The Travelling for Work Guidance sets out the responsibilities for employees who drive on KCC business to ensure their own safety and what managers should do to support this. The guidance helps drivers and managers identify and assess the risks they face and suggests ways in which these can be eliminated or reduced. The guidance also reinforces and introduces features specific to driving whilst at work such as:

* driving-related risk assessments
* verification of legal entitlement to drive
* assessing suitability of vehicles used at work
* checking of key documents
* use of mobile phones.

These features are designed with the safety of drivers and passengers in mind and to make sure managers stay aware of the issues.

**What do I need to do when driving at work?**

You will need to be aware of the Travelling for Work Guidance and ensure that you comply with it. The guidance has been designed to enable you to reduce the risks associated with driving at work. A ‘Risk Assessment Prompt Sheet’ has been devised and this should help you to think about risks and identify solutions. If you feel that there are other potential risks that are more specific to your role then you should discuss these with your manager, who will provide advice or obtain guidance from one of KCC’s Health and Safety Advisers.

The Travelling for Work Guidance makes you, the driver responsible for ensuring you:

* hold a full current driving licence for the class of vehicle used
* use a suitable and roadworthy vehicle
* have the correct legally required documentation for the vehicle you use e.g. an MOT certificate (where applicable) and road tax.
* have business insurance when driving your own vehicle
* meet the minimum eyesight standard required for driving i.e. you can read a standard height number plate at 67 feet (approx. 20.4 metres) with glasses if needed. If you need glasses for driving you must wear them when driving.
* do not drive under the influence of alcohol as even a small amount will affect judgement (bear in mind the possible effects of alcohol drunk the day before)
* do not drive under the influence of any substance that may cause drowsiness or affect your judgment e.g. medication (check with a pharmacist or GP if unsure)
* ensure everyone in the vehicle wears a seat belt.
* act in accordance with the risk assessment requirements
* allow adequate time for journeys.
* notify your line manager of any endorsement, pending prosecution or change in medical condition which may affect your ability to drive.
* do not use a hand-held mobile or hands-free phone when driving, see the Use of Mobile Phones for guidance.
* report road accidents on KCC’s online HS157 accident/incident form
* wear a cycle helmet and high-visibility safety clothing when cycling.

**What do managers need to do for employees driving at work?**

There will always be risks associated with driving. The chance of an accident occurring increases with factors such as journey time, driver tiredness or distractions. Managers recognise that you should have a reasonable knowledge of these risks and will be able to apply common sense to most situations in conjunction with the advice contained in the Travelling for Work Guidance. This guidance enables managers to adopt a flexible approach to managing risks associated with driving.

For all vocational, casual, essential and lease car drivers for whom driving is a significant feature of their job, managers should complete a Driving for Work Form (Appendix B) and assess the risks using the Risk Assessment Prompt Sheet (Appendix C) as a guide. The degree to which managers choose to support other drivers (such as casual users) in controlling risks will depend upon need. Managers might approach this by producing a general risk assessment using the Risk Assessment Prompt Sheet for teams that are exposed to lower risks while driving at work.

**What should I do if I have an accident/incident?**

KCC requires drivers to report via the [online HS157 accident/incident form](http://knet/ourcouncil/Health,-Safety-and-Wellbeing/Pages/Accident-and-incident-reporting.aspx) their involvement in any road traffic accident whilst travelling on council business. This online form must be completed and forwarded to your line manager within 24 hours of the incident or as soon as possible (for example if the driver takes time off sick as a result of an accident).

**What should my manager do if I have an accident?**

The manager on receiving the online HS157 accident/incident form must:

* carry out an investigation using the online HS160 accident investigation form in appropriate cases.
* Be conscious of the possible effects on you, perhaps you have lost your driving licence or have been involved in a serious road accident; remind you of the availability of KCC’s counselling service (Support Line).

**What should I do if I acquire a conviction?**

You must notify your line manager immediately of any endorsements or pending prosecutions that may be added to your driving licence or affect your ability to drive.

Health and Safety Team September 2018