



# **Work Related Road Safety Policy**

Date: August 2018

Review: August 2021

BOURTON MEADOW EDUCATION TRUST  
POLICY STATEMENT FOR WORK RELATED ROAD SAFETY (WRRS)

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## INTRODUCTION

It has been estimated that up to a third of road traffic accidents involve someone who is at work at the time. This may account for over 20 fatalities and 250 serious injuries every week<sup>1</sup>. The consequential personal suffering, associated losses to business and social costs to the community has been calculated at £1.57m per fatality and £184,000 for a serious injury<sup>2</sup>.

The Health & Safety Executive (HSE) has made it clear that health and safety law applies to on-the-road work activities as to all work activities, and the risks should be effectively managed within a health and safety management system. This should include not only those whose main job is driving but also those whose driving is incidental to their main duties e.g. attending meetings.

## 1.0 POLICY STATEMENT

- Bourton Meadow Education Trust recognises and accepts its moral and legal responsibilities under the Health and Safety at Work etc Act 1974, its subordinate Regulations and other related safety legislation and Codes of Practice for the health, safety and welfare of its staff.
- The Trust is committed to protect not only its own employees, but also other persons who may be affected by its undertakings from the risks arising from work related driving. To this end staff and volunteers when driving on county business shall be subject to the requirements of this policy.
- This policy and its procedures have been produced in order to ensure, so far as is reasonably practicable, that the above objective is achieved by detailing the actions to be taken by all concerned.
- The Trust requires the co-operation of all employees and others' subject to this policy in ensuring that the procedures and guidance contained within it are complied with at all times.

### Scope of the Policy

The policy is intended to set the management systems for dealing with the risks associated with driving, which managers must implement, and applies to all work related vehicular journeys made on behalf of the Trust, whilst on its business at any time. Any reference to drivers and driving includes riders and riding of motorcycles and pedal cycles, where appropriate.

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<sup>1</sup>Source Driving at Work HSE INDG 382 9/03

<sup>2</sup> Highways Economic Note 12/05

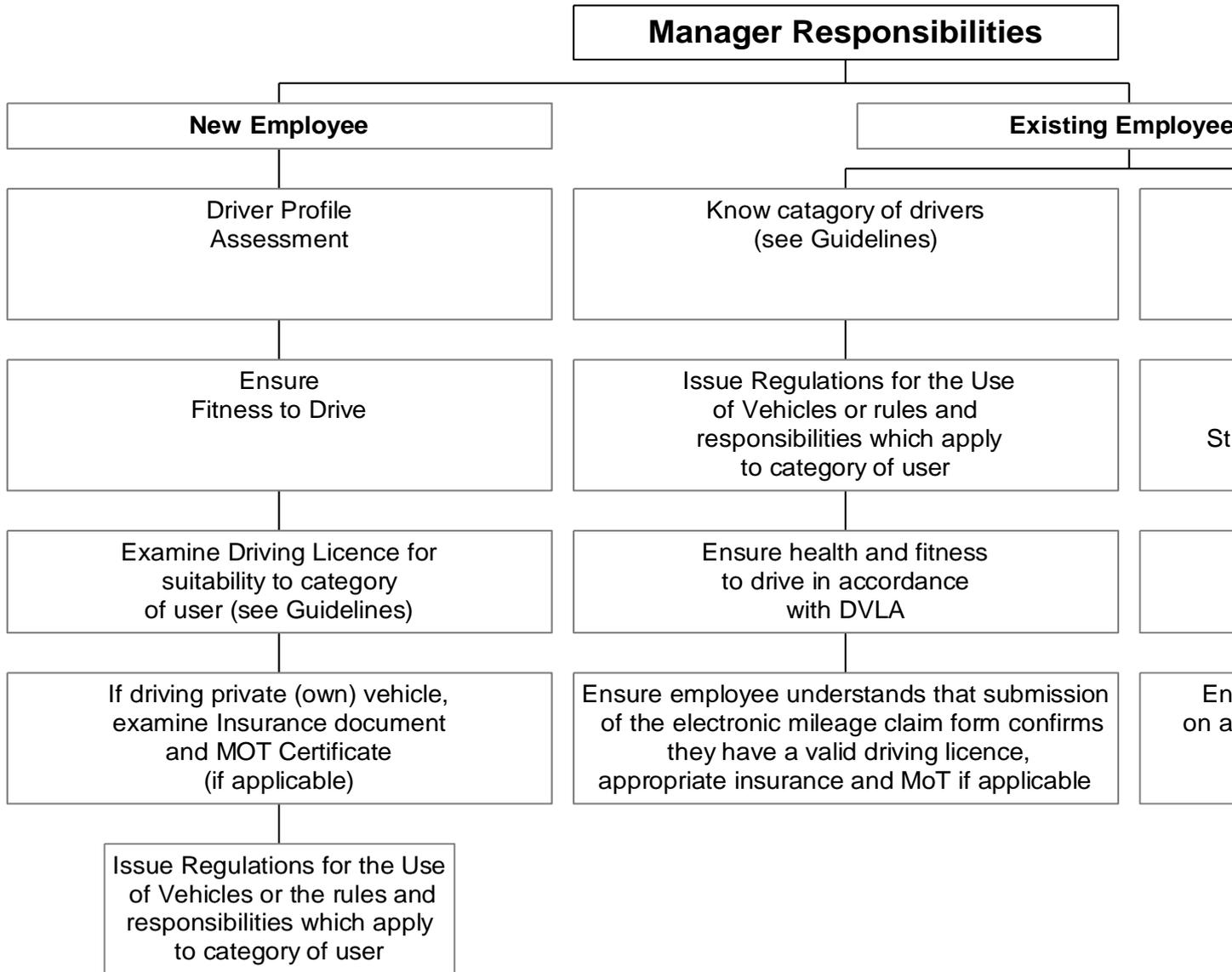
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The detailed responsibilities and arrangements for the use and operation of vehicles, in relation to each category of driver are outlined in the specific instructions, and conditions of employment, as issued by Heads of Service for each category, See Appendix 1. These documents jointly form part of this policy and should be read in conjunction with it as necessary

Reducing collisions is an important responsibility of both management and staff. BMET trust that all employees and others subject to the requirements of this policy share this concern and will make the work related road safety management programme an integral part of the day-to-day business operation.

To ensure this policy is kept up to date, it will be reviewed by the directors every third year or when new issues arise. Should managerial responsibilities change, policies will be reviewed and/or adjusted to reflect such changes.

## 2.0 MANAGERS' RESPONSIBILITIES



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**Section 2**  
**Managers Responsibilities**

Line managers are responsible for ensuring the requirements of the BMET WRRS policy are fulfilled on behalf of their authorising Head of Service as they apply.

Managers will ensure compliance with the following, referring to guidance detailed in the appendices and flowcharts attached to this policy

**Driver Category**

Managers will identify the correct category for each employee in their team.

Prior to interviewing prospective new employees, managers will identify the correct category of driver, if driving on behalf of BMET is part of the job.

See Appendix 1, Technical Notes – BMET Category of Vehicle User

**Driving Licence Checks**

See Appendix 1, Technical Notes – BMET Categories of Vehicle User for more details

See Appendix 2, Technical Notes – DVLA Driver Licence Categories for more details

See Appendix 3, Technical Notes – How to Check DVLA Driving Licences for more details

See Appendix 4, Technical Notes – Person Specification for Drivers of Fleet Vehicles for more details

See Appendix 5, Technical Notes – Driving Licence Endorsements and BMET Entitlement to Drive for more details

**Pre-Employment Checks**

Managers will check and record details of driving licences, including endorsements and penalty points, during the interview process to ensure that the applicant holds a licence suitable for driving on behalf of BMET as part of their job.

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No offer of employment will be made unless these checks have been completed and are satisfactory.

If managers have doubts or concerns about any of the documentation submitted by a candidate, they should seek advice from the Road Safety Team. If however concerns relate to employment matters, then the matter should be referred to OD and HR, through the usual contact point.

### **Existing Employees**

Managers will take action under BMET Disciplinary and Capability Procedures as appropriate, if employees falsely authorise the electronic expense form declaration indicating they hold a valid driving licence.

Managers will contact BMET Road Safety section for advice if an employee warrants further driver training or assessment as indicated by endorsements or number of penalty points when notified to the line manager .

### **Driver Assessment and Training**

Managers will use the Driver Profile Assessment to assess driver competence and risk as follows: -

- A) At interview of new drivers of any category of vehicle user.

It is recommended that an offer of employment to candidates, who are required to drive as part of their job, is withheld if they score a high risk on the driver profile.

- B) For existing employees, as the manager may feel appropriate to the individuals' circumstances. Road Safety would recommend employees complete the Driver Assessment Profile with their line manager following issue of the policy to establish if there is a need for Further Driver Training

Managers will contact Road Safety to discuss appropriate training where a driver assessment profile (score of high or extreme risk) or an incident record indicates a concern. Training must be carried out within 3 months of requirement becoming necessary and/or being raised as a concern or issue. Any driver training undertaken should be recorded on the Driver Record Sheet.

Managers will ensure new employees attend induction training where staff will be encouraged to take responsibility for their health and safety and that of other road users.

See Appendix 6, Technical Notes – Driver Assessment Profile

See Appendix 5, Technical Notes – Driving Licence Endorsements and BMET Entitlement to Drive

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See Appendix 15, Technical Notes – Driver Record Sheet

**Endorsements/Penalty Points and BMET Entitlement to Drive**

Please note that drivers who accrue 7 or more will either require further driver training or may lose their driving licence depending on type penalty points or endorsements. Managers will encourage drivers to report endorsements and penalty points to them as part of a ‘no blame’ culture and in order to fulfil their Duty of Care to employees and other road users. See Appendix 5 for full details.

Managers will actively encourage employees to take part in any driver rehabilitation training, where offered, as an alternative to prosecution. Training must be taken within 3 months of notification.

See Appendix 3, Technical Notes – How to Check DVLA Driving Licences

See Appendix 5, Technical Notes – Driving Licence Endorsements and BMET Entitlement to Drive.

See Appendix 15, Technical Notes - Driver Record Sheet

**Insurance Cover**

Fleet drivers and leased car drivers are insured by BMET.

Managers will ensure new employees who drive on behalf of BMET in their own cars (private vehicles drivers), arrange their own insurance cover to include a business use clause.

See Appendix 9, Technical Notes – Guidance on Vehicle Insurance and MoT Certification.

See Appendix 15, Technical Notes – Driver Record Sheet

**MoT Certificate**

BMET are responsible for ensuring fleet vehicles comply with the current law on MoT certificates and tests.

Employees with leased cars are responsible for ensuring current MoT certificates and tests for any cars over 3 years old.

Managers will initiate BMET Disciplinary and Capability Procedures where appropriate if employees’ fail to comply with above.

See Appendix 9, Technical Notes – Guidance on Vehicle Insurance and MoT Certificates

See Appendix 15, Technical Notes – Driver Record Sheet

**Speed and Stopping Distances**

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BMET does not accept breaking speed limits as an acceptable business risk. Drivers found habitually using inappropriate speed will be subjected to BMET Disciplinary and Capability procedures, as appropriate.

Managers will give consideration to appropriate driver training, where a staff member has a number of endorsements on their licence related to speed. Contact the Road Safety team for advice. Managers must ensure employees carry out training within 3 months of issue being raised as a need for further driver training.

Managers will ensure that drivers are never put in a position where speeding is inevitable due to unrealistic scheduling.

Managers should encourage staff to sign up to the Road Safety 'Make the Commitment Campaign'. See Road Safety web pages for details

See Appendix 14, Technical Note – Guidance on Speed and Stopping Distances for more details.

### **Mobile Phones**

**Mobile phones MUST NOT be used in any way, whilst driving or in control of a vehicle whilst on BMET business.** 'In control' covers a vehicle being parked but with the engine still running.

Managers will ensure that drivers and riders understand the BMET mobile phone policy.

Managers will ensure that no direct contact is made while the driver is on the road. This applies to colleagues as well as managers.

