



Driving at Work Policy and Guidance Documents

Policy Purpose

This is the Council's corporate policy on work-related driving using Council and employees' own vehicles. It describes the Council's commitment to meeting its legal obligations under health and safety and road traffic legislation.

The Policy outlines key responsibilities and actions for drivers and their managers.

Document control

Author	Darren Allsobrook
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Policy application

1. This policy applies to anyone who drives fleet or their own vehicles on behalf of the Council, including employees, agency workers and volunteers. It also applies to managers who are responsible for driving activities and managing Council drivers.
2. The policy doesn't cover commuting journeys, this means where you drive to the same office or site every day, but does cover if you are driving to a work location which isn't your normal place of work.
3. The following council policies also apply in conjunction with this policy;
 - Under the **Council's No Smoking Policy**, smoking (including e-cigarettes and vaping) is banned in all Council owned vehicles, any other vehicles provided by the Council in connection with work and employee's privately owned or leased vehicle if it's being used on Council's business.
 - All drivers must follow the Council's **Use of Electronic Devices and Driving Guidance**. This means they must not use hand-held or hands-free mobile phones while driving for work.
 - All drivers must comply with the **Council's Drugs and Alcohol policy**.

Principles

4. The Council is committed to protecting the health, safety and wellbeing of our employees, service users, volunteers, contractors and members of the public who could be affected by our work. To do this, we will take all reasonable steps to make sure:
 - **our drivers are:**
 - able to drive safely, and are fully competent and capable of doing their job in a way that is safe for them and other people
 - properly trained and understand the importance of appropriate attitude and behavior when driving
 - aware of the importance of good posture and know how to set their vehicle seat correctly
 - aware of what to do in case of an accident
 - able to get safety critical information, such as recommended tyre pressures, adjustment mechanisms for head restraints, and what to do if their vehicle is unsafe or breaks down
 - **any vehicles used for work:**
 - have been assessed as fit for purpose and the work activity
 - are properly maintained and checked
 - have any safety equipment properly fitted and maintained
 - have seatbelts and head restraints fitted and used correctly
 - have ergonomic considerations taken into account

- **Work-related journeys** are properly planned and scheduled, taking account of adequate time, breaks, driver fatigue and weather conditions.

Driver Categories

5. All employees, agency workers and volunteers who drive for work will be identified and given a **driver category**. This is so that appropriate checks, training and assessments can be carried out.
6. We have categorised driving activities into:
 - **Group 1** - employees and agency workers using vehicles owned or leased by the Council, including pool cars
 - **Group 2** - employees, including agency workers, authorised to use their own vehicles
 - **Group 3** - minibus drivers
 - **Group 4** - volunteers driving their own vehicles.
7. Refer to the Managers Guidance and Employee Guidance for further information on these categories.

Checks and Health Surveillance

8. **Pre-employment and new starter checks** will be recorded for each employee based on their driver category. These are to make sure individuals are fit, safe and competent to drive and have the correct driving entitlements and documents.
9. **Ongoing checks for existing drivers** and their vehicle documentation will also be carried out on an annual basis. These will be recorded using the current approved system for each driver category.
10. Certain drivers require **periodic health surveillance** to make sure that they are fit to drive. These are drivers of passenger carrying vehicles (PCV's) and large goods vehicles (LGV). Council arrangements for health surveillance will follow the current Driver and Vehicle Licensing Agency (DVLA) guidelines.
11. Driving risk assessments will be carried out and regularly reviewed. These will consider drivers, journeys made, vehicles used and any passengers and cargo transported.
12. Appropriate information and training will be provided for all categories of driver.

Minibus Hire

13. All minibuses, if required, **must** be hired through Fleet Management. This is to make sure vehicles are covered by the Council's vehicle insurance. Full driver details will be required by Fleet Management as part of the booking process. See the Minibus section of the Managers' Guide.

Accidents

14. All road traffic accidents that happen on a work-related journey, regardless of whether anyone's injured, must be reported to:
 - The **Corporate Health and Safety Team**, through the F2508 eform or word document, which can be found on [iDerby](#) or the [SIP](#). See the [Accidents, Diseases and Dangerous Occurrences Policy and Guidance](#) for more information.
 - **Fleet Management** immediately where Category A (fleet) drivers are involved.
15. Council vehicles are only to be used for the official business of the Council.

Roles and responsibilities

16. Everyone shares a responsibility for their own health and wellbeing and for that of their colleagues. The Corporate Health and Safety Policy and Roles and Responsibilities document outlines the main roles and responsibilities that underpin all policies.

Strategic Directors, Senior Management Teams

17. Strategic Directors and their Senior Management Teams are responsible for:
 - developing local arrangements for implementing and monitoring this policy, procedures and guidance
 - identifying all managers who control work-related driving activities and make sure they understand their responsibilities under this policy
 - making sure Council vehicles are only bought through the Fleet Management to make sure they meet corporate standards for vehicle safety and use.

Managers

18. Managers who control work-related driving activities are responsible for:
 - identifying all employees who drive for work and deciding which of the four driver categories they fit into
 - notifying Fleet Management about all employees who drive Council vehicles
 - carrying out the pre-employment checks for new starters in each driver category
 - making sure drivers complete the Driver Declaration Form every year
 - carrying out and recording the required periodic checks for employees in each driver category, such as checking driving licences, MOT and insurance certificates
 - ensuring periodic health surveillance is carried out for specific driver groups, such as large goods vehicle (LGV) drivers
 - getting advice from Occupational Health and Human Resources about any concerns they have about an employee's health (including drug and alcohol use) affecting their ability to drive safely

- completing and regularly reviewing risk assessments for work-related driving activities, including for any high risk journeys that have been identified, and sharing this information with staff. This might include those involving high mileage, carrying service users, or any unplanned journeys where an employee uses their own vehicle.
- making sure driving risk assessments are shared with relevant employees and that they understand the safe working procedures and arrangements that are put in place to protect them
- giving employees who drive for work a copy of the Council's Driving at Work Policy - Employee Guidance
- making sure drivers complete the training required for their role and driver category
- making sure that fleet drivers (Group 1) complete daily vehicle safety checks and keep required records, including the vehicle defect reporting book and drivers' hours record book, where this is appropriate
- making sure employees know and understand the procedure for reporting vehicle accidents
- making sure employees understand and follow the Council's:
 - Use of Electronic Devices and Driving Guidance
 - No Smoking Policy
 - Drugs and Alcohol Policy
- following the Council's procedures if an employee's standard of driving is of concern
- following the Council's procedures if an employee cannot drive because, for example, they're banned
- making sure disabled drivers have reasonable adjustments
- making sure the Council's Drug and Alcohol Policy is followed in relation to driving
- Investigate the reasons for any driving endorsements and convictions imposed on an employee, to assess the risk to that employee and others, if they continue to drive for the Council.

Employees

19. Employees who drive for work must:

- complete the Driver Declaration Form every year. These will be countersigned by their manager to confirm that all document checks have been done, the findings are satisfactory and to authorise work-related driving
- show their manager original copies of vehicle registration documents, MOT certificates (where needed) and insurance documents for any privately-owned vehicle they use for work.
- use the Driver and Vehicle Licensing Agency's (DVLA) Share Driving Licence Service to enable their manager to check their driving record and entitlements

- report all road traffic accidents that happen on work-related journeys to their manager so they can follow the Council's reporting procedures. Fleet drivers must also report any accidents to Fleet Management.
 - tell their manager about all formal cautions and prosecutions resulting from their driving, whether related to Council business or not.
20. Employees must not drive for work:
- unless they have the correct, valid driving licences, entitlements and training for their driving role
 - without appropriate and valid vehicle documents and certificates
 - if they have been banned or disqualified from driving, or had their licence suspended or revoked
 - if they have any medical condition, temporary or permanent, that affects their ability to drive safely
 - if they are unfit to drive because of alcohol or drugs (legal or illegal).
21. Employees are not allowed to use council vehicles for any private purpose, or to carry private passengers or goods.

Support and information

Corporate Health and Safety Team (CHST)

22. CHST provides health and safety information and advice on driving at work and risk assessment. The team records and investigates (alongside managers) work-related accidents and completes statutory reports to the Health and Safety Executive.
23. The team has developed a suite of guidance documents and recording forms to help managers and employees understand their responsibilities under this policy. These include the:
- Driving at work Manager Guide
 - Driving at Work Employees Guide
 - annual Driver Declaration Form
 - annual Vehicle Documentation Inspection Form for Managers
 - Use of Electronic Devices and Driving
 - Driving Posture Guide.

Copies can be found on the Occupational Health and Safety pages on [iDerby](#) and the [Schools' Information Portal](#), or by contacting the HST.

24. Contact CHST by:
- calling 01332 **640748**, or
 - emailing employee.healthandsafety@derby.gov.uk.

Occupational Health (OH)

25. OH gives advice and support to managers and employees on health and ergonomic issues. Contact OH by:
- calling 01332 **640543**, or
 - emailing occupational.healthservice@derby.gov.uk.

