

Driving at Work Policy

Version 11.0

1.0 Purpose

This corporate topic-based policy details the specific responsibilities for the management of driving at work within Warwickshire County Council (WCC). This Policy does not duplicate the general health and safety requirements as stated within the corporate WCC health and safety policy and the manager and employee responsibilities within HR documentation (such as, the Travel Code of Conduct). To access this policy please refer to the health and safety intranet or school document library (refer to section 8 for details).

2.0 Objective

The objective is to ensure that all health, safety and wellbeing issues and risks relating to driving at work are adequately managed and controlled.

3.0 Warwickshire County Council Commitments

- 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.

4.0 Scope

The Policy is applicable to all areas and activities of Warwickshire County Council (this excludes our employee(s) commute to their normal place of work).

5.0 Roles and responsibilities for driving at work

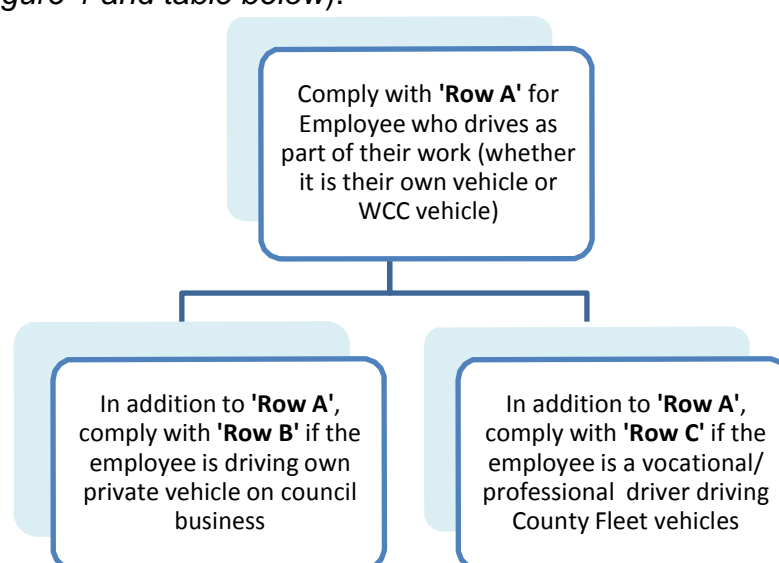
Driving at work is defined as: Any driving activity undertaken during the course of work which is required as part of the job (such as driving to meetings or training). This excludes the commute to and from home and to the employee's normal place of work. (Refer also to Section 9)

5.1 Managers (Head teachers, line managers, supervisors, etc.) must ensure that they:

- consider the driving at work activities as part of the risk assessment process so that steps can be taken to reduce risks to as low a level as possible. Fundamentally this will ensure that:
 - employees who drive are insured, medically fit, and competent to drive safely (i.e. hold a current driving licence for the category of vehicle being driven <https://www.gov.uk/old-driving-licence-categories>);
 - the vehicle(s) being used is fit for purpose and in a safe condition; and
 - a culture of safe driving is promoted.
- 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 within section 5.2 of this Policy.
- have arrangements in place to ensure the safe design and use of the site (e.g. managing workplace transport safety).

5.2 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 for 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)</p> <p>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.). Refer to Section 6.1. • Are informed of the need to report and how to report any driving incident at work and how. Refer to Section 6.3. • 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 are in charge of (and provide training and/or instruction as required). Refer to Section 6.2 • Comply with the requirements of the personal safety policy 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. Refer to Section 6.4. • 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 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...) must ensure that employees who drive for work:	Employee must:
		<ul style="list-style-type: none"> • Not use a mobile phone when driving (refer to Section 6.7). • Report any driving accidents/incidents whilst driving on WCC business to their line manager immediately and record on the WCC accident reporting database or hard copy form where there is no access (not commuting accidents/incidents) (refer also to 6.4.1). • Comply with the WCC smoke free workplace policy • Hold a full valid driving licence for the category of vehicle being driven. <p>When driving WCC vehicles e.g. pool cars the following additional requirements also apply:</p> <ul style="list-style-type: none"> • Access pool cars as per the WCC Travel Code of 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)</p> <p>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 driving licence for the category of vehicle being driven when any expenses claim is made. Your HR 	<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 and driving licence information should also be populated/reviewed on Your HR (or hardcopy vehicle document record form) on an

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)	<p>‘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.</p> <ul style="list-style-type: none"> Comply with the WCC ‘Transporting Children, Young People and Adult Customers Safely Guidance’ where relevant and notify employees of their responsibilities (refer to Section 6.6). 	<p>annual basis or sooner following any change</p> <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 (refer to Section 6.6).
(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 licences 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. Refer to Section 6.8. 	<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 (refer to Section 6.8). 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. Refer to Section 6.2 and Appendix 2. • 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. • Refer to Section 6.10 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 this every 5 years. • Renew their licence annually when they reach the age of 65.

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5.3 County Fleet Maintenance

- Will undertake a random sample audit of driving licence details as required, to monitor the effective implementation of this Policy 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). Refer to Section 6.8.

