There are no direct financial implications associated with approving the policy and guidance although it is anticipated that implementation may give rise to measures which themselves have financial implications.
- 6.2 Personnel - There are no additional resource implications, this will be covered under individual normal work plans.
- 6.3 Other – Effective implementation of this strategy will require the support and commitment of all ELC employees, Elected Members, volunteers, agency workers and any other authorised party driving Council fleet vehicles.

7 BACKGROUND PAPERS

- 7.1 Appendix 1 – Safe Driving at Work Policy
- 7.2 Appendix 2 – Safe Driving at Work Guidance
- 7.3 Appendix 3 – Safe Driving at Work Policy Acknowledgement Form
- 7.4 Appendix 4 – Driver Risk Assessment Form

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DATE	30 th October 2014

Safe Driving at Work Policy

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1. INTRODUCTION

- 1.1 East Lothian Council is committed to protecting, so far as is reasonably practicable, the health and safety of all its employees and others who could be affected by the hazards associated with work related driving.
- 1.2 According to HSE figures, it has been estimated that up to a third of all road traffic accidents involve somebody who is at work at the time. This may account for over 20 fatalities and 250 serious injuries every week. "Health and Safety Law applies to on the road work activities as to all work related activities and the risks should be managed within a health and safety management system". HSE recommends that employers "ensure that privately owned vehicles are not used for work purposes unless they are insured for business use and, where the vehicle is over three years old, they have a valid MOT certificate".
- 1.3 Employers must therefore carry out risk assessments and put in place 'reasonably practicable' controls to ensure work related journeys are safe, employees are fit and competent, and vehicles are fit to be used and in good condition.
- 1.4 This Safe Driving at Work Policy has been created to support Depute Chief Executives, Heads of Service and Managers in the delivery of a high standard of safety in relation to driving at work.
- 1.5 The Policy is supported by:
 - The Council's Health and Safety Management System (HSMS)
 - The Transport Services Drivers Handbook
 - The Employee Information Booklet 'Safe Driving at Work'
 - East Lothian Council Terms and Conditions of Employment
 - Specific local guidance on work-related driving.
- 1.6 This policy applies to all Council employees and Elected Members.

2. DEFINITION OF DRIVING AT WORK

2.1 Driving at Work is;

'Any driving operation undertaken by employees or Elected Members using personal, Council or hired vehicles, as well as any volunteers, agency workers or other authorised parties driving Council fleet vehicles, in connection with Council business'.

3. LEGISLATION

- 3.1 This policy outlines the provisions East Lothian Council has made to discharge its duties regarding driving at work in relation to the following statutory requirements:-
 - a) The Health and Safety at Work etc Act 1974 – The duty to ensure so far as is reasonably practicable, the health and safety of all employees and others at work.
 - b) The Management of Health and Safety at Work Regulations 1999 – The duty to manage health and safety effectively and to undertake suitable and sufficient assessment of risk to employees and others affected by its work activities.

- c) Additional legislation includes the Road Transport (Working Hours) Regulations, the Road Traffic Acts and the Road Vehicle (Construction and Use) Regulations. This legislation is enforced by the Police and the Vehicle and Operator Services Agency (VOSA).
- d) Regulation 561/2006/EC of the European Union (European Drivers Hours) specifies the driving and rest times of professional drivers. These time periods can be checked by the employers, police and other authorities with the help of tachograph. The daily driving time shall not exceed 9 hours. Twice a week the daily driving time may be extended to 10 hours. The Regulation also specifies non-stop driving time, weekly and fortnightly driving time and daily and weekly rest periods.
- e) The Transport Act 1968 specifies the permitted time and period of duty for those who are employed to drive or those who drive as part of their employment for the UK.
- f) The Highway Code is not law but it contains many rules which are legal requirements, which if disobeyed, constitute a criminal offence. A failure to observe any of the provisions of the Highway Code may be used as evidence in legal proceedings.

4. SCOPE

- 4.1 This policy applies to the following categories of vehicle used in connection with the duties and activities of East Lothian Council:
 - Vehicles, including motorcycles and bicycles that are privately owned by employees and Elected Members known as the Grey Fleet.
 - Council fleet vehicles, leased vehicles and hired vehicles.
- 4.2 Employees and Elected Members driving from home to their normal place of work will be deemed to be commuting, which is not covered by this policy.
- 4.3 If an employee or Elected Member is driving in the course of their employment from home to a location which is not their normal place of work, it is classified as driving at work. Driving at work includes infrequent journeys such as driving to a training course or meeting.

5. GENERAL STATEMENT OF SAFE DRIVING AT WORK POLICY

- 5.1 In recognition of the legal and moral obligations for ensuring driver safety, East Lothian Council actively seeks to take all reasonably practicable measures to ensure safe systems of work are provided to those undertaking driving activities as part of their employment.
- 5.2 As an extension of this obligation the Council aims to provide a systematic and planned approach to road safety through a process of continuous improvement with the overall objective of achieving the highest standards of occupational road safety.
- 5.3 In discharging this responsibility the Council will ensure that:
 - Council vehicles used in the course of Council activities are properly maintained and fit-for-purpose. All Council vehicles are maintained in accordance with the VOSA publication "Guide to Maintaining Roadworthiness". Employees are to submit on request their MOT certificate (VT20), for vehicles over 3 years old, for inspection to ensure Grey Fleet vehicles are properly maintained.
 - Arrangements are put in place to ensure the reporting and recording of all accidents and incidents arising from work related driving.
 - Arrangements are in place to identify and implement remedial actions following road traffic accidents.

6. BUSINESS MILEAGE REDUCTION

6.1 East Lothian Council supports business mileage reduction and all managers, employees and elected members must consider the following when planning a journey:

- Stage 1: Is the journey necessary?
Can the business be undertaken by e-mail, telephone or video conferencing?
Can the meeting be arranged such that travel sharing is possible or the venue/location chosen to minimise the number of those who require to travel?
- Stage 2: Is it possible to walk or cycle?
Is the meeting within walking/cycling distance?
- Stage 3: Can the journey be undertaken using public transport?
Can the meeting/event be arranged around arrival/departure times of public transport if appropriate?
- Stage 4:
Is permission required to undertake the journey?
Is a pool car available and have managers considered the use of hired vehicles (information available from Transport Services)?
Can the journey be shared?
If driving is necessary, driving efficiently will reduce fuels consumption and CO2 emissions.

