

Driving at Work Standard

Warwickshire County Council

This standard has been produced in accordance with Warwickshire County Council's Corporate Occupational Health and Safety Commitment Policy and outlines the minimum requirements that must be met.

The requirements within the standard need to be interpreted and included into service and team local arrangements.

REMINDER

Managers must check that drivers hold a valid driving licence appropriate for the vehicle being operated and the correct level of vehicle insurance, where required. These checks are required on an annual basis.

Refer to the Managers responsibility section for further details on how to complete these checks.

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Plan – Consider activities, risks & competency. Refer to legislation, WCC standards and industry best practice

Purpose of this Standard

This corporate standard details the specific responsibilities for the management of driving at work within Warwickshire County Council (WCC). This Standard does not duplicate the general Health and Safety legal requirements as stated within the WCC Corporate Occupational Health and Safety commitment Policy and the manager and employee responsibilities within HR documentation (such as, the Travel Code of Conduct). To access those policies and arrangements, please refer to the health and safety intranet or school document library.

Objective

The objective is to ensure that all Health and Safety issues and risks relating to driving at work are adequately managed and controlled.

Warwickshire County Council Driving

- WCC manages the driving at work activities in the same way as any other work activity to manage and control significant risk(s).
- WCC complies with the Management of Health and Safety Regulations, Road Traffic Act, and all other relevant statutory requirements and where necessary, best practice guidance.

Definitions

The key terms used within this Standard are outlined below:

Driving at Work (i.e. Driving on Council Business)

Any driving activity undertaken during the course of work which is required as part of the job (such as driving to meetings or training). This excludes the commute to and from home and the employee's normal place of work.

Drivers – are either:

- a) Employees who drive WCC County controlled Fleet vehicles on behalf of the County Council, whereby driving is either the main activity within their job, or an occasional requirement e.g. pool cars, minibuses etc.
- b) Employees who use their own private vehicles on County Council business. For example, they are required to undertake business journeys.

Vocational / Professional Driver

if in the employee's job description, driving is the main task for which employment has been provided they are classed as a vocational or professional driver.

Vehicles:

- County Fleet vehicles (vehicles owned/leased by WCC) – includes, but is not limited to, cars (including pool and hire cars), vans, panel vans, pickups, tippers, 4x4's, tractors, ride-on mowers, mini-diggers, rollers, loaders, motorcycles, vehicles over 7.5 ton, minibuses, buses, coaches, and fire vehicles when not engaged in emergency response.
- Employees' own private vehicles when driven on council business. These vehicles are also referred to as 'grey fleet' within Fleet Management.

Employees

For this Standard we consider employees as:

- any person employed by WCC.
- students, volunteers, agency workers and contract workers working on behalf of the Council; and Elected Members.

Work-Related Road Traffic Incidents

- Are any incidents which cause injury or damage to a person, animal, vehicle, or property whilst driving for work. This does not cover the commute to and from work, as it only applies when the drive relates to driving on a work activity.
- This applies whether you are driving your own vehicle, a County Fleet vehicle, or a hire vehicle.

Driving Licence Checks

The licence is the official document for the UK that entitles the holder to operate various motor vehicles on the highway and specific roads. Licences and categories have changed over the years so some holders may still have the paper licence and more recently holders will have a photocard licence. Licences must be valid to drive within Great Britain. To be able to drive a particular type of vehicle, you need an 'entitlement' for that category on your driving licence.

MiDAS

Is the Minibus Driver Awareness Scheme (MiDAS). It is administered nationally by CTAUK and provides organisations with the means to assess and train all their minibus drivers. MiDAS is a membership scheme, free to join, with members undertaking a commitment to assess and train all their minibus drivers to the MiDAS standard. MiDAS provides both classroom-based theory training and an on-road driving assessment for all minibus drivers and additional training on passenger assistance and the use of wheelchair accessible vehicles, for drivers who will be transporting passengers with disabilities.

Please note: Road Safety recommend that new and occasional minibus drivers book an hour's minibus driving instruction before their practical driving assessment to help them achieve the MiDAS standard. Hour long sessions can be booked to take place immediately prior to the driving assessment.

Workplace Transport

Workplace transport is any activity involving vehicles used in a workplace.

Vehicles driven on public roads are excluded, except where the vehicle is being loaded or unloaded on a public road adjacent to a workplace.



