

What is Work-Related Road Risk?

At its simplest, it is the risk that one of your employees could be involved in a collision while driving for work, with the potential of injury to the driver or other road users, or damage to vehicles and property. Government figures show there are almost 40,000 people injured every year in collisions involving someone who was driving for work.

- It can put your staff at risk.
- It can put other road users at risk.
- It can cost your organisation a lot of money.
- It can put you, your organisation and your reputation at risk and you have a legal duty to manage it properly.



The Health and Safety at Work Act 1974

Health and safety at work legislation requires all employers to carry out an assessment of the risks posed to employees by their work activities, as well as the risks those activities may pose to others outside the business.

The Health and Safety Executive is clear that a company car or van is an extension of the workplace – it's the reason nobody is allowed to smoke in a company vehicle, because the same rules that relate to workplace health and safety also apply to driving for work. The risks involved in driving for work must be identified, carefully assessed, and safe working practices put in place to ensure those risks are minimised as far as possible.

In order to comply with this legislation:

- Your organisation must not do anything that puts drivers at risk.
- Your organisation'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.

You must be able to prove that all this had been done, that compliance is being monitored, and that further interventions are made where necessary. **The first step is to create a Driving for Work Policy that identifies these risks, explains how they are to be managed, and clearly communicates the standards required of your drivers.**

If an employer was deemed to have fallen short of these requirements, then the business and its management could be at risk of prosecution. The penalties can be severe, including heavy fines and even imprisonment. Courts also have the power to disqualify directors and impose publicity orders on the business, destroying reputations.

On top of the moral duty to ensure your staff get home safe and well at the end of each day, there is a strong financial case for getting on top of your road risk because good management can help you make significant reductions in your operating costs.

Driving for Better Business is FREE to join and there are lots of FREE resources, guides and tools to help you...

 REDUCE ↓ Vehicle Collisions	 REDUCE ↓ Third-Party Claims	 REDUCE ↓ Insurance Premium	 REDUCE ↓ Poor Driving Standards	 REDUCE ↓ Speeding Incidents	 REDUCE ↓ Maintenance Costs
 REDUCE ↓ Management & Admin Time	 REDUCE ↓ Vehicle Emissions	 REDUCE ↓ Fuel Use	 REDUCE ↓ Vehicle Off-road Time	 REDUCE ↓ Unnecessary Idling	 REDUCE ↓ Poor Mental Health

Create Your Driving for Work Policy

What should be included in a Driving for Work Policy?

A good policy needs to include specific information in a concise and easy-to-understand format. Here's a summary of what needs to be included:

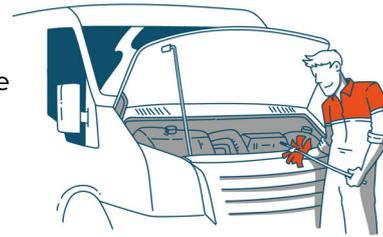


- 1** A **policy statement** which explains to drivers why the policy exists and why it is important they follow it at all times. Good practice is to also include a statement from a senior leader in the organisation to stress the importance of driver safety to the organisation.



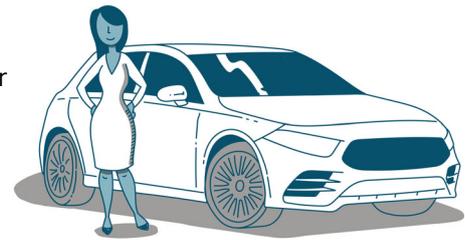
- 2** A **driver management** section covering licence checks, medical conditions, driver competence and fitness to drive including impairment, fatigue and wellbeing.

- 3** A **vehicle management** section including vehicle roadworthiness, safe loading, vehicle security, private use of vehicles and towing, if applicable.



- 4** A **journey management** section including driving standards, use of mobile phones, dealing with fines and penalties, and what to do in the event of a collision or breakdown.

- 5** A **grey fleet drivers** section – for those employees who use their own car for business journeys. It's an area often missed but every time an employee uses their own vehicle for any work purpose, you have the same legal responsibilities for managing safety.



Your **Driving for Work Policy** will only be effective if your drivers buy in to it, and so it must be realistic, consistently applied, and reinforced on a regular basis. To be legally compliant, your policy needs to be kept up to date and reviewed regularly. The policy must be owned by a director or similar senior manager who has overall responsibility for creating, communicating and reviewing it, as well as monitoring compliance.



Pursuing good practice

We've designed the Driving for Better Business programme to help you make long-term sustainable improvements in risk management that will lead to reductions in collisions, the ability to control operational costs, and confidence that you're meeting your legal requirements.

Evaluate where you're at now

Use our online Gap Analysis to identify any gaps in your current practice. Use our benchmarking tool to evaluate how you are doing now and see how you compare with your peers, and with best practice.

Strengthen culture

You can access our library of support, advice and resources to plug any gaps you may have found, thus strengthening culture in your organisation.

Enhance performance

Revisit the benchmarking tool to measure the improvements you've made, both in safety and cost control.



Driving for

Better Business

drivingforbetterbusiness.com/driving-for-work-policy