

# Safe Road Use Policy and Procedure

## **Ratification Process**

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Approved on and by:	June 2016 Joint Consultation and Negotiating Partnership (JCNP)
Ratified on and by:	July 2016 C&P CCG Remuneration & HR Sub Committee
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**Cambridgeshire & Peterborough CCG  
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**Document Control Sheet**

<b>Development and Consultation:</b>	This policy was developed by the CCG HR team and consulted upon with senior managers and staff representatives. This policy has been approved through the Joint Consultation and Negotiating Partnership (JCNP) and CCG's Remuneration and Terms of Service Committee.
<b>Dissemination</b>	All new and updated policies and procedures are notified to senior managers via email for dissemination to their staff. Notification is also sent to all staff via the bi-weekly staff newsletters.
<b>Implementation</b>	All staff and managers. Line managers have an additional duty to authorise in accordance with the policy.
<b>Training</b>	The CCG HR team will organise to inform managers of this policy.
<b>Audit</b>	The CCG HR Team will hold a database of all policies and a reminder will be sent when a policy is due for renewal.
<b>Review</b>	This policy will be reviewed by the CCG HR Team and JCNP every two years, unless an earlier review is required e.g. due to changes in legislation or in NHS direction.
<b>Links with other documents</b>	This policy should be read in conjunction with:  CCG Alcohol and Drugs Policy and Procedure CCG Capability at Work Policy and Procedure CCG Disciplinary Policy and Procedure CCG Lone Working Policy and Procedure CCG Lease Car Policy and Procedure CCG Pool Car Policy and Procedure

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**Revisions**

<b>Version</b>	<b>Page/ Paragraph no.</b>	<b>Description of change</b>	<b>Date approved</b>
2	Page 2, document control sheet	Links with other documents updated to include the CCG Alcohol and Drugs Policy and Procedure; CCG Capability Policy and Procedure; CCG Disciplinary Policy and Procedure	07/2016

## Cambridgeshire & Peterborough CCG Safer Road Use Policy

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# **Cambridgeshire & Peterborough CCG Safer Road Use Policy and Procedure**

## **1. Introduction**

- 1.1. This policy has been developed to ensure Cambridgeshire & Peterborough Clinical Commissioning Group (CCG) complies with the requirements of the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1999 as amended by the Health and Safety (Miscellaneous Amendments) Regulations 2002.
- 1.2. This policy is designed to ensure the Health and Safety of all paid and un-paid employees who drive in whatever capacity for work purposes.
- 1.3. The CCG Lease Car Policy and Procedure and CCG Pool Car Policy should also be read in conjunction with this policy.

## **2. Scope**

- 2.1. This policy applies to all drivers and cyclists who undertake journeys for work purposes, irrespective of the frequency of journeys made or the type of vehicle (whether funded by the CCG or privately owned) in which the journey is made. It is also irrespective of whether or not the driver claims reimbursement for mileage undertaken. Work related travel may include home to first meeting.

## **3. Definitions**

- 3.1. The CCG believes that Occupational Road Risk (ORR) is the joint responsibility of the CCG and the employees as indicated in the Health and Safety at Work Act (1974) Sections 2 and 7.
- 3.2. It is our policy to provide and maintain safe and healthy working conditions for all employees and to provide the information required for this purpose. Overall responsibility for ORR in the organisation is held by the Accountable Officer with delegated responsibility to the Director of Corporate Affairs.

## **4. Duties and Responsibilities**

- 4.1. It is the responsibility of individual employees who use a vehicle during the course of carrying out their duties for the CCG to implement this policy. It is also their responsibility to:
  - a. Proactively co-operate with their line managers in compliance with this policy and procedure.
  - b. Achieve a healthy and safe workplace taking reasonable care of themselves and others.
  - c. Whenever an employee, supervisor or manager notices an ORR issue, they should report this using the Organisational Risk Management process.

- d. Drivers and cyclists will be expected to comply with all legal requirements, observing the provisions of the Highway Code and driving in a safe and appropriate manner at all times.
- e. Drivers will be familiarised with the organisation's policies and guidelines on Occupational Road Risk and other health and safety related matters.
- f. Pool vehicle drivers will also be familiarised with the Pool Car Policy and Procedure Handbook, and Lease Car drivers will be familiarised with the Lease Car Policy and Procedure.
- g. Employees will be responsible for all fines relating to speeding, parking and road traffic offences they have committed whilst undertaking their duties in their role for the CCG.
- h. If prosecuted for a road traffic offence, employees will be responsible for legal costs, except in exceptional circumstances.
- i. Some offences (such as Drinking and Driving and Reckless or Dangerous Driving) could lead to disciplinary action, including dismissal, as set out in the CCG Disciplinary Policy and Procedure.
- j. Employees have a responsibility to report to Occupational Health any health related issues that might affect their safety whilst driving.
- k. Employees have a responsibility to ensure their personal vehicle is within the law i.e. has an up to date MOT, tyres within the legal criteria etc.
- l. Employees who ride bicycles have a responsibility to wear appropriate safety equipment e.g. a cycle helmet, lights and high visibility equipment.
- m. It is the responsibility of the driver to inform their manager of any changes in circumstances, which effect their vehicle documentation.
- n. When a driver claims reimbursement for travel, signing the claim form confirms roadworthiness of the vehicle(s) and that the insurance and other documentation is currently valid.

