

MANAGEMENT OF ROAD RISK

1. Introduction

Vector24 places the highest priority on the health and safety of its employees, others who operate on its behalf, and clients; this is supported by the introduction of measures to improve safety in our transport operations.

Recent research indicates that around 30% of all road crashes that lead to a fatality involve someone driving in the course of their work. This alarming statistic drives the growing interest in “Occupational Road Risk” amongst employers across both public and private sectors.

Our aim is to emphasise that a road safety culture is worthwhile and ultimately necessary. It can save money and jobs, but most of all it can save lives and reduce misery. Safety within the journey is as important as the journey itself and to enable this, the policy sets out the standards that are expected.

This Management of Road Risk policy places specific responsibilities on managers, employees, and volunteers. The following guidance, which should be linked to the induction and appraisal processes, is provided to help managers, employees and volunteers understand the extent of these responsibilities.

2. Policy Scope.

The Policy covers all operational vehicles and staff (employed and voluntary) utilised in service delivery by and for Fare4Free. It also includes volunteers’ vehicles.

This document should be read in conjunction with the following associated transport documents:

- Management of Road Risk, Risk Assessment
- Vehicle Logbooks
- Terms and Conditions for volunteers
- Lone working Policy

3. The Important Legal Requirements.

As an employer Vector24 is committed to reducing the risk of work-related road traffic crashes and collisions. As an employer, Vector24 recognises its duty under the Health and Safety at Work Act 1974 to ensure the wellbeing of all our employees as far as reasonably possible. This includes work related driving activities.

We understand that the following legislation applies to us.

Legislation	Key Requirements
Health and Safety at Work Act 1974	Employers have a “duty of care” for the safety of employees at work, regardless of the type or size of the business. There is also a duty of care to others who may be affected by their business activities, which, in the case of driving, means all other road users.
Management of Health and Safety at Work Regulations 1999	Employers are required to conduct risk assessments, make arrangements to implement necessary measures, appoint competent people and arrange for appropriate information and training.
Road Traffic Acts supported by the Highway Code	The Highway Code applies to all road users and includes information on signs and markings, road users, the law and driving penalties. It is an offence for an organisation to set driver schedules which may cause them to break speed limits and / or have payment reward schemes which in any way give them incentives to do so.
UK Domestic Drivers’ Hours Rules The Road Transport (Working Times) Regulations 2005	It is the driver’s and employer’s responsibility to ensure compliance with drivers’ hours. They are applicable to goods vehicles in excess of 3.5 tonnes.
The Road Vehicles (Construction and Use) Regulations 1996	Provides information regarding the safety of loads on vehicles.
Corporate Manslaughter and Corporate Homicide Act 2007	The Act introduces an important new option for certain very serious senior management failures which result in fatality. Prosecutions will be of the corporate body, not individuals, but the ability to prosecute directors or other individuals under health and safety law or the general criminal law, in appropriate cases, will be unaffected. The corporate body itself and individuals can also still be prosecuted for separate health and safety offences.

4 Duties - Roles and Responsibilities

4.1 Board of Trustees

The Board of Trustees is responsible for ensuring Vector24 meets its legal obligations under Health & Safety legislation. The Board will ensure, so far as is reasonably practicable, that there are suitable and sufficient funds and resources available to meet the requirements of the legislation and to enhance the health of staff at work.

4.2 Chief Executive

The Chief Executive is responsible to the Board of Trustees for the effective implementation of The Management of Road Risk.

4.3 Operations Manager

The Operations Manager is responsible to the Chief Executive for the overall co-ordination and implementation of the policy for Vector24.

This includes: -

- Licence and insurance are checked annually at the expiry of the previous year insurance policy. New starts prior to the submission of their first expense claim.
- Risk assessments are conducted, and risks identified are managed.
- Vector24 vehicles are maintained in a road worthy condition, including any maintenance checks by drivers.
- The vehicle is suitable for the task it is being used to conduct.

4.4 Health and Safety Consultants

The Health and Safety Consultants are responsible for providing advice and support to staff throughout the organisation to ensure that appropriate risk assessments in relation to driving at work are undertaken, health and safety risks are identified, and appropriate health and safety systems are in place.

4.5 Employees who drive at work

The Engagement Support Officer and Operations Manager are responsible for the following in relation to employees who drive at work:

- Ensuring drivers are authorised, competent, and fit to drive the vehicle.
- Have a current driving license and are adequately insured for business use before being allowed to embark on a business journey. Copies should be forwarded to the Operations Manager.
- All staff and volunteers carrying out driving duties have a current driving license and these are checked annually.
- All staff and volunteers are provided with adequate time to complete their planned driving activities safely.

4.6 Accidents/Incidents

Accidents/Incidents involving driving at work are reported and investigated.

In the event of an accident ensure the member of staff has exchanged insurance details etc with the other driver, and if someone has been injured or a member of staff has collided with roadside furniture the member of staff is advised not to leave the scene until the police have been informed?

Consider any referrals that an employee may require counselling following an accident/incident.

