

# **Driving at Work Policy**

**(HSP-17)**

**V4.0**

**June 2026**

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## **Data Protection Act 2018 (UK General Data Protection Regulation – GDPR) Legislation.**

The Trust has a duty under the Data Protection Act 2018 and UK General Data Protection Regulations 2016/679 to ensure that there is a valid legal basis to process personal and sensitive data. The legal basis for processing must be identified and documented before the processing begins. In many cases we may need consent; this must be explicit, informed, and documented. We cannot rely on opt out, it must be opt in.

Data Protection Act 2018 and UK General Data Protection Regulations 2016/679 is applicable to all staff; this includes those working as contractors and providers of services.

For more information about your obligations under the Data Protection Act 2018 and UK General Data Protection Regulations 2016/679 please see the Information Use Framework Policy or contact the Information Governance Team.

Royal Cornwall Hospital Trust     [rch-tr.infogov@nhs.net](mailto:rch-tr.infogov@nhs.net)

# 1. Introduction

- 1.1. The Royal Cornwall Hospitals NHS Trust recognises and is committed to meeting or exceeding its legal duties under Health and Safety at Work etc. Act 1974 and associated road traffic legislation.
- 1.2. This document is particularly concerned with the management of work-related driving including the use of motorcycles and bicycles. This document should be read in conjunction with the Trusts Health and Safety General Policy, Health and Safety Policy and Procedure for the Movement, Handling and Management of Dangerous Goods by Road, Incident Reporting Policy and Staff Travel Policy.
- 1.3. Employers owe the same duty of care under health and safety law to staff who drive their own vehicles for work as they do employees who drive Trust owned, leased or hired vehicles. It is an offence under road traffic law to 'cause' or 'permit' a person to drive a vehicle that is in a dangerous condition without a valid license or at least third-party insurance.
- 1.4. Health and Safety law places a duty of care on the Royal Cornwall Hospitals NHS Trust, as an employer, to identify and control the risks to which our staff who are driving in the course of their duties are exposed.
- 1.5. The Trust has developed this policy for the purpose of ensuring that this duty of care is carried out.
- 1.6. The successful implementation of this policy requires the total cooperation and commitment of all members of the Trust's management and staff.
- 1.7. The special duties of staff detailed herein are in addition to those detailed in the Trust's Health and Safety General policy.
- 1.8. This policy and procedure will be reviewed every three years.
- 1.9. This version supersedes any previous versions of this document.
- 1.10. **Policy Statement**

This policy and procedure will be reviewed every three years.

The Royal Cornwall Hospitals NHS Trust recognises its duty of care to staff who drive as part of their duties at work. The Trust acknowledges that those driving on Trust business may be at increased occupational risks relating to fatigue, stress, working alone or unforeseen events. The Trust is committed to reducing the risks which staff face and create when driving or riding for work.

The Royal Cornwall Hospitals Trust will:

- Implement processes and procedures to assess, avoid, reduce and manage the risks involved in driving on Trust business.
- Ensure as far as reasonably practicable that all those driving on Trust business are competent and fit to do so.

- Ensure as far as reasonably practicable that Trust vehicles are suitable for their purpose.
- Ensure as far as is reasonably practicable that employees' own vehicles used on Trust business are safe, roadworthy and comply with the law.
- Provide sufficient information and guidance for managers to enable them to understand, monitor and address the additional occupational risks involved in driving.
- Ensure all relevant staff are aware of their duties and responsibilities under health and safety and road traffic legislation.

## 2. Purpose of this Policy/Procedure

- 2.1. The Trust aims to achieve or exceed current statutory requirements and strive for excellence of best practice.
- 2.2. The policy's aim is to establish roles and responsibilities for various levels of management to promote timely reporting of relevant incidents and compliance with statutory obligations.

## 3. Scope

- 3.1. This document is applicable to all staff, sites, directorates, departments and wards, within the Trust.
- 3.2. This document does not apply to commuting to a staff member's normal place of work from home, except where it is previously agreed that travel from home to a remote site, patient/client location, etc. is required.

## 4. Definitions/Glossary

|                           |                                                                                                                                                                                                                                                                                                                                                             |
|---------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>The Trust</b>          | The Royal Cornwall Hospitals NHS Trust.                                                                                                                                                                                                                                                                                                                     |
| <b>Trust Sites</b>        | All areas, sites, buildings or premises owned, occupied or controlled by the Trust.                                                                                                                                                                                                                                                                         |
| <b>Datix/ (Datix Web)</b> | The Trust's electronic incident and risk assessment tool accessed via the Trust intranet site.                                                                                                                                                                                                                                                              |
| <b>Staff</b>              | All persons who are employed by the Trust whether on permanent or temporary contracts (written or implied), paid or unpaid, and shall include persons employed through recruitment and employment agency providers to assist the Trust in delivery of services but excluding contractors and third parties undertaking works for or on behalf of the Trust. |
| <b>RIDDOR</b>             | The Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 2013.                                                                                                                                                                                                                                                                              |

|                                                       |                                                                                                                                                                                                                                                                 |
|-------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Accident</b>                                       | An accident is a discrete, identifiable, unintended incident which causes physical injury to people at work.                                                                                                                                                    |
| <b>Incident</b>                                       | “An unplanned, uncontrolled event which has led to injury to people, damage to plant, machinery or the environment and/or some other loss.”                                                                                                                     |
| <b>HSE</b>                                            | The Health and Safety Executive, The enforcing authority for the Trust on health and safety matters.                                                                                                                                                            |
| <b>Driving at Work</b>                                | Travelling by any vehicle other than licenced public transport for the purposes of work activities. Driving at work excludes travelling from home to the primary work base, unless otherwise previously agreed by a member of the Trust Senior Management Team. |
| <b>Motor vehicle (including Motorcycle and Moped)</b> | As defined in the Road Traffic Act 1988.                                                                                                                                                                                                                        |
| <b>Trust Vehicle</b>                                  | Any vehicle owned, leased, hired or otherwise controlled by the Trust.                                                                                                                                                                                          |
| <b>Bicycle</b>                                        | As defined in the Road Traffic Act 1988.                                                                                                                                                                                                                        |
| <b>Driving Licence</b>                                | Permit to drive specified vehicles issued by a licensing authority recognised by the Driver and Vehicle Licensing Agency (DVLA), including where appropriate both the “Photo Card” and the counterpart paper document.                                          |
| <b>Insurance</b>                                      | As defined by the Road Traffic Act 1988, Section 143 (1).                                                                                                                                                                                                       |

## 5. Ownership and Responsibilities

5.1. In addition to the general responsibilities contained within the Trust Health and Safety General Policy Trust Board, managers and staff are responsible for establishing, maintaining and supporting a holistic approach to health and safety management, in all areas of their responsibility. They must comply with the Trust Health and Safety Policies and procedures and ensure effective risk management mechanisms are implemented in accordance with these. Some members of staff and Committees have particular specialist functions in relation to health and safety management as described below.