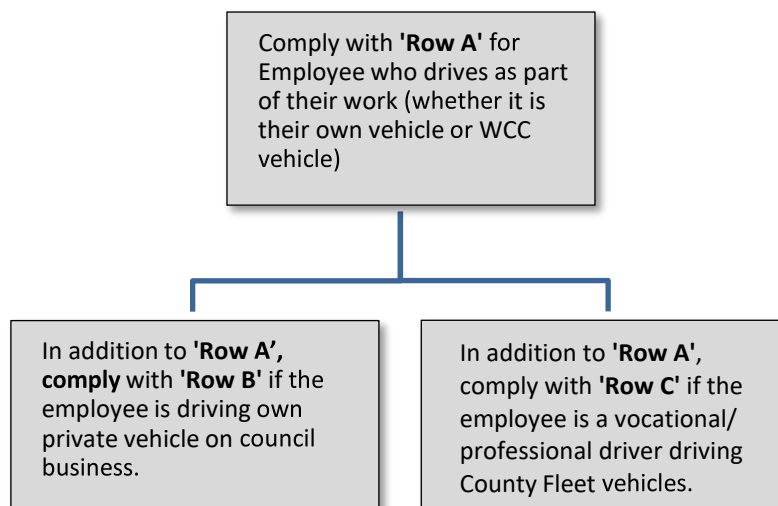
Do - Implement safe working practice & control measures, produce documentation & records, arrange training, inform staff

Managers (Head Teachers, Line Managers, Supervisors, etc.) must ensure that they:

- consider the driving at work activities as part of the driving at work risk assessment process so that steps can be taken to reduce all risks to as low as possible.
- Managers will ensure that:
 - employees who drive on any Council business hold a valid certificate of vehicle insurance, are medically fit, competent to drive safely and have provided a copy of a current photo driving licence, and / or an older paper licence, which includes the correct certification category for the vehicle being driven (<https://www.gov.uk/old-driving-licence-categories>). This must be checked on an annual basis.
 - employees provide a valid driving licence "check code" to their manager.
 - the vehicle(s) being used has a current MOT certificate, is fit for purpose and in a safe road worthy condition.
 - a culture of safe driving is promoted at all times.
 - contact their HR Advisor for advice if the ability of an employee to drive is of concern (for example, an employee's fitness to drive is impaired).
 - follow and comply with the Travel Code of Conduct (refer to the HR internet pages <http://www.warwickshire.gov.uk/hr>) and the relevant responsibilities. (WCC Travel Code of Conduct is not applicable for WCC Schools- WCC schools should refer to and comply with their own Travel Code of Conduct Policies and Procedures.)
 - ensure a safe transport design is in place for all transport sites.

Table of Responsibilities – for Managers and Employees

The below table outlines key responsibilities to be undertaken by Managers (Head Teachers, Line Managers, Supervisors, etc.) and / or employees who drive on Council business. All employees who drive for work, and their Manager, must comply with row **A** below, and with rows **B**, or **C** as relevant to the driving activity they undertake (see *Figure 1 and table below*).





(Figure 1 – Overview)

Driving at work activity	Managers (Head teachers, line managers, supervisors etc..) must ensure that employees who drive for work:	Employee must:
<p>(A) Employee who drives as part of their work (whether it is their own vehicle or WCC vehicle)</p>	<ul style="list-style-type: none"> ▪ Enter employee driving licence details into Your HR. ▪ Have their driving activities risk assessed and are made aware of the relevant risk assessment (findings) for their driving activity and the control measures to be implemented (this may include controls around transportation of customers, storage of work-related equipment, etc.). ▪ Are informed of the need to report and how to report any driving incident at work. ▪ Plan their journeys/ work schedules appropriately taking into consideration all eventualities (i.e. at times of inclement weather) ▪ Have full knowledge/training of the vehicle and equipment they oversee (and provide training and/or instruction as required). ▪ Comply with the requirements of the personal safety Standard when employees are traveling on their own. 	<ul style="list-style-type: none"> • Comply and co-operate with the controls put in place by their manager to ensure their safety (i.e. risk assessment controls, safe systems of work/procedures, etc.). • Have a full valid driving licence for the category of vehicle being driven and provide licence details to your line manager for entering onto the Your HR system. 'Along with any conviction/ penalty points. • Drive in accordance with the current laws of the road and Highway Code (i.e. traffic signs and signals, speed restrictions, use of seat belts, satellite navigation, action to take following incidents on the road, etc.). • Ensure that nothing is placed unrestrained in the passenger area that may cause distraction to them as the driver or injury when braking or on impact in an accident. • Be fit to drive. If fitness to drive is impaired (i.e. medical condition, taking medication etc.) they must inform their manager immediately and notify DVLA as required. • Not drive if they are impaired in any way by fatigue, alcohol, or drugs (medicinal or recreational). • Be aware of the Drug Driving legislation (March 2015) and in particular whether any prescribed medication may cause them to be over the prescribed limits • Meet the legal minimum eyesight standards for driving and wear corrective lenses/glasses when needed. • Comply with the Travel Code of Conduct