7. ORGANISATION

7.1 Key responsibilities are detailed below to ensure that this Policy is implemented effectively.

Chief Executive

The Chief Executive has the responsibility for ensuring that:

- The Council's Safe Driving at Work Policy will be implemented with the responsibility for the implementation within each Service delegated to the appropriate Depute Chief Executive.
- Resources are made available to ensure the Safe Driving at Work Policy is implemented effectively.
- A regular review of road safety performance including accident statistics will be completed and the results will be used to highlight specific areas which require improvement and whether any drivers need to be re-assessed.

Depute Chief Executives and Heads of Service

Depute Chief Executives and Heads of Service are responsible for ensuring the standards contained in the Safe Driving at Work Policy and supporting guidance are implemented effectively. In discharging this responsibility they will ensure that:

- Managers are fully aware of their roles and responsibilities in managing safe driving at work as set out below.
- The policy and associated guidance is brought to the attention of all employees within the Service who are required to drive as part of their work. To validate this all ELC

employees and Elected Members must sign the Safe Driving at Work Policy Acknowledgement form.

- Resources are made available to enable the effective implementation of the policy and the health and safety management system.
- All managers are competent in the management of health and safety and in identifying and managing risks to employees undertaking work related driving activities by attending the relevant Health and Safety training organised by the Council.

Service Manager - Transport

The Service Manager is responsible for ensuring the standards contained in the Safe Driving at Work Policy and supporting guidance are implemented effectively. In discharging this responsibility he/she will ensure that:

- Annual checks of documentation are undertaken for employees who undertake work related driving activities in line with the requirement of the Council's Terms and Conditions of Employment.
- A register of designated and occasional vehicle users is kept up to date.

Managers

All managers are responsible for ensuring the health and safety of their employees and will ensure that:

- The health and safety arrangements comply with the Safe Driving at Work Policy and the Health and Safety Management System (HSMS).
- Work related driving risks to employees are identified, assessed and recorded and suitable controls to eliminate or reduce risks are implemented.
- Employees are provided with sufficient information, instruction, training and supervision on the procedures established to minimise the risks associated with work related driving activities.
- All accidents and incidents associated with work related driving activities, including near misses are recorded, monitored and investigated as far as possible and that appropriate support is provided to any employee who has been involved in and/or injured in a work related driving accident or incident. In addition managers should review the accident and, if judged sufficiently serious, managers should carry out an investigation to ensure any lessons are learnt to prevent a repetition in line with procedures relating to other Health and Safety incidents.
- All grey fleet accidents/incidents should be reported on the relevant Health and Safety Reporting system.
- Each employee has completed a full, clear and accurate record of each journey undertaken on Council business within their monthly mileage claim.
- Employees are referred to the Council's Occupational Health provider for advice on fitness for work when a driver declares a relevant health problem.
- Employees have been instructed to report medical conditions which affect their ability to drive to the Driver and Vehicle Licensing Agency (DVLA).
- They have completed Section 2 of the Corporate Drivers Risk Assessment with the employee and signed this.

Employees and Elected Members

All employees who undertake work related driving activities are responsible for ensuring that:

- They follow the procedures and arrangements established by management to ensure their health and safety while undertaking work related driving activities.

- They participate in any instruction or training required to ensure that they are aware of safe driving practices.
- Any unsafe situations, areas of concern or health issues affecting their ability to undertake driving activities are brought to the attention of their manager.
- Any situation where they have a second job which involves driving for a period of time before they are due to drive on Council business, or working in another job which may affect their ability to drive should be disclosed to their manager.
- They complete a full, clear and accurate record of each journey undertaken on Council business within their monthly mileage claim and hand this in timeously.
- They give due consideration to their own safety and that of others who may be affected when they undertake work related driving activities.
- They comply with the requirements of the Highway Code and associated legislation.
- They report any accident or incidents that occur while undertaking work related driving activities to their manager – all fleet vehicles accidents/incidents should be reported using the ELC report form.
- They participate in any investigation following a work related driving accident or incident in which they have been involved and contribute where appropriate to the improvement of work related driving practices.
- All road traffic and parking offences involving a Council vehicle must be immediately reported to local management. Where the Police or the Department of Transport have been in attendance, the incident must be reported to Transport Services.
- If legal proceedings are taken against the driver of a Council vehicle or any court action results in the withdrawal of, or application of, points to a driving licence this must be immediately reported to local management and Transport Services.
- They submit on request their driving licence, insurance and MOT certificate for inspection and bring it to the attention of their manager if disqualified from driving, or if any circumstance arises which may prevent them from driving.
- They have the appropriate business cover on their insurance to drive their car at work and a current MOT certificate where appropriate.
- Their vehicle is in a legal, safe and roadworthy condition and is suitable for purpose.
- They complete the Safe Driving at Work Policy Acknowledgement form on initial receipt of the Safe Driving at Work Policy and Guidance and re-submit the form if there are any subsequent changes to their details (vehicle, licence, address etc.)
- They complete Section 1 of the Corporate Drivers Risk Assessment and sign this off then complete Section 2 together with their manager.

8. PLANNING AND IMPLEMENTATION

8.1 Health and Safety Management System

This policy will be implemented throughout all Council Departments and forms part of the Health and Safety Management System.

8.2 Terms and Conditions of Employment

The Council's Conditions of Employment provides information on the employee terms and conditions of employment. In relation to driving at work it is necessary for designated or occasional vehicle users to submit driving licences, MOT (if applicable) and insurance documents for inspection on an annual basis.

8.3 Employee Information

Additional information and guidance is provided for designated and occasional users in the 'Safe Driving at Work Guidance'.

The Driver's Handbook has been developed and implemented specifically to provide guidance and information to employees required to drive fleet vehicles.