### 5.2. Role of the Chief Executive

The Chief Executive has overall accountability for the Trust’s duties contained in legislation and the risk management programme, ensuring that this operates effectively. They delegate operational responsibility for practical implementation of this policy to the Chief Operating Officer.

### **5.3. Role of the Chief Operating Officer**

The Chief Operating Officer is the nominated Director for Health and Safety and is accountable to the Trust Board and Chief Executive for Trust Health and safety performance.

### **5.4. Role of Executive Directors**

All Executive Directors are responsible for overseeing operations and activities within their areas of control, in particular in relation to matters pertaining to the management of driving at work.

### **5.5. Role of Directors and Divisional Senior Management Team (SMT'S)**

Directors and SMT's will ensure:

- 5.5.1. This policy is disseminated throughout their Division or departments ensuring information and communication flow is maintained.
- 5.5.2. That appropriate records are maintained for the areas of their responsibilities.
- 5.5.3. Be responsible for ensuring that appropriate records are maintained for the areas of their responsibility.
- 5.5.4. Ensure that suitable and sufficient resources are allocated to relevant areas of the Division to facilitate compliance with this policy and procedure.
- 5.5.5. The SMT will ensure that any accidents or incidents occurring during or attributed to driving at work are fully recorded and investigated in accordance with the Trust Risk Management Policy.

### **5.6. Role of Head of Service and Ward/Departmental Managers**

- 5.6.1. Managers are responsible for ensuring that all staff who are required to drive for work hold the appropriate entitlement to drive.
- 5.6.2. Managers will ensure that copies of staff members driving licence, appropriate business use insurance and MOT Certificates (where appropriate) are held in the staff members p-file and reviewed at intervals not exceeding 12 months.
- 5.6.3. Managers will also ensure that a suitable and sufficient risk assessment is carried out and reviewed regarding driving activities, in accordance with the Trust Risk Assessment and Risk management Policy. The risk assessment must include an assessment of driver fatigue and include any journey to or from a place of work that is not the normal place of business for the staff member, i.e., returning from an out of county meeting or conference.

- 5.6.4. In the event of any accident or incident during any driving at work the manager must ensure that the details are fully recorded in accordance on the Trust Incident Reporting System.
- 5.6.5. Where a staff member reports that they feel they should not, or have been advised or instructed not, to drive due to a medical condition or illness; the manager will ensure that the individual is referred to the Occupational Health Department for assessment and further monitoring. All such reports will be maintained in confidence in accordance with the Trust People and Organisational Development policies and procedures.
- 5.6.6. Where a member of staff reports that they are no longer entitled to drive by expiry of a Driving Licence, the suspension of a driving Licence, prosecution or accumulation of penalty points, the manager ensures that the staff member does not complete work related driving activity until the legal right to do so is reinstated.
- 5.6.7. Where a member of staff reports that they have a medical condition detailed in [Appendix 3](#) of this document the manager will make a direct referral to the Occupational Health Team prior to any further work-related driving being undertaken.
- 5.6.8. Ensure that all staff cooperate fully in reporting and investigating incidents.

## **5.7. Role of Occupational Health Consultant**

The Occupational Health Consultant will ensure that:

- 5.7.1. Suitable support is available and provided for any staff who require intervention to undertake driving at work.
- 5.7.2. The appropriate line manager is notified of any health condition that may compromise a staff member's ability to drive in a safe and competent manner that is brought to his attention by referral, assessment or notification from another healthcare professional.
- 5.7.3. If a Trust Driver receives a driving ban or is considered medically unfit for driving, consideration will be given to offering alternative work within the Trust in accordance with the Trust procedures for redeployment.

## **5.8. Role of All Staff**

- 5.8.1. All staff who are required to drive, regularly or occasionally must ensure:
  - 5.8.1.1. They register and provide time appropriate information to the line manager with the access details for checking licence details in the DVLA online system.
  - 5.8.1.2. The Line manager is notified immediately if the staff member is diagnosed with a condition listed in [Appendix 3](#) or advised by a Doctor, Optician or Health Professional not to drive.

- 5.8.1.3. They hold the relevant entitlement on their licence for the vehicle they are driving.
- 5.8.1.4. They do not drive at any time while their judgement and/or physical ability are impaired by illness, the use of alcohol, drugs, medicine, or tiredness.
- 5.8.1.5. They do not smoke inside the vehicle or at any time whilst on Trust business.
- 5.8.1.6. They drive in a safe and lawful manner keeping within the speed limit and obey all signs and statutory instructions.
- 5.8.1.7. They do not use a mobile phone whilst driving. Additionally, any staff member who calls another staff member and discovers that they are driving, is to terminate the call immediately. There is a dual responsibility to ensure that no staff member uses a mobile phone as a communications device whilst driving. This includes the use of hands-free functionality. Staff are not to partake in meetings whilst driving, such as on MS Teams or any other system. Mobile devices where used as a sat nav device must not be amended or adjusted whilst driving. Where such activity is required, the vehicle must be safely stopped to do so.
- 5.8.1.8. They carry out daily/pre-use checks prior to driving any vehicle for work purposes.
- 5.8.1.9. They report any incidents (accidents, convictions, fixed penalty notices or prosecutions) to their line manager in a timely manner using the Datix system.
- 5.8.1.10. They present their licence and other documents for inspection when requested, copies will be retained on file.
- 5.8.1.11. They pay any fines incurred relating to road traffic offences whilst at work.
- 5.8.1.12. That they and any other passengers they are carrying wear seatbelts.
- 5.8.1.13. That where minors are to be transported, ensure that suitable "Car Seat" and restraints are used.
- 5.8.1.14. That all loads carried are appropriately packaged, restrained/secured.
- 5.8.1.15. The appropriate markings, signs and/or placards are clearly displayed when required.
- 5.8.1.16. That their eyesight is tested and eyes examined regularly. If glasses/contact lenses are prescribed for driving, these must be worn.

5.8.2. If using their own vehicle for work staff must also:

- 5.8.2.1. Read and sign the declaration in Driving guidance – Staff using their own vehicles for work.
- 5.8.2.2. Present relevant and valid vehicle documents (e.g. vehicle registration, insurance, MOT, evidence of vehicle tax where appropriate) for inspection and copying when requested.
- 5.8.2.3. Ensure their vehicle is in a safe and roadworthy condition with valid MOT, Tax, and appropriate insurance for business use.

5.8.3. Participate in necessary training or assessment relating to driving requirements.

5.8.4. All staff must cooperate with the Trust on matters relating to this policy and assist in providing information for the investigation as required.

## **5.9. Role of Health, Safety, Moving and Handling Management**

5.9.1. The Health, Safety, Moving and Handling Management shall support managers in the understanding of this policy at training sessions etc.

5.9.2. The Health, Safety, Moving and Handling Management Department will ensure that suitable reports are made to the Health and Safety Committee in accordance with the Terms of Reference.

5.9.3. The Health, Safety, Moving and Handling Management Department will ensure that suitable reports are made to the Health and Safety Committee in accordance with the Terms of Reference.

