

Policy Name:

DRIVER POLICY & GUIDANCE

Version:

1

Approved By:

Strategic Health & Safety Panel

Date Approved:

14th September 2009

Review Date:

September 2010

1. Background

- 1.1 Health and Safety Law requires employers to ensure, as far as reasonably practicable, the Health, Safety and Welfare of all employees' and to safeguard others who may be put at risk from their work activities. This includes when employees are undertaking work related driving activities.
- 1.2 This Policy deals with the requirements of Health and Safety law, in particular, managing work related road safety. These requirements are in addition to the duties as an employer under road traffic law e.g., the Road Traffic Act and Road Vehicle (Construction and Use) Regulations, which are administered by the Police and other agencies such as the Vehicle and Operator Services Agency.
- 1.3 This Policy applies to any employer, employee, manager or supervisor of staff, contractor or volunteer who drive or ride a motor vehicle whilst engaged in work activities, for, or on behalf of the Authority. It covers people whose main job is driving, and equally, those who drive occasionally for short distances.
- 1.4 Compliance with this Policy will ensure the continued:
- Fulfilment of the Council's statutory obligations under health and safety and road transport legislation
 - Fulfilment of the driver's statutory obligations under health and safety and road transport legislation
 - Compliance with all licensing requirements
 - Minimisation of road related risk
- 1.5 The robustness of this Policy has been assessed used the Driving Related Issues - Management of Health and Safety Checklist contained in Appendix 9.

2. Management Commitment and Responsibilities

2.1 The Chief Executive / Strategic Directors will be responsible for:-

- The implementation of this Policy on use of vehicles across all service areas to ensure a consistent approach.
- The allocation of suitable and sufficient resources.
- The management of occupational road risk across all departments is updated and maintained.

2.2 Chief Officers / Head Teachers, in respect of Torfaen County Borough Council employees (although it is strongly recommended that the policy be adopted in schools where the employer is not the LEA), will be responsible for:-

- The implementation of this Policy on the use of all vehicles, including private cars used on Council business and that all employees are familiar with the contents of the code in so far as it is relevant to their role and responsibilities, including the provision of training / awareness sessions for all employees as necessary.
- The identification of a member of staff in a managerial position, in each division or sub division within a service area, who will be the point of contact for matters relating to the management of this Policy and liaison with fleet management.
- The completion of an adequate Risk Assessment prior to authorising the installation of a car phone hands free kit (Refer to Section 9).
- Undertaking an appropriate investigation and subsequent action in response to motoring convictions and to vehicle damage/incidents.
- The close monitoring of working hours for all staff who may drive Council owned or private cars on Council business, in conjunction with relevant working time directives and risk assessments

2.3 Managers / Supervisors / Co-ordinators will be responsible for:-

- Ensuring all employees driving private cars on Council business have completed the appropriate Drivers Declaration, before being permitted to drive on Council business (Appendix 1 drivers of private vehicles on Council business) and are subsequently completed at the frequencies detailed in paragraph 3.2.
- Ensuring all employees pass a Driving Assessment before, or as soon as is reasonably practical after (a maximum of 1 month), being permitted to drive any vehicle operated or owned by the Authority, and are retaken at the frequencies stated in paragraphs 4.5 unless an Investigation recommends additional Driving Assessments. Driving assessments to be facilitated by Fleet Management at Operational Services.
- Ensure that Drivers employed from overseas to drive on Council Business, will undergo a more comprehensive driving assessment in order to have them familiarised with UK driving standards and the Highway Code.
- Ensuring Risk Assessments are regularly carried out in relation to managing work related road safety (see Appendix 3) particularly when considering new drivers, a change in driving duties, and new or replacement vehicles.

- Undertaking an appropriate investigation and subsequent action in response to motoring convictions and to vehicle damage/incidents (appendix 4).
- Ensuring all legislation with regards to Drivers Hours are complied with.
- Accidents are reported to the Health and Safety Executive, where required under RIDDOR.
- Notifying the Risk, Insurance Management Unit and the Transport Manager of any adverse information.
- Maintaining records, ensuring that any personal information is adequately secured.

2.4 Fleet Management – Operational Services will be required to:-

- Completing Driver Declarations for all employees driving Council Owned/Operated vehicles (Appendix 2), and are subsequently completed at the frequencies detailed in paragraph 4.4
- Provide advice and support to Chief Officers / Managers / Supervisors.
- Facilitate Driver training.
- Facilitate Driving Assessments.
- Monitor that all employees have passed a Driving Assessment before, or as soon as is reasonably practical after, being permitted to drive any vehicle operated or owned by the Authority, and that they are retaken at the frequencies stated in paragraph 4.5 .
- Monitor that all employees permitted to drive on Council business have completed the appropriate Drivers Declaration through spot checks.
- Review the Driver Policy as and when due to changes in legislation and operational requirements.
- Ensure that all Authority owned / operated vehicles are regularly maintained in a safe and roadworthy condition.
- As and when deemed necessary, carry out spot checks on vehicles / documentation.
- Report to Managers any incidents of Driver Abuse to vehicles for further investigation.
- Produce monthly vehicle accident reports to Heads of Service and Health and Safety advisers.
- Produce monthly motoring convictions reports to Heads of Service and Health and Safety advisers.
- Monitor compliance of driving hours regulations.

3. Code of Practice for Private Car Users

3.1 Employing service areas / sub divisions will ensure all Drivers who are authorised to use their own personal vehicles complete an annual Drivers Declaration, using the appropriate form (appendix 1). Drivers will submit the following documentation for verification and logging of the required details:-

- Original Drivers Licence (both paper and card, where appropriate)
- A valid MOT Certificate (where appropriate)
- A valid Insurance Policy / certificate (clearly stating Business Cover)
- Valid Road Fund Licence

Note: Insurance held in the name of one partner or spouse may not cover both Partners or spouses for business use unless this is specifically requested. The Council will not accept liability for claims which are not covered by the driver's own insurance.

3.2 The Drivers Declaration will be re completed periodically as follows:

- 0-3 Fixed Penalty Points - Annually
- 4-8 Fixed Penalty Points - Every 6 months
- 9+ Fixed Penalty Points - Every 3 months

Note: Any person currently disqualified from driving will not be permitted to drive under any circumstances

3.3 Any Driver refusing to complete the Drivers Declaration or produce the relevant documentation will not be permitted to drive on Council Business.

