

# Driving policy

## Policy statement

Driving is among the most hazardous tasks performed by employees. Legislation places a duty on the employer to provide a safe working environment, this is also extended to driving on business. It is a requirement for staff to follow safe driving practices. This includes steps to ensure the driver's total concentration and safe operation of vehicles, such as determining clear directions before departing, refraining from operating equipment such as mobile phones while the vehicle is moving, and not operating a vehicle when the driver's ability is impaired. Drivers are expected to follow defensive driving principles, driving regulations i.e. The Highway Code to prevent accidents.

## Code of conduct

ESRC expects all staff whilst driving on Research Council business to comply with traffic legislation, be conscious of road safety and demonstrate safe driving and other good road safety habits when driving. The following actions will be viewed as serious breaches of conduct:

- Drinking or under the influence of drugs while driving
- Driving while disqualified, or not correctly licensed
- Reckless or dangerous driving causing death or injury
- Failing to stop after an accident
- Any actions that warrant suspension of licence

## Responsibility as an employee

Staff, who drive on Research Council business, will:

- Ensure they hold a current driving licence
- Immediately notify their line manager and Finance (Betty Portsmouth) if their driver licence has been suspended or cancelled or has limitations placed on it
- Be responsible and accountable for their actions when driving on business
- Assess driving hazards and anticipate "what if scenarios"
- Wear safety belts
- Drive within legal speed limits
- Report vehicle defects (hire cars) to your travel booker and/or Finance (Betty Portsmouth) before the start of their journey (unless journey starts prior to the working day, then as soon as reasonably practicable).
- Comply with traffic legislation
- Do not use a mobile phone (including hands free kit) when driving – *see instructions for mobile phone use*
- Check all vehicles prior to the journey to ensure that vehicles are within safe operating conditions. Checks should include proper inflation of tyres clean windows, mirrors properly adjusted, brakes, lights in working order, windscreen wipers and wash in working order (see vehicle pre-use check list Annex A).
- Report any Accident or near miss incident to the H&S Advisor (Paula Bishop) and your line manager, including those that do not result in damage or injury.
- Take an accident report form on all journeys

- Complete an accident report form on all accidents and report to the police, your line manager and the H&S Advisor (Paula Bishop) immediately (where reasonably practicable)
- Take regular and adequate rest breaks
  - At least 15 minutes for each 2 hours driven
  - Stop when tired
- Plan journey ahead, taking into consideration pre-journey work duties, the length of the trip and post journey commitments
- Stay overnight if other than under exceptional circumstances driving time and non driving duties exceed 11 hours or 400 miles in one day. If for unavoidable reasons you have to drive over these limits on an occasional day, considerable care must be taken to have regular breaks and avoid any risks of driving while tired
- Take a taxi, train or car with a driver, when returning from long haul flights
- Ensure that you are familiar with the vehicle that you are about to drive if you are unsure report to your travel booker immediately
- ESRC prefer staff to use hire cars for business travel however if own vehicles are used under exceptional circumstances the following should be observed
  - Complete annually an insurance undertaking form
  - Ensure that your vehicle has a valid MOT certificate and is in a roadworthy condition
  - Ensure that your vehicle has valid road tax.
  - Ensure your insurance covers business travel
  - ESRC will not accept liability for any damage to privately owned vehicles
  - Ensure that you are not taking any medication that may impair your driving ability

## **Training**

- Should a member of staff have an unacceptable level of accidents whilst driving on business, ESRC may request that driver completes additional training, before allowing that person to drive on business again.

## **Responsibility as an employer**

ESRC will not require staff to drive under conditions which are considered unsafe and/or likely to create an unsafe environment, physical distress, fatigue, etc.

We will do this by:

- ensuring that a car hire company is used which provides hire cars which meet high standards of safety and are well maintained,
- ensuring that staff are aware of their responsibility to check the vehicle prior to use,
- ensuring that staff are comfortable driving the hire car that they are provided with
- ensuring that where additional training is required, through Risk Assessment, this will be provided on request,
- line managers required to manage work schedules to ensure that safe driving practices are maintained,

- take into account individual driving needs and experience,
- collation of statistics on accidents and near miss incidents to ensure continuous improvement of driving policy,
- regular review of policy and procedures to ensure the development and quality of the driving policy.

## **Procedures**

### Instructions for Mobile phone use

A substantial body of research shows that using hand-held or hands-free mobile phone while driving is a significant distraction and substantially increases the risk of the driver crashing. Research shows that individuals are four times more likely to crash, injuring or killing themselves and/or other people.

Using a hands-free phone while driving, does not significantly reduce risks, because the problems are caused mainly by the mental distraction and divided attention, (RoSPA).

Mobile phones cause distractions in three ways:

- Taking hands off the wheel
- Becoming engrossed in a conversation and not concentrating on the road
- Mental distraction

The use of mobile phones whilst driving is not acceptable except where a legally compliant hands free unit is installed, and even then it is strongly advised against. Staff should adopt the following principles:

- You must never use a mobile phone whilst driving unless you have a fully legally compliant hands-free unit and are an experienced driver used to handling such equipment: even in such cases you should never initiate calls whilst driving.
- Unless you have a hands-free unit your phone should be switched off, with divert all calls to voicemail and check messages when your vehicle is stationary.
- Never make calls, dial numbers or text while driving, even with a hands-free unit.