## **6. Standards and Practice**

### **6.1. The Background and Legal Position**

6.1.1. In addition to the General Duties placed on employers and staff by the Health and Safety at Work etc. Act 1974; road traffic legislation imposes duties on both drivers and employers in relation to the use of vehicles.

6.1.2. The carriage of certain goods, products, substances or equipment may fall within the requirements of Dangerous Goods or other Regulations imposing additional statutory obligations on both the employer and the Driver, see Trust Policy, procedures and Guidance for the Carriage of Dangerous Goods.

6.1.3. In the event of an incident arising from driving at work, the trust may also carry liability, in whole or part, in addition to that of the driver.

### **6.2. Mobile phones and other devices**

6.2.1. Mobile phones (hand-held 'and 'hands free') and two-way radios must not be used when driving, except to call 999 or 112 in a genuine emergency when it is unsafe or impractical to stop.

- 6.2.2. Mobile phones may be left switched on in a vehicle in use but only to alert the driver that a message has been received. Drivers must stop in a safe location to collect any messages and respond. If a driver needs to be contacted, staff must leave a brief message asking the driver to call back.

### **6.3. Smoking**

Smoking is prohibited in all Trust vehicles or any vehicle being used on Trust business, including in a private vehicle being driven by the owner.

### **6.4. Alcohol and Drugs (legal/illegal)**

- 6.4.1. Staff must not drive whilst under the effects of drugs or alcohol. Guidance will be made available to staff who have an identified substance abuse problem, in accordance with Trust procedures.
- 6.4.2. Staff found to be driving under the influence of alcohol or drugs will be subject to disciplinary action in accordance with the Trust procedures.

### **6.5. Carriage of Passengers and or Goods**

- 6.5.1. All goods being carried must be securely restrained in or on the vehicle. The vehicles must be suitable for the load being carried (e.g. number of passengers; weight; hazardous substances).
- 6.5.2. Equipment/loads which could cause injury to passengers in the event of sudden braking, collision, or other incident must not be carried in the passenger compartment. Passengers must not be carried in the load areas of vans or in other vehicles which are not designed to carry passengers.
- 6.5.3. Where dangerous goods are carried, the Divisional General Manager must ensure that the requirements of the Carriage of Dangerous Goods and Use of Transportable Pressure Equipment Regulations 2009 are met. This may require them to obtain specialist advice or training, such as for radioactive materials, consult Health, Safety, Moving and Handling Management Department in the first instance.

### **6.6. Towing and Loading**

- 6.6.1. Drivers are responsible for ensuring that vehicles are not overloaded.
- 6.6.2. Managers are responsible for ensuring that drivers are made aware of any load limits that apply to particular vehicles, including cars, vans, minibuses and trailers, and for ensuring that any necessary load checks are carried out.

### **6.7. Cycling**

- 6.7.1. The Trust supports and encourages the use of cycles where practicable for work purposes.

- 6.7.2. Due to the difficulties in supervising staff when they are away from the workplace, it is important to emphasise that employees are responsible for their own and for others safety on the road. They have a duty to comply with the Road Traffic Acts and the Highway Code when driving or cycling at work.
- 6.7.3. A mileage allowance is payable for staff using their own cycle for work-related travel.
- 6.7.4. It is the responsibility of the individual staff member to ensure that the cycle is in good order, serviced and maintained.
- 6.7.5. The cyclist is responsible for ensuring that they use suitable protective equipment, which may include but is not restricted to a cycle helmet, hi-visibility outer clothing and weather protection.
- 6.7.6. Where the Trust explicitly requires a member of staff to use a bicycle for work purposes a suitable cycle and protective equipment will be provided by the Division in consultation with the staff member.

## **6.8. Pool and lease Vehicles**

- 6.8.1. The Trust may provide pool and lease vehicles for use by staff, such vehicles may be allocated to an individual in accordance with the terms and conditions of employment.
- 6.8.2. It is the responsibility of the driver to carry out routine daily checks of the vehicle and to ensure that any defects or faults are reported and that the vehicle is provided for service and maintenance when required.
- 6.8.3. Pool vehicles may be provided for use by a Division, team or specific group of staff.
- 6.8.4. Pool vehicle will be taxed, serviced, maintained and insured by or on behalf of the Trust.
- 6.8.5. The manager authorising the use of a pool vehicle will ensure that a copy of the staff members driving license (both back and front) is retained annually and checked against the DVLA On-line system with the declaration signed by the staff member. The original license must be provided to the manager and a photocopy taken.
- 6.8.6. Only work-related travel is permitted in a pool vehicle and only authorised persons may travel as passengers in the vehicle.
- 6.8.7. The vehicle log book must be checked at the commencement of each journey and completed at the end of the journey.
- 6.8.8. The driver must conduct the daily pre-use checks of the vehicle and ensure that all defects and problems are reported.

## 6.9. Driving Accidents and Incidents

6.9.1. All accidents, incidents and near misses that occur whilst driving at work will be reported using the Trust Datix incident reporting system.

6.9.2. The Trust and staff will participate in any incident investigation including third party investigations (Police, HSE, Dept. of Transport, etc.)

## 6.10. Checking Documentation

6.10.1. Staff who are required to drive at work will provide their driving license for checking by the line manager. Guidance for managers checking licenses can be found at [Appendix 4](#) of this document.

6.10.2. If there are any doubts about the authenticity of the driving license provided contact your People and Organisational Development People Partner for advice.

6.10.3. When checking the insurance document ensure that you have the insurance certificate, not just the schedule. Ensure that the staff member is explicitly named on the certificate (the insurance policy does not have to be in the staff members name) and the make, model and registration number of the car is shown. Check the expiry date has not passed and appropriate business cover is included on the certificate. If there is any doubt contact the insurance company, with the staff members consent, to verify the details.

6.10.4. MOT Certificates must clearly include the vehicle registration number, ensure the expiry date has not passed.

## 7. Dissemination and Implementation

7.1. Once consultation has been undertaken the final published document will be held centrally within the online Document Library and be available to both staff and members of the public.

7.2. Upon publication, awareness to all staff will be raised by notification within the Trust "Daily Bulletin" and through Health and Safety Committee feedback from both management and staff representatives.

7.3. Divisional General managers will ensure that the contents of this document are highlighted to staff through regular Divisional Meetings.

## 8. Monitoring compliance and effectiveness

| Information Category    | Detail of process and methodology for monitoring compliance     |
|-------------------------|-----------------------------------------------------------------|
| Element to be monitored | Driving related incidents.<br>Checking of driver documentation. |
| Lead                    | Health and Safety Committee.                                    |

| <b>Information Category</b>                        | <b>Detail of process and methodology for monitoring compliance</b>                                                              |
|----------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------|
| <b>Tool</b>                                        | Datix Incident Reports.                                                                                                         |
| <b>Frequency</b>                                   | In accordance with the Health and Safety Committee Terms of Reference.                                                          |
| <b>Reporting arrangements</b>                      | Divisional reports to the Health and Safety Committee within the existing reporting arrangements.                               |
| <b>Acting on recommendations and Lead(s)</b>       | Recommendations made to and through the Health and Safety Committee.                                                            |
| <b>Change in practice and lessons to be shared</b> | Wider issues will be raised for appropriate action via the Health and Safety Committee and Governance Committee as appropriate. |

## **9. Updating and Review**

- 9.1. This document will be reviewed every three years and /or in the event of any significant change within the organisation structure/management arrangements and subject to consultation via the Trust Health and Safety Committee.
- 9.2. Appendices and the associated documentation regarding this policy may be reviewed/revised in consultation with the Health, Safety, Moving and Handling Management Department without formally being undertaken by the Health and Safety Committee, provided that the amendments don't impact upon the general arrangements made within the policy.

