



Driving for Work-Road Safety Policy

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2nd Edition

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InspirED PD recognises its responsibility to provide, as far as reasonably practicable, for the Health and Safety and welfare of employees and others who may be affected by its activities.

The company notes that driving is a necessary part of its activities which also represents a hazardous activity, and will act to reduce identifiable risks as far as possible, in order to promote and ensure the welfare of employees and members of the public, the company must rely on each employee to adopt and maintain a responsible attitude in regard to the well being of others

Employees are not only responsible for their own safety; they are responsible for the safety of others who may be affected by their actions. Employees are therefore, required to operate vehicles, at all times, in a manner that is safe and responsible and to uphold the conditions of roadworthiness required by law.

It should be remembered that, despite its familiarity, driving on roads is by far the most hazardous activity that most people undertake. The following precautions should be taken: -

- a. Ensure your vehicle is maintained in accordance with manufacturer's instructions.
- b. Do not use a mobile phone whilst driving.
- c. Follow the personal safety precautions outlined in the Lone Worker Policy.
- d. Report the development of health problems which may affect your ability to drive
- e. Report any driving convictions /endorsements or disqualification.
- f. Prepare for the journey to take into account extreme weather conditions by taking with you extra clothing as well as a snow shovel/spade and torch.
- g. Ensure your mobile phone is fully charged.

Extreme Weather Conditions Items to take with you

- Torch
- Blanket
- Water
- First aid Kit
- Car Phone charge

1. **Maintenance**

The Employee is responsible for the condition of the vehicle they drive, before you take any vehicle onto the road you should always check the following:

- a. Front and rear light and indicators.
- b. Check the tyres pressures are right. Having the wrong pressure in your tyres can affect the handling of the vehicle as well as increasing the fuel consumption.
- c. Windscreen wipers and washer bottle.

Report any issue relating to your car to your line manager.

2. Personal safety

- a. Do not leave valuables such as mobile phones, Sat Navs, laptops and tablets etc on display.
- b. Remove any valuables from your car when it is to be left for a longer period of time i.e. overnight.
- c. Park in well-lit area. If you are parking in daylight, consider what the area will be like if returning to your vehicle after dark.

3. In the event of a motorway breakdown

- d. Pull on to the hard shoulder and stop as far to the left as possible with the wheels turned to the left.
- e. Leave your sidelights on and turn on the hazard warning lights.
- f. Get out of the vehicle by the left-hand door and make sure that all your passengers do the same.
- g. Do not use a warning triangle on the hard shoulder.
- h. Remove yourself and your passengers to safety at the other side of the stanchions away from the rear of the car.
- i. Do not attempt even simple repairs

4. Calling for help

- a. Once in a safe place to use a mobile phone to call the AA /RAC/Green Flag etc ensure you can describe your location – look out for the new Driver Location Signs which will help them pinpoint your Location and direction of travel or there are reference numbers on all telephones and marker posts,
- b. If you have a smart phone you can download an App which uses the GPS function on the phone to find your exact location. With the simple touch of an icon both the call and the location are transferred to the nearest Motorway Control Centre.



5. Stress and Discomfort

Despite the fact that we all do it seemingly effortlessly, driving can cause mental stress and physical discomfort, especially on longer journeys. You should be aware of the potential effect that stress, tiredness and discomfort can have on your standard of driving and on general well being.

- a. If you feel at all sleepy, stop at the nearest services or safe place. Do not stop on the hard shoulder of a motorway.
- b. The most effective ways to counter sleepiness is to take a short nap (at least 15 minutes) and drink plenty of fluids.