



Members' guide

Safer driving and work-related road risk



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Introduction

Few organisations can operate without using the road, and for many Prospect members, driving is likely to be their most dangerous work activity.

Department for Transport figures show that 16 people are either killed or seriously injured every day in accidents involving someone driving or riding for work, which excludes commuting. These figures have failed to improve in recent years, however the trend is more positive over the longer term.

It is commonly thought that most car accidents are due to driver error. However, research has shown that most crashes are caused by simple errors of perception or judgement by drivers who are usually compliant and safe.

People are more likely to make mistakes if they are tired, time pressured or distracted by in-car tasks. It is therefore vital that your employer has a comprehensive system for managing the wide range of risks involved in driving.

This members' guide contains:

- The legal framework governing driving for work
- What your employer should be doing to manage the risks
- What you as a driver can do to look after yourself and
- Some pointers for health and safety representatives

1. The regulatory framework

1.1 Two distinct sets of laws apply to work-related driving – occupational health and safety law and road safety law.

Health and safety law

1.2 The Health and Safety at Work etc Act 1974 says employers must ensure, “so far as is reasonably practicable”, the health and safety of all employees while at work. The Act extends to the road, but does not cover commuting to or from work. It does apply if you are commuting to a place that is not your usual place of work.

1.3 The Health and Safety at Work etc Act also places duties on employers to ensure that others, such as members of the public or contractors, are not put at risk by work-related driving activities. The self-employed have similar responsibilities.

1.4 “So far as reasonably practicable” recognises that it is sometimes not possible to completely remove risk. Instead, it requires employers to balance the level of risk against the money, time or trouble needed to control it. Measures to reduce risk should always be taken, except where the money, time or trouble is grossly disproportionate to the risk.

1.5 The Management of Health and Safety at Work Regulations 1999 require employers

to assess any risk that arises out of work activities, including dangers on the road (**see section 2**).

1.6 The Provision and Use of Work Equipment Regulations 1999 place additional duties on employers to ensure that work equipment and machinery – which includes vehicles owned by an employer – are suitable and safe, and employees are properly trained in their use. However, when vehicles are in use on a public highway, road traffic legislation tends to take precedence over these regulations.

Road traffic law

1.7 Everyone who uses the public highway must comply with road traffic legislation. Road traffic law tends to focus on individual driver behaviour and the vehicle owner. Its requirements are broad and include:

- Regularly testing vehicles for roadworthiness
- The application of speed limits
- Insurance
- Health conditions

1.8 Various road traffic laws also require employers to ensure that vehicles used for work purposes are safe and legal to be on the road and that drivers are properly licensed and insured.

1.9 Employers can be held liable if they “cause or permit” road traffic offences such as using a handheld mobile phone while driving; using a vehicle in a dangerous condition; or driving on the road without a valid licence or insurance.

2. Assessing the risks

2.1 Under the Management of Health and Safety at Work Regulations 1999, employers must make a “suitable and sufficient” assessment of risks to the health and safety of employees and others who may be affected by work activities.

2.2 The aim is to make the risk of someone being injured or killed as low as possible. Risk assessments for work-related driving should follow the same principles as risk assessments for any other work activity.

2.3 There are five steps to carrying out a suitable and sufficient risk assessment.

- Identify all potential hazards that could cause harm.
- Work out who might be harmed by the hazards and how.
- Consider how likely it is that someone will be harmed and how serious the harm might be; based on this information, introduce measures to control the risk in so far as is reasonably practical.
- Record the significant findings of the risk assessment in writing.
- Keep the risk assessment under review to ensure that control measures continue to be applied and to take account of any changes.

2.4 As part of the risk assessment process, employers should collect as much information as possible to arrive at informed conclusions. The information should include:

- The types and nature of journeys staff make (when and where, schedules, routes, length, mileages)
- Who drives or rides for work
- The vehicles that staff drive, including company and employee-owned cars
- Whether the vehicles are road legal, safe and well-maintained
- Accidents, incidents and near misses
- Motoring offences
- Costs

2.5 Employees or health and safety representatives must be consulted during the risk assessment process. Consultation will ensure all risks are identified and that control measures will work in practice.

2.6 The Health and Safety Executive says employers should consider three areas when thinking about the risks drivers face: safe driver, safe vehicle and safe journey.

