

Safe Driving Policy

Introduction

Employ My Ability (EMA) recognises that its primary responsibility is for the health and safety of staff engaged in driving at work, it also has a duty of care for other road users and members of the public who could be put at risk by work related driving activities.

This policy therefore sets out its arrangements for the control of work related driving taking into account the requirements of health and safety legislation and road traffic law.

Policy

This policy aims to ensure:

- The safety of staff whilst driving for work.
- The safety of members of the public is not compromised by staff whilst driving for work.
- That staff are appropriately qualified and trained to drive the class of vehicle being used.
- That the vehicles being used are suitable and roadworthy.
- That all drivers are capable and medically fit to drive.
- That all statutory requirements applicable to the use of vehicles at work are met.

Company Responsibilities:

EMA will:

- Inspect licences held by all employees permitted to drive.
- Check insurance certificates to ensure that the employee is specifically covered for business purposes.
- Maintain records of drivers, licence, insurance and vehicle checks.
- Ensure that all drivers are made aware of this policy, and that they fully understand their obligations under this policy.
- Not place employees under pressure, which may result in unsafe driving.
- Take appropriate measures to encourage safe driving, this may include training, literature and other materials.
- Include safe driving as part of its Health and Safety action plans.

Employee Responsibilities

It is the responsibility of drivers to ensure that they:

- Hold a current driving licence for the class of vehicle they are driving.
- Immediately notify the company, if their driving licence has been suspended or endorsed.
- Do not drive under the influence of drugs or alcohol.
- Use vehicles responsibly within the speed limits.
- Take into account road conditions, when driving.
- Wear a seat belt at all times.
- Report vehicle defects in company owned vehicles.
- Comply with all traffic legislation.
- Regularly undertake vehicle safety checks.
- Report accidents.
- Plan journeys and not drive when tired.
- They are physically fit to drive.

Weekly Checks

To help ensure vehicles are used safely and kept in a roadworthy condition, and in compliance with current legislation, it is the responsibility of all drivers to ensure that there are no obvious deficiencies in the vehicle. The minimum checks that should be carried out are as follows:

- Check that the vehicle coolant level is correct.
- Check that the oil levels are correct.
- Check that the windscreen washer reservoir is topped up.
- Check that there is sufficient fuel in the tank.
- Check tyres for wear or damage, and pressure.
- Check that lights, reflectors and horns are working.
- Check that all fitted mirrors are correctly adjusted.
- Check that a current road fund licence disc and number plates are fitted.
- Check for obvious damage to the vehicle.
- Check vehicle is clean and tidy inside and outside.

Smoking

Smoking is not permitted in vehicles belonging to, or leased by EMA, or staff private vehicles if ever used to whilst carrying out the duties of the Company.

Smoking whilst transporting students is strictly forbidden at all times, and could result in disciplinary action being taken.

Mobile Telephones

It is illegal to use a hand-held mobile phone while driving. It is also an offence to cause or permit a driver to use a hand-held mobile phone while driving. Therefore, we do not require or permit employees to use a hand-held phone while driving. The Police may check your phone records, when investigating fatal and serious crashes to determine, if use of the phone contributed to the crash.

Drivers that do not have hands-free mobile telephones should switch their telephones off and should not make or receive any calls, whilst they are in control of the vehicle.

Drivers with hands-free telephones should avoid making any telephone calls, unless absolutely necessary. Calls should not be taken, where the conditions would place them or other road users at risk.

In Car Equipment

Employees should not play electronic radios, CDs, MP3 players at a volume that could endanger their health, distractions of this nature should be avoided when driving.

The use of satellite navigational aids should only be used in accordance with manufacturer's recommendations, and done in a safe way that will not distract the driver from safe use of the road.

Non Compliance

All employees have a role to play in enforcing the policy and are required to deal with any observed or reported breaches. Should employees feel apprehensive about their own safety in regard to addressing any breach, they should seek senior management support.

Failure to comply with this policy may lead to a lack of clarity over job role, learning needs or expected standards of performance, resulting in reduced effectiveness or efficiency, underperformance and putting service delivery at risk.

Any member of staff refusing to observe the policy will be liable to disciplinary action in accordance with the Company's Disciplinary Policy up to and including dismissal.

This Policy was approved & authorised by:

Name: [Insert]

Position: [Insert]

Date: [Insert]

Signature:

Monitoring Policy

The policy will be monitored on an on-going basis, monitoring of the policy is essential to assess how effective EMA has been.

Reviewing Policy

This policy will be reviewed and, if necessary, revised in the light of legislative or codes of practice and organisational changes. Improvements will be made to the management by learning from experience and the use of established reviews.

Policy review date: [Insert]

Policy Amendments

Should any amendments, revisions, or updates be made to this policy, it is the responsibility of EMA senior management to see that all relevant employees receive notice. Written notice and/or training will be considered.

Additional Information

If you require any additional information or clarification regarding this policy, please contact your manager. In the unlikely event where you are unhappy with any decision made, you should use the Company's formal Grievance Procedure.

To the extent that the requirements of this policy reflect statutory provisions, they will alter automatically when and if those requirements are changed.