

S35 – Driving at Work

What is this?

This is a written procedure which covers all aspects of driving at work and the control measures required to reduce the likelihood of incidents and injuries.

The person responsible for implementing this procedure is:

What does the responsible director need to do?

The responsible Director must ensure that:

- Ensure that driving at work is incorporated into the company's health and safety policy;
 - Duties and responsibilities for driving at work are clearly defined within the policy;
 - Suitable and sufficient risk assessments are undertaken on all activities associated with driving at work;
 - A safe system of work is prepared by involving drivers in its content;
 - All drivers are fit, competent and insured to drive either company vehicles or vehicles used for the purpose of company business;
 - Vehicles are regularly serviced and hold the appropriate licences and certificates;
 - Hands free kits are provided (or being used) by all persons using a road vehicle to carry out the job;
 - Drivers are encouraged to take regular rest breaks when travelling on journeys for more than 2 hours at any one time;
 - Monitor the effectiveness of the policy to ensure it is effective.
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What do drivers need to do?

Drivers need to ensure that:

- They have the appropriate driving licences which are passed onto the company;
- Their vehicle in a roadworthy condition and, if required, an up to date MOT certificate is available;
- Appropriate insurances are in place and available for inspection annually;
- The responsible Director is informed of any changes in circumstances, e.g. penalty points, changes in insurer, vehicle etc and use of any prescription medication that affects their ability to drive safely;



- They report any vehicle defects to the responsible manager and don't drive defective vehicles;
 - They need to be aware of what action needs to be taken in an emergency situation;
 - They are physically fit to drive and any health problems or personal circumstances, which could make driving hazardous are raised immediately;
 - They do not drive while under the influence of alcohol or drugs;
 - Regular eye tests are carried out and ensure that any necessary corrective eyewear is worn;
 - Mobile phones are not used while driving unless it is hands free;
 - They drive sensibly and within the required speed limits;
 - Journey routes are planned and regular rest breaks are taken when driving long distances (every 2 hours);
 - Plenty of non-alcoholic fluids are taken to minimise fatigue and dehydration;
 - Seatbelts are worn at all times whilst the vehicle is in motion.
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Associated documentation

- Driver questionnaire