Managers will take action under the BMET Disciplinary and Capability Procedures, as appropriate against drivers who are in contravention of the mobile phone policy.

See Mobile phone policy, BMET Health & Safety, Policies and Procedures, **Section 10** – Work Equipment, 10.4 – Mobile Phones

See Appendix 11. Technical Notes –Mobile Phone Policy

### **Office Equipment in Vehicles**

Office equipment such as laptops, PDA's, electrical/paper organisers, must not be used whilst the vehicle is moving.

SatNav must not be programmed unless vehicle is stationary

If the use of any of the above is required out on the road as part of job requirements, the vehicle should be parked with the engine switched off before accessing the equipment.

See Appendix 11, Technical Notes - Mobile Phones and apply the same rules and advice

### **Alcohol and Drugs (see also Fitness to Drive)**

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Read in conjunction with Bucks Framework for Managing People - Section 2, Capability (Dealing with alcohol and substance misuse)

Do not drink alcohol or take drugs which could affect your driving ability and then drive.

See Appendix 12, Technical Notes – Alcohol, Drugs and Fitness to Drive for more details

### **Loading and Towing**

Managers will ensure that drivers have the correct licence type before authorising the towing and loading of trailers.

Managers will ensure that drivers are aware of the guidance given in the Vehicles (Construction and Use) Regulations 1986.

See Appendix 7, Technical Notes – Guidance on Loading and Towing for more details.

See Appendix 2, Technical notes – DVLA Driver Licence Categories

### **Transporting of Persons and Wearing of Seatbelts**

Managers will ensure the Law requiring the use of seat belts is complied with on all business journeys, see Appendix 8, Technical Notes – Guidance on Transporting of Persons and Seat Belt Wearing

Managers will deal with consistent failure to comply with the wearing of seat belts under BMET Disciplinary and Capability Procedures, as appropriate.

Special rules apply to young people being carried who are aged less than 14 years old.

Specialist transport may be required for clients using wheelchairs or with other disabilities (contact Specialist Transport for further guidance).

Medical exemption to seatbelt wearing may only be granted by GP's. Managers will record details of any employee producing a Certificate of Exemption from their GP. Further details can be obtained from

**[www.thinkroadsafety.gov.uk/advice/seatbelts01.htm](http://www.thinkroadsafety.gov.uk/advice/seatbelts01.htm)**

See Appendix 8, Technical Notes – Guidance on Transporting of Persons and Seatbelt Wearing.

See BMET Health & Safety Policies and Procedures, Section 5 – Manual Handling

### **Health and Fitness to Drive (see also Alcohol and Drugs)**

Managers will implement BMET Disciplinary and Capability Procedures as appropriate, if an employee fails to notify DVLA and/or manager of a medical condition that could affect their driving, see Appendix 12

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Managers will ensure that statutory drivers' hours rules, where applicable, are complied with (see Regulation for the Use of Vehicles, copies obtainable from Team Leader, Swan Rider Transport).

See Appendix 12, Technical Notes – Alcohol, Drugs and Fitness to Drive

See H & S Policies and Procedures, Section 8 – Health, Medical and Welfare Issues, 8.4 – Occupational Stress

### **Carriage of Substances Hazardous to Health**

Explanation of Managers responsibilities concerning this subject can be found in BMET Health & Safety Policies and Procedures, section 4.

Managers will ensure that employees are aware of both COSHH and CHIP regulations where applicable

Managers will implement BMET Disciplinary and Capability Procedures, as appropriate for employees who disregard safety advice for hazardous substances.

See Appendix 13, Technical Notes – Guidance on the Carriage of Substances Hazardous to Health

### **Risk Assessment**

**Managers will assist employees to adapt generic risk assessments appropriately to make them specific to individuals' circumstances.**

**Managers will encourage staff to mentally risk assess their journeys on a daily basis and to take the appropriate action when and where hazards arise.**

See Appendix 10, Technical Note – Model Risk Assessments for more details

See Appendix 12, Technical Note – Alcohol, drugs and Fitness to Drive for more details

See H & S Policies and Procedures, Section 2.1 Risk Assessments and appendices

### **Personal Safety**

Managers will ensure employees who drive on behalf of BMET understand that they are responsible for their own personal safety.

See H & S Policies and Procedures, Section 2, Risk Assessments, Appendix 5.3, Travelling or Driving Alone and Appendix 5.5, Parking your Car.

See H&S Policies and Procedures, Section 7 for, Personal Safety, examples of good practice.

### **Vehicle Condition**

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Managers will ensure that employees understand that it is their responsibility to ensure that their vehicle is in a roadworthy condition before driving on behalf of BMET.

**Breakdown / Emergency Assistance**

Managers will give guidance when contacted by an employee who has either broken down or has vehicle problems. See model risk Assessments and H & S Policies and Procedures on Personal Safety

Lease car drivers should see Lease Car Guidelines

BMET recommend casual/regular drivers should consider arranging their own emergency breakdown cover.

See H & S Policies and Procedures, Section 7 Personal Safety, paragraph 5.8 Travelling Safely.

**Incident Data Recording**

Managers will ensure that employees inform line management that an incident or collision has been reported as below. Information should be separately recorded on an employees file.

Fleet Drivers and Leased Car drivers should report any incidents or collisions via the County's insurance section and via a BMET Accident/Incident Reporting procedure.

Essential/Casual drivers, and Volunteers should report any incidents or collisions via a BMET Accident/incident book.

Failure to notify line manager or record any incident/collision whilst driving on behalf of BMET should be dealt with under BMET Disciplinary and Capability Procedures, as appropriate.

Managers will contact Road Safety for further advice as deemed necessary.

**Mileage Claims**

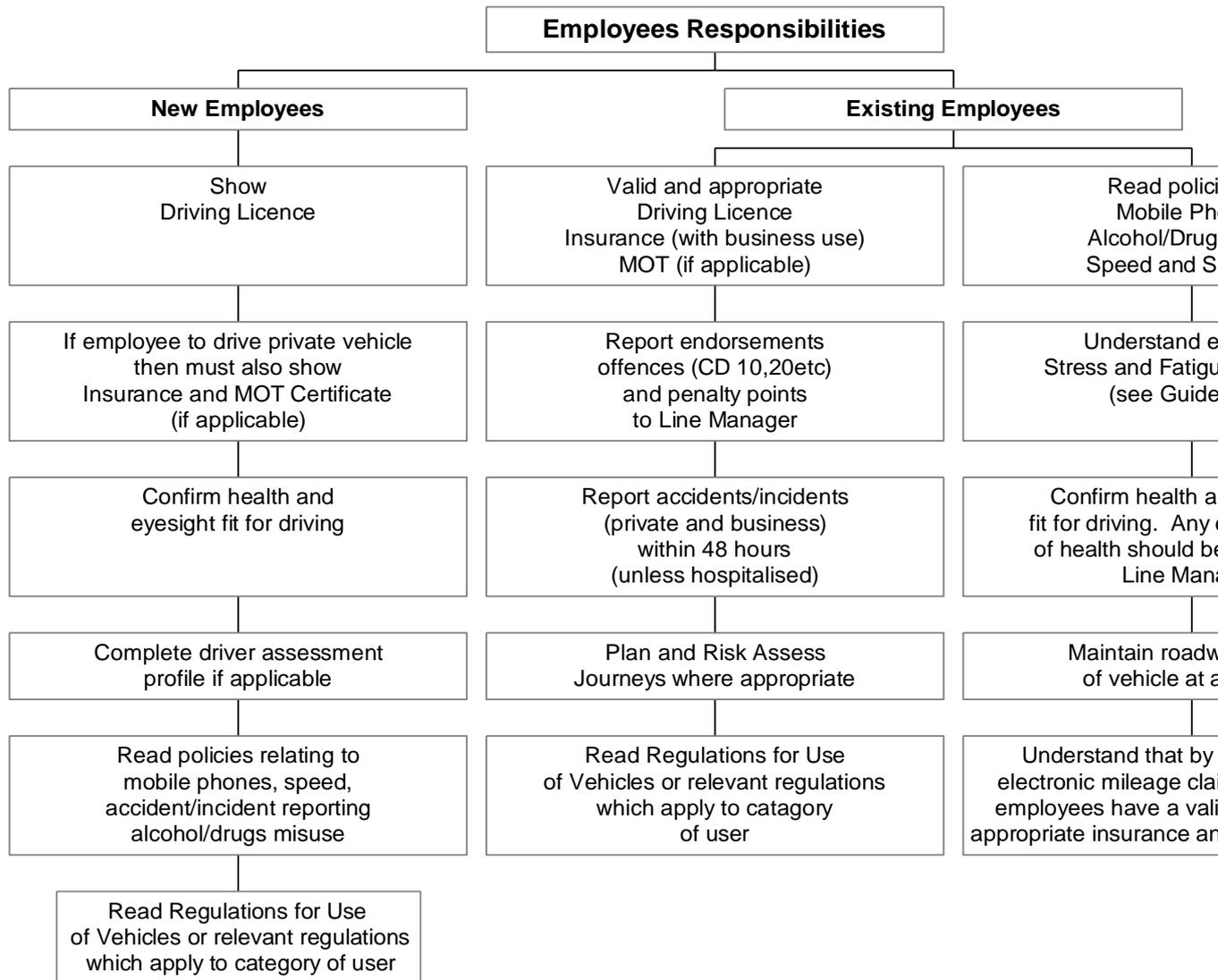
By submitting the electronic mileage claim drivers are confirming they have a valid driving licence, Insurance certificate including business use clause and where appropriate a current MoT Certificate

If the insurance certificate, driving licence or MoT is found to be incorrect, then BMET Disciplinary or Capability procedures as appropriate are initiated.

**Legal Requirements for Drivers or Riders**

Managers will not instruct drivers or riders to undertake any task, which may infringe legal requirements.

### 3.0 EMPLOYEES RESPONSIBILITIES



### **Section 3**

#### **Employees Responsibilities**

These Guidance notes should be read in conjunction with Employees Responsibilities – Flowchart, WRRS policy, Bucks Framework for Managing People (BFMP) and BMET H & S Policies and Procedures

Employees who drive on behalf of BMET are responsible for ensuring that they are in compliance with BMET WRRS policy and its requirements. These guidance notes have been written to help you understand what is required.

#### **Driver Category**

Employees must know which category of vehicle user they are classed as and read the relevant rules or regulations for that user group as detailed in the BMET Category of Vehicle User.

See Appendix 1, Technical Notes – BMET Category of Vehicle User

#### **Driving Licence**

Employees' must ensure they have a valid driving licence for the category of vehicle driven and that the information contained on the licence is correct.

Fleet drivers must produce their original driving licences, including both parts of the new style driving licence (photo card and paper part) for inspection if requested by their line manager. Photocopies are not acceptable.

By submitting the electronic mileage claim, drivers are confirming they have a valid driving licence, Insurance Certificate including business use clause and where appropriate a current MoT Certificate

Failure to comply with the above may lead to action being taken by the manager under the BMET Disciplinary and Capability Procedures, as appropriate.

See Appendix 1, Technical Notes – BMET Categories of Vehicle User

See Appendix 2, Technical Notes – DVLA Driver Licence Categories

See Appendix 4, Technical Notes – Person Specification for Drivers of Fleet Vehicles

See Appendix 5, Technical notes – Driving Licence Endorsements and BMET Entitlement to Drive.

See Appendix 15, Technical Notes – Driver Record Sheet

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### **Driver Assessment and Training**

Employees must complete a Driver Assessment Profile as the manager may feel appropriate to the individuals' circumstances. Road Safety would recommend employees complete the Driver Assessment Profile with their line manager following issue of the policy to establish if there is a need for Further Driver Training.

Employees may be offered appropriate training, should an incident report, reported endorsements, penalty points or profile assessment indicate a concern. Employees must undertake any further driver training as indicated within 3 months of notification.

