



CHESTERFIELD
BOROUGH COUNCIL

Transport Code of Practice

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INTRODUCTION

This Code of Practice sets out the Council's responsibilities for the management of the vehicle fleet and the procedures which are necessary to ensure the efficient, economical and safe operation of the Council's vehicle fleet.

The purpose of the vehicle fleet is to bring about the effective movement of people, goods, materials and plant necessary for the efficient discharge of the Council's functions. This process has due regard to the economic, environmental and safety of the Council's employees and members of the public.

The fleet comprises of all vehicles and items of plant owned by, hired to, or leased to the Council (Core Fleet) and privately owned vehicles used by employees in connection with the business of the Council for which reimbursement is claimed (Grey Fleet).

All vehicles owned by or leased to the Council (the Core Fleet) are registered in the name of "Chesterfield Borough Council".

A. GENERAL MANAGEMENT

1.0 Responsibilities

- 1.1 The Fleet Manager will have day to day operational responsibility for:
- Managing and policing the Council's fleet and maintenance operations in accordance with this Code of Practice.
 - Liaison with Service Managers to ensure an efficient service delivery in respect of the vehicles in use within each service area.
 - Ensuring compliance with all relevant road transport legislation and regulations, see Appendix A.
- 1.2 Service Managers still have responsibility for the management of personnel for the overall safe and efficient operation of any core fleet and grey fleet vehicles used within their service areas.

1.3 Duties and Responsibilities of the Fleet Manager

- Ensuring that Council vehicles are maintained and used in compliance with the Highway Code and the Councils adopted Code of Practice.
- Ensuring that the Councils fleet numbers are appropriate to the service needs of the Council and applying the Councils lean principles and ensuring value for money.
- Ensuring vehicles comply with the Council's operating procedures and management information system requirements.
- Ensuring that pre-drive check routines are carried out.
- Ensuring that inspection, servicing and repairs are carried out as required by service schedules.
- Determining vehicle service schedules and taking appropriate action if any vehicle has defects or falls below the standards required by law.
- Ensuring that all drivers have valid current driving licences.
- Ensuring that drivers' incident reports are properly completed and forwarded to the relevant personnel.
- Liaising with Service Managers on all matters relating to transport generally and advising them on the best ways of meeting transport needs, including determination of fleet size.

- Organising the Transport Officer Working Group and leading on matters relating to the management and maintenance of the Councils fleet.
- Ensuring that appropriate records are kept and that the relevant requirements including compliance with the principal acts and regulations are complied with.

2.0 Management of the Operators Licence

- 2.1 The Fleet and Facilities Manager will be the nominated person for the Operator's Licence.

3.0 Transport Officers Working Group

- 3.1 This is an advisory and consultative body, meeting quarterly and includes representatives of main transport operating service areas, Corporate Safety Advisor, Insurance Officer, Union representatives and other personnel by invitation. It considers Corporate Council wide matters of transport operational policy and provides for the exchange of information on all matters relating to the operation and management of transport. The TOWG will report in to the Council's Risk Management Group.

B. DUTY OF CARE

1.0 Responsibility

- 1.1 This section deals with the Council's Duty of Care and sets out the key responsibilities that all drivers will need to adhere to, to deliver the service and represent the authority in a proper manner.
- 1.2 Every employer has a duty of care to its employees and customers; this applies equally to Local Authorities. Vehicles and their drivers represent the Council and the role the driver plays can affect the reputation of the Council.
- 1.3 Checks on the individual's driving licence should be undertaken at least once a year.
- 1.4 Employees who will be driving the Core Fleet should always undertake a driving assessment as part of the induction process, and this should be carried out by a competent person. This will take into account:
 - Handling the specific vehicles used by the operator;
 - Drivers' hours and record keeping (including relevant legislation);
 - Vehicle maintenance procedures and systems;
 - Carrying out all safety precautions (before, during and after driving), such as pre-drive checks;
 - The correct control of speed;
 - Safe, secure and legal loading;
 - Safe and secure parking (both at the authority's base and away from it);
 - Refuelling safely;
 - Driver behaviour;
 - Authority procedures and administration (this document);
 - Route knowledge.

2.0 Driving Licences and Permits

- 2.1 The Fleet Manager will ensure that drivers hold the correct licence/permit for the type of vehicle/plant they have been allocated to drive.
- 2.2 Drivers will be required to complete, sign and bring in the Driver Licence check form annually to the Fleet and Facilities Manager. A copy can be found at Appendix D.
- 2.3 Following the paper Driving Licences becoming obsolete the process for driver licence checking will be as follows:

- Drivers will need to complete, sign and bring in the Driver Licence Check form to the Fleet and Facilities Manager.

At this time the Fleet and Facilities Manager will either:

- Go onto the following website <https://www.gov.uk/check-driving-information> and enter the code to look at someone's licence
Or
- If the driver has not previously generated a code ask the employee to go to the following site <https://www.gov.uk/view-driving-licence>
The employee then has the choice of either showing the Fleet and Facilities Manager the details when they log on OR they can generate a code for The Fleet and Facilities Manager to use to access the information.
- As the driver will be physically bringing in their Licence Check form we take this opportunity to carry out the checks at that time and therefore will remove a need to go to a third party to carry out the checks.

- 2.4 Drivers should also be subject to on-going training and familiarisation programme to meet the requirements of Certificate of Professional Competence should that be required

3.0 Driving Standards

- 3.1 Employees (Permanent or temporary) must at all times, drive with due care and attention, showing consideration to other road users. The public will judge the Council by the actions of its employees.

- 3.2 A driver must operate their vehicle with due regard to:
- Correct implementation of Road Transport Legislation
 - Highway Code
 - Correct and legal speed for the prevailing conditions and vehicle type
 - Drivers hours legislation
 - Correct loading
 - Prevent Incidents
 - Completing and recording their Pre-drive vehicle checks
 - Reporting defects to the Fleet Department
 - Adhering to the Drink and Drugs Policy
 - Adhering to the Mobile Phone Policy
 - Correct use of seatbelts
 - Authorised use of the vehicle
 - Adhering to the No Smoking Policy

4.0 Legislation

- 4.1 Drivers of Council vehicles must observe any legal requirements and the Highway Code. The driver will be responsible for payment of any fines resulting from motoring offences associated with their actions.
- 4.2 Drivers of Council vehicles and the grey fleet must not under any circumstances drink alcohol during the working day or use illegal drugs or any illegal drugs, prescription or non-prescription, which will affect their ability to drive and work safely. Drivers must not arrive for work affected by drinking alcohol, prescription or non-prescription drugs to the extent that their driving ability is impaired. Failure to comply with these requirements may result in disciplinary action being taken. For further information see the Councils Use of Alcohol and Drugs Policy (which is presently being reviewed by the Councils Health and Safety Officer.)
- 4.3 The use of mobile telephones whilst driving (even hands free types) is prohibited. Calls should only be taken or made by the driver with the vehicle stationary, in a safe position, and the key removed from the ignition (see section on Use of Mobiles in the Council's Safety Policy). Failure to comply with these requirements may result in disciplinary action being taken.
- 4.4 Smoking in the core fleet is prohibited at all times. Failure to comply with this requirement may result in disciplinary action being taken.