9. MONITORING, AUDIT AND REVIEW

- 9.1 This policy will be reviewed by the Safe Driving at Work Group in consultation with the Trade Unions to ensure its compatibility with current legislation and recognised best practice.
- 9.2 The Safe Driving at Work Group will meet on a bi-annual basis and is made up of:-
- Human Resources Representative
 - Corporate Health and Safety Adviser
 - Transport Services Manager
 - Risk Management
 - Insurance Section.
- 9.3 The policy and associated guidance will be updated following any changes in legislation or best practice relating to safe driving to ensure it remains relevant and effective, meets all current legal requirements and reflects best practice in relation to Safe Driving at Work. Management of Safe Driving at Work is also included as part of the Health and Safety Management System.
- 9.4 A regular review of road safety performance and insurance claims of all drivers as defined in 2.1 will be undertaken by Risk Management and the Insurance Section. The results from this review will be reported to the Corporate Management Team and will be used to review elements of road safety within the Council where further targeted work should be carried out.

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Further Advice

There is considerable information available on this subject; the following are some sources of further information if required.

www.rospa.com/roadsafety/info/worksafejourney.pdf 'Driving for Work: Safer Journey Planner'
www.rospa.com/roadsafety/info/workspeed.pdf 'Driving for work: Safer Speeds Policy'
www.rospa.com/roadsafety/info/workmobiles.pdf 'Driving for work: 'Mobile Phones'.
www.rospa.com/roadsafety/info/workdrinkdrugs.pdf 'Driving for work: Drink and Drugs'
www.orsa.org.uk
www.dft.gov.uk (Road Safety Section)



East Lothian
Council

SAFE DRIVING AT WORK
GUIDANCE

DRAFT

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1. Introduction

The Health and Safety Executive (HSE) in conjunction with the Department for Transport have developed and issued guidance on Driving at Work. The document, entitled *Managing Work-Related Road Safety*, recognises the estimate that up to a third of all road traffic accidents occur during work time and provides practical guidance on managing work related road safety. It is aimed at employers, managers and supervisors who have employees driving vehicles at work. HSE recommends that employers “ensure that privately owned vehicles are not used for work purposes unless they are insured for business use and, where the vehicle is over three years old, they have a valid MOT certificate”.

This booklet, which complements the Council’s Health and Safety Management System and forms an integral part of the Council’s Safe Driving at Work Policy, sets out the preparations East Lothian Council will make to ensure the effective implementation of its Safe Driving at Work Policy and includes advice to all employees who are required to drive non-fleet vehicles on Council business.

A Driver Handbook is available for those employees who drive fleet vehicles - the guidance it contains is also useful for private car drivers.

This booklet supports the information within the Driver Handbook and is designed for:

- designated and occasional car users
- all employees, volunteers or Elected Members who are required to drive their own vehicle on Council business including motorcycles and bicycles

Employees commuting to and from their normal place of work will not be considered to be driving at work. For the purpose of Health and Safety legislation, if an employee is driving from home to a location that is not their normal place of work for work purposes, this is classed as driving at work. This can include infrequent journeys such as driving to a training course or a meeting. However, for Payroll purposes only excess travel would be considered for payment at the appropriate rate.

East Lothian Council has the same duty of care towards all of our employees driving at work, regardless of vehicle ownership. Employees who use their own vehicle for Council business must obtain authorisation to do so from their line manager.

The practical safe motoring information contained within the Driver Handbook and this Guidance is based on advice provided by the Automobile Association (AA).

2. Legislation

The Health and Safety at Work Act 1974 requires employers to ensure, as far as is reasonably practicable, the health, safety and welfare of all employees and others.

The Management of Health and Safety at Work Regulations 1999 impose a duty on employers to undertake suitable and sufficient assessments of risk for employees and others affected by its work activities.

Both pieces of legislation impose obligations on employees in terms of working together with their employer to ensure health and safety requirements are met and also to alert the employer to instances in which the health and safety arrangements may be insufficient.

Additional legislation includes the Road Traffic Act and the Road Vehicle (Construction and Use) Regulations. These pieces of legislation are enforced by the Police and the Vehicle and Operator Services Agency (VOSA). The Police will take the lead role in relation to investigating road traffic accidents.

2.1 The Highway Code

East Lothian Council requires all employees driving during the course of their work to comply with road traffic legislation and all conditions of the Highway Code. It is your responsibility as a driver to familiarise yourself with its contents. The Highway Code can be viewed at <http://www.direct.gov.uk/en/TravelAndTransport/highwaycode/index.htm>.

2.2 Traffic violations, fines and accidents

East Lothian Council accepts no responsibility for any fines or endorsements incurred while driving on council business.

If you are involved in any accident or are charged with a traffic or parking offence while working you should report it immediately to your line manager.

If you are involved in a collision while working which causes damage or injury to another person, vehicle, animal or property, you must:

- Stop the vehicle in a safe place, turn off engine and switch on the hazard lights;
- give your own and the vehicle owner's name and address, and the registration number of the vehicle, to anyone having reasonable grounds for requiring them;
- If you do not give your name and address at the time of the collision, report it to the police as soon as reasonably practicable, and in any case within 24 hours.

If another person is injured and you do not offer your insurance certificate at the time of the collision to a police officer or to anyone having reasonable grounds to request it, you must:

- report it to the police as soon as possible and in any case within 24 hours;
- produce your insurance certificate for the police within seven days.
- in addition to the above you must report, as soon as reasonably practicable, all road traffic incidents while working to your Line Manager and Departmental H&S Implementation Officer – all fleet vehicles accidents/incidents should be reported using the ELC report form while all grey fleet accidents/incidents should be reported on the relevant Health and Safety Reporting System.

2.3 Speed

Breaking the speed limit is unacceptable and illegal. Employees must obey displayed speed limits at all times and should drive no faster than prevailing conditions safely allow.

Different vehicles have different maximum speed limits on certain types of roads. It is the responsibility of the driver to ensure they know the speed limit for the vehicle they are driving. The following speed limit table explains the different speed limits that apply to different vehicles. This information can also be found in the Highway Code.

	Built up areas *	Single carriageways	Dual carriageways	Motorways
Vehicle type	mph**	Mph	mph	mph
Cars and motorcycles (including car derived vans up to two tonnes maximum laden weight)	30	60	70	70

Cars towing caravans or trailers (including car derived vans and motorcycles).	30	50	60	60
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* The 30mph limit usually applies to all traffic on all roads with street lighting unless signs show otherwise.