Fleet Management

26. Fleet Management are responsible for the Council's fleet of vehicles. They hold the Council's Operator's Licence and provide driver training and advice. Contact FM by calling 01332 **641514** or **641515**.
27. Fleet Management have developed a range of guidance documents to help drivers and their managers. These include:
- General Instructions to All Drivers of Derby Homes and Derby City Council Vehicles
 - Drivers' Hours and Records Guidance
 - Vehicle Location System Policy
 - Policy on Recruiting Employees to Drive Council-provided Vehicles
 - Driving Your School Minibus - To All Drivers Not Holding a D1 Entitlement
 - Driving an Electric Pool Car - User Guide
 - Terms and Conditions of Short-Term Vehicle Hire.

Accompanying guidance documents

- 1) Driving at Work Manager's Guide
- 2) Driving at Work Employee Guide
- 3) Annual Vehicle Documentation Inspection Form
- 4) Driver Declaration Form
- 5) Use of Electronic Devices and Driving Guidance
- 6) Driving Licence Checks Guidance
- 7) Driving Licence Checks – What you Need to do.
- 8) Driving Posture Guide



Driving at Work Policy - Managers' Guidance

Introduction

1. The Council's Driving at Work Policy aims to make sure we meet our obligations under health and safety and road traffic legislation. As a manager, you have a range of responsibilities and duties under the policy. This guidance is intended to give you the information you need to fulfil these obligations and actions.

Driver Groups

2. You need to consider your service's driving activities, then identify and classify your drivers into one of these groups
Group 1 - employees and agency workers using vehicles owned or leased by the Council, including pool cars and trailers
Group 2 - employees, including agency workers, authorised to use their own vehicles
Group 3 - minibus drivers
Group 4 - volunteers driving their own vehicles.
You need to keep a record of this information; you'll need it to decide what checks, training and information each driver requires.

Pre-employment and new starter checks

3. You must make sure appropriate pre-employment and new starter checks are carried out and recorded for each individual based on their driver group. These checks are to make sure individuals are fit, safe and competent to drive and have the relevant driving entitlements and documentation.
4. Fleet Management will carry out appropriate pre-starter and ongoing checks and assessments for all fleet drivers within **Group 1** – employees and agency workers using vehicles owned or leased by the Council, including pool cars and trailers.

All drivers / all groups

5. You must make sure that all new starters who will be driving at work, regardless of their driver group, complete:
 - a pre-employment medical assessment form (this is Standard Council Procedure for all new starters – irrespective of whether or not they drive.)
 - the Driver Declaration Form – this form must be resubmitted if the employee changes their vehicle (**Group 2 and 3.**) For **Group 1** drivers will be assessed, signed off for the Instructions to Drivers, have their licence checked immediately and sign a mandate to allow “ongoing licence checks” with DVLA.
 - before employment begins the driving record will be checked. If this indicates poor driving, a driving risk assessment must be completed in advance of starting work.
Examples of a poor driving record include:



- has a driving record that indicates poor driving.
- has six or more points on their licence.
- is under 21 years old.
- has less than a full year's post-test driving experience.

Group 1 driver - employees driving Council vehicles

6. All employees who will be driving Council vehicles, including pool vans, and trailers, as an essential part of their job must carry out a short driving assessment to verify their competence.

Group 2 drivers - employees authorised to use their own vehicles

7. Where employees are authorised to use their own vehicles for driving at work you must:
- check employees insurance is appropriate and has business use
 - check employees vehicle registration and MOT certificates (where needed)
 - check the individual has a full, valid driving licence and is entitled to drive the range of vehicles needed for their work
 - record your checks on the Annual Vehicle Documentation Inspection form
 - explain to your employees that they **must not** drive without up-to-date relevant business-class insurance, a full valid driving licence, road tax and MOT certificate where this is needed.

Evidence of up to date history of the car being serviced would indicate good driver responsibility.

Group 3 - Minibus drivers

8. A minibus is a passenger carrying vehicle with a minimum of 9 and a maximum of 16 passenger seats (plus the driver's seat). You need to make sure that any employees who drive minibuses:
- are legally entitled to do so
 - have successfully completed the Council's approved minibus assessment, or an equivalent approved one, and passed.
9. All minibus drivers must hold a full driving licence (not a provisional one). Drivers who obtained their full car driving licence before **1 January 1997** can drive a minibus in the UK until their licence expires providing:
- they hold a valid full driving licence for private cars, group A or B for automatics, on an old-style green or pink licence, or category B and D1(101) on a photo card licence
 - the vehicle isn't being used for hire or reward.
10. The Council's additional requirements for minibus drivers are that they should:
- have had a valid full car licence for at least **three** years
 - have had practice in a minibus before their minibus test
 - be **over 25** years of age. If the driver is between 21 and 25 years old, the directorate or establishment will have to pay additional insurance excess should an accident occur.



11. Drivers whose licences expire when they reach **70 years of age**, or because they develop certain medical conditions, will not automatically retain their D1 (101) entitlement. They must apply for this either online or by post using the appropriate current form from DVLA or a Post Office. Minibus drivers must also pass a medical to passenger carrying vehicle (PCV) standards.
12. Drivers who obtained their driving licence **after 1 January 1997** can drive a minibus if the following conditions are met;
 - they're 21 or older
 - they've had their driving licence for at least 2 years
 - they meet the 'Group 2' medical standards if you're over 70 - check with your GP if you're not sure you meet the standards
 - they're driving on a voluntary basis and the minibus is used for social purposes by a non-commercial body i.e. not for hire or reward
 - the maximum weight of the minibus is not more than 3.5 tonnes - or 4.25 tonnes including specialist equipment for disabled passengers, for example a wheelchair ramp
 - they're not towing a trailer
13. All minibus drivers must obtain a permit to drive these vehicles from the Fleet Management at Stores Road Depot. Application forms for these permits are available from Fleet Management.
14. You must obtain a Section 19 Permit if you want to operate or use a minibus. This is because, in most cases, a contribution is made towards the running costs of a particular journey or outing, which will mean the minibus is being used for hire or reward. Failure to get one of these permits could result in the minibus being used illegally, which will have serious legal and insurance implications. Fleet Management will give advice on the need for a Section 19 Permit and arrange issues when required.
15. All self-drive minibuses, unless owned by the school or establishment, **must** be hired through Fleet Management. This is to make sure vehicles are covered by the Council's vehicle insurance. Full driver details will be required by Fleet Management as part of the booking process. If owned by the school, e.g. Academy schools, the school must ensure the minibus is insured independently; hired via their own contract.
16. Further information on minibuses can be obtained from the Fleet Management.

Group 4 drivers - volunteers driving their own vehicles

17. If you have any volunteer drivers, then you must carry out the same checks for them as you would do for employees.

Driving licence checks

18. The paper counterpart to the driving licence is no longer valid. This means that you can only get an accurate account of your employees' driving entitlements and any driving endorsements directly from the Driver and Vehicle Licensing Agency (DVLA).



19. To do this, your drivers will need to use DVLA's Share Driving Licence Service. They can do this, by using the [View Driving Licence](#) website and following the online instructions. The system creates a unique check code which they should pass to you, along with the last 8 characters of their driving licence number. You then have 72 hours to log onto <https://www.gov.uk/check-driving-information> and check the licence details.
20. Alternatively, drivers can call DVLA and give permission for their driving record to be checked verbally by a nominated person.
21. The checking of fleet drivers' licences will be undertaken through the Fleet Management Section on a bulk basis. An external agency will verify driving licence entitlements. All fleet drivers will be asked to sign a consent form, giving the agency access to their driving record at DVLA.
22. Further information on Driving Licence categories can be found on the DVLA website - <https://www.gov.uk/guidance/changes-to-the-driving-licence-and-categories>

Periodic checks

Group 1 and 3 drivers - employees driving Council vehicles including minibus drivers

23. You must check your employees' **vehicle defect reporting** books and **drivers' hours record books** at least weekly to make sure that they are completed correctly and that they are legally compliant.
24. If you have any health-related concerns about an employee's fitness to drive, then you must contact Occupational Health for advice.

Group 2 and 4 drivers - employees and volunteers authorised to use their own vehicles

25. You need to do an annual check of your drivers' vehicle insurance, registration certificate and MOT certificate where one is needed. The checks must be recorded using the **Annual Vehicle Documentation Inspection Form**. This is to make sure that any private vehicles used for work are insured for business use (group 1) to cover the employee and the Council against third party claims. These checks must be completed for any vehicle an employee may use to carry out work on behalf of the Council.
26. Make sure that all employees within this group complete the **Driver Declaration Form** annually and give you a copy to as part of the documentation checks. A new form must be completed whenever an employee changes their vehicle.

Risk assessment

27. You must have driving risk assessments for your employees and review them regularly. The assessment should cover the four fundamental areas of work-related road safety. These are the:
 - driver



- journeys made
- vehicles used
- passengers or cargo to be transported.

28. The risk assessment must:
- identify the group of driver within your area of responsibility
 - evaluate whether adequate maintenance arrangements are in place for any Council vehicles provided to employees
 - make sure that allocated work duties allow employees sufficient time to drive safely within speed limits, and have adequate rest periods to reduce the risk of driver fatigue and tiredness
 - make sure employees aren't required to carry out other work tasks while driving that could put themselves and others at risk. This includes using a mobile phone to take or make work-related calls.
 - make sure vehicles are loaded safely and securely
 - make employees aware of their responsibilities.
29. Examples of driving hazards and their controls are in Appendix 1. Further information on risk assessment is in the Council's Risk Assessment Policy and its associated managers' guidance.