5.0 Record Keeping

- 5.1 Under Section 172 of the Road Traffic Act 1988 owners, keepers, hirers or drivers of a vehicle are required to supply the full name and address of the driver at the time an offence was committed. Failure to do so can result in the owner, keeper or hirer being reported under Section 2 of the Road Traffic Offenders Act 1988.
- 5.2 The Council operates Vehicle Check lists to enable the Council to identify drivers of the fleet.
- 5.3 Vehicle Check sheets must be submitted weekly to the Fleet Manager and must be submitted in to the Fleet Office by Monday 5PM the following week. Failure to comply with this requirement may result in disciplinary action being taken.

C. OPERATORS LICENCE

1.0 Requirement for a Licence

- 1.1 Any Local Authority using goods vehicles to carry goods on a public highway must hold an Operator's Licence ('O' Licence). This Council holds a 'restricted' O licence; this permits only the carriage of goods owned by the Council in Great Britain.
- 1.2 To obtain and retain an Operator's Licence the applicant must fulfil certain conditions specified in national regulations. These conditions apply equally to local authorities as they do to haulage companies.

2.0 Management

- 2.1 All goods vehicles over 3.5 GVW are all on one operator's licence held in the name of "Chesterfield Borough Council" with the Fleet and Facilities Manager responsible for the transport functions as set out in the Goods Vehicles (Licensing of Operators) Act 1995.

D. PROCUREMENT OF VEHICLES

1.0 Financial Regulations, Standing Orders and Legal Scrutiny

- 1.1 Any replacing or purchasing of a fleet or individual additional vehicles must be subjected to the Councils Procurement process which is covered by the Councils Financial Regulations and Standing Orders as part of this procurement process.

2.0 Replacement Vehicles

- 2.1 All fleet vehicles are allocated an end of life date; this is based on an assessment of the most economical life of the vehicle and is assessed against operational requirements, anticipated mileage, initial capital/lease costs, planned maintenance costs, environmental impact, warranty periods, estimated depreciation values and safety features.
- 2.2 Vehicles may be replaced or disposed of owing to collision damage, fire or other reasons they are deemed uneconomical to repair.

3.0 Vehicle Procurement

- 3.1 The purchase of new fleet vehicles can take up to 18 months depending upon the size of the fleet, whether specialist vehicles are needed, evaluation of vehicles etc. It is vital that the Service Managers are familiar with the procurement process and time-span involved if delays in the acquisition of vehicles are to be avoided.
- 3.2 Once a decision has been taken to commence procurement of new vehicles an Officer Working Group will be assembled that will usually include:
- Executive Director
 - Service Manager
 - Fleet Manager
 - Representatives from Procurement Unit
 - Representatives from Finance
- 3.3 The following are principal considerations the Council will take account of when specifying new vehicles:
- Fitness for purpose
 - Capital/Lease cost
 - Residual values (if purchasing)
 - Environmental impact of vehicle
 - Vehicle safety rating
 - Fleet standardisation
 - Maintenance cost
 - Operating costs

- 3.4 Consideration will usually be given to having any proposed vehicles on trial to evaluate them prior to purchase.
- 3.5 In accordance with the Council's Green Purchasing Policy an environmental impact assessment must be undertaken of any fleet vehicle prior to purchase. The Council's Sustainability Officer should be consulted as necessary.
- 3.6 Purchase must be in strict compliance with Standing Orders and Financial Regulations, or as otherwise directed by Cabinet

4.0 Livery and Marking

- 4.1 The marking of vehicles will comply with the corporate identity guidelines.

5.0 Vehicle Taxation

- 5.1 All vehicles must be taxed in accordance with regulations.

6.0 Fleet Data and Registration

- 6.1 The Council is required under the Motor Insurance 4th EU Directive to maintain the Motor Insurance Database in respect of all vehicles owned or operated by the Council under its blanket insurance cover. This includes any vehicle hired to the Council for more than 14 days and all 'road registerable' vehicles such as certain mowers. Services are required to make weekly submissions of hired vehicles operated under the Council's motor vehicle insurance to the Council's Insurance Officer and Fleet Department.
- 6.2 The Council's Insurance Officer will collate and use the above information for the vehicles and items of plant to maintain a comprehensive record on the computerised insurance system. Information from this system will enable the Insurance Officer to manage and audit details of the fleet.

Vehicles subject to the Goods Vehicles (Licensing of Operators) Act 1995 will be added or removed from the operator's licence register by the 'O' licence holder or their nominated representative and the Council's Insurance Officer be informed.

7.0 Insurance

- 7.1 The Council's Insurance Officer or approved person will, in consultation with the Council's insurance brokers, assess and arrange for insurance cover appropriate for the Council's fleet.

- 7.2 The principal conditions of the insurance are as follows:
- 7.3 That the vehicle is being used for the purposes authorised by the Council;
- 7.4 That the vehicle is being driven with the consent of the Council by a person permitted or authorised to do so, this person being one who holds a current licence to drive such a vehicle. An employee must notify the DVLA and his/her manager where there is an obligation to do so due to ill health or disability that might affect driving capabilities.
- 7.5 New vehicles will be added to the insurance list by the Council's Insurance Officer or approved person when they are acquired. Details required are the make, model, registration number and the date of acquisition, and whether the vehicle is owned, leased or hired. Services are required to inform the Insurance Officer and Fleet Department of any vehicles removed from the Council's fleet.

8.0 Tools and Equipment

- 8.1 All fleet vehicles will be equipped with a suitable fire extinguisher where required and an appropriate first aid kit. If appropriate the vehicle will also be fitted with suitable hand washing facilities.

9.0 Fuelling Arrangements

- 9.1 This is the responsibility of the individual service area. However, where fuel is to be acquired from the retail sector all fuel cards will be obtained from the Fleet Manager.
- 9.2 Lost or stolen fuel cards must be reported to the Fleet Manager immediately, arrangements will then be made for the lost fuel card to be suspended.

10.0 Arrangements for Hire of additional Vehicles

- 10.1 Where a service identifies the need for an additional vehicle they will first assess if that need can be met from existing resources or the resources of another service before seeking to procure any additional vehicle. The service must ensure that there is adequate budget provision to meet the ongoing costs of any additional vehicles.
- 10.2 All requests for the day-to-day hiring of additional vehicles will be made by the Service Manager to the Fleet Manager who will procure the appropriate vehicle.