See Appendix 6, Technical Notes – Driver Assessment Profile

See Appendix 5, Technical Notes – Driving Licence Endorsements and BMET Entitlement to Drive

See Appendix 15, Technical Notes – Driver Record Sheet

### **Endorsements/Penalty Points and BMET Entitlement to Drive**

Employees **must** report existing and new endorsements and penalty points to their line manager. BMET has a 'no blame' culture for the reporting of endorsements and penalty points. Under Duty of Care, employees will be offered further driver training when either the number of penalty points reaches 7 + or the endorsement code indicates further training would be beneficial.

Employees are responsible for all fines relating to speeding, parking and road traffic act offences they have committed. If prosecuted for a road traffic offence, employees will be responsible for legal costs.

Employees must actively take part in any driver rehabilitation training, where offered, as an alternative to prosecution. Training should be undertaken within 3 months of notification.

See Appendix 5, Technical Notes – Driving Licence Endorsements and BMET Entitlement to Drive for more details.

See Appendix 3, Technical Notes – How to Check DVLA Driving Licences for more details

See Appendix 15, Technical Notes – Driver Record Sheet

### **Insurance Cover**

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Employees must ensure they have the appropriate insurance cover, including business use cover, to drive on behalf of BMET even though they may not be the car owner or insurance policy holder.

Fleet drivers and leased car drivers are insured by BMET

See Appendix 9, Technical notes – Guidance on Vehicle Insurance and MoT Certificates

See Appendix 15, Technical Notes – Driver Record Sheet

### **MoT Certificates**

Employees (owner drivers, and volunteers) are responsible for ensuring their vehicle has a current MoT certificate where applicable. Re-testing should be done before the certificate expires.

Failure to comply could lead to BMET Disciplinary and Capability Procedures, as appropriate being taken by the line manager.

Employees with leased cars are responsible for ensuring current MoT certificates and tests for any cars over 3 years old.

See Appendix 9, Technical notes – Guidance on Vehicle Insurance and MoT Certificates

See Appendix 15, Technical Notes – Driver Record Sheet

### **Speed and Stopping Distances**

BMET does not accept breaking speed limits as an acceptable business risk. Drivers found habitually using inappropriate speed will be subjected to BMET Disciplinary and Capability procedures, as appropriate.

Employees should drive at an appropriate speed that will allow them to stop within a safe, clear distance.

Drivers are responsible for payment of any speeding fines incurred whilst driving on BMET business.

Drivers are encouraged to sign up to the Road Safety 'Make the Commitment' campaign. See Road Safety web pages for details.

See Appendix 14, Technical Note – Guidance on Speed and Stopping distances for more details.

### **Mobile Phones**

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Employees must read the Mobile Phone Policy, H&S Policies and Procedures, Section 10 – Work Equipment, 10.4 – Mobile Phones.

Employees must not use mobile phones, including hands free sets whilst driving on behalf of BMET. Managers of drivers found to be in contravention of the mobile phone policy will take action under BMET Disciplinary and Capability procedures, as appropriate.

Employees must either switch their mobile phones off or to silent before driving. Diverts and voicemail should be activated.

See Appendix 11. Technical Notes –Mobile Phone Policy

### **Office Equipment in Vehicles**

Drivers must not use office equipment such as laptops, PDAs, electrical/paper organisers, whilst the vehicle is moving.

SatNav must not be programmed unless vehicle is stationary

If the use of any of the above is required out on the road as part of job requirements, the vehicle should be parked with the engine switched off before accessing the equipment. Laptops should be placed on a stable surface at the correct working height before use to prevent upper limb disorder.

See Appendix 11, Technical Notes - Mobile Phones and apply the same rules and advice

### **Alcohol / Drugs (see also Fitness to Drive)**

Read in conjunction with BMET Capability Policy (Dealing with alcohol and substance misuse)

Employees are not permitted to carry out their duties whilst under the effects of drugs or alcohol (this includes prescription drugs and over the counter remedies).

Employees are reminded that the possession and use of illegal or controlled drugs is a criminal offence

See Appendix 12, Technical Notes – Alcohol, Drugs and Fitness to Drive

### **Loading and Towing**

Employees must refer to the Highway Code and Road Vehicles (Construction and Use) regulations 1986 for further information.

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Employees must have the correct licence before towing trailers on behalf of BMET.

Employees must ensure vehicles and trailers are correctly loaded.

See Appendix 7, Technical Notes – Guidance on Loading and Towing for more details

### **Transporting of Persons and Seatbelts**

Employees who drive on behalf of BMET must comply with the Law regarding seatbelt use.

Consistent failure to comply with wearing of seat belts will be dealt with under BMET Disciplinary and Capability Procedures, as appropriate.

**If you drive passengers under 14 years old, you as the driver, are responsible for ensuring that they are correctly restrained within the vehicle. Failure to do so could result in legal action against you.**

Coach drivers on home to school runs should note the following:

In **buses and coaches (including minibuses)**, seated passengers aged 14 years and above will have to use seat belts where they are fitted. Regulations requiring children 3 years to 13 years to use seat belts (or child restraints if they are available) in these vehicles will be brought forward as soon as practicable. The regulations will not include any obligation for anyone to provide child restraints in these vehicles.

See Appendix 8, Technical Notes – Guidance on Transporting of Persons and Seatbelt Wearing.

See H & S Policies and Procedures, Section 5 – Manual Handling

### **Health and Fitness to Drive (see also Alcohol /Drugs)**

Employees who drive on behalf of BMET must ensure that they are fit and healthy to drive, including their eyesight.

Employees who require glasses for driving in order to correct their eyesight must not drive without wearing them and should have their eyesight checked every two years as a minimum.

Employees should inform managers and the DVLA, Swansea of any disability, physical or medical, that affects or may in future affect their ability to drive and is expected to last more than three months. Failure to inform your manager may result in action taken under the BMET Disciplinary and Capability procedures as appropriate.

For information on reportable health conditions see DVLA website

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[www.dvla.gov.uk/drivers/drivers.htm](http://www.dvla.gov.uk/drivers/drivers.htm)

Drivers should discuss any concerns that may cause stress and affect their driving capabilities with line managers.

See Appendix 12, Technical Notes – Alcohol, Drugs and Fitness to Drive

See H & S Policies and Procedures, Section 8 – Health, Medical and Welfare Issues, 8.4 – Occupational Stress

### **Carriage of Hazardous Substances**

Drivers found to be disregarding safety issues with regard to hazardous substances will be dealt with under the BMET Disciplinary and Capability Procedures, where appropriate.

See Appendix 13, Technical Notes – Guidance on the Carriage of Hazardous Substances.

See H & S Policies and Procedures, Section 4, Hazardous Substances

### **Risk Assessment**

**Employees must mentally risk assess journeys on a daily basis and take the appropriate action as and when hazards arise.**

See Appendix 10, Technical Note – Model Risk Assessments for more details

See Appendix 12, Technical Note – Alcohol, drugs and Fitness to Drive for more details

See H & S Policies and Procedures, Section 2.1 Risk Assessments and appendices

### **Personal Safety**

Employees who drive on behalf of BMET are responsible for their own personal safety.

The following are examples of good practice to ensure personal safety:-

Park in well lit areas at night where there are people about.

Carry brief cases, cameras etc. out of sight and lock these and/or other valuable items in the boot before leaving the vehicle.

Try to advise someone of your destination, route and estimated arrival time.

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Carry high visibility clothing and a mobile phone for emergency use e.g. breakdown.

Do not give lifts to strangers

Keep all doors locked, especially in town. Lock your vehicle when paying for fuel.

On motorways, if you have to stop, do so on the hard shoulder as far away from the main carriageway as possible. Get any passengers out of the vehicle through nearside doors and on to the area behind the crash barrier. Use the hazard warning lights.

If you think you are being followed, don't go home, keep calm and continue driving until you come to a busy place; a police, fire or ambulance station; pub or garage forecourt and ask for assistance. If you are afraid to get out of your vehicle on arrival, simply sound your horn repeatedly, you will quickly draw attention to yourself.

Consider other issues as and when appropriate.

See H & S Policies and Procedures, Section 2.1, Risk Assessments, Appendices 5.3, Travelling or Driving Alone and 5.5, Parking your Car.

### **Vehicle Condition**

It is the employees' responsibility to ensure that their vehicle is in a roadworthy condition before driving on behalf of BMET.

Vehicle checks on tyres, water, windscreen wipers, petrol and the cleanliness of windows and lights should be carried out daily (where applicable).

This applies to all categories of driver whether fleet, leased car or private vehicle and to all types of vehicle (car, motorcycle or pedal cycle)

### **Breakdown / Emergency Assistance**

Drivers must contact their manager or work base immediately to report any breakdowns or vehicle problems and to seek guidance when driving on behalf of BMET.

See H & S Policies and Procedures, Section 7 Personal Safety, paragraph 5.8 Travelling Safely.

### **Incident Data Recording**

Employees who are fleet drivers and/or leased car drivers must report any incidents or collisions via the county's insurance section and the BMET Accident/Incident reporting procedure.

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Employees who are essential/casual, Elected Members and/or volunteers must report any incidents or collisions via a BMET Accident/Incident reporting procedure.

Employees must inform their line managers of any incident or collision that has been reported.

Employees who fail to notify their line manager or record any incident or collision whilst driving on behalf of BMET may invoke BMET Disciplinary and Capability Procedures, as appropriate

### **Mileage Claims**

By submitting the electronic mileage claim drivers are confirming they have a valid driving licence, Insurance certificate including business use clause and where appropriate a current MoT Certificate

Fraudulent declarations will result in action taken under BMET Disciplinary and Capability procedures, as appropriate

### **Legal Requirements For Drivers or Riders**

Employees will be expected to comply with all legal requirements, observing the provisions of the Highway Code and driving or riding in a safe and appropriate manner at all times.

It is the employees' responsibility to read the organisation's policies and guidelines relating to driving or riding for BMET.

Employees are legally responsible for the condition and roadworthiness of their vehicle and must carry out checks as required by vehicle manufacturers.

## Appendix 1

### Technical Notes – BMET Categories of Vehicle Users

It is essential that Managers identify the correct category of driver for employees in their team.

The detailed responsibilities are outlined in the specific conditions and instructions, and/or conditions of employment, as issued by the Heads of Service responsible for each of the categories of driver which are defined below: -

**1. Any drivers and vehicles forming part of BMET's operational 'Fleet Management' fleet, at any time (this includes any vehicle hired, or loaned, by any service, school or group supported by the Trust e.g. youth clubs), which are managed by the Head of Transportation.**

The rules governing this category are detailed in the 'Regulations for the Use of Vehicles'. These rules are issued by the Head of Transportation.

These regulations comprehensively cover the detailed operation of BMET's Fleet including, the testing of drivers, drivers' daily checks, vehicle maintenance, insurance arrangements, operations subject to legal drivers hours limits and speed limits. In addition drivers of accessible minibuses also operate to the rules detailed in BMET 'Driver/Escort Code of Practice'. This is issued to all drivers and escorts by their local management.

**2. Drivers of vehicles whilst on business operated under BMET's staff car leasing scheme managed by the Head of Finance:**

The Transport Management Organisation, within Transportation, administers the scheme on behalf of the Head of Finance.

The rules governing this category are included in the main lease agreement and the sub-lease agreement under which the employee agrees to lease the vehicle as part of the contract he/she signs. This includes, among others driver checks, vehicle maintenance and break down and accident procedures.

**3. 'Essential Vehicle Users and Casual Vehicle Users' whilst on BMET business (car, motor cycles and pedal cycles) as authorised by Heads of Service and managed by the Head of Finance:**

Essential and casual car users and motorbike riders provide their own vehicle and are subject to the requirements of this Policy. In addition on each travel expenses claim form they are required to sign a declaration that they have a suitable valid drivers licence, insurance and a MoT Certificate where applicable. In the case of pedal cycles the riders are

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also subject to the detail in the 'Cycling for Work' Policy, section 10.5, in H&S Policies and Procedures

**Staff in Social & Community Care**, in users categories 2 & 3 above are subject to the risk assessment procedure 'Use of Staff's Own Vehicles to Transport Clients'. (See Appendix 10, Technical Notes – Model Risk Assessments pages 49 - 54)

#### **4. Volunteers**

Managers from time to time may employ temporary or volunteer staff who may drive on BMET business that then place them into one of the categories above. In such cases the full provisions of this policy will apply to them as if they were direct employees.