Vehicle accidents

30. You must make sure that employees know what to do if an accident occurs while they are driving for work.
31. **All road traffic accidents** that happen on a work-related journey, regardless of whether anyone's injured, must be reported to:
- **the Health and Safety Team** using the Council's Accident report form (F2508 form.) This is so that legal reporting requirements can be met. See the [Accidents, Diseases and Dangerous Occurrences Policy and Guidance](#) for more information. It is your responsibility to make sure this report is completed and sent through. **Group 1** and **3** drivers must also report to Fleet Management all accidents and incidents in which they are involved.
 - **Fleet Management** (FM) immediately where **Group 1** drivers are involved. Drivers must complete the Accident Checklist, and follow the guidance given to them by FM. Managers are responsible for ensuring drivers complete the Motor Vehicle Claim Form and returning it to FM.
32. You also need to investigate any driving accidents thoroughly and take any appropriate action as a result of your findings.

Training

33. Additional training will be necessary depending on the employee's duties, and this could include:
- securing wheelchair users and their chairs
 - safe reversing of heavy goods vehicles
 - safe use of tail lifting equipment
 - towing trailers
 - safe loading of vehicles
 - transporting children



- safe use of ancillary equipment.

34. Lorry, bus and coach drivers must complete 35 hours of periodic training every five years to maintain their Certificate of Professional Competence (CPC). Managers must keep a record of all employees' training.

Endorsements and convictions

35. The Driving at Work Policy requires your drivers to tell you about all formal cautions and prosecutions resulting from their driving, whether they are related to Council business or not. You should investigate the reasons for any endorsements and convictions. This is to assess the risk to the employee and others, if they continue to drive for the Council or on its business.

36. Fleet drivers (**Groups 1 and 3**) who have six penalty points will need to have their driving licence checked by the Fleet Management every six months; drivers with nine penalty points will have to do this every three months.

37. Remember to get advice from Human Resources if you are considering redeployment options.

Deterioration in driving performance

38. You must investigate any complaints about an employee's poor driving. If these are justified you should require them to complete a driving assessment by Fleet Management. After this, and based on the assessment findings, a number of options are available to you. These include that the employee:

- attends a defensive driving course or further specific driver training. These courses are intended to improve driver competence and should not be used as disciplinary action.
- is redeployed temporarily to a job that doesn't involve driving
- is redeployed permanently to a job that doesn't involve driving.

Get advice from Human Resources if you are considering any of these redeployment options, as this could have a significant impact on the individual's employment.

39. Fleet Management monitors fleet vehicle incidents. Where a fleet vehicle driver has two incidents within a calendar year for which they're at fault, Fleet Management will contact their manager to arrange driver training for the employee. The cost of this will be charged to their employing department or service.

Medical conditions and fitness to drive

40. All drivers have to complete the Driver Declaration Form annually to state they're fit to drive. If an employee has any medical condition (temporary or permanent) that could affect their ability to drive safely, then it's their responsibility to tell you. Details of medical conditions can be found at:

<https://www.gov.uk/health-conditions-and-driving>

41. If one of your drivers does, then you must:

- get as much relevant information as possible from them, including why their driving may be affected
- take them off driving duties until you can get further advice
- refer them to Occupational Health (OH). This is to:
 - confirm that the employee's health condition affects their fitness to drive



- get advice about whether the condition is permanent
 - ask about the suitability of temporary or permanent redeployment
 - get advice on reasonable adjustments
 - use the advice from OH and risk assessment results to decide on appropriate follow-up action. This might include temporary redeployment into a role without driving
 - get advice from Human Resources if any proposed actions could have a significant effect on the individual's employment.
42. If you have any concerns about an employee's health and fitness to drive, then you should contact OH for advice.
43. You need to remind your drivers that it is their responsibility to monitor their health on a day-to-day basis and evaluate their ability to drive safely. If there is any doubt, then they should not drive. For example, if they're suffering from influenza or a migraine, or are taking medication that may impair their driving.
44. You should also remind them of about drug driving laws. These state that it's illegal to drive if either someone:
- is unfit to do so because they're on legal or illegal drugs
 - they have certain levels of drugs in their blood (even if their driving isn't affected).
45. Legal drugs are prescription or over-the-counter medicines. The law specifically mentions employees must consult their doctor if they have been prescribed these drugs:
- amphetamine, eg dexamphetamine or selegiline
 - clonazepam
 - diazepam
 - flunitrazepam
 - lorazepam
 - methadone
 - morphine or opiate and opioid-based drugs, eg codeine, tramadol or fentanyl
 - oxazepam
 - temazepam
46. Employees may still be able drive while taking these drugs, providing:
- they've been prescribed them by a healthcare professional and have followed their advice on how to take them
 - they aren't causing them to be unfit to drive even if they're above the specified limits
47. Employees who are taking these or any other prescribed drugs or over the counter medication, and aren't sure if they should drive, should talk to their doctor, pharmacist or healthcare professional.
48. More information is available from the Government's service and information website - www.gov.uk/drug-driving-law.
49. You should remind your drivers that they have a legal duty to meet the eyesight requirements in the Highway Code. Get advice from OH about any work-related concerns linked to vision and eyesight. They can also do eyesight tests if you request them using the normal referral process.



Health surveillance

50. Certain classifications of driver require periodic health surveillance to make sure that they are fit to drive. These are:
 - drivers of passenger carrying vehicles (PCV's)
 - large goods vehicle (LGV) drivers.
51. Council arrangements will comply with the current Driver and Vehicle Licensing Agency (DVLA) guidelines. For more information, contact OH.

Substance misuse

52. Managers must remind employees that they mustn't consume alcohol or illegal drugs before or when driving for work. Doing so will be considered gross misconduct. Don't forget that excessive alcohol or illegal drugs used during an evening could still have an impact on driving ability. See the Council's Drug and Alcohol Policy.
53. Managers must follow up any reasonable concerns they have about an employee's fitness to drive due to alcohol or drugs. The Drug and Alcohol Policy describes the actions managers should take.

No Smoking policy

54. The Council has a No Smoking Policy. Make sure your employees understand that this means they are banned from smoking while they are carrying out their work duties and responsibilities.
55. This policy also applies to e-cigarettes and vaping.
56. Smoking is banned in:
 - all Council owned vehicles
 - any other vehicles provided by the Council in connection with work
 - any employee's privately owned or leased vehicle if it's being used on Council's business.

Electronic Devices and driving

57. All drivers must follow the Council's Use of Electronic Equipment and Driving Guidance when driving for work, including when using Council vehicles, lease cars and employees own vehicles. Make sure your drivers understand that they must not:
 - use a hand held device which performs communication functions, this includes sending or receiving oral or written messages, documents, still or moving images and accessing the internet. This has been illegal since December 2003.
 - use a hands free device which will distract you from driving, this includes using satellite navigation, PCs and multimedia. Using hands-free devices is not illegal, but you can't touch or engage with it.
58. You can use a hand-held mobile phone or similar device when driving if you;
 - need to call 999 or 112 in a genuine emergency when it is unsafe or impractical to stop.
 - are safely parked, with the engine and lights turned off and the handbrake applied.



59. See the Use of Electronic Devices and Driving Guidance for further information.

Employees taking Council vehicles home

60. Council vehicles are only to be used for the official business of the Council. Make sure your drivers know that they are not permitted to use Council vehicles for any private purpose, or to carry private passengers or goods.
61. Some employees may occasionally be required to take a Council vehicle home overnight because of an early business journey or late return. These employees, and employees on standby, are not allowed to use the vehicle for any purpose other than travelling between their home and work site. The vehicle should be kept secure and parked in the employee's driveway, in a well-lit car park, or on a well-lit highway, where possible. Some Council vehicles are fitted with tracking devices. Random samples of vehicle journeys will be undertaken to ensure compliance with HMRC's Regulations on Private Use.
62. If employees use a Council vehicle for private use, they will not be covered by the Council's insurance, and therefore could be liable to prosecution under the Road Traffic Act, and for taking the vehicle without permission. Disciplinary action would also be taken.

Vehicle loading

63. Managers must make sure all vehicles are fit for purpose, and have had an assessment carried out to confirm this. Check with the Fleet Management if you're unsure.
64. All vehicles must be loaded safely and securely, and the gross vehicle and axle weights followed at **all** times. It is a serious offence to use a vehicle that's overloaded.
65. All vehicles have a maximum permitted load. Details of gross vehicle weights will be found on the vehicle plate, which is normally attached to the vehicle's cab or by its nearside door.
66. Make sure your drivers know:
- the maximum weight limit of their vehicles when fully loaded. This could be the relationship between the top of the wheels and mudguards and some other method of gauging the load.
 - any on-board weighing devices fitted and how they operate. If a vehicle is overloaded, it must have some of the load removed before going back onto the road. If in doubt, seek assistance.
67. Any loads must be secured from moving at all times to prevent them endangering the driver, the vehicle and other road users. Open backed vehicles and trailers must use roping and sheeting to prevent loss of load. It's an offence under the Road Traffic Act to have an unsafe load. Fleet Management can arrange roping and sheeting training courses.
68. Remind your employees that they must make sure seat belts are worn and child seats used when transporting service users.



