

# WCC Driving at Work eLearning

This eLearning module has been designed to ensure your safety and the safety of others whilst driving at work.

It is important that all managers and employees who drive for work are aware of their roles and responsibilities

This training should be used in conjunction with the Warwickshire County Council's Driving at Work Policy that can be found:

[https://i.warwickshire.gov.uk/hr/health\\_safety\\_and\\_wellbeing](https://i.warwickshire.gov.uk/hr/health_safety_and_wellbeing)

<http://warwickshire.gov.uk/schoolhsdocs>

*Working for  
Warwickshire*

# Introduction

The number of vehicles on Britain's roads increases every year. Many of these vehicles are being driven for business purposes, and road safety problems associated with this group of drivers are correspondingly high.

Every year, about 50 people are killed and more than 5000 people are injured in accidents involving workplace transport ([www.hse.gov.uk/statistics](http://www.hse.gov.uk/statistics)). The most common causes are people falling from or being struck by a vehicle, objects falling from a vehicle, or vehicles overturning.



# Who does this apply to?

There are three main types of working driver

## Any WCC Fleet Vehicle Drivers

Vehicles driven by employees may include but are not limited to:

- cars/vans
- pick ups
- tippers
- 4 x 4's
- vehicles towing trailers
- tractors, mowers etc.
- minidiggers, rollers, loaders etc.
- all terrain vehicles
- mobile library vehicles
- gritters/chipping spreaders, snowploughs
- minibuses
- fire vehicles / appliances

*Please note, this excludes your commute to and from your normal place of work.*

## Pool Car Drivers

These are used by a variety of people who are required to travel regularly as part of their job, such as social workers, maintenance operatives or staff on site visits.

## Drivers who use their own vehicle for work

These are people who are required to travel regularly or occasionally as part of their job, but use their own private cars for this purpose.

# Legal Requirements

Health and safety law applies to work activities on the road in the same way as it does to all work activities and employers need to manage the risks to drivers as part of their health and safety arrangements.

Please note, health and safety law does not apply to people commuting (i.e travelling between their home and their usual place of work), unless they are travelling from their home to somewhere which is not their normal place of work.

The road traffic act also has many provisions, which apply to both the vehicles and the drivers, it is important as a driver to remember to comply with the Highway Code and other guidance relating to driving at all times.



# Risk Assessments

WCC requires Managers, Head Teachers, Line Managers & Supervisors to ensure a risk assessment is undertaken and recorded for all significant risks associated with the driving at work activities undertaken by employees.

It's not about doing a risk assessment for each driver, it's about assessing the driving activity and taking all reasonable steps to manage these risks down to as low a level as reasonably possible.

Effective management of work related road safety reduces risks. It also results in:

1. fewer injuries to drivers
2. safer journeys
3. reduced stress and improved morale

# Capable, Legal & Safe



As a safe driver, you must:

- comply & co-operate with controls put in place by your manager
- carry out routine checks before using the vehicle
- notify your line manager of any driving convictions / penalty points or any change in medical condition that might be added to your licence or affect your ability to drive
- take part in mandatory driver training programmes as necessary
- report any driving accidents/incidents whilst driving (not commuting) on WCC business to your line manager immediately and record on the WCC Accident Reporting Database
- carry goods and equipment safely
- show consideration to other road users
- not behave in an aggressive or inconsiderate manner whilst driving



## Capable

As a capable driver, you must:

- have the appropriate skills for the vehicle, through assessment and/or training
- have a positive attitude towards using the road and the highway code
- meet the minimum eyesight standards for driving, and wear corrective lenses/glasses when needed
- not drive if you are impaired in any way by fatigue, alcohol or drugs (medicinal or recreational)
- not be under the influence of prescribed or over-the-counter drugs if they may cause drowsiness
- responsibly manage any tiredness or fatigue, especially when on a long journey

As a legal driver, you must:

- hold a full, current driving licence for the category of the vehicle being driven
- ensure you have a valid MOT, and that the vehicle is in a road worthy condition prior to use
- not overload the vehicle
- drive in accordance with the current laws of the road (i.e. traffic signs and signals, speed restrictions, use of seat belts, satellite navigation etc.)

You are responsible for:

- any fine relating to speeding, parking and Road Traffic Act offences you have committed
- any costs associated with prosecution



## 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 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 of the Driving at Work [Policy](#) 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 on the Driving at Work [Policy](#). This is so that WCC can consider / ensure continuation of cover when driving Council owned fleet vehicles. This includes endorsements that are current / last three years.



