

Your Safe Driving Policy



Your Safe Driving Policy

Helping you to manage work-related road safety and keep you and our vehicles safe on the roads.

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Owner:	Facilities Manager/Estates
Approved by:	Executive Management

Your Safe Driving Policy

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Your Safe Driving Policy

1. Purpose and Scope

- 1.1. To keep you safe whilst driving on Park Authority business.

2. Principles

- 2.1. To ensure that Staff, Board Members, Placements, Agency and Volunteers who drive vehicles in the course of their work demonstrate safe efficient driving skills and other good road safety habits at all times.
- 2.2. To maintain all company vehicles in a safe, clean and roadworthy condition to ensure the maximum safety of the drivers, occupants and other road users.
- 2.3. To provide; guidance on how to reduce our carbon footprint when driving a Park Authority vehicle or personal vehicle as the use of vehicles has a significant impact on the environment.

3. Code of Conduct

- 3.1. While driving company vehicles or own vehicles for work purposes, you must comply with traffic legislation, be conscious of road safety and demonstrate safe driving and other good road safety habits.
- 3.2. The following actions in Park Authority vehicles will be viewed as serious breaches of conduct, and dismissal may be a consequence:
 - Being under the influence of alcohol or drugs while driving;
 - Driving while disqualified or not correct licensed;
 - Reckless or dangerous driving causing death or injury;
 - Failing to stop after a crash;
 - Any actions that warrant the suspension of a licence;
 - Unless Bluetooth enables, use of phones is not permitted whilst driving.

4. Our Responsibilities as your Employer

- 4.1. We are committed to developing, implementing and maintain all reasonable measures to protect the health and safety of you while driving on Park Authority business.
- 4.2. We acknowledge that when driving for work-related business you may be at increased risk related to:
 - Fatigue;
 - Stress;
 - Working alone;

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- Unforeseen events, such as adverse weather

4.3. We recognise that procedures are needed to reduce these risks as far as reasonably practicable; and to take steps to effectively manage those that cannot be avoided. To this end we will:

- Ensure, as far as is reasonably practicable, that you are competent and fit to drive for business when required to do so;
- Assess driving associated risks and take appropriate actions to address these risks;
- Provide any additional training that may be deemed necessary to reduce driving related occupational risks;
 - Driving Assessments will be carried out before a mini bus can be driven with passengers by a competent person
 - Off-road 4x4 training to increase the safety and awareness of staff who are required to drive off-road
 - Cat BR Licence Holders for drivers who require to tow a trailer
- Ensure, as far as is reasonably practicable, that our vehicles are suitable for their purpose.

5. Your Responsibilities as an Employee/User

5.1. Whenever you are driving a Park Authority vehicle, you will:

- Comply with traffic legislation when driving;
- Ensure you hold a current licence for the class of vehicle you are driving;
- Immediately notify your manager if your driving licence has been suspended or cancelled, or has had limitations placed upon it;
- Be responsible and accountable for your actions;
- Display the highest level of professional conduct;
- Demonstrate courteous and considerate use of vehicles including not parking in restricted/special access parking bays, unless entitled to do so and considering access of local residents to parking facilities;
- Assess hazards while driving and anticipate 'what if' scenarios;
- Use the appropriate seat restraint when required to do so;
- Never drive under the influence of alcohol or drugs, including prescription and over the counter medication if they cause drowsiness or on the advice from a medical practitioner;
- Avoid distraction when driving – you will adjust car stereos/mirrors etc. before setting off, or pull over safely in order to do so and only use mobile phones with Bluetooth capability enabled;
- Report any near-misses, crashes, scrapes to your manager, including those that do not result in injury, and follow the accident procedures outline in this policy;
- Report infringements to a manager at the earliest opportunity;

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- Report vehicle defects to a manager before the next vehicle use;
- Report any changes to your health that may have an impact on your ability to drive.
- Park vehicles shall be returned at the end of every workday to the area the vehicle is normally kept at or a site of the Park Authority, unless authorised by the Facilities Manager

5.2. In addition, you should:

- Take regular and adequate rest breaks, recommended practice is to take at least 15 minutes every 2 hours driving;
- Stop when tired;
- Plan your journeys, taking into account pre-journey work duties, the length of the trip and post-journey commitments.