Vehicle size

69. Your employees must know their vehicles maximum height, if a vehicle has an overall height of three metres or above, a notice is required, and must be displayed in the vehicle showing its full height.
70. All vehicles with high level equipment with a maximum height of more than 3 metres must be fitted with a device to give a visible warning to the driver if the equipment is raised whilst being driven, unless the equipment can be fixed in position by a locking device.
71. Routes must be planned in accordance with the weight and height limits of the vehicle.
72. If your employee is driving a vehicle more than 3 metres high you must make sure that your drivers check the maximum height of the vehicle, its load and equipment before beginning their journey.

Transporting dangerous substances

73. Council vehicles may carry substances that have the potential to be a danger to the driver and passengers, the public and to emergency services, if they're spilt due to an accident or poor transport practices.
74. Managers must get advice from Fleet Management if their drivers transport goods classified as dangerous, who will get further advice from a qualified ADR Adviser if goods are transported under ADR 2013.

Drivers' hours and journey planning

75. Managers must make sure work-related journeys are properly planned and scheduled, taking account of adequate time, breaks, driver fatigue and weather conditions. This includes planning work duties so that employees have sufficient time to drive safely within speed limits and with adequate rest periods to reduce the risk of driver fatigue and tiredness.

Providing information for employees

76. Travel arrangements and work schedules must take into account a number of sets of regulations that prescribe working and driving times. These include Domestic Drivers Hours legislation, EU Drivers Hours Regulations and the Working Time Regulations. Such regulations will stipulate maximum working times, maximum driving times, minimum weekly and daily break periods – and in some cases how these times should be recorded.
77. Drivers of commercial vehicles over 3.5 tonnes gross vehicle weight (GVW) must follow regulations on drivers' hours and record-keeping. All commercial operations within the Council are exempt from European Union legislation (Tachographs) and will fall under UK Domestic Regulations.
78. UK Domestic Drivers Hours legislation mandates a daily driving limit of 10 hours in any working day. The working day is classified as 24 hours from the start of a period



of work / driving. The daily duty time is limited to 11 hours per day. Duty includes periods of working and driving but excludes rest and break periods. UK Domestic Driver Hours Legislation has no regulations on daily or weekly rest periods.

79. Drivers working under UK Domestic Drivers Hours legislation are required to evidence their driving and working times. Such periods are recorded in a Drivers Hours Record Book. Whilst there are certain exemptions to recording driving times under UK Domestic Legislation all Derby City Council Drivers are required to fill out the appropriate paperwork should they drive any commercial vehicle weighing over 3.5 tones GVW.
80. Since UK Domestic Drivers Hours Legislation has no regulations on daily or weekly rest periods, the authority applies the Working Time Directive to cover all breaks, rest periods and maximum working weeks. Drivers and other mobile workers travelling on this class of vehicle should therefore abide by the following as a minimum requirement.
81. The Working Time Directive for staff working under UK Domestic Drivers Hours stipulates that the average working week should be no longer than 48 hours. This is normally calculated and averaged out over a 17 week reference period.
82. The Working Time Directive for staff working under UK Domestic Drivers Hours gives no prescriptive times for rest periods – apart from indicating that these should be “adequate “. To overcome this loose interpretation, the authority has adopted the Working Time Directive regulations that apply to employees working under EU Drivers Hours Rules. In this respect the following limits apply: - A 60 hour maximum working week. This number needs to take in to account the average working week of 48 hours described above.
83. Breaks should be taken after a maximum of 6 hours of working time. Working time includes driving. Breaks must be for at least 15 minutes long. A total of 30 minutes break is needed if total working time is over 6 hours but not over 9 hours. If working time is over 9 hours, 45 minutes of break is required. Breaks must interrupt working time and should not take place at the beginning or end of a shift.
84. Drivers of light commercial vehicles (under 3.5 Tonnes) will also be covered by UK Domestic Drivers Hours Legislation and as such should also abide by the stipulations given above. For this category of driver the recording of breaks and driving / working times are not required.
85. Departmental Risk Assessments and other council policies on driving, working and rest periods should also be adhered to when driving for the authority. These however, should not cut across any of the regulations given above and may prescribe that rest periods are taken more frequently and periods of driving / working are also further restricted.
86. Further information on the above regulations is available from the Fleet Management Section – 01332 641514.



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87. Additionally, more details are available from the [Driver and Vehicle Standards Agency](#) (DVSA). A summary of the Working Time Regulations for mobile workers can be downloaded by following this [link](#).
88. It's very important that these regulations are followed as working long hours, which include driving long distances, can increase the probability of accidents. This is especially so when driving in adverse weather conditions.
89. If you have drivers who drive excessive distances (regularly or not) you must ensure they plan long distance journeys and decide if travelling by train would be safer for them. If booking a train is not suitable, or if an employee is late leaving their appointment and feels they are too tired and therefore it would be unsafe for them to drive, you should consider the option of allowing them to book into a hotel for the night.
90. Managers must make sure all employees in any of the driver groups are given a copy of the Driving at Work Employee Guidance. Managers should record this in the employee's personal file. Employees must be given time to read the guidance and ask any questions.

Support and guidance

91. The **Corporate Health and Safety Team** (CHST) provides health and safety advice on driving at work. Contact CHST by:
 - calling 01332 640748, or
 - emailing employee.healthandsafety@derby.gov.uk
92. The team has also developed a suite of guidance documents and recording forms to help managers and employees. These include the:
 - annual Driver Declaration Form
 - annual Vehicle Documentation Inspection Form for Managers
 - Driving at Work Employees' Information Sheet
 - Driving Posture Guide.Copies can be found on the Occupational Health and Safety pages on [iDerby](#) and the [Schools' Information Portal](#), or by contacting the HST.
93. **Occupational Health** (OH) gives advice and support to managers and employees on health and ergonomic issues. Contact OH by:
 - calling 01332 **640543**, or
 - emailing occupational.healthservice@derby.gov.uk.
94. **Fleet Management** is responsible for the Council's fleet of vehicles. They hold the Council's Operator's Licence and provide driver training and advice. Contact them by calling 01332 **641514** or **641515**.
95. Fleet Management have developed a range of guidance documents to help drivers and their managers. These include:
 - General Instructions to All Drivers of Council Vehicles



- Drivers' Hours and Records Guidance
- Vehicle Location System Policy
- Driving Your School Minibus - To All Drivers Not Holding a D1 Entitlement
- Driving an Electric Pool Car - User Guide
- Terms and Conditions of Short-Term Vehicle Hire.

96. Drivers of **Groups 1** and **3** vehicles should be aware that these are fitted with tracking devices and in many instances camera recording technology. Staff should be aware that their use is covered by policies described above by other surveillance and data protection policies held by the authority.

Examples of driving hazards and controls

Hazard	Who will be affected?	Control measures
Unnecessary journeys	Driver, passengers & other road users	Consider / use alternative forms of transport
Insufficient time allowed for traffic conditions	Driver, passengers & other road users Individual(s) at destination	Plan sufficient time for journey avoiding routes known to be congested - build time for delays into the diary
Poor driver attitude	Driver, passengers & other road users	Case management
Using hand-held or hands-free mobile phone	Driver, passengers & other road users	Switch phone to voicemail message service, and switch it off while driving
Carrying equipment and other objects	Driver, passengers & other road users	Ensure vehicle is suitable for the weight of items, and that items carried are in the boot/hatch/load area and, where possible, secured to vehicle
Driving under the influence of alcohol	Driver, passengers & other road users	Do not consume alcohol when you are to drive
Use of drugs, both prescription & illegal	Driver, passengers & other road users	Do not drive after consuming any illegal drug Heed warnings provided by GP / pharmacist on prescription drugs
Driver fatigue	Driver, passengers & other road users	Plan time to take a rest/comfort break
Driver competency	Driver, passengers & other road users	Carry out documentation checks, such as driving licence
Vehicle condition	Driver, passengers & other road users	Make sure regular servicing and maintenance takes place. Carry out appropriate pre-use checks
Emergency situations	Driver, passengers & other road users	Appropriate breakdown & recovery arrangements Training for drivers

Licences issued between 1976 and 1986

Group	Vehicles you can drive	Category from 2013
A	Vehicles up to 3,500kg maximum authorised mass (MAM) carrying no more than 8 passengers plus driver, with trailer up to 750kg; trailer over 750kg if combined vehicle and trailer weight isn't more than 3,500kg MAM	B
A	Category B vehicles with trailer when combined weight of vehicle and trailer is over 3,500kg	BE
A	Vehicles between 3,500kg and 7,500kg carrying no more than 8 passengers plus driver, with trailer up to 750kg	C1
A	Vehicles between 3,500kg and 7,500kg carrying no more than 8 passengers plus driver with trailer over 750kg, if combined vehicle and trailer weight isn't more than 8,250kg	C1E (with restriction code 107)
A	Vehicles with up to 16 passenger seats plus driver, with trailer up to 750kg	D1 (with restriction code 101)
A	Vehicles with up to 16 passenger seats plus driver, with trailer over 750kg	D1E (with restriction codes 101, 111 and 119)
A	Vehicles in groups B, C, E, f, k, l and n below	See below
B	Group A vehicles	Above categories (with restriction code 78)
C	Any motor trike less than 410kg (500kg laden)	B1 (excluding quad bikes)
D	Motorbike	A1, A2 and A (depending on size of the motorbike)
E	Moped up to 50cc (max speed 50km/h)	AM, p and Q
J	Invalid carriage (powered wheelchairs and mobility scooters)	B1 (limited to invalid carriages)

Groups f, G, H, k, l, M, n keep the same category letters.