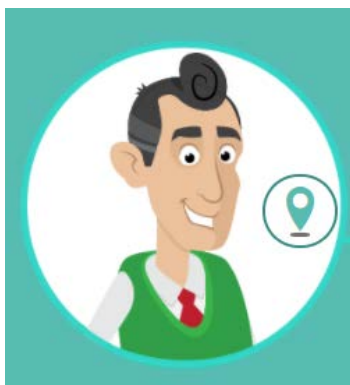
# What if I drive my own car?

WCC insurance does not cover employees using their own vehicle. The employee must ensure they have appropriate insurance to drive their vehicle for business use.

If you transport customers in your own vehicle, you must ensure compliance with the WCC Transporting Children, Young People & Adult Customers Safely [Guidance](#).

Once again, managers and all drivers have specific responsibilities in such instances.

Click or tap on the pins below to find out what these are.



## Managers

- carry out a risk assessment of the driving activity
- for medium and high-risk drivers you are advised to carry out a formal written assessment of the risks from their use of vehicles
- following the assessment you should implement control measures to reduce any risks. This will include identifying training needs for staff that use vehicles for work and may include arranging the provision of driver training where appropriate

## Drivers

It is the individual driver's responsibility to make sure of the following:

- you have the correct motor insurance cover, including additional cover for business if you use the vehicle on company business
- you have a valid MOT certificate for the vehicle if it is over three years old
- the vehicle is taxed
- the vehicle is roadworthy and everything is working correctly for example lights, windscreen wipers, fluid levels and tyres





# Drinking & Driving

If driving for work then remember driving whilst under the influence of alcohol is against the law. Statistics from the Department of Transport provisionally show in 2015; 220 people were killed, 160 were seriously injured and there were over 8,000 casualties in total in drink drive accidents

## What the law says

It is illegal to drive a motor vehicle on a public road if you have more than:

- 80 milligrammes of alcohol per 100ml of blood
- 35 microgrammes per 100ml of breath

## What Warwickshire County Council says

If you attend work and carry out duties under the influence of alcohol or drugs, or consume alcohol or drugs whilst on duty this is classified as gross misconduct and would normally result in summary dismissal.



The Road Traffic Act 1988 allows the police to test any driver who:

- they suspect has been driving or is attempting to drive with alcohol in their body
- has been involved in an accident
- has committed a moving traffic offence

Unless there is a valid explanation a person who fails to provide a breath test is guilty of committing an offence.

For information on current offences & penalties click [here](#)

# Driving whilst under the influence of drugs

It's illegal in England and Wales to drive with after taking illegal drugs, or to drive with legal (prescription) drugs in your body if it impairs your driving. It's also an offence to drive if you have over the specified limits of certain prescription drugs in your blood and you haven't been prescribed them. You can find more information about prescription drugs that can impair your driving [here](#)

It is an offence which carries the same penalties of drink driving. The police have every right to stop you and carry out a drugs test to assess whether you are impaired due to the taking of drugs

According to [Brake](#) the road safety charity impairment by illegal or medical drugs was officially recorded as a contributory factor in 62 fatal road crashes and 259 crashes resulting in serious injuries in 2015 in Britain. The most common substance is cannabis.

If a driver drives a motor vehicle after taking any drugs substance their behaviour and body can react in different ways. These include:

- slower reactions
- poor concentration and confused thinking
- distorted perception
- over confidence resulting in taking unnecessary risks
- poor co-ordination and erratic behaviour
- aggression, panic attacks or paranoia
- blurred vision, tremors, dizziness, cramps
- severe fatigue the following day

These effects can last one day or more and vary from person to person

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Safe Vehicle

## POWDER



The Driving at Work Policy states that employees must 'Check that their vehicle is in a road worthy condition prior to use'

Following the simple acronym POWDER can help you with this.

### Petrol / Power

**P** Check you have enough fuel for the journey. If the vehicle is unfamiliar to you do you know which side the filler cap is?

### Oil

**O** Check the engine oil is at the correct level. Engine failure could lead to a serious on-road incident

### Water

**W** Modern sealed cooling systems should only be checked by a professional but you must ensure your washer reservoir is always full and contains the correct additive

### Damage

**D** Before setting off, check around the vehicle for any damage that has occurred while parked that might endanger your safety

### Electrics

**E** Check the lights are in good order. With modern vehicles this is covered by the display that activates when you turn the ignition on. Do not ignore any warning light - get it checked out by a professional

### Rubber

**R** Check the tyres for signs of wear. They are crucial to your safety. Check the tyre pressure weekly.

### Remember:

Check and clean the wiper blades regularly and replace if there is sign of wear or breakage in the rubber itself

Check your windscreen regularly as in most modern cars the screen is an integral part of the crash resistant structure. Small chips can easily be repaired free of charge. Larger holes and cracks mean a replacement screen is called for.