2.7 Health and safety representatives should ensure the employer’s interventions do not focus solely on the driver, but look also at the

journey, the car, the working environment and work arrangements.

2.8 All drivers and vehicles must be considered in the risk assessment. This includes those who drive their own vehicle or a hired vehicle for work, no matter how frequently or infrequently. It should also cover any unusual tasks, such as driving specialist vehicles, towing, heavy loads or carrying dangerous goods. Work should not be carried out unless it is specified in the risk assessment.

2.9 Employers need to tell members of staff about the risks identified by the assessment and the measures that have been introduced to control them – this could be in the form of training or guidance for drivers.

2.10 The checklist in **Appendix A** has been adapted from HSE's guide *Driving at work: Managing work-related road safety*. It is intended as an aide memoire for employers carrying out a driving risk assessment and contains a range of risks for them to consider. It is not exhaustive. Reps can use the questions as a basis for monitoring their employer's arrangements and negotiating improvements.

2.11 The main areas that a risk assessment should address, and the control measures

that should be introduced, are set out in **section 3**.

2.12 Once the risk assessment has been completed and the control measures implemented, it should be periodically reviewed or checked when circumstances change.

2.13 Employers should implement a system for measuring and monitoring whether the measures are working, considering factors such as:

- How often do vehicles get damaged?
- Are there common incidents and why do they happen?
- Are some drivers of greater concern than others?
- How much money is it costing the business?

2.14 Health and safety representatives can gather information about driving risks at work by speaking to members about their experiences. Reps have a right to access health and safety information such as driving risk assessments.

2.15 Reps who are concerned that their employer's risk assessment is insufficient in some way could consider raising it with the employer, either at the health and safety committee or through less formal channels.

3. Managing the risks

Policy on work-related road safety

3.1 Employers should develop a safe driving policy and a system for managing and monitoring the control measures introduced following the risk assessment. A policy should include:

- Company rules and procedures covering vehicles, maintenance, drivers, journeys, adverse weather, fatigue and accident reporting
- Arrangements for staff consultation and involvement
- Safe driving standards and performance indicators
- Commitment from senior management
- Roles and responsibilities
- Resources for compliance
- Vehicle leasing/purchasing arrangements
- Arrangements for driver assessment, information, instruction and training
- Mobile phone use
- Surveillance (eg vehicle tracking and/or driver monitoring devices)

3.2 Typically, success requires commitment from the top. The policy must be owned by a named director or an equivalent. Health and safety representatives must be consulted and involved in developing the policy to ensure

shared ownership. Employees must also adhere to the standards that are agreed and report any problems that arise.

3.3 The policy must be effectively communicated to all managers and staff within the organisation whose roles may be affected by the risks and control measures. Some staff, such as line managers, may need training to fulfil their responsibilities.

3.4 Health and safety representatives may want to check that staff members receive training appropriate to their responsibilities.

Accident reporting

3.5 Blame-free mechanisms for reporting incidents, including near-misses and impacts, should be spelled out in the policy. Understanding trends or incident patterns will help target resources to maximise the impact of preventive measures.

3.6 Health and safety representatives should work with the employers to develop an environment where drivers can report incidents without fear of repercussions. Check that all accidents, near misses and dangerous occurrences are entered in the accident book and properly investigated, and encourage members to report.

Journey planning

3.7 Employers should introduce a procedure for journey planning, which should have been agreed with health and safety representatives. It should start by considering whether a journey by road is necessary, whether it can be made by public transport or replaced with video conferencing or similar.

3.8 The best and most immediate way to reduce road risk is to reduce vehicle use. If these options are impractical, the procedure should aim to reduce the risks by following the checklist in **Appendix A**.

Adverse weather

3.9 The policy should address arrangements for driving in adverse weather conditions. It should contain procedures for staff to follow if the emergency services, motoring organisations or the Met Office advise that travel should be avoided unless absolutely necessary.

3.10 Employers should also provide staff with advice on safe driving in poor weather, a winter safety kit to keep in the vehicle and emergency contact numbers. There is more information in **Appendix A**.