Licences issued between 1986 and June 1990

Group	Vehicles you can drive	Category from 2013
A	Vehicles up to 3,500kg MAM carrying no more than 8 passengers plus driver, with trailer up to 750kg; trailers over 750kg if combined vehicle and trailer weight isn't more than 3,500kg MAM	B
A	Category B vehicles with trailer, when combined weight of vehicle and trailer is over 3,500kg	BE
A	Vehicles between 3,500kg and 7,500kg carrying no more than 8 passengers plus driver, with trailer up to 750kg	C1
A	Vehicles between 3,500kg and 7,500kg carrying no more than 8 passengers plus driver, with trailer over 750kg if combined vehicle and trailer weight isn't more than 8,250kg	C1E (with restriction code 107)
A	Vehicles with up to 16 passenger seats plus driver, with trailer up to 750kg	D1 (with restriction code 101)
A	Vehicles with up to 16 passenger seats plus driver, with trailer over 750kg	D1E (with restriction codes 101, 111 and 119)
A	Vehicles in groups B, C, E, f, k, l and n below	See below
B	Group A vehicles excluding automatic motor trikes	Above categories (with restriction code 78 and excluding B1)
C	Vehicle with 4 wheels up to 450kg unladen	B1
D	Motorbike	A1, A2 and A (depending on size of the motorbike)
E	Moped up to 50cc (max speed 50km/h)	AM, p and Q

Groups f, G, H, k, l, M, n keep the same category letters.

Licences issued between June 1990 and December 1996

Category	Vehicles you can drive	Category from 2013
A	Motorbike with maximum speed of more than 50km or with engine over 50cc	A1, A2 and A (depending on size of motorbike)
B1	Vehicle with 4 wheels up to 400kg unladen, or 550kg if intended to carry goods	B1
B	Vehicle up to 3,500kg MAM carrying no more than 8 passengers plus driver, with trailer up to 750kg (or with trailer over 750kg if combined vehicle and trailer weight isn't more than 3,500kg MAM)	B
BE	Category B vehicle with trailer, when combined weight of vehicle and trailer is over 3,500kg	BE
C	Vehicle over 3,500kg MAM carrying no more than 8 passengers plus driver, with trailer up to 750kg	C
CE	Vehicle over 3,500kg MAM carrying no more than 8 passengers plus driver, with trailer over 750kg	C
C1	Vehicle between 3,500kg and 7,500kg carrying no more than 8 passengers plus driver, with trailer up to 750kg	C1
C1E	Vehicle between 3,500kg and 7,500kg carrying no more than 8 passengers plus driver, with trailer over 750kg and a combined weight of no more than 8,250kg	C1E (with restriction code 107)
C1E	Vehicle between 3,500kg and 7,500kg carrying no more than 8 passengers plus driver, with trailer over 750kg and a combined weight of no more than 12,000kg	C1E
D	Bus with more than 8 passenger seats with trailer up to 750kg	D
DE	Bus with more than 8 passenger seats with trailer over 750kg	DE
D1	Vehicle with up to 16 passenger seats plus driver, with trailer up to 750kg	D1 (with restriction code 101 and 111)
D1	Vehicle with up to 16 passenger seats plus driver, with trailer up to 750kg	D1
D1E	Vehicle with up to 16 passenger seats plus driver, with trailer over 750kg	D1E (with restriction code 101,111 and 119)
D1E	Vehicle with up to 16 passenger seats plus driver, with trailer over 750kg	D1E
f	Agricultural tractor	f

Category	Vehicles you can drive	Category from 2013
G	Road roller	G
H	Tracked vehicle	H
k	Mowing machine or pedestrian-controlled vehicle	k
l	Electrically propelled vehicle	l
p	Moped up to 50cc (max speed 50km/h)	Am, p and Q
M	Vehicles are limited to trolley vehicles	M
n	Vehicles (exempt from duty)	n

M category vehicles are limited to trolley vehicles. n category vehicles (exempt from duty) keep the same category letter.

Larger vehicles on a separate licence

If you got your driving licence before June 1990 you may have had a separate licence that showed your entitlement to drive larger vehicles.

Group	Vehicles you can drive	Category from 2013
HGV 1	Vehicle over 3,500kg with a trailer over 750kg	CE
HGV 2 or 3	Vehicle over 3,500kg with a trailer up to 750kg	C
HGV 2 or 3	Vehicle over 3,500kg with a trailer over 750kg	CE (with restriction code 102)
PSV 1 or 2	Passenger carrying vehicle (PCV) (more than 8 passenger seats) with trailer over 750kg	DE
PSV 3	PCV (more than 8 passenger seats) with trailer up to 750kg	D
PSV 4	PCV (more than 8 passenger seats) and less than 5.5 metres long	D (with restriction code 105)
HGV 1-3A	Vehicles only in group HGV 1-3	C or CE (with restriction code 78)
PSV 1-4A	Vehicles only in group PSV 1-4	D or DE (with restriction code 78)

Licences issued between January 1997 and 14 October 2012

Category	Vehicles you can drive	Category from 2013
p	Moped up to 50cc (max speed 50km/h)	AM, p and Q
A1	Motorbikes with engine size up to 125cc, power output up to 11kW and power/weight ratio up to 0.1kW/kg	A1
A	Motorbikes up to 25kW power output and power weight ratio up to 0.16kW/kg; motorbikes with sidecar and power weight ratio up to 0.16kW/kg; any size motorbike, with or without a sidecar if you've completed the large motorbike direct access scheme	A
B1	3 or 4-wheeled vehicles up to 400kg unladen or 550kg if intended to carry goods	B for 4-wheeled vehicles; A (restricted to trikes)
B	Vehicles up to 3,500kg MAM and up to 8 passenger seats with trailer up to 750kg; trailers over 750kg if combined weight of vehicle and trailer isn't over 3,500kg	B
B auto	Automatic category B vehicles – you can't drive manual category B vehicles with this entitlement	B (with restriction code 78)
BE	Category B vehicles with trailer when combined weight of vehicle and trailer is over 3,500kg	BE
C1	Vehicles weighing 3,500 to 7,500kg MAM with trailers up to 750kg	C1
C1E	Category C1 vehicles with trailers over 750kg; the combined weight of vehicle and trailer can't be over 12,000kg	C1E
C	Vehicles over 3,500kg with trailers up to 750kg	C
CE	Vehicles over 3,500kg with trailer over 750kg	CE
D1	Vehicles with up to 16 passenger seats plus driver, with trailer up to 750kg	D1
D1E	Vehicles with up to 16 passenger seats plus driver with trailer over 750kg, if combined trailer and vehicle weight isn't over 12,000kg	D1E
D	Bus with more than 8 passenger seats, with trailer up to 750kg	D
DE	Bus with more than 8 passenger seats, with trailer over 750kg	DE



Driving at Work Policy- Employees' Guidance

Introduction

1. This document contains general information and guidance for employees who drive as part of their work duties.
2. The Council relies on many of its employees to drive either their own vehicles, or vehicles owned or hired by the Council, whilst at work. This guide is designed to help and protect employees who drive for work.

Driver categories

3. We have categorised driving activities into:
Group 1 - employees, including agency workers, using vehicles owned or leased by the Council. This includes pool cars and trailers.
Group 2 - employees, including agency workers, authorised to use their own vehicles
Group 3 - minibus drivers
Group 4 - volunteers driving their own vehicle.
4. Some responsibilities are common to all the driving categories, but some are specific to an individual category.

Pre-employment and new starter checks

5. Your manager will undertake and record pre-employment and new starter checks based on your **Driver group**. These checks are in place to make sure you are fit, safe and competent to drive, and have the relevant driving entitlements and documentation.
6. Fleet Management carry out the pre-starter and ongoing checks for all **Group 1 drivers**.

All drivers / all categories

7. When you start work with the Council, your manager or HR should ask you to complete:
 - A pre-employment medical assessment form
 - The Driver Declaration Form – if you change your vehicle, you must resubmit the form
 - A driving assessment if you;
 - have a driving record that indicates poor driving
 - have six or more points on your licence
 - are under 21 years old
 - have less than a full year's post-test driving experience.
8. Managers can refer drivers in **groups 2,3 and 4** to the Council's Fleet Management Department for assessment and training if they have concerns about their driving ability or safety.
9. Your manager should also ask you to provide evidence that your driving licence is valid and entitles you to drive the vehicles you'll use for work.
10. **The paper counterpart to the photo card driving licence is no longer valid**, visit <https://www.gov.uk/government/news/driving-licence-changes> for further information.



You now need to use the Driver and Vehicle Licensing Agency's (DVLA's) [Share Driving Licence service](#) to provide evidence of your driving record.

