



## **Woughton Community Council**

# **Driving at work Policy 2020**

Woughton Community Council recognises that it has a responsibility to take all reasonable measures to reduce the risks to staff, other road users and the public resulting from driving, to as low as is reasonably practicable.

Woughton Community Council takes a holistic view of the risks associated with travelling by car by considering both skills required and behaviour while driving to meet our Organisational expectations and requirements. At all times while driving, employees shall conduct themselves in accordance with Woughton Community Council's policy and shall use their own judgement to ensure that they reduce the risks to themselves, others and our work vehicles to as low as is reasonably practicable.

### **Driving at work policy**

Woughton Community Councils driving policy, allows employees to drive company owned vehicles for commuting and business purposes only; please note commuting is defined as the journey from your home address to your place of work.

Woughton Community Council will not be held liable for any parking, or traffic charges you may incur whilst driving both personal, and company vehicles on any journeys. It is solely the drivers' responsibility to ensure they follow all road traffic signs and instructions both sensibly and appropriately. In all instances any penalties, charges or violations in relation to the above must be dealt with between yourself and the notifying body.

### **Use of Company Vehicles:**

- The Company vehicles insurance policy is only valid for official Woughton Community Council business (including your commute to and from work.) this is enforceable for all Organisational business inclusive of unsocial or out of 'normal' office hours, i.e. weekend work for the Carnival, landscaping, events. Etc.
- Should you use the vehicle for improper use i.e. for anything outside of your nominated work duties, this will be deemed as violation of company policy, and you will be subject to disciplinary action (as detailed further in our Staff Handbook;)
- Should you have an accident whilst using the vehicle in violation of the above principle the Council's insurers will not be liable to pay for any repairs or injuries that may occur.
- If you are involved in a Road Traffic accident and there is no one else involved/no injuries or obstruction to your personal health and safety has occurred, it is your responsibility to report it to the RFO as soon as reasonably practicable. It is the RFO's responsibility to report this to our relevant insurers and to manage cost recovery.
- If you are involved in a road traffic accident whereby danger and/or damage to yourself or to others has occurred, please follow the below procedure;
  - i. Report it immediately to all relevant emergency services, including the police and obtain a Police Reference Number.

- ii. Obtain the other driver(s) details, ensuring you have noted the following: Names and addresses, contact number(s), insurance details, all vehicle registration numbers.
- iii. If possible please try to obtain any witness statements and their personal contact details.
- iv. Make an immediate initial statement of the incident for our records
- v. Report it to the RFO as soon as reasonably practicable so that they can ensure the insurers are contacted as appropriate.

**Woughton Community Council will:**

- Ensure (to the best of our ability) that all drivers employed, or acting on behalf of Woughton Community Council, behave in a safe and considerate manner, obeying all applicable road safety legislation and showing respect for other road users.
- Ensure that evidence is provided by all drivers that they hold a full current license for the class(es) of vehicle(s) that they drive on official Woughton Community Council business.
- That if applicable, as soon as is practicable if a penalty or charge is incurred, ensure that all drivers advise the RFO in confidence of:
  - i. All endorsements to their driving licence or disqualification from driving;
  - ii. Any change to insurance conditions;
- Ensure that all vehicles owned or operated by Woughton Community Council are subject to regular servicing by a reputable garage and routine examination by a nominated, competent member of staff who is responsible for ensuring the vehicles' continued road/operational worthiness.
- Ensure that, for vehicles owned by Woughton Community Council, all maintenance procedures, equipment and replacement parts are suitable for the vehicle in question.

**All Staff will:**

- Be responsible for their own safety, for any passengers or loads carried in the vehicle and for ensuring that the vehicle is safe to use upon use.
- Not drive if under the influence of any medication that may affect your driving ability or awareness.
- Ensure that passengers are carried only in accordance with the vehicle manufacturer's design specification, with a seatbelt for everyone and only one person per seat;
- Ensure that seat belts are worn by the driver and all passengers on all journeys;
- If driving for a prolonged period, on long distance trips, to take breaks every two hours from driving should they feel it necessary to ensure they do not suffer from fatigue;
- Wherever possible, share driving on journeys of over two hours' duration;
- Plan journeys to avoid travel in adverse weather, or alternatively if deemed necessary via request and assessment of the RFO use another mode of transport at the expense of Woughton Community Council.
- Record and report any repairs and/or maintenance needs for Woughton Community Council owned vehicles to the RFO.

- Not use mobiles or portable devices while driving, instead switching to a message service and picking up messages when taking breaks from driving.
- Not smoke in any company car, under any circumstance, either as a driver or passenger.
- Find a safe place to park to make telephone calls or receive messages.
- Follow all relevant road rules and regulations stringently when driving as a representative of Woughton Community Council.

## Relevant Legislation

Health and Safety at Work Act 1974

Management of Health and Safety at Work Regulations 1999 (SI 1999/3242)

Workplace (Health, Safety and Welfare) Regulations 1992 (SI 1992/3004)

Smoke-free (Exemptions and Vehicles) Regulations 2007 (SI 2007/765)

Smoke-free (Private Vehicles) Regulations 2015 (SI 2015/286)

## Linked policies

WCC Employee Handbook

<b>Last review date:</b>	<b>13/08/2020</b>
<b>Next review date:</b>	<b>13/08/2021</b>
<b>Lead:</b>	<b>Samone Winsborough</b>
<b>Overseeing Committee:</b>	<b>Operations</b>
<b>Approved:</b>	<b>Operations Committee</b>
<b>Review cycle:</b>	<b>Annually</b>