5.3. If you are driving your own vehicle for the purposes of work, the same policies apply. In addition:

- Your car must be legally registered, MOT'd and insured for the purposes of work, you must be able to show evidence of this on request;
- You must not carry loads for which the vehicle is unsuited, nor may you carry more passengers than for whom there are seat belts;
- Your vehicle must not be used in conditions for which it was not designed (such as off-road)

5.4. All park vehicles are serviced and MOT once a year and repaired as and when a fault is reported. There is still a requirement to pre check a vehicle before it is used. The following guidance should be applied when using a vehicle -

- All drivers should walk round the vehicle before use and visually check the lights, tyres and body work.
- Vehicles that are booked for use on Resource Finder will be checked once a week, by Facilities Staff for fluid levels, wear on tyres and body work defects.
- Vehicles that are assigned to the Ranger Service, shall be the responsibility of the Ranger staff to undertake the checks on fluid levels, wear on tyres and body work defects.
- On occasion, the vehicles management system will indicate when fluids are low (oil, screen wash), it will be the responsibility of the driver at the time to ensure levels are replenished.
- All vehicle faults will be reported to the Facilities Team to deal with.

6. Licence Annual Check or New Start Check

6.1 If you are employed directly, a Board member, an agency contractor, on placement with the Park or a volunteer, you are allowed to drive any of the Park Authority's fleet of

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vehicles (except the minibus) subject to the permissions on your driving licence. There is now a requirement for you to provide evidence to your manager on an annual basis that you are eligible to drive. It is your responsibility to produce a summary from the DVLA website. Please find a step by step guide under [appendix 2](#). Once you have downloaded your driving credentials, you should forward to your line manager for information and attach to your “My Park Life” record; a step by step guide on how to do this is attached under [appendix 3](#)

7. Driving a Mini Bus for or on behalf of the Park Authority or if you are 70 years of age or over

7.1. The following legislation applies to driving a mini bus on Park Authority business:

- If you had entitlement to drive cars prior to 1 January 1997 – shown as group A (B for automatics) on old style licence or as category B and not D1 not for hire or reward on a new style licence – you can drive a mini bus provided:
The mini bus has a maximum of 17 seats including the driver's and is not being used for hire or reward;
- If you have not had a MIDAS assessment, or driven the mini bus within a 12 month period, you will be required to undergo a competency assessment. Please refer to the Facilities Team to organise.

7.2. The following legislation applies to drivers who are 70 years or older and drive vehicles on behalf of the Park Authority

- You have the support of your doctor to continue driving
- You had a valid licence (requires renewed on your 70th birthday and every 3 years thereafter)
- You only drive under the conditions of the licence
- You aren't prevented from driving for any reason

8. Safe System of Work

8.1. We will take all steps to ensure company vehicles are as safe as possible and will not require you to drive under conditions that are unsafe and/or likely to create an unsafe environment, physical distress, fatigue, etc. If you become aware that our safe systems of working outlined below are not in place or being followed you should report this to a manager at the earliest opportunity and any infringement will be addressed through the Health and Safety issue reporting and escalation process.

- Fitness of the vehicle for its purpose
Vehicles used in journeys are matched with the purpose of the journey and that they are suited as far as reasonably practicable to any load being transported, terrain to be covered and delivery conditions. We will also ensure as far as is reasonable

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practicable, that any vehicles we provide are suited to the needs of the driver and those involved in loading and unloading from Park Authority vehicles.