4.2. It is the managers/ supervisor's responsibility to:

- a. Ensure staff members receive appropriate safety information as part of their induction.
- b. Ensure that checks are undertaken to ensure the employee holds a current driving licence for the vehicle being driven; insurance including for business use, a current MOT certificate; and vehicle ownership documentation. Requested documents should be provided by the employee on appointment and on an annual basis thereafter. Managers retain the right to request to see the documentation at any time.

- c. Refer staff to Occupational Health when required i.e. Pre-employment, when new health concerns arise or when due for review.
- d. In the case of CCG pool vehicles, the responsible manager is the manager of the department that uses the pool vehicles.

## **5. Risk**

5.1. Risk assessments, where necessary, should be carried out and include any loading activities into vehicles, ensuring suitable and sufficient training is provided for such, safety of load during transit, passenger safety, driver comfort etc. The risk assessment, if appropriate should be undertaken by the member of staff and/or the manager.

## **6. Vehicle Maintenance**

6.1. It is the responsibility of the CCG and the employee to only drive vehicles in roadworthy condition. It is therefore recommended that the driver should check the vehicle on a regular basis, whether it is a lease or pool vehicle or their own vehicle or bicycle. The checks should include the following:

- a. Oil and coolant levels are sufficient.
- b. Tyre pressure is correct and tyre tread depth is above legal minimum.
- c. Wipers are in good condition and washer bottles have sufficient water.
- d. Lights are working.
- e. Brakes are functioning properly.

6.2. The driver/owner is responsible for ensuring the vehicle is serviced in line with the manufacturer's recommendations.

## **7. Vehicle Safety Equipment**

7.1. It is the driver's responsibility to ensure that safety items are carried within the vehicle at all times. The following is guidance on suggested equipment for inclusion:

- a. First Aid Kit
- b. Warning Triangle
- c. High visibility vest/ Coat
- d. Windscreen cleaner

- e. Torch
- f. In winter de-icer or scraper

## **8. Time and Travel Management**

- 8.1. Employees should take into account travelling time when setting work schedules for either themselves or their staff. Journeys should, whenever possible, be incorporated into the normal working day.
- 8.2. It is recommended that the maximum number of hours spent driving one day should be restricted to six, with breaks of at least 15 minutes taken every two hours.
- 8.3. If the journey is greater than three hours each way, either alternative forms of transport or an overnight stop should be considered.
- 8.4. Provision should be made for driving in adverse weather conditions e.g. allowing more time for journeys.
- 8.5. Before deciding to make a journey, other alternatives e.g. phone, e-mail should be considered.
- 8.6. The following measures should be taken to reduce fatigue and stress:
  - a. Ensure the vehicle is well ventilated and the seating position is comfortable.
  - b. Always stop (safely) if you feel drowsy, have a break and get some fresh air.
  - c. Plan your route in advance to avoid stress.
  - d. Be aware that the both satellite navigation and the radio can be distracting

## **9. Drugs, Alcohol and Driving Practices**

- 9.1. Employees must not drive or attempt to drive whilst unfit through alcohol or drugs, including medically prescribed drugs that may impair your judgement or ability to drive.
- 9.2. No line manager or any other employee shall encourage an employee to drive or attempt to drive if they suspect that the person is unfit to drive through alcohol or drugs.
- 9.3. Employees must always seek medical advice when they have been prescribed medication that might cause them to be unfit to drive or impair their judgement.
- 9.4. Employees must always inform their line manager if they have been prescribed or are taking medication that may cause them to be unfit to drive or impair their judgement.

9.5. The CCG has a no alcohol at work policy and employees must not consume alcohol whilst on duty or at an evening business function, seminar or training course when required to drive for business purposes.

9.6. Employees should always be aware that they could still be over the drink drive limit the following morning if they have been drinking the day before.

## **10. Driving whilst alone**

10.1. Department managers should ensure that procedures are in place to fully implement the CCG Lone Working Policy.

10.2. If an employee is required to travel alone on CCG business either in a lease car or their own car, they must be aware of the following issues regarding travelling alone:

- a. Where possible employees should avoid lone evening appointments.
- b. When booking an appointment employees should request a visitor parking space if applicable.
- c. Employees should always ensure they have sufficient information to enable them to find their destination easily.
- d. Employees should not give lifts to strangers.
- e. Employees should always plan your appointments in advance.

## **11. Driver Health**

11.1. Employees must inform their line manager of any changes in their health that may affect their ability to drive. They must also report any changes in health status to the DVLA as required. If at any time the employee or their manager feels that their health may adversely affect their ability to drive they should seek advice from Occupational Health.

11.2. If it is identified that the member of staff has problems with driving, they and the line manager should seek advice from the Human Resources team.