## Driving & Speeding

Possibly the most significant hazard faced on the roads is that of individuals driving or riding at inappropriate speeds. This can occur when on work related journeys, particularly if the journey has time constraints. Inappropriate speed includes exceeding the speed limit and driving within the limit but driving too fast for the conditions (for example, twisting country roads, bad weather, poor visibility or high pedestrian activity)

According to the Department for Transport excessive speed contributes to 14% of collisions in which someone is killed, 7% of crashes resulting in a serious injury and 4% of all injury collisions. In 2015, 222 people were killed in crashes involving someone exceeding the speed limit and a further 167 people died when someone was travelling too fast for the conditions

As an employee it is important that you fully understand the following:

- never drive faster than conditions safely allow and always observe posted speed limits at all times
- ensure you know what the maximum speed limit is for the vehicle that you are driving (this also includes pool cars with trackers fitted to them)
- plan your journeys so you can complete them in good time. If you have concerns about your journeys and timings please speak to your manager
- co-operate with monitoring and reporting as per the [Driving at Work Policy](#)
- notify your manager of any driving convictions/ penalty points

At WCC we expect staff to drive in accordance with the law of the roads and obey speed limits.



# Driving & Mobile Phones

The WCC Travel Code of Conduct states:

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. The WCC 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



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



## Driving in Poor Conditions

- One of the most common causes of accidents during winter is speeding
- If you drive as part of your job then you need to be more alert when driving in bad weather
- Weather conditions to be more aware of include the reduction in sunlight, an increase in rain, as well as snowfall
- During snowy conditions the roads can become icy and make it more difficult to drive
- It is important that you are always alert and apply good driving practice
- Always allow for extra time to reach your destination



## Preparing for Winter Weather Driving



Before beginning any significant car journey always check the vehicle you are driving by going through the following checklist

- your wipers are in good working order
- fill up your windshield washer fluid
- make sure you have anti-freeze
- check condition of your battery and belts
- check tyre treads and pressure
- make sure you are carrying an ice scraper



# Making Decisions

Before driving in adverse weather conditions you need to make some driving decisions to determine whether:

- your car is equipped for the weather
- is it possible to delay the journey
- what is the safest route for your journey
- am I prepared for emergencies?

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What if something goes wrong?

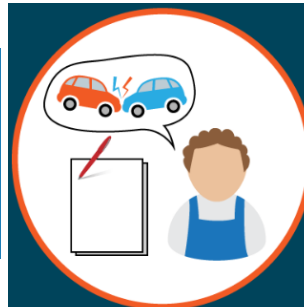
## In the Event of a Road Traffic Incident

Following the guidance specified in the Driving at Work Policy and in this training will reduce the risks and minimise the chances of being involved in a road accident. But what happens if you are?



### Liability

Don't admit liability or offer compensation on behalf of WCC



### Witnesses

If there were any witnesses to the accident/incident, get their full name and address and a contact telephone number.



### Insurance

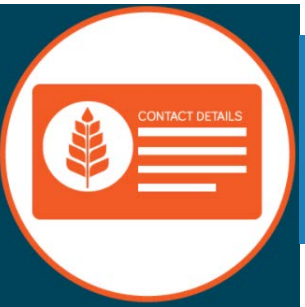
Get the full insurance details from the other party - the name and address of their insurance company and their policy number if possible.



### Injuries

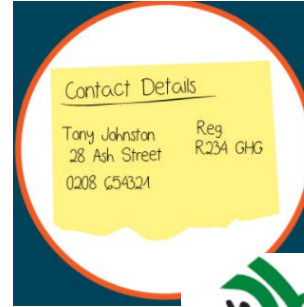
If there were any injuries suffered by any party, you must contact the police as soon as you can and within 24 hours of the accident/incident.

You are legally obliged to do this



### WCC Contact Details

If you are driving a company insured vehicle, give WCC's contact details to the other party.



### Other party's details

Get as many details as you can from the other party(ies) including name, address, telephone number and vehicle registration.

### Report it

Ensure you inform your manager. Use the online Accident Recording System (this icon will be on your desktop) to report it to the Health, Safety & Wellbeing Team



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## What to do next?

You have now completed your Driving at Work eLearning

You must now

- ensure you are aware of where to find the Driving at Work Policy
- ensure you are aware of your specific responsibilities in relation to driving at work
- ensure you follow the measures specified in your team risk assessment

**It is your responsibility to be Safe, Legal & Capable**