#### **Note**

Any service, obtaining vehicles, **other than cars, car derived vans, van derived cars or estate cars** from any source e.g. hired, loaned shall be subject not only to the national driver licensing requirements but also the driver testing standards and other requirements set by the County Trust in the 'Regulations for the Use of Vehicles' in the same way as vehicles directly managed by the transportation service. All enquiries should be directed to the Group Manager Specialist Transport.

#### **Insurance of loaned or hired vehicles**

Any vehicles including cars, car derived vans, van derived cars or estate cars obtained by services from any other providers e.g. hire company, other organisation etc. must be insured by the provider with motor insurance specifically covering the use of the vehicle on County Trust business. The policy cover should not be less than comprehensive. Users will be responsible for settling direct with the provider any damage excess under the insurance arrangements that have been made.

In case of difficulty please contact the Insurance Section (01296 382551) for advice.

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**Vehicle Class Codes for County Trust Fleet Vehicles**

<b>Class definition</b>	<b>Additional classes covered</b>
<b>CAR</b> A car, small van, car derived van Or van derived car with no more than 4 passenger seats (excluding the driver) and Also car derived estate cars with extra occasional seats within the rear luggage area.	None
<b>GV5</b> Goods vehicles of up to 3.5 tonnes maximum weight.	None
<b>GV4</b> Goods vehicles of up to 7.5 tonnes maximum weight.	GV5
 <b>Note: Goods vehicles in excess of 3.5 tonnes and below 7.5 tonnes gross vehicle mass will require a LGV licence (category C) when towing a trailer if the gross train weight exceeds 7.5 tonnes.</b>	
<b>GV3</b> 2 axled rigid goods vehicle over 7.5 tonnes maximum weight.  NB. A LGV (Cat. C) Licence is required.	GV5, GV4
<b>GV2</b> 3 or more axled rigid goods vehicle over 7.5 tonnes maximum weight.  NB. A LGV (Cat. C) Licence is required.	GV5, GV4 GV3
<b>GV1</b> An articulated goods vehicle over 7.5 tonnes maximum weight.  NB. A LGV (Cat. C+E) licence is required.	GV5, GV4 GV3, GV2
<b>PV5</b> Multi-passenger vehicle with seats for 5-8 passengers (excluding the driver) not being saloon cars or estate vehicle version of saloons (commonly known as "people carriers" or MPVs")	CAR
<b>PV4</b> Multi-passenger single deck vehicle with seats for 9-16 passengers (excluding the driver) including wheelchair accessible vehicles with a maximum authorised mass not exceeding 4.25 tonnes. (e.g. Ford Transit, LDV Convoy).	GV5, CAR, PV5

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NB. A PCV (Cat D or D1) licence is required.

**PV3** Single deck passenger vehicle no longer than 8.5 metres, with seats for 17 or more passengers (excluding the driver) and larger wheelchair accessible vehicles exceeding 4.25 tonnes maximum authorised mass. (e.g. Mercedes Vario).

CAR, GV5, PV4  
PV5

NB A PCV (Cat D or D1) licence is required.

**PV2** A single deck passenger vehicle exceeding 8.5 metres in length.  
NB. A PCV (Cat. D) Licence is required.

CAR, GV5, GV4  
PV4, PV3  
PV5 GV3  
(providing, a LGV licence is held)

**PV1** A double deck passenger vehicle.  
NB. A PCV (Cat. D) Licence is required.

CAR GV5, GV4,  
PV4, PV3,  
PV2 GV3 and  
PV5  
(providing a LGV licence is held)

**NOTE 1: Automatic transmission. A driver who takes the driving test on an automatic or semi-automatic transmission vehicle will be authorised to drive only automatic or semi-automatic vehicles of the appropriate classes.**

**NOTE 2: Drivers who pass their car driving test after the 1 January 1997 will no longer be granted automatic entitlement to drive goods vehicles with a maximum gross weight between 3.5 and 7.5 tonnes, nor will they automatically be granted entitlement to drive passenger vehicles of up to 16 passengers. These drivers may be required to take further driving tests with the Driving Standards Agency to obtain Categories C1 and D1 on their ordinary driving licence before they can be considered for authorisation to drive vehicles of these types.**

## Appendix 2

### Technical Notes - DVLA Driver Licence Categories

Licence should be appropriate for category of vehicle to be driven.

- CAT A** Vehicle = Motorcycle
- CAT B** Vehicle = Passenger vehicle with no more than 8 passenger seats (excluding the driver)
- CAT B 1** Vehicle = Goods vehicle with a maximum authorised mass (weight) not exceeding 3.5 tonnes
- CAT C1** Vehicle = Goods vehicle with a maximum authorised mass of between 3.5 and 7.5 tonnes
- CAT C** Vehicle = Goods vehicle with a maximum authorised mass exceeding 7.5 tonnes
- CAT D1** Vehicle = Passenger vehicle with 9 to 16 passenger seats (excluding the driver)
- CAT D** Vehicle = Passenger vehicle with 9 or more passenger seats (excluding the driver)
- CAT E** Vehicle = Drivers in category B, C1, C, D1 or D towing a trailer of more than 750KG requires additional CAT E status

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**Appendix 3**

**Technical Notes - How to Check DVLA Driving Licences**

It is a criminal offence for BMET as the employer to cause or permit anyone to drive a motor vehicle unless that person holds a suitable licence to drive a particular category of vehicle.

- Only inspect the original licence, never accept a photocopy.
- Holders of photocards must produce both the photocard and the paper counterpart.
- Check for the 'Basic' style of print used for all the driver's details and entitlements. If the licence has been tampered with, the font may be different.
- Ensure the serial number is repeated in certain places throughout the document. A watermark styled "DVLA" is repeated in rows throughout the length of the Licence. Try holding the Licence up to the light to check this.
- The holder must have signed the licence in ink. On a photocard licence and its counterpart, the holder's signature and photograph are copied on electronically.
- The licence must show the holder's correct name and address. The licence normally remains valid until the day before the holder's 70th birthday. Photocards must be renewed every 10 years.
- The details on the photocard and paper counterpart must match.
- The second digit of the holder's unique driver number must be 0 or 1 for a man and 5 or 6 for a woman. The driver number is shown in the following format:

A	B	C	D
<b>DRIVE</b>	<b>512185</b>	<b>YT</b>	<b>9ME</b>

- **A** = First 5 characters of surname. If the surname is less than 5 characters the figure 9 will be added to the gaps (e.g. MAN99).
- **B** = First and last numbers are the year of birth. Second and third numbers are the month of birth. (Note: in the case of female licence holders '5' is added to the second digit, this means that the second digit will be 5 or 6). The fourth and fifth digits are the day of the month of birth.
- **C** = The first two initials of forenames. If the holder has only one initial then the second character will be a '9'.
- **D** = Computer check digits.

The Driver number is followed by an Issue number. It changes each time a licence is issued to the holder. This is to help prevent fraud, such as trying to conceal an endorsement or disqualification. If the issue number has changed since the last check was made, the driver should be asked why it has changed, e.g. a change of address.

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Make sure the entitlement is correct for the type of vehicle to be driven.  
Note the number of penalty points on the licence

### **Types of licence**

Four formats of driving licence issued in this country are valid.

- **I. Photocards with a paper counterpart.** All licences issued since July 1999 by DVLA are in this format. **Provisional** licence photocards are **green**. **Full licences** issued after passing a driving test have a **pink** photocard. Both have a pink and green paper counterpart.
- **II. Pink and green EC model format full paper licences** were issued from June 1990 to June 1999.
- **III. All-Pink EC model format full paper licences** were issued from January 1986 to June 1990.
- **IV. All-Green paper licences** were issued from the mid-1970's until January 1986 but continued to be issued to provisional-only holders until photocards were introduced

When checking licences for car users, look for Group A on older all-green or all-pink licences (pre-1990) or Category B on pink & green licences (1990-on) or photocard licences.

**Note** that Category A on 1990-on licences means Motorcycles. Changes from 1st January 1997 mean that drivers passing a car test have fewer entitlements than drivers who passed before that date.

### **European Community and European Economic Area Driving Licences**

Licences issued by other EC/EEA countries are equally valid in the UK. These countries are listed on the DVLA Website – <http://www.dvla.gov.uk/drivers/drivingb.htm>

The categories of vehicles listed on Driving Licences are standardised throughout the EC.

### **Driving Licences Issued by Other Countries**

Driving licences issued in other countries will be valid for a period of 12 months. For some countries the licence can be exchanged for a UK licence without the need for a UK Driving Test; for others, it will be necessary to take a UK Driving Test to continue to drive after 12 months. Details available on the DVLA Website – <http://www.dvla.gov.uk/drivers/drivingb.htm>

## Appendix 4

### Technical Notes - Person Specification for Drivers of Fleet Vehicles

Drivers of Fleet Vehicles or Lease Cars should hold a current Driving Licence with no more than 7 penalties and none of the specified endorsements CD40, 50, 60, 70. DR\*\*, DD\*\*, UT50 within the last 5 years or 2 or more such endorsements during any such period.

**For drivers of cars with no more than 8 passenger seats (excluding the driver) and goods vehicles with a maximum authorised mass of 3.5 tonnes, the licence must be valid for: -**

UK non EC Licence            Group A  
UK EC Licence or other EC Licence showing Category B

**For drivers of goods vehicles with a maximum authorised mass of between 3.5 and 7.5 tonnes, the licence must be valid for: -**

UK non EC Licence – Group A  
UK EC Licence or other EC Licence showing Category C or C1 in addition to Category B

**For drivers of goods vehicles with a maximum authorised mass in excess 7.5 tonnes, the licence must be valid for: -**

UK EC Licence or other EC Licence showing Category C in addition to Category B

**For drivers of Minibuses with 9-16 passenger seats (excluding the driver), the licence must be valid for: -**

UK non EC Licence – Group A  
UK EC Licence or other EC Licence showing Category D or D1 in addition to Category B

**For drivers of Large Passenger Vehicles with 9 or more passenger seats (excluding the driver), (currently there are no vehicles of this type operated by BMET), the licence must be valid for: -**

UK EC Licence showing Category D in addition to Category B

## Appendix 5

### Technical Notes - Driving Licence Endorsements and BMET Entitlement to Drive

If an offence is committed the employer may be as responsible as the employee

**Any driver (whatever category) is not permitted to drive if they have any one of the following endorsement codes listed on their licence in the past 5 years.** If they have two or more such endorsements listed during any period on their licence, authorisation to drive on BMET business will be permanently withdrawn

**CD40, 50, 60, 70.** Causing death by careless driving (relating to drink or drugs)

**DR\*\*** Drink or Drug related endorsements

**DD\*\*** Reckless/Dangerous driving endorsements

**UT50** Aggravated taking of a vehicle (Theft or Unauthorised Taking of a vehicle)

Drivers, who receive an endorsement for an offence with one of the codes listed below, will automatically be required to undertake a driving assessment with an examiner appointed by BMET. If the driver fails the driving assessment, authorisation to drive on Trust business will be suspended until the driver successfully completes a further driving assessment. Drivers who fail the second driving assessment will not be permitted any further attempts.

**AC\*\*** Accident offences (e.g. failing to stop after an accident)

**BA\*\*** Disqualified driver offences (e.g. driving while disqualified)

**CD10, 20, 30** Careless driving offences (**but not causing death**)

**LC\*\*** Licence offences (e.g. driving a vehicle having failed to notify a disability).

**Check for and record any endorsements. Endorsements remain on the licence for**

11 years from the date of conviction for drink/drugs offences,

4 years from the date of conviction for dangerous driving and offences resulting in disqualification,

4 years from the date of offence for all other cases.

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Any driver who incurs 12 or more penalty points within a 3-year period is liable to be disqualified by the DVLA under the 'totting-up' system.

