

Driving at Work Policy

Name	Driving at Work Policy
Summary	The purpose of this policy is to enable The Golden Jubilee Foundation (GJF) to meet its obligation to protect staff so far as is reasonably practicable from all road risks associated with work-related driving.
Associated Documents	Health and Safety Policy
Target Audience	All staff of GJF
Version number	2.0
Date of this version	April 2017 (partial review whilst awaiting release of Managing Health at Work PIN from Scottish Government)
Review Date	April 2020 or sooner dependant on release of PIN.
Date of fairness test	June 2010; Reviewed 2017
Approving committee/group	Health and Safety Committee
Document Lead	David Wilson (H&S)
Document Author (if different)	

The Golden Jubilee Foundation is the new brand name for the NHS National Waiting Times Centre. Golden Jubilee National Hospital Charity Number: SC045146

Golden Jubilee Foundation Values Statement

What we do or deliver in our roles within the Golden Jubilee Foundation (GJF) is important, but the way we behave is equally important to our patients, customers, visitors and colleagues. We know this from feedback we get from patients and customers, for example in “thank you” letters and the complaints we receive.

Recognising this, the GJF have worked with a range of staff, patient representatives and managers to discuss and promote our shared values which help us all to deliver the highest quality care and service across the organisation. These values are closely linked to our responsibilities around Equality.



Valuing dignity and respect

A can do attitude

Leading commitment to quality

Understanding our responsibilities

Effectively working together

Our values are:

- Valuing dignity and respect.
- A ‘can do’ attitude.
- Leading commitment to quality.
- Understanding our responsibilities.
- Effectively working together.

Our policies are intended to support the delivery of these values which support employee experience.

Driving at Work Policy

1. Introduction and policy statement

1.1 There is a legal duty under the Health and Safety at Work etc Act 1974 to ensure as far as is reasonably practicable, the health and safety of all employees while they are at work. Employers and employees also have a duty to ensure that others are not put at risk by work related driving activities.

The Golden Jubilee Foundation (GJF) recognises that it has a responsibility not only for the health and safety of staff engaged in driving at work but also to other road users and members of the public. The GJF will therefore comply with all driving-related legislation and adopt best practice where practicable for those driving on GJF business.

2. Scope

This policy applies to all staff involved in work related driving activities on behalf of the GJF. This policy has been written taking into consideration the needs of all diversity groups.

3. Definitions

The GJF defines

- a) Driving for Work – is travelling from your site base (other work premises) for the purpose of work on behalf of the GJF; this does not include travelling from your home to your site base.
- b) Vehicle – includes any type of motorised transport including motorcycles.

4. Policy objectives

The objectives of this policy are to ensure:

- The safety of staff whilst on GJF business;
- The safety of other road users and members of the public are not compromised by those driving on GJF business;
- All staff are appropriately qualified and trained;
- The suitability of vehicles for use;
- Drivers are medically fit to drive;
- Those with duties under this policy are clearly identified and provided with clearly defined roles and responsibilities.

5. Application

5.1 License grouping

This policy recognises that there are two groups of staff that drive as part of their work; the contents of this policy, therefore apply to both groups as detailed below:

Group 1: Staff who are required to have additional licenses and medical approvals as set out by the DVLA (e.g. Lorries and minibuses).

Group 2: All other staff who are required to drive for work purposes.

All drivers who obtained entitlement to Group 1, category B (motor car) before 1st January 1997 have additional entitlement to category C1 and D1. C1 is a medium sized lorry of weight between 3.5 and 7.5 tonne. D1 is a minibus of between 9 and 16 seats, not used for hire or reward.

5.2 Minibuses

If a staff member passed their driving test prior to 1st January 1997 (shown as Group A (B for automatics) on an old style green or pink license or as category B and D1 not for hire or reward on a pink or green or photo card license) they can drive a minibus provided:

- They are aged 21 or over, the minibus has a maximum of 17 seats including the driver's seat and is not being used for hire or reward.
- The staff member passed their driving test after 1st January 1997 then they will only be allowed to drive vehicles which do not exceed more than 8 passenger seats, unless they hold the categories D1 and E on their driving license.

6. Vehicles

All vehicles, whether they are company owned, leased or privately owned must be suitable for the task, be maintained, have the relevant road tax license and be appropriately insured.

6.1 Company vehicles

The legal responsibility for ensuring that company leased vehicles are maintained to an adequate level to ensure they are roadworthy and safe (e.g. tread on tyres, clear windscreen) lies with the driver.

The legal responsibility for ensuring that commercial vehicles, namely Hospital and Hotel transport vehicles are maintained to an adequate level to ensure they

are roadworthy and safe lies with the Transport Department Manager. Routine safety checks should be carried out on such vehicles using the vehicle safety check form (Appendix 1).

6.2 Insurance

The Transport Department Manager is responsible for ensuring that all commercial vehicles have adequate insurance cover when they are in use. The drivers of private cars must ensure that the car is insured for use at work.

It is the responsibility of employees to make sure that they are insured for business usage. The GJF will not be responsible for any increased insurance premiums to permit business use. Employees cannot make a travel expense claim if they are not insured for business travel.

6.3 Drivers licenses

All drivers must ensure that they have a valid license. All staff members who are driving for work purposes are required to produce this for inspection when taking up the post. It is the responsibility of individual drivers to inform their line managers immediately if for any reason they have their license removed. In the event that a driver loses their license advice will be sought from Human Resources and further action may be taken in line with the GJF Capability Policy.

6.4 Use of mobile phones in vehicles

It is illegal to use a mobile phone in the car at any time when the engine is running unless the mobile phone system can be activated totally hands free. To be totally hands free there must be no need to take either of your hands off the steering wheel, i.e. system can be activated by voice or automatically cut in. Alternatively the driver should pull over safely at the first convenient opportunity to use/answer their phone.