Driving at work activity	Managers (Head teachers, line managers, supervisors etc.. that employees who drive for work:	Employee must:
		<ul style="list-style-type: none"> ▪ Not use a mobile phone when driving. ▪ Report any driving accidents/incidents whilst driving on WCC business to their line manager immediately and record on the WCC accident reporting database. ▪ Comply with the WCC smoke free workplace Standard ▪ Hold a full valid driving licence for the category of vehicle being driven. • When driving WCC vehicles e.g. pool cars the following additional requirements also apply: <ul style="list-style-type: none"> ▪ Access pool cars as per the WCC Travel Code of <ul style="list-style-type: none"> • Conduct and follow any rules for use. ▪ Complete, and record, the daily vehicle checks. ▪ Notify their manager of any driving convictions/ penalty points. ▪ Notify their manager immediately of any reason which leads to the suspension of their licence.
<p>(B) Employee driving own private vehicle on council business (in addition to</p>	<ul style="list-style-type: none"> • Have a vehicle that is fit for purpose and in safe condition with valid business insurance – the employee is required to self-declare that they have a valid MOT (where required), business use insurance, valid road fund licence, and hold a valid driving licence for the category of vehicle being driven, when any expenses claim is made. 	<ul style="list-style-type: none"> • Self-declare that they have a valid MOT (where required), business use insurance, valid road fund licence, and driving licence for the category of vehicle being driven. This is required whenever an expenses claim is made. Vehicle registration, driving licence and valid insurance information must also be populated/reviewed on Your HR (or hardcopy vehicle document record form) on an annual basis or sooner following any change. <p><i>(The use of personal vehicles to commute to and from a place of work every day will usually be covered by a standard Social, Domestic and Pleasure policy. Employees must check their certificate and schedule to ensure the correct cover is provided)</i></p>



Driving at work activity	Managers (Head teachers, line managers, supervisors etc..) must ensure that employees who drive for work:	Employee must:
requirements under A above)	<ul style="list-style-type: none"> • ‘Private Vehicle’ (or vehicle document record form where this is not available) also records vehicle registration and licence details, which should be reviewed on an annual basis or sooner following any change. • Comply with the WCC ‘Transporting Children, Young People and Adult Customers Safely Guidance’ where relevant and notify employees of their responsibilities. 	<ul style="list-style-type: none"> • Check that their vehicle is in a road worthy condition prior to use. • Plan their journey and ensure breaks are taken for long spells of continuous driving (e.g. 15-minute break every 2 hours of driving) • Keep valuables out of site and secure the vehicle when not in use. For example, store work equipment within the boot of the vehicle where possible and remove any work items from the vehicle overnight. • Comply with the ‘Transporting Children, Young People and Adult Customers Safely Guidance’ where relevant to their activities.
(C) Vocational/ professional driver driving County Fleet vehicles (in addition to requirements under A above)	<ul style="list-style-type: none"> • Are recruited following the HR recruitment process to ensure the JD and person spec are met (such as the checking of driving licenses prior to appointment). If a driving assessment for candidates are required, these can be booked through the WCC Road Safety Education and Training Team (extension No. 2404). • Comply with the insurance criteria in Appendix 1. • Physically check driving licences details annually to ensure eligibility to drive. This is achievable using the https://www.gov.uk/view-driving-licence. 	<ul style="list-style-type: none"> • Provide access to view your driving licence on https://www.gov.uk/view-driving-licence on an annual basis for their manager to review. • Complete, and record, the daily vehicle checks. • Attend, pass, and undertake their work in accordance with training provided. • Heavy goods vehicle drivers and PSV vehicle drivers undertake the 37 hours of driver CPC training where relevant over a 5-year period as set out by their manager. • Notify their manager of any driving convictions/ penalty points.



Driving at work activity	Managers (Head teachers, line managers, supervisors etc..) must ensure that employees who drive for work:	Employee must:
	<ul style="list-style-type: none"> • Have received relevant information, instruction, and training to drive/operate the vehicle safely including any specialist equipment. For example, heavy goods vehicle drivers and PSV vehicle drivers undertake the 37 hours of driver CPC training over a 5-year period, and minibus drivers undertake and pass the relevant MiDAS for the vehicle they drive, etc. • Undertake passenger assistance as part of their work activity, attend and pass the Passenger Assistance Training. Refer to Appendix 2. • Are informed about the requirement to complete the daily vehicle safety checks and record in the book provided. • Undergo a medical every 5 years once the employee reaches the age of 45 if they drive HGV's and PSV's • Have their licence renewed annually when they reach the age of 65. • Notify Insurance Section of any driver who informs you that they have received a driving endorsement as per Section 6 to ensure continuation of cover. • Seek advice from their HR Advisor if a driver's licence is suspended. • Comply with the 'Use of minibuses on WCC business guide' if a minibus is driven for business use. 	<ul style="list-style-type: none"> • Notify their manager immediately of any reason which leads to the suspension of their licence. • Take breaks from driving as agreed with your manager. • Access pool cars as per the WCC Travel Code of Conduct and follow any rules for use. • Follow road traffic laws if an incident on the road occurs (i.e. when to stop, when to notify emergency services, etc.), and as a condition of WCC insurance do not admit liability under any circumstances. • Comply with the 'Use of minibuses on WCC business guide' if a minibus is driven for business use. • For information on Trackers within County Fleet vehicles including pool cars. • Staff who drive HGV and PSV vehicles and reach the age of 45 must ensure that they undergo an appropriate medical and repeat every 5 years. • Renew their licence annually when they reach the age of 65.