- Breakdown and repair arrangements are in place
We will ensure that you have adequate access to technical and personal support in the case of breakdown or accident. These services will be provided in a prompt and reliable manner by competent persons.
- Vehicles are maintained
We will ensure that competent personnel maintain all vehicles registered for use on Park Authority business to a sufficient standard. We will also ensure that necessary repairs are made in a reasonable timeframe and that no vehicle in an unfit state will be knowingly used on Park Authority business.
- Safe working hours are practised
We recognise the particular importance of guarding against fatigue and stress to safeguard your own health and safety when driving on Park Authority business, as well as that of other road users and third parties. Your Safe Driving Policy, Health and Safety policies and procedures are in place to manage the hours you work when driving on Park Authority business.
- Journey management
We will take all reasonably practicable measures to ensure that journeys are sensibly scheduled, that unnecessary travel is reduced to the minimum and that sufficient time is allowed for both journey and any loading/unloading. Any uncontrolled delays in your journey must be communicated to your manager or your destination, this will allow the impact of your working hours to be managed and reduce the need to extend your working hours in a manner that may increase the risks of accident or injury. We will ensure that journeys are rostered so that your working hours are kept at the levels recommended by best practice wherever possible and to make sure that you get sufficient rest breaks during your working hours.
- Lone worker protection procedures
We recognise that you may face additional risks related to lone working when driving on Park Authority business, and we will take steps to ensure that you can remain in contact with co-workers and others in a manner that allows them to seek assistance when necessary. We will ensure that there are procedures in place for lone working support. Access to necessary navigation aids and travel instructions will be provided if required.
- Driver safety and compliance with road traffic duties

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We will put in place policies and procedures to ensure that you understand your responsibilities when driving Park Authority vehicles, however, it is the drivers' responsibility to comply with road traffic legislation and drivers' hours regulations.

- Driver training

We will take reasonably practicable measures to ensure that you are eligible and competent to drive, if required to do so as part of your employment, including sufficient training and education to ensure that you are equipped to manage the situations and circumstance likely to be involved in the journeys undertake on organisation business.

We will also encourage safe driving behaviour by:

- Not paying staff speeding or other infringement fines;
- Forbidding the use of mobile phones in vehicles while driving, unless Bluetooth enabled;
- Encouraging regular breaks while driving;
- Encouraging the use of public transport whenever possible;
- Requiring that the employer is informed if existing staff become unlicensed;
- Carrying out appropriate [risk assessment](#) .

We will encourage reduction of our carbon footprint by:

- Promoting car sharing wherever possible;
- Providing training on, and circulating information about, travel planning and efficient driving habits;
- Encouraging the use of more sustainable forms of transport and/or video/telephone conferencing in preference to driving;
- Encouraging vehicles to be emptied when items are not required in vehicles for journeys.
- Investing in increased efficiency and lower carbon emissions pool vehicles.

9. Policy Review

9.1. This policy will be reviewed after its first year and every 3rd year thereafter.

10. Equality and Diversity Impact Assessment

10.1 An equality and diversity impact assessment was carried out and no discriminatory effects were identified for any particular group within the workforce. This will be monitored on an ongoing basis.

11. Best Value

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11.1 The policy demonstrates best value by ensuring we purchase fuel efficient vehicles and ensuring that we have a diverse range of vehicles to meet the needs of staff.

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APPENDIX A

What you do if you have an accident in a National Park Authority vehicle

Immediately stop the vehicle at the scene or as close to it as possible, making sure you are not obstructing traffic. Ensure your own safety first. Help any injured people and call for assistance if needed.

Try to get the following information:

- a) details of the other vehicle(s) and registration number(s)
- b) name(s) and address(es) of the other vehicle owner(s) and driver(s)
- c) name(s) and address(es) of any witness(es)
- d) name(s) of insurer(s).

Give the following information:

- a) your name and address and company details.

If you damage another vehicle that is unattended, leave a note on the vehicle with your contact details and ensure that you have a note of the vehicle and registration details.

Contact the police:

- a) if there are injuries
- b) if there is a disagreement over the cause of the crash
- c) if you damage property other than your own

Follow-up

If there is an injury or major damage, report the crash to your manager as soon as you can.

Where there is damage to the vehicle and it requires recovery please contact contracted Breakdown Recovery Company, details of which are available in all Park Authority vehicles. Please also notify a member of the Facilities team to make them aware of any vehicle damage.