** Miles per hour

3. Driving policies

3.1 Alcohol, drugs and driving

It is against the law to drive or attempt to drive or be in charge of a vehicle when having consumed alcohol in such quantity that the proportion in the breath, blood or urine exceeds the prescribed limit' and 'you must not drive whilst under the influence of drugs or medicine'. The East Lothian Council Alcohol and Drugs Misuse Policy states that employees are forbidden from consuming alcohol during working hours while the consumption of alcohol during unpaid/paid meal breaks during the working day is discouraged, the only exception being for a designated function approved by a Director.

Employees must not drive if suffering from the effects of alcohol or any drugs or medication that may affect their ability to drive safely. Employees should be aware of the effects of alcohol the morning after drinking. It takes several hours for alcohol to disappear from the body. Someone who has been drinking late the previous evening could easily still be over the limit on their way to work the next morning. Even if under the legal limit, you may still be affected by the alcohol in your body.

If you are representing East Lothian Council at a function and intending to drink alcohol you should ensure that you do not exceed the legal limit of alcohol consumption.

3.2 Prescribed medication and notification of illness

You must always ensure that you are fit to drive. Some medical conditions may affect a drivers' entitlement to hold a driving licence for certain categories of vehicles. If you develop a health condition or are required to take any form of medication, including alternative remedies, you must check with your doctor or pharmacist whether or not the health condition, medication or alternative remedy is likely to affect your ability to drive. If so, you must notify your line manager immediately so that alternative arrangements may be made. You may also be required to notify the Driver and Vehicle Licensing Agency (DVLA).

All drivers holding a vocational driving licence (HGV & PCV) must have a medical test prior to being granted a licence. This now applies to all licence categories above Category B. After the age of 45 a medical has to be carried out every five years until the age of 65 when it becomes an annual requirement.

If a driver has a medical condition which has become worse since their last licence was issued, or they develop a new medical condition, which affects their ability to drive or hold a vocational licence they must inform their line manager. The Driver Medical Unit, DVLA, Swansea, SA99 1TU must also be informed and failure to do so is a criminal offence.

Managers should refer employees who drive at work to Occupational Health if they suspect or receive a report which indicates that they have a health problem which could affect their ability to drive safely.

Where necessary the employee should be suspended from driving activities until a medical opinion has been provided.

3.3 Eyesight

All drivers must be able to satisfy the eyesight requirements set out in the Highway Code (rule 92). The minimum eyesight requirement is for a driver to be able to read a standard vehicle number plate, in good daylight, from a distance of 20 metres (or 20.5 metres where the old style number plate is used). If you need glasses or contact lenses to do this, you must wear them at all times when driving. The police have the power to require a driver to undertake an eyesight test.

Drivers are encouraged to have their eyes tested at least every two years, or more often if advised by an ophthalmologist, to ensure that they meet the minimum legal eyesight standards. If you suffer from an eyesight condition which worsens and you cannot read a number plate from the distances noted above or you lose any of your field of vision you must inform the DVLA.

3.4 Document checks – driving licence, insurance and Ministry of Transport (MOT) Certificate

Transport Services will undertake annual checks to ensure the validity of all drivers' documents.

It is the responsibility of all employees driving at work to be in possession of a full and valid driving licence which covers the class of vehicle being driven on Council business.

In line with the Council's Conditions of Service car users must confirm that their car is insured for use at work, that is they have appropriate business use insurance, and that their vehicle has a current MOT certificate (for vehicles over three years old).

In cases where licences, MOT certificates or insurance policies are not in line with requirements, employees will not be authorised to drive on behalf of East Lothian Council.

Following a road traffic accident, traffic violation or during a spot check the Police may request documentation for inspection, for example insurance certificate, MOT certificate and drivers licence. These documents must be produced within the timescales indicated.

3.5 Vehicle safety and suitability

As a guide, all employee owned vehicles used in connection with Council business should:

- be fitted with seat belts, head restraints and a driver's airbag (not applicable for riders of cycles, motorbikes, mopeds and scooters);
- not have any unacceptable modifications which could compromise safety.

Under the Road Traffic Act it is the responsibility of the driver to ensure that any vehicle that they drive on public roads is maintained in a roadworthy condition and where applicable have a current MOT certificate. They must also ensure that they are insured for business use. If there is any doubt about the roadworthiness of a vehicle, it must not be driven until the problem has been rectified.

Possession of an MOT certificate does not necessarily guarantee the roadworthiness of a vehicle. It is good practice to follow the manufacturer's guidelines for the servicing of the vehicle.

3.6 Routine maintenance and checks

When using your own vehicle for work, it is advised that the following checks are carried out on a regular basis:

- tyres are undamaged, have enough tread depth and are at the correct pressure

- oil and coolant levels are correct
- brakes are working
- lights and indicators are clean and working
- there are no signs of vehicle damage
- mirrors are correctly positioned
- seatbelts working and head restraints correctly positioned (not applicable for riders of cycles, motorbikes, mopeds and scooters)
- windscreen and windows are not damaged (not applicable for riders of cycles, motorbikes, mopeds and scooters)
- washers and wipers are working (not applicable for riders of cycles, motorbikes, mopeds and scooters)
- windscreen wash levels are correct (not applicable for riders of cycles, motorbikes, mopeds and scooters)

3.7 Seat belts, restraints and child seats

All drivers, and anyone in a vehicle where seatbelts have been fitted, must wear a seatbelt, unless the operation of the vehicle is exempt or the driver holds a medical exemption certificate. It is the responsibility of the driver, but also the duty of any Council employee, to make sure that anyone in a vehicle used for East Lothian Council business is wearing a seatbelt or restraint, unless exempt (it is the passengers' responsibility to comply with the law in this respect).

Drivers must ensure that any passengers with a disability are wearing the appropriate seatbelt or restraint.

Where children under 12 years of age are carried on Council business, the following applies:

- All children under three years must use a child restraint with a car seat or booster appropriate for their weight in any vehicle.
- Children aged three years and over up to 1.35 metres in height (or 12th birthday, whichever comes first) must use the correct child restraint.
- A rear-facing baby seat **MUST NOT** be fitted into a seat protected by an active frontal airbag, as in a crash it can cause serious injury or death to the child.
- The driver is liable for prosecution if a child under 14 years does not wear a seat belt.