Choosing safer vehicles

3.11 Vehicles must be suitable and safe for the job they are intended for. Therefore, before purchasing or leasing new vehicles, employers should consider how they will be used. It is important they consult employees or health and safety representatives in this process. Employers should consider factors including:

- The types of roads that will be most frequently used
- The passengers and loads that will be transported
- The number of people who will drive the car
- Whether any drivers are disabled
- The work tasks that people will carry out in their vehicles, such as using a laptop
- Past incidents and accidents

3.12 Safety technology has advanced considerably in recent years. Active and passive technologies that will reduce the risk of drivers being involved in a crash, and offer greater protection from injury if there is a collision, are now widely available.

3.13 This guide cannot cover all available technologies, but the bullet points below give an indication of what is available. For more information, read the Royal Society for the

Prevention of Accidents' Driving for Work:
Choosing Safer Vehicles: <http://bit.ly/rospace-choosing-safer-vehicles>

3.14 Active safety features

- **Autonomous emergency braking** monitors the environment around the vehicle and, if it detects a likely collision, will automatically apply the brakes. Some AEB systems are also designed to detect pedestrians.
- **Electronic stability control** detects that a wheel is losing grip and the vehicle's direction is changing and reduces the engine power and brakes individual wheels to prevent loss of control.
- **Intelligent speed adaptation** systems monitor the location of the vehicle and the speed limit in force. ISAs may either alert the driver if they are exceeding the limit or automatically limit the car's speed.
- **Lane departure warning** systems warn the driver if they are unintentionally straying out of their lane or if they change lane without indicating. Some systems will steer the car back into the lane.

3.15 Passive safety features

- **Dual-stage airbags** have sensors that trigger different responses for collisions of different severity. For example, in a minor

collision the airbags will deploy more slowly, reducing the risk of airbag-related injuries.

- **Seat-mounted side airbags** help protect the pelvis, chest and abdomen in a side-on crash.
- **Pre-tensioned seatbelts** take up any slack in the belt when the car detects that a collision is imminent, keeping the driver fixed in their seat.

3.16 Research has shown that introducing some active technologies can have unintended consequences. For instance, while autonomous emergency braking can prevent certain crashes, it can halt the car so suddenly that other cars drive into the rear.

3.17 Lane departure warning systems rely on clear lane markings, so their effectiveness can be reduced in poor weather. Some systems may distract the driver.

3.18 It is best to adopt a risk and evidence-based approach when considering whether car safety technology is appropriate. Data gathered from risk assessment, monitoring and accident investigation processes should be used to decide which technologies are appropriate.

3.19 For instance, if there are a significant number of rear-end collisions, emergency

brake assist or AEB may be appropriate. Health and safety representatives should negotiate appropriate active and passive technologies when the employer purchases or leases new vehicles.

3.20 Employers should also consider the ergonomics of the car. Before purchase, they should assess areas such as the boot, seat and pedals, and consult employees during the process. **Appendix B** has an ergonomic checklist which reps can use to ergonomically assess vehicles before purchase.

Employee owned cars

3.21 Employers owe the same duty of care to staff members who drive their own cars for work as they do to employees who drive vehicles which they have provided – sometimes called the “grey fleet”.

3.22 It is an offence to “cause or permit” a person to drive a vehicle that is in a dangerous condition or without a valid licence or insurance. Employers should therefore have procedures to ensure that all vehicles used for work, irrespective of who owns them, are safe, properly maintained and fit for purpose.

Reviewing shift schedules

3.23 Certain shifts – such as night shifts, rotating shifts and 12-hour shifts – can cause severe sleep disruption. It is good practice for employers to review their shift arrangements to ensure they do not cause employees to drive while tired.

3.24 Health and safety representatives may want to speak to members about whether their working patterns force them to drive despite being tired and aim to negotiate improvements.

Telematics and driver monitoring

3.25 Telematics is a general term that covers all technologies or systems that gather data on a vehicle when it is in use. The data could include the vehicle’s location, the driver’s behaviour, engine diagnostics, fuel usage or vehicle activity.

3.26 Telematics systems tend to fall into two categories. They will either monitor or record driving throughout whole journeys or monitor driving throughout journeys but only record data for several seconds before, during and after an incident, such as a collision or sharp braking. They sometimes incorporate in-cab cameras that monitor the road and/or the driver.

3.27 Telematics can provide feedback about a person's driving and help manage some types of road risk. They can highlight how an individual's driving can be improved, either by changing how they drive, the journey or the vehicle. Employers can also use telematics to better understand fleet utilisation in order to optimise routes and increase efficiency.