3.4 Drivers whose home address does not correspond with their driving licence, or Photo card has expired, will be instructed to renew their licences accordingly.

3.5 Drivers should regularly check their vehicles and ensure it remains fit for purpose at all times. Refer to the Highway Code for recommended daily checks.

3.6 In order for the Council to claim back the VAT element on mileage claims, all monthly mileage claims must be supported with a VAT receipt for fuel purchases made during the month being claimed.

3.7 All vehicles whilst in use for business are classed as places of work, therefore in accordance with the Council's Smoke Free Workplaces Policy, smoking is prohibited in all vehicles whilst on Council business.

3.8 Drivers will, whilst on Council business, notify any situation involving the Police to their manager, whether or not it leads to charges made against the driver.

3.9 An authorised driver may be required to pass a medical examination solely intended to establish their fitness to drive if the employing department, Risk Insurance Manager or the Transport Manager deem it necessary. Continuation of Authorisation to drive will depend on compliance.

- 3.10 Drivers will report any vehicle incidents, whilst on Council business, to their respective managers immediately. An accident / incident form (Appendix 8) will be completed and submitted.
- 3.11 Private vehicle incidents, whilst on Council business, will require an investigation to be held by the Line Manager where a motor incident is notifiable under the Road Traffic Act 1988. These are incidents, where owing to the presence of a mechanically propelled vehicle on a road, an incident occurs which causes:-
- Personal injury to persons other than the Driver of a vehicle
 - Injury to animals such as horses, cattle, Ass, Mule, Pig, Sheep, Goat and Dogs
 - Damage to third party vehicles
 - Damage to property constructed on , affixed to, growing in, or otherwise forming part of the land where the road is, or land adjacent to such land.
- 3.12 Fleet management can provide advice to any Supervisor / Manager or Investigatory Panel undertaking an Investigation. Investigatory panels which would consist of the Line Manager, a representatives from Fleet Management , the Insurance Risk Manager, Corporate Health and Safety, and Human Resources, as appropriate, can be formed to deal with any issues when considered necessary.
- 3.13 **Drivers who transport service users/pupils in private cars must refer to individual service area guidance. The carrying of passengers must form an integral part of the driver risk assessment as it relates to lone working/violence&aggression as well as driving risk.**

4. Code of Practice for Drivers of Council Owned / Operated Vehicles

- 4.1 Before any employee, volunteer or contractor is permitted to drive a Council owned / operated vehicle, their licence details will be checked and logged through the completion of a Drivers Declaration (Appendix 2). A Driving Assessment, including an eye test and instruction on undertaking vehicle checks, will be carried out in order to gauge their driving ability as soon as is reasonably practical, and within one month of commencing driving duties.

Note 1 : It should be noted that standard car driver's licences issued since the 1st January 1997 does not permit the holder to drive a vehicle over 3.5 tonnes, a vehicle with more than 8 passenger seats, or to draw a heavy trailer.

- 4.2 Drivers who possess 6 points +, or whose home address does not correspond with their driving licence, or Photo card has expired, will not be permitted to drive until a driving assessment has been carried out and the address or currency of the photo card is updated.
- 4.3 Any shortfall in their ability will be satisfactorily addressed before authorisation is granted, and their Manager/Supervisor informed accordingly. Drivers will be assessed in a vehicle of the same size / type they will be expected to drive.
- 4.4 The Drivers Declaration will be re completed periodically as follows:-
- 0-3 Fixed Penalty Points - Annually
 - 4-8 Fixed Penalty Points - Every 6 months
 - 9+ Fixed Penalty Points - Every 3 months

Note: Any person currently disqualified from driving will not be permitted to drive under any circumstances

- 4.5 Drivers of all Council owned / operated vehicles will be undergo periodic driving assessments every 4 years. This frequency can be increased if considered necessary by a Manager, Supervisor, or Chief Officer due to accidents, vehicle damage/incidents, or motoring convictions.
- 4.6 Vocational driving licence holders will undergo satisfactory training, over a reoccurring five year period, in order to complete the requirements of the certificate of professional competence, which comes into effect on the 10th September 2009 (2008 for PCV licence holders).
- 4.7 Any Driver refusing to complete the Drivers Declaration, produce the relevant documentation, or undertake a driving assessment when requested will not be permitted to drive on Council Business. Drivers will note that where this impacts on their ability to carry out their duties appropriate action would need to be taken.
- 4.8 All staff expected to drive minibuses, who do not hold a PCV licence, yet hold the D1 (101 restricted) category on their licence, will undergo MIDAS training before being permitted to drive in this class. Records of Assessments will be retained.
- 4.9 Staff who do not possess D1 (101) entitlement, will not be permitted to drive

Minibuses until they have undertaken a full D1 minibus driving test.

- 4.10 **All drivers carrying service users/pupils/passengers in council owned or operated vehicles must refer to individual service area guidance. The carrying of passengers must form an integral part of the driver risk assessment as it relates to lone working/violence&aggression as well as driving risk.**
- 4.11 Drivers of all Council owned / operated vehicles will adhere to the British Domestic rules and or the Horizontal working time directive regarding driving hours. In particular, drivers of vehicles exceeding 3.5 tonnes gross vehicle weight, will complete the Drivers hours log book on a weekly basis (appendix 7).
- 4.12 Vehicles owned / operated by the Authority are not to be used for non work related purposes.
- 4.13 Non employees of the Authority will not be transported in any vehicle owned or operated by the Council, unless the transportation of non employees is required for service provision, or actually forms part of service provision, or unless specifically approved by the Insurance Management Unit.
- 4.14 To ensure Council vehicles are kept in a roadworthy condition, in compliance with current legislation, it is the responsibility of all drivers to ensure that there are no obvious defects or deficiencies to the vehicle they drive by the completion of the Vehicle Safety Checklist (HGV's Appendix 6), or log book (all other vehicles appendix 5) as appropriate, at the start of each shift, or on the transfer of vehicle from driver to driver.
- 4.15 Any Defects identified, will be reported to the Vehicle Repair / Maintenance facility based at the Operational Services Department, New Inn Depot, in order for the appropriate action to be taken.
- 4.16 Before Trailers are hitched, the driver will check that the vehicle and trailer are equipped with suitable towing attachments and appropriate electrical connections. When required, a trailer board complete with lights, number plate and indicators must be fitted and checked to ensure correct function. Breakaway cables must be checked to ensure they are in good condition and always secured before moving off. The driver must also ensure that the Jockey wheel or leg is correctly stowed.
- 4.17 Service and safety inspection dates for all vehicles will be notified to the nominated manager by fleet management's Fleetmaster System. Vehicles must be presented for servicing, clean and devoid of any personal belongings or cab clutter. Vehicles are to be presented on their correct day as per programme unless prevented from doing so by an emergency. In such event, fleet management should be informed as soon as possible.
- 4.18 Drivers are advised to remove all personal effects, hire equipment etc from the vehicle when not in use.
- 4.19 When vehicles owned / operated by the Authority are left unattended, drivers will ensure:-