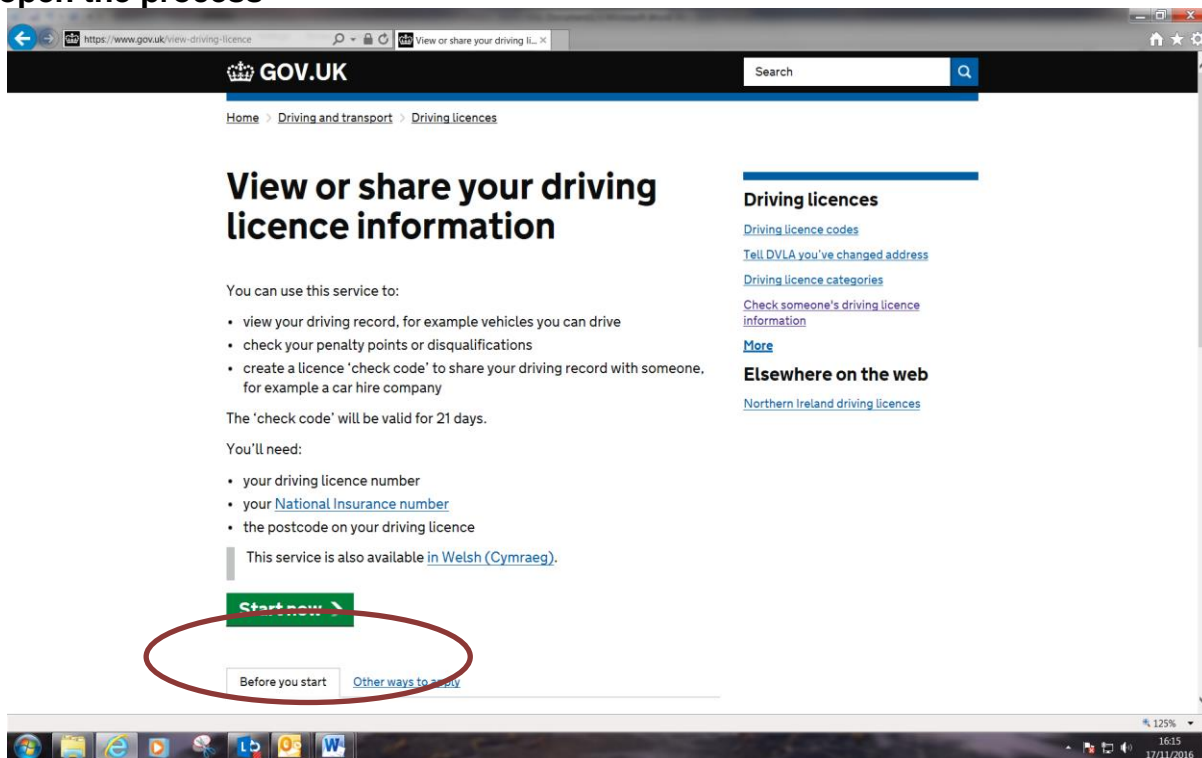
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Quick Reference Guide To Obtain Licence

APPENDIX B

Step 1 - Please click on the [DVLA](#) and this page should appear, press start now to open the process



Step 2

Fill in the boxes with your driving licence number, your national Insurance number and your post code

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GOV.UK View your driving licence information

We welcome your [feedback](#) to help us improve this service

Enter details

You should only use this service to view or share your own driving licence.

Use a different service if you want to [check someone else's driving licence information](#).

Your driving licence number
Example: MORGA657054SM9IJ

[Where to find your driving licence number](#)

Your National Insurance number
Example: QQ123456C

[Where to find your National Insurance Number](#)

Postcode
Example: EH1 9SP

To access this service online, details from your DVLA record and your National Insurance number will be shared with other government departments (HMRC and DWP) to check your identity, as described in our [privacy policy](#).

