

# SAFE WORKING PROCEDURE

## Driving Vehicles While Working

CORPORATE HEALTH & SAFETY | VERSION 5.0 | Apr 2020

### **STATEMENT:**

In order to comply with legislation and fulfil statutory responsibility, the council must make sure that:

- Vehicles used in the name of the Council are roadworthy and comply with road traffic legislation.
- All drivers are qualified to drive and not disqualified.
- All vehicles are insured for business use, are taxed and have a relevant MOT certificate where required.

### **SCOPE:**

This Safe Working Procedure applies to:

- All managers including headteachers referred to as managers herein.
- All employees of Southampton City Council.
- All contractors working on behalf of the Council.

## Version Control

This Safe Working Procedure is issued and managed by Corporate Health and Safety Service.

Version Number	Date	Amendments
Version 1.00	Jul 2007	
Version 2.00	Apr 2008	
Version 2.01	Dec 2008	
Version 2.02	Jan 2009	Minor changes to Appendix 3A Part 2
Version 3.00	Apr 2009	
Version 3.01	Jun 2010	Reformatting
Version 4.00	Dec 2014	
Version 4.01	Aug 2015	New template
Version 4.02	Jun 2018	Minor additions 2.2.5/3.1.4/3.1.5 and unneeded hyperlinks removed
Version 5.0	Apr 2020	General review
Review Conducted		Next Review Date
Dec 2014		Dec 2015
Aug 2015		Aug 2016
Apr 2020		Apr 2022

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## 1. Responsibilities

**Level 1 Managers/Headteachers are responsible for ensuring:**

- 1.1. This SWP is complied with.

**Managers are responsible for ensuring compliance with the SWP and must:**

- 1.2. Implement this procedure.
- 1.3. Identify medium or high risk driving activities.
- 1.4. Complete risk assessments and implementing appropriate risk control measures in consultation with employees as per SWP Risk Assessment.
- 1.5. Effectively manage driving requirements and activities.

**Employees, Teachers, Temporary staff, Students, Volunteers must:**

- 1.6. Ensure they have correct licence.
- 1.7. Comply with all legal requirements for driving.
- 1.8. Ensure the driver, passengers and the vehicle is covered by an appropriate insurance policy, which includes use for business purposes.
- 1.9. Ensure that the vehicle is, and will be kept in a roadworthy state, complies with all legal requirements, and is suitable for the task.
- 1.10. Not place themselves or others at risk of injury.
- 1.11. Participate in driving risk assessments and consulting with management in relation to appropriate risk control measures.
- 1.12. Report all vehicle related incidents to relevant manager.
- 1.13. Immediately inform line manager of any change in circumstances, which affect the use of a Southampton City Council/private vehicle for duty purposes.
- 1.14. Produce, upon request, driving licence, insurance certificate and MOT certificate (if appropriate).
- 1.15. Not drive vehicles when adversely affected by alcohol and where the taking of medication or drugs may induce drowsiness.

## 2. Procedures

- 2.1. Managers must ensure that all employees who drive a vehicle belonging to the Southampton City Council are in possession of an 'Authority to Drive' issued by Fleet Transport Section. Contact [Fleet.Transport@southampton.gov.uk](mailto:Fleet.Transport@southampton.gov.uk).
- 2.2. Managers must ensure that employees who are required to drive sign a declaration which states they have:
  - 2.2.1. Valid driver's licence – all vehicles;
  - 2.2.2. Valid insurance for business / work journeys - all non SCC vehicles;
  - 2.2.3. Valid road fund licence - all non SCC vehicles;
  - 2.2.4. Current MOT certificate (where necessary) - all non SCC vehicles;
  - 2.2.5. Valid medical certificate for driver if using a heavy goods vehicle e.g. full/heavy lorries

- 2.3. Managers must make and record random checks of documentation to satisfy the requirement of the SWP.
- 2.4. Managers must see above documentation following any accident or incident and when the risk assessment identifies this.