From a safety point of view, all use of mobile phones should be avoided while the vehicle is being driven, even with hands-free units, as drivers cannot fully concentrate on driving if they are having to process and respond to phone calls. If the phone has to be left on (and this may only be the case where a legally compliant hands-free unit is installed), the driver should pull off the road (in a safe position) to make a call or take a call for any length of time. If in such conditions you receive a call you should indicate that you are driving and that you will call back when stationary.

Drivers should also be aware that if you have an accident whilst using a hands-free device you may be prosecuted for driving without due care and attention.

### What to do if you have an accident or near miss

Stop your vehicle at the scene or as close as is safe, always ensure your safety first. Complete the accident report form (Annex B) by collecting the following information at the scene:

- Details of other vehicle
- Name and address of other driver
- Name and address of any witnesses
- Name of insurer
- Description of incident

Contact the police:

- If there are injuries
- There is a disagreement over the accident
- If you damage property other than your own
- If you feel unsafe
- To get the incident reference number

Contact the Travel Booker and Health and Safety Advisor

- Notify travel of any/all injuries and vehicle damage sustained
- Hand in completed accident report form

### **Recommended Driving Hours**

Daily driving hours	Must not exceed 10 hours more than twice a week
Maximum driving period	2 hours (followed by at least a 15 minute break out of the vehicle)
Daily rest period	11 hours not driving or working
Weekly driving limit	56 hours

These are not absolute limits but guidelines which you should not normally or regularly exceed. You should also consider working hours spent not driving and reduce driving hours accordingly.

**It should be remembered that the hours given here are a maximum and are given so that both you and the organisation stay within the law. Advice from the Royal Society for Prevention of Accidents (RoSPA) is that the nature of the meeting and work undertaken needs to be taken into account in determining what is reasonable in terms of Driving and Work time. For example, they would view 5 hours total driving plus a full day's work at an event such as a meeting (where you might reasonably be expected to employ a large amount of mental activity) as being excessive whereas a shorter meeting or attendance at a less mentally intensive meeting would be conducive to a longer overall driving time. There is no hard and fast rule and in essence the law requires risk assessment to be taken for each trip. In reality this means considering the purpose of the trip, the type of work which will be undertaken, and the comfort of the driver in making any journey. Other factors that need to be taken into account are the likely weather and traffic conditions etc.**

**The golden rule should be “always plan ahead and, if in doubt, discuss with your line manager and health and safety advisor – the organisation does not expect you to drive unsafely or for uncomfortable distances or durations.**

More information can be found on the [Health & Safety Executive](#) website and the [Royal Society For The Prevention Of Accidents](#).

**Section 8 Other Parties** Please complete a separate box for each person involved in the accident

If you receive any letters or Court documents in connection with this incident please send them to us unanswered without delay.

Who else was involved in the accident? Please try and describe as fully as possible injuries and extent of damage.

Name & Address Daytime telephone no.	Vehicle Reg. No.	Insurers/policy no.	Details of injury	Details of property damage
1.				
2.				
3.				

Do you hold any of the above responsible for the accident? Yes  No  If 'yes', why?

\_\_\_\_\_

**Section 9 Declaration**

I/We have read the warning at the top of the claim form.  
 I/We declare that the above statements are true and correct to the best of my/our knowledge and belief.  
 I/We understand that you may seek information from other insurers to check the answers I/we have provided.  
 I/We understand that, in order to prevent fraud, you may share information about me/us and this incident with other organisations and public bodies including the police.  
 I/We authorise the NFU Mutual to remove my/our vehicle to free and safe storage in the event it is considered to be beyond economical repair.  
 (If your vehicle is badly damaged please ensure all personal effects are removed)

Signature of policyholder \_\_\_\_\_ Date \_\_\_\_\_

Claim No. \_\_\_\_\_



**Motor Accident claim form**

**Section 1 Your Details** Policyholder

Policy number <b>W2W314</b>	Date Premium Paid
Full Name(s)	Telephone: Home
Address	Telephone: Work
Postcode	

~~Motor claims can be reported by telephoning 0800 383 453 which will eliminate the requirement to complete this claim form.~~

- In addition the telephone helpline will provide:
- immediate deployment to an NFU Mutual approved repairer where appropriate
  - recovery of an immobile vehicle in the event of an accident
  - immediate registering of the claim

~~24 hour 7 day a week service provided to NFU Mutual policyholders~~

For all employment (including any part time paid work) please indicate the following:

Employment type (e.g. self-employed, retired) \_\_\_\_\_  
 Business (e.g. dairy farming, accounting) \_\_\_\_\_  
 Occupation (e.g. farmer, bookkeeper) \_\_\_\_\_

Are you registered for VAT? Yes  No

Are you within the Agricultural flat rate VAT Scheme? Yes  No  If 'yes', when did you register? \_\_\_\_\_

This form is intended for the use of NFU Mutual's solicitors in connection with litigation actual or anticipated. Please answer each question as fully as possible and return this form without delay. All 'yes' or 'no' answers tick box as necessary.