Only in exceptional or emergency circumstances would there be any exemptions to these rules, which are:

- children in licensed taxis or hire cars if an appropriate child restraint is not available, and in police or security or emergency service vehicles;
- a child aged three and over who, because of an unexpected necessity, is travelling over a short distance in a passenger car or light goods vehicle where there is no appropriate child restraint;
- a child aged three or more riding in the rear of a vehicle with two other children in child restraints where there is not room for a third child restraint;
- a disabled child who needs to use a disabled seat belt where none is available;
- children under 14 travelling in large buses or coaches
- children under three travelling in small buses
- children aged three and over but under 14 travelling in the rear of a small bus if there is no child restraint available; they must then wear an adult belt if there is one available

It is the responsibility of the driver to ensure that child seats or boosters are correctly fitted.

3.8 Equipment and hazardous goods

Council files, computer equipment and removable data such as memory sticks must never be left unattended in vehicles. Further information is available in the Council's Information Security Policy.

Employees should check with their insurers that they are covered for transporting Council equipment.

Drivers should ensure that their dashboard, rear seat and parcel shelf are clear of any items which could cause injury or damage in the event of an emergency stop. Where possible all such items should be stored in the boot of the vehicle.

Employees should not be carrying hazardous materials in their cars unless their insurance policy covers the transport of such items.

3.9 Use of mobile communication devices

On 1st December 2003 it became an offence under the Road Vehicles (Construction and Use) Regulations 1986 to use a hand held mobile phone while driving a vehicle.

You must exercise proper control of your vehicle at all times. Never use a hand-held mobile phone, computerised job management system or other similar devices whilst driving, stopped at traffic lights or during a traffic hold up. Using hands free equipment is also likely to distract your attention from the road.

It is also an offence for an employer to encourage or permit employees to use hand held mobile phones while driving.

The following instructions therefore apply to all East Lothian Council employees and Elected Members who drive vehicles in the course of their work and are noted in the Council's "Mobile Phones – Current Approved Guidelines":-

- Do not use a mobile phone whilst driving. This includes making or answering calls. Driving includes waiting at traffic lights etc. The mobile phone must be switched off and diverted to a recording system, if available.
- Do not carry out any mobile phone related activity whilst driving. This includes looking up numbers, taking notes, checking transmission stations, etc.
- If the mobile phone has been left switched on and an incoming call arrives whilst you are driving DO NOT answer. The caller can either leave a message on a recording system or can call back. Do not attempt to take numbers or notes from a mobile phone display screen whilst driving.
- When a mobile phone is to be used the driver must wait until they have parked in an appropriate place.
- If you have a passenger, then that person may receive or make phone calls on behalf of the driver.
- Because of the legal duty imposed on the Council as an employer, failure to comply with these instructions may be treated as a disciplinary matter.

<http://elnet.eastlothian.gov.uk/site/scripts/downloads.php?categoryID=20386>

3.10 Satellite navigation systems (SatNav)

SatNav may be used; however drivers must pay attention at all times to their route and roads they are using in case the system recommends an unsuitable route or manoeuvre.

Drivers must obey road signs and markings at all times, irrespective of the instructions give by the SatNav.

Data must not be entered into SatNavs whilst the vehicle is moving.

3.11 Smoking in Vehicles

East Lothian Council smoke-free policy states that smoking is prohibited throughout the entire workplace with no exceptions. This extends to council vehicles, including vehicles provided by employees during council business when they have a work colleague as a passenger. This policy, applies to all employees and 'others' (consultants, contractors, customers or members of the public and visitors).

The policy also states that if an employee is not complying with the policy then this will be treated seriously and disciplinary processes must be followed by their line manager in accordance with the Council's Disciplinary Procedure. Employees who do not comply with the smoking law should be aware that they are liable to a fixed penalty fine and possible criminal prosecution.

http://elnet.eastlothian.gov.uk/site/scripts/download_info.php?fileID=810

All Council owned vehicles must have the prescribed legal notice displayed to indicate that smoking is not permitted in the vehicle.

3.12 Mileage Reduction

East Lothian Council supports business mileage reduction and all managers, employees and elected members must consider the following when planning a journey:

- Stage 1: Is the journey necessary?
Can the business be undertaken by e-mail, telephone or video conferencing?
Can the meeting be arranged such that travel sharing is possible or the venue/location chosen to minimise the number of those who require to travel?
- Stage 2: Is it possible to walk or cycle?
Is the meeting within walking/cycling distance?
- Stage 3: Can the journey be undertaken using public transport?
Can the meeting/event be arranged around arrival/departure times of public transport if appropriate?
- Stage 4: Is permission required to undertake the journey?
Is a pool car available and have managers considered the use of hired vehicles (information available from Transport Services)?
Can the journey be shared?
If driving is necessary, driving efficiently will reduce fuels consumption and CO2 emissions.

4. Risk assessment

Line managers will only complete a Risk Assessment in exceptional circumstances.

The council's guide to Risk Assessments can be found using the following link:

<http://elnet.eastlothian.gov.uk/site/scripts/downloads.php?categoryID=20061>

5. Driving considerations

As well as complying with the findings of a risk assessment, drivers should take into account the following:

5.1 Starting up

Before you start the engine, you must always check that your seat and seat belt are correctly adjusted and comfortable and your driving mirrors are correctly positioned. Make sure that the handbrake is on and the gear lever is in neutral. All windows, roof and lights should be clear of snow, ice or mist.

5.2 Driving

Always be aware of what is happening around you; anticipate the actions of other drivers and stay in control at all times

In slow moving or stationary traffic, leave sufficient space between you and the vehicle in front so that if they were to stall or break down, you could pass with moderate amounts of steering and without using reverse gear. More importantly, if a vehicle fails to stop and hits you from behind, it will not shunt you into the car in front. When stationary in traffic, you should not have your steering wheel turned towards oncoming traffic so that if hit from behind, you will not be shunted into the path of oncoming traffic.

In faster moving traffic, you should always use the 'two second rule' to maintain a safe distance from the vehicle in front; as the vehicle in front passes an identifiable point, it should take you at least two seconds to pass the same point. N.B. The phrase 'only a fool breaks the two second rule' takes about two seconds to say. In traffic travelling in excess of 40mph, this gap should be increased to three seconds.