E. OPERATIONAL USE

1.0 Authorisation of Journeys

- 1.1 The operational decisions for the use of goods, plant or materials and which journeys are necessary must be made by the relevant Service Manager.

2.0 Risk Assessment

- 2.1 Service Managers will be responsible for the risk assessment of fleet used within their service area, This Code of Practice provides a guide of the minimum control measures that service managers should ensure are in place. These should be provided to the Fleet Manager and reviewed annually. The basic Road Risk Assessment can be found at Appendix E.

3.0 Use of Vehicles

- 3.1 Vehicles must only be used for the purpose for which they were designed.
- 3.2 Drivers should be aware that authority vehicles are to be used only for the official business of the Council. Employees are therefore not permitted to use their vehicle for any private purpose or to carry private passengers or goods without prior permission from their manager. Some drivers may be required/allowed to take an authority's vehicle home overnight as part of their duties. The vehicle should be kept secure and parked in a safe position.
- 3.3 Employees who are permitted to take their vehicles home are not permitted to use the vehicle for any purpose other than travelling between their home and place of work, unless they have permission to do so.
- 3.4 Drivers should only use ancillary vehicle equipment that they have been trained to use. Under no circumstances should cranes, mobile elevating work platforms, winches, tail lifts, winter maintenance equipment, gully emptier booms/jettors or wheelchair access lifts be used by untrained personnel. Likewise sweepers, gulley emptiers, skip lorries, fork lift trucks, telescopic handlers or any other kind of specialist plant should only be driven by suitably trained and authorised personnel.
- 3.5 All safety warning devices on vehicles should be checked as part of the pre-drive check routine prior to commencing driving. These systems include emergency stops, height warning buzzers, stabiliser legs and handbrake interlocks on craned vehicles and raised body warning devices on tipping vehicles.

- 3.6 Drivers using trailers should ensure that they have received adequate instruction on their use and hold the correct licence for the combinations driven and that adequate safety checks must be carried out in respect of trailers in the same way they are for primary vehicles.

4.0 Drivers' Hours

- 4.1 Drivers of vehicles which are regulated by the number of hours permissible to drive must adhere to these regulations.

5.0 Drivers' Other Employment

- 5.1 It is essential that any employee advises their Service Manager of any other employment they are engaged in relating to driving. These regulations are broken down into duty time and driving. Persons engaged in other employment could be eroding the duty time and possibly the driving hours of the principal employer; which could result in the employee exceeding drivers' hours regulations.

6.0 Drivers' Pre-Drive Inspection Sheet

- 6.1 All drivers will conduct a pre-drive check prior to taking the vehicle on to a public highway and complete the vehicle check sheets.. The pre-drive check sets out the requirements of the driver and the procedure to be adopted should a defect be found. These records are to be retained by the Fleet Office for 12 months following completion of the record. A copy can be found at Appendix B

7.0 Vehicle Maintenance History File

- 7.1 This is maintained on the maintenance records by the lease/hire company and is available for audit by VOSA at any time.

8.0 Drivers' Licence and Incident Record

- 8.1 All drivers must maintain an appropriate licence at all times and report to their manager if that entitlement changes. Drivers must report any pending prosecutions and any penalties to the Service Manager who will then inform the Fleet Manager. The Service Manager will then need to assess if any action needs to be taken. A record of incidents relating to vehicle operators are to be retained for a period of not less than 5 years.

9.0 Record of Prohibition Notices

- 9.1 A file of copies of any prohibition notices (GV9), issued by the enforcement agencies; the originals to be sent directly to the 'O' Licence holder who will retain them on file for 5 years together with details or consequent action taken, to support their application for the Council's operators licence.

10.0 Authorisation of Drivers

- 10.1 The necessary authorisation for persons to drive will be issued by the Service Manager. Authorisation will be granted only if the driver:
- Is in possession of a current British or European driving licence covering the class of vehicles the driver will be required to drive;
 - Has passed the Council's driving assessment on vehicles of the appropriate class.
- 10.2 Where a driver's record gives cause for concern in the opinion of the Fleet Manager, the Fleet Manager will inform the Service Manager who will:
- Discuss the situation with the driver concerned, allowing, if requested, the employee's trade union representative to be present;
 - Ascertain with the driver concerned that there are no underlying medical difficulties. If there are such difficulties, the driver's agreement should be sought to refer him for a medical examination by Occupational Health. This examination should take account of relevant associated duties as well as driving itself.
- 10.3 If there are no medical difficulties or the driver is cleared by Occupational Health as fit for normal duties, arrangements should be made for a driver assessment to be conducted by an authorised driving assessor. If any incidents have been of a serious nature, e.g. involving a third party or significant damage, consideration should be given to transferring the driver concerned to other appropriate duties until the assessment has been undertaken. If the incidents have been of a minor nature, e.g. not involving a third party or incidental damage, the driver should be allowed to continue current duties on the clear understanding that a driving assessment is being arranged. There must be no undue delay in arranging such an assessment. Driver assessments will be arranged by the Fleet Manager.

- 10.4 In the event of a driver failing to pass the assessment, driving instruction will be given by a qualified person and the driver will be further assessed afterwards. Further failure will result in the matter being passed on to the Human Resources Officer for consideration under the disciplinary procedures and the employee will not be allowed to drive a Council vehicle. Before this happens however, the Service Manager will consider whether a further period of professional training is desirable.
- 10.5 Where an accident is of such a serious nature, or having regard for the driver's ability to perform necessary duties is questioned, it appears that the withdrawal of the authorisation to drive the council's vehicles may be necessary, or that disciplinary action should be taken, the matter should be referred to the Human Resources Officer in order that it may be dealt with in full accordance with the appropriate provisions of disciplinary procedures applicable to all staff.
- 10.6 Similarly where a driver is convicted by the courts of a driving offence the case will be referred to the Human Resources Officer in conjunction with the Service Manager who shall deal with the matter in accordance with the Disciplinary Code.
- 10.7 Where an employee leaves the service, the authority to drive the Council's vehicles will be automatically withdrawn.

11.0 Driving Assessments

- 11.1 The Council's initial driving assessment will be conducted by the Fleet Manager or other approved assessor. The Council will provide additional up to date training to all authorised drivers on a 5 yearly basis by an approved instructor or similar.