- All immobilisers are set
 - Windows are closed, vehicles are locked and keys are removed
 - Vehicles are legally parked on the highway in a well lit area and in plain view
 - No tools or equipment are left on view
- 4.20 All Council owned / operated vehicles are classed as places of work, therefore in accordance with the Council's Smoke Free Workplaces Policy, smoking is prohibited in any vehicle owned or operated by the Authority.
- 4.21 An authorised driver may be required to pass a medical examination solely intended to establish their fitness to drive if the employing department, Risk Insurance Manager or the Transport Manager deem it necessary. Continuation of Authorisation to drive will depend on compliance.
- 4.22 Drivers of all Council owned / operated vehicles will, as and when required, undertake induction / familiarisation and, periodically, refresher training for the type of vehicle they are issued.
- 4.23 Drivers of all Council owned or operated vehicles will notify any situation involving the Police, authorised inspectors of the Vehicle and Operator Standards Agency or Customs and Excise, to Fleet Management, whether or not it leads to charges made against the driver.
- 4.24 Drivers of all Council owned / operated vehicles will report any vehicle damage or accidents to Fleet management immediately. An accident / incident form will be completed and submitted and a defect report made.
- 4.25 All Council owned / operated vehicles must be kept clean and tidy both inside and out at all times. All equipment and materials must be properly stowed and the vehicles washed as often as required to keep them clean. This is in the interest of Health and Safety and to present a favourable image to the public.
- 4.26 Managers and Drivers of all Council owned / operated vehicles must ensure that they are aware of the maximum loads which can be carried in / on the vehicles in their charge and ensure they are not exceeded. All loads must be distributed evenly and securely on the vehicle / trailer.
- 4.27 All Council vehicles must be parked overnight in appropriate Council premises, except where permission has been granted to do otherwise by senior management.
- 4.28 Vehicles parked overnight away from Council premises must be legally parked where they will not inconvenience the public or any other road users.
- 4.29 Diabetics who require insulin may not drive Council owned / operated large goods or passenger carrying vehicles.
- 4.30 In all cases, the following age consideration will be observed:-
- Drivers under 21 – Limited to private type cars / light vans
 - Drivers under 25 – Not permitted to drive passenger vehicles unless PCV

licence

- LGV Drivers 45 and over – Subject to licence renewal and medical examination / report at 45 and every 5 years after
- LGV Drivers over 65 and over – subject to annual Licence renewal and medical examination / report
- Drivers 70 and over – subject to Licence renewal at 70 and then every 3 yrs

- 4.31 Drivers in possession of vocational (LGV) licences, where an eyesight test discloses a need for spectacles for Driving, the Council will reimburse £12.50 towards the cost of an eye test and £40 towards the cost of spectacles required
- 4.32 New Drivers, with the exception of vocational driving licences, who have passed their car test whilst employed, will not be accepted for driving assessment for using Authority owned / operated vehicles for a period of 6 months from test pass date.
- 4.33 Any reported accidents or incidents of vehicle abuse, misuse, neglect, complaints or speeding etc, with Council owned / operated vehicles must be reported by the Driver and/or Fleet Management to their Manager/Supervisor for an investigation. Fleet management will also report any issues they become aware of through routine safety inspections or receipt of fixed penalty notices to enable departments to effectively manage occupational road risk.
- 4.34 Fleet management will produce monthly accident reports for the Corporate Strategic Health and Safety Panel and designated divisional / departmental representatives to enable them to monitor work related motor accidents and review the effectiveness of this policy.
- 4.35 The relevant Manager/Supervisor will investigate each motor accident and incident of Driver abuse inflicted on a Council owned / operated vehicle.
- 4.36 Should a third fault type accident or incident of Driver abuse occur within a four year period, authorisation to drive Council owned/operated vehicles will automatically be suspended and will only be restored if the relevant Chief Officer considers that in the particular circumstances it is appropriate to do so.
- 4.37 The outcome of any investigation must be forwarded to Fleet Management and entered onto the employees records.
- 4.38 The purpose of the investigation is to establish the facts and compare them with the Council policy. It is not a disciplinary hearing and representation is not necessary. However, as the investigation may recommend disciplinary action, employees who wish to arrange representation may do so.
- 4.39 Misuse of a vehicle or a poor standard of driving, resulting in damage to Council vehicles or the image or reputation of the Council will be investigated in accordance with the Councils Disciplinary procedures.
- 4.40 Following the accident / Driver abuse investigation, the Manager/Supervisor may make recommendations as to methods of working and may, where appropriate refer the Driver for a Driving Assessment.
- 4.41 Fleet management can provide advice to any Supervisor / Manager or

Investigatory Panel undertaking an Investigation. Investigatory panels which would consist of the Line Manager, a representatives from Fleet Management , the Insurance Risk Manager, Corporate Health and Safety, and Human Resources, as appropriate, can be formed to deal with any issues when considered necessary.

5. Code of Practice for Contractor owned Vehicles used on behalf of the Authority

- 5.1 Prior to the commencement of any contract, the Contractor must submit details of their Drivers Policy, H&S records, any driving related HSE prosecutions, & insurances, for verification by the employing Client in accordance with the Council's Managing Contractors Policy.
- 5.2 The Client should undertake spot checks to confirm compliance with the Contractor's Drivers Policy.
- 5.3 Fleet management is available to provide advice to Clients.