County Fleet Maintenance

Will undertake a random sample audit of driving licence details as required, to monitor the effective implementation of this Standard in accordance with Data Protection and DVLA requirements.

Please note: As your employer, WCC has a duty to ensure that anyone we employ to drive a vehicle has the right licence and qualifications. Your employer can contact the Driver and Vehicle Licensing Authority (DVLA) to check that an employee is entitled to drive. The employer can request information about the employee's driving licence, including:

- the licence validity dates.
- the categories of vehicle that the employee is entitled to drive.
- whether or not there are any current endorsements on the licence; and
- whether or not the employee is disqualified from driving.

The employer can also request information about any Certificate of Professional Competence held by the employee.

The employer can request a driver entitlement check by post, electronically or by telephone. Information about how to contact DVLA for a driver entitlement check is available on the UK Government website.

The employer must explain why it is requesting the information and how it will use it. The employee must provide his or her consent for the information to be disclosed. [DVLA form D888/1](#) is available for this purpose.

Alternatively, drivers can share their licence record with a third party (e.g. their employer).

Managers (Head Teachers, Line Managers, Supervisors, etc.) must ensure that they:

Annually review risk assessments, or sooner, following a road traffic incident, or a significant change to the task, vehicle, or role. Refer also to the WCC Risk Assessment Standard.

The Health and Safety Service is responsible for:

- Providing Policies, standards, guidance and risk assessment tools
- Advising managers on appropriate levels of control measures.
- Providing advice and recommendations to managers and employees regarding driving at work
- Monitoring the effectiveness of the arrangements for the management of driving at work in WCC and for initiating action as appropriate.



Risk Assessments and Control Measures

Managers, Head Teachers, Line Managers and Supervisors must ensure that a risk assessment is undertaken and recorded for all significant risks associated with the driving at work activities undertaken by their employees. It is not about doing a risk assessment for each driver, it is about assessing the driving activity and taking all reasonable steps to manage these risks down to as low a level as reasonably possible.

A generic template risk assessment for driving at work activities using an employee's own car is available on the Health and Safety intranet page under 'driving'. This is for guidance only and should be reviewed and adapted as necessary for the type of work being undertaken, local circumstances, local hazards, the location/environment, and the persons involved. Refer to the Health and Safety Risk Assessment Standard on the Council's intranet further information.

Managers should ensure that their employees know what to do in the event of an emergency whilst driving (this will include arrangements for contacting colleagues).

Competence and Training

The training requirement for vehicles is outlined in Appendix 2. The training requirement is dependent upon the type of vehicle or specialist equipment being used and must therefore be undertaken as a minimum.

An eLearning module has been designed to support this Standard and to ensure that managers and staff are aware of their responsibilities for ensuring their and others health and safety whilst driving at work. The module is available via the Council's Learning Hub.

It is recommended that staff who are engaged in driving at work related duties complete this course.

Work-Related Road Traffic Incidents

Any employee who is driving on WCC business must report all vehicle / driving incidents to their line manager or other designated person(s). The reported incident may be subject to further investigation / review. This must be recorded on the WCC accident/incident recording system.

For WCC Fleet vehicles, the insurance form must also be completed.

Notification of Driving Offences / Fault Accidents

Employees who may drive on behalf of WCC must inform their line managers of all current driving convictions, irrespective of whether the conviction related to an offence whilst driving a Council vehicle, their own car, or any other vehicle (this only applies to those penalty points that appear on the licence, so it therefore does not include car parking offences) and /or no-fault accidents. This is to ensure the welfare of employees and non-employees when driving at work activities are being undertaken, as well as ensuring compliance with WCC insurance requirements and employees own insurers. Failure to do so may result in disciplinary action.



(See appendix 1 for further details)

Conviction Penalty Points

Managers, Head Teachers, Line Managers and Supervisors must notify the Insurance Team immediately of any employee who has any of the driving offences listed below. This is so that WCC can consider / ensure continuation of cover when driving Council owned fleet vehicles. This includes endorsements that are current / pending, and for new employees where the endorsements end date falls within the last three years.