3.28 However, there is a risk that telematics take a driver-centred view of driving, which is only one part of the HSE's risk equation. Seeking to improve efficiency could place additional pressures on drivers.

3.29 The employer must consult the union before introducing telematics. Branches will come to different positions on telematics which will be informed by their relationship and level of trust with their employer and the level of driving risk in their workplaces.

3.30 Branches negotiating around telematics should consider the following:

- Is telematics necessary? Are the risks being adequately controlled by other means?
- Is the telematics for a specified purpose to meet an identified need?
- What data will the telematics system record? Is it proportionate to the risks?
- Will it identify individuals? (See below for information on data protection.)

- How will telematics data or footage be used? Can it be used in disciplinary proceedings?
- Who is allowed to access telematics data or footage?
- Do members of staff understand who can access their driving data, how it is stored and how it may be used?
- Do those who have access to telematics data – likely to be managers – understand what it means and can they present it in a comprehensible manner?

Data protection

3.31 According to the Information Commissioner's Office, monitoring vehicle movements, where the vehicle is allocated to a specific driver, and information about the performance of the vehicle which can therefore be linked to a specific individual, will fall within the scope of the Data Protection Act.

3.32 The General Data Protection Regulation (GDPR) introduced new and enhanced requirements for the way employers hold and process employees' data. Employers have to establish and document a lawful basis for collecting and retaining telematics information.

3.33 If reps have concerns about their employer's collection and processing of telematics data, the first place they should look is the legal basis for collection. There are a number of potential bases:

- Consent
- The performance of a contract
- Compliance with a legal obligation
- To fulfil a task in the public interest
- To pursue legitimate interests

3.34 If employers chose to pursue the driver consent route, it must be specific, unambiguous and freely given. It must be a positive opt-in – granting consent must not be a passive process. Under this route, individuals can withdraw their consent.

3.35 In a business context, the legitimate interests basis refers to processing personal data in order to carry out tasks related to a business's activities. It requires the employer to carry out a "legitimate interests assessment". This is a three-part test.

- Purpose test – is there a legitimate interest behind the processing?
- Necessity test – is the processing necessary for that purpose?
- Balancing test – is the legitimate interest overridden by the individual's interests, rights or freedoms?

3.36 GDPR also gives individuals extra rights to access and control data that is held about them by organisations. For more information on individual rights under GDPR, visit the ICO website: <http://bit.ly/individual-rights-ico>

3.37 Briefly, drivers being monitored via telematics have a right to:

- be informed about the collection and use of their personal data;
- access their personal data;
- have inaccurate personal data rectified;
- have personal data erased in limited circumstances;
- request the restriction or suppression of their personal data in limited circumstances;
- object to the processing of their personal data in limited circumstances.

3.38 Reps may also want to consider telematics on vehicles for which private use has been allowed. The ICO says that monitoring vehicle movements when used privately, without the freely-given consent of the user, will rarely be justified.

3.39 If the vehicle is for both private and business use, it ought to be possible to provide a "privacy button" or similar arrangement to enable the monitoring to be disabled, the ICO says.

4. Keeping yourself safe

4.1 Road traffic law has primacy over health and safety law. This means that when you drive, you are likely to be the principal duty holder as far as road traffic law is concerned. There are at least 25 pieces of legislation, guidance and protocols relating to at-work driving, covering a range of issues including: speed, insurance, vehicle roadworthiness, mobile phone use and drink driving.

4.2 As far as you can, do not let work pressures undermine your compliance, your driving licence, your health, your employment or the lives of you, your passengers and/or other road users. Speak to your health and safety representative if you are concerned that your employer's arrangements are putting you or others at risk.

4.3 Health and safety representatives may want to advise members of these safe working practices.

Questions to ask yourself

4.4 Do you have insurance for business driving? If you are using an official vehicle, carry only official passengers – other passengers may not be insured. If using a hire car that is delivered to your home, check the insurance cover is tailored to your work needs. You may wish to check the cover your employer provides.

4.5 When did you last have a driving lesson? Safe driving techniques have advanced considerably and defensive and advanced driving courses are widely available. If you routinely drive for work, your employer should provide targeted training and refreshers – about every three years is considered sensible.