Step 3 - once this page opens up click on the share your licence information

GOV.UK View your driving licence information

We welcome your [feedback](#) to help us improve this service

[Logout](#)

Your details Vehicles you can drive Penalties and disqualifications **Share your licence information**

Mr PAUL MARTIN SCULLION

Date of birth
Gender
Address

Licence details

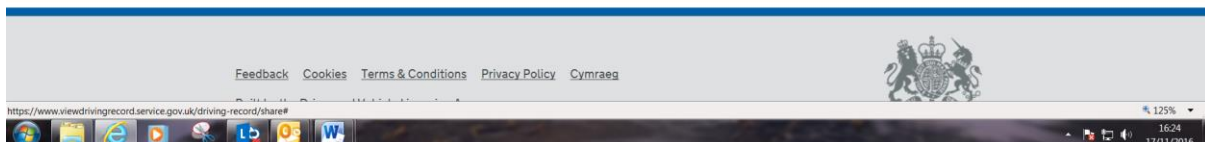
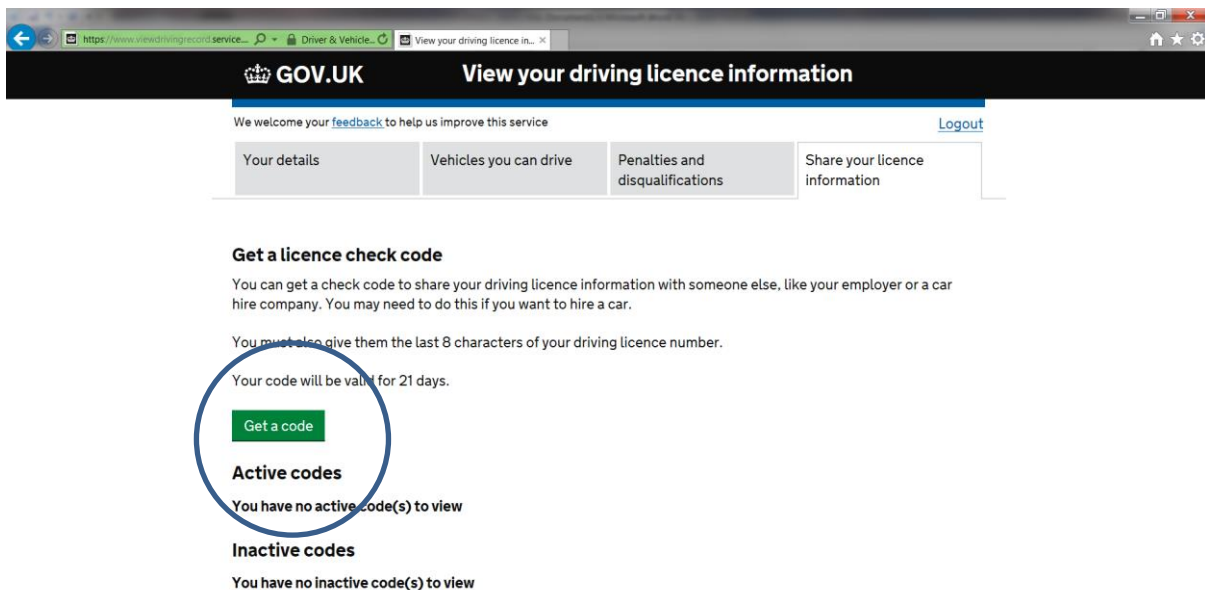
Driving status
Licence valid from
Licence valid to
Driving licence number
Licence issue number **88**

To update or renew your driving licence details visit the [driving licence](#) section