12.0 Drivers' Duties

- 12.1 Anyone who drives a Council vehicle is responsible for:
- Ensuring that they hold a current driving licence or licences valid for the type of vehicle being driven.
 - Submitting on demand, for examination, their driving licence or licences, valid record of work etc, to their Service Manager.
 - Before driving a vehicle, making sure that it is in a fit and serviceable condition, by carrying out a pre-drive check as set out in the Drivers Pre-drive Check booklet certifying by signing the documentation that this has been done.
 - Reporting on the pre-drive check sheet any vehicle defect which comes to notice as a result of carrying out the pre-drive check routines, or whilst driving vehicles, or where no defects come to

their notice completing the certificate 'Nil defects'. All defects must be reported to the Fleet Manager, immediately where it is safety related or illegal.

- Driving vehicles in a safe manner in compliance with the law to at least the statutory driving test standard and with due regard to the need for economy in the use of fuel.
- Reporting all vehicle incidents to the Fleet Manager who will record it on the Council's incident report form and similarly reporting all contacts involving enforcement agencies.
- That they have no medical conditions which preclude them from driving and that they have undergone regular eyesight tests at frequencies of not more than 2 yearly intervals.

13.0 Care of Vehicles

- 13.1 The image of the Council is reflected by the appearance and use of the vehicle fleet. Drivers should ensure that their vehicle is clean and tidy inside and out and have any defects rectified.
- 13.2 Service Managers need to have a procedure for conducting spot condition checks on vehicles and making drivers aware of their responsibilities.

14.0 Parking Outside Working Hours

- 14.1 Where a vehicle is not to be parked at its normal operating base at night, permission must be given by the Service Manager.

15.0 Vehicle Security

- 15.1 Where a vehicle is to be left unattended, even for a few minutes, drivers should ensure that it is locked and all windows closed. Any items of value should, where possible, be covered or removed from sight.
- 15.2 Any security devices must be activated when the vehicle is not in use. Tools should not be left in the driving area of the vehicle; these should be locked away in the cargo area for safekeeping.
- 15.3 When a vehicle is parked outside of normal working hours at an employees address all tools need to be removed and stored in a secure location.
- 15.4 It is illegal to leave a vehicle running whilst unattended, consequently no vehicle must be left whilst the engine is running.

16.0 Incidents and Accidents

- 16.1 All incidents involving the Council's vehicles will be reported on the incident report form.
- 16.2 In the event of an accident involving a third party the driver should on no account make any admission of liability, they should note the time and place of the incident, what happened, by reference to a sketch plan if possible, condition of the road and weather, and any other relevant information, and in particular should make a note of the following details:
- Any personal injuries, to themselves or third parties;
 - Damage to vehicles or other property;
 - Identification and insurance particulars of any other vehicles and drivers involved;
 - Number of passengers in each vehicle involved;
 - Names and addresses of any independent witnesses;
 - Name of police officer(s) or police station to which the accident was reported and the Incident Reference Number.
 - If safe to do so, pictures should be taken of the incident location, the damage, drivers of any other vehicles involved and anything else deemed relevant.
- 16.3 The driver will immediately (certainly same day) report the incident to the Fleet Manager and complete the Incident Report Form. A copy can be found at Appendix C.
- 16.4 When a driver is unable to complete an accident report form because of absence or illness arising from an accident, the supervisor will complete and send to the Fleet Manager a temporary incident report form. The temporary incident report should be followed as soon as practicable by a fully completed incident report form.
- 16.5 Where there is no apparent damage to the CBC or third party vehicle and no obvious injury to anyone an incident form should still be completed and a copy forwarded to the Council's Insurance Officer.

17.0 Overloading of Vehicles

- 17.1 Any overloading of a goods vehicle, Public Service Vehicle or car is illegal. It is the responsibility of the vehicle user to ensure the vehicle is not overloaded. If the vehicle is found to be overloaded then both the driver and operator could be prosecuted. Any vehicle user found to be in breach of this may be subject to disciplinary procedures.

Weight limits

- 17.2 All vehicles contain information on the gross vehicle weight. The carrying capacity of the vehicle will vary dependent upon the amount of

fixed and portable equipment carried on the vehicle. Drivers should make themselves aware of the limits relating to the vehicle they are using and that if they do not know how to seek advice from the Fleet Manager.

- 17.3 The weight of the vehicle (the gross weight limit less the weight of the vehicle will give a guide to the load that can be carried);
- 17.4 Check the load before setting off; ensure the driver is instructed on what action to take if they are not confident the vehicle is within its legal weight limits;
- 17.5 If a driver is unsure of the weight of their vehicle and what they are carrying a local public weighbridge can be used to determine this.

Training

- 17.6 Training will be given to managers and staff who may operate in activities that are critical to overloading (for example, winter maintenance), where the quantity and weight of material loaded can vary from day to day.

Procedures to monitor loads

- 17.7 Service Managers should monitor overloading through weight tickets and tip reports. Overloading problems must be reported to the Fleet Manager.
- 17.8 The procedure to be carried out at the time of an overloading event is that the vehicle is to remain in position and the load removed or discharged to another vehicle.
- 17.9 The vehicle load or contents should be secured from moving and endangering the driver, the vehicle or other road users. Open backed vehicles should use straps/sheets to prevent load loss. Drivers should be aware that it is an offence under the Road Traffic Act to have an unsafe load or to be overloaded.
- 17.10 Drivers should only climb onto and dismount the cargo area of open backed vehicles by using the appropriate ladders and grab handles fitted. Where these are not available drivers should refrain from any such action.

18.0 Training – General Principles

- 18.1 It is the responsibility of the Service Manager to ensure that their drivers and supervisors receive appropriate training.

19.0 Driver Training

- 19.1 The Council will train all authorised drivers on a 5 yearly basis by an approved instructor or similar.
- 19.2 All drivers will be given any additional training which their incident record or performance as drivers may indicate.

20.0 Driving Whilst Under the Influence of Alcohol or Drugs

- 20.1 Drivers of Council vehicles must not under any circumstances consume alcohol during the working day, use illegal drugs or any prescription or non-prescription drugs which will affect their ability to drive and work safely.
- 20.2 Drivers must not arrive for work affected by anything, i.e consuming alcohol, prescription or non-prescription drugs to the extent that their driving ability is impaired. Failure to comply with these requirements will result in disciplinary action being taken. For further information see the Use of Alcohol and Drugs Section of the Safety Policy.

21.0 Use of Mobile Telephones

- 21.1 The use of mobile telephones whilst driving (even hands free types) is prohibited. Calls should only be taken or made by the driver with the vehicle stationary and in a safe position with the key removed from the ignition (see section on Use of Mobiles in the Council's Safety Policy). Failure to comply with these requirements will result in disciplinary action being taken.

22.0 Driver Health Checks

- 22.1 An Occupational Health Assessment is mandatory for all drivers, whose core duties include driving, to undertake every two years. This assessment gives assurance to the Council that drivers are physically capable of driving vehicles on behalf of the Council. Linked to this assessment, drivers are required to confirm on the updated Driver Licence check form that they have no medical issues (including eye sight) that may affect their ability to drive.

23.0 Eye Sight Tests

- 23.1 As part of the two year Occupational Health Assessment, the routine Driver assessment carried out by Occupational Health now also includes a basic eye test. If, as a result of the OH test the driver/employee is referred to an opticians for a full examination the Council will contribute towards the cost of glasses, in line with corporate policy, should the driver need glasses to drive a Council vehicle.

F. INSPECTION, SERVICING AND REPAIRS

1.0 Responsibilities

- 1.1 It is a statutory obligation on all vehicle users to ensure that their vehicles are maintained and operated in a safe and roadworthy condition. The Fleet Manager is responsible for the overall condition of vehicles on the road and for ensuring maintenance and repairs are carried out as necessary where vehicle operators have reported them.

2.0 Vehicle Inspection and Servicing Programme

- 2.1 The Fleet Manager is responsible for ensuring that it has established adequate arrangements for the planned inspection and servicing of vehicles.
- 2.2 Every vehicle shall undergo an MOT at the appropriate statutory intervals. No vehicle shall be driven on the public highway unless it has a current MOT (or is statutorily exempt).

3.0 Safety Routines

- 3.1 Drivers carry out pre-drive check routines and complete the necessary paperwork. Any defects are notified by drivers to the Fleet Manager and arrangements are made to undertake any necessary repairs as soon as is practicable.

4.0 Defect Reporting

- 4.1 All vehicle defects must be recorded in a report which states the detail of the defects found and any repair work carried out. The repairs section of the defect report must be completed by a competent person. An audit trail of all defects must be kept in the vehicle's history file to confirm that the correct remedial action has been taken. It is mandatory that defect reports are kept for at least 15 months.
- 4.2 The Fleet Manager will analyse any defects found on either a defect report or as a result of a safety inspection and consider if those defects have occurred through negligence of the driver or failure of the driver to undertake pre-drive checks, or maintenance routines.

5.0 Vehicle Valeting

- 5.1 Operators will maintain vehicles in an acceptable condition by cleaning them internally and externally at least once a week, or more frequently when operating conditions require it.
- 5.2 Vehicles will be submitted for maintenance in a clean condition both internally and externally.

6.0 Records

- 6.1 Adequate records shall be kept by services about each vehicle that they operate and centrally by the Fleet Manager..
- 6.2 These records will be kept for the life of the vehicle and retained for at least 15 months thereafter.

G. DISPOSAL OF VEHICLES

1.0 Reasons for Disposal

- 1.1 A vehicle may be disposed of because:
- It has reached the end of its economic life;
 - It is no longer required for the purposes for which it was provided;
or
 - It has been subject to damage which renders the vehicle beyond economical repair;
 - The service can no longer sustain the vehicle due to a downturn in work or the type of work has changed; or
 - It has become uneconomic to run or repair to prescribed standards for the full period of the expected economic life.
- 1.2 When a service decides that a vehicle is no longer required for its purpose, it will inform the Fleet Manager who will consider whether the vehicle can be redeployed within another service. If not the Fleet Manger will arrange for disposal. The Insurance Officer should also be advised of the disposal of the vehicle and the date of disposal.
- 1.3 Prior to disposing of a vehicle all items of equipment and all identification markings shall be removed.
- 1.4 Vehicles will usually be sold by public tender or auction if they are owned by the Council.
- 1.5 Preparation and disposal of vehicles acquired under an operating lease will be in accordance with the terms and conditions set down by the leasing company.

H. GREY FLEET

Grey fleet travel refers to mileage in employee owned vehicles.

The management of grey fleet travel plays an important part in supporting three key policy areas of health and safety, environmental sustainability and financial efficiency.

The Management of the Grey Fleet comes under Support Services who are responsible for the ongoing process of licence checking and ensuring private cars are insured and MOT'd as required

1.0 Health & Safety

- 1.1 Managing the duty of care to employees driving for work is a legal requirement, and this includes employees driving their own vehicles for work. The Health & Safety at Work Act 1974 states that "It shall be the duty of every employer to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all employees." This means that both management and employees can be prosecuted for road traffic collisions involving work-related journeys, even when the driver is using their own vehicle.
- 1.2 Under the Management of Health and Safety at Work Act 1999 all employers have a legal responsibility to manage health and safety effectively. In this respect, an assessment of the risks to the health and safety of all employees, whilst at work, is a key requirement. The driving of vehicles at work plays a crucial part in any such assessment.

2.0 Incidents

- 2.1 All incidents involving driving vehicles whilst on Council business including any load or passengers should be dealt with initially in accordance with the advice in the 'Highway Code' and subsequently reported on the Council's accident report form.
- 2.2 In the event of an incident involving a third party the driver should on no account make any admission of liability; they should note the time and place of the accident, what happened, by reference to a sketch plan if possible, take photo's of the incident locus, vehicles involved, people involved and all damage, state of the road and the weather and any other relevant information, and in particular should make a note of the following details:
 - Any personal injuries, to themselves or third parties;
 - Damage to vehicles or other property;

- Identification and insurance particulars of any other vehicles and drivers involved;
- Names and addresses of any independent witnesses; and
- Police officer or police station to which the accident was reported.

3.0 Managing the Grey Fleet

- 3.1 Staff should be aware that for journeys in excess of 100 miles the Council's policy is that public transport should be used if possible or a Council vehicle if available. Managers should manage the mileage of Grey Fleet to ensure that the journey is absolutely necessary.

Procedures for Drivers Using Their Own Vehicle on Council Business

- 3.2 All officers using their own vehicles on Council business must comply with the following procedures:
- In the event that a defect on their vehicle is suspected, staff should never take a risk and attempt to drive the vehicle.
 - Employees using their own vehicle are required to maintain it in a roadworthy condition and have a current MOT Certificate
 - Before starting long journeys of 2 hours duration or more, staff should always carry out basic vehicle checks, e.g. check oil, water levels and tyre pressure.
 - Staff should follow any advice on route-planning supplied by their immediate Supervisor, Line Manager or Motoring Organisations. They should also ensure that sufficient breaks are built-in to prevent fatigue and allow for any bad weather, major road works or traffic congestion (try to avoid peak traffic times).
 - Staff should always drive within the speed limits, observe the Highway Code and other road safety requirements, and drive according to the prevailing weather conditions.
 - Seat belts must be worn at all times whilst the vehicle is in motion (except where exemptions exist)
 - Before driving, staff should familiarise themselves with the procedure to follow in the event of a vehicle breakdown.
 - Employees must never drive whilst under the influence of alcohol or drugs (see Use of Alcohol and Drugs Policy)

- Use of mobile phones is prohibited whilst driving; calls should only be made or taken when it is safe and legal to do so (See Mobile Phone Policy).

Documentation

- 3.3 To assist the Council to comply with current legal requirements, we will require those members of staff using their own vehicles to drive on Council business to produce basic documentation on commencement of their employment and, subsequently, on an annual basis. Where this is necessary the Support Services Manager should take responsibility for checking the following on an annual basis.
- 3.4 The employee's driving licence (also applicable for lease/Council vehicle driving) and where the licence is of the two-part type, both parts are required to be presented and checked. These checks shall be conducted during the month of April each year or when a new employee commences work.
- 3.5 If the car is more than 3 years old, the current MOT Certificate is required
- 3.6 Insurance documents (with business use cover) are required for all vehicles used.

III-Health Driving

- 3.7 Employees are responsible for ensuring that they are physically fit to drive. Should this change, they must inform their line manager or supervisor as soon as possible. In the event that medication becomes necessary, staff should check with their GP or Pharmacist before driving, even for short distances.

Breakdown Procedures

- 3.8 In the event of a vehicle breakdown whilst driving a privately owned vehicle on Council business, the driver shall contact their personal breakdown recovery provider to obtain assistance. The driver should then contact his/her Line Manager to inform them of the breakdown, their location and that assistance has been requested.
- 3.9 After inspection by the breakdown provider, the driver shall inform their Line Manager if they are able to continue their journey or if the vehicle requires further attention at a garage. If the vehicle requires towing/transporting to a garage, the respective Line Manager shall agree a method of transportation back to the office (or home) i.e. by taxi, public transport or collection by another member of staff.

Driving Whilst Under the Influence of Alcohol and/or Drugs

- 3.10 Drivers of grey fleet vehicles must not under any circumstances drink alcohol and drive during the working day, or use illegal drugs or any prescription or non-prescription drugs which will affect their ability to drive and work safely. Drivers must not arrive for work affected by drinking alcohol, prescription or non-prescription drugs to the extent that their driving ability is impaired. Failure to comply with these requirements will result in disciplinary action being taken. For further information see the Use of Alcohol and Drugs section of the Safety Policy.

Reporting of Road Traffic Collisions or Near Misses

- 3.11 Drivers of privately owned or lease vehicles involved in a collision while driving on Council business shall contact their Service Manager at the earliest opportunity to inform them of the incident. Near misses should also be reported and then as soon as possible the incident must be entered onto the Council's Electronic Accident Reporting System

Responsibilities

3.12 Service Managers

- 3.12.1 Managers with staff required to drive their own vehicles in order for them to complete their tasks shall be responsible for the following:

- checking that the member of staff has a current and valid license for the category of vehicle
- that the vehicle has a current MOT Certificate (for vehicles in excess of three years old)
- checking insurance details including for business use
- Ensure that checks are carried out on an annual basis

3.13 Employee Duties

- 3.13.1 Section 7 of the Health and Safety at Work Act places a duty on employees to co-operate and assist the Council in complying with its legal duties. They are also required to be aware of their own health and safety and that of others who may be affected by their activities. To this end, employees who drive on Council business using their own or lease vehicles are expected to comply with the following requirements:

- Keep their insurance and other vehicle related documents up-to-date.
- Make available copies of the required documents annually when requested to do so.

- Inform their line manager or supervisor of any changes in circumstances, e.g. penalty points convictions or change of vehicle.
- Have regular eye tests and ensure that any necessary corrective lenses for driving are worn.
- Read any updates that may periodically be issued on road safety matters. These will include information on good practice as well as forthcoming legal changes which affect those who drive whilst working.
- Inform their Service Manager immediately of any illness that may affect their ability to drive or if they have had their driving licence revoked on medical grounds.

GLOSSARY OF TERMS

Driver: Any employee or other person who drives a vehicle either regularly or occasionally, including full-time and part-time drivers such as maintenance staff, technicians and employees who use vehicles as a means of transporting themselves or equipment or of carrying out duties in the course of the Council's business.

Goods Vehicle: Any vehicle constructed or adapted to carry goods other than heavy goods vehicles or 'O' licensed vehicles.

Heavy Goods Vehicle: Any vehicle over 3.5 tonne GVW for which the driver must hold a category C, C1 or C + E driving entitlement.

Inspection: Full roadworthiness check to MOT standards.

Operating Centre: The place at which vehicles are normally kept and where continuous and effective control is exercised by a qualified transport officer who is nominated as such on the Council's 'O' Licence and from which any category of vehicle may be operated.

Operating Depot: Any location where vehicles other than those that are 'O' licensed may be based.

Maintenance: All aspects of inspection, servicing and repair.

Public Service Vehicle: Vehicle adapted to carry more than eight passengers for which the driver must hold category D, D1 or D + E and used for carrying passengers for hire or reward. Vehicle adapted to carry less than eight people and used for carrying passengers for hire or reward at separate fares as part of a passenger carrying business.

Servicing: Routine scheduled checks, adjustments and changes of lubricating and other relevant fluids.

Fleet Manager: Employee specifically designated by a department to have overall responsibility for transport within the department.

Transport Supervisor: Anyone who is responsible for an operating base or the users of council vehicles.

Vehicle: Any vehicle owned or operated by or hired to the Council, including any trailer whether or not forming part of a vehicle combination.

Grey Fleet: Any Vehicle owned by an employee which is used in connection with the business of the Council.

APPENDIX A

Principal Acts and Regulations

Transport Act 1986

Set out the maximum driving time and hours of work on purely domestic operations for LGV and PCV(s).

Road Traffic (Drivers' Ages and Hours of Work) Act 1976

Provides for the extension of offences against drivers hours regulations to include the place where the offence first came to light, the place where the offence resides and the place of business and/or the operating centre.

Motor Vehicle (Test) Regulations 1981

Principal legislation for the provision of testing of vehicles less than 3,500kg for compliance to the Road Traffic Act 1988.

Road Traffic (Construction and Use) Regulations 1986; Road Vehicle (Lighting Regulations) 1989

Principal legislation covering the design, manufacture, maintenance and use on the roads of Great Britain of motor vehicles and trailers.

Road Traffic Act 1988

Principal Road Traffic Regulations covering Road Safety, Construction and Use of Vehicles and Equipment, Licensing of Drivers of Vehicles, Licensing of Drivers of Heavy Good Vehicles, Driving Instruction, Third Party Liabilities and Miscellaneous & General (identifies obligations of officers and individuals to co-operate with investigations).

Road Traffic Offenders Act 1988

Set processes for reporting, prosecution, sentencing of offences committed under the Road Traffic Act 1988.

The Goods Vehicles (Planting and Testing) Regulations 1988

Principal legislation for the provision of examination at test stations or other places considered appropriate by the Secretary of State of Goods Vehicles for the purpose of compliance with the Road Traffic Act 1988.

Road Traffic Act 1991

Revises the Road Traffic Act 1988 in respect of Driving Offences, Drink and Drugs, Motoring Events, Danger to Road Users, Construction and Use Licensing of Drivers and Information as to Identity of Driver.

Vehicle Excise and Registration Act 1994

Repeats the Vehicle excise Act 1971.

Goods Vehicles (Licensing of Operators) Act 1995

Set the provision of Functions of traffic commissioners, Operators' licences, vehicles authorised to be used under a licence, Operating centres, Applications for licences, Determination of applications, Variation of licences, Conditions attached to licences, Interim licences and interim variations, Revocation etc. of operators' licences, Review of operating centres, Transfer of operating centres, Environmental matters, Inquiries, review of decisions and appeals, Forgery, False statements etc., Enforcement etc., Miscellaneous, Large goods vehicles, General provisions, regulations and orders and Interpretation.

Road Traffic (New Drivers) Act 1995

New offences for newly qualified drivers who commit certain infringement within a given period of time after qualification.

The Minibus and Other Section 19 Permit Buses (Amendment) Regulations 1996

Revise the driving entitlement for drivers after 1 January 1997 operating under Section 19 of the Road Traffic Act 1988.

Transport Act 2000

Extends the scope of services operated under Section 19 (permit scheme) of the Road Traffic Act

Transport Act(s)

Introduce minor changes to regulations i.e. Transport Act 2007 proposed changes to Section 19 and 22 of the Road traffic Act 1985 (permits in relation to the use of buses by educational and other bodies) and the delegation of powers.

Regulation (EC) 561/2006

Sets the maximum weekly driving limits, breaks, rest periods and exemptions for vehicles operated within the European Community.

Appendix B

Vehicle / Trailer / Plant Check and Defect Report

To be checked by operator before use and monitored during use for Function/Damage/Cleanliness etc

N°	Daily check items	N°	Daily check items	N°	Daily check items
1.	Lights - Indicators, Brake, Headlights, Beacons etc Operational & Visible	9.	Wear & operation of Steering & Driving Control	20.	Access Steps - Damage, Wear, and Security
2.	Reflectors/Markers/Warning Devices etc	10.	Operation & Condition of Trailer Coupling & Connections	21.	Fuel Cap in place and not leaking
3.	Brakes, including Handbrake - Pressure, Operation, Leaks etc	11.	Operation & Condition of Trailer reflectors & Lights	Weekly checks	
4.	Damage to Vehicle Bodywork, Bumpers, number plates etc	12.	Trailer number plate - Condition of and security		
5.	Operation & Condition of Horns, Wipers, Washers etc	13.	Operation & Condition of the Tow Bar Safety Cable	1	Wheels- Condition and nut tightness
6.	Security & Condition of Mirrors	14.	Tyres - Pressure damage and wear (Van & Trailer)	2	Fluid Levels - Engine Oil, Coolant, Brake Fluid, Fuel, Washer bottle. Check for leaks
7.	Seats - Secure and in correct driving position	15.	Vehicle Cab - Clean, tidy & Free from Loose Materials	3	Mirrors - Condition of, Operational, Correctly Aligned and Secure
8.	Seat Belts - Secure and operating correctly	16.	Load - Within Limits, Secure and evenly Distributed	4	Exhaust Security and damage
				5	Fire Extinguisher full & in date. First Aid kit full & in date. Sharps Kit complete (If carried)

✓ = Roadworthy x = Faulty

Day	✓ or x	Defect or faulty item(s) & reason. All Defects & Faults to be reported to the Fleet Department immediately
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		
Weekending Sunday	/ /	Print drivers name
Speedo Reading at the end of the week		Drivers Signature
Vehicle Description		Registration

Accident Form

Vehicle Incident / Accident Report Form - Part A (To be completed before end of working day and passed to supervisor)	Ref No	
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Date of Incident		Registration	
Time of incident		Third Party Registration	
Location of incident		Number of occupants in Third Party Vehicle	
Speed of your vehicle at the time of the incident		Speed of Third Party's vehicle at the time of the incident	
Have photographs of the accident scene been taken		Details of any injuries you have sustained	
Details of any injuries sustained by the Third Party(s)		If yes give name and contact details	

Witness Details		
Name	Address	Contact Number

Give a full written description of how the incident occurred

Sketch the details of the incident and take measurements where possible



Description of damage to your own vehicle		Description of damage to Third Party vehicle	
Description of damage to any static objects (Lamp posts, walls buildings barriers etc)		Name and address of Third Party	
Were any pedestrians involved in the incident		Insurance details of Third Party	
If yes did they go to hospital		Did the Police attend the incident	

Vehicle Incident / Accident Report Form - Part B	Ref No	
(To be completed before end of working day and passed to supervisor)		

Date of Incident		Registration	
Date of Incident Report		Make/Model	

Electronic Accident Log No		Address	
Drivers name			
CBC Driver or Agency			
Employee Number			
Service			
		D.o.B	
		Area	

Is the driver authorised to drive the vehicle		Have the Police been informed	
If the incident occurred at the home address, was the driver the authorised keeper overnight		Reference number	
Has the driver presented their driving licence for inspection within the last 12 months		Is the driver licensed to operate the vehicle involved in the incident	
Has the driver been convicted of any motoring offences within the past 12 months		If so, has the line manager been informed	
Use of the vehicle at the time of the incident (e.g Work, Private)		Date of the last driver assessment attended	

Has the driver been involved in any other vehicle incidents in the last three years, including any incidents that have occurred in vehicles other than vehicles provided for work	
Has the been convicted of any motoring offences in the last 5 years	

Date	Details of incident

Any follow up action required by the drivers supervisor? If yes give brief details	

Signature of Driver		Signature of Supervisor	
Drivers Name		Supervisors Name	

Ensure incident is logged on electronic accident reporting system and a copy of this form is sent to Insurance section and Corporate H&S Manager

DRIVING LICENCE CHECK FORM
CHESTERFIELD
 BOROUGH COUNCIL

Driving Licence Details			
Employees Name			
Line Manager			
Licence Type (i.e. UK1)			
Licence Number			
Issue Number			
Issue Date			
Driver to complete			
I confirm that I have given authority for my Driving Licence details to be checked electronically			
I can confirm that I have no medical conditions (such as eye sight or diabetes etc.) that affect my ability to drive legally			
Drivers signature			
Fleet and Facilities Manager to Complete			
I have checked the above Driving Licence online and confirm that the licence is valid			
I have checked the Personal Details are correct – (name, date of birth, address etc)			
Ages Restrictions – Use Guide to Driving Licences			
Restriction codes – Use Guide to Driving Licences			
Any new endorsements/disqualifications since last licence check if so, list below – Use Guide to Driving Offences & Penalty Points			
Code	Date of Conviction	Code	Date of Conviction
Name of Person Checking			
Signature			
Date check carried out			

MEDICAL CONDITIONS

Bring the following to the attention of the employee.

It is an offence for a person to drive on a road any vehicle otherwise than in accordance with a licence authorising them to drive it. It is also an offence for a person to cause or permit to cause another person to drive it

I am aware that any changes to the medical conditions or my health which affect my ability drive or drive safely must be reported to the Drivers Medical Unit, DVLA, Swansea, SA99 1TU and to my line manager.

The following conditions are reportable to the DVLA

Epilepsy, fits, or blackouts

Severe and recurring disabling giddiness

Parkinson's Disease

Any chronic neurological condition, e.g. Multiple sclerosis, Motor Neurone Disease

Major or minor strokes

Brain surgery, brain tumour, severe head injury

Memory problems

Any mental ill health condition (including depression)

Any psychiatric illness requiring hospital admission

Dependence on or misuse of alcohol or drugs in the past three years

Sight in one eye only or visual problems affecting either eye

Diabetes controlled by diet/tablets/insulin

Any heart condition other than innocent heart murmurs

Peripherals arterial disease causing symptoms

Abdominal Aortic Aneurysm

Sleep Apnoea Syndrome/Narcolepsy/Cataplexy

Any other condition which causes excessive daytime or awake time sleepiness

Severe spinal injuries

Treatment for the following types of cancer or tumours in the last Five years - Lung, Melanoma, Non Hodgkin's Lymphoma

Aids

Behavioural problems, e.g Asperger's Syndrome

Chronic Renal Failure

Profound Deafness

Any other medical condition likely to affect your ability to safely control a vehicle, e.g Amputation, Impairment secondary to medication, Chronic Debilitating Illness

I confirm I have notified the DVLA and my line manager where applicable of any of the above that apply		
Name of Employee		Date
Signature of Employee		

RISK ASSESSMENT FORM
(BASED ON HSE "FIVE STEPS TO RISK ASSESSMENT")

CORPORATE ROAD RISK ASSESSMENT

HAZARD (List)	PERSONS AT RISK AND HOW (Consider all persons, including those who may not be involved with the job)	EXISTING CONTROL MEASURES AND ADEQUACY (List the control measures appropriate to each hazard and consider the level of residual risk; is it high, medium or low)	ADDITIONAL REQUIREMENTS (If the residual risk is high, you must take additional practicable measures to reduce it, or abort the proposed task)
Excess Speed (Employee's vehicle)	Chesterfield Borough Council Employees Public Worst Outcome - Multiple Fatality	Employees to drive at a speed which is safe for the conditions, and certainly always within legal speed limits. Avoid confrontational situations.	Chesterfield Borough Council to carry out annual checks on Business Users' licences for endorsements and maintain records
Excess Speed (Others)	Chesterfield Borough Council Employees Worst Outcome - Multiple Fatality	Employees to be vigilant. Avoid confrontational situations. Park in safe areas only. Be aware when opening car doors, when parked.	Pedestrians to cross roads only at authorised locations.
Distractions whilst Driving	Chesterfield Borough Council Employees Public Worst Outcome - Multiple Fatality	Drivers are NOT to use mobile telephones, including those equipped with 'hands free', or two way radios, when driving.	
Fog or Other Poor Visibility Conditions	Chesterfield Borough Council Employees Public Worst Outcome - Multiple Fatality	Drivers to use dipped headlights and/or fog lights where appropriate. Use wipers. Drivers to proceed at a slow speed. (Always ensure stopping distance is not further than half distance of visibility).	Note: Do not use fog lights in clear conditions, especially when it is wet.

RISK ASSESSMENT FORM

(BASED ON HSE "FIVE STEPS TO RISK ASSESSMENT")

CORPORATE ROAD RISK ASSESSMENT

HAZARD (List)	PERSONS AT RISK AND HOW (Consider all persons, including those who may not be involved with the job)	EXISTING CONTROL MEASURES AND ADEQUACY (List the control measures appropriate to each hazard and consider the level of residual risk; is it high, medium or low ?)	ADDITIONAL REQUIREMENTS (If the residual risk is high, you must take additional practicable measures to reduce it, or abort the proposed task)
Wet Conditions	Chesterfield Borough Council Employees Public Worst Outcome - Multiple Fatality	Drivers to use moderate speed to accommodate conditions. Exercise careful deliberate manoeuvres, no sudden changes in speed or direction. Maintain safe braking distance from vehicles in front. Ensure screen washers charged and serviceable. Use dipped headlights where appropriate.	In the event that driving visibility becomes seriously impaired due to very heavy rain, find a safe place to stop and wait for conditions to improve. Use hazard lights when stopped. Drivers should not use high intensity rear fog lights in wet conditions, unless there is also thick fog. (This can result in annoying other drivers).
Snow and Ice	Chesterfield Borough Council Employees Public Worst outcome - Multiple Fatality	As above, plus the following :- Ensure screen de-icer is carried. Monitor weather reports (eg black ice). Drivers to carry spade where appropriate. Ensure adequate supply of warm clothing and hot drink if appropriate for journey. Carry mobile telephone, if available, and maintain regular contact with office	

RISK ASSESSMENT FORM
(BASED ON HSE "FIVE STEPS TO RISK ASSESSMENT")

CORPORATE ROAD RISK ASSESSMENT

HAZARD (List)	PERSONS AT RISK AND HOW (Consider all persons, including those who may not be involved with the job)	EXISTING CONTROL MEASURES AND ADEQUACY (List the control measures appropriate to each hazard and consider the level of residual risk; is it high, medium or low ?)	ADDITIONAL REQUIREMENTS (If the residual risk is high, you must take additional practicable measures to reduce it, or abort the proposed task)
Road Works/Temporary surfaces Reversing Vehicles	Chesterfield Borough Council Employees Public Road Works Contractors' Employees Worst Outcome - Multiple Fatality Chesterfield Borough Council Employee Public Worst Outcome - Multiple Fatality	Drivers to proceed with caution at appropriate speed. Observe all traffic speed limits and controls. Be vigilant for roadside operatives. If directed into dangerous situations, due to faulty controls etc., use hazard lights. In confined spaces or poor visibility conditions, use passenger if available to act as lookout or banksman, standing to rear and side of vehicle (always in view of driver). If unsure leave vehicle to look behind for small children etc. Ensure reversing lights are working and all mirrors are serviceable.	In addition: For all vans/trucks lorries etc. always use banksman. Vehicle to be fitted with audio reversing indication device. Driver to stop immediately, if visual contact is lost with banksman