### **3. Guidance**

#### 3.1. Managers must:

- 3.1.1. Identify hazards and high risk groups (learners and recently qualified) associated with driving at work using the risk assessment form. See SWP Risk Assessments.
- 3.1.2. Identify where employees / teachers may be exposed to driving for long distances or for long periods of time using the risk assessment form.
- 3.1.3. Ensure that reasonable and practicable measures are in place to minimise the risks of driving.
- 3.1.4. Identify risks of the planned route to be taken and have a secondary route if necessary .e.g. overhead or load weight restrictions.
- 3.1.5. Ensure a vehicle breakdown procedure is in place and employees are aware of the process. E.g. standing away from vehicle, wearing high visibility clothing, having a form of contact to manager and breakdown services.

#### 3.2. Consideration must be given to the following strategies to minimise the risks:

- 3.2.1. Exploring other alternatives to driving, for example tele-conferencing or video conferencing.
- 3.2.2. Applying an assessment of whether the travel is really needed.
- 3.2.3. Insure drivers understand they can cancel or rearrange the journey due to adverse weather and not being confident in driving in the conditions.
- 3.2.4. Using other forms of transport, trains or buses.
- 3.2.5. Using driving lights during daytime.
- 3.2.6. Staying overnight when driving long distances to avoid drowsiness.
- 3.2.7. Ensuring all vehicles are roadworthy and properly maintained.
- 3.2.8. Checking the vehicle condition before leaving and having repairs completed where appropriate.
- 3.2.9. Ensuring loose items are carried behind cargo barriers.
- 3.2.10. Ensuring items carried outside the vehicle e.g. roof rack, tray etc. are secured.
- 3.2.11. Ensuring trailers do not exceed towing capacity of tow bar of vehicle and ensuring trailer braking systems are operational.
- 3.2.12. Ensuring that the employee has the necessary licence to drive the vehicle.
- 3.2.13. Providing, where identified by risk assessment, training for staff in safe driving practices, defensive and collision avoidance training.
- 3.2.14. Ensuring the employee is familiar with the class/ type of vehicle being driven.
- 3.2.15. Ensuring drivers do not operate mobile communication devices (excluding two-way radios) while driving (including hands free).”).
- 3.2.16. Plan or share workloads and breaks to prevent employees driving vehicles greater than 12 hours in any 24 hour period even if driving is shared.

- 3.2.17. Where a combination of the working day comprises working and driving, the working day should not exceed 12 hours.
- 3.2.18. Providing, where identified by risk assessment, health surveillance or eyesight test.
- 3.2.19. Minimising exposure to alcohol; don't provide alcohol at meetings when attendees have to drive.

#### **4. Safe Working Procedures Relevant to This Document**

- 4.1. Work Equipment
- 4.2. Risk Assessment
- 4.3. Manual handling
- 4.4. Safety of Licensed Goods Vehicles
- 4.5. Workplace Transport

Note: Other safe working procedures may apply and the assessor should consult the SWPs. SWPs and Forms are available on the Council's [Health and Safety Intranet](#) and [Health and Safety for School](#) webpage.

#### **5. Main Legislation Relevant to This Document**

- 5.1. [Health and Safety at Work etc Act](#)
- 5.2. [The Management of Health and Safety at Work Regulations](#)

#### **6. Contact Address's and Guidance Links**

- 6.1. Health and Safety Executive  
[www.hse.gov.uk](http://www.hse.gov.uk)
- 6.2. Directgov  
[www.direct.gov.uk](http://www.direct.gov.uk)
  - 6.2.1. [Highway Code](#)
  - 6.2.2. [Motoring](#)
- 6.3. Department of Transport  
[www.dft.gov.uk](http://www.dft.gov.uk)
  - 6.3.1. [Mobile phones](#)
- 6.4. The Automobile Association  
[www.theaa.com](http://www.theaa.com)
- 6.5. RAC Motoring Services  
[www.rac.co.uk](http://www.rac.co.uk)
- 6.6. Corporate Health and Safety Service  
[Health and Safety Intranet](#)  
[Health and Safety for School](#)
- 6.7. Fleet Transport  
[Fleet.Transport@southampton.gov.uk](mailto:Fleet.Transport@southampton.gov.uk)
- 6.8. Sustainable Travel  
[Staff Travel Information](#)