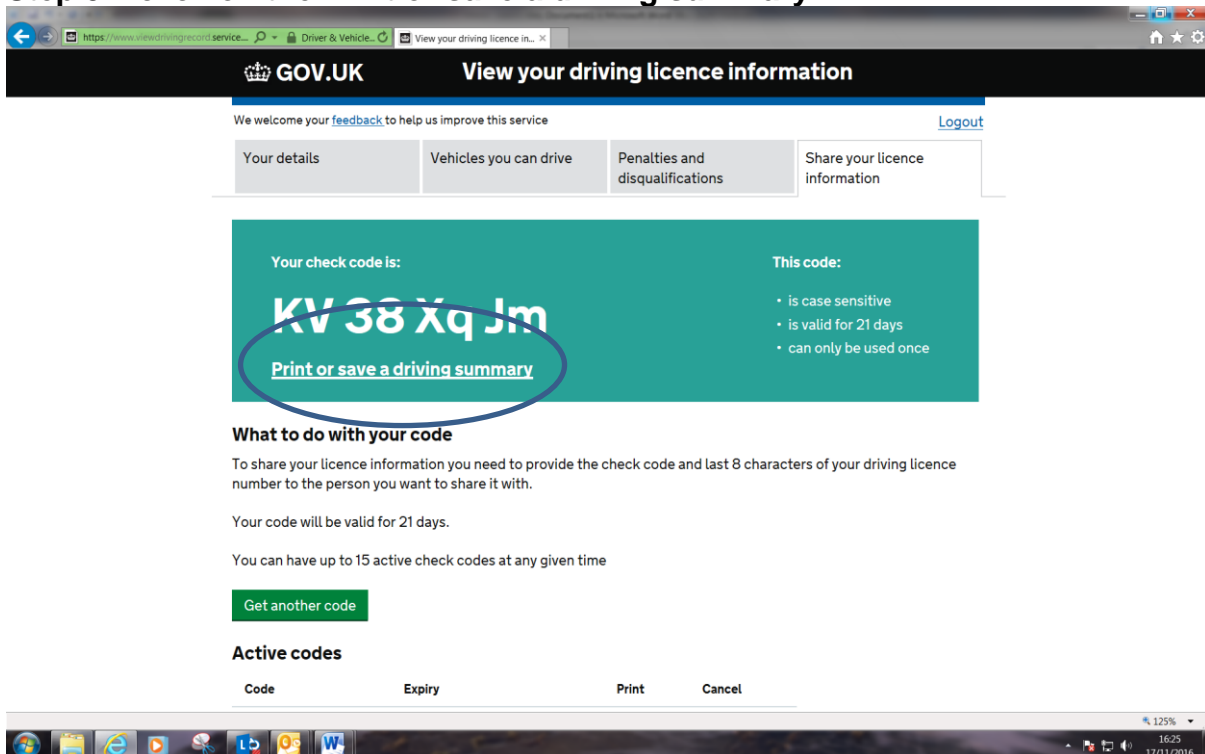
[Feedback](#) [Cookies](#) [Terms & Conditions](#) [Privacy Policy](#) Cymraeg

Step 4 - the get a code page opens up, please click on the get a code

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Step 5 – click on the Print or save a driving summary



Step 6 – your driving summary will appear in this format, it captures your licence credentials, save a copy and electronically email to your line manager, upload a copy to My Park Life

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108PM9ES_licence_summary_2016-11-17 (1).pdf - Adobe Acrobat Reader DC

File Edit View Window Help

Home Tools 108PM9ES_licence_... 1 / 1 135%

This file claims compliance with the PDF/A standard and has been opened read-only to prevent modification.

Driving licence number: XXXXXXXX108PM9ES
Licence issue number: 88
Licence valid from: 22 May 2009
Licence valid to: 21 May 2019

Check code: KV 38 Xq Jm

This code
• is case sensitive
• is valid for 21 days
• can only be used once

Driving Status

Current full licence

Endorsements

0 Offences 0 Points

Can drive

Category	Start date	End date	Codes
B	13 March 1987	9 October 2038	
BE	13 March 1987	9 October 2038	
C1	13 March 1987	9 October 2038	
C1E	13 March 1987	9 October 2038	107
D1	13 March 1987	9 October 2038	101
D1E	13 March 1987	9 October 2038	101, 119
F	13 March 1987	9 October 2038	
K	13 March 1987	9 October 2038	

Provisionally drive

Category	Start date	End date	Codes
A	18 October 1985	9 October 2038	
G	18 October 1985	9 October 2038	
H	18 October 1985	9 October 2038	

Comment

Fill & Sign

Store and share files in the Document Cloud

Learn More

16:29 17/11/2016

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Quick Reference Guide to add documents to my park life