Conviction	Code
Failing to stop after an accident or failure to report an accident within the specified time	AC10 to AC30
Driving, or attempting to drive, whilst disqualified	BA10 to BA30
Careless driving	CD10 to CD70
Reckless/Dangerous Driving	DD40 to DD80
Driving or attempting to drive whilst under the influence of alcohol or drugs	DR10 to DR90
Using a vehicle without insurance	IN10
Driving license offences, e.g., driving whilst having no license to drive	LC20 to LC50
Motor racing on the highway	MS50
Disqualification under the totting up procedure	TT99
Theft or unauthorised taking of a vehicle	UT50

For further information contact the Insurance Team on 01926 418 160.

Driving Minibuses on County Council Business

Managers and employees who drive minibuses on County Council business must ensure compliance with the WCC Use of Minibuses of WCC Business Guide. This guide is available on the health and safety intranet 'Driving' pages and School document library.

Transporting Customers in your own Private Vehicle

Managers and employees who undertake work activities requiring the transportation of customers in their own private vehicle must ensure compliance with the WCC Transporting Children, Young People & Adult Customers Safely Guidance. This guide is available on the health and safety intranet 'Driving' pages and School document library.



Mobile Phones and Other Communication Devices

*The following information has been extracted from the **Travel Code of Conduct**.*

The Council (the employer) is committed to safeguarding the health, safety, and welfare of all employees and those affected by our business activities. The Council recognises that for many employees driving is an integral part of their working day, whether simply commuting to work or completing work-related driving activities, including drivers of service vehicles; lease/hire vehicles and employee-owned vehicles.

The Council's Standard, in respect of the use of communication technology in vehicles, is compliant with the current UK Governing Legislation, including the Road Traffic Act, The Highway Code and other driving laws, regulations and case law.

We understand that accessing the legal material above is potentially confusing and unclear and so we require all employees to familiarise themselves with the current legal requirements by referring to the Safer Driving for Work Handbook and the Official Highway Code Book, both of which can be found on the Council's intranet pages.

Use of Hand-Held Devices

Employees should not be using any handheld mobile telephone or other similar hand-held device for any reason including to make or receive calls, send, or read texts or emails, take, send, or view photos or films, use Apps, or surf the internet, while driving in a vehicle in relation to any activity connected with their employment whether in a WCC vehicle, their own private vehicle, or a hire vehicle.

Staff and managers should understand that using a handheld device while driving will result in disciplinary proceedings and persistent failure to follow this Standard will be regarded as a serious matter.

There will be very limited circumstances in which a person can use a hand-held mobile telephone or hand-held device whilst driving a motor vehicle on a road including using the telephone or hand-held device to call the emergency services in response to a genuine emergency where it is not safe or impracticable to cease driving. Employees should ensure that if they do use a hand-held mobile telephone or other hand-held device whilst driving at work that they do so only in the very limited circumstances as permitted in Regulation 110 Road Vehicles (Construction and Use) Regulations 1986.

Use of Hands-Free Technology

The Council does not require or indeed advocate the use of hands-free mobile telephones or any other hands-free communication devices while in a vehicle. Hand-free technology should never be used while driving to send or read texts or emails, take, send, or view photos or films, use Apps, or surf the internet. Employees should ensure that if they do choose to use any hands-free technology to either take or make a call while in a vehicle connected with any activity of their employment, whether in a WCC vehicle, their own private vehicle or a hire vehicle, the employee must do so in accordance with the very strict requirements of the law for the use of hands-free technology.



Sharing your Driving Licence

Employees can use <https://www.gov.uk/view-driving-licence> to:

- view their driving record, e.g. vehicles you can drive
- check any penalty points or disqualifications they have
- create a licence 'check code' to share their driving record with someone, e.g. employer or a car hire company

The 'check code' will be valid for 21 days. This code is then shared with your manager who can log in and check the information electronically for 21 days as the code remains valid.

Alternatively, employees can print off their 'licence summary' and share it with their manager. This summary provides information on the employee's licence status, endorsements, vehicles that can be driven by the licence holder.

Please note - The employee must give their permission to share this information with their manager/ employer.

Refer to the 'How to Share your Driving Licence Details' document available on the H&S intranet and School doc library.

Workplace Transport

To manage workplace transport effectively, there are three key areas to consider when carrying out your risk assessment:

- safe site (design and activity).
- safe vehicle.
- safe driver.

To ensure a safe site the following must be considered – review and comply with the HSE 'Workplace Transport Safety – a brief guide (INDG199(rev2)):

Design

- segregation
- traffic routes
- temporary traffic routes
- visibility
- speed
- signs, signals, and markings
- lighting

Activity

- reversing
- signaling
- parking
- coupling and uncoupling
- loading and unloading
- tipping
- overturning



- sheeting
- housekeeping

Vehicle Tracking Apparatus

A large number of Warwickshire County Council vehicles (including Pool Cars) are fitted with vehicle tracking apparatus. The tracking unit is concealed within the vehicle. The presence of the vehicle tracking apparatus is indicated by way of a sticker which is positioned on the inside of the vehicle's windscreen.