4.6 Have you checked the roadworthiness of your vehicle? If you use your own car, it is likely you will be responsible for this. Your employer may request proof of maintenance and servicing, and you are advised to cooperate.

If you are provided with a company or hire car, you may expect your employer's contract with the provider to guarantee roadworthiness and maintenance. This is a reasonable expectation, but you are also expected to make checks. Report vehicle defects and never drive a defective vehicle.

Every time you drive you should check:

- The windscreen, windows and mirrors are clean
- The mirrors are correctly positioned
- All lights work
- The brakes work

Carry out safety-critical checks on your vehicle weekly or monthly, including:

- Tyres – pressure, tread, wear and tear such as cuts or bulges; tyre tread on cars, light vans and light trailers should be at least 1.6mm
- Fluid levels – oil, brakes, clutch etc
- Battery
- Lights – headlights, brake lights, indicators
- Windscreen wipers and washer
- Emergency equipment

4.7 Have you planned your route? If your employer hasn't planned your route with you, it is sensible to do it yourself for journeys that are out of the ordinary. Consider the most appropriate route, find out whether there are planned road works, anticipate the weather, think about the likelihood of fatigue and so on.

4.8 Do in-car distractions divide your attention? Driving requires your full attention. Drivers are faced with many distractions, many of which are within the car and therefore within your control. These include:

- Having a phone conversation
- Reading a map

- Using mobile devices (phones, laptops, navigation systems, etc)
- Listening to music
- Eating and drinking.

Using a hand-held phone while driving is illegal. You can use a hands-free phone, but you cannot touch it to answer a call. You can also be penalised if you are distracted by your hands-free call and therefore not in control of the vehicle.

Research suggests that talking on a hands-free phone is as distracting as talking while holding the phone in your hand. Prospect's policy is therefore if your phone is on, your engine should be off.

4.9 Are you fit to drive? You must ensure you meet the DVLA health and fitness requirements (including eyesight). Have regular eye tests and, if necessary, use your eyewear. Inform your line manager of any health problems or personal circumstances that could make driving hazardous. Never drive while under the influence of alcohol or drugs. Remember: some prescription drugs can adversely affect your ability to drive.

4.10 Are you sitting comfortably? Drivers who do high mileage should consider the health of their backs. Driving ergonomists at

Loughborough University recommend seven points for setting up your vehicle chair.

- Raise the seat as high as is comfortable to improve your vision of the road, ensuring adequate clearance from the roof. Your hips should be at least as high as your knees.
- Move the seat forward until you can easily fully depress the pedals, adjusting seat height as necessary.
- Adjust the cushion tilt angle so your thighs are supported along the length of the cushion. Avoid pressure behind the knees.
- Adjust the back rest so it provides continuous support along the length of your back and is in contact up to shoulder height. Avoid reclining the seat too far.
- Adjust the lumbar support to give even pressure along the length of the back rest. Ensure it is comfortable with no pressure points or gaps.
- Adjust the steering wheel for comfortable reach (shoulders relaxed and elbows slightly bent), without obstructing knee clearance or view of display panel.
- Adjust the head restraint so the top reaches at least as high as the top of your ears.

4.11 Do you drive while tired? It is estimated that a quarter of all crashes involving death or serious injury are sleep related. Sleepiness reduces reaction times, vigilance, alertness,

concentration and the speed at which you can process information. If you are on a long journey, schedule in a 15-minute break every two hours.

Crashes caused by tired drivers are most likely to happen:

- on long journeys on monotonous roads, such as motorways;
- between 2am and 6am or 2pm and 4pm (especially after eating);
- after having less sleep than normal;
- after drinking alcohol;
- if taking medicines that cause drowsiness;
- after working long hours or on journeys home after long shifts, especially night shifts.

You cannot fight off sleep. Winding down the window or putting on the air conditioning will not help you stay awake. Sleep is the only solution to tiredness. If you feel sleepy:

- do not try to complete the journey;
- find somewhere safe to stop (not the hard shoulder);
- drink one or two cups of strong coffee or other high caffeine drinks;
- nap for about 15 minutes;
- if necessary, find somewhere safe to stay overnight.

4.12 Do you know what to do in bad weather? You should familiarise yourself with your employer's policy on driving in bad weather. It should address arrangements for driving – or not as the case may be – in adverse weather conditions.