**Fleet drivers** who accrue 7 or more points or endorsement codes (See above under Endorsements) **AC\*\***, **BA\*\***, **CD10**, **20**, **30** or **LC\*\*** will be subjected to BMET Disciplinary and Capability procedures, where appropriate. Fleet drivers will not be permitted to drive vehicles if they have a current endorsement of one of the following **CD40**, **50**, **60**, **70**, **DR\*\***, **DD\*\***, **UT50** in the last 5 years or if they receive 2 or more such endorsements, their authorisation to drive BMET vehicles will be permanently withdrawn.

All other drivers who accrue **7or more** current penalty points (within the last 3 years) on their driving licence for **any** conviction will be required to undergo a driving assessment. E.g., a driver who has a number of SP30 (speeding convictions) endorsements with a total of 7 or more current penalty points within the last 3 years.

Newly appointed fleet drivers wishing to be authorised to drive will **not be employed** if they have 7 or more current penalty points (within the last 3 years) on their driving licence for any conviction.

If a newly appointed employee fails to declare on appointment any convictions this will be dealt with through BMET's Probationary Procedure.

Existing BMET employees must inform their line managers of any convictions that may potentially affect their driving capability. A 'no blame' culture exists to aid this type of reporting.

If an existing employee does not report an accident or incident for which they incur penalty points and this is subsequently discovered, they should be subjected to BMET Disciplinary and Capability procedures, where appropriate..

Serious breaches of this nature that have the potential to put employees, clients or the public at risk could lead to summary dismissal under the BMET Disciplinary and Capability procedures. The seriousness of the nature of the conviction/penalty points/endorsements will be a determining factor in these matters.

Some offences (such as Drink/Drug Driving and Reckless or Dangerous Driving), in certain circumstances, could lead to action under BMET Disciplinary and Capability Procedures, including dismissal. Employees **must** inform their line manager of any Road Traffic Offences and penalties received.

Where appropriate, existing drivers may be relieved of driving duties and redeployment or alternative duties may be considered in exceptional circumstances.

Drivers will be actively encouraged to take part in any driver rehabilitation training, where offered, as an alternative to prosecution

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For complete breakdown of driving offence codes see below:

<b>Code</b>	<b>Accident offences</b>
<b>AC10</b>	Failing to stop after an accident
<b>AC20</b>	Failing to give particulars or to report an accident within 24 hours
<b>AC30</b>	Undefined accident offences
	<b>Disqualified Driver</b>
<b>BA10</b>	Driving while disqualified by order of court
<b>BA30</b>	Attempting to drive while disqualified by order of court
	<b>Careless Driving</b>
<b>CD10</b>	Driving without due care and attention
<b>CD20</b>	Driving without reasonable consideration for other road users
<b>CD30</b>	Driving without due care and attention or without reasonable consideration for other road users
<b>CD40</b>	Causing death through careless driving when unfit through drink
<b>CD50</b>	Causing death by careless driving when unfit through drugs
<b>CD60</b>	Causing death by careless driving with alcohol level above the limit
<b>CD70</b>	Causing death by careless driving then failing to supply a specimen for analysis
	<b>Construction &amp; Use Offences</b>
<b>CU10</b>	Using a vehicle with defective brakes
<b>CU20</b>	Causing or likely to cause danger by reason of use of unsuitable vehicle or using a vehicle with parts or accessories (excluding brakes, steering or tyres) in a dangerous condition
<b>CU30</b>	Using a vehicle with defective tyre(s)
<b>CU40</b>	Using a vehicle with defective steering
<b>CU50</b>	Causing or likely to cause danger by reason of load or passengers
	<b>Reckless/Dangerous Driving</b>
<b>DD40</b>	Dangerous Driving
<b>DD60</b>	Manslaughter or culpable homicide while driving a vehicle
<b>DD80</b>	Causing death by dangerous driving
	<b>Drink or Drugs</b>
<b>DR10</b>	Driving or attempting to drive with alcohol level above the limit
<b>DR20</b>	Driving or attempting to drive while unfit through drink
<b>DR30</b>	Driving or attempting to drive then failing to supply a specimen for analysis
<b>DR40</b>	In charge of a vehicle while alcohol level above limit
<b>DR50</b>	In charge of a vehicle while unfit through drink
<b>DR60</b>	Failing to provide a specimen for analysis in circumstances other than driving or attempting to drive
<b>DR70</b>	Failing to provide specimen for breath test
<b>DR80</b>	Driving or attempting to drive when unfit through drugs

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<b>DR90</b>	In charge of a vehicle when unfit through drugs
	<b>Insurance offences</b>
<b>IN10</b>	Using a vehicle uninsured
	<b>Licence Offences</b>
<b>LC20</b>	Driving otherwise than in accordance with a licence
<b>LC30</b>	Driving after making a false declaration about fitness when applying for a licence
<b>LC40</b>	Driving a vehicle having failed to notify a disability
<b>LC50</b>	Driving after a licence has been revoked or refused on medical grounds
	<b>Miscellaneous Offences</b>
<b>MS10</b>	Leaving a vehicle in a dangerous position
<b>MS20</b>	Unlawful pillion riding
<b>MS30</b>	Play street offences
<b>MS40</b>	Driving with uncorrected defective eyesight or refusing to submit to a test
<b>MS50</b>	Motor racing on the highway
<b>MS60</b>	Offences not covered by other codes as appropriate
<b>MS70</b>	Driving with uncorrected defective eyesight
<b>MS80</b>	Refusing to submit to an eyesight test
<b>MS90</b>	Failure to give information as to identity of driver etc.
	<b>Motorway Offences</b>
<b>MW10</b>	Contravention of Special Roads Regulations (excluding speed limits)
	<b>Pedestrian Crossing</b>
<b>PC10</b>	Undefined Contravention of Pedestrian Crossing
<b>PC20</b>	Contravention of Pedestrian Crossing Regulations with moving vehicle
<b>PC30</b>	Contravention of Pedestrian Crossing Regulations with stationary vehicle
	<b>Speed Limits</b>
<b>SP10</b>	Exceeding goods vehicle speed limits
<b>SP20</b>	Exceeding speed limit for type of vehicle (excluding goods or passenger vehicles)
<b>SP30</b>	Exceeding statutory speed limit on a public road
<b>SP40</b>	Exceeding passenger vehicle speed limit
<b>SP50</b>	Exceeding speed limit on a motorway
<b>SP60</b>	Undefined speed limit offence
	<b>Traffic Direction and Signs</b>
<b>TS10</b>	Failing to comply with traffic light signals
<b>TS20</b>	Failing to comply with double white lines
<b>TS30</b>	Failing to comply with a "Stop" sign
<b>TS40</b>	Failing to comply with direction of a constable / warden
<b>TS50</b>	Failing to comply with a traffic sign (excluding "stop" signs, traffic lights or

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	double white lines
<b>TS60</b>	Failing to comply with a school crossing patrol sign
<b>TS70</b>	Undefined failure to comply with a traffic direction sign
	<b>Special Code</b>
<b>TT99</b>	To signify a disqualification under "totting up" procedure. If the total of penalty points reaches 12 or more within 3 years, the driver is liable to be disqualified.
	<b>Theft or Unauthorised Taking</b>
<b>UT50</b>	Aggravated taking of a vehicle
Further information is available on the Driver and Vehicle Licensing Agency's website, <a href="http://www.dvla.gov.uk/drivers/endorsem.htm">www.dvla.gov.uk/drivers/endorsem.htm</a>	
Details of penalties for traffic offences can be found on <a href="http://www.carnet.co.uk/carlaw/quick.html">www.carnet.co.uk/carlaw/quick.html</a> <a href="http://www.highwaycode.gov.uk">www.highwaycode.gov.uk</a>	

Penalty points attached to certain offences:

Offence	Penalty points	Likely penalty	disqualification	Fixed penalty option
<b>ACCIDENTS</b>				
Failing to stop after an accident	5-10	Fine up to Level 5	Possible	No
Failing to report and accident	5-10	Fine up to Level 5	Possible	No
<b>ALCOHOL</b>				
Refusing roadside breath test	4	Fine	Unlikely	No
In charge with excess alcohol	10	Fine	Likely	No
After being in charge refusing to supply specimens for analysis	10	Fine	Likely	No
Driving with excess alcohol	4	Fine	Compulsory	No
After driving refusing to supply specimens for analysis	4	Fine	Compulsory	No
<b>SPEEDING</b>				
Speeding - Exceeding the speed limit (non-motorway)	3-6	Fine up to Level 3	Probable if more than 30 mph over limit	Yes
Speeding - Exceeding the speed limit on the motorway	3-6	Fine up to Level 4	Probable if driving at over 100mph	Yes

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Technical notes – Driver Profile Assessment

Appendix 6

DRIVER PROFILE ASSESSMENT	NAME	DATE				
<b>AGE</b>	<b>&lt;25</b>	<b>25 - 35</b>	<b>35 - 60</b>	<b>&gt;60</b>		<b>POINTS</b>
<b>WEIGHTED POINTS</b>	<b>20</b>	<b>10</b>	<b>5</b>	<b>10</b>		
<b>LICENCE HELD</b>	<b>&lt;5 years</b>	<b>5 - 10 years</b>	<b>&gt;10 years</b>			<b>POINTS</b>
<b>WEIGHTED POINTS</b>	<b>20</b>	<b>10</b>	<b>5</b>			
<b>TOTAL ANNUAL MILEAGE</b>	<b>&lt;5000</b>	<b>5 - 20,000</b>	<b>&gt;20,000</b>			<b>POINTS</b>
<b>WEIGHTED POINTS</b>	<b>10</b>	<b>5</b>	<b>20</b>			
<b>HOURS SPENT ON DRIVING DAILY</b>	<b>&lt;1 hour</b>	<b>1 - 3 hours</b>	<b>&gt;3 hours</b>			<b>POINTS</b>
<b>WEIGHTED POINTS</b>	<b>5</b>	<b>10</b>	<b>20</b>			
<b>BLAMEWORTHY COLLISIONS (LAST 5 YEARS)</b>	<b>1</b>	<b>2</b>	<b>3</b>			<b>POINTS</b>
<b>WEIGHTED POINTS</b>	<b>10</b>	<b>20</b>	<b>40</b>			
<b>CONVICTIONS/ENDORSEMENTS (LAST 3 YEARS)</b>	<b>FIXED PENALTY</b>	<b>SPEED X 1</b>	<b>SPEED X &gt;1</b>	<b>CD 10,20,30</b>	<b>CD 40,50,60,70, UT50</b>	<b>POINTS</b>
<b>WEIGHTED POINTS</b>	<b>10 EACH</b>	<b>25</b>	<b>50</b>	<b>50 each</b>	<b>70 each</b>	
<b>ALCOHOL/DRUG RELATED CONVICTION/ENDORSEMENTS (LAST 10 YEARS)</b>	<b>ALCOHOL</b>	<b>DRUGS</b>				<b>POINTS</b>
<b>WEIGHTED POINTS</b>	<b>70 each</b>	<b>70 each</b>				
<b>POINTS KEY</b>						
<b>20 - 40</b>	<b>LOW RISK DRIVER</b>					
<b>41 - 55</b>	<b>MEDIUM RISK DRIVER</b>					
<b>56 - 120</b>	<b>HIGH RISK DRIVER</b>					
<b>&gt;120</b>	<b>EXTREME RISK DRIVER</b>					
					<b>TOTAL POINTS SCORED</b>	

## APPENDIX 7

### Technical Notes - Towing and Loading

#### Towing

The Highway Code advises that the vehicle and trailer complies with the full requirements of the Road Vehicles (Construction and Use) Regulations.

Drivers who hold a European style Driving Licence that does not include Category E vehicles trailers, are only able to tow a trailer of up to 750 kg maximum authorised mass.

**E.G.** a driver with a Category B entitlement (passenger vehicles with not more than 8 passenger seats, excluding the driver, or goods vehicle not exceeding 3.5 tonnes) will require Category BE to tow a trailer in excess of 750 kg or a combination of those vehicle categories with a maximum authorised mass in excess of 3.5 tonnes.

A driver must not tow more than the licence permits. The vehicle or trailer must not be overloaded. The weight must not be greater than that recommended by the manufacturer of the vehicle.