Alternatively you can call DVLA and give permission for your driving record to be checked verbally by a nominated person, such as your manager. DVLA's contact numbers for licence enquiries are available at - <https://www.gov.uk/view-driving-licence#other-ways-to-apply>

11. For **Group 1 drivers** (Fleet drivers and pool cars) licence checks will be carried out by the Fleet Management Department, on a bulk basis. All fleet drivers will be asked to sign a consent form giving access to their driving record at DVLA.
12. We check penalty points and endorsements on licences because we need to monitor driving standards and driving entitlements to meet our health and safety obligations. If you have nine points on your licence and have been prosecuted for a driving offence, such as speeding, within a three-year period, you would lose your licence. This could have very damaging consequences if you need to drive for work, as you could potentially lose your job. Penalty points remain on a licence for four years from the date of the offence for the majority of driving offences.

Group 1 drivers – employees driving council vehicles

13. If you are driving a council vehicle, including pool vehicles and trailers, you will be asked to carry out a short driving assessment to verify your competence.

Group 2 drivers – employees driving their own vehicle

14. If you're going to use your own vehicle you will need to show your manager yearly (where applicable):
 - your vehicle insurance – this must include business use
 - vehicle registration certificates
 - MOT certificate

Group 3 – Minibus drivers

15. A minibus is a passenger carrying vehicle with a minimum of 9 and a maximum of 16 passenger seats (plus the driver's seat). If you will be driving a minibus you must make sure you;
 - are legally entitled to do so
 - have completed the Councils approved minibus assessment, or an equivalent approved one, and passed.
16. Minibus drivers must hold a full driving licence (not a provisional one).
17. You must obtain a permit to drive a minibus, application forms can be obtained from Fleet Management.
18. A Section 19 Permit is required if you want to operate or use a minibus. This is because, in most cases, a contribution is made towards the running costs of a particular journey or outing, which means the minibus is being used for hire or reward. Fleet Management can provide advice on the need for a Section 19 Permit and issue when required. Failure to get a permit can result in the minibus being used illegally, which can have serious legal and insurance implications.
19. Self-drive Minibuses (a minibus you hire out) must be hired through Fleet Management. This is to make sure vehicles are covered by the Councils vehicle insurance.



20. If you obtained your full car driving licence before **1 January 1997** you can drive a minibus/self-drive minibus in the UK until your licence expires providing;
 - you hold a licence for private cars, group A or B for automatics, on an old style green or pink licence, or category B and D1(101) on a photo card licence
 - the vehicle isn't being used for hire or reward.
21. As a minibus driver the council has additional requirements you must comply with;
 - you must have a valid full car licence for at least three years
 - have had practice in a minibus before your minibus test
 - you must be over 25 years of age.
22. If you have a **D1 (101) entitlement on your driving licence**, this will expire when you reach 70 years of age, or if you develop certain medical conditions. This means you must apply online or by post at DLVA or certain Post Office's. You will also be required to pass a medical to passenger carrying vehicle (PCV) standards.
23. If you obtained your licence after **1 January 1997** you can drive a minibus if the following conditions are met:
 - you are 21 or older
 - you have held your licence for at least two years
 - you meet the 'Group 2' medical standards, if you are over 70, speak to your GP if you are not sure you meet the standards
 - you are driving on a voluntary basis, and the minibus is used for social purposes by a non-commercial body
 - the maximum weight of the minibus is not more than 3.5 tonnes, or 4.25 tonnes including specialist equipment for disabled passengers.
 - you are not towing a trailer

Group 4 drivers – volunteers driving their own vehicles

24. If you are a volunteer driver, you will be subject to the same checks as a council employee.

Periodic checks

25. There are document checks that your manager or Fleet Management will need to carry out, depending on your driver category. These include:
 - driving licence record – annually, for all driver categories
 - vehicle defect reporting book and drivers' hours record book - weekly, for Group 1 and 3 drivers
 - registration document, MOT (where needed) and insurance certificates - annually.
 - driver Declaration Form - annually, for Group 2 and 4 drivers

Employees with non-Great Britain (GB) driving licence

26. If you do not have a GB licence, visit the DVLA website to check if your licence is valid, and what steps to take next - <https://www.gov.uk/driving-nongb-licence>



Electronic Devices and Driving

27. As a driver you must not;
 - use a hand held device which performs communication functions, this includes sending or receiving oral or written messages, documents, still or moving images and accessing the internet, this has been illegal since December 2003
 - use a hands-free device which will distract you from driving, this includes using satellite navigation, PCs and multimedia. Using hands-free devices is not illegal, but you can't touch or engage with it whilst driving.
28. You can use a hand held mobile phone or similar device when driving if you;
 - need to call 999 or 112 in a genuine emergency when it is unsafe or impractical to stop.
 - are safely parked, with the engine and lights turned off and the handbrake applied.
29. See the Electronic Devices and Guidance document for further information.

No Smoking Policy

30. The Council has a No Smoking Policy. This means you are banned from smoking while you are carrying out your work duties and responsibilities.
31. This policy also applies to e-cigarettes and vaping.
32. Smoking is banned in;
 - all council owned vehicles
 - any other vehicle provided by the council in connection with work
 - any employees privately owned or lease vehicle if it is being used on the council's business.

Medical conditions and fitness to drive

33. Tell your manager as soon as possible if you are aware or suspect you aren't fit to drive because of a medical condition. Check with the Driver and Vehicle Licensing Agency (DVLA) if you're not sure. Drivers' medical enquiries can be made by
 - **Telephone** - 0300 7906806
Monday to Friday, 8am to 5:30pm and Saturday, 8am to 1pm
 - **Email** - https://live.email-dvla.service.gov.uk/w2c/en_gb/decisions/drivers%20medical
 - **Post** - Drivers' Medical Enquiries, DVLA, Swansea SA99 1TU
 - You can also check if a health condition may affect your driving on the DVLA, <https://www.gov.uk/health-conditions-and-driving>
34. Remember that it's illegal to drive if either:
 - you're unfit to do so because you're on legal or illegal drugs
 - you have certain levels of illegal drugs in your blood (even if they haven't affected your driving)

Legal drugs are prescription or over-the-counter medicines. If you're taking them and not sure if you should drive, talk to your doctor, pharmacist or healthcare professional.
35. Talk to your doctor about whether you should drive if you've been prescribed any of these drugs:



- Amphetamine, e.g. dexamphetamine or selegiline
- Clonazepam
- Diazepam
- Flunitrazepam
- Lorazepam
- Methadone
- Morphine or opiate and opioid-based drugs, e.g. codeine, tramadol or fentanyl
- Oxazepam
- Temazepam

36. You can drive after taking these drugs if:

- you've been prescribed them and followed advice on how to take them by a healthcare professional
- they aren't causing you to be unfit to drive even if you're above the specified limits.

Alcohol

37. In accordance with the Drug and Alcohol Policy you must ensure that you do not consume alcohol while at work, this includes ensuring that the effects of any alcohol you may have taken before you attend work has worn off.

38. If you have consumed alcohol the night before starting work, you may not be ok to drive. As an example if you consumed six or seven units until 3am, and you start work at 8am, you could still have several units of alcohol in your body, this is because generally your body processes around one unit an hour, with several units of alcohol in your body you would still be over the drink drive limit.

39. If the police found that you were over the drink driving limit, you could be prosecuted (fined, banned from driving or imprisoned), and be in a disciplinary. For further information on alcoholic drinks and the units, please visit Drinkaware.co.uk Morning-after.org.uk

Fatigue

40. Fatigue has a major impact upon your driving ability;

- **loss of alertness** is an early sign of fatigue, which affects you decision making, reaction times, concentration, memory, vigilance, judgement and your mood (which will cause you to overreact to the road situations)
- you will become slower to interpret and respond to the traffic, may miss signals and signs, and become less able to control your vehicle
- you may experience **drowsy driving** which means when you drift in and out of sleep without any awareness of doing so
- in extreme cases where loss of sleep has been allowed to build up, you could fall asleep at the wheel, where risk of death or serious injury to a driver or passenger is 50% higher than in collisions caused by other factors

41. It is your responsibility to inform your manager if you suffer from fatigue which affects your driving. This could be due to many reasons such as, side effects of medication, becoming new parents, stress or other medical conditions affecting your sleep patterns.

42. For drivers who drive excessive distances for work, we encourage you to book a hotel if you feel that you would not be safe to drive home due to fatigue in the



evening. You should always plan any long distance journey, and decide if travelling by train would be safer, they are in most cases more cost effective and quicker travel times than vehicles.

43. Driving while fatigued is an offence under road traffic law and could result in prosecutions, you could be charged with careless driving, dangerous driving or death by dangerous driving, depending upon the severity of the incident.

Reporting vehicle accidents

44. If you're involved in a road traffic accident that happens on a work-related journey, regardless of whether anyone is injured, you must tell your manager as soon as possible so they can report the accident to the Health and Safety Team, who will be in touch with you to investigate the accident.
45. If you are driving a fleet vehicle, your manager will need to inform Fleet Management.
46. Vehicle accidents must be reported on the F2508 form, either through the **eform** or the **word document**, which can be found on [iDerby](#) or the [Schools Information Portal](#). Accidents, incidents or near misses must be reported to the Health and Safety Team as soon as possible but within 10 calendar days of the accident date.

