

Section Nine – Policies

9.1 Road Traffic Legislation and the Highway Code

[The Highway Code](#) applies to England, Scotland, and Wales. The Highway Code is essential reading for everyone. The aim of The Highway Code is to promote safety on the road, whilst also supporting a healthy, sustainable, and efficient transport system.

The operator must have in place a clear and published policy which ensures driving standards and road traffic legislation is abided by.

The [national standard for driving lorries](#) - role 3 uses the road in accordance with the Highway Code and role 4 drives safely and responsibly in the traffic system

In point 9.1 section you need to enter the following details in your audit template

1. Is there a policy in place in respect of road traffic legislation and speeding offences?
2. Give the Policy name, number, and review date
3. Are the details of the policy in the driver handbook and induction training
4. Has a copy of or reference to road traffic legislation and the Highway Code been given to drivers?
5. Give evidence that the policy has been distributed to all relevant staff signed for and understood.
6. Is there evidence the staff have read and understood the latest communication?
7. Is there a policy in respect of work-related road safety?
8. Give Policy name, number, and review date.
9. Give a brief overview of content – this should include standards set out for drivers, vehicles, vulnerable road users, and planning of journeys, as an example.
10. Evidence that the policy has been distributed to all relevant staff, signed for, read and understood.

9.2 Safe and considerate parking of vehicles when away from base

A policy must be in place addressing the issues surrounding parking vehicles away from the base, in the interest of the security of the driver, vehicles and their loads, as this is when they are most vulnerable.

When parking vehicles away from the base, take care not to park illegally or cause a nuisance or obstruction. [lorry parking guide](#)

In point 9.2 section you need to enter the following details in your audit template

1. Is there a policy in place to ensure the safe and considerate parking of vehicles when parked away from the base?
2. Give policy name, number, and review date
3. Does the policy cover things such as obstructing, parking vehicles in inappropriate places, and parking in a way as to not cause disturbance or nuisance to other road users or the general public?
4. Does the policy cover consideration of safe places to park and not park in relation to security, theft, considerate parking, and obstructions?
5. Who is the person responsible for ensuring compliance with the policy is adhered to?
How is this checked?

9.3 Drink, drugs, and driver health policy

The operator must have in place a clear and published policy for the prevention of driving whilst under the influence of drink or drugs.

There should be processes in place to monitor driver health, wellbeing, and driver fatigue.

Operators should ensure the drivers meet the minimum requirements for eyesight checks.

In point 9.3 section you need to enter the following details in your audit template

1. Is there a policy regarding the use of alcohol and drugs (both prescription and recreational)
2. Give Policy name, number, and review date.
3. Give a brief Overview of policy - what does it cover? Is there a section relating to night workers, reportable illnesses, prescribed medication, random drug and alcohol testing, and the use of drugs (prescription or recreational)?
4. What is the reporting procedure for staff who have issues with any of the above, or concerns for others?
5. What actions are taken for non-compliance with the above policy
6. Give evidence of a driver's medical declaration
7. Are random drug and alcohol checks carried out? How frequently?
8. How are the results monitored and stored?
9. What are the consequences of not adhering to the policy - informing the traffic commissioner of mobile phone breaches, disciplinary action?
10. How have staff been notified and trained on the policy? Give details
11. Is there evidence of when and which staff were last trained on the policy? In what form did this take - toolbox talk, handbook, memo?
12. Give evidence - in cases of breaches of the policy and procedures, what is the disciplinary procedure?

9.4 Mobile phone and the use of other in-cab technology

Policies and procedures must be in place to effectively manage the use of devices, such as mobile communications devices, PDAs, and laptops where their use is controlled by legislation.

There should also be a demonstrated mechanism for dealing with breaches or neglect.

In point 9.4 section you need to enter the following details in your audit template

1. Is there a policy in place covering the use of technology?
2. Give the policy name, number, and the review date
3. Detail the content of the policy coverage of, mobile phones, use of sat navs, PDAs, tablets, laptops, and any additional items

9.5 Additional safety equipment

Where required, fit additional safety equipment such as:

- audible alerts
- cameras
- side scan cameras
- underrun protection
- turning or reversing alerts

A policy must be in place regarding the use of additional safety equipment and technology fitted to vehicles, evidence must be supplied to show training on additionally fitted safety equipment

In point 9.5 section you need to enter the following details in your audit template

1. Is there a policy for additional safety features fitted to vehicles and the use of the equipment?
2. Give Policy name, number, review date
3. Name the person responsible for ensuring compliance with the policy?
4. Is additional safety equipment covered? For example, warning alerts, cameras, side scans and underrun bars.
5. Are instructions in place for training in the use of additional safety equipment? For example, cameras, audible alarms, side scans
6. Give details of training given

9.6 Health and safety and staff fatigue policy

A health and safety policy sets out a general approach to health and safety. It explains how the operator, as an employer, will manage health and safety in their business. It should clearly say who does what, when and how. The policy should include monitoring and reporting incidents that must be reported under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).

The health and safety policy must be in writing if the operator has 5 or more employees. The operator does not need to have the policy in writing if they have fewer than 5 employees, although it must still be relayed to staff.

Fatigue refers to the issues that arise from excessive working time or poorly designed shift patterns. It is considered to be a decline in mental or physical performance that results from prolonged exertion, sleep loss or disruption of the internal clock. It is also related to workload.

a staff fatigue policy is required that specifically addresses and sets limits on working hours, overtime, and shift-swapping, and which guards against fatigue

A policy should be in place and with processes to monitor and enforce any non-compliance – this may include developing a robust system of recording working hours, overtime, shift-swapping, and on-call working

In point 9.6 section you need to enter the following details in your audit template

1. Who is the responsible person in charge of health and safety?
2. How often are health and safety meetings held?
3. How is health and safety monitored?
4. How are RIDDOR reportable incidents managed?
5. What is the content of the health & safety policy?
6. Staff fatigue policy, give the name of the policy, number, and review date.
7. Who is the person responsible for compliance with the policy?
8. Evidence of the policy has been relayed to all staff and there is confirmation they have read and understood the content.

9.7 Working at height and prevention of falls from vehicles

By law, employers must take suitable and effective measures to prevent anyone from:

falling a distance that is likely to hurt them

being hit by a falling object

In point 9.7 section you need to enter the following details in your audit template

1. Is there a policy in place in relation to working from height and the prevention of falls from vehicles?
2. Give the name of the policy, number, and review date
3. Who is responsible for compliance with the policy
4. Give an overview of the content
5. Give evidence that the policy has been relayed to staff and confirmation that they have read and understood the content

9.8 Whistleblowing policy

A whistleblowing policy is a means of employees reporting suspected illegal acts or failures to act within the constraints of the law.

it is important that there is clarity across the organisation of how to handle issues relating to whistleblowing

a whistleblowing policy plays a critical role in ensuring a consistent, effective, and compliant approach to whistleblowing

whistleblowing matters are those that are about unlawful conduct, financial malpractice or dangers to personal health or safety or the environment

[HSE - whistleblowing and whistleblowers](#)

In point 9.8 section you need to enter the following details in your audit template

1. Is there a policy in connection with making a disclosure in the public interest (Whistleblowing)
2. Give policy name, number, and review date
3. Does the policy outline its aims, scope of the policy, who can raise a concern, what should be raised, how to raise concerns, and protection of the whistleblower?