**Appendix B**

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| **Notes for completion:** This form should be completed and a copy must be retained by the line manager.   * line managers must ensurethat this form is completed for all staff who drive as a feature of their work. This does not apply if driving to and from the normal place of work * employees should complete this form when they first drive on behalf of KCC and it should be reviewed annually thereafter if they continue to drive on business * ensure any outstanding actions are followed up and the assessment reviewed * driving for 2000 – 2500> miles per year is considered a potential increase of risk therefore being aware of the mileage will determine the level of esposure to risk. |

Employee's name: Directorate:

Service/business unit: Approx. annual work mileage:

Work-related use of the vehicle; do you often or ever?..... (tick relevant box(es)

 Visit familiar locations Visit unfamiliar locations

 Transport clients  Make deliveries  Carry out towing

 Other (please describe)

**Work-related use** – to be considered by the manager and the employee

**Road-related risks increase** if your vehicle is used inappropriately. Examples of work

issues that may be relevant include the following:

* motorcycles – balanced loads must be carried in suitable panniers
* passengers – seat belts must be worn in the front and rear seats and child restraints must be used until they are 12 years of age or 135cm tall, whichever comes first
* escorts – may be needed if driver is likely to be distracted, e.g. by violence or unpredictable behaviour – This should be determined by risk assessment
* cars – consider how items carried might cause harm, if they cannot be made secure; it is usually safer to place them in the boot
* long journeys – ensure that breaks are taken before tiredness sets in (e.g. approximately every 2 hours)
* working time, work pressure, and fatigue – take driving time, working time, and work pressure into account when devising a safe system of work. E.g. Are two drivers needed when driving a long distance? Would a rail journey be safer? Could you consider an overnight stay?
* please remember that mobile phones should notbe used while driving: managers, please take this opportunity to remind staff to use their messaging service.

**Discuss with your line manager the biggest challenges you face when driving,**

**record below and discuss positive assistance that may be offered to overcome these issues.**

|  |  |  |
| --- | --- | --- |
| Challenge | Possible solutions | By whom and when |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Now please see reverse of this form, complete and sign**

**Having considered the work-related use of the vehicle; are the existing control**

**measures adequate? If not, please complete the following:**

(see appendix C for help with assessment of risks)

Additional control measures required:

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Actions to be taken:

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By whom? …………………………… By when? …………………………..

Date of review: …………………....

**Review:** Please record decisions/ additional actions at review:

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**Declaration by employee:**

**I will ensure that:**

1. I have a valid driving licence for the vehicle I drive for the purpose of which it is being used
2. I am insured to drive the vehicle, and my insurance includes cover for use on business as well as to and from work
3. my vehicle is roadworthy, and suitable for the work I carry out
4. I will inform my line manager if any of the above change

**Signed (employee):** ................................................... **Date:** ..................

**Declaration by line manager:**

I confirm that I have seen the licence, insurance and MOT and that they meet with my satisfaction

Signed (line manager) ............................................ ....... Date ..................



**Data Protection Act 1998**: The above information will be kept securely in accordance with the provisions of the DPA 1998, and will only be used for the purposes of monitoring the Travelling for Work Policy, and no personal information will be shared with anyone else. Only general, non-personal, information will be shared more widely, within Kent County Council.