6. Code of Practice - General

- 6.1 Employees are expected to familiarise themselves with the Drivers Policy, Standards and Guidelines and abide with them. Any breach of the Policy which may be considered to be unsatisfactory conduct on the employees part, will be investigated in accordance with the Council's Disciplinary Procedures. This will include any convictions for driving offences committed on the business of the Council.
- 6.2 All employees are expected to drive safely in accordance with the requirements of the Highway Code at all times.
- 6.3 The following requirements should be borne in mind when driving:-
 - **Never** drive a vehicle if you are unwell or taking medication, unless a Medical Practitioner or Dispensing Pharmacist has confirmed it is safe for you to drive.
 - **Remember** it is the drivers responsibility to inform the DVLA, the insurance company and Manager of any medical condition or medication that affects your ability to drive
 - **Never** drive under the influence of alcohol or drugs
 - **Never** start out or continue driving if you are too tired to do safely. Driving requires your full concentration. It is the responsibility of all drivers to ensure that they are not too tired to undertake their duties. Any concerns regarding this issue must be reported to your supervisor or manager.
 - **Never** exceed your driving hours when covered by EC Drivers Hours rules or UK Drivers hours rules (only to be exceeded whilst responding to emergencies i.e. Snow Clearance / Storms etc)
 - **Never** drive with poor eyesight or if your vision is blurred. You must wear spectacles or contact lenses for driving if your optician prescribes them for that purpose.
 - **Never** eat, drink, or try to read a map or directions while driving. You must pull in and stop somewhere safe first.

- **Never** put yourself or others at risk if you are involved in a breakdown or accident. Never wait recovery in your vehicle. Always position yourself in a clearly visible location, a safe distance from the vehicle and roadside.
 - **Do not** change a wheel unless it is completely safe to do so. (In the case of Council owned vehicles the Vehicle repair workshops are to be called out).
- 6.4 Drivers and Passengers of vehicles will wear Safety belts at all times where legally required to do so. Drivers can also be prosecuted if their passengers are not wearing seatbelts.
- 6.5 Refuse Loaders, during the course of collecting Refuse bins are exempt wearing seat belts up to a distance of 50 metres only. When travelling to and from the depot / Transfer Station, seat belts will be worn.
- 6.6 Under The Road Traffic Act, the law requires that if an illness or disability develops or worsens, which is likely to affect a drivers performance, the DVLA must be notified, unless the disability / illness is not expected to last for more than 3 month. Failure to notify DVLA of such circumstances is an offence. If the illness / disability is notifiable to DVLA, authorisation to drive on Council business will be suspended immediately, pending the DVLA ruling.
- 6.7 Authorised drivers who are required to take medication, including all “over the counter” medicines, will obtain advice from the prescribing physician / pharmacist as to the possible side effects which may impact on their ability to drive. Drivers will act strictly in accordance with the prescribing physician / pharmacist advice. If the illness is notifiable, authorisation to drive will be suspended immediately, pending the DVLA ruling.
- 6.8 All drivers must ensure that their home address corresponds with their Driving licence and that their photo card has not expired. Failure to observe this requirement could attract fines of £1000.
- 6.9 If an employee has been disabled by an injury / illness and their licence has been restricted to “Adapted Vehicles”, the employing department will undertake an assessment (DDA 1995). If the result is that the employee cannot be exempt from driving, and it is judged practicable to modify the vehicle, authorisation to drive will be limited to that vehicle.
- 6.10 Drivers are referred to the Council’s Alcohol & Substance Use Policy which states that “Torfaen County Borough Council does not permit any employee to be at work, or carrying out work on behalf of the council whilst under the influence of alcohol or drugs.”, and reminded that this includes driving on Council business.
- 6.11 All employees wishing to appeal against any action taken within the Driver Policy will have access to the Councils grievance procedure.
- 6.12 Breach of the conditions in this Drivers Policy may be considered misconduct or gross misconduct in accordance with the Council’s Disciplinary Policy.
- 6.13 If any Manager or driver of Council operated vehicles or private vehicles has any queries regarding any issues raised in this policy, any driving related issues, or any vehicle safety check/servicing/maintenance issues, please contact Fleet

Management at the New Inn Depot for advice and support.

7. Motoring Convictions (all drivers)

- 7.1 Drivers will notify their employing Manager / Supervisor of any motoring convictions or pending convictions without delay.
- 7.2 A driver reporting a first speeding conviction received whilst on Council business is to be interviewed by their line manager and reminded of the importance of the safety of all road users and of maintaining prescribed speed limits. Drivers will be reminded of the Council's driver policy and a record of the interview will remain on file.
- 7.3 A second speeding conviction received within 3 years, or a single conviction attracting 6 points or more, whilst on Council business must be referred to the appropriate Chief Officer, who may consider action under the Council's Disciplinary Policy.
- 7.4 Drivers who are disqualified are not permitted to drive under any circumstances.
- 7.5 If any impending case relating to dangerous driving, driving with undue care and attention, a drink or drugs offence or similar matter is reported, the employee's authorisation to drive will be suspended until the outcome of the trial. Employees will temporarily have their duties adjusted to accommodate the driving suspension until the outcome of the trial.
- 7.6 Re-authorisation to drive Council owned/operated vehicles is not automatic at the end of a ban. Drivers will be referred to the relevant Chief Officer, who will consider the reasons for the suspension and assess the risk before agreeing to re-authorise.

8. Drivers Employed From Overseas

- 8.1 All drivers employed from overseas to drive on Council Business, will undergo a more comprehensive driving assessment in order to have them familiarised with UK driving standards and the Highway Code.
- 8.2 All Non UK Nationals who possess an EC / EEA Driving licence will apply, after the obligatory 185 days residency in the UK, free of charge, to DVLA for a GB Counterpart (D 58/2).
- 8.3 A UK driving test will be taken and passed within 12 months of any overseas employees date of entry into the UK.

9. Use of Mobile Phones and Other Equipment When Driving

- 9.1 All Drivers, volunteers and contractors will not use two way radios, mobile telephones and or any other form of communications, or attempt to program Navigation systems whilst the vehicle is in motion. The driver is permitted to operate such items only when the vehicle is parked in a safe position with the parking brake applied and the engine switched off.
- 9.2 Managers / Supervisors will terminate any phone call to mobile telephones if they suspect the person to whom they are talking to, is driving.
- 9.3 Where a vehicle or individual has been designated as an “Emergency” category and where contact with the driver is required to be made for emergency purposes, suitable and sufficient Risk Assessment having been undertaken, the vehicle may be fitted with an approved hands-free phone kit; once authorised by the relevant Chief Officer.