## **10. Equality and Diversity**

- 10.1. This document complies with the Royal Cornwall Hospitals NHS Trust service Equality and Diversity statement which can be found in the [Equality Diversity And Inclusion Policy](#) or the [Equality and Diversity website](#).
- 10.2. Equality Impact Assessment

The Initial Equality Impact Assessment Screening Form is at Appendix 2.

## Appendix 1. Governance Information

| Information Category                                                     | Detailed Information                                                                                                                                                         |
|--------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Document Title:</b>                                                   | Driving at Work Policy (HSP 17) V4.0                                                                                                                                         |
| <b>This document replaces (exact title of previous version):</b>         | Driving at Work Policy (HSP 026) V3.0                                                                                                                                        |
| <b>Date Issued/Approved:</b>                                             | June 2026                                                                                                                                                                    |
| <b>Date Valid From:</b>                                                  | June 2026                                                                                                                                                                    |
| <b>Date Valid To:</b>                                                    | June 2029                                                                                                                                                                    |
| <b>Author/Owner:</b>                                                     | Gavin Griffiths, Head of Health, Safety, Moving and Handling.                                                                                                                |
| <b>Contact details:</b>                                                  | 01872 25 2266                                                                                                                                                                |
| <b>Brief summary of contents:</b>                                        | Trust management arrangements for the statutory compliance relating to driving at work.                                                                                      |
| <b>Suggested Keywords:</b>                                               | Health and Safety, Accident, Near Miss, Dangerous Occurrence, Driving, Drivers licence, Road Traffic, Work Travel, Motor Insurance, MOT Certificate, bike, bicycle, cycling. |
| <b>Target Audience:</b>                                                  | <b>RCHT:</b> Yes<br><b>CFT:</b> No<br><b>CIOB ICB:</b> No                                                                                                                    |
| <b>Executive Director responsible for Policy:</b>                        | Chief Operating Officer.                                                                                                                                                     |
| <b>Approval route for consultation and ratification:</b>                 | Health and Safety Committee.<br>Governance Committee.                                                                                                                        |
| <b>Manager confirming approval processes:</b>                            | Gavin Griffiths, Head of Health, Safety, Moving and Handling.                                                                                                                |
| <b>Name of Governance Lead confirming consultation and ratification:</b> | Jemma Dunstan, Senior Health and Business Support Advisor                                                                                                                    |

| Information Category                                                                    | Detailed Information                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|-----------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Links to key external standards:</b>                                                 | <p>Including, but not restricted to:</p> <p>Health and Safety at Work etc. Act 1974.</p> <p>Management of Health and Safety Regulations 1999.</p> <p>Road Traffic Act 1988.</p> <p>Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 2013.</p> <p>Control of Substances Hazardous to Health Regulations 2002.</p> <p>CQC Standard 10.</p>                                                                                                       |
| <b>Related Documents:</b>                                                               | <p><a href="#">Health and Safety General Policy</a></p> <p><a href="#">Risk Assessment and Management Strategy and Policy</a></p> <p><a href="#">Patient Safety Incident Response Policy</a></p> <p><a href="#">The Management and Use of Hazardous Substances Policy</a></p> <p><a href="#">Statutory and Mandatory Training Policy</a></p> <p><a href="#">People and Organisational Development Policies</a></p> <p>Note: this is not an exhaustive listing.</p> |
| <b>Training Need Identified:</b>                                                        | No                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Publication Location (refer to Policy on Policies – Approvals and Ratification):</b> | Internet and Intranet                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Document Library Folder/Sub Folder:</b>                                              | Chief Operating Officer / Health and Safety                                                                                                                                                                                                                                                                                                                                                                                                                        |

### Version Control Table

| Date          | Version Number | Summary of Changes                                                              | Changes Made by                            |
|---------------|----------------|---------------------------------------------------------------------------------|--------------------------------------------|
| December 2013 | V1.0           | Initial issue.                                                                  | J Robin Gatenby, Health and Safety Manager |
| March 2016    | V1.1           | Full Review.                                                                    | J Robin Gatenby, Health and Safety Manager |
| March 2019    | V2.0           | Full Review for accuracy and relevance. Changes to job titles e.g. DGM to CGM's | J Robin Gatenby, Health and Safety         |

| Date           | Version Number | Summary of Changes                                                                                                                                                                                                         | Changes Made by                                          |
|----------------|----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------|
|                |                |                                                                                                                                                                                                                            | Manager                                                  |
| April 2019     | V2.0           | Minor amendments required by PRG.                                                                                                                                                                                          | N Quick, Senior Health and Safety Advisor                |
| September 2022 | V3.0           | Full review for accuracy and relevance. Changes to job titles, e.g., DGM to CGM, and legal references.                                                                                                                     | G Griffiths, Head of Health, Safety, Moving and Handling |
| June 2026      | V4.0           | Full review, adding an assessment of driver fatigue to the risk assessment process for staff traveling to/from places other than their usual place of duty. The Policy has also been updated with the corporate templates. | G Griffiths, Head of Health, Safety, Moving and Handling |

**All or part of this document can be released under the Freedom of Information Act 2000.**

**All Policies, Strategies and Operating Procedures, including Business Plans, are to be kept for the lifetime of the organisation plus six years.**

**This document is only valid on the day of printing.**

**Controlled Document.**

This document has been created following the Royal Cornwall Hospitals NHS Trust [The Policy on Policies \(Development and Management of Knowledge Procedural and Web Documents Policy\)](#). It should not be altered in any way without the express permission of the author or their Line Manager.

## **Appendix 2. Quality and Equality Impact Assessment (QEIA) Form**

The QEIA process allows RCHT to monitor the impact of changes to its policies and services, ensuring that nobody is unduly disadvantaged.

**Please ensure you have completed a Quality and Equality Impact Assessment (QEIA) using this link to complete the form:**

[E11 QEIA Policy](#)

For guidance, please see the [QEIA Essentials – Quick Reference Guide](#) or contact as required below:

Equality, Diversity and Inclusion guidance, please contact: [rcht.inclusion@nhs.net](mailto:rcht.inclusion@nhs.net)

Quality Governance guidance, please contact Jillian Tozer: [jillian.tozer3@nhs.net](mailto:jillian.tozer3@nhs.net)

## Appendix 3. Medical Conditions

Those who suffer from a medical condition are likely to cause sudden disabling events at the wheel or who are unable to safely control their vehicle from any other cause, should not drive.