Taking Council vehicles home

47. Council vehicles are only to be used for official Council business. This means that you are not allowed to use them for any private purpose, or to carry private passengers or goods.
48. Some employees may occasionally be required to take a Council vehicle home overnight because of an early business journey or late return. These employees and those on standby aren't permitted to use the vehicle for any purpose other than travelling between their home and work site. The vehicle should be kept secure and parked on the employee's driveway, in a well-lit car park, or on a well-lit highway, where possible.
49. If you use a Council vehicle for private use, you will not be covered by the Council's insurance, and therefore could be prosecuted under the Road Traffic Act and for taking the vehicle without permission. Disciplinary action would also be taken.

Vehicle tracking and CCTV

50. Some Council vehicles are fitted with tracking devices. Managers must understand the requirements of the Vehicle Location System Policy before accessing data from the system.
51. Some fleet vehicles are fitted with Vehicle Camera Systems (VCS) also known as dash-cams, which the council use to investigate insurance claims, incidents, accidents, poor driving behaviour. VCS's are logged as a CCTV system under Surveillance Policy, which you should refer to for further information.

Fines and prosecutions

52. You are responsible for paying any speeding, parking or other traffic violation fines gained while you're driving for work. Further information on fines and prosecutions can be found at the DLVA website - <https://www.gov.uk/browse/driving/penalty-points-fines-bans>



Securing loads

53. You must make sure that all loads are secured so that no danger or nuisance is caused to people or property by the load moving, falling, or being blown from the vehicle or trailer.
54. Take care when loading to make sure the weight is evenly distributed. Check any ropes, chains, nets and other lashings used for securing the load before use, and make sure they're suitable for the job.
55. Make sure goods carried in vans or cars are secured in such a way that they don't endanger the driver or passengers in the event of sudden or heavy braking, or an accident.
56. Take great care not to overload roof and ladder-racks when stowing luggage or other items. Ask for advice if in doubt.
57. Make sure that everything is secured and any covers, if used, don't flap in the wind.
58. Be aware of the totally different handling characteristics when driving a vehicle with a loaded roof-rack because of the:
 - raised centre of gravity
 - increased overall height
 - reduced fuel economy
 - possible power reduction in a headwind, and
 - susceptibility to buffeting from side winds.
59. Use appropriate signs when overhanging loads are carried.

Vehicle size

60. You must know your vehicles maximum height, if your vehicle has an overall height of three metres or above, a notice is required, and must be displayed in the vehicle showing its full height.
61. All vehicles with high level equipment with a maximum height of more than 3 metres must be fitted with a device to give a visible warning to the driver if the equipment is raised whilst being driven, unless the equipment can be fixed in position by a locking device.
62. Routes must be planned in accordance with the weight and height limits of the vehicle.
63. If you are driving a vehicle more than 3 metres high you must make sure that you check the maximum height of the vehicle, its load and equipment before beginning your journey.

Greener driving

64. Careful driving and planning ahead will reduce the environmental impact of driving and save money. The Council is committed to improving our environmental impact, so you should follow these six principles of greener driving...



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- **Plan your journey.** Can you share transport with others? Would walking, cycling or using public transport be a feasible alternative? Is there a shorter route? Can you avoid congested areas?
- **Check your tyres.** Tyres under inflated by more than 7psi can waste half a gallon of fuel.
- **Check your load.** Remove unnecessary items to improve fuel efficiency.
- **Anticipate the road.** Accelerating gently, engaging gear smoothly and avoiding sudden braking can improve fuel consumption by 25%.
- **Slow down.** Driving at 70mph uses 30% more fuel than at 50mph.
- **Switch off.** If you can and it doesn't result in using more fuel or engine wear.

Annual vehicle documentation inspection form for managers of Group 2, 3 and 4 drivers

Name: _____ Signed: _____ Date: _____

Section / team: _____

Employee name	Employee number	Vehicle registration number / s	Driving Licence		Registration document seen Yes / No	Insurance		MOT Yes / No	Driver Group 2, 3 or 4 See policy	Comments / date documents seen
			Start date	Expiry date		Business cover Yes / No	Expiry date			

Managers **must** keep this form to confirm document checks were made and valid insurance was in place for employees if claims are made. Failing to complete these checks on an annual basis could lead to disciplinary action.
 Don't forget to get each employee to complete the annual driver declaration form and keep a copy on their personnel record

DRIVER DECLARATION FORM

This **must** be completed and signed by all employees who drive on Council business.

Personal details

Title	
Forename	
Surname	
Office address	
Date passed UK driving test	

Own vehicle details if used on Council business

Detail	Main vehicle	Alternative vehicle
Status - owned / leased		
Type		
Make		
Model		
Registration number		
Engine capacity		

You can use your vehicle for Council business under these conditions...

- You have a current, full valid driving licence.
- Your manager has approved this in advance.
- You have a current valid motor vehicle insurance policy, as is required by law, including business use cover. This must provide cover for all your legal liabilities to third parties and passengers linked to the business use of your vehicle.
It's advisable to give your insurers full written details of how you'll use your vehicle for work. You should include an estimated annual mileage and give information about any passengers likely to be carried.
- You or your insurers will bear all losses or damage to the vehicle arising from business use. Under no circumstances, will the Council accept liability for any of the risks covered by your private motor vehicle insurance, or any consequential losses, for example, any excess charges and/or loss of No Claims Bonus discount in the event of an accident. This means you need **Comprehensive** motor vehicle insurance.
- You have a valid MOT Certificate as required by law for cars over 3 years old.
- The car is taxed and in a roadworthy condition to drive. This means it's serviced in accordance with the manufacturer's recommendations.

- You tell your manager if you change your vehicle and show them your new vehicle and insurance documents.
- You notify your manager immediately if your circumstances change and any restrictions are imposed upon your ability to drive, either permanently or temporarily. This includes any medical condition likely to affect your ability to drive safely.

Driver history and experience

Have you:		
• been convicted of any motoring offence during the last five years or is any prosecution / points pending?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
• ever been disqualified from driving or had a driving licence suspended or revoked?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
• ever had a motor vehicle insurance policy cancelled or refused, or ever had special terms imposed?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
• been involved in any accident / loss, whether to blame or not, with any motor vehicle either owned or driven by you in the last five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Give details if the answer to any of these questions is YES		
Can you read a vehicle number plate at 20 metres in good daylight?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you wear your glasses or contact lenses at all times while driving?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Give details if the answer to any of these questions is NO		

Employee declaration

- I confirm that, as far as I am aware, the statements made by me are true and complete. I have read, understood and accept the terms relating to the use of my vehicle on Council business, and agree to abide by them.
- I confirm that I have produced the original documentation listed below because I drive on Council business...
Driving licence photo card and paper counterpart, where applicable
- I confirm that I have produced the original documentation below because I drive my own vehicle on Council business...
Insurance schedule Vehicle registration document
MOT certificate
- I understand that some paper driving documentation is being phased out and give my consent to my manager or FMS checking directly with DVLA, or other official vehicle / driving agencies, to confirm necessary information.

Derby City Council is registered under the General Data Protection Regulation (GDPR) 2018 for the purpose of processing personal data. The details provided on this form will only be used for the stated purpose and not shared with other organisations without your knowledge.



All information provided will be treated in confidence in accordance with the General Data Protection Regulation (GDPR) 2018. For further information about how your personal information will be used, please visit www.derby.gov.uk where you can see a full copy of our Privacy Notice. Alternatively you can request a hard copy from the Contact Support Team, Business Support, Derby City Council, Council House, Derby DE1 2FS. Email: contact.support@derby.gcsx.gov.uk Tel: 01332 640825

Employee name _____ Directorate _____

Employee signature _____ Date _____

Manager's authorisation

I confirm the employee drives on Council business. I also confirm the employee will be using their own vehicle for business purposes - *delete this sentence if it doesn't apply*. I certify that I have checked, where applicable, the required documentation above.

Manager's name _____ Date _____

Manager's signature _____

Keep the signed form in your employee's personal file



Use of Electronic Devices and Driving Guidance

Background

1. On 1 December 2003 a law came into force that makes it illegal for a person to use a **hand-held mobile or device** whilst driving (not including two-way radios).
2. **Hands-free phones and in-vehicle technology** can legally be used in a vehicle, but the driver can't touch or engage with it whilst driving, such as picking it up, or inputting a phone number or address.
3. Drivers can be prosecuted for failing to drive without due care and attention, and dangerous driving, such as becoming distracted by adjusting controls of electronic equipment, hands free phones or satellite navigation equipment.

The Council therefore extends this Policy to the use of:

- **hands-free mobile phones**
- **in-vehicle technology** such as satellite navigation, PCs and multimedia
- **other equipment or activity** such as eating and drinking which could distract your attention from the road whilst driving for work.

This ban covers all work-related driving, including when using Council vehicles, lease cars, and employees own vehicles.

4. **Hands-free phones, technology and other equipment** should be fully set up before you drive, you must not use the hands-free device when driving, for example you should set up your satellite navigation before driving, if you need to make changes to the route you must do so when you are safely parked, with the engine and lights turned off and the handbrake applied.
5. Windscreens must be clean and free from obstruction to the driver's vision of the road. Hands-free technology that is placed on a windscreen must not obstruct your view. There is no specific law or guidance on placement of sat-navs or other equipment, as every vehicle has different window sizes and dashboard shapes. You should be sensible when placing items on a windscreen; generally you should not place anything on your windscreen that will obstruct the drivers view in the area swept by window screen wipers.
 - Keep it low down
 - Keep it to the right hand side, out of your general view
 - Don't trail wires, if you have to keep your device plugged in, make sure the wires do not hang across the driver, and the view



- If you are using your phone as a sat-nav or hands-free, you should get a suitable holder and attach it to the air vents in your vehicle, eliminating the problem of obstruction your view of the road.