#### Loading

The guidance given in the Vehicles (Construction and Use) Regulations 1986 is intended to ensure the safety of loads on vehicles on the road taking into account acceleration, braking and cornering.

Reference should also be made to the Manual Handling guidelines to ensure correct lifting techniques. See H&S Policies and Procedures, Section 5.0 – Manual Handling.

All loads must be secure and must not protrude dangerously. Loads should be properly distributed with heavy items mainly over the axle(s) and ensure a downward load on the tow ball. Manufacturer's recommended weight and tow ball load should not be exceeded. This should avoid the possibility of swerving or snaking and going out of control.

Due to extreme variety of loads, vehicles and operating conditions it is not possible to cover all the circumstances likely to be encountered by drivers and operators. Satisfactory securing methods are in existence and others will be developed in the future. However, basic principles must be complied with irrespective of the actual method used to secure the load.

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If a load either causes or is likely to cause danger or nuisance to people in the vicinity of the vehicle an offence might be committed – see Regulation 97 of the Motor Vehicle (Construction and Use) Regulations 1986.

Managers must ensure drivers are aware of the above. Any staff member failing to comply with the regulations and law will be subject to BMET Disciplinary and Capability Procedures, where appropriate.

Loads should be transported safely and securely within car boots. Any equipment or parcels that are carried within the body of cars or vans must be transported in a safe manner to ensure that they cannot cause damage to any person in the car in the event of a collision.

Any valuable items should be stored 'out of sight' if the vehicle is left unattended. Failure to do so may negate insurance claims.

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## APPENDIX 8

### Technical Notes – Guidance on Transporting of Persons and Seat Belt Wearing

The Law requires everyone to wear a seat belt if one is available. Wearing of seatbelts saves lives and reduces the risk of serious injury in a collision.

New seatbelt legislation became law as from 18<sup>th</sup> September and BMET will comply with the new legislation.

#### Summary of New Seatbelt Legislation

From 18 September 2006 in cars, vans and goods vehicles			
	Front seat	Rear seat	Who is responsible?
<b>Driver</b>	Seat belt <b>MUST</b> be worn if available.		<b>Driver</b>
<b>Child up to 3 years*</b>	Correct child restraint <b>MUST</b> be used*.	Correct child restraint <b>MUST</b> be used*. If one is not available in a taxi, may travel unrestrained.	<b>Driver</b>
<b>Child from 3rd birthday up to 135cms in height (approx 4'5") (or 12th birthday whichever they reach first)**</b>	Correct child restraint <b>MUST</b> be used***.	<p><b>Where</b> seat belts fitted, correct child restraint <b>MUST</b> be used. Must use adult belt if the correct child restraint is not available:</p> <ul style="list-style-type: none"> <li>- in a licensed taxi/private hire vehicle; or</li> <li>- for a short distance for reason of unexpected necessity; or</li> <li>- two occupied child restraints prevent fitment of a third.</li> </ul> <p>A child 3 and over may travel unrestrained in the rear seat of a vehicle if seat belts are not available.</p>	<b>Driver</b>
<b>Child over 1.35 metres (approx 4ft 5ins in height) or 12 or 13 years</b>	Seat belt <b>MUST</b> be worn if available.	Seat belt <b>MUST</b> be worn if available.	<b>Driver</b>
<b>Adult passengers (i.e. 14 years and over)</b>	Seat belt <b>MUST</b> be worn if available.	Seat belt <b>MUST</b> be worn if available.	<b>Passenger</b>

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**In addition, the revised regulations also say that rear-facing baby seats MUST NOT be used in a seat protected by a frontal air-bag unless the air-bag has been deactivated manually or automatically.**

\* Children under 3 years **MUST** use the child restraint appropriate for their weight in all cars, vans and other goods vehicles, with the single exception for the rear of taxis. They cannot travel otherwise. This means for example that they may not travel in cars, vans or goods vehicles which do not have seat belts installed.

\*\* Examples. A 7 year old who is 140 cms tall is over the height for a child restraint and may use an adult seat belt. A 12 year old who is 130 cms tall is over the age threshold and therefore may use an adult belt.

\*\*\* If no seat belts are fitted in the front, then children under 135 cms in height (who are also under 12 years of age) cannot travel in the front.

In **buses and coaches (including minibuses)**, seated passengers aged 14 years and above will have to use seat belts where they are fitted. Regulations requiring children 3 years to 13 years to use seat belts (or child restraints if they are available) in these vehicles will be brought forward as soon as practicable. The regulations will not include any obligation for anyone to provide child restraints in these vehicles.

The Law provides for the medical exemption of wearing of seatbelts, certificates are only issued by GP's and should be shown to line managers for recording the details on the Drivers Assessment Form.

If you drive passengers under 14 years old, you as the driver, are responsible for ensuring that they are correctly restrained within the vehicle. Failure to do so could result in legal action against you.

At the age of 14 young persons become responsible for wearing their seat belts and can be fined by the police for non-compliance with the law.

Child seats must be checked for suitability with the vehicle as well as for the age and size of the child and comply with current legislation.

Child seats should not be used on front passenger seats where an active airbag is fitted.

Advice on the use of child seats and the correct fitting of them can be sought from Road Safety.

## APPENDIX 9

### Technical Note – Guidance on Vehicle Insurance and MoT Certification

#### Insurance

Check insurance document is relevant to driver category

#### **Fleet drivers and leased car drivers are insured by BMET.**

Private cars and motorcycles operated by employees and volunteers need only be insured for minimum of third party cover to satisfy the Road Traffic Act. In respect of volunteers only, it is recommended that their broker or insurance company be formally notified that the vehicle is sometimes driven on the business of the County Trust.

However all employees using a private car and motorcycle on Trust business **MUST** provide business use cover that is personal to the driver of the vehicle, even if they are not the owner or policyholder.

If employees use their own bicycle they must ensure that their household contents insurance policy covers both them and the Trust in respect of third party personal injury or damage arising from the use of the cycle on BMET business.

Any vehicles including cars, car derived vans or van derived cars or estate cars obtained by services from any other providers e.g. hire companies, other organisations etc, must be insured by the provider with motor insurance specifically covering the use of the vehicle on BMET business. This policy **should not be less than comprehensive**. Users will be responsible for settling direct with the provider any damage excess under the insurance arrangements that have been made.

If you are involved in a crash/collision and appropriate insurance cover cannot be produced, then your insurance may be null and void.

In case of difficulty, please contact the Insurance Section (01296 382551) for advice.

Failure to comply with the above insurance outline could lead to BMET Disciplinary and Capability procedures, where appropriate being taken by line manager. See BFMP on intranet

#### **MoT Certificates**

MoT certificates are required for vehicles more than 3 years old and the certificate lasts for one year. A new MoT certificate is issued following a

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MoT test at an authorised garage/test centre. The yearly check should be carried out before a current certificate expires.

Employees (owner drivers and volunteers) are responsible for ensuring their vehicle has a current MoT certificate where applicable. They are also responsible for any work costs incurred, for the car to pass the MoT

**NB.** BMET are responsible for ensuring fleet vehicles comply with the current law on MoT certificates and tests.

Users of leased cars are responsible for the MoT Certificates and tests

## **APPENDIX 10**

### **Technical Notes – Model Risk Assessments**

The following model risk Assessments can be adapted to suit individual's circumstances and journeys. Generic risk assessments have been carried out based on mileage and the type of journey involved.

Measures to lower risks, such as home working if practical or the use of other forms of transport should be considered. This not only reduces congestion and pollution but also eliminates the risk of road collisions.

Attention must be paid to reducing the risks relating to driver tiredness. Driving performance is not only affected by the length of driving time, but also by the activities during the non-driving period.

Weather conditions can also significantly affect risk ratings.

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**GENERIC RISK ASSESSMENT**

<b>Activity: In and Out of County Driving</b>				
<b>Hazard and its effect</b>	<b>Who is likely to be affected</b>	<b>Risk before controls</b>	<b>Hazard Control Measures</b>	<b>Risk after controls actioned</b>
Is the journey necessary	Driver, passengers and other road users	Medium	Use alternative form of transport Only the necessary use of cars sanctioned by line managers	Low
Risk exposure attributed to high mileage drivers (high mileage = high risk)	Driver, passengers, and other road users	High	Checks on mileage claims, licences (endorcements) and insurance Driving assessment or further driver training where deemed necessary	Low/Medium
Risk exposure attributed to low mileage drivers (low mileage = low risk)	Driver, passengers and other road users	Low/Medium	As above	Low
Poor driver attitude i.e. involvement in road rage incidents, impatience	Driver, passengers and other road users	High	Further driver training/defensive driving techniques where deemed necessary	Low/medium
Using hand held or hands free mobile phone	Driver, passengers and other road users	High	Illegal BMET Mobile Phone policy. Switch phone to messaging service Managers/other employees not to contact staff when they are driving	Low
Driving under the influence of	Driver, passengers	High	Checks on driving licences for related penalty	Low

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alcohol or drugs (prescribed or illicit)	and other road users		points BMET policy on Alcohol and Substance Misuse BMET WRRS policy Drink Drive Campaigns Heed warnings given by GP/Pharmacist and product warnings on drowsiness etc.	
Not using seatbelts or unsuitable restraints (children) clients interfering with seat belts	Driver, passengers and other road users	High	BMET WRRS policy drivers to ensure used Advice from BMET Road Safety Team on in-car safety Seatbelt Campaigns. Client escorts when required	Low
Driver distracted by carrying clients who may have special needs or and or behavioural problems	Drivers, other passengers and others road users	High	Full risk assessments of clients and their needs. Particular attention to see that wheel chairs may be safely secured and that those with behavioural problems are adequately controlled to ensure safe transport	Low
Carrying equipment e.g. boxes, displays, objects in danger of moving around inside the vehicle.	Driver, passengers	High	Ensure vehicle suitable for weight of items. Items carried are in boot/hatch/load area and if necessary, correctly secured. See Vehicles (Construction and Use) Regulations for guidance. BMET WRRS policy	Low
Driver fatigue	Driver, passengers and other road users	Medium	BMET WRRS policy and guidance notes Journey planning allowing rest/comfort breaks	Low
Insufficient time allowed for	Driver, passengers	High	Time planning as part of journey plan	Very Low

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traffic/weather conditions and distance leading to driving against the clock	and other road users Individuals at destination		Discussion with manager Avoiding known congestion routes plan extra time for delays Where necessary permission for overnight stops Use of taxis	
Route unfamiliarity (possibility of getting lost)	Driver, passengers, pedestrians and other road users	Low	Journey Planning	

<b>Assessed by:</b>		<b>Date Assessed</b>	Review Date:
<b>C. Burslem</b>	<b>Area Road Safety Officer</b>		
Print Name	Signature	Job Title	

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**GENERIC RISK ASSESSMENT**

<b>Activity: Motorcycling In and Out of County</b>				
Hazard and its effect	Who is likely to be affected	Risk before controls	Hazard Control Measures	Risk after controls actioned
Is the journey necessary	Rider and other road users	Medium	Use alternative form of transport Only the necessary use of motorcycle sanctioned by line managers	Low
Risk exposure attributed to high mileage riders (high mileage = high risk)	Rider and other road users	High	Checks on mileage claims, licences (endorsements) and insurance Further rider training where deemed necessary	Low/Medium
Risk exposure attributed to low mileage riders (low mileage = low risk)	Rider and other road users	Low/Medium	As above	Low
Poor rider attitude	Rider and other road users	High	Further rider training/defensive driving techniques where deemed necessary	Low
Collision and Personal Injury	Rider, possibly pedestrians and other road users	High	Wear a motorcycle helmet Wear strong protective clothing Wear hi vis clothing as necessary Further rider defensive training where deemed necessary	Medium
Riding under the influence of alcohol or drugs (prescribed or illicit)	Rider and other road users	High	Checks on driving licences for related penalty points BMET policy on Alcohol and Substance Misuse BMET WRRS policy	Low