6.0 Organisational Arrangements

6.1 Risk Assessment

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 model 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 Policy for further information. [Intranet](#) > [HR](#) > [Health, Safety and Wellbeing](#)

Risk assessments require an annual review, or sooner, following a road traffic incident, or a significant change to the task, vehicle or role. Refer also to the WCC Risk Assessment Policy.

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).

6.2 Driver 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.

6.2.1 Driving at Work eLearning

An eLearning module has been designed to support this policy 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 WILMa. It is recommended that staff who are engaged in driving at work related duties complete this course.

6.3 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.

6.4 Endorsements/fault accidents

6.4.1 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)

6.4.2 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 licence offences, e.g. driving whilst having no licence 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.

6.5 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 (refer to Section 8).

6.6 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 (refer to Section 8).

6.7 Use of mobile phones in vehicles

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

The Road Traffic Act makes the using of a hand held mobile phone or similar device, whilst driving, a specific offence.

The only permitted exception is when there is an urgent need to use a mobile phone to contact the emergency services in response to a genuine emergency when it is unsafe or impractical to stop driving to make a call.

The Road Traffic Act does not actually prohibit the use of hands free phones or satellite navigation equipment when driving, but drivers may still be prosecuted if they use them, essentially for failing to drive with due care and attention. This Policy therefore extends to the use of hands free phones.

The following guidelines must therefore be followed when driving at work:

- Calls must not be answered or initiated whilst driving;
- Drivers should stop at a safe place to receive, return or initiate a call. It is vital that when stopped you switch off the vehicle engine otherwise liability may still be incurred.
- The hard shoulder of a motorway or the side of a busy road is not a suitable place to make or receive calls.
- Making or receiving calls while at traffic lights or in a queue of traffic constitutes using a mobile phone whilst driving and is therefore an offence.
- Texting, Internet messages, videophones; using a mobile phone or similar equipment for any of these purposes whilst driving is prohibited.
- If visiting areas that prohibit or restrict use of mobile phones on their site, then those site rules/signage must be followed.

Inappropriate use of mobile phones by employees on Council business will be considered as a disciplinary offence.

6.8 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 employees 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.

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6.9 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.

The safe vehicle and safe driver requirements are covered in sections 5.1 and 5.2. 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
- signalling
- parking
- coupling and uncoupling
- loading and unloading
- tipping
- overturning
- sheeting
- housekeeping

6.10 Vehicle Tracking Apparatus

A large number of WCC 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 the County Council is for: -

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

The 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.

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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 Policy 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 Policy 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 of other potential criminal activity.

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

7.0 Equality and Accessibility Information

- If this information is difficult to understand, the Health, Safety and Wellbeing Service can provide it in another format, for example, in large print, on audiotape or another language.
- A full Equality Impact Assessment has been undertaken for this Policy.

8.0 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 or
- Insurance Team on 01926 418160
- Health, Safety and Wellbeing Service on healthandsafety@warwickshire.gov.uk or telephone 01926 476803.
- The HR Advisor for your service/team <http://www.warwickshire.gov.uk/abouthr>

9.0 Glossary

The key terms used within this Policy are outlined below:

9.1 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.

9.2 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.

9.3 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.

9.4 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 tonne, 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.

9.5 Employees – For this policy 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.

9.6 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 (refer to 9.1).
- This applies whether you are driving your own vehicle, a County Fleet vehicle or a hire vehicle.

9.7 Driving licence – 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.

9.8 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 hours 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.*

9.9 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.

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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 Policy 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).

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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>		

Level 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: Managers 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 that which drivers are exposed to during their day to day activities	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	√	√*	√				√		
	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 that 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 have to travel	√	√*	√	√	√	√			
	4x4s etc. used	Increased risk due to the nature of the	√	√*	√			√			

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) ^
	off-road	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 1/1/1997)
	Tractors, Mowers etc.	Slight increase in risk due to being special type vehicles	√	√*		√	√	√		√	"Competence in Tractor Operations" / "Safe Use of Mowers"
	Minidiggers, 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 the weight and size of the vehicles and annual mileage High	√	√*	√	√	√	√		√	Driving evaluation which may identify a training need
	Gritters / chipping spreaders, snowploughs	risk due to size of vehicles and driving in poor weather conditions etc. High risk due to the	√	√*	√	√	√	√		√	*City & Guilds 6159 "Winter Maintenance Operations Programme". Driving evaluation which may identify a training need
	Vehicles over 7.5t including Refuse Lorries (RCV's) etc.	size of the vehicles and the nature of their journeys High risk due to the	√	√*	√	√	√	√		√	*Driving Evaluation which may identify a training need Driver CPC where applicable
	Minibus and wheelchair accessible vehicles Buses and coaches	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	High risk due to type of vehicle and use within	√	√*	√	√	√	√		√	*EFAD training

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) ^
	used in emergencies	emergency response situations									

* 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 minibuss drivers book an hours minibuss 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