Full guidance is available from 'At a Glance to Medical Standards of Fitness to Drive' published by the Driver and Vehicle Agency (DVLA) and available at <http://www.gov.uk/government/publications/at-a-glance>. The information below summarises the more common conditions only.

If any of the following conditions apply to a Trust Driver, they must be assessed by Occupational Health. Depending on the Occupational Health assessment, the driver should be advised to notify DVLA of a medical condition. Including those contained in the list below. The trust may withdraw authorisation to drive on trust business.

- Neurological conditions, including:
  - Epilepsy.
  - Loss of consciousness, fits, blackouts.
  - Multiple sclerosis, motor nerve disease, Parkinson's Stroke.
  - Brain Surgery, brain tumor, severe head injury, hemorrhage.
  - Serious memory problems, episodes of confusion or cognitive impairment.
- Psychiatric conditions.
- Dependence on or misuse of alcohol and drugs.
- Vision problems – Any visual condition which affects both eyes (not including short or long sight or colour blindness) or complete loss of vision in one eye.
- Diabetes.
- Heart conditions:
  - Angina (heart pain).
  - Implanted pacemaker, defibrillator or other implants.
  - Disturbance of heart rhythm that causes dizziness, collapse or loss of consciousness.
  - Any other cardiovascular disease, including hypertension if side effects from medication interfere with driving.
- Respiratory and sleep disorders – Conditions that cause excessive daytime or awake time sleepiness, giddiness, fainting or loss of consciousness.
- Cancer – if the illness or medication affects the nervous system, prevents normal daily activities, or causes side effects likely to affect safe driving.

## Appendix 4. Driving Guidance – How to inspect a UK Driving Licence

If you have any doubt about any aspects of inspecting Driving Licences, including advice or information about non-UK driving licences, please contact the Health, Safety, Moving and Handling Management Team.

There is useful information in the Department of Transport/Energy Saving Trust publication 'Procedure for checking employees' Driving Licences'. This includes a pictorial guide to checking Licences and explanations about what each endorsement code means.

- Only inspect the original License, never accept a photocopy. Licenses from EU countries should be in the same format as UK.
- Holders of photocard must produce the photocard.
- The style of print should be the same for all the driver's details and entitlements. If the License has been tampered with, the font may be different.
- The holders name and address should be correct and match that on the "P file".
- The License normally remains valid until the day before the holder's 70<sup>th</sup> birthday. Photocards must be renewed every 10 years.
- The entitlement must be correct for the type of vehicle to be driven. For example, Category D1 – Minibuses. Note the full entitlements shown on the back of the card License. Changes from 1<sup>st</sup> January 1997 mean that drivers passing a car test after that date are restricted to vehicles with up to 8 seats and a maximum weight of 3.5 tonnes, until they pass extra driving tests to get entitlement for larger vehicles.
- Check how many endorsements (penalty points) are on the License and record this. Consider whether it is relevant to the driver's job. Check your local risk assessments and procedures. You can be disqualified from driving if you build up 12 or more penalty points within a period of three years. New drivers who gain six points within two years will be required to retake both the theory and practical tests. Points will remain on the license for between four and 11 years, depending on the offence.

In order for the manager to check the driving entitlements of a staff member the staff member must provide the manager with a 'check code' from the DVLA and the driving license number.

- The manager will take the 'check code' and driving license number provided by the employee and enter the last 8 characters of the license number and the 'check code' into the online service at <https://www.viewdrivingrecord.service.gov.uk/driving-record/validate>.
- Check the name, address and driving entitlement details are correct for the individual and the vehicle that they are required to drive for work purposes and print the validation page to attach to the individuals "P-file".
- Where the driving entitlement does not provide the ability to drive the necessary vehicle remove all driving duties for the individual with immediate effect. If appropriate alternate work within the individuals' role cannot be provided to fill the

working hours contact your People and Organisational Development Business Partner for advice and to discuss employment options.

- Retain copies for all inspected documentation for up to three years.
- Foreign licenses can usually be used in Great Britain for 12 months from residency and then must be exchanged for a GB License.

## **Appendix 5. Guidance for Drivers and Managers**

This Guidance Note is for all managers and for staff who use their own vehicle for work purposes.

### **What is this guidance about?**

Driving is the most dangerous work activity that most people do. The Health and Safety Executive estimate that up to a third of all road traffic accidents involve somebody who is at work at the time. This may account for over 20 fatalities and 250 serious injuries every week.

To comply with health and safety law, employers need to have procedures in place ensure that all vehicles (irrespective of who owns them), that are used for work purposes, conform to road traffic law, are safe and properly maintained, and are fit for purpose.

It is relatively simple do this for Trust owned or leased vehicles, but it can be more complicated when staff use their own vehicles for work. This Guidance Note gives simple advice on how this risk can be managed. It also contains guidance for staff on maintaining their vehicle in suitable condition.

### **What does the law require?**

HSE Guidelines, "Driving at Work", state that "health and safety law applies to on-the-road work activities as to all work activities and the risks should be effectively managed within a health and safety system".

Employers must conduct suitable risk assessments and put in place all 'reasonably practicable' measures to ensure that work-related journeys are safe, staff are fit and are competent to drive safely and the vehicles used are fit for purpose and in a safe condition.

Employers owe the same duty of care under health and safety law to staff who drive their own vehicles for work as they do to employees who drive company owned, leased or hired vehicles. It is also an offence under road traffic law to 'cause or permit' a person to drive a vehicle that is in a dangerous condition or without a valid licence or at least third party insurance.

### **What do staff have to do?**

The Royal Cornwall Hospitals NHS Trust expects all those who drive their own vehicle for work to:

- The individual must log into the DVLA website at <https://www.gov.uk/view-driving-licence> and follow the on screen instructions (driving licence and National Insurance Numbers are required) – this will generate the 'check code' which is valid for 21 days and must be provided to the manager.
- Ensure their vehicle is properly taxed, has a valid MOT, valid insurance for business use and is serviced according to the manufacturer's recommendations.
- Show, on request documentary proof of the above.
- Agree to conduct regular vehicle safety checks (see guidance below).

- Not carry loads for which the vehicle is unsuited (e.g. a car is not a van).
- Not use the vehicle in conditions for which it is not designed (e.g. off-road).
- Not carry hazardous materials without consent and the appropriate control measures in place.
- Only carry the number of passengers for whom there are seat belts.
- Ensure they hold the relevant license to drive their vehicle.

Report any convictions and/or endorsements immediately to their line manager.

## **What documents are required to be available?**

### **Driving license**

Employees must hold a current license, relevant to the class of vehicle they drive.

### **MOT Certificate**

Once a vehicle is three years old it must pass an MOT annually, and the vehicle owner must possess a valid MOT certificate. Staff should be able to produce a valid MOT certificate for their vehicle (or evidence that it is less than three years old and is therefore exempt), on request.

### **Certificate of Insurance cover for Business Use**

It is essential that any driver who uses his or her own vehicle for work journeys has appropriate motor insurance cover. This must include appropriate cover for business use. If the employee is not the registered keeper of the vehicle s/he intends to use for work journeys, s/he must still be insured to drive the vehicle for business purposes.

