



# Vehicle Policy

March 2024

<b>POLICY IMPLEMENTATION CHECKLIST</b>	
Policy Guardian:	PAUL MURPHY
Author:	EVH
Approved by Director:	19 March 2024
Effective From:	27 March 2024
Date of Next Review:	March 2029
Diversity compliant:	YES
Equality Impact Assessment:	LOW
Data Protection compliant:	YES
Health & Safety compliant:	YES
Procedure implemented:	YES
SDM system changes made:	N/A
Training Completed:	
Posted on Sharepoint:	
Posted on website:	

## Purpose

- 1) Forgewood Housing Co-operative has adopted this safety policy on the use of vehicles by employees for business purposes to ensure that vehicles are considered in the same terms of safety as other places of work.

This policy applies to any employee who drives vehicles at work. It also applies to those using their own vehicles for work purposes.

- 2) The Organisation may be liable to prosecution where they “cause or permit” a person to drive a vehicle that is in; a dangerous condition, or; without a valid licence, or; without valid insurance.

## References

- 1) Control of Substances Hazardous to Health (COSHH) Regulations 2002, as amended
- 2) Health & Safety at Work etc. Act 1974
- 3) Management of Health & Safety at Work Regulations 1999, as amended
- 4) Personal Protective Equipment at Work Regulations 1992, as amended (PPEWR)
- 5) Provision and Use of Work Equipment Regulations 1998, as amended
- 6) Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)
- 7) Road Traffic Act 1988
- 8) Road Vehicles (Construction and Use) Regulations 1986
- 9) The Pedal Bicycles (Safety) Regulations 2010
- 10) INDG 382 (Rev.1) Driving at Work Managing Work Related Road Safety

## Key Legal Requirements

Employers have duties under Health & Safety law for on-the-road work activities. The Health & Safety at Work etc Act 1974 (HSW Act) states employers must ensure, so far as reasonably practicable, the health, safety and welfare of all employees while at work. Employers must also ensure that ‘others’ are not put at risk by their work-related driving activities.

If an employee is killed while driving for work purposes, and there is evidence that serious management failures resulted in a ‘gross breach of a relevant duty of care’, the company or organisation could be at risk of being prosecuted under the Corporate Manslaughter and Corporate Homicide Act 2007

See summary at [Section 8](#) – see EVH website – [www.evh.org.uk](http://www.evh.org.uk)

## Definition

“Vehicle” – any mode of transport that is used for work purposes and includes:

**Cars**

**Vans, Mini-bus, Lorries**

**Motorcycles**

## Bicycles

## Off-road Plant

## Public transport, Taxi

### General Requirements

- 1) Where possible the use of vehicles for business will be kept to a minimum. Staff will be encouraged to conduct their work via e-mail or telephone. Where work requires travel out with the office, the use of public transport will be considered before vehicle use. Forgewood Housing Co-operative will exercise due diligence in ensuring the suitability and safety of third party transport providers. The use of personal vehicles should be considered a last resort.
- 2) Where alternative modes of transport are to be used, the organisation must satisfy itself that the transport is suitable and safe before its use.
- 3) Staff using vehicles on company business should adhere to good driving practices, in accordance with the Highway Code.
- 4) Drivers must not use mobile telephones (including via hands-free kits) or any other communications devices unless the vehicle is parked in a safe location and the engine is switched off.
- 5) In the event of an accident or emergency situation, drivers will not attempt to deal with any situation unless they have been specifically trained and making a personal judgment, believe that it would be safe to do so. Drivers will make a personal judgment on whether to contact the emergency services or road recovery firm but will, on all occasions, report details to senior staff as soon as is reasonably practicable. All staff will co-operate with emergency services involved in an incident.
- 6) Any accidents/incidents incurred will be reported, investigated by senior staff and recorded on an accident report form and in the accident book.

### Driver Safety

- 1) All employees required to drive an organisation motorised vehicle must have a valid driving licence valid for the type of vehicle to be driven, and complete the "Vehicle Declaration", and countersigned by the line manager following visual verification of relevant documentation.
- 2) All employees will inform their Line Manager/Health & Safety Administrator immediately should they become aware of any reason as to their ability to operate a vehicle safely, or changes to documentation/information provided at 1) above.
- 3) Employees should not attempt to drive when feeling tired, unwell or under the influence of alcohol/drugs. Employees are responsible for identifying side effects of medicines, both prescribed and over the counter.
- 4) Drivers should ensure an adequate means of communication is available on all excursions.
- 5) Seatbelts must be worn at all times when fitted.

## **Drivers Using Own Vehicles**

Personnel vehicles will only be authorised for work use upon completion of the "Vehicle Declaration" and countersigned by the line manager following visual verification of relevant documentation. This includes confirming valid driver's licence, insurance noting business use stipulated, a valid road tax badge and appropriate MOT certificate.

## **Journey Safety**

- 1) Vehicle use will only be carried out where considered necessary in accordance with General Requirements 1) above.
- 2) Journeys will be scheduled to a realistic timetable and will take into account the need for adequate rest periods.
- 3) The organisation will monitor weather conditions, in the event weather conditions are considered unsafe, journeys will be re-scheduled.
- 4) Routes to be planned in advance, when using a Satellite Navigation System all destinations should be entered whilst the vehicle the vehicle is parked in a safe location and the engine is switched off.

## **Risk Assessment**

The organisation will carry out an occupational driving/cycling risk assessment where vehicles are used for business purposes. The depth and complexity of the assessment will depend upon the extent and nature of the actual driving/cycling operations carried out and the type of vehicle/bicycle involved. The risk assessment will consider the following issues:

- 1) Driver – competency, skill, training, stress, fatigue, fitness and health, eyesight and eyesight tests, reporting of health concerns, PPE, driving under influence of alcohol, driving under influence of illegal drugs or substances of abuse, smoking in vehicles, use of mobile phones, familiarity with vehicle, driving under influence of prescribed drugs, eating and drinking in vehicles, attending to radio or satnav, personal security getting to and from car, lone working, seatbelts, obeying highway code.
- 2) Vehicle – suitability, condition, safety equipment, safety critical information, ergonomic considerations, maintenance, familiarity with vehicle, loads to be carried, securing of loads, safety specifications, defect identification and correction, refuelling.
- 3) Journey – routes, appropriateness of route for vehicle type, scheduling, time allocated to travelling, time of travel, distance, weather conditions, road types, speed limits, familiarity with route, breaks.
- 4) Emergency – incidents, accidents, breakdown, recovery, road rage incidents, carjacking, first aid procedures, emergency procedures.

- 5) Carrying of passengers – distraction, conversation, number of passengers, ensuring their safety by wearing of seatbelts at all times whenever available.

Inclement Weather (i.e. snow, fog or high winds) – plan the journey, adjust the times and routes to take account of poor weather conditions. Vehicles properly equipped to operate in poor weather conditions i.e. anti-lock brakes, winter tyres fitted, windscreen washer fluid. Drivers understand how to reduce road risk i.e. reduce speed, put on fog lights, etc