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			Drink Drive Campaigns Heed warnings given by GP/Pharmacist and product warnings on drowsiness etc.	
Carrying equipment	Rider and other road users	Medium	Suitable equipment to be deployed (panniers, topbox, rucksack)	Low
Rider Fatigue	Rider and other road users	Medium	Plan rest/comfort break into journey plan	Low
Insufficient time allowed for traffic conditions and distance leading to riding against the clock	Rider and other road users	High	Time planning as part of journey plan Avoiding known congestion routes plan extra time for delays	Low
	Individuals at destination	Low	Where necessary permission for overnight stops	
Adverse weather conditions (loss of control)	Rider and other road users	High	Use alternative transport	Low
Route familiarity (inattention or poor concentration / un familiarity (possibility of getting lost)	Riders, pedestrians and other road users	Low	Vary route (over familiarity) Journey Planning (unfamiliarity)	Very Low

<b>Assessed by:</b>		<b>Date Assessed</b>	Review Date:
<b>Carole Burslem</b>	<b>Area Road Safety Officer</b>		
Print Name	Signature	Job Title	

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**GENERIC RISK ASSESSMENT**

**Activity: Cycling on Business**

Hazard and its effect	Who is likely to be affected	Risk before controls	Hazard Control Measures	Risk after controls actioned
Mechanical defect on bicycle (leading to collision)	Rider, other road users and pedestrians	High	Pre riding check carried out	Low
Collision and Personal Injury	Rider, pedestrians and other road users	High	Wear cycle helmet Wear hi visibility clothing Wear protective clothing if deemed necessary	Low
Riding under the influence of alcohol or drugs (prescribed or illicit)	Rider and other road users	High	BMET policy on Alcohol and Substance Misuse BMET WRRS policy Drink Drive Campaigns Heed warnings given by GP/Pharmacist and product warnings on drowsiness etc.	Low
Carrying equipment	Rider and other road users	Medium	Suitable equipment to be deployed (panniers, rucksack)	Low
Adverse weather conditions (loss of control)	Rider and other road users	High	Use alternative transport	Low
Route familiarity (inattention or poor concentration / unfamiliarity (possibility of getting lost	Riders, pedestrians and other road users	Low	Vary route (over familiarity) Journey Planning (unfamiliarity)	Low
<b>Assessed by:</b> <b>Carole Burslem</b> Print Name			<b>Date Assessed</b>	Review Date:
Signature		<b>Area Road Safety Officer</b> Job Title		

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**RISK ASSESSMENT FOR SOCIAL CARE STAFF TRANSPORTING CLIENTS  
OR SERVICE USERS IN NON COUNTY TRUST OWNED VEHICLES.**

It is now fairly common for Social Care staff to be in a position of needing to transport clients, either in County Trust vehicles or in their own vehicles in the course of their work. Whilst this can include picking the client up from their own home it is equally as likely to include transporting the client as part of their day service activities, as we increasingly try to work with people in main stream community settings rather than segregated buildings. However we need to ensure that all necessary actions have been taken to ensure the safety of both staff and clients whilst in transit.

It is not a requirement for County Trust staff to provide or use their own vehicle in the course of their duty unless this is stated in their job description. Therefore staff should not feel under pressure to provide transport, or travel alone with clients if they have significant uncertainty or doubt about the safety of this action. This applies whether the member of staff is using his/her own vehicle or using a County Trust vehicle.

Where staff are willing to use their own vehicle they are responsible for ensuring that it is adequately insured, which usually means that there needs to be a clause in their insurance which covers the use of the vehicle for 'business use'. It is especially important that all staff accept responsibility for ensuring that this clause exists, particularly if they are using vehicles which they do not personally own. This is very important where a vehicle may be owned by a spouse/partner's company where the insurance may be very specific. Any queries about this should be clarified with the Insurance section in County Hall.

On the following two pages there are Risk Assessment forms 'A' & 'B' which should be jointly completed by Drivers and Line Managers to assess if it is reasonably safe to transport clients in staff's own vehicles. A separate single Risk Assessment form for transporting clients in County Trust owned vehicles can be found at the end of the Code of Practice For Social Care Driver/Escorts.

- Please print or photocopy as many blank Forms 'A' & 'B' as are necessary.
- Form 'A' relates to factors involving the vehicle and driver. When completed, it is to be kept with the drivers personal file at relevant establishment.
- Form 'B' relates to factors involving the client and journey and is to be kept with the clients file, but must be made available for all driver/escorts/managers to access.
- Please answer all questions, r n/a in notes column if question not applicable.
- It is advised that the forms are completed jointly by driver and line manager

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- Form 'A' needs to be completed at intervals (at least yearly) but does not need to be done for every journey. It is advised that it is reviewed when material factors change (e.g. if change of car, or health of driver etc.)

Form 'B' needs to be completed for each journey (however if same journey/same client/same driver/same vehicle etc then form 'B' can be completed once for a set of journeys.

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**RISK ASSESSMENT CHECKLIST FOR USE OF STAFF'S OWN VEHICLES TO TRANSPORT CLIENTS/SERVICE USERS. VEHICLE & DRIVER - FORM 'A'**

NAME OF DRIVER.....ESTABLISHMENT.....LINE MANAGER.....  
 VEHICLE MAKE/MODEL.....REGISTRATION NO.....DRIVERS MOBILE NUMBER.....

	NOTES/COMMENTS
IS THIS YOUR VEHICLE? (OR DO YOU HAVE PERMISSION TO USE THIS VEHICLE?)	YES NO
IS THIS VEHICLE GENERALLY SUITABLE FOR TRANSPORTING CLIENTS? (E.G. NOT LOW SLUNG SPORTS CAR.LORRYETC.)	YES NO
DO YOU HOLD A VALID DRIVING LICENCE FOR THIS TYPE OF VEHICLE?	YES NO
IS THIS VEHICLE GENERALLY RELIABLE?	YES NO
ARE YOU A MEMBER OF A RESCUE ORGANISATION?(E.G. AA,RAC,NATIONAL BREAKDOWN ETC)	YES NO
HAVE YOU CARRIED OUT NECESSARY VEHICLE CHECKS? (E.G.TYRES/OIL/WATER/FUEL ETC)	YES NO
IS THIS VEHICLE MOT'D (AND TAXED?) (MANAGER TO SEE COPIES OF MOT & INSURANCE CERTIFICATES PLUS TAX DISC)	YES NO
IS THIS VEHICLE INSURED FOR BUSINESS USE PERSONAL TO THE DRIVER?	YES NO
IS VEHICLE FITTED WITH SUFFICIENT NUMBER OF LAP & DIAGONAL SEATBELTS FOR DRIVER/ESCORT AND PASSENGERS?	YES NO
IF THIS VEHICLE HAS 4/5/DOORS, DOES IT HAVE REAR DOOR 'CHILDPROOF' LOCKS ENGAGED?	YES NO
IF THIS VEHICLE HAS 4/5/DOORS, DOES IT HAVE REAR WINDOWS THAT ONLY PARTIALLY OPEN?	YES NO
DOES THIS VEHICLE HAVE FRONT PASSENGER AIRBAG SYSTEM?	YES NO
IF PASSENGER AIRBAG SYSTEM, CAN IT BE DISENGAGED WHEN CARRYING YOUNG CHILDREN IN REAR FACING CHILD SEATS?	YES NO
(NOTE : A REAR FACING CHILD SEAT SHOULD NEVER BE PLACED IN THE FRONT PASSENGER SEAT WHEN THE VEHICLE IS	YES NO
EQUIPPED WITH A FRONT PASSENGER OR SIDE AIRBAGS)	YES NO
IS ANY CHILD SEAT SEAT SYSTEM FITTED IN ACCORDANCE WITH THE MANUFACTURERS INSTRUCTIONS?	YES NO
DO YOU HAVE A WORKING MOBILE PHONE? (YOURS OR BUCKS CC'S)	YES NO
ARE YOU/YOUR ESCORT COMPETENT IN IT'S USE? (PLEASE NOTE PHONE MUST NOT BE USED BY DRIVER WHILST DRIVING!)	YES NO
ARE EMERGENCY NUMBERS ALREADY IN PHONE MEMORY? (E.G.ESTABLISHMENT,RAC/AA ETC.)	YES NO
DO YOU KNOW WHO TO CALL IN VARIOUS EMERGENCY SITUATIONS?	YES NO
ARE YOU FIT TO DRIVE? OR DO YOU HAVE A CONDITION THAT MAY AFFECT YOUR ABILITY TO DRIVE SAFELY?	YES NO
ARE YOU ON MEDICATION OR DRUGS THAT MAY AFFECT YOUR ABILITY TO DRIVE SAFELY?	YES NO
WHAT IS THE MAXIMUM DRIVER/ESCORT/PASSENGER NUMBER FOR YOUR VEHICLE?	YES NO
ARE YOU OR YOUR MANAGER AWARE OF ANY OTHER RISK FACTORS ASSOCIATED WITH THIS VEHICLE? (PLEASE SPECIFY)	YES NO
WEIGHING UP THE RESPONSES TO THE QUESTIONS ABOVE. DO YOU CONSIDER THAT IT IS REASONABLY	

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SAFE TO USE THIS VEHICLE/DRIVER COMBINATION FOR TRANSPORTING STAFF/SERVICE USERS?

YES NO

DRIVER SIGNATURE.....LINE MANAGERS SIGNATURE.....DATE.....DATE TO REVIEW.....

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RISK ASSESSMENT CHECKLIST FOR USE OF STAFF'S OWN VEHICLES TO TRANSPORT CLIENTS/SERVICE USERS.

**CLIENT & JOURNEY - FORM 'B'**

NAME OF DRIVER.....ESTABLISHMENT.....LINE MANAGER.....  
VEHICLE MAKE/MODEL.....REGISTRATION NO.....DRIVERS MOBILE NUMBER.....  
PROPOSED JOURNEY FROM.....TO.....  
SERVICE USERS NAMES.....ESCORT NAME (IF APPLICABLE).....

DO YOU PERSONALLY FEEL FIT TO DRIVE?

DO PROPOSED PASSENGER(S) HAVE MEDICAL PROBLEMS THAT MIGHT NECESSITATE FIRST AID?

DOES EMERGENCY MEDICATION NEED TO BE CARRIED? (E.G. STESOLID OR RECTAL DIAZEPAM)

IF YES ARE YOU TRAINED TO ADMINISTER THIS MEDICATION?

DO YOU HAVE A CURRENT FIRST OR EMERGENCY AID CERTIFICATE?

HAVE YOU RECEIVED MOVING & HANDLING TRAINING TO ASSIST CLIENTS IN/OUT OF THE VEHICLE?

HAVE YOU RECEIVED MOVING & HANDLING TRAINING TO LOAD EQUIPMENT IN/OUT OF THE VEHICLE?

DOES CLIENT HAVE MOBILITY PROBLEMS GETTING IN/OUT TO/FROM VEHICLE?

DOES CLIENT USE A WHEELCHAIR?

IF CLIENT USES WHEELCHAIR CAN CLIENT TRANSFER THEMSELVES TO CAR SEAT & SEAT BELT SYSTEM?

IS EQUIPMENT REQUIRED TO ASSIST CLIENT IN/OUT? (E.G. BANANA BOARD, SWIVEL MAT ETC.)

DOES CLIENT HAVE SUFFICIENT UPPER BODY STRENGTH TO SIT UPRIGHT IN SEAT BELT SYSTEM?

DOES CLIENT USE SEATBELT SYSTEM PROPERLY?

DOES CLIENT REMAIN SAFELY IN SEAT BELT SYSTEM DURING JOURNEYS?

DOES CLIENT REQUIRE SPECIALIST HARNESS/SEAT BELT SYSTEM/

IF YOU ARE TRANSPORTING YOUNG CHILDREN. DO YOU HAVE SUITABLE CHILD SEATS?

IF SO WAS THE CHILD SEAT SYSTEM FITTED IN ACCORDANCE WITH THE MANUFACTURERS INSTRUCTIONS?

DO YOU HAVE THE ORIGINAL INSTRUCTIONS FOR FITTED CHILD SEAT?

WHAT STAFF TO CLIENT RATIO IS PROPOSED/

IS AN ESCORT REQUIRED?