### **Registration document**

If the driver is not the registered keeper of the vehicle s/he must be able to demonstrate that they are authorised to use the vehicle.

### **Vehicle Excise Duty**

Evidence of payment of Vehicle Excise Duty must be available if requested.

### **Servicing**

Vehicle manufacturers specify recommended service schedules for their vehicles (e.g. annually or every 12,000 miles). Staff using their own vehicles should be required to ensure their vehicle is serviced according to the manufacturer's specifications, (although not necessarily by the manufacturer's agents) and to produce, on request, the service schedule or other documentation to demonstrate that servicing has been carried out on their vehicle.

## What safety checks should staff carry out on their vehicle?

Staff using their own vehicle for work should carry out weekly checks on it which include:

- Tyres are undamaged, have enough tread depth and are at the correct pressure.
- Oil, coolant and windscreen wash levels are correct.
- Brakes are working.
- Lights and indicators are clean and working.
- Windscreen and windows are not damaged.
- There are no signs of vehicle damage.
- Washers and wipers are working.
- Mirrors are correctly positioned.

In addition, they should conduct pre-drive checks to ensure that tyres are properly inflated and undamaged, lights and indicators are working, there is no visible damage to the vehicle body or windows, the washers and wipers are working and the mirrors are correctly positioned. They should check the brakes are working and that all occupants are using their seat belts, have correctly adjusted their head-restraints and that any loads are securely restrained before setting off.

**NB. If an employee's vehicle is known or suspected to be in an unsafe or illegal condition it should not be used for work purposes until all necessary repairs have been completed.**

## What do managers have to do?

All managers should lead by personal example and follow Royal Cornwall Hospitals NHS Trust's policy concerning the use and maintenance of their own vehicles.

The Trust expects those who manage staff who drive their own vehicle for work purposes to:

- Check that employees vehicles are properly taxed, have a valid MOT, valid appropriate insurance for business use and is serviced according to the manufacturer's recommendations by:
  - Asking employees to sign the declaration in [Annex A](#) and,
  - Requesting documentary proof at recruitment and at periodic intervals.
- Remind staff to conduct regular vehicle safety checks on their vehicle.
- Not require staff to:
  - Carry loads for which their vehicle is unsuited (a car is not a van).

- Transport hazardous materials that they are not trained, equipped or approved to carry.
- Carry more passengers than there are seats or seat belts.
- Use their vehicle in conditions for which it is not designed (e.g. off-road).

## **What should staff do if they are involved in an accident?**

If a staff member is involved in a collision whilst at work, regardless of blame, they should give their name, address and insurance details to the police or other parties if requested. If these details are not given at the time, they must be reported to the police within 24 hours.

As soon as is practicable after the incident, they should contact their insurance company. It should also be reported to their line manager, even minor damage must be reported and the incident must be reviewed.

Staff should not admit liability. They should always note the registration numbers of all vehicles involved, names and addresses of the other drivers, name of parties' insurance companies and their insurance certificate numbers.

The name and address of all witnesses, both those seeing the incident and those witnessing the scene, should also be taken and a note made of vehicle positions, in the form of a basic sketch and any other relevant information.

Unless trained to do so, staff should not attempt to move injured persons unless absolutely necessary.

## **Where can I get further help and advice?**

For health and safety information and guidance contact the Health, Safety, Moving and Handling on Ext 2976.

## Annex A

### Employee use of own vehicle for work purposes

Health and safety law applies to on-the-road work activities as to all work activities and the risks should be effectively managed within a health and safety system. Therefore, employers need to have procedures in place to ensure that all vehicles (irrespective of who owns them) that are used for work purposes conform to road traffic law, are safe and properly maintained, and are fit for purpose.

Royal Cornwall Hospitals NHS Trust expects all those who drive their own vehicle for work to:

- Ensure they hold the relevant license to drive their vehicle and report any convictions and/or endorsements immediately to their line manager.
- Ensure their vehicle is properly taxed, has a valid MOT, valid appropriate insurance for business use and is serviced according to the manufacturer's recommendations.
- Show, on request documentary proof of the above.
- Not carry loads for which the vehicle is unsuited (a car is not a van).
- Not use the vehicle in conditions for which it is not designed (e.g. off-road).
- Not carry hazardous materials.
- Only carry the number of passengers for whom there are seat belts.
- Agree to conduct regular vehicle safety checks and pre-drive checks as detailed in this Guidance Document.

If an employee's vehicle is known or suspected to be in an unsafe or illegal condition it should not be used for work purposes until all necessary repairs have been completed.

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#### Employee Declaration (To be stored in staff members p-file)

I have read and understood my responsibilities in the Trust's Driving Policy.

I certify that I hold a current driving license for the class of vehicle I drive for work and a motor vehicle insurance policy which covers appropriate business use. The vehicle is in a roadworthy condition and, where applicable, has a current MOT certificate and Road License fund tax where appropriate. I will inform my line manager immediately if there is any change to these circumstances.

Employee Signature:

Print name:

Date:

## Appendix 6. Vehicle Pre Use Checklist

Prior to commencing any work-related journey the driver of the vehicle must check the following:

| Outside the vehicle:                                                     | OK | Comments |
|--------------------------------------------------------------------------|----|----------|
| Signs of leaks (fuel, water, oil, etc.)                                  |    |          |
| Wheels and Tyres – pressure, condition, damage                           |    |          |
| Bodywork – dents, scrapes, damage                                        |    |          |
| Windows and glass – clean, damage free                                   |    |          |
| Lights working correctly                                                 |    |          |
| Doors open and close fully                                               |    |          |
| Inside the Vehicle:                                                      |    |          |
| Seat belts functioning                                                   |    |          |
| Horn working                                                             |    |          |
| Fuel level (min quarter of a tank)                                       |    |          |
| Fire Extinguisher (if fitted) present and serviced in previous 12 months |    |          |
| No damage to upholstery or interior                                      |    |          |
| Load secure                                                              |    |          |
| Windscreen wipers/washer functioning                                     |    |          |
| Warning lights show on start-up but do not stay on                       |    |          |
| Windows operate                                                          |    |          |
| First Aid Kit present and checked (Where provided)                       |    |          |
| Mileage recorded                                                         |    |          |
| Initial Driving                                                          |    |          |
| No unusual noises – knocking, whining, scraping, etc.                    |    |          |
| Vehicle handling well                                                    |    |          |
| No warning lights showing                                                |    |          |
| Brakes operating                                                         |    |          |
| Tax – valid, in date (If applicable)                                     |    |          |

## **Appendix 7. Guidance for Driving in Bad Weather**

(Advice from the AA)

Of all the seasons, winter requires the most care and preparation if you're to stay safe and avoid a breakdown.

Breakdowns are more common in the winter; the number of breakdowns nearly doubles during particularly cold spells - and road conditions can be really challenging, particularly when snow and ice strike.

Here's our general advice for safe and trouble-free driving through the cold, dark months ahead.