The following questions should be used as a guide when assessing if a vehicle or individual should be issued with a hands-free phone kit:-

- Does the activity or function of the individual driving the vehicle require they respond immediately to a situation that cannot be managed by other suitable means?
 - Does the phone call require immediate response?
 - Is the driver involved in a “Standby” or duty shift rota and liable to be called to respond immediately to the situation from any location or situation?
 - Is the operation of the vehicle fulfilling a statutory duty?
- 9.4 The answers to these questions should guide the Chief Officer as to whether or not the fitting of hands-free kits are essential. If the Chief Officer is of the opinion that the vehicle requires a hands-free kit to be fitted, then this should be considered within the wider risk assessment process, aimed at ensuring a safe system of work.
- 9.5 All Drivers are made aware that if a vehicle is involved in a road traffic accident and the driver is proven to have been using a mobile telephone (even if through a hands free kit), or other equipment, they may be prosecuted for failing to have proper control of their vehicle.

**R. COTTRELL
TRANSPORT AND DEPOT MANAGER
OPERATIONAL SERVICES**

**C. HOWELL
HEAD OF HIGHWAYS AND TRANSPORTATION**

August 2009

**DRIVER DECLARATION - DRIVERS OF PRIVATE CARS
USED FOR COUNCIL BUSINESS**

It is an offence for a person to drive on a road any vehicle otherwise than in accordance with a licence authorising him to drive it. It is also an offence for a person to cause or permit another person to drive it

ALL QUESTIONS MUST BE ANSWERED

Name		Payroll No	
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Home Address	
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Employing Department		Section	
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Name of Line Manager		Managers Contact Phone No	
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Date Passed Driving Test		Photo Card Expiry Date	
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Licence Categories		Current Convictions	
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Managers Check - Car Documentation (Note last three digits / characters only as proof of verification)			
Driving Licence number			
Current Insurance policy number			
Business use insurance cover *	Yes / No *		
Current Road fund licence serial number			
Current MOT test certificate serial number (where applicable)			

Note:

Home address must match that stated on the Driving Licence.

All documentation must be valid at the date of inspection to be "Current"

Drivers who hold the new style photo card licence must also produce the paper counterpart for verification before authorisation to drive is given

Staff will not be permitted to drive private cars on Council business unless business use insurance cover is clearly established.

Personal details recorded on this form will only be used as evidence of the document check.

Health Declaration	
I confirm that to my knowledge, I have no issues regarding my health which could affect my entitlement to drive (refer to health information provided below)	Confirmed/ Not confirmed (Driving duties suspended until issues resolved)

For information, drivers must report health issues which could affect their ability to drive, as follows; An epileptic event (seizure or fit) Sudden attacks of disabling giddiness, fainting or blackouts Severe mental ill-health A pacemaker, defibrillator or anti-ventricular tachycardia device fitted Diabetes controlled by insulin or tablets Angina (heart pain) while driving Parkinson's disease Any other chronic neurological condition A serious problem with memory A major or minor stroke Any type of brain surgery or tumour Severe head injury involving in-patient treatment in hospital Any severe psychiatric illness or mental disorder Continuing / permanent difficulty in the use of arms or legs Dependence on / or misuse of alcohol, illicit drugs or chemical substances in the past three years Difficulty breathing at night/snoring, or diagnosed sleep apnoea Any visual disability that affects both eyes (do not declare short/long sight or colour blindness)
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If any of the above affects me I will inform my employer, Occupational Health Officer as soon as possible. I understand that I must also inform DVLA by writing to the: Drivers Medical Unit, DVLA Swansea SA99 1TU. Failure to do so is a criminal offence punishable by a fine of up to £1,000. I will inform my employer of any road traffic incidents, convictions, endorsements or disqualifications that occur, which could affect my entitlement to drive, as soon as possible.

Drivers declaration				
I declare that I have produced my latest licence, and that I have no pending convictions, endorsements or disqualifications. I have read and fully understand the above and will comply with what is requested of me.				
Signature		Print Name		Date

Managers declaration				
I declare that I have inspected all required documents and verify that all details are correct.				
Signature		Print Name		Date



DRIVER DECLARATION – DRIVERS OF ALL COUNCIL VEHICLES

It is an offence for a person to drive on a road any vehicle otherwise than in accordance with a licence authorising him to drive it. It is also an offence for a person to cause or permit another person to drive it

ALL QUESTIONS MUST BE ANSWERED

Name		Date of Birth		Payroll No	
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Designation	
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Home Address	
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Home Phone No		Mobile Phone No	
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Employing Department		Section	
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Name of Line Manager		Managers Contact Phone No	
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Driving Licence Number																		
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Licence Categories		Photo Card Expires	
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Date Passed Driving Test		Car		HGV		PCV	
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Current Convictions	
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Health Declaration	
I have had no change in my health, which could affect my entitlement to drive for all licences, in particular; An epileptic event (seizure or fit) Sudden attacks of disabling giddiness, fainting or blackouts Severe mental ill-health A pacemaker, defibrillator or anti-ventricular tachycardia device fitted Diabetes controlled by insulin or tablets Angina (heart pain) while driving Parkinson's disease Any other chronic neurological condition A serious problem with memory	Yes / No Yes / No Yes / No Yes / No Yes / No Yes / No Yes / No Yes / No Yes / No
Health Declaration continued	

A major or minor stroke	Yes / No
Any type of brain surgery or tumour	Yes / No
Severe head injury involving in-patient treatment in hospital	Yes / No
Any severe psychiatric illness or mental disorder	Yes / No
Continuing / permanent difficulty in the use of arms or legs	Yes / No
Dependence on / or misuse of alcohol, illicit drugs or chemical substances in the past three years	Yes / No
Any visual disability that affects both eyes (do not declare short / long sight or colour blindness)	Yes / No
Difficulty breathing at night/snoring, or diagnosed sleep apnoea	Yes/No
Also, for vocational licences:	
Any heart condition or heart operation	Yes / No
Any visual problem affecting either eye	Yes / No
High blood pressure or current treatment for high blood pressure	Yes / No

If any of the above affects me I will inform my employer, Occupational Health Officer as soon as possible. I understand that I must also inform DVLA by writing to the: Drivers Medical Unit, DVLA Swansea SA99 1TU. Failure to do so is a criminal offence punishable by a fine of up to £1,000. I will inform my employer of any road traffic incidents, convictions, endorsements or disqualifications that occur, which could affect my entitlement to drive, as soon as possible.