## **12. Weather Conditions**

12.1. Vehicle operators should use facilities such as AA Weather Watch and local broadcasts to warn them of impending weather conditions that may affect journey times.

12.2. Drivers and cyclists should not use their vehicle if the roadside agencies are advising not to. Contact should be made with their manager for advice. Staff should be aware of their own level of experience and competence in operating a vehicle in adverse weather conditions and the limitations and conditions of the vehicle.

### **13. Mobile Phones & Satellite Navigation**

- 13.1. No line manager or any other employee shall require an employee to receive a call on a mobile phone whilst driving or cycling. Employees must not make or receive a call on a hand held mobile phone whilst driving a vehicle unless they first ensure the vehicle is parked in a safe place with the engine switched off.
- 13.2. It is a specific offence to use a hand held phone when driving.
- 13.3. The CCG recommends that all staff turn off any mobile devices whilst driving. The CCG will never require you to use a mobile phone whilst driving.
- 13.4. If using a hands free device whilst driving the CCG recommends that the device be switched to a voice mail message that tells the caller that the individual member of staff is driving and will contact them as soon as they are stationary and the call is dealt with when it is practical to stop.
- 13.5. The CCG does not allow the use of mobile devices for involvement in conference calls whilst individuals are driving.
- 13.6. The CCG also advises of the risk of driver distraction by using Satellite Navigation Systems. Re-programming these systems whilst driving should not be carried out. This should only be done when the vehicle is parked safely.

### **14. Carriage of Passengers and Goods**

- 14.1. All goods being carried should be securely restrained in and on the vehicle. It is advised that the boot, tailgate or rear doors of vehicles are kept locked.
- 14.2. Items of value or a confidential nature carried in vehicles will be stored out of sight in the locked boot of the car. Vehicles must be locked when left.

### **15. Driving Convictions and Penalty Points**

- 15.1. Through the organisation's "no blame" culture, any conviction incurred will be notified to the line manager immediately for recording. A risk assessment may be undertaken. If any conviction leads to any disqualification from driving that may be necessary for a staff member's role then HR procedures will be followed, including the CCG Disciplinary Policy and Procedure.

### **16. Accidents and Untoward Incidents**

- 16.1. If involved in a road traffic accident, staff should not admit liability or blame at the scene and conduct themselves within the requirements of the Highway Code Rule 283. Where able to do so, the employee should record the names and addresses of the parties involved, and the insurer's names and addresses. Also record the names and addresses of any witnesses to the incident. Always call the

police if someone has been injured.

16.2. Following a work related road traffic accident; details of the incident must be reported to the line manager and then sent to the Risk Department who will analyse the circumstances of the incident in an attempt to learn lessons to improve future safety.

16.3. If it is found that staff have been negligent or have wilfully caused damage to CCG vehicles this will be viewed seriously and could result in disciplinary action in line with the CCG Disciplinary Policy and Procedure.

## **17. Smoking, Eating and Drinking whilst Driving**

17.1. Apart from the well-known health dangers, smoking whilst driving increases the risk of road traffic accidents and associated costs. Smoking whilst driving compromises employee health and safety for the following reasons:

- a. Adverse effects of smoking on employee's health.
- b. Adverse effects of smoking on passengers from passive smoking.
- c. Potential for burning the smoker from detached hot ash.
- d. A reduction in steering control of the vehicle.
- e. Distraction from the driving task by lighting, smoking, extinguishing and disposing of cigarette ends.
- f. Drivers who smoke in a vehicle are particularly vulnerable to serious injury from airbag activation.
- g. The CCG has a no smoking policy for all pool cars.
- h. Eating and drinking whilst driving may increase the risk of road traffic accidents due to a reduction in steering control and distraction.

## **18. Seatbelts**

18.1. Drivers are to wear seatbelts at all times when travelling and are responsible for the application of the law regarding the wearing of seatbelts for any authorised passengers.

## **19. Road User Code of Conduct**

19.1. It is the expectation of the CCG that drivers will comply with the code and take a pride in their driving to the benefit of all road users, including:

- a. Always being courteous to other road users.

- b. Act in a responsible manner.
- c. Abide by the laws governing the use of the public highway.
- d. Abide by the laws regarding the use of a vehicle/bicycle on the public highway.
- e. Never undertake an activity that will endanger other road users.
- f. Ensure that the vehicle is safe and roadworthy.
- g. Concentrate on the driving and avoid distractions.
- h. Only operate the vehicle if fit to.
- i. Never compromise own and others' safety through drink and drugs.
- j. Attend an induction course on safer driving during their first year of employment with the CCG.

## **20. Sanctions**

- 20.1. Non- compliance with the above policy will result in more formal action relating to the Capability at Work Policy and Procedure or the Disciplinary Policy and Procedure.

## **21. References**

- 21.1. Health and Safety at Work Act 1974
- 21.2. Department of Transport/Health and Safety Executive Driving at Work, Managing
- 21.3. Work – related Road Safety.
- 21.4. <http://www.dft.gov.uk/drivingforwork/>