### **Battery and electrics**

Lights, heaters and wipers put high demands on the car battery. If your driving is mainly dark rush-hour trips, the battery will give out eventually.

Batteries rarely last longer than five years. Replacing one near the end of its life can save a lot of time and inconvenience at the side of the road.

Avoid running electrical systems any longer than necessary – turn the heater fan down and switch the heated rear window off once windows are clear.

If the car stands idle most of the weekend a regular overnight trickle charge is a good idea to give the battery a chance to revive.

Turn off non-essential electrical loads like lights, rear screen heater and wipers before trying to start the engine.

Use the starter in short five-second bursts if the engine doesn't start quickly, leaving thirty seconds between attempts to allow the battery to recover.

### **Antifreeze**

A continuous squealing noise as soon as the engine is started is a sign the water pump is frozen - it's the fan belt slipping on the pulley. The cylinder block could be frozen too. Stop the engine immediately and allow it to thaw out. This may take several days unless the car can be moved to a heated garage.

If the car begins to overheat a few miles from home it's likely that the radiator has frozen preventing coolant from circulating. Stop straight away to avoid serious damage and allow the radiator to thaw.

Antifreeze costs only a few pounds, but a frozen and cracked engine block will cost hundreds of pounds to repair. Most modern cars use long-life antifreeze - it's important to use the right type and avoid mixing different types. Check the handbook or ask a dealer for advice.

Some types of antifreeze may need to be changed after only two years. Check the manufacturer's service schedule. You need a 50-50 mix of antifreeze and water in the cooling system for winter. This gives maximum protection down to -34° centigrade, and without it, severe engine damage can occur.

## **Vision**

Keep the windscreen and other windows clear – if your vision is obscured through dirt, snow or even sticker-infested car windows you could face a hefty fine. Clear snow from the roof as well as from windows as this can fall onto the windscreen obscuring your view. It can be a hazard to other road users as well.

Dazzle from a low winter sun can be a particular problem. Improve vision by making sure that the windscreen is clean both inside and out. Scratches, abrasion and chips on the outside can also worsen the dazzling effect of the sun. Greasy smears on the screen that don't go with use of a normal screenwash additive will require a little elbow grease. Try using a cream glass polish with a slight abrasive action. If that doesn't work then try dishwasher powder dissolved in a little water – Use clean kitchen paper to clean a small area at a time and try not to go back over a patch you've just done.

Use air conditioning for faster demisting and to reduce condensation on cold windows.

Check windscreen wipers and replace if necessary. Make sure that wipers are switched off in the park position when leaving the car, when there's risk of freezing. If you don't and the blades freeze to the screen, you could damage the blades or wiper motor when you turn the ignition on.

Top up Windscreen washer fluid and treat with a suitable additive to reduce the chance of freezing. Don't use ordinary engine antifreeze as it will damage paintwork.

## **Visibility**

Make sure that all bulbs are working and that lenses are clean. When roads are really mucky you might need to clean lights after every journey. Keep the number plates clean too, as you can be fined if they are dirty and illegible.

If you have to clear snow from the car it's important to clear it from the lights - front and back - as well as from the glass and roof.

You must use headlights when visibility is seriously reduced. You may also use front or rear fog lights but these must be switched off when visibility improves as they can dazzle other road users and obscure your brake lights.

## **Tyres**

The AA recommend at least 3mm of tread for winter motoring, and certainly no less than 2mm.

Don't reduce tyre pressures to get more grip – it doesn't work and reduces stability.

It's rare to need snow chains unless you live in an isolated area hit with heavy snow, and where the roads are not cleared. They must be removed to drive on a metalled road without a reasonable covering of snow.

Consider changing to winter or all-season tyres – these have a higher silica content in the tread which prevents it hardening at lower temperatures and therefore gives better grip in cold wet conditions.

## **Before you go**

Get up at least 10 minutes early to give you time to prepare the car.

Don't drive off like a tank-commander, with a tiny hole cleared in the windscreen. Clear all windows using a scraper and de-icer.

Use a cigarette lighter to warm a key for a frozen lock. Don't breathe on the lock, as the moisture will condense and freeze.

Plan routes to favour major roads which are more likely to have been cleared and gritted.

Put safety before punctuality when the bad weather closes in. Allow extra time for winter journeys but be prepared for the inevitability of being late for work due to unexpected delay.

## **Driving in snow and ice**

Gentle manoeuvres are the key to safe driving - stopping distances are 10 times longer in ice and snow.

Wear comfortable, dry shoes for driving. Cumbersome, snow-covered boots will slip on the pedals.

Pull away in second gear, easing your foot off the clutch gently to avoid wheel-spin.

Uphill avoid having to stop part way up by waiting until it is clear of other cars or by leaving plenty of room to the car in front. Keep a constant speed, choosing the most suitable gear well in advance to avoid having to change down on the hill.

Downhill reduce your speed before the hill, use a low gear and try to avoid using the brakes. Leave as much room as possible between you and the car in front.

If you have to use brakes then apply them gently. Release the brakes and de-clutch if the car skids.

Automatic transmission - under normal driving conditions (motorways, etc) it's best to select 'Drive' and let the gearbox do the work throughout the full gear range. In slippery, snowy conditions it's best to select '2', which limits the gear changes and also makes you less reliant on the brakes. Some autos have a 'Winter' mode which locks out first gear to reduce the risk of wheel spin. Check the handbook.

If you get stuck, straighten the steering and clear the snow from the wheels. Put a sack or old rug in front of the driving wheels to give the tyres some grip. Once on the move again, try not to stop until you reach firmer ground.

## **Wet Conditions and Floods**

Driving in wet conditions can be hazardous, but you have a better chance of staying safe if you prepare for wet weather.

Even drivers with local knowledge can be caught out during heavy downpours, as even the most modern road surface is still susceptible to standing water. This creates a potential aquaplaning hazard as well as significantly reducing visibility. Take it easy through

standing water and if the steering does become unresponsive due to the rain, ease off the accelerator and slow down gradually.

## **Heavy rain**

Be safe, and prepare for wet weather:

Remember that according to the Highway Code: You **MUST** use headlights when visibility is seriously reduced, generally when you cannot see for more than 100 metres (328 feet). You may also use front or rear fog lights but you **MUST** switch them off when visibility improves.

Give yourself the best chance of being able to see clearly in wet weather by renewing windscreen wipers if worn or damaged; a demonstration is available on one of the AA Patrol Podcasts.

Double the distance you leave between your car and the car in front of you, as stopping distances are increased by wet roads.

If steering becomes unresponsive due to the rain, ease off the accelerator and slow down gradually.

## **Floods and standing water**

Only drive through water if you know that it's not too deep. Drive slowly and steadily to avoid creating a bow wave. Allow oncoming traffic to pass first and test your brakes as soon as you can after leaving the water.

Don't try driving through fast-moving water, such as at a flooded bridge approach – your car could easily be swept away.

Watch out for standing water, trying to avoid it if you can, and adjust your speed to the conditions.