DRIVERS ARE NOT PERMITTED TO USE COUNCIL VEHICLES FOR PERSONAL USE

ANY USE OTHER THAN WORK RELATED PURPOSES MAY CONSTITUTE GROSS MISCONDUCT AND MAY LEAD TO DISMISSAL IN ACCORDANCE WITH THE COUNCIL'S DISCIPLINARY CODE

Declaration				
I declare that I have produced my latest licence, and that I have no pending convictions, endorsements or disqualifications. I have read and fully understand the above and will comply with what is requested of me.				
Signature		Print Name		Date

Note

Drivers must produce licence and paper counterpart to photo card licence. Authorisation to drive will not be given until both parts of licence have been produced.

Both sides of driving licences and counterparts are photocopied and held on record for future verification.

Personal details recorded on this form will only be used as evidence of the document check apart from the Driving Licence Number which the Council reserves the right to use to check its validity with the DVLA.

DRIVER OF COUNCIL OWNED/OPERATED VEHICLES RISK ASSESSMENT FORM**Appendix 3**

This form is intended to assist Managers undertaking a risk assessment. Any risks related to employees driving private vehicles must be taken into account in the Risk Assessment for that activity.

NAME:

DATE OF ASSESSMENT:

REVIEW DATE:

Hazards and Risks Identified	Existing Control Methods	Likelihood 1-5 5=HIGH 1=LOW	Severity 1-5 5=HIGH 1=LOW	Risk Rating RED/ AMBER/ GREEN	Additional Control Measures Required
Are you satisfied that the driver is competent and capable of doing their job in a way that is safe for them and others?					
Does the employee have the relevant previous experience?					
Does the job require anything more than a current driving licence, valid for the type of vehicle to be driven?					
Are your 'at work' drivers aware of the Authority's policy on work related safety and do they understand what is expected of them?					

Hazards and Risks Identified	Existing Control Methods	Likelihood 1-5 5=HIGH 1=LOW	Severity 1-5 5=HIGH 1=LOW	Risk Rating RED/ AMBER/ GREEN	Additional Control Measures Required
Should your policy document be supplemented with training sessions and/or group meetings? Have you specified what standards of skill and expertise are required for the circumstances of a particular job?					
Do you evaluate whether those drivers at work require additional training to carry out their job safely?					
Do you provide induction for drivers?					
Are drivers fully aware of the height of their vehicle, both laden and empty?					
Has money been budgeted for training? To be effective training needs to be periodically assessed, including the requirements for refresher training.					

Hazards and Risks Identified	Existing Control Methods	Likelihood 1-5 5=HIGH 1=LOW	Severity 1-5 5=HIGH 1=LOW	Risk Rating RED/ AMBER/ GREEN	Additional Control Measures Required
How do you ensure that vehicles do not exceed their maximum load weight?					
Have you ensured that the relevant working/driving time regulations are adhered to?					
Journey Routes					
Scheduling					
Time					
Distance					
Adverse Weather					

ASSESSMENT TAKEN BY:

DATE:

TRANSPORT DIVISION

Investigatory Report No		Date of Incident	
Name		Department	
Vehicle Fleet No		Vehicle Registration No	
Division / School		Section	
Name of Head Teacher, Manager, Supervisor			

Nature of Investigation	Misuse	
	Accident	
	Neglect	
	Complaint	
	Speeding	

Details of Incident (Brief Description and Estimated cost – where applicable)	

Attached Documentation *	Photo	
	Accident / Incident Report form	
	Workshop Job Card / Report	
	Prosecution Notice	
	Letter of Complaint	
	Invoices	

22

Findings of Investigation

Action to be Taken

Investigation Attended by	Name	Position

Investigation Carried out by		Position	
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Date	
------	--

COMPLETED FORMS TO BE RETURNED TO FLEET MANAGEMENT CO-ORDINATOR, TRANSPORT DIVISON, OPERATIONAL SERVICES DEPARTMENT

Appendix 5

TORFAEN COUNTY BOROUGH COUNCIL DRIVER'S LOG, VEHICLE CHECK & DEFECT SHEET

VEHICLE REG NO _____ TYPE _____ WEEK ENDING _____

Mileage Start of week _____ End of week _____

Daily condition checks Tick box when complete

C = Coolants, L = Lights, T = Tyres, O = Oil, B = Brakes, S = Steering

							TIME		DRIVERS
	C	L	T	O	B	S	START	FINISH	NAME(S)
MONDAY									
TUESDAY									
WEDNESDAY									
THURSDAY									
FRIDAY									
SATURDAY									
SUNDAY									

Reported Defects:

Defects rectified by:

Name.....

Sig.....

Date.....

Drivers Sig.....

Date.....

Supervisor Sig.....

N.B. If the defect is safety related the vehicle must not be driven

All other defects must be reported within 24 hrs.

OPERATIONAL SERVICES

FLEET MANAGEMENT - HGV DRIVERS DAILY VEHICLE INSPECTION / DEFECT REPORT

THE FOLLOWING DAILY DRIVER CHECKS ARE TO BE CARRIED OUT AT THE START AND END OF EACH DAY THE VEHICLE IS USED AND / OR WHEN A DEFECT HAS OCCURED

Driver Name					Fleet No			Reg No					Mileage		
Daily Check Item			1	2	Daily Check Item			1	2	Daily Check Item			1	2	
Engine Oil Level					Wipers					Rear Marker Boards					
Fuel / Oil Leaks					Fire Extinguisher					Security of Body / Wings / Binlift etc					
Coolant Level					Washer					Security of Load (Where applicable)					
Mirrors					Horn					Excessive Engine Smoke					
Lights,					First Aid Kit					Steering					
Reflectors					Battery Security (Condition)					Brakes					
Indicators					Tyres and Wheel Fixing					Reverse Audible Warning / Camera					

VEHICLES ARE NOT TO BE USED UNTIL DEFECTS ARE RECTIFIED OR DEEMED SERVICEABLE BY A QUALIFIED MEMBER OF THE TRANSPORT DIVISION MAINTENANCE STAFF

Defects Identified	Time	Action taken / Parts Fitted	Repaired By

1	First Daily Check Carried Out By		Write <u>NIL</u> Here if no defects found		Date		Time	
2	Final Daily Check Carried Out By		Write <u>NIL</u> Here if no defects found		Date		Time	