4.7 Smoking

Inform staff that smoking is not permitted within all Vector24 and privately owned vehicles on Vector24 business.

4.8 Training

Employees receive all necessary Information, Instructions and Training as set out in section 5

4.9 Volunteers

Volunteers who drive for Vector24 in their own vehicles must: -

4.9.1 Documentation

Hold an appropriate current UK driving licence, or non-UK driving licence provided it complies with the requirements detailed on the www.direct.gov.uk website.

Ensure they are insured to drive the vehicle for the purpose it is being used e.g., business purpose, and provide when requested the documentary evidence.

Ensure the vehicle has current tax and MOT where relevant.

Have all current relevant documents. e.g., MOT and service history.

4.9.2 Whilst Driving

Follow procedures for driving safely as set out in section 5 Information, Instructions and Training

4.9.3 Vehicle Road worthiness

Privately owned car - ensure it is maintained in a road worthy condition in accordance with manufacturer's instructions, including any maintenance checks by drivers. See Appendix A for guidance.

4.9.4 Policy

Follow the procedures detailed in this policy to ensure compliance with legislative requirements.

Adhere to the Vector24 no smoking policy and legal requirements regarding smoking in vehicles.

4.9.5 Incident Reporting

Report all incidents and near misses.

In the event of an accident ensure insurance details etc are exchanged with the other driver, and if someone has been injured or they have collided with roadside furniture they should not leave the scene until the police have been informed.

4.9.6 Reporting Procedures for the Notification of Driving Offences

Staff and Volunteers are responsible for advising the Operations Managers if they are disqualified from driving.

Staff and Volunteers must inform the Operations Manager if they are likely to be disqualified by point accumulation.

4.9.7 Other Issues

Staff and Volunteers must report any health conditions which could affect their fitness to drive to the DVLA and Operations Manager.

Staff and Volunteers who are driving for work must ensure they have regular eye tests every 2 years

All drivers, including non-employees must attend all training as required by Vector24

5.0 Information, Instructions and Training

The Operations Manager will provide a copy of this policy to all drivers, so they are aware of Vector24 policy and requirements.

The Operations Manager must ensure staff who drive at work receive adequate comprehensible health and safety information, where appropriate written instructions on vehicle safety and on driving safely as set out below.

- For appropriate member of staff, ensuring any patients are transported in accordance with the risk assessment.
- To drive safely for own and other road user safety, never drive faster than road conditions allow and obey speed limits.
- Not to create circumstances or get involved with any road rage situations.
- Never to drive under the influence of alcohol or drugs.
- Handheld mobile phones must not be used under any circumstance whilst driving, including for messaging, or texting.
- The use of hands-free mobile phones is not allowed except for 999 emergencies. Drivers should be aware that they are liable for prosecution under the road traffic act if involved in an accident whilst using a hands-free mobile phone.
- Not eat, drink, or undertake any other activity whilst driving which would make driving unsafe.
- To always adhere to The Road Traffic Regulations and the Highway Code.
- To ensure all passengers wear seat belts unless medical reasons dictate.
- Not smoke within Vector24 vehicles and privately owned vehicles on Vector24 business.
- To take extra care when driving in harsh weather conditions e.g., snow and ice and ensure extra warm clothing is taken in case of any mishap which results in staff being stranded.
- In harsh weather to take advice of weather warnings provided through the media before undertaking any journey.

- Not to drive for work after working long hours and tired.
- To take regular breaks when driving long distances:
- at least 20 mins for every 3 hours of consecutive driving
- you cannot drive for longer than 4.5 hours without taking a break of at least 45 mins
- To ensure they maintain their eyesight at legal standards including wearing glasses/ contact lens as necessary and to report if they have any problems.
- How to manage accident/incidents and when to report to the police.
- Vector24 vehicle safety and environmental standards and driving safely should be included in inductions.

Appendix A

- Guidance on Maintaining Roadworthiness Servicing and Maintenance
- All vehicles used for business use must be serviced and maintained in accordance with the manufacturer's recommendations.
- Set out below are routine checks required by drivers in addition to regular servicing:
 - Vehicle warning indicators – checked on starting the vehicle
 - Daily checks:
 - Check that lights are in full working order, windows and mirrors are clean and Number plates are in place and visible.
 - Check Wipers/Washers
 - Horn
 - Regular checks
 - Windscreen washer levels
 - Tyre pressure and tread depth should be checked regularly. See Tyre safety below. In accordance with manufactures instructions.
 - Oil levels and Coolant (Water & anti-freeze) levels - check regularly.
 - Seat belts - Check proper function
 - Cleanliness of the car
 - Staff should always keep their cars in a clean and tidy condition.
 - General
 - Care should be taken when driving over speed bumps as this could lead to misalignment of the tracking, which in turn leads to unsafe tyres.
 - Tyre Safety (Further Guidance)
 - A Tyre has a contact point on the road of about the size of a large footprint and must provide ALL of the grip for steering, braking and acceleration. The legal minimum tread depth is 1.6mm. This applies across the central three-quarters of the breadth of tread and round the entire circumference of the tyre.