Road safety charity Brake advises drivers to follow the A, B, C of staying safe in winter and bad weather conditions.

- **Avoid driving:** if possible, avoid driving in snow and other treacherous conditions. Consider alternatives like public transport.
- **Be prepared:** ensure your vehicle is well maintained, its tyres are in a good condition and there is anti-freeze in the radiator and windscreen washer bottle; keep emergency essentials in the car (see below); clear ice and snow from your car before you set off; check forecasts; and plan your route.
- **Careful, cautious driving:** slow down; maintain a safe gap between your vehicle and the one in front; be extra vigilant; avoid harsh braking and acceleration and use your lights.

4.13 Are you prepared for emergencies?

All vehicles should be equipped with the essentials in case of an emergency:

- A high-viz vest or jacket
- Warm clothes and a blanket
- A warning triangle
- A torch and spare batteries
- Ice-scraper and de-icer
- A shovel
- A phone charger
- A first aid kit

You should know what to do if your vehicle breaks down. Refresh yourself if necessary by looking at the advice from the AA and the RAC. Special care is required with a motorway breakdown because accidents on the hard shoulder are more likely to be serious.

5. Useful resources

- Health and Safety Executive
www.hse.gov.uk/roadsafety
- The HSE guide Driving at work: Managing work-related road safety
www.hse.gov.uk/pubns/indg382.pdf
- Department for Transport, Driving and Road Transport
www.gov.uk/transport/driving-and-road-transport
- Driving for Better Business
www.drivingforbetterbusiness.com
- Royal Society for the Prevention of Accidents
www.rospa.com/road-safety
- Brake
www.brake.org.uk
- Institute of Advanced Motorists
www.iamroadsmart.com
- Driving Ergonomics
drivingergonomics.lboro.ac.uk
- The Met Office
www.metoffice.gov.uk
- The Road Safety Observatory, which provides access to independent road safety research and information
www.roadsafetyobservatory.com
- DVLA, check if a health condition affects your driving
www.gov.uk/health-conditions-and-driving
- Information Commissioner's Office employment practices code
<http://bit.ly/ico-emp-practices-code>

6. Appendix A:

Risk assessment checklist

Safe driver

Are drivers competent and capable of doing their work in a way that is safe for them and others?

- ❑ Has the skill and expertise required to do the job safely been specified? How does the employer ensure these are met?
- ❑ Is the validity of driving licences checked on recruitment and periodically afterwards?
- ❑ Are drivers aware of the company policy on work-related road safety and do they understand what is expected of them?
- ❑ How effectively is the policy communicated? Could guidance, training sessions or meetings help communicate the policy more effectively?

Are drivers properly trained?

- ❑ Does the employer arrange for drivers to be trained – giving priority to those at highest risk, such as those with high annual mileage, poor accident records or those new to the job?
- ❑ Does the employer find out whether drivers require extra training, such as defensive driving techniques, or other road users, such as cyclists or motorcyclists?
- ❑ Are training needs periodically assessed, including the requirement for refresher training?

Do drivers have clear instructions about how to keep themselves safe while on the road?

- ❑ Do drivers know how to carry out routine safety checks and report any faults?
- ❑ Do drivers know how to adjust and use safety equipment or technologies, like seat belts, head restraints or anti-lock braking systems?
- ❑ Do drivers know what to do to ensure they are safe if their vehicle breaks down?
- ❑ Do drivers know they must not drive under the influence of drink or drugs?
- ❑ Do drivers know they must not use a hand-held mobile phone while driving and that even using a hands-free phone can seriously affect concentration?

Are drivers sufficiently fit and healthy to drive safely and not put themselves or others at risk?

- ❑ Are drivers reminded they must satisfy the eyesight and other health requirements of road traffic law?
- ❑ Have drivers been told they should not drive while taking medicine that might impair their judgement? If there is any doubt, they should ask their GP.
- ❑ Are drivers aware of how dangerous tiredness can be and do they know what to do if they start to feel sleepy?

- ❑ Are drivers encouraged to report any health concerns?

Are any contractors and subcontractors considered?

- ❑ Are contractors competent and appropriately managed and supervised?
- ❑ Are contractors provided with information on the risks and the controls in place?
- ❑ How do contractors report additional risks or incidents?