The purpose for which vehicle tracking apparatus is used by Warwickshire County Council is for: -

- Prevention and detection of crime
- Staff safety and security
- Vehicle security

Warwickshire County Council also uses the data gathered from the vehicle tracking apparatus to undertake journey / work planning and to analyse vehicle operating cost management including fuel use and maintenance costs.

No images are captured by the vehicle tracking apparatus, however, data is captured and stored, including data relating to journeys and shows:

- Start / stop times
- Speed
- Excessive braking and acceleration
- Prolonged periods of idling
- Location
- Distance covered

Journey related data is held on a secure website operated by the supplier which is password protected and can only be accessed by the County Fleet Manager and other authorised members of staff. All members of staff authorised to access data are trained in the handling of data securely in accordance with WCC Surveillance Camera Technologies Standard and Procedural Guidance. Data will be accessed for a period of no longer than 60 days from capture. Any data required as part of a formal investigation will be kept until the conclusion of any investigations and/or proceedings, as appropriate.

The County Council use of this tracking apparatus and the associated data has been the subject of a Privacy Impact Assessment conducted in line with WCC Surveillance Camera Technologies Standard and Procedural Guidance.

Vehicle users are advised that data generated by the vehicle tracking apparatus, may be used to investigate serious driving related incidents and motoring offences which may include taking disciplinary action against individuals, where appropriate. In certain circumstances external disclosure of pool car tracking data may be permitted (e.g. to the police) where this may be necessary for the detection or prevention of crime or other potential criminal activity.

In exceptional circumstances, County Council managers/HR can seek authorisation by the Senior



PLAN • DO • CHECK • ACT

Information Risk Owner, to access data already collected (as described above), for the purposes of investigating potential disciplinary offences against a member of staff. Anyone wishing to discuss the nature and use of vehicle tracking apparatus and the associated data should contact County Fleet Maintenance on [01926 412299](tel:01926412299)



Check — Routinely monitor the effectiveness of arrangements and control measures

Safety monitoring is the routine examination of the arrangements and control measures in place to ensure they remain effective.

Monitoring can be anything from observing the way a worker performs a task to measuring particles in the air when using chemicals.

Safety monitoring may take several forms depending on the levels of risk, they may include:

- Safety Auditing
- Safety Inspections
- Checking Risk Assessment Control Measures
- Accident and Incident Investigations
- New changes in the law and / or regulations.

As a minimum, Risk Assessments must be reviewed annually to ensure the control measures are still effective in reducing the risk.



Act — take action/have a plan of action for any gaps / revisit arrangements / measures / documentation.

Ensure the findings of the risk assessment are communicated to employees and others who are likely to be affected by the activity/ process/ operation risk(s).

- risk assessments are accessible to all employees and others for whom they apply.
- they plan, co-ordinate and monitor how their risk assessments are implemented and managed locally (i.e. is the risk assessment being implemented as planned? Is it achieving the desired results? etc.).
- current risk assessments are recorded electronically or in hard copy.
- risk assessments are reviewed at least annually or sooner following an accident or significant change in legislation.



Corporate Review

The content of this Standard and its effectiveness will be the subject of a three-yearly review in conformity with the County Council's Health & Safety Policy. In addition, this Standard will be the subject of review and amendment within this period should significant changes occur.

This Standard is subjected to quality control procedures and hence previous issues of the document will be archived.

Further Information

Equality and Accessibility Information

- If this information is difficult to understand we can provide it in another format, for example, in large print, on audiotape or another language. Please contact the Health & Safety Service on [01926 476803](tel:01926476803) or Email: healthandsafety@warwickshire.gov.uk
- A full Equality Impact Assessment has been undertaken for this standard.

Contact Information

All health, safety and wellbeing information is available on the intranet. Go to [Intranet > HR > Health, Safety and Wellbeing](#)

For Schools, refer to the health and safety document library on www.warwickshire.gov.uk/SchoolHSdocs to access all relevant WCC driving at work documentation.

HR documentation (such as the Travel Code of Conduct) is available on the HR internet pages. www.warwickshire.gov.uk/hr

Alternatively you can contact the following dependent on your query:

- County Fleet Maintenance on [01926 412884](tel:01926412884) or
- Insurance Team on [01926 418160](tel:01926418160)
- Health and Safety Service on healthandsafety@warwickshire.gov.uk or telephone [01926 476803](tel:01926476803).
- The HR Advisor for your service/team hradvice@warwickshire.gov.uk



Appendix 1 – Criteria for Persons Insured to Drive Vehicles Insured under the WCC Fleet Insurance Arrangements (including hired vehicles)

A condition of the Warwickshire County Council fleet insurance arrangements is that **every driver of a Council insured vehicle must be approved by the County Council** in accordance with the Driving at Work Standard and associated guides.

