**Driving for Work**

**Version: 2**

| Summary: | In order to comply with “The Health and Safety at Work etc Act and The Management of Health and Safety at Work Regulations” and fulfil its statutory responsibility, Southern Health NHS Foundation Trust (SHFT) must make sure that risks associated with employee’s (or those who conduct business on behalf of SHFT) whilst driving vehicles at work for work purposes, are effectively and suitably controlled. |
| Keywords: | Health, Safety, Driving, Vehicle, Car |
| Target Audience: | All Staff, Agency Workers, Temporary Staff, Volunteers, who may be required to drive for SHFT |
| Next Review Date: | March 2020 |
| Approved & Ratified by: | Health and Safety Forum | Date of meeting: 4 December 2017 |
| Date issued: | December 2017 |
| Author: | Brent Schwarz, Health and Safety Manager |
| Director: | Paula Anderson, Director of Finance and Corporate Services |
## Version Control

### Change Record

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### Reviewers/contributors

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<tr>
<th>Name</th>
<th>Position</th>
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<td>V1 2017</td>
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<td>Health &amp; Safety Forum</td>
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<td>Brent Schwarz</td>
<td>Health and Safety Manager</td>
<td>V2 2019</td>
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Quick Reference Guide

- Ensure compliance with associated legislative requirements and SHFT Arrangements for all types of motorised transport used for or in connection with SHFT related work.

- Drivers must inform their line manager of any changes in circumstance with reference to their vehicle and driving license i.e. penalty points or any physical health conditions that could affect their ability to drive, Vehicle MOT and Insurance.

- Vehicle incidents / accidents in relation to driving in connection with work must be reported to SHFT.

- Drivers are liable for any fines, penalty points or sanctions imposed upon them when driving for work.

- SHFT does not endorse eating, drinking, smoking and / or using mobile devices (this includes hands free mobile phones) whilst driving for work.

- Comply with all health and safety legislation and relevant industry guidance.
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Driving for Work

1. Responsibilities

1.1 Directors / Heads of Service are responsible for ensuring:
- SHFT corporate policies, procedures and local arrangements are implemented effectively and adhered to.
- All driving activities are risk assessed and appropriate control measures implemented to ensure risks are suitably minimised and controlled.
- Sufficient resources and time is made available to fulfil the obligations and responsibilities.

1.2 Leads / Senior Managers / Managers are responsible for ensuring compliance with the arrangement and must:
- Implement the arrangements set out.
- Identify the risks associated with driving activities.
- Ensure driving risk is assessed and appropriate management controls implemented in consultation with employees, significant risks must be documented.
- Effectively manage driving requirements and activities.
- Ensure those employees who are required to drive in connection with or for work are provided with adequate information, instruction and training. This could include checking driving license validity and suitability, insurance certificates, MOT certificates and vehicle user checks by requesting authenticated copies.
- Minimise or eliminate the need for driving where possible, consideration to suitable alternatives are utilised wherever possible e.g. video conferencing, audio conferencing, service users attending clinics, alternative means of travel, etc.
- Ensure SHFT owned and / or leased vehicles are maintained in a roadworthy condition and appropriate maintenance regimes are in place. Where SHFT Estates are responsible for the vehicle, this requirement will be the responsibility of Estate Services.
- Ensure the vehicle is suitable for the task it is being used for with regard to the Carriage of Dangerous Goods, Equipment, or People.
- Identify hazards and high risk groups (learners and recently qualified) associated with driving in connection with or for work, using the risk assessment process.
- Ensure that where Patients / Service Users are transported in private vehicles or trust owned or leased vehicles, the risks are assessed and necessary controls implemented.
- Identify where employees may be exposed to driving for extended periods of time using the risk assessment process.
- Ensure that reasonable and practicable measures are in place to minimise the risks of driving.
- Ensure SHFT’s Sustainability Travel Policy and Travel Claim Policy and Procedure is adhered to.

1.3 Employees must:
- Ensure they have the correct driving licence and it is valid.
- Comply with all legal requirements for driving as required by legislation.
- Ensure the driver, passengers and the vehicle is covered by an appropriate insurance policy, which includes use for business purposes.
- Ensure that the vehicle is, and will be kept in a roadworthy state, complies with all legal requirements, and is suitable for the task, including undertaking any employer specified vehicle checks where necessary.
- Not place themselves or others at risk of injury whilst driving.
- Participate in driving risk assessments and consulting with management in relation to appropriate risk control measures.
- Report all vehicle related incidents / accidents which occur out of or in connection with work.
- Immediately inform SHFT of any change in circumstances, which affect or may affect the ability to drive and the use of a SHFT owned or leased and / or private vehicle for or in connection with work.
• Produce, upon request, driving licence, insurance certificate and MOT certificate.
• Not drive vehicles when adversely affected by a substance e.g. alcohol, drugs, medication.
• Ensure that any known health and safety issues associated with using vehicles are brought to the attention of their Line manager as soon as is reasonable practicable.
• Ensure that they are medically fit to drive on the public highway, irrespective of whether they are doing so as an individual for social, domestic or pleasure purposes, or whether they are doing so as a work related activity.
• Drivers of Trust vehicles must declare to their line manager if they are suffering from, or diagnosed with any medical condition that might adversely affect their ability to drive safely or which increases the risk (e.g. epilepsy, diabetes and vision impairment).

