

## S35 – Guidance Questionnaire for Driving at Work H&SDSE01

### What is this?

The following questionnaire is a tool designed for the responsible manager to use as a checklist when managing driving at work.

### The Driver - Competency

(Tick as appropriate)

	Yes	No	N/A
Are you satisfied that your drivers are competent and capable of doing their work in a way that is safe for them and others?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Does the employee have relevant previous experience?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Does the job require anything more than a current driving licence, valid for the type of vehicle to be driven?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Do your recruitment procedures include appropriate pre-appointment checks, e.g. do you always take up references?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Do you check the validity of the driving licence on recruitment and periodically thereafter?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Do you specifically check the validity of any LGV/PSV driving entitlements as part of your recruitment procedures and periodically thereafter?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Are your at-work drivers aware of company policy on work-related road safety, and do they understand what is expected of them?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Should your policy document be supplemented with written instructions and guidance and/or training sessions or group meetings?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Have you specified what standards of skill and expertise are required for the circumstances of the particular job?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Do you ensure that these standards are met?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

### The Driver - Training

Are you satisfied that your drivers are properly trained?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Do you evaluate whether those that drive at work require additional training to carry out their duties safely?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Do you provide induction training for drivers?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Do you arrange for drivers to be trained giving priority to those at highest risk (those with high annual mileage, poor accident records, or young drivers)?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Do drivers carry out routine safety checks such as those on lights, tyres and wheel fixings?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Do drivers know how to correctly adjust safety equipment, e.g. seat belts and head restraints?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Do drivers know how to check washer fluid levels before starting a journey?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>



	Yes	No	N/A
Do drivers know how to ensure safe load distribution, e.g. when undertaking multi-drop operations?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Do drivers know what actions to take to ensure their own safety following the breakdown of their vehicle?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Do you provide a handbook for drivers giving advice and information on road safety?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Are drivers aware of the dangers of fatigue?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Are drivers fully aware of the height of their vehicle, both laden and empty?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Has money been budgeted for training?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

## The Driver – Fitness and Health

Are you satisfied that your drivers are sufficiently fit and healthy to drive safely and not put themselves or others at risk?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Do you provide random health checks for drivers e.g. eye tests?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Have you told staff that they should not drive, or undertake other duties, while taking a course of medicine that might impair their judgement? In cases of doubt they should seek the view of their GP.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

## The Vehicle – Suitability

Are you satisfied that vehicles are fit for the purpose for which they are used?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Is your fleet suitable for the job in hand? Have you thought about supplementing or replacing it, with leased or hire vehicles?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Do you 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?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

## The Vehicle - Condition

Are you satisfied that vehicles are maintained in a safe and fit condition?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Do you have adequate maintenance arrangements in place?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Is planned/preventative maintenance carried out in accordance with manufacturers' recommendations?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Do your drivers know how to carry out basic safety checks?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Can goods and equipment which are to be carried in a vehicle be properly secured; e.g. loose tools and sample products can distract the driver's attention if allowed to move around freely?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Are windscreen wipers inspected regularly and replaced as necessary?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>



## The Vehicle - Safety Equipment

	Yes	No	N/A
Are you satisfied that safety equipment is properly fitted and maintained?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Is safety equipment appropriate and in good working order?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Do all vehicles have fire extinguishers and first aid kits available?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

## The Journey - Routes

Do you plan routes thoroughly?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Could you use safer routes which are more appropriate for the type of vehicle undertaking the journey?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Does your route planning take sufficient account of overhead restrictions e.g. bridges and tunnels and other hazards, such as level crossings, which may present dangers for long vehicles?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

## The Journey - Scheduling

Are work schedules realistic?			
Where appropriate, do you regularly check tachographs to ensure drivers are not cutting corners and putting themselves and others at risk?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Is a breakdown service available and if so, do your drivers know the emergency procedure for breakdowns?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

## The Journey - Time

Are you satisfied that sufficient time is allowed to complete journeys safely?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Would you expect a non-vocational driver to drive and work for longer than a professional driver? The Highway Code <sup>1</sup> recommends that drivers should take a 15 minute break every two hours. Professional drivers must of course comply with drivers' hours rules.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Does company policy put drivers under pressure and encourage them to take unnecessary risks, e.g. to exceed safe speeds because of agreed arrival times?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Can drivers make an overnight stay, rather than having to complete a long road journey at the end of the working day?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Have you considered advising staff that work irregular hours of the dangers of driving home from work when they are excessively tired?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>



**The Journey - Distance**

	Yes	No	N/A
Are you satisfied that drivers will not be put at risk from fatigue caused by driving excessive distances without appropriate breaks?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Can you eliminate long road journeys or reduce them by combining with other methods of transport?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Do you plan journeys so that they are not so long as to contribute to fatigue?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**The Journey - Weather Conditions**

Are you satisfied that drivers will not be put at risk from fatigue caused by driving excessive distances without appropriate breaks?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Can you eliminate long road journeys or reduce them by combining with other methods of transport?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Do you plan journeys so that they are not so long as to contribute to fatigue?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**Comments**

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