Approval of drivers

Unless otherwise specified, approval will be by a line manager or, in the case of a secondary school, by at least a head of department or bursar/business manager or equivalent or, in the case of a primary school, by at least the assistant head teacher.

Level 1 - Standard driver criteria

Drivers may be unconditionally approved provided they comply with Level 1 outlined in the following table.

Level 2 - Discretionary criteria

Any drivers falling outside Level 1, but within Level 2, may be approved as above. It is expected that such approval will be given with full knowledge of the circumstances and consideration of the possible repercussions of the decision in respect of reputation and/or financial losses.

Once approved by one of the persons detailed above, details of the drivers **must be kept locally** for submission if required in the future e.g. in the event of a claim, giving the following details:

- Name of driver
- Age of driver
- Date full driver's licence obtained
- Convictions – code and number of points
- Number of fault accidents in the last 3 years
- Name and position of person approving the driver

Level 3 drivers not complying with Levels 1 or 2

Any drivers falling outside Levels 1 and 2 can only be approved by the Insurance Section. Such approval will only be considered if the request is fully supported by a senior member of the division or school concerned.

Full driver's details will be required, together with details of why the request should be considered and a recommendation supporting the request. The request will only be considered if the risk is considered acceptable by insurers. When making their decision, the Insurance Section will take into account the potential effect on the fleet insurance's claims experience and credibility with insurers. The division or school may be asked to bear an increased excess.

Use of vehicles

Regardless of the type of vehicle, cover only applies automatically if the vehicle is being used for the business of the County Council or school, or the business of the voluntary, welfare or social organisation if hired.

There is no automatic cover in place for social, domestic and pleasure use of any vehicle (therefore employees are precluded from driving WCC vehicles for private use. Commuting to/from home and work is covered where the driver has permission to do so).




Type of vehicle	Level 1 Standard driver criteria		Level 2 Discretionary criteria
Any car, light van or similar	At least 23 years	Age	At least 21 years
	65 years	Age limit	70 years
	Full driver's licence held for at least 2 years	Experience	Full driver's licence held for at least 2 years (1 year or over if aged 23 years)
	No more than 3	Current points on licence	No more than 3 for any one offence and no more than 6 in total
	No more than 1 fault in last 3 years	Accidents	No more than 1 fault in last 3 years
Any HGV or similar	At least 23 years	Age	At least 21 years
	65 years	Age limit	70 years
	Holding an appropriate full driver's licence.	Experience	Full driver's licence held for at least 2 years (1 year or over if aged 23 years)
	No more than 3	Current points on licence	No more than 3 for any one offence and no more than 6 in total
	No more than 1 in last 3 years	Accidents	No more than 1 fault in last 3 years
Minibuses or people carriers	At least 25 years	Age	At least 23 years
	65 years	Age limit	70 years
	Full driver's licence held for at least 3 years	Experience	Full driver's licence held for at least 2 years
	No more than 3	Current points on licence	No more than 3 for any one offence and no more than 6 in total
	No more than 1 in last 3 years	Accidents	No more than 1 fault in last 3 years
Vehicles hired or loaned to welfare, voluntary or charitable groups	At least 23 years	Age	None Discretion is not allowed as any losses will affect the fleet insurance without necessarily meeting a business need
	65 years	Age limit	
	Full driver's licence held for at least 3 years	Experience	
	No more than 3	Current points on licence	
	No more than 1 in last 3 years	Accidents	
Pool cars	At least 23 years	Age	At least 21 years
	65 years	Age limit	70 years
	Full driver's licence held for at least 2 years	Experience	Full driver's licence held for at least 2 years (1 year if aged 23 years)
	No more than 3	Current points on licence	No more than 3 for any one offence and no more than 6 in total
	No more than 1 fault in last 3 years	Accidents	No more than 1 fault in last 3 years
	<i>Approval given by County Fleet. Should prospective drivers fall outside the above, it may be discussed with Insurance Section</i>		

el 3 – if a driver falls outside of level 1 and level 2 the Senior manager must consult and seek approval through the Insurance Section.

Appendix 2: Manager’s Checklist – by vehicle type

These tiers classify drivers of different vehicles into three categories – Low, Medium or High. Based on the level of risk, the following risk assessments, checks, inspection and maintenance regimes, and training is required to ensure the safety of our employees and non-employees when undertaking driving for work activities. A Risk Assessment need not be performed for each individual driver, but it should be produced for the driving activity. The outcome of these risk assessments may identify that further investigation (e.g. an individual risk assessment) or controls are required (e.g. training). Other factors, such as a poor accident history or unfamiliarity with driving in the UK may also highlight a training need for the imposition of further measures.