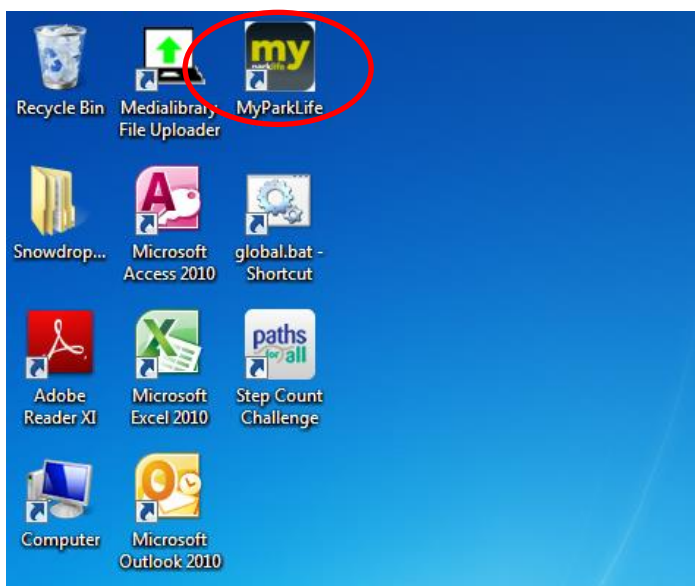
APPENDIX C

You now have the ability to add documents such as your driving licence directly to my park life.

The screen shots and instructions below talk you through how to do this.

Step 1

Open my park life from the shortcut on your desktop



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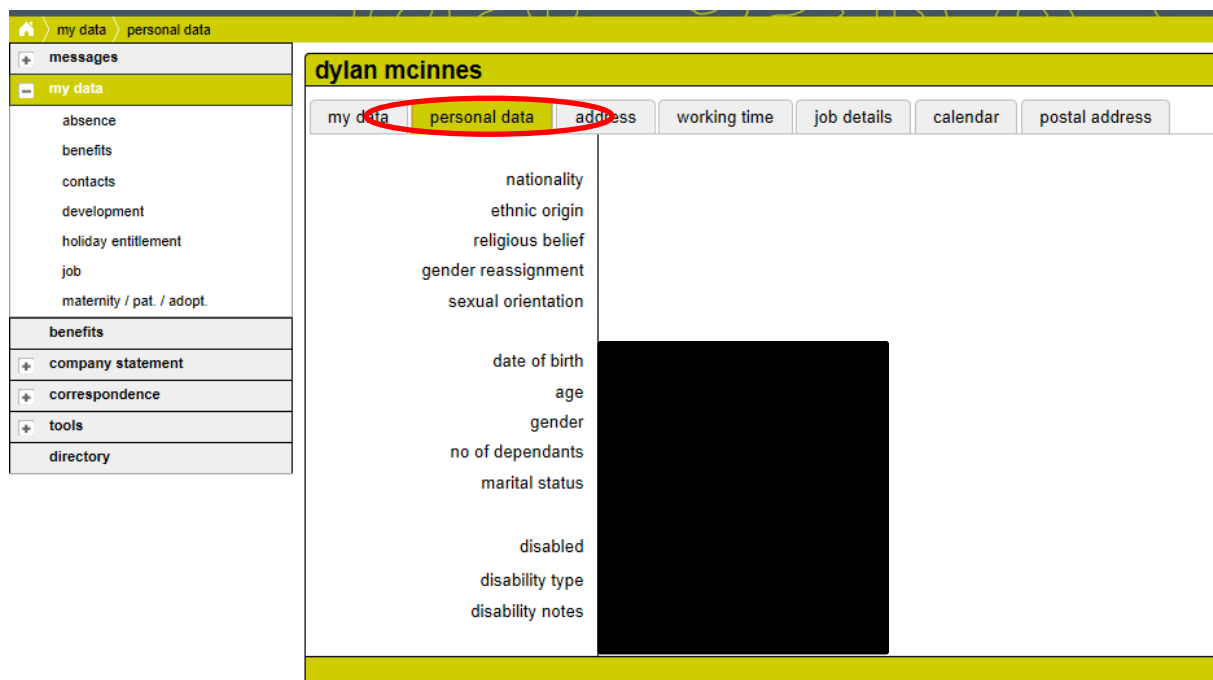
Step 2