**FAILURE TO COMPLETE THE ABOVE DAILY DRIVER CHECKS MAY RESULT IN DISCIPLINARY ACTION
ALL DAILY DRIVER CHECK FORMS ARE TO BE RETURNED TO VEHICLE WORKSHOPS FOR REPAIRS TO BE CARRIED OUT
AND AT THE END OF EACH WORKING DAY TOGETHER WITH VEHICLE KEYS AND DRIVERS HOURS LOG BOOKS**

APPENDIX 7

WEEKLY SHEET							
1. DRIVERS NAME				2. PERIOD COVERED BY SHEET WEEK COMMENCING (DATE) _____ TO WEEK ENDING (DATE) _____			
DAY ON WHICH DUTY COMMENCED	REGISTRATION NO. OF VEHICLE(S) 3	PLACE WHERE VEHICLE(S) BASED 4	TIME OF GOING ON DUTY 5	TIME OF GOING OFF DUTY 6	TIME SPENT DRIVING 7	TIME SPENT ON DUTY 8	SIGNATURE OF DRIVER 9
MONDAY							
TUESDAY							
WEDNESDAY							
THURSDAY							
FRIDAY							
SATURDAY							
SUNDAY							
10. CERTIFICATION BY EMPLOYER				I HAVE EXAMINED THE ENTRIES IN THIS SHEET SIGNATURE _____ POSITION HELD _____			

APPENDIX 8 – Vehicle Incident/Accident Form

MOTOR ACCIDENT REPORT FORM

A FORM MUST BE COMPLETED IMMEDIATELY AFTER ANY INCIDENT WHETHER A CLAIM APPEARS LIKELY OR NOT. THE FORM INCLUDES INFORMATION REQUIRED BY LAW.

IMMEDIATELY AFTER COMPLETION THE FORM MUST BE SENT TO THE **PERSONNEL DEPARTMENT** AND THE **INSURANCE SECTION**.

IF THE MATTER IS SERIOUS THE SAFETY OFFICER IS TO BE NOTIFIED BY TELEPHONE **IMMEDIATELY**.

POLICYHOLDER

Name & Address: Torfaen C.B.C. Civic Centre, Hanbury Road, Pontypool NP4 6YB

Telephone Number: 01495 766103

Policy No: 21005151

Department:

Fleet No:

Reference:

Name of Person Completing Form:

ACCIDENT

Day/Date:

Time:

Exact Location:

Weather conditions?

Road conditions?

Speed of your vehicle?

Speed limit for road?

What lights were in use?

What warning lights/sirens were in use?

Full description of accident:

Sketch of accident:

(continue on separate sheet if necessary)

WITNESSES	
Name & Address 1. 2. 3.	State if passenger and in which vehicle
OWN DRIVER	
Full Name & Address: Job Title & Department: Age: Works No: Married / Single Type of licence held & how long: If driver is not policyholder give details (e.g. employee): Has the driver been involved in an accident in the past 3 years or been convicted of a driving/motoring offence (or has a prosecution pending) within the past 5 years? If so, give details: If Injured Precise Nature of Injury: (State Left/Right) Was Seatbelt Worn? If Not Why? Date & Time Ceased Work: Name of Immediate Supervisor:	
OWN VEHICLE	
Make & Model: Engine Size (c.c.): Registration No: Is the vehicle hired or leased? If so, give name and address of owner: For what purpose was vehicle being used at the time of the accident? No. Passengers in vehicle (if any)? Details of damage: Cost of repairs (attach estimates) Where can our Engineer inspect the vehicle? Contact name & telephone no:	

OTHER VEHICLE/PROPERTY Name & address of owner/driver (Both if different): Type of vehicle & registration no? No. Passengers in vehicle (if any)? Insurance details: Damage to vehicle/property: If Injured Precise Nature of Injury: (State Left/Right) Was Seatbelt Worn? If Not Why?																													
OTHER INJURED PERSONS <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;"></th> <th style="width: 30%;">Name & Address</th> <th style="width: 15%;">Passenger?</th> <th style="width: 25%;">Wearing seat belt?</th> <th style="width: 20%;">Injuries?</th> </tr> </thead> <tbody> <tr><td>1.</td><td></td><td></td><td></td><td></td></tr> <tr><td>2.</td><td></td><td></td><td></td><td></td></tr> <tr><td>3.</td><td></td><td></td><td></td><td></td></tr> <tr><td>4.</td><td></td><td></td><td></td><td></td></tr> </tbody> </table>						Name & Address	Passenger?	Wearing seat belt?	Injuries?	1.					2.					3.					4.				
	Name & Address	Passenger?	Wearing seat belt?	Injuries?																									
1.																													
2.																													
3.																													
4.																													
POLICE Were the Police informed? Did they attend? Give Officer's name & station: 																													
Signature of Driver			Date																										
Signature of Manager			Date																										

DRIVING RELATED ISSUES MANAGEMENT OF HEALTH AND SAFETY CHECKLIST

RISK FACTORS	METHOD OF CONTROL
DRIVER COMPETENCY	
Are you satisfied that the driver is competent and capable of doing their job in a way that is safe for them and others?	Operational Managers/Supervisor's Risk Assessment – Para 2.3 & Appendix 3
Does the employee have the relevant previous experience?	Operational Managers/Supervisor's Risk Assessment – Para 2.3 & Appendix 3
Does the job require anything more than a current driving licence, valid for the type of vehicle to be driven?	Operational Managers/Supervisor's Risk Assessment – Para 2.3 & Appendix 3
Check on the validity of the driving licence on recruitment.	Driving Policy – Paras 3.1&4.1, Appendices 1&2
Check the validity of any PCV / HGV driving entitlements as part of your recruitment procedures.	Driving Policy – Para 4.1, Appendix 2
Are your 'at work' drivers aware of the Authority's policy on work related safety and do they understand what is expected of them? Should your policy document be supplemented with training sessions and/or group meetings?	Operational Managers/Supervisor's Risk Assessment – Para 2.3 & Appendix 3
Have you specified what standards of skill and expertise are required for the circumstances of a particular job?	Operational Managers/Supervisor's Risk Assessment – Para 2.3 & Appendix 3
DRIVER TRAINING	
Do you evaluate whether those drivers at work require additional training to carry out their job safely?	Operational Managers/Supervisor's Risk Assessment – Para 2.3 & Appendix 3