Tier	Description	Risk Considerations (consider the driver for all of these – e.g. experience/ history of offences)	Licence Check	Business insurance	MOT	Approved schedule of maintenance	Defect reporting system	Task specific risk assessment	Generic risk assessment	Driver Training / Evaluation	Further information Note that where training is identified, refresher training must be carried out at least every 5 years) 
1. Low Risk is little different from those drivers are exposed to during their	Private vehicle drivers/ riders travelling less than 2500 miles annually for WCC	Relatively low annual mileage. Driving own vehicle or pool vehicle. Driver should be familiar with size of vehicle being driven	✓	✓★	✓				✓		





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day-to-day activities	Fleet Vehicles: Car derived vans	Familiar with type of vehicle being driven. Generally driving on roads within the county	✓	✓★	✓	✓	✓		✓		
2. Medium Risk is slightly increased from those which drivers are exposed to during their day-to-day domestic activity	Private vehicle drivers/riders travelling more than 2500 miles annually for WCC	Slight increase in risk due to the extra miles being travelled. Familiar with the size of the vehicle being driven.	✓	✓★	✓			✓			
	Fleet Vehicles: Panel Vans, Pickups, Tippers up to 7.5t	Increased risk due to vehicle size and the narrow roads they must travel	✓	✓★	✓	✓	✓	✓			
	4x4s etc. used off road	Increased risk due to the nature of the terrain they may travel	✓	✓★	✓	✓	✓	✓			
	Vehicles towing Trailers	Slight increase in risk due to the extra length of the combined vehicle, along with the extra weight being towed	✓	✓★	✓	✓	✓	✓		✓	Driver familiarisation training is required when a trailer is to be used on the Highway. Trailers in the Workplace" (note that entitlements to tow trailers changed on 16 th December 2021)
	Tractors, Mowers etc.	Slight increase in risk due to being special type vehicles	✓	✓★		✓	✓	✓		✓	Competence in Tractor Operations / safe Use of Mowers





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	Mini Diggers, Rollers, loaders etc.	Slight increase in risk due to being special type vehicles	✓	✓★		✓	✓	✓		✓	CITB Certificate of Competence in Plant
	All-Terrain Vehicles	Slight increase in risk due to being special type vehicles	✓	✓★	✓	✓	✓	✓		✓	Certificate 'safe Use of All Terrain Vehicles'
3. High Risk is significantly increased. Vehicles are "special type", may require a specific driving licence, have a significant passenger element, or have an above average / high annual mileage	Mobile Library Vehicles	Increased risk due to weight and size of the vehicles and annual mileage high	✓	✓★	✓	✓	✓	✓		✓	Driving evaluation which may identify a training need
	Gritters / Chippers / Spreaders / Snow ploughs	Increased risk due to the weight and size of the vehicles and annual mileage High risk due to size of vehicles and driving in poor weather	✓	✓★	✓	✓	✓	✓		✓	*City & Guilds 6159 "Winter Maintenance Operations Programme". Driving evaluation which may identify a training need
	Vehicles over 7.5t including refuse Lorries	High risk due to the size of the vehicles and the nature of their journeys	✓	✓★	✓	✓	✓	✓		✓	*Driving Evaluation which may identify a training need Driver CPC where applicable

	(RCV's) etc. Minibus and wheelchair accessible vehicles, buses, and coach vehicles	High risk due to the size of vehicle and the number of passengers carried	✓	✓★	✓	✓	✓	✓	✓	Minibus and accessible vehicle driver (MIDAS and Passenger Transport) (Note that entitlements to drive minibuses changed on 1/1/1997) Driving evaluation which may identify a training need Road Safety can provide training https://apps.warwickshire.gov.uk/api/documents/WCCC-764-21  
	Fire Appliances and Fire Vehicles used in Emergencies	High risk due to the type of vehicle and use within highly hazardous environments	✓	✓★	✓	✓	✓	✓	✓	*EFAD training

★ For a fleet vehicle to be insured it must be on the Fleet Management Database.
 Note that the training identified in this column is to be introduced on a trial basis. Any training requirements over and above those which already exist within the Authority will not be compulsory at this stage, unless required by law. The aim is to extend the driver assessment process to include other professional/vocational drivers of WCC.

  It is recommended that new and occasional minibus drivers book an hour's minibus driving instruction before their practical driving assessment to help them achieve the MiDAS standard. Hour long sessions can be booked to take place immediately prior to the driving assessment.
 Further training can also be offered to help raise the skills of drivers who have previously failed to display the driving standard required to pass the practical assessment



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INFORMATION IN OTHER FORMATS

If this information is difficult to understand, we can provide it in another format, for example, large print, audio tape, easy read, or in another language.

Please contact the Health & Safety Service on 01926 476803
Email: healthandsafety@warwickshire.gov.uk

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