The brakes should be used to reduce speed and not the gearbox. Changing into a lower gear to slow down is not a good idea. Your brake lights do not come on and the driver who is behind you gets no warning of your reduction in speed.

Reversing should be avoided if possible and distances kept to a minimum.

5.3 Adverse weather

5.3.1 Rain

In wet weather the windscreen wipers should be used to clear the windscreen of rain and spray from other vehicles.

While driving on roads with standing water the tyres can lose contact with the road surface resulting in a loss of steering control; known as 'aquaplaning'. If you experience aquaplaning, hold the steering wheel lightly and ease off the accelerator until the tyres regain grip

Driving through standing water at speed can result in water being thrown onto pavements, soaking pedestrians or cyclists. You could face a fine with the extra punishment of penalty points if the Police believe you were driving without reasonable consideration to other road users.

5.3.2 Snow and Ice

It is important that drivers take great care before setting out on a journey and ensure that the vehicle is equipped for conditions that may arise.

Before you set off you must clear all snow and ice from the windows, lights, roof and number plate. Check that windscreen washers have sufficient anti-freeze and ensure that tyre pressures are correct and that tyre tread has plenty of depth.

Check your grip on the road surface by choosing a safe place to brake gently. If the steering feels unresponsive, this may indicate the road surface is icy and your vehicle may lose grip. When travelling on ice, tyres make virtually no noise.

Drive with care even if roads have been gritted and keep well back from the vehicle in front. Care should be taken particularly on bends and avoid sudden steering manoeuvres. Use as high a gear as possible and accelerate and brake gently.

Watch out for snowploughs, which may throw out snow on either side and do not overtake them unless the lane you intend to use has been cleared.

5.3.3 Fog

If you encounter fog reduce your speed accordingly. You must use your headlights and front fog lights, if fitted, when visibility is less than 100 metres. You must also use rear fog lights but must switch them off when visibility improves. Keep well back from the vehicle in front and use windscreen wipers and de-misters.

Check your mirror before you slow down and then use your brakes to warn drivers behind you that you are slowing down.

Stop in the correct position at a junction and listen for traffic. When you are sure it is safe to emerge, do so positively and do not hesitate and stop in a position that puts you directly in the path of approaching vehicles.

5.3.4 Heat

Hot weather poses problems for the car and its occupants. When caught in a traffic jam during high temperatures the driver and passengers may begin to suffer the effects of dehydration, such as tiredness, irritability and headaches. Take regular breaks to avoid fatigue and dehydration. In extreme cases, hot sunshine can melt the road surface and make it slippery, which could cause skidding. After a long dry period, rain mixes with accumulated dust, oil and tyre rubber to produce a greasy road surface.

5.3.5 Vision

Particularly during autumn and winter, dazzle from low sun can be a problem. Vision can be improved by ensuring the windscreen is clear inside and out, and by checking windscreen wipers are in good condition.

The inside surface of the windscreen will accumulate a hazy film caused by the dashboard and other interior materials. Scratches, abrasions and chips on the outside can intensify the sun's dazzle. Keep all windows clear; if your vision is obscured a fine could be imposed.

Headlights should be used when visibility is reduced. Front and/or rear fog lights may be used in appropriate circumstances but these should be switched off once visibility improves. Fog lights dazzle other road users and can obscure your brake lights.

- Check that all light bulbs are working and the headlights are clean and aimed correctly
- Drivers who blind other road users with their fog lights in clear conditions can be fined
- Dirty or illegible number plates can lead to a fine under the Vehicle and Excise Registration Act
- Windscreen washer fluid should be treated with an appropriate additive to reduce the chance of freezing in frosty weather
- Snow should be cleared from the windscreen, vehicle roof and bonnet. Snow on the car roof can fall onto the windscreen obscuring the view and can also be a hazard to

other road users. A fine and penalty points could be imposed if the Police consider your car to be a hazard to other road users

5.4 Vehicle breakdown

- A well maintained car is less likely to break down; have your car serviced in accordance with manufacturer's recommendations
- Make daily visual inspections of the vehicle to make sure there are no obvious defects
- It is strongly recommended that breakdown cover is arranged for the vehicle

5.4.1 Vehicle breakdown on the motorway

- Pull on to the hard shoulder and park well away from the main carriageway and leave the car by the passenger door. Walk to the nearest emergency telephone or use a mobile phone if the emergency telephone is not easily accessible.
- Arrows on marker posts at the edge of the hard shoulder indicate the direction to the nearest emergency telephone, which will be no more than half a mile away
- When walking to an emergency telephone, keep your distance from the traffic
- When using an emergency telephone, face oncoming traffic
- Emergency telephones will connect you to a motorway control centre
- Tell them: your exact location, car make, model and registration number, the nature of the problem and whether you are alone; the membership number if you belong to a motoring organisation
- Return to your vehicle, but don't get in unless you feel at risk. The driver and passengers should stand as far away from the motorway either on the embankment or the verge. If you feel unsafe, get into the vehicle on the passenger side, put the seatbelt on and lock all the doors.

5.4.2 Using the hard shoulder

Motorway hard shoulders are for emergency use only and you should only stop there if there is a real emergency and you have no other choice. Try to find a safe place off the motorway if you can rather than stopping on the hard shoulder.

You must not stop on the hard shoulder to:

- go to the toilet
- use a mobile phone
- check a route or map
- have a rest

5.4.3 Emergencies/Accidents

In the event of an emergency:

- use the hard shoulder to decelerate before coming to a halt
- be alert for debris that could damage your vehicle
- pull over to the left as far as possible and turn your front wheels to the left
- turn on your hazard lights
- if visibility is poor turn on the sidelights
- exit the vehicle via the passenger door and move as far away from the traffic as you can
- do not attempt to repair your vehicle
- Contact the emergency services
- wait for help behind the crash barrier if there is one. If not, wait next to your vehicle, as far up the bank or verge as possible
- once your vehicle has been repaired, return to the motorway using the hard shoulder as an acceleration lane. Merge with the lane when a similar speed has been reached and an appropriate gap is available

In the event of an accident the driver should gather the following information at the scene of the incident:-

- Name and address of any drivers involved.
- The details of other vehicles involved and/or any property damaged
- The name and address of any witnesses
- Insurance details of other drivers

Line managers should investigate accidents when necessary.

http://elnet.eastlothian.gov.uk/site/scripts/download_info.php?fileID=863

5.4.3 Vehicle breakdown on other roads

- If possible, get the vehicle out of the way of other traffic and switch on the hazard lights
- Use a mobile phone, or find the nearest public phone to call for help. Give details of your location, vehicle, cause of the breakdown and membership number if you belong to a motoring organisation.