From your home screen click on my data



Step 3

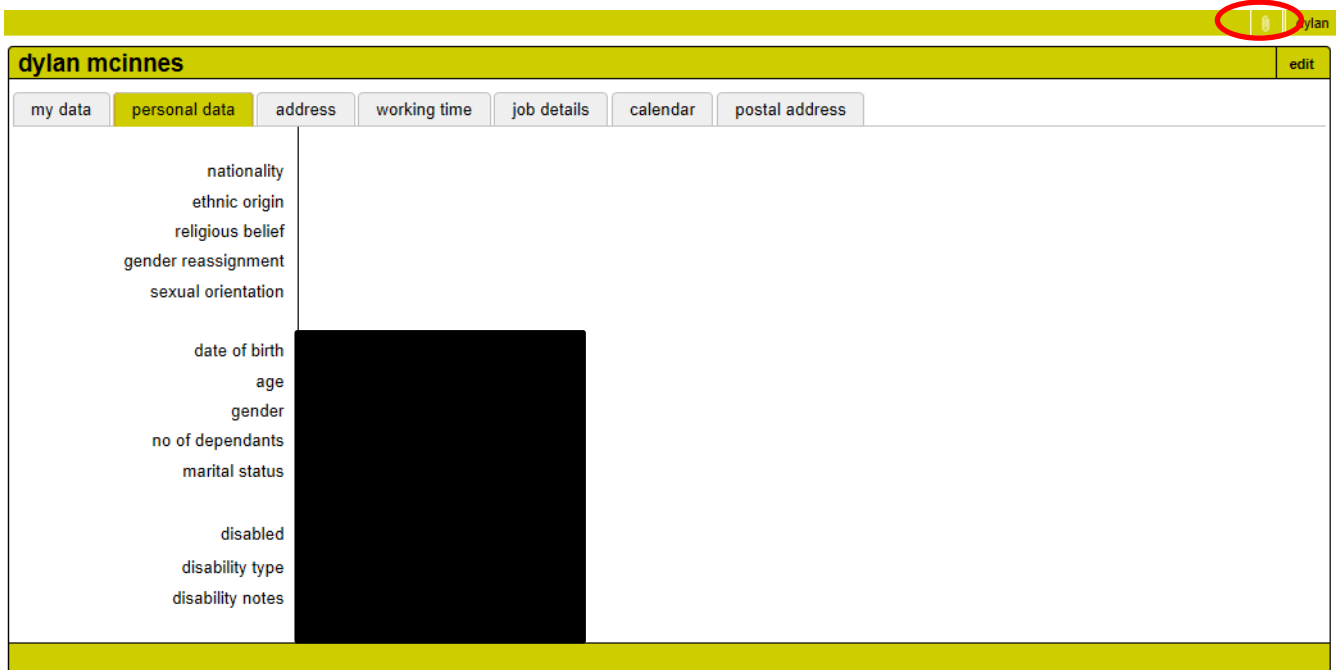
Then select the personal data tab



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Step 4

Click on the paper clip at the top right hand corner next to your name



Step 5

Once you click on the paper clip the following screen will appear allowing you to upload documents to your record.



reference	description	filename	view	edit	delete
<input type="button" value="new"/>					

Click on the 'new button' and browse for the file you want to upload and give a description.

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new document

description

test

file name

U:\test.docx

Browse...

save

Finally click save and the document will be added to your record. To view, edit or delete your documents just click on the paper clip at the top right corner next to your name.

documents					
reference	description	filename	view	edit	delete
3	test	test.docx	view	edit	delete
<div>new</div>					

If you require any further assistance with completing this please contact Claire Ferguson or Dylan McInnes.

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Document Control Sheet

Appendix D

Prepared By	Paul Scullion
Date Effective From	August 2017
Review Frequency	Every 3 years
Contact	Facilities Manager

Revision History:

Version:	Date:	Summary of Changes:	Name:
V2.0	August 2017	Format updated, inclusion of Contents page and addition of Equality & Diversity Impact Assessment and Best Value statements	Paul Scullion

Approvals: This document requires the following signed approvals.

Name/Title	Date	Version
Executive Team	August 2017	V2.0

Distribution: This document has been distributed to

Name:	Title/Division:	Date of Issue:	Version:
	Uploaded to Park Central	August 2017	V2.0