2. Arrangements

2.1 Employees who drive a vehicle owned or leased by SHFT must be authorised to do so, all checks such as licensing, MOT, Insurance, vehicle checks, must have been validated no more than 12 months prior.

2.2 All checks must be completed prior to authorising the use of a SHFT owned or leased or private vehicles.

2.3 Employees who are required to drive for work must complete a new user authorisation and be registered with SHFT Human Resources.

2.4 Line Managers of those who are required to drive for work, must ensure they have and records kept of:
• Valid driver’s licence – all vehicles;
• Valid insurance for business / work journeys - all non SHFT vehicles;
• Valid road tax - all non SHFT vehicles;
• Current MOT certificate (where necessary) - all non SHFT vehicles;

2.5 Records of random checks of documentation to satisfy the requirement of this arrangement must be carried out and monitored.

2.6 Physical inspection of all the above documentation should be completed following an accident or incident.

2.7 Risk assessment reviews at a periodic frequency, minimum, of no less than each documents expiry date.

2.8 Other alternatives to driving, for example video / audio conferencing, etc are considered. An assessment of whether the travel is really needed is considered and the use of less risky forms of transport is considered.

2.9 Ensure loose items are carried appropriately

2.10 Ensure trailers do not exceed towing capacity of the vehicle and ensure trailer braking systems are operational.

2.11 Drivers must ensure they are familiar with the class and type of vehicle being driven.

2.12 Drivers must not operate mobile devices while driving, this includes hands free.

2.13 Plan or share workloads and breaks, to prevent prolong periods of driving.
2.14 SHFT operate a no smoking policy and smoking is not permitted in any SHFT owned or leased vehicles, including e-cigarettes.

2.15 For SHFT owned or leased vehicles, drivers must ensure the vehicle is locked and secure when leaving the vehicle and no equipment is left in the vehicle when unattended.

3. Training Requirements

3.1 All SHFT employees using vehicles in the course of their employment should:
- Be made aware of this policy and given the opportunity to read it and raise any initial concerns to their Line Manager.
- Be briefed by their Line Manager on the local procedures for requesting any additional training requirements specific to using vehicles.
- Be briefed by their Line Manager on who to contact with regard to any issues / Health and Safety concerns regarding driving i.e. their Line Manager, SHFT Health and Safety, Occupational Health provider, Local Health and Safety Representative, etc.
- Complete the online training on driving safely

4. Monitoring Compliance

4.1 The Health and Safety Department, Health and Safety Forum and the Trust Board will monitor the compliance with this procedure through various means including:
- Line Managers responsibilities for monitoring employees
- Working in conjunction and in collaboration with trade-unions
- Auditing and Self-Auditing i.e. Risk assessment completion and review.
- Appraisal Process
- General Service visits by the Health and Safety Department.

5. Main Legislation relevant to this document.

- Health and Safety at Work etc Act
- The Management of Health and Safety at Work Regulations
- Control of Substances Hazardous to Health Regulations
- Provision and Use of Work Equipment Regulations
- Road Safety Act
- Road Traffic Act
- Road Vehicles (Construction and Use) Regulations
- The Highway Code

6. Associated Trust Documents

- Health and Safety Policy
- SHFT Sustainable Travel Policy
- Travel Claim Policy and Procedure
- Leased Vehicle Scheme
- Mileage, travel and expense users guides
- Vehicle Inspection Sheet
7. **Contact Address's and Guidance Links**

Health and Safety Executive  
[www.hse.gov.uk](http://www.hse.gov.uk)  
Five Steps to Risk Assessment  
Talking leaflet version

Directgov  
[www.direct.gov.uk](http://www.direct.gov.uk)  
Highway Code  
Motoring

Department of Transport  
[www.dft.gov.uk](http://www.dft.gov.uk)  
Mobile phones

The Automobile Association  
[www.theaa.com](http://www.theaa.com)

RAC Motoring Services  
[www.rac.co.uk](http://www.rac.co.uk)

Southern Health NHS Foundation Trust Corporate Health and Safety  
[Corporate Health and Safety](http://www.southernhealth.nhs.uk)
Appendix 1: Training Needs Analysis

If there are any training implications in your policy, please make an appointment with the LEaD department (Louise Hartland, Quality, Governance and Compliance Manager on 02380 874091) to complete the TNA **before** the policy goes through the Trust policy approval process.

<table>
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<tr>
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<th>Delivery Method</th>
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