WHERE IN VEHICLE SHOULD CLIENTS SIT?.....WHERE SHOULD ESCORT SIT.....

HAS CLIENT EXHIBITED VIOLENT /ABUSIVE/THREATENING OR UNSAFE BEHAVIOUR?

IF YES HAS CLIENT EXHIBITED THIS BEHAVIOUR IN VEHICLES?

IF YES WHAT MEASURES ARE IN PLACE TO ENSURE SAFETY OF STAFF/CLIENTS IN VEHICLE( ATTACH CLIENT SPECIFIC RISK ASSESSMENT)

ARE THESE MEASURES CONSIDERED BY YOU TO BE ADEQUATE?

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DOES CLIENT HAVE PARTICULAR 'TRIGGERS' TO BE AWARE OF?

IS THE MIX OF CLIENTS/STAFF ANTICIPATED TO CREATE PROBLEMS?

IS CLIENT AWARE OF ROAD AND TRAFFIC DANGERS? (PARTICULARLY GETTING IN/OUT)

DO YOU KNOW THE ROUTE YOU ARE DRIVING/

DO YOUR COLLEAGUES KNOW THE ROUTE YOU ARE TAKING?

DO YOU /YOUR COLLEAGUES HAVE CONTINGENCY PLANS IF YOU DO NOT ARRIVE AT DESTINATION ON TIME?

DO YOU KNOW WHAT TO DO IN THE EVENT OF A ROAD TRAFFIC ACCIDENT?

DO YOU KNOW WHERE THE NEAREST (OPEN) ACCIDENT AND EMERGENCY DEPT IS TO YOUR ROUTE?

ARE YOU OR YOUR MANAGER AWARE OF ANY OTHER RISK FACTORS ASSOCIATED WITH THIS JOURNEY? (PLEASE SPECIFY)

WEIGHING UP THE RESPONSES TO THE QUESTIONS ABOVE. DO YOU CONSIDER THAT IT IS REASONABLY  
SAFE TO GO AHEAD WITH THIS TRIP JOURNEY?

DRIVER SIGNATURE.....LINE MANAGERS SIGNATURE.....DATE.....DATE TO REVIEW.....

## APPENDIX 11

### Technical Notes – Mobile Phones

H&S Policies and Procedures, Section 10 – Work Equipment, 10.4 – Mobile Phones (policy and advice reproduced in full)

As from 27<sup>th</sup> February 2007, new legislation to increase the penalty for using a hand held phone whilst driving comes into force. The current fine of £30 increases to £60 **and** three penalty points added to driving licences. If the case goes to court, there is a maximum fine of £1,000 which rises to £2,500 for the driver of a bus, coach or heavy goods vehicle.

Penalty points can mean higher insurance costs.

A driver can also be prosecuted for using a hands free device if they are not in proper control the vehicle when using the device. The penalties are the same - £60 fine and three penalty points on the licence.

An employer can be prosecuted if they require employees to make or receive mobile calls whilst driving. It is an offence to cause or permit the use of a hand held mobile phone when driving. It is also an offence to cause or permit a driver not to have proper control of a vehicle.

There are two exceptions:

- A driver may call 999 or 112 in response to a genuine emergency
- Two-way radios are not covered by this offence but other devices for sending or receiving data are included if they are held whilst driving, i.e. a PDA, Blackberry or similar device.

## APPENDIX 12

### Technical Notes – Alcohol, Drugs and Fitness to Drive

#### Alcohol / Drugs

It is illegal to drive with more than

- A breath alcohol level in excess of 35 micrograms per 100 ml
- A blood alcohol level in excess of 80 milligrams per 100 ml

Alcohol may remain in the body for around 24 hours. You may be over the limit the next morning as it takes several hours for alcohol to disappear from the body.

Even if you are under the limit you may not be safe to drive, as your reaction times could still be impaired. Alcohol takes effect quickly and impairs the ability to judge speed, distance and increases the risk of falling asleep at the wheel as well as slowing reaction times.

It is against the law to drive under the influence of drugs – whether prescribed medication or illegal substances - and is just as dangerous as driving when drunk.

The directions and side effects of over the counter or prescribed drugs should be read carefully before driving. Everyday remedies for cold or flu can have side effects such as drowsiness.

The possession and use of illegal/controlled drugs is a criminal offence.

Alcohol /drug offence endorsements remain on driving licences for 11 years.

#### Fitness to Drive

Any employee who drives as part of their employment (whatever category) who has any disability, physical or medical, which affects or may in future affect their ability to drive and it is expected to last more than three months, is required to inform their line manager and the Drivers Medical Branch, DVLA, Swansea immediately. Failure to notify the DVLA is an offence

For the conditions that need to be reported and may affect driving licence approval, go to [www.dvla.gov.uk/drivers/drivers.htm](http://www.dvla.gov.uk/drivers/drivers.htm)

Failure to notify DVLA and line manager could lead to the enforcement of BMET Capability Procedure or Conduct and Disciplinary procedure, see BFMP.

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Drivers' eyesight should be maintained to a high standard. A driver should be able to read a number plate at 20.5m (67ft) for old style number plates or 20m for 'new style' number plates. (This is only a guide for assessing eyesight suitability.)

Regular checks (every 2 years is recommended) by an optician/optometrist will detect any deterioration, colour vision or other problems with your eyes.

### **Fatigue**

Driving when tired reduces concentration and increases the chances of a collision. Tired drivers can be charged with careless or dangerous driving if involved in collisions.

Where employees are subject to statutory drivers hours rules, these must be complied with (see Regulation for the Use of Vehicles).

Drivers not covered by the above are recommended to take a minimum 15 minute break every 2 hours.

To avoid driving whilst tired and if appropriate, line managers may authorise an overnight stay.

If a driver feels they are not fit to drive, they must inform their supervisor/line manager immediately.

### **Stress**

The County Trust is committed to managing work place stress and has produced a policy based on the HSE Standards. Managers should refer to this for guidance.

See Health & Safety Policies and Procedures, Section 8, Health, Medical and Welfare Issues, sub section 8.4, Stress Policy and Guidance for Managers and Employees

## APPENDIX 13

### Technical Notes – Guidance on the Carriage of Hazardous Substances

The Control of Substances Hazardous to Health (COSHH) Regulations require that management control the exposure to hazardous substances of employees and others who may be exposed due to work activities.

The Chemicals (Hazard Information and Packaging for Supply) Regulations 2002 (CHIP) should be read in conjunction with COSHH.

Managers and drivers should be aware of symbols and hazards displayed on packaging

Symbol	Abbreviation	Hazard	Description of hazard
<b>(Physicochemical)</b>			
	E	explosive	Chemicals that explode.
	O	oxidising	Chemicals that react exothermically with other chemicals.
	F+	extremely flammable	Chemicals that have an extremely low flash point and boiling point, and gases that catch fire in contact with air.
	F	highly flammable	Chemicals that may catch fire in contact with air, only need brief contact with an ignition source, have a very low flash point or evolve highly flammable gases in contact with water.
<b>(Health)</b>			
	T+	very toxic	Chemicals that at very low levels cause damage to health.
	T	toxic	Chemicals that at low levels cause damage to health.
	Carc Cat 1	category 1 carcinogens	Chemicals that may cause cancer or increase its incidence.
	Carc Cat 2	category 2 carcinogens	
	Carc Cat 3	category 3 carcinogens	
	Muta Cat 1	category 1 mutagens	Chemicals that induce heritable genetic defects or increase their incidence.
	Muta Cat 2	category 2 mutagens	
	Muta Cat 3	category 3 mutagens	
	Repr Cat 1	category 1 reproductive toxins	Chemicals that produce or increase the incidence of non-heritable effects in progeny and/or an impairment in reproductive functions or capacity.
	Repr Cat 2	category 2 reproductive toxins	

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	Repr Cat 3	category 3 reproductive toxins	
	Xn	harmful	Chemicals that may cause damage to health.
	C	corrosive	Chemicals that may destroy living tissue on contact.
	Xi	irritant	Chemicals that may cause inflammation to the skin or other mucous membranes.
			<b>(Environmental)</b>
	N	dangerous for the environment	Chemicals that may present an immediate or delayed danger to one or more components of the environment

## APPENDIX 14

### Technical Note – Guidance on Speed and Stopping Distances

Driving too fast for road and traffic conditions and misjudging speed and distance are the most common causes of crashes.

Speeding is an endorsable offence with 3 penalty points each time plus a fine. The penalty points remain on licences for 4 years

If there are 7+ penalty points relating to speed on your driving licence, your line manager may recommend/arrange attendance at a speed awareness course or further driver training. Continued speeding offences after training may result in BMET Disciplinary and Capability procedures, where appropriate, being invoked.

Stopping distances depend on:

- Careful observation and concentration, which gives you extra time to see, think and react to hazards.
- How fast you are going.
- How far you can see ahead.
- The effects of tiredness/fatigue/stress/drink/drugs.
- The weather and state of the road.
- Whether you are travelling level, up or downhill.
- The condition of your brakes and tyres.
- Your driving ability and reaction time.

Employees should leave enough space between you and the vehicle in front so that you can pull up safely if it slows down or stops suddenly.

A useful way of keeping a safe distance in light vehicles is to use the two-second rule. As the vehicle in front passes a fixed object (e.g. road sign or lamp post) start saying slowly "only a fool breaks the two second rule". If you pass the same object before you finish the saying, you're too close. This should give you adequate time to react in good conditions.

To double the gap in wet weather by saying the phrase twice. In icy conditions you need ten times the distance.

Large Goods and Passenger Carrying Vehicles require longer distances to stop.

**Give yourself the opportunity to remain safe**

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**Speed Limits**

	Built-up areas	Single Carriageways	Dual Carriageways	Motorways
Type of vehicle	MPH	MPH	MPH	MPH
Cars and motorcyclists including vehicle derived vans up to 2 tonnes maximum unladen weight.	<b>30</b>	<b>60</b>	<b>70</b>	<b>70</b>
Cars towing caravans or trailers including vehicle derived vans and motorcycles	<b>30</b>	<b>50</b>	<b>60</b>	<b>60</b>
Minibuses buses and coaches not exceeding 12 metres in overall length	<b>30</b>	<b>50</b>	<b>60</b>	<b>70</b>
Goods vehicles not exceeding 7.5 tonnes maximum laden weight	<b>30</b>	<b>50</b>	<b>60</b>	<b>70</b>
Goods vehicles exceeding 7.5 tonnes maximum laden weight	<b>30</b>	<b>40</b>	<b>50</b>	<b>60</b>

**Technical Notes – Driver Record Sheet**

Managers, please print the record sheet to use for staff that drive on behalf of BMET, who may be giving concerns associated with their driving capabilities.

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**DRIVER RECORD SHEET**

**Employee Name**

**Date**

(✓ or complete as appropriate)

1. Original licence, not a photocopy. \_\_\_\_\_
2. Photocard and paper Counterpart details match (if applicable). \_\_\_\_\_
3. If photocard, check paper counterpart too. \_\_\_\_\_
4. 'Basic' style of print consistent for all of driver's details. \_\_\_\_\_
5. Serial number and DVLA watermark repeated throughout document. \_\_\_\_\_
6. Licence signed in ink by holder. \_\_\_\_\_
7. Name and Address details correct. \_\_\_\_\_
8. Note driver number  
  □□□□□-□□□□□□-□□□□□      Issue n° □□
9. Current full entitlement held for type of vehicle to be driven. \_\_\_\_\_
10. Endorsements: record endorsement codes  
    Total less than 7 penalty points currently in force.   
    Total 7 or more penalty points currently in force, so assessment required
11. MoT Certificate (if applicable) is current
12. Insurance Cover, note cover level (3<sup>rd</sup> Party, Fully Comprehensive etc)
13. Employee has business clause (if using own vehicle)
14. Incidents (work related and private use) reported and noted
15. Further driver training undertaken, note details and type of training
16. Policies (such as mobile phone and seatbelt wearing) discussed
17. Risk assessments checked and changed as applicable
18. Employee's driving concerns noted

Please use separate sheet, if required, to note and record Endorsements, Incidents and further Driver Training.

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