Driving fast through standing water is dangerous; tyres lose contact with the road and you lose steering control in what's known as 'aquaplaning'. If you do experience aquaplaning, hold the steering wheel lightly and lift off the throttle until the tyres regain grip.

Driving fast through standing water is inconsiderate. Driving through water at speeds above a slow crawl can result in water being thrown onto pavements, soaking pedestrians or cyclists. You could face a hefty fine and between three and nine penalty points if the police believe you were driving without reasonable consideration for other road users.

Driving fast through standing water can cause expensive damage. The air intake on many cars is low down at the front of the engine bay and it only takes a small quantity of water sucked into the engine to cause serious damage. All engines are affected but turbo-charged and diesel engines are most vulnerable.

As you drive slowly through standing water, use a low gear so the engine rev's are higher; water in the exhaust could otherwise damage the catalytic convertor.

If you break down in heavy rain don't prop the bonnet open while you wait for the patrol to

arrive. The engine will be more difficult to start again if the electrics are all rain-soaked.

## **Fords**

Fords are not always safe to cross - Don't assume that a ford is always safe to cross just because the road goes into the river on one side and comes out on the other – the depth of the water and its flow rate will change with the weather.

If you're using sat nav, don't follow it blindly across water – it doesn't know anything about the current state of the river.

Always check depth gauges and heed warning signs/lights - most fords don't have gates/barriers that can be closed when the rivers impassable.

If you're at all unsure of the conditions it's safer to go the long way round rather than risk your vehicle being swept down river – conditions can change very quickly, particularly following heavy rain.

When deciding whether to cross or not, bear in mind:

- 30cm (a foot) of flowing water is enough to move the average family car.
- 15cm (six inches) of fast flowing water can knock you off your feet.
- 60cm (two feet) of standing water will float a car.
- Only an egg cupful of water sucked into the engine is enough to wreck it.

## **Fog**

When driving in fog:

- Use dipped headlights at all times along with wipers and demisters.
- Familiarise yourself with your front and rear fog lights – know how to switch them on and off – and use them when appropriate.
- Beware of other drivers not using headlights.
- Only drive as fast as conditions allow and maintain a greater distance between you and the car in front. Follow a three-second rule.
- Tailing someone's rear lights can give a false sense of security and is dangerous.
- If the road has streetlights on, then you probably don't need your fog lights on.
- Be able to stop within the distance you can see clearly – this is particularly important on motorways and dual carriageways, as vehicles are travelling faster.
- Don't accelerate to get away from a vehicle that is too close behind you.
- Check your mirrors before you slow down.
- At a junction with limited visibility, stop, wind down the window, and listen for traffic. When you are sure it is safe to emerge, do so positively and do not hesitate in a position that puts you directly in the path of approaching vehicles.

## Appendix 8. Guidance for Cyclists

### Provision and/or use of Bicycles

The main statutory provisions that have an effect are as follows: -

- The Health and Safety at Work etc Act 1974.
- Personnel Protective Equipment at Work Regulations 1992.
- Provision and Use of Work Equipment Regulations 1998.
- The Workplace (Health, Safety and Welfare) Regulations 1992.

The relevance of the various health and safety provisions will depend on the circumstances in which bicycles are provided or used at work. There are two main possibilities, as follows:

- (a) Employees use their own bicycles and are possibly in receipt of an allowance (as per Personnel Procedures) This is a parallel of that applying in the essential car user scheme and there is a brief outline in Personnel Procedures. Bicycles remain the property of the employee and repair and maintenance is their responsibility. If the machine is used on Trust business, there should be some form of check on competence (car users must hold a valid driving licence and produce their certificate of insurance for business purposes). This safeguards the Trust against claims of vicarious liability, that is, third party claims arising from accidents as part of undertaking Trust business.
- (b) Employees use bicycles provided by the Trust (for posts where it is judged as being necessary for them to carry out their responsibilities in an efficient and satisfactory manner). Here the bicycles belong to the Trust and are provided for use at work. There will be a duty to ensure that the equipment is fit for purpose, that is, of appropriate construction, sufficiently durable and of appropriate design. Managers of employees provided with bicycles in this way must ensure that the machines are effectively maintained and that the employees using them are adequately trained/competent to do so. Some personal protective equipment (PPE) may be required (see separate guidance on PPE) and if required to use the bicycles in all weathers there may also be a need for over-clothing and possibly a hat. It will be necessary to ensure that the use of the bicycle would be covered by the Trust insurance for all risks – as would be the case with a Trust vehicle.

PPE for cycling will not be provided by the Trust unless there is an explicit need for Trust staff to use a cycle as part of their role.

There needs to be an element of caution when employees first join any scheme of a type described in “a) or (b) above. The Trust employs individuals over a considerable age range and it could be some years since an individual has been on a bicycle. Their sense of balance, reaction rates, stamina and general health may not be what they remember. As a result, they may be more susceptible to accident or ill health brought on by sudden, unaccustomed exertion.

## **Tips on cycling safely** (from NHS Choices)

While the benefits of cycling outweigh the risks, the following tips will help you to stay safe on the road:

### **Be visible to other road users**

Make sure you're visible to other road users and pedestrians. Wear bright or fluorescent clothing in daylight or poor light, and reflective clothing at night. Always use lights after dark, in the rain or if the weather is overcast.

### **Don't cycle too close to the kerb**

Give yourself space on the left and don't feel you have to cycle close to the kerb if a car behind you gets impatient. By moving further into the road you'll avoid most drain covers and roadside debris. You'll also help drivers think more carefully about when it's safe to pass you.

### **Protect yourself with a helmet**

Always wear a helmet as this reduces the risk of head injury if you're in an accident. To be effective, the helmet must be level on the head, with the pads inside touching all the way around and the strap comfortably snug.

### **Make eye contact with drivers**

Always be aware of who is around you. Make eye contact with drivers and let them know you've seen them. This will tell you if the driver has seen you or not, which is especially helpful before you make a manoeuvre.

### **Make your intentions clear to other road users**

Show drivers what you plan to do in plenty of time and when it's safe to do so. Always look and signal before you start, stop or turn. Looking over your shoulder while indicating with one hand can be tricky at first, so practice this first when you're not on the road.

### **Cycling etiquette**

- Don't weave in and out of traffic or change direction suddenly without signalling.
- Use cycle routes, advanced stop lines, cycle boxes and toucan crossings (dual cycle and pedestrian crossings) unless it's unsafe to do so at the time. It's not compulsory to use these, and whether you do so will depend on your experience and skills. But they can make your journey safer.
- Give pedestrians priority at all times. Some may be partially sighted or deaf and may not be aware of your presence.
- Use your bell to inform other road users of your presence. Fit a bell or horn if your bicycle is not fitted with one.

## **Legal issues for cyclists**

It's against the law for cyclists to:

- Cycle through red lights, including lights at pedestrian crossings.
- Cycle on pavements, unless there's a sign showing that the pavement has been converted to a cycle path.
- Cycle the wrong way up a one-way street, unless there's a sign showing that cyclists can do so.
- Ride across pedestrian crossings, unless it's a toucan crossing with a sign saying that cyclists can do so.