Insurers pass information to the Claims and Underwriting Exchange Register, run by Insurance Database Services Ltd (IDS Ltd) and the Motor Insurance Anti-Fraud and Theft Register, run by the Association of British Insurers (ABI). The aim is to help us to check information provided and also to prevent fraudulent claims. Under the conditions of your policy, you must tell us about any incident (such as an accident or theft) which may or may not give rise to a claim. We will pass information relating to this incident to the registers.

**Section 2 Accident**

Date and time \_\_\_\_\_ am/pm

**Section 3 Your Vehicle Details** Include any agricultural machinery, implements or trailers

Reg. No. \_\_\_\_\_ Are you able to recover VAT on this vehicle? Yes  No

Make \_\_\_\_\_ Model \_\_\_\_\_ Year \_\_\_\_\_ CC \_\_\_\_\_

Is the policyholder the registered owner? Yes  No

If 'no' give details \_\_\_\_\_

Is there any outstanding finance? Yes  No

If 'yes' give details \_\_\_\_\_

Is the policyholder the main user? Yes  No

If 'no' give details \_\_\_\_\_

Is the vehicle still driveable? Yes  No

What is the extent of damage? \_\_\_\_\_

Where and when can the vehicle be inspected? \_\_\_\_\_

**Section 4 Driver Details** Person last in charge of vehicle

Name of Driver \_\_\_\_\_  
 Address \_\_\_\_\_ Daytime tel. no. \_\_\_\_\_  
 Date of Birth  /  /

For all employment (including any part time paid work) please indicate the following:

Employment type (e.g. self-employed, retired) \_\_\_\_\_  
 Business (e.g. dairy farming, accounting) \_\_\_\_\_  
 Occupation (e.g. farmer, bookkeeper) \_\_\_\_\_

Type of licence Provisional  Full  When was UK driving test passed?  /  /   
 What is the drivers relationship to the policyholder? e.g. (Employee, Spouse etc.) \_\_\_\_\_  
 What was the vehicle being used for? Note: Business or Private is not sufficient. \_\_\_\_\_

**Motoring Convictions**

Has the driver been convicted of any motoring offence or are there any prosecutions pending? Yes  No  If 'yes' please give details \_\_\_\_\_

**Previous Accidents**

Has the driver been involved in any previous accident(s) in the last 4 years? Yes  No  If 'yes' please give details

Date	Brief details	Cost	Blame

Has the driver any disability likely to affect fitness to drive? Yes  No  If 'yes' please give details \_\_\_\_\_

**Section 5 Passengers**

Passengers in your vehicle. (If no passengers, please state none). \_\_\_\_\_

Name	Age	Front or rear seat	Nature of injury	Seat belt worn	
1.				Yes <input type="checkbox"/>	No <input type="checkbox"/>
2.				Yes <input type="checkbox"/>	No <input type="checkbox"/>
3.				Yes <input type="checkbox"/>	No <input type="checkbox"/>

**Section 6 Accident Details**

Location of accident, please state street name, town/city etc. \_\_\_\_\_

How did the accident happen? It is helpful if you describe speed, signals given by all parties and weather conditions. Please give details below.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_


\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

For incidents involving any agricultural machinery, implement or trailer, was it being used for contracting purposes? Yes  No

Was the accident reported to the Police? Yes  No  If 'yes' please give details of address of Police station and duty officer. \_\_\_\_\_

Please draw a rough sketch of the accident location showing the positions of all vehicles and any pedestrians involved. Please also use an arrow to mark direction of travel  Please try to show on the sketch, road markings, traffic lights etc., and approximate road widths.

Sketch Plan

**Section 7 Witnesses**

Did anyone witness the accident? If 'yes' please give details Yes  No

Name	Name
Address	Address
Postcode	Postcode

## Vehicle Pre-use Checklist

<b>Driver Name</b>		
<b>Vehicle make</b>		
<b>Vehicle model</b>		
<b>Date</b>		
	<b>(Tick)= OK</b>	<b>Comments</b>
<b>Bodywork</b>		
<b>Tyre wear (visual check)</b>		
<b>Screen wash</b>		
<b>Horn</b>		
<b>Wipers</b>		
<b>Side lights</b>		
<b>Dipped lights</b>		
<b>Full headlights</b>		
<b>Indicators</b>		
<b>Hazard warning lights</b>		
<b>Brake lights</b>		
<b>Fog lights</b>		
<b>Rear number plate light</b>		
<b>Tail lights</b>		
<b>Reversing lights</b>		
<b>Interior lights</b>		
<b>Mirrors</b>		
<b>Seat belt operation</b>		
<b>First aid kit</b>		
<b>Other items to note</b>		