5.5 Driving alone

The following guidance is useful for those who drive alone as part of their duties:

- keep valuables, briefcases, documents, handbags and mobile phones out of sight from other road users and pedestrians
- if someone tries to get into your car, attract attention by sounding your horn or personal alarm
- if you think another motorist is following you, drive to the nearest police station to get help
- beware of anyone who signals there is a defect with your car
- when selecting a car park choose one in a busy well-lit place
- any motoring organisation patrol or garage mechanic sent to help you will carry proof of identification, ask to see this before unlocking your car
- if requested to do so, you **MUST** stop for the Police. If you are worried, ask for identification through a closed window and keep the engine running until you are satisfied their identification is genuine
- never give lifts to strangers

Further information is provided under section 4.5 of the Council's Approved Lone Worker Guidelines.

http://elnet.eastlothian.gov.uk/site/scripts/download_info.php?fileID=525

5.6 Stress and fatigue

Stress and fatigue can reduce concentration and tolerance levels and increase your risk of having an accident. You are more likely to get frustrated with the behaviour of other motorists.

- Plan the route in advance; motorists waste more than 100 million gallons of fuel a year by not pre-planning their journey
- Get comfortable and ensure a correct driving position; adjust seats, mirrors, seatbelts and head restraints
- A poor driving position, such as a badly adjusted seat, can lead to postural problems including neck, arm, leg and back pain, which could exacerbate an existing condition or cause long term health problems. A correctly adjusted head restraint can prevent whiplash.

5.7 Long journeys

- Leave plenty of time to reach your destination
- Take short breaks as necessary
- Arrange work appointments realistically, with plenty of time to travel between offices
- Managers can help to ease stress among employees who travel by adjusting their demands and deadlines to take account of the delays and fatigue caused by congestion
- Drivers should take a break - if feeling tired during any point of their journey they should stop in a safe place until they feel capable of resuming their journey
- Managers should consider whether long road journeys can be avoided by the use of alternative forms of public transport. This may also assist the Council in meeting carbon reduction targets.
- Where long journeys are unavoidable then consideration should be given to means of preventing driver fatigue. This should include scheduling breaks and possibly organising overnight accommodation for the driver.
- All drivers should be made aware that if they feel tired whilst driving they must stop in a safe place and take a suitable rest. They should not recommence the journey until the feeling of tiredness has passed.

5.8 Routes & Scheduling

All fleet drivers are required to adhere to the Drivers Hours Regulations for their particular class of vehicle and to maintain a record.

5.9 Foreign Nationals

Please note that a translation of general driving rules and regulations is available from the police for foreign nationals driving in the UK. At the moment this is available in Chinese Mandarin and Polish using the link below:

http://www.lbp.police.uk/information/driving_uk/index.asp

6. Riders of motorbikes, mopeds and scooters

Riders must comply with the appropriate parts of this policy including:

- The driver holding a current licence relating to the class of vehicle following the Highway Code at all times
- The driver wearing a helmet and other protective clothing to comply with legal requirements and the relevant sections of the Highway Code.
- Motorcycles, mopeds and scooters must be fit for purpose, appropriate to the rider's competence and experience and be properly maintained in a roadworthy condition
- Not carrying items or equipment which may affect safety or balance

7. Cyclists

Responsibilities and advice for cyclists:

- follow the Highway Code at all times
- be visible. Ride clear of the kerb, wear light coloured or fluorescent clothing easily visible to other road users both during normal daylight and poor light.
- always use lights after dark or in poor daytime visibility
- wear a helmet which conforms to current regulations is the correct size and securely fastened.
- wear appropriate clothes for cycling, avoiding clothes which may get tangled in the chain or wheels or obstruct the lights.

- do not jump red lights
- do not ride on footways (unless they are shared paths or you are permitted by the authorities to do so)
- do not ride the wrong way in one-way streets (unless signs say that cyclists are permitted to do so)
- do not use pedestrian crossings when cycling
- always look and signal when starting, stopping or turning
- do not use mobile phones or portable music players whilst cycling
- do not carry items or equipment which may affect safety or balance
- undertake training, for example the National Cycling Proficiency Test
- cyclists should make suggestions for safer cycling to Roads and Transportation Services, Enterprise Resources

The bicycle must be maintained in a roadworthy condition and be suitably adjusted to fit the physical requirements of the rider as outlined in the Highway Code:-

http://www.direct.gov.uk/en/TravelAndTransport/Highwaycode/DG_069866

The cyclist should also conform to all other requirements set out in sections 59 to 82 of the Highway Code:-

http://www.direct.gov.uk/en/TravelAndTransport/Highwaycode/DG_069837

Safe Driving Information Summary

DRIVERS are responsible for ensuring that their vehicle is in a roadworthy condition at all times and that they comply with the relevant Legislation and Council policy at all times. In addition they should:

- Drive safely and in accordance with the Highway Code at all times.
- Be aware of and comply with Health and Safety requirements
- Never drive if they are under the influence of alcohol or drugs
- Observe speed limits
- Ensure that they hold a valid and current Licence for the category of vehicle they drive
- Ensure the safety and comfort of passengers
- Report any accidents whilst driving at work
- Never drive a vehicle whilst ill or taking medication unless a doctor has confirmed it is safe to do
- Inform the Council and the DVLA of any medical condition that affects their ability to drive
- Never drive with poor eyesight. If prescribed, spectacles or corrective lenses must be worn
- Always ensure that the vehicle is correctly loaded
- Never use a mobile phone whilst driving
- Maintain control of the vehicle at all times
- Never drive or continue to drive if tired
- Take particular care when reversing
- Ensure that the vehicle is insured for business use

Fleet Drivers should also:-

- Report defects immediately using the defect book
- Keep the vehicle clean
- Present the vehicle promptly for safety checks/ servicing
- Comply with the Regulations in respect of Drivers' Hours and the keeping of work records, where appropriate
- Advise their line manager of any work, especially driving, that they undertake for another employer
- In the event of an accident or breakdown do not put themselves or any passengers at risk.
- Carry out regular vehicle maintenance checks (see fleet drivers handbook)

You should familiarise yourself with the contents of this Guidance and if you are in any doubt about any aspect that may affect the safe and legal operation of your vehicle, you must check with your line manager before taking your vehicle out on the road.