6.5 Drivers health

All existing and potential workplace transport operators must be screened for fitness before employment and at five yearly intervals. A workplace transport operator who continues after age 65 must be subject to annual assessments for fitness.

Assessment will also be required if the workplace transport operator has been absent from work for a period of 1 month or more or after a shorter absence if it is likely that the illness has affected the worker's fitness to operate workplace transport. These assessments will be undertaken by the Occupational Health Department using the Drivers Assessment form (Appendix 2).

Assessing fitness individually should help ensure that people with disabilities are not disadvantaged. Reasonable adjustment to work equipment, as can be required by the Equalities Act 2010, may enable a disabled person to operate workplace transport safely.

The safety of any driver is affected by eyesight defects and all drivers have a legal duty to satisfy the eyesight requirements in the Highway Code. The GJF undertakes to provide eye tests to commercial drivers on a five yearly basis and annually for drivers over the age of 65.

No member of staff should drive at work if they believe there are any circumstances which may affect their ability to drive safely. It is the duty of any member of staff who is required to drive for work purposes to inform their line manager if they are suffering from any illness or health condition which impairs their ability to drive or if they are required to take medicine that might affect their judgment.

In the event that a member of staff is deemed to be unfit to drive for work purposes, further action may be taken in accordance with the GJF Redeployment Policy. In such a case, advice will be sought from Human Resources.

6.6 Working day duration when travelling long distances

Working long hours or driving long distances can increase the possibility of accidents. This is especially so in poor driving conditions such as those caused by adverse weather conditions.

When driving long distances all drivers should take a rest of 15 minutes after driving continuously for two hours.

In the event of lone working, appropriate communications must be maintained with the driver, especially when driving long distances.

7. Roles and responsibilities

7.1 The Chief Executive is responsible for:

- Ensuring there are arrangements for identifying, evaluating and managing risk associated with work related driving;
- Ensuring that there are arrangements for monitoring incidents linked to work related driving and that the Board regularly reviews the effectiveness of the policy.
- Ensuring that adequate resources are made available to implement the policy.

7.2 Department Managers are responsible for:

- Ensuring that all relevant staff are aware of the policy;
- Ensuring staff members receive appropriate advice and support to ensure commercial vehicles are safe and fit for purpose;
- Managing the effectiveness of preventative measures through an effective system of reporting, investigating and recording incidents.

7.3 The Transport Manager is responsible for GJF owned or hired vehicles and ensuring that:

- Vehicles are roadworthy and regularly maintained;
- Drivers have the necessary licenses and insurance;
- Relevant vehicle information is provided to the driver;
- Roadside emergency assistance is provided;
- All collisions and incidents are reported
- Commercial vehicle drivers are verified and approved.

7.4 The Occupational Health Department is responsible for:

- Assessing all commercial vehicle drivers for fitness to drive;
- Assessing all drivers who self refer under the DVLA medical rules for driving.

7.5 Employees are responsible for:

- Taking reasonable care of themselves and other people who may be affected by their actions or inactions;
- Reporting any road safety problems including crashes, incidents, fixed penalty notices, summons and convictions for any offence to their line manager;
- Cooperating with monitoring, reporting and investigation procedures in the event of an accident or incident;
- Reporting any medical condition in accordance with the DVLA medical rules for driving to the GJF Occupational Health Department.
- Reporting any dangers they identify or any concerns they might have about work related driving;

8. Assessing risk

All drivers should assess the level of risk before beginning any journey. This should include assessing the condition of the vehicle, weather conditions and route, and their own fitness to drive.

9. Monitoring and review

The Health and Safety Committee shall ensure that this policy is reviewed once every three years or after:

- a) Any significant changes in working practices
- b) Any changes in statutory legislation or Board requirements
- c) An incident occurs that requires improvement in practice.

Appendix 1

Commercial vehicle weekly safety check form

Item	Checked		Comments
	Yes	No	
Tyre pressure and tread			
Lights (front, rear, brake, full beam and reversing indicators)			
Windscreen/windows			
Washers and wipers (screen wash solution, not water)			
Mirrors including internal mirror			
Oil / coolant / battery levels			
Seating position			
Hand brake			
Gear operation			
Warning lights			

Completed by:

Date:

Appendix 2

Occupational Health Drivers Questionnaire

Name:

Date of Birth:

Job title:

Type of vehicle driven at work:

Have you ever had?	Please answer Yes/No
Diabetes: If yes please state the medication taken to control this.	
A condition affecting your heart or circulation, including the following heart attack, angina, any surgery or investigations, high blood pressure.	
Any mental illness, please include the following, depression, panic attacks, any admission to hospital due to psychiatric illness	
Any condition affecting your nervous system, this includes epilepsy, stroke, brain surgery, head injury that required hospital admission, any episodes of dizziness', blackouts hearing problems	
Any condition affecting your eyesight including any of the following, glaucoma, cataract, double vision	
Any condition affecting your mobility or joints	
Any condition that may affect your driving	
Are you taking any prescribed medication, if yes please state	
Do you drink alcohol, if yes please state how much in a typical week	

I declare that the responses I have given on this form are true and to the best of my knowledge.

Signature.....**Date**.....

To be completed by the Occupational Health Nurse.

Assessed for Group 1 / Group 2

History relating to positive answers on questionnaire

Visual Acuity	
Audio Result	
Blood Pressure	
Pulse	
Any restriction of movement?	

OUTCOME

Medically fit for required driving duties	
GP Report requested	
Refer for Occupational health physician advice	

Signature of Occupational Health Nurse:

Date: