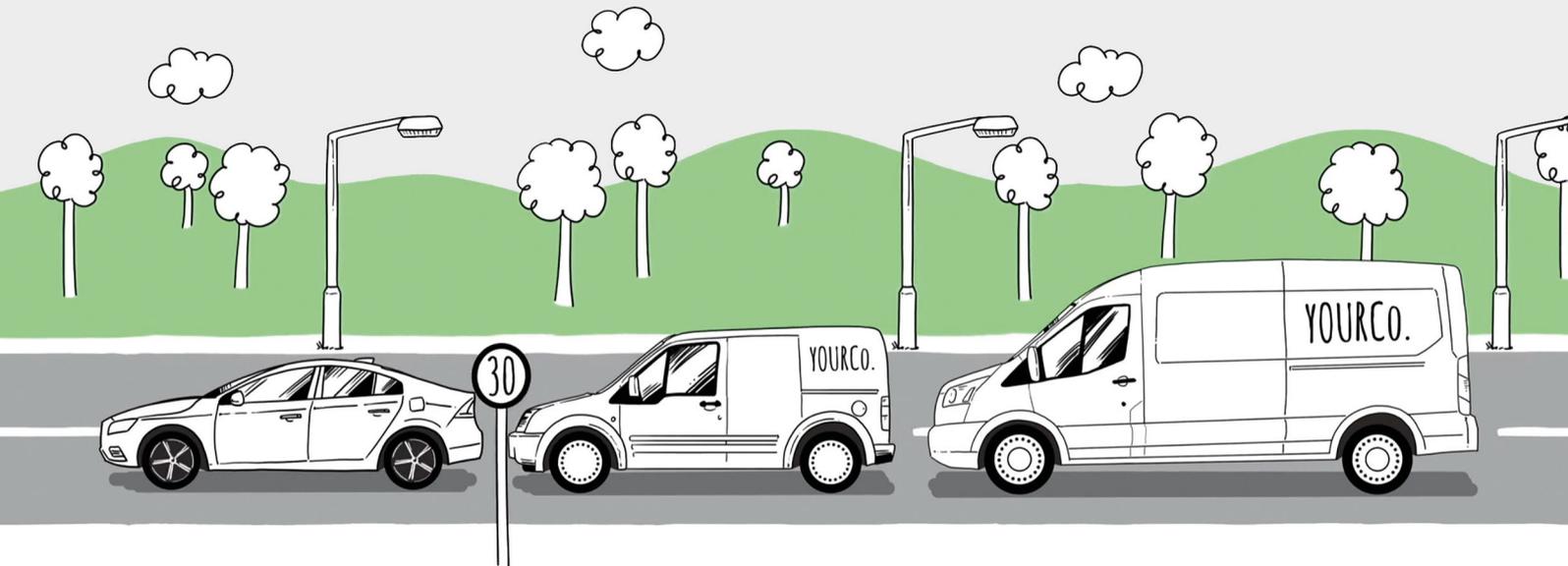




# Driving for **Better Business**



## **Supply Chain Masterclass Workshop**

**Highways UK  
8th November 2018**



Driving for Better Business is Highways England's approach to delivering improvements in Work-Related Road Safety.

[www.drivingforbetterbusiness.com](http://www.drivingforbetterbusiness.com)

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Highways England is committed to the safety of all road users. Driving for Better Business is hugely important to us. We recognise that having the right relationship between drivers, their employers and the customers they serve is essential to good behaviour on the roads. Driving for Better Business is one of our key partnerships in making this happen.”

**Jim O'Sullivan**  
*Chief Executive, Highways England*

# Foreword

Highways England and the DfT are implementing a Government programme to help reduce the number of collisions and casualties on our roads. In doing so, the aim is to reduce the considerable pressure on resources, both human and financial, in dealing with road incidents involving those who use our roads for work.

Having recently awarded the first contracts under the Area 10 ALD framework (the first to contain new requirements relating to the management of work-related road risk), Highways England are pressing forward, as a matter of urgency, with its desire for their supply chain to display exemplary standards in how they manage this vital area of health and safety.

Improving awareness of work-related road safety and a reduction in work-related road collisions are key priorities in the Government's British Road Safety Statement. They are also priorities that myself and our Chief Executive Jim O'Sullivan are personally committed to help deliver on.

Jesse Norman MP, Parliamentary Under Secretary of State for Roads, Local Transport and Devolution said that "The Highways England Driving for Better Business Programme supports the British Road Safety Statement. Road safety is not just a matter for government and the public sector. Is it an issue that requires support from the private sector, and that means businesses making sure they are compliant with current legislation."

It is therefore essential that, as we encourage all areas of UK business to improve how they manage those who drive for work that Highways England and its own supply chain must live up to the same standards we are asking of others. It is a journey that we are already well-advanced on.

This masterclass session will set out what this means for our supply chain, including our desire that Tier 1 contractors become Driving for Better Business Champions.

I would encourage you all to register with our Driving for Better Business campaign, and take advantage of the guidance and support on offer, to ensure you are able to support the programme.

Yours sincerely

**Mike Wilson**  
*Chief Highways Engineer*



*Mike Wilson, Chief Highways Engineer having completed the Driving for Better Business Commitment on behalf of Highways England.*

# What is Driving for Better Business?

Driving for Better Business is Highways England’s approach to delivering improvements in work-related road safety. It involves raising awareness of both requirements for legal compliance, and the significant benefits that employers in both the private and public sectors can achieve from managing work-related driving more effectively. It also provides guidance and resources, through our ‘7 Steps to Excellence’ (see page 8) for those looking to improve. **The programme is entirely free to join and access.**

The programme is supported by government, regulatory bodies and road safety organisations as well as some of the most prominent media and trade associations in British industry.

## Strategic Partners



## Sharing Good Practice

The Driving for Better Business programme shares information and stories of good practice, where management of work-related road risk goes far beyond mere legal compliance, which in turn leads to significant benefits for an employer in terms of fewer collisions, enhanced driver safety and reductions in fleet operating costs. Our Champions share details of their approach: how they met their legal compliance obligations; how they identified areas for improvement; what actions they took; and the benefits they achieved as a business. These employers, from both the private and public sectors, and across different industries, provide a benchmark against which we should all measure ourselves.

### Better management of those who drive for work can...

- **reduce** collision repair costs
- **reduce** fleet insurance and excess costs
- **reduce** fuel use and emissions
- **reduce** replacement staff and vehicle costs
- **reduce** maintenance costs
- **reduce** third party claims costs
- **reduce** business mileage claims
- **reduce** hidden management and admin costs



“ We’ve reduced repair costs by over 70% maintenance costs are down by 30% and fuel use is down too



“ Our fleet insurance claims are down by more than half resulting in a big drop in insurance premium



“ The reduction in repair costs and third-party claims comes to more than £180,000 per year

# Government Support

Highways England and the DfT are implementing a Government programme to help reduce the number of collisions and casualties on our roads. Driving for Better Business has the personal support of Jesse Norman MP, Parliamentary Under Secretary of State for Roads, Local Transport and Devolution



Department  
for Transport

**Jesse Norman MP,**  
Parliamentary Under Secretary  
of State for Roads, Local  
Transport and Devolution

*“The Highways England Driving for Better Business Programme supports the British Road Safety Statement in raising awareness of the importance of work-related road safety.”*

*“Road safety is not just a matter for government and the public sector. Is it an issue that requires support from the private sector, and that means businesses making sure they are compliant with current legislation.”*

## The DfT Road Safety Statement (2015) Key government priorities include:

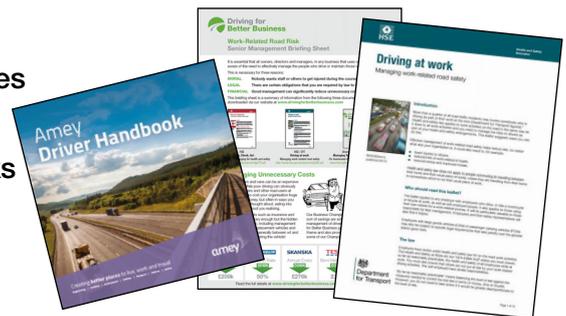
- Reduction in work-related road collisions
- Faster uptake of safer vehicles – AEB
- Greater enforcement against non compliance

# Supporting Employers

Our Business Champions may have achieved some significant business benefits but they all made sure they got the basics right first, such as legal compliance, and starting to measure and monitor fleet activity. We aim to help and support employers to get these basics right by providing guides and examples to follow, as well as ideas to help them continue their journey and pursue good practice.

## Our free resources include...

- **free** legal compliance and work-related road risk guides
- **free** online risk assessment tool
- **free** examples of ‘Driving for Work’ policies/handbooks
- **free** examples of how to start measuring fleet activity
- **free** interviews with fleet risk management experts
- **free** in-depth features on issues such as ‘Grey Fleet’



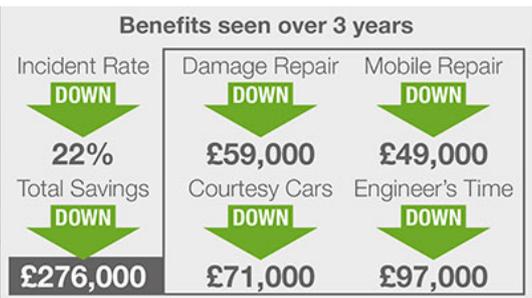
“ Our fleet insurance came down by 26% and we’ve improved the end-of-life value of our vehicles too

“ We’ve improved vehicle utilisation, emissions are down, and we reduced fuel use by over 50,000 litres

“ Repair costs came down 23% (collisions down 40% in one depot) despite the fleet growing by 83%

# Some of our Supply Chain Champions

We already have a number of Business Champions from the Highways England supply chain with many more following suit and working towards creating their case studies. These companies have shown that, not only do they manage their work-related road risk to the very highest standards, but they have seen significant cost reductions and other business benefits.



# Legal Compliance

Driving for work is one of the most dangerous activities most employees undertake, and there are various laws that require drivers and their employers to manage this risk effectively, ensuring that work-related driving doesn't endanger drivers or other road users.

Driving for work activities are covered by many different pieces of legislation that cover the company, its directors, staff and drivers:

- Health and Safety at Work Act
- Management of Health and Safety at Work Regulations
- Corporate Manslaughter and Corporate Homicide Act
- Health and Safety Offences Act
- Road Traffic Act 1988
- Road Safety Act 2006
- Road Vehicles (Construction and Use) Regulations
- Carriage of Dangerous Goods Regulations



Put simply, in order to comply with all this legislation:

- The company must not do anything that puts drivers at risk.
- The company's work-related driving activities must not endanger other road users.
- Directors must put appropriate policies and procedures in place to ensure this is so.
- All employees must follow those policies and procedures at all times.

## **In essence, these laws require the following actions:**

- The employer must conduct a written risk assessment of all business activities and this includes where employees drive for work.
- A plan of control measures must be put in place to minimise these risks. A safe driving policy should be developed that ensures consistent application and monitoring of these control measures. The plan and policy must be owned by a named director (or equivalent) of the organisation.
- 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. This is often done via a policy document or business driver handbook. Good practice would include a statement from the MD or CEO to reinforce top-level support for the safe driving policy.
- It is vitally important that ALL drivers and vehicles are included when addressing risks and control measures. This includes 'grey fleet' – employees who may, however frequently or infrequently, drive their own vehicle or a hired vehicle for work– as well as those in company cars and vans, and also any unusual tasks such as driving specialist vehicles, towing, heavy loads or carrying dangerous goods.
- All employees, including directors, managers, drivers and admin staff, must follow relevant policies and procedures fully, and at all times. For example, if there is a policy in place that restricts the use of a mobile phone whilst driving, office-based staff must not then call an employee, in contravention of that policy, if they suspect they may be driving at the time.
- Directors and management must not take actions or make decisions, that put drivers and other road users at risk, for example by the setting of unrealistic work schedules, or skewed performance rewards, that may encourage drivers to drive at excessive risk or for long hours without rest.
- Drivers must comply with the Highway Code and road traffic law at all times and not put themselves or other road users at risk, for example by speeding because they are late for an meeting or delivery.

# The landscape is changing around compliance

Any business owner or fleet manager who has ever had a meeting with a fleet risk consultant will have been told that the law says they need to do certain things when managing work-related road risk: They need to do a risk assessment; they need to check driving licences; they need to write a 'driving at work' policy; and they need to measure and monitor their fleet activity.

Some of you will, no doubt, have then asked the obvious question – so what happens if I don't do that? And the answer, probably given quite sheepishly by the consultant, is not much. If your driver was found to be speeding, or the vehicle defective in some way, it is the driver who would expect to take the penalty from the police under road traffic law.

But the compliance landscape is now changing, and any senior manager who asks an employee to drive for work needs to take note as companies, and the way they manage their drivers and vehicles, are now increasingly coming under the spotlight.

There are three possible reasons why you would want to manage those who drive for work to a high standard:

The first is the MORAL argument. None of us should actively want to create work situations

that could potentially harm our drivers, and lead to them not going home one night. Many might not realise the true impact that unrealistic delivery schedules, lack of attention to vehicle maintenance, or skewed performance incentives can have on driver safety. Most of us, I'm sure, would be keen to avoid such a situation – there are obviously some that don't care, but I doubt they're reading this article.

The second reason is FINANCIAL. Research shows that most employers experience some level of unnecessary vehicle damage. Driving for Better Business campaign supporters IAM RoadSmart and DriveTech surveyed their fleet customers and found that 86% of fleets had suffered a collision in the last 12 months and that two thirds of all company vehicles are likely to be involved in an incident in the coming 12 months. Further work done by DriveTech and the AA roadside recovery fleet showed that poor driving accounted for massive increases in costs for tyres, fuel and even routine maintenance and servicing. Employers can reap significant business benefits and cost reductions from better management of those who drive for them.

Third is the LEGAL argument. If an employer isn't interested in the first two reasons, then this is a safety net for the rest of us. It is effectively there to give structure to what an employer needs to do, and provide a stronger incentive to those who might not otherwise give this vital area of occupational safety the attention it deserves. In the event one of your drivers is involved in a serious or fatal incident, the police or the Health and Safety Executive would likely investigate whether the company procedures had contributed in some way. Otherwise, it's unlikely anyone would check – until now.

By reading this you'll probably already identify with reasons 1 and 2 – you'll be an employer who doesn't want their staff to get hurt, and you're in business to be efficient, which means reducing costs where possible. You now need to take account of the legal argument because employers and fleet operators across the country, whose vehicles are defective, or whose drivers break the law, are now being targeted.

With a third of road collisions involving someone who is driving for work at the time, the police are increasingly realising that it isn't always just



the driver at fault. Poor management and work procedures can be a significant contributory factor. Employers therefore need to address these challenges urgently.

Police forces around the country are increasingly working alongside other agencies such as the DVSA and Highways England on initiatives that are identifying large numbers of non-compliance business drivers and vehicles.

One such initiative was implemented on the M5, where checks were carried out in the motorway service area on almost 120 vehicles being used to tow. Inspections showing that a staggering 94% of those were non-compliant in some way. Offences included incorrect hitching, no emergency brake cable, insecure loads, overloading – even unlicensed drivers and the use of red diesel! One of those drivers checked, with a trailer and plant on the back, didn't have the correct licence to tow – when his employer was asked to send another driver to take over the journey, they



*An example of one non-compliant commercial vehicle including 3 loose saws with no blade covers*

demonstrated a total lack of awareness of their legal responsibilities by sending another driver who also lacked the correct driving licence.

Other initiatives around the country have highlighted commercial vehicles with significant safety-critical defects, and open flatbed trucks with loose items in the back such as plant, wheelbarrows and powertools. One of the worst examples including three saws without blade covers and not strapped down in any way – all of which can suddenly become highly dangerous missiles in the event of an incident, whether caused by the driver or another road user.

## A conversation between your driver and the police might unfold something like this...

**Police:** *Do you understand why I've stopped you today sir?*

**Driver:** *No, officer.*

**Police:** *I stopped you for exceeding the speed limit however I also now see that one of your front tyres appears to be worn down below the legal limit.*

**Cautioned, the driver replies...**

**Driver:** *Yes, I'm very sorry officer, I've got a busy schedule today, making deliveries for my company.*

**Police:** *Have you complied with the company Driving for Work policy before leaving on your journey today, Sir?*

**Driver:** *No, I'm sorry, I don't know what you're talking about – I haven't seen any driving policy.*

**Police:** *In that case, before I take this matter further, I will need to go and speak to your fleet manager and also your line manager, to consider offences under the 'Use, Cause and Permit' regulations covered by the Road Traffic Act, 1988.*

**Working through the Driving for Better Business 'Seven Steps' programme could prevent your drivers having to endure a similar conversation.**

Compliance stops in Humberside have found similar offences and at a similar high level of non-compliance. The latest initiative found an average of two offences per vehicle/driver. Also worth noting is that, with police resources stretched, these initiatives yield significant results in terms of the manpower and resources invested. They are therefore likely to be continued, and to spread quickly to other force areas.

Imagine if a conversation your driver had with the police went something like this...

The purpose of these stops isn't to persecute the driver but to raise awareness of the seriousness of the offence, both for the driver and the employer. The driver is ultimately responsible for his or her behaviour on the road, as well as the roadworthiness of the vehicle, however, the police and the judiciary are increasingly aware that drivers are not always wholly at fault. In

serious incidents where accepted company practice or a lack of appropriate management was a contributory factor – directors are being called to account!

If the driver's employer is not operating compliantly, and doesn't have a suitable Driving for Work policy, the purpose of the visit is to explain why this is needed and point them in the direction of resources and guidance that can help them. Driving for Better Business is one such resource.

The flip side of this 'arm around the shoulder' approach, however, is that the police are much less likely to be supportive of repeat offenders.

Drivers also need to feel empowered to challenge an employer who fails to maintain vehicles properly or who, either inadvertently or intentionally, has work policies that encourage unsafe driving. The penalty points go to the driver, not the company, and could jeopardise the driver's own licence, and therefore his livelihood.

Drivers who use the new Smart motorways also need to watch their behaviour as, in addition to the speed cameras that adjust their thresholds in line with variable speed limits, the gantries also record the number plates of vehicles travelling under a 'Red X' denoting a closed lane, or using the hard shoulder when it is not in operation.

The registration plate details are obviously linked to vehicle owner details and Highways England can identify companies whose vehicles appear in the list regularly. Many of the larger employers have the relevant policies and procedures in place so the Highways England approach is to work collaboratively with the employer to help their drivers understand how to use Smart motorways and why compliance is essential. Where employers fail to engage, the offences can be punished by a £100 fine and three points on the driver's licence. Four of those, less if the driver already has points, and the driver is off the road and the business disrupted.

Poor management and work procedures can be a significant contributory factor in the roadworthiness of your fleet and the safety of your drivers. This is where Highways England's Driving for Better Business campaign can help.

Through its '7-steps to excellence' process, it can help employers get the basics right with a range of free resources covering risk assessment, management awareness, policies and record keeping. Simply go to the 'Getting Started' section at [www.drivingforbetterbusiness.com](http://www.drivingforbetterbusiness.com).

The landscape around compliance is changing fast. Make sure you don't get caught out. ■



# Good management of work-related road risk

The following is taken from Annex 13 of the new Asset Delivery contracts such as those for Area 10, and covers general health and safety requirements. Clause 1.6 specifically covers how contractors are expected to manage work-related road risk.

**Asset Delivery (AD)  
Construction Services  
Scope  
Annex 13  
General Health and Safety Requirements**

1.6 Driving for Better Business

1.6.1 The Contractor manages work-related road safety (WRRS) to an appropriate standard as part of their organisation's health and safety at work programme.

1.6.2 Within six months of the starting date/date of award of the Framework Contract, the Contractor:

- (1) Undertakes a risk assessment of their 'driving at work' activities which covers all drivers and vehicles that may be used on business.
- (2) Develops and implements a 'driving for work' policy, or suite of policies, that complies with Health and Safety Executive (HSE) guidance and applies to all areas of the business, all types of driving undertaken, and is communicated effectively to all employees who may drive on business.
- (3) Prepares a statement from the CEO or board director responsible for WRRS that speaks to the importance attached to work-related road safety by the business and its senior management.
- (4) Implements an effective system for measuring and monitoring fleet activity including the frequency and severity of any collisions, together with driver and vehicle compliance. This includes as a minimum:
  - a) records of crashes and investigation results
  - b) driver training or education supplied
  - c) policy acceptance
  - d) driver licence checking
  - e) vehicle checks and defect reporting, etc
- (5) Implements an effective system for promoting the same level of awareness regarding WRRS, and compliance with HSE guidance with subcontractors. Subcontractors are required to complete 'the Driving for Better Business Commitment' <http://www.drivingforbetterbusiness.com/getting-started/the-commitment/> a self-declaration that they manage WRRS to minimum acceptable level. The Contractor should take any measures necessary to ensure they are satisfied this declaration is correct.
- (6) Demonstrates to the Client the reduction of collisions, incidents or instances of non-compliance year on year, or provides a reasonable explanation if this is not the case.
- (7) includes these requirements in all subcontracts and supply agreements

1.6.3 The Contractor works towards becoming a Business Champion in Highways England's Driving for Business Campaign. Where the Contractor is already working for the Client on another contract, they are required to become a DfBB Business Champion by 1st April 2019. Where the Contractor is a new supplier to the Client they have 18 months in which to become a DfBB Business Champion from the time they are appointed.

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**Step 1: Register on the Driving for Better Business website**



**REGISTER**

Registering on our website is free and allows access to all our free resources including example Driving at Work policies from some of our Business Champions. It also brings access to features, reports, videos and many other resources that will help meet the following steps. All resources are free.

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**Steps 2-5: Make sure you comply with current legislation and guidance**



**LEADERSHIP**

A statement from the CEO or board director responsible for WRRS that speaks to the importance attached to work-related road safety by the business and its senior management. The statement should also be shared with the workforce so they understand the importance to the business.



**RISK ASSESS**

A risk assessment of their 'driving at work' activities which covers all drivers and vehicles, not just those operating 'on site' and not just regulated heavy commercial vehicles, but also light commercial vehicles and vans, company cars, grey fleet and any other vehicles that may be used on business.



**POLICIES**

A 'driving for work' policy, or suite of policies, that complies with Health and Safety Executive (HSE) guidance and applies to all areas of the business, all types of driving undertaken, and is communicated effectively to all employees who may drive on business.



**MEASURE**

An effective system for measuring and monitoring fleet activity including the frequency and severity of any collisions, together with driver and vehicle compliance. This includes recording crashes and investigation results, any driver training or education supplied, policy acceptance, driver licence checking, vehicle checks and defect reporting, etc.



### Step 6: Confirm your commitment to compliance



#### COMMITMENT

A contractor's own suppliers should be required to complete 'the Driving for Better Business Commitment' at [www.drivingforbetterbusiness.com](http://www.drivingforbetterbusiness.com) – a self-declaration that they manage work-related road safety to the minimum acceptable level and meet the minimum standards required by Highways England.

### Step 7: Beyond the minimum - pursuing good practice



#### GOOD PRACTICE

Once basic compliance has been achieved, further steps should be taken in order to realise the significant business benefits that can be achieved from good management. All companies have different circumstances and challenges but looking at fuel use, telematics, driver training and vehicle safety systems could all bring significant cost reductions.

Our Business Champions are exemplars of good practice. They manage their work-related road risk to an extremely high level, sharing their stories and achievements as an inspiration to other employers, and promoting Driving for Better Business throughout their networks and supply chains.



*Mark Byard, Health Safety and Wellbeing Director at Highways England presents the Driving for Better Business Champion certificate, signed by Chief Executive Jim O'Sullivan, to Joe Docherty, Head of HSEQ and Rob Allen, Business Director, from Amey.*

# What is a Business Champion?

## A Business Champion is not simply an employer that supports Driving for Better Business

Driving for Better Business Champions are those organisations that are prepared to step forward to champion good practice in work-related road safety by sharing their stories:

- The challenges they've faced
- How they've met those challenges
- The benefits they've achieved

It is a business message about how better management of those who drive for work, and going far beyond simple legal compliance, can significantly reduce costs and improve efficiencies, while at the same time improving safety and reducing reputational risk.

The key to all this is measuring and monitoring your fleet activity – after all, if you aren't measuring it, you can't manage it.



**Measuring fleet activity highlights opportunities for improvement**, such as:

- Excessive fleet insurance premium or claims levels
- The potential reputational risk highlighted by poor telematics data
- High overall cost of fuel, servicing and maintenance from poor driving

These insights allow interventions and improvements to be tailored to specific challenges and for significant business benefits from these actions to be identified.

**Driving for Better Business Champions** are organisations that manage those who drive for work to an extremely high level and can prove that this approach has benefitted their business. Their stories and case studies should be held up as an inspiration for other ambitious employers to copy, and as a benchmark against which others judge themselves.

## Business Champions do the following:

- Create case studies of good/best practice and examples of benefits achieved,
- Have all their legal compliance obligations covered,
- Share policies as a resource for new visitors to the DfBB website,
- Promote DfBB to their networks – supply chains, corporate customers, etc,
- Contribute to articles and features for the DfBB website and social media.

# Creating a case study

Your case study should include the following:

<b>Company overview</b>	What business sector do you operate in? What are your core business values? Describe the nature of your 'Driving for Work' activities
<b>Fleet dimensions</b>	How many company cars, LCVs and LGVs do you operate? How many drivers do you have in total, including grey fleet?
<b>Statement from the CEO/MD</b>	Demonstrate top-down leadership on work-related road safety
<b>Quote from WRRS manager</b>	Outline the key challenges addressed and/or benefits achieved
<b>Policies, procedures and activities</b>	Describe the key 'good practice' activities/initiatives implemented Include examples of policies where possible
<b>Performance measures and metrics</b>	What do you measure and why? How do you identify when improvements are needed or have been achieved?
<b>Business benefits</b>	Outline your success at collision reduction with tables/graphs Describe what other benefits or cost reductions have been achieved
<b>Awards and accreditations</b>	Is your organisation accredited to FORS, Van Excellence, CLOCS, etc? Has the organisation or fleet team been recognised for their achievements?



## For further inspiration:

Visit [www.drivingforbetterbusiness.com/case-studies](http://www.drivingforbetterbusiness.com/case-studies)

# Business Champion Case Study



Amey believes proper attention to the health and safety of its employees, subcontractors, client staff and the community within which the Company operates is a key element of effective business management; injuries are not inevitable, harm is not acceptable and risks are ours to manage.

Management of Fleet Risk is particularly important as it affects all road users. We all utilise the roads on a regular basis, or rely upon those who do and we have a right to do so safely. Amey has a variety of initiatives which help reduce the risks our employees and those around us face when using the road. Fleet safety and compliance is supported by top level engagement.



*"Amey is one of the largest and most diverse companies working for the public and regulated sectors in the UK, with the ultimate aim of creating better places for people to live, work and travel. To help us deliver this aim, the Amey Executive Team, fully support the work of our Group Fleet & Plant Team in their work in improving the safety, efficiency and professionalism of our employees and supply chain partners who are driving at work."*

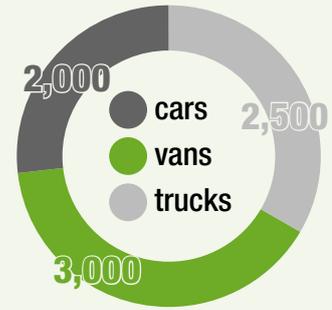
**James Haluch**  
Managing Director, Highways, Amey

## Amey Fleet Details

**19,000** employees

**11,000** drivers

**7,500** vehicles



**203** Grey Fleet Drivers

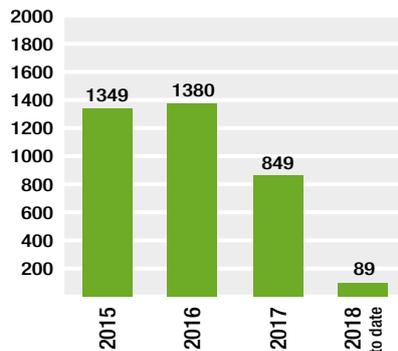
**3,000** Driver CPC holders

**50** Transport Manager CPC holders



## Incident Reduction

At fault incident claims

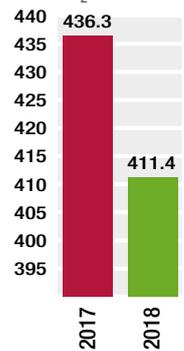


## Environmental Impact

Miles per Gallon

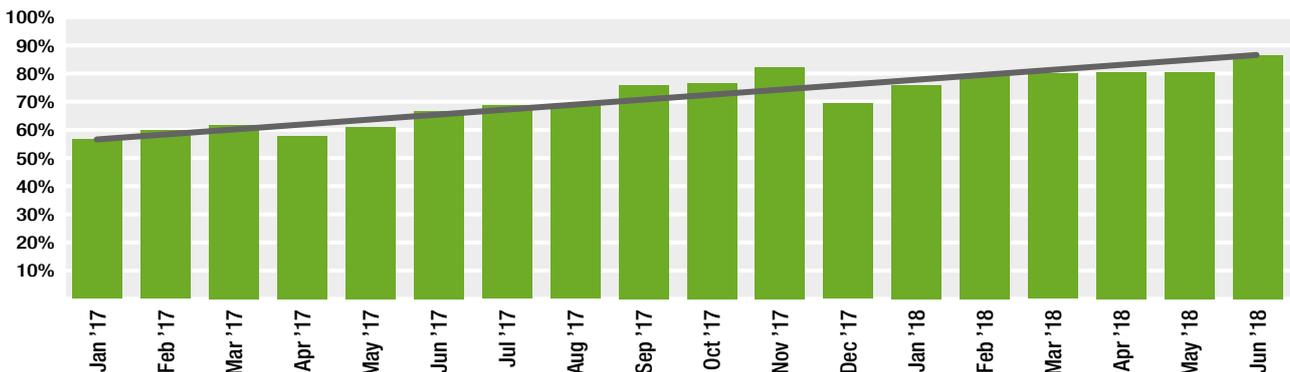


CO<sub>2</sub> g/Km



## Fleet Utilisation

30% improvement over past 18 months for vehicles fitted with Masternaut telematics systems



The following initiatives have contributed to increased compliance, safety improvements, fuel efficiencies and cost savings across Amey

### Daily Vehicle Checks

Amey utilise CheckedSafe. This is an App which facilitates driver daily walk around checks from a digital device. It is simple to use and replaces the cumbersome paper-based method.