8. References

The following documents are available on the Council's intranet:

Smoke-Free Policy

Lone Working Approved Guidelines

Information Security Policy

Mobile Phones – Current Approved Guidelines

Alcohol and Drug Misuse Policy

National Code of Conduct for Local Government Employees in Scotland

Useful internet references:

DVLA: www.dvla.gov.uk

Health and Safety Executive: www.hse.gov.uk

DRAFT

9. Useful telephone numbers

Corporate Health and Safety
Human Resources
John Muir House
Haddington
EH41 3HA
Tel: 01620 827337

Service Manager - Transport
Infrastructure
John Muir House
Haddington
EH41 3HA
Tel: 01620 827932

Risk Management
Corporate Policy and Improvement
John Muir House
Haddington
EH41 3HA
Tel: 01620 827900
Email: riskmanagement@eastlothian.gov.uk

Insurance and Claims
Council Resources
John Muir House
Haddington
EH41 3HA
Tel: 01620 827876

November 2014

SAFE DRIVING AT WORK POLICY ACKNOWLEDGEMENT

(To be returned to Service Manager - Transport)

IN ORDER TO USE/CONTINUE TO USE COUNCIL VEHICLES AND/OR BE APPROVED TO USE YOUR OWN VEHICLE FOR COUNCIL BUSINESS YOU MUST ACKNOWLEDGE THAT YOU HAVE READ, UNDERSTOOD AND AGREE TO ABIDE BY THIS POLICY

Please complete and return this page to Service Manager - Transport, East Lothian Council,
John Muir House, Haddington, EH41 3HA.

Note – You may either post the completed document to the above address or if you have the facility scan in the completed document and email it to transportservices@eastlothian.gov.uk. We do not accept faxes.

CAN BE COMPLETED ONLINE BY ENTERING DETAILS IN THE BOXES SHOWN – IF HANDWRITTEN PLEASE COMPLETE IN BLOCK CAPITALS AND BLACK INK ONLY

You must complete all fields

First Name:	Surname:
Job Title:	Payroll Number:
Line Managers Name:	
Service Area:	
Business Unit:	
Team:	
Vehicle Registration and year of registration (if own vehicle used):	
Internal Tel No:	External Tel No:

DATA PROTECTION: The information you provide on this form will be stored for as long as you use council vehicles or your own vehicle for council business and may be used for audit purposes.

<p>I acknowledge that I have read and understood the East Lothian Council Safe Driving at Work Policy and Guidance, I agree to abide by this policy at all times whilst on Council business</p> <p>By signing this document you are confirming that you are aware of your responsibility to ensure your vehicle is legal, safe and well maintained.</p>	
Signature:	Date:

COUNCIL DRIVERS RISK ASSESSMENT

Please complete and return this assessment to Service Manager - Transport, East Lothian Council,
John Muir House, Haddington, EH41 3HA.

Note – You may either post the completed document to the above address or hand it in in person. We do not accept scanned documents or faxes.

Section 1: To be completed by the driver (employee, elected member or volunteer)

Employees will be contacted to complete this form annually if you drive 'for work'.

A Your details			
Surname		Employee Number (if applicable)	
Other Names		Do you drive a Council-owned or hired vehicle?	
Service / School / Establishment			
Home Address			
B Details of any personal vehicles you may use for Council business			
Vehicle	Type eg Ford Ka		
	Vehicle Reg'n No. and year of registration		
Is there a current MOT certificate? (copy attached where applicable)		Insured for employers' business use? (copy attached)	
C Your driving licence			
Please attach both parts of your original driving licence.			

I confirm that the above details are true and correct. I also declare that any vehicles I plan to use on Council business are properly maintained, roadworthy and suitable for the work I carry out.

Employee signature: _____ **Date:** _____

DATA PROTECTION: The information you provide on this form will be stored for as long as you use council vehicles or your own vehicle for council business and may be used for audit purposes.

Section 2 To be completed by the manager (in consultation with driver)

This form is the **minimum corporate standard** for assessing the risks of an employee or volunteer driving on Council business. You will need to review this risk assessment annually, and if any of the factors in box D change.

D Determining risk factors						
Please tick the relevant boxes. The overall risk factor is the highest that is ticked. For example, if a driver travels over 12,000 miles on Council business, then this is high risk, regardless of the other factors.						
Risk Factors	Low risk		Medium risk		High risk	
Expected annual business mileage for driver:	Under 4,000		4,000 – 12,000		Over 12,000	
Does the driver transport service users or pupils?	No		No		Yes	
Number of active points on the driver's driving licence:	0 - 3		4-6		Over 6	
Average daily hours driving on council business:	0 - 2		3		4 and over	
Accident history (last 3 years)	None		1-2		3 and over	

E Control measures to reduce the risk			
If the driver is High risk or drives a minibus or HGV:	Has the driver completed a Council driver competence assessment within the last three years?	Done?	If no, contact Transport Services to arrange an assessment.
		Yes / No	
For all drivers:	Any other concerns to be addressed?		
<p>East Lothian Council supports business mileage reduction and all managers, employees and elected members must consider the following when planning a journey:</p> <p>Is the journey necessary?</p> <p>Is it possible to walk or cycle?</p> <p>Can the journey be undertaken using public transport?</p> <p>Is permission required to undertake the journey?</p> <p>Is a pool car available and have managers considered the use of hired vehicles (information available from Transport Services)?</p> <p>Can the journey be shared?</p> <p>If driving is necessary, driving efficiently will reduce fuels consumption and CO2 emissions.</p>			

I verify that I have seen documentation if required, and have recorded details appropriately.

Following completion, this form is to be placed on the employee's HR file.

Manager signature: _____ **Date:** _____

DATA PROTECTION: The information you provide on this from will be stored for as long as you use council vehicles or your own vehicle for council business and may be used for audit purposes.