Safe vehicle

Are vehicles fit for the purpose for which they are used?

- ❑ When buying new vehicles, does your employer investigate which ones are most suitable for driving?
- ❑ Do vehicles have driver aids and other safety devices where appropriate, eg reversing alarms, camera systems and proximity sensors?
- ❑ Are privately owned vehicles that are used for work serviced in line with manufacturers' recommendations, insured for business use and have a valid MOT certificate?
- ❑ Would drivers and passengers be adequately protected in an incident, eg are any seatbelts, head restraints or airbags correctly fitted, working properly and used?

- ❑ Are arrangements in place for carrying and securing goods and equipment in a vehicle?

Are vehicles maintained in a safe and fit condition?

- ❑ Are daily vehicle checks carried out?
- ❑ Is planned/preventive maintenance carried out in accordance with manufacturers' recommendations?
- ❑ Are tyres and windscreen wipers inspected regularly and replaced as necessary?
- ❑ What procedures are there for reporting defects? Are they remedied promptly?
- ❑ Are ergonomic considerations (driving position, seating design and how accessible the controls are) considered before buying or leasing new vehicles?

Safe journey

Are routes planned thoroughly?

- ❑ Could drivers use safer routes that are more appropriate for the type of vehicle doing the journey? Minor roads could cause difficulties for larger vehicles.
- ❑ Is the journey necessary? Can it be eliminated or reduced by using other ways of working or other forms of transport? For example, hold meetings via conference call.
- ❑ Are routes planned in consultation with drivers or their representatives, taking

- ❑ account of, for example, the need for rest breaks and access to toilets facilities?

Are work schedules realistic?

- ❑ Are periods when drivers are most likely to feel sleepy considered when planning work schedules? Sleep-related incidents are most likely between 2am and 6am and between 2pm and 4pm.
- ❑ Are steps taken to stop employees from driving if they feel sleepy, even if this might upset delivery schedules?
- ❑ Are periods of peak traffic flow avoided where possible?

Is sufficient time allowed to complete journeys safely?

- ❑ Do journey times take account of road types and conditions and allow for rest breaks? The Highway Code recommends that drivers should take a 15-minute break every two hours.
- ❑ Does company policy put drivers under pressure and encourage them to take unnecessary risks, eg to exceed safe speeds because of agreed arrival times?
- ❑ How does the employer ensure drivers are not asked to work exceptionally long days?

Are poor weather conditions considered when planning journeys?

- ❑ Can journey times and routes be adjusted to take account of poor weather conditions?
- ❑ Are vehicles properly equipped to operate in poor weather conditions? Are anti-lock brakes or winter tyres fitted?
- ❑ Do drivers understand what to do to reduce risk?
- ❑ Do drivers feel pressured to complete journeys where weather conditions are exceptionally difficult? Do they know who to contact if they need to cancel a journey?

7. Appendix B:

Ergonomic car selection checklist

This checklist for selecting new cars to purchase was produced by researchers at Loughborough University. The copyright belongs to Loughborough University.

Test drive

- Have you test driven the car?
- Has the test drive lasted at least two hours?

The seat

- Does the driver's seat have independent tilt adjustment?
- Does the driver's seat have independent height adjustment?
- Are the seat adjustment controls easy to use?
- When you have adjusted your seat are you able to reach the pedals without stretching?
- Does the back rest reach your shoulders?
- Does the back rest provide support along the length of your back?
- Is your lumbar curve supported without any points of pressure or gaps?
- Do you have enough leg and head room?
- Does the seat length put pressure on the back of your knees or calves?
- Is the head restraint positioned close to your head?
- Is the head restraint height near the top of your head?

- Are you able to get in and out of the car easily?

The steering wheel

- Is the steering wheel centrally located?
- Does the steering wheel have the following adjustment features:
 - In/out?
 - Up/down?
 - Tilt?
- Do you have full view of the display panel?

The pedals

- Are the pedals centrally positioned?
- Is there a left foot rest?
- Is there plenty of room for you to rest your left foot?

The boot

- Does the car have adequate boot space for you to store equipment or other items?
- Are you able to easily access your boot without obstruction, for example, from the parcel shelf or the boot lid itself?
- Does the boot have a low or flat sill height?
- Does the boot have a narrow sill depth?
- Does the boot have handles to facilitate closing?



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