This allows the driver carrying out the inspection to speed up the process and submit the results in real time from the App with additional details including photos, time and date stamps, notes on corrective action. Once the check is finished, the report is viewable via an online portal. All failed vehicle compliance checks will automatically generate a report which will be sent to a line manager or administrator for inspection and guidance.



### Driver Safety Films

In October 2017 Amey released 3 new driver safety training films to be used at an operational level to raise awareness of Access and Egress, Manual Handling and Responsibility of a Professional Driver.

### Driving Licence Checks

Following feedback from the business Amey instructed a new supplier to carry out secure licence checks for all drivers. The new process has improved completion rate which gives us a much clearer overview of our driving population and exposure to risk. We have also implemented online Driver Risk Assessments to assess the potential risk each driver may be exposed to and target bespoke training to mitigate this.

### Driver Training

Amey Fleet and Plant have a bespoke 90-minute driver awareness training session including topics such as hazard prevention, rules of the road, fitness to drive. So far 2000 drivers have completed the training. From 2018 the awareness roadshows will include use of a bespoke fatigue simulator which uses virtual reality to train drivers on the effects of driving tired. Amey has also reviewed all Driver CPC training and partnered with the Freight Transport Association to provide bespoke accredited training.

### Vehicle Safety Technology

Amey continues to invest in the latest technology to support the safety of its fleet. This includes the use of:

- Masternaut Telematics
- 360 degree cameras
- CCTV
- Reversing alarms
- LED warnings
- Access and egress assistance

### Policies

Amey continues to update its driving related policies regularly. This included the launch of a new Driver Handbook in October 2017 which was provided to all drivers along with a copy of the latest Highway Code to ensure compliance with latest road legislation as well as Amey policies.

**In January 2018 Amey took the decision to amend its mobile policy to prohibit all use of mobile phones whilst driving, including hands-free conversations, recognising that this is one of the highest risk activities a driver might undertake.**



### Fleet & Plant Conference

Amey Fleet & Plant host annual internal conferences for all operational Transport Managers and Fleet Administrators. Each conference is attended by over 100 employees and provides an opportunity to hear from the Traffic Commissioner, Amey suppliers and agree fleet management processes going forward.

# Your Next Steps Checklist

WHO MAY NEED TO BE INVOLVED?	
Managing Director/CEO	Head of Finance
Transport Manager/Head of Fleet	Head of Safety
Head of Human Resources	Other

ENGAGE WITH THE CAMPAIGN			
ACTION	PERSON RESPONSIBLE	DATE TO BE COMPLETED	ACTION COMPLETE
Register at <a href="http://www.drivingforbetterbusiness.com">www.drivingforbetterbusiness.com</a>			
Review available resources			
Review current case studies			
Follow us on LinkedIn, Twitter, Facebook			

ENSURE YOUR BUSINESS IS COMPLIANT WITH CURRENT LEGISLATION			
ACTION	PERSON RESPONSIBLE	DATE TO BE COMPLETED	ACTION COMPLETE
Review the 7-Steps resources (Getting Started)			
Ensure buy-in among all senior managers			
Complete the free online risk assessment			
Review your 'Driving at Work' policy			
Ensure the policy is effectively communicated to staff			
Ensure you measure/monitor your fleet activity			
Complete the Driving for Better Business Commitment			

PURSUE GOOD PRACTICE AND BECOME A DfBB CHAMPION			
ACTION	PERSON RESPONSIBLE	DATE TO BE COMPLETED	ACTION COMPLETE
Communicate statement from CEO/MD			
Identify areas for improvement from fleet data			
Plan interventions to effect improvements			
- Review/improve data gathering and analysis			
- Review/improve driver engagement and awareness			
- Review/improve vehicle procurement, maintenance			
- Review/improve route optimisation, fuel use, emissions			
Regularly review progress against objectives			
Evidence this progress with tables or graphs			
Collate information for preparation of DfBB case study			
Apply to become a Driving for Better Business Champion			
Promote DfBB down through your own supply chain			

**Contact details:** John Lawrence, Driving for Better Business Champion Programme Manager  
[john@drivingforbetterbusiness.com](mailto:john@drivingforbetterbusiness.com) 07950 614268