RISK FACTORS	METHOD OF CONTROL
Do you provide induction for drivers?	Operational Managers/Supervisor's Risk Assessment – Para 2.3 & Appendix 3. Driving Policy – Paras 4.1, 4.21, 8.1
Do you arrange for drivers to be trained giving priority to those at highest risk ie high annual mileage, poor accident record or young drivers?	Driving Policy – Paras 4.3, 4.5, 4.38
Do drivers need to know how to: • Carry out routine safety checks such as lights, tyres and wheel fixings? • Correctly adjust safety equipment eg head restraints and seat belts? • Use anti-lock brakes (ABS) properly? • Check washer fluid levels before starting a journey?	Driving Policy – Paras 3.5, 4.1, 4.13, 6.13
Do drivers know what action to take to ensure their own safety following the breakdown of their vehicle?	Driving Policy – Paras 4.14, 6.2, 6.3
Do you need to provide a handbook for drivers giving advice and information on road safety?	Driving Policy – Paras 6.1, 6.2
Are drivers aware of the dangers of fatigue? Do they know what they should do if they start to feel sleepy?	Driving Policy – Para 6.3
Are drivers fully aware of the height of their vehicle, both laden and empty?	Operational Managers/Supervisor's Risk Assessment – Para 2.3 & Appendix 3. Driving Policy – Paras 4.1, 4.3, 4.25
Has money been budgeted for training? To be effective training needs to be periodically assessed, including the requirements for refresher training.	Operational Managers/Supervisor's Risk Assessment – Para 2.3 & Appendix 3. Driving Policy – Paras 4.1, 4.5

RISK FACTORS	METHOD OF CONTROL
FITNESS & HEALTH	
Are you satisfied that your drivers are sufficiently fit and healthy to drive safely and not put themselves or others at risk?	Driving Policy – Paras 3.1, 3.9, 4.1, 4.20, 4.29, 6.3, 6.6, 6.7, 6.9
Although there is no legal requirement, should those at work drivers who are most at risk undergo regular medicals?	Driving Policy – Paras 3.9, 4.20
Are staff aware that their eyesight must meet the requirements of the highway code?	Driving Policy – Paras 4.1, 4.31, 6.2, 6.3
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.	Driving Policy – Paras 6.3, 6.7
VEHICLE SUITABILITY	
Do you investigate which vehicles are best for public and employee health and safety when purchasing new or replacement vehicles?	Fleet Management Strategy
Are your vehicles suitable for the job in hand? Have you thought about supplementing or replacing them with leased or hire vehicles?	Fleet Management Strategy
Do you consider the length of time the vehicle will be required to be in use on a day-to-day basis and assess the need for additional equipment eg air conditioning?	Fleet Management Strategy
VEHICLE CONDITION	
Are you satisfied that the vehicles are maintained in a safe and fit condition?	Fleet Management Strategy Driving Policy – Paras 3.5, 4.13, 4.14, 4.16
Do you have adequate maintenance arrangements in place?	Fleet Management Strategy Driving Policy – Paras 3.5, 4.13, 4.14, 4.16

RISK FACTORS	METHOD OF CONTROL
How do you ensure that maintenance and repairs are carried out to an acceptable standard?	Fleet Management Strategy
Is planned/preventative maintenance and repairs are carried out in accordance with manufacturer's recommendations? Remember an MOT certificate only checks for basic defects and does not guarantee the safety of the vehicle.	Fleet Management Strategy Driving Policy – Paras 4.16, 6.13
Do your drivers know how to carry out basic safety checks?	Driving Policy – Paras 3.5, 4.1, 4.13, 6.13
How do you ensure that vehicles do not exceed their maximum load weight?	Operational Managers/Supervisor's Risk Assessment – Para 2.3 & Appendix 3. Driving Policy – Paras 4.1, 4.21, 4.25
Can goods and equipment which are to be carried in the vehicle be properly secured eg loose tools and equipment.?	Fleet Management Strategy Driving Policy – Paras 4.1, 4.21, 4.25
Are windscreen wipers inspected regularly and replace as necessary?	Fleet Management Strategy Driving Policy – Paras 3.5, 4.1, 4.13, 4.16
SAFETY CRITICAL EQUIPMENT	
Are you satisfied that drivers have access to information that will help them reduce risks?	Driving Policy – Paras 3.5, 4.1, 4.13, 4.21, 6.1, 6.2, 6.3, 6.4, 6.13, 8.1, 9.1
Have you thought of ways that information can be made readily available to drivers eg • recommend type pressure? • How to adjust headlamp beam to compensate for load weight? • How to adjust head restraints to compensate for the effects of whiplash?	Driving Policy – Paras 3.5, 4.1, 4.13, 6.13
The action drivers should take where they consider their vehicle is unsafe and who should they contact?	Driving Policy – Paras 3.5, 4.1, 4.14, 6.13

RISK FACTORS	METHOD OF CONTROL
SAFETY EQUIPMENT	
Are you satisfied that the safety equipment is properly fitted and maintained?	Fleet Management Strategy Driving Policy – Paras 3.5, 4.1, 4.13, 4.16
Is the safety equipment appropriate and in good working order?	Fleet Management Strategy Driving Policy – Paras 3.5, 4.1, 4.13, 4.16
Are seatbelts and head restraints fitted correctly and do they function properly?	Fleet Management Strategy Driving Policy – Paras 3.5, 4.1, 4.13, 4.16
ERGONOMIC CONSIDERATIONS	
Are you satisfied that drivers health and possibly safety is not being put at risk eg from inappropriate seating position or driving posture?	Fleet Management Strategy
Do you take account of ergonomic considerations before purchasing or leasing new vehicles?	Fleet Management Strategy
JOURNEY ROUTES	Operational Managers/Supervisor's Risk Assessment – Para 2.3 & Appendix 3.
SCHEDULING	Operational Managers/Supervisor's Risk Assessment – Para 2.3 & Appendix 3.
TIME	Operational Managers/Supervisor's Risk Assessment – Para 2.3 & Appendix 3.

RISK FACTORS	METHOD OF CONTROL
DISTANCE	Operational Managers/Supervisor's Risk Assessment – Para 2.3 & Appendix 3.
WEATHER CONDITIONS	
Are you satisfied that vehicles are properly equipped to operate in poor weather conditions eg anti-lock brakes fitted?	Fleet Management Strategy
Are you content that drivers understand the action they should take to reduce risk, eg do drivers of high-sided vehicles know that they should take extra care if driving in strong winds with a light load?	Operational Managers/Supervisor's Risk Assessment – Para 2.3 & Appendix 3.