Exemptions

6. You can keep the engine running and the ignition turned on, only where it is necessary for the engine to run to power and operate ancillary equipment, and not for driving the vehicle.
7. You can use a **hand-held mobile phone or similar device** when driving if you:
 - need to call 999 or 112 in a genuine emergency when it is unsafe or impractical to stop.
 - are safely parked, with the engine and lights turned off and the handbrake applied.

Definitions

8. **A hand-held phone** is to be treated as hand-held if it is, or must be, held at some point during the course of making or receiving a call, or performing any other interactive communication function.
9. **A hand-held device** is any device which performs an interactive communication function by transmitting and receiving data (spoken, written messages, sending or receiving documents, images and accessing the internet).
10. **Dangerous driving** is committed when the driver's standard of driving falls below what would be expected of a competent and careful driver. It includes situations where the driver was driving when distracted such as reading a map, adjusting the controls of electronic equipment such as a radio, hands free phone or satellite navigation equipment.
11. **Due care and attention** is committed when the driver's standard of driving falls below what is expected of a competent and careful driver. It includes similar situations as dangerous driving, including being distracted when using hand held devices.

Legal requirements

12. The Road Traffic Act 1988 Section 2 and 3 (RTA), states if you drive dangerously or without due care and attention you are guilty of an offence if the way you drive falls below what is expected of a competent and careful driver.



13. The Road Vehicles (Construction and Use) Regulations 1986 (RVCU) states you should not drive a vehicle if you are in a position which means you do not have proper control of the vehicle or a full view of the road and traffic.
14. The RVCU states you must not drive a vehicle if you are using a hand-held mobile phone or other device which performs an interactive communication function (this includes sending or receiving oral or written messages, documents, still or moving images and accessing the internet).
15. The RVCU, Section 107 Leaving Motor Vehicles Unattended, states you can keep an engine running with the ignition on only if you need the engine to power ancillary equipment.
16. You can't use a hands-free mobile phone to follow a map on your device. The law specifically refers to this, stating it is illegal to use a hand-held mobile to follow a map. If you want to use smartphone navigation, a mapping app or a satellite navigation (in-vehicle technology system), you should fix the phone/screen to your window screen (ensuring it does not restrict your view of the road), or your dashboard and set it prior to the start of your journey.
17. The law still applies if you're;
 - Stopping at traffic lights
 - Queuing in traffic
 - Supervising a learner driver

Penalties

18. You can get 6 penalty points and a £200 fine if you use a hand-held phone.
19. If you are found to not have proper control of your vehicle you could be taken to court where you can be banned from driving or riding, and get a maximum fine of £1000 (£2500 if you're driving a lorry or a bus).
20. If you passed your driving test in the last 2 years, you'll lose your licence.
21. These penalties apply if you are charged with not having proper control of your vehicle. The Police can use this power if they believe and have evidence that using a hands-free device has distracted you whilst driving. The police routinely check the mobile phone records and electronic equipment records of any driver involved in a road traffic accident.



Responsibilities

22. **Managers** must not cause or permit someone to use a hand-held mobile phone whilst driving. Managers must ensure they have procedures in place to prevent the requirement to use hand-held mobiles and other electronic equipment whilst driving.

23. Managers must:

- tell your employees about this Policy
- make sure that your departments work practices does not pressurise staff to use a mobile phone while driving
- challenge unsafe attitudes and behaviours, encourage staff to drive safely and lead by example
- help staff plan safer journeys. You should make sure that your staff plan their journeys and should include time and places to stop for rest and refreshment, and to check for messages and return calls
- review your driving risk assessments, ensuring that work related driving is included, and covers the risk of using mobile phones and in vehicle technology
- review your departments procedures which relate to driving for work and update if required, make sure that your procedures reflect this guidance
- if your department has a lone worker risk assessment and procedures that requires the use of mobile phone contact, agree a safe working procedure that has scheduled 'contact times' that can fit around their daily driving tasks. If you do not yet have a Lone Working procedure, the Council provide a Lone Worker Management System called **Carelink** that departments may find useful to manage the risk of Lone Working and comply with this guidance. Further information about this service can be sought from Carelink:
 - Email – carelink@derby.gov.uk
 - Phone – 01332 642203
- make sure that the Council mobile phones provided to your employees have message service or call-divert functions
- monitor your working practices to ensure the driving at work policy, relevant guidance and your procedures are being followed

24. **Employees driving for work** must;

- comply with this policy
- not answer or make calls when driving, this includes hands free calls
- not use in vehicle technology or other equipment whilst driving
- stop in a safe place, with the with the engine and lights turned off and the handbrake applied, before using a phone, in vehicle technology, other equipment or activity that is likely to distract them



- plan journeys so they include rest stops when messages can be checked and calls returned
- make sure your phone has message or call-divert services, and that they are activated and working
- switch off your Council provided and personal mobile phone before starting the engine of the vehicle. If you forget, don't answer any calls or texts you get whilst driving
- help your manager to review and update your teams risk assessments and procedures for driving activities.

25. **Passengers** can use hand-held, hands-free mobiles or devices, in vehicle technology and other equipment, but must ensure that this does not distract the driver. As an example, refuse workers who are acting as passengers in a refuse vehicle can use the in vehicle technology, phones and other devices to carry out their work, but the driver cannot whilst in control of the vehicle.

26. **Employees and Managers** must comply with this ban. Disciplinary action may be taken against anyone who fails to do so. This includes both employees using devices mentioned in this policy, and managers who allow work practices that require their team members to do so. The Council won't accept any liability for costs, fines or other penalties imposed on an employee if they're prosecuted.

Further information

27. You can get advice and guidance from the Corporate Health and Safety Team by calling **01332 640748** or emailing employee.healthandsafety@derby.gov.uk.
28. You can get additional information about driving laws and using mobile phones and in-vehicle technology on the following websites
- Using mobile phones when driving, UK Government <https://www.gov.uk/using-mobile-phones-when-driving-the-law>
 - Road Traffic Offences: Mobile phones, Crown Prosecution Service_ http://www.cps.gov.uk/legal/p_to_r/road-traffic-offences-mobile-phones/
 - Mobile phone driving laws – your questions answered, RAC <https://www.rac.co.uk/drive/advice/know-how/mobile-phone-laws/>
 - Driving for Work: Mobile phones, ROSPA_ <https://www.rospa.com/rospaweb/docs/advice-services/road-safety/employers/work-mobile-phones.pdf>

Driving licence checks

1. The paper counterpart to the driving licence is no longer valid. This means that you can only get an accurate account of an employee's driving entitlements and any driving endorsements directly from the Driver and Vehicle Licensing Agency (DVLA).
2. To do this, each of your drivers will need to use DVLA's Share Driving Licence Service. They can do this, by using the [View Driving Licence](#) website and following the online instructions. They'll need:
 - their driving licence number
 - their National Insurance number (<https://www.gov.uk/lost-national-insurance-number>)
 - the postcode on their driving licence.
3. The system creates a unique check code (valid for 21 days) which they should pass to you, along with the last 8 characters of their driving licence number. You then have 72 hours to log onto <https://www.gov.uk/check-driving-information> and check the licence details. You can contact DVLA for help using the online service by calling **0300 083 0013**.
4. Alternatively, drivers can contact DVLA and give permission for their driving record to be checked verbally by a nominated person. They can do this:
 - **by phone using the premium rate number.** The driver calls **0300 790 6801** to leave permission. Lines are open Monday to Friday 8am to 7pm; Saturday 8am to 2pm. Details of call charges are available online – <https://www.gov.uk/call-charges>.

You can then call DVLA to check the driver's details after they've given their permission. The contact number is **09061393837**.
 - **by post.** You and the driver need to complete form [D888/1](#) to do the check. There is a £5 charge (payable to DVLA, Swansea). Send the form and payment to:

Driver Licence Validation Service
DVRE 5
DVLA
Swansea
SA99 1AJ
5. The checking of fleet drivers' licences will be undertaken through the Fleet Management Section on a bulk basis. An external agency will verify driving licence entitlements. All fleet drivers will be asked to sign a consent form, giving the agency access to their driving record at DVLA.



Driving licence checks – what you need to do

The paper counterpart to the driving licence is no longer valid. This means that an accurate account of an employee's driving entitlements and any driving endorsements have to come directly from the Driver and Vehicle Licensing Agency (DVLA). This guidance note explains what you need to do...

Drivers

You need to contact DVLA's Share Driving Licence Service. There are a number of ways you can do this...

1. **Online** by using the [View Driving Licence](#) website and following the online instructions. You'll need:
 - your driving licence number
 - your National Insurance number (<https://www.gov.uk/lost-national-insurance-number>)
 - the postcode on your driving licence.
2. **By phone.** You can call **0300 790 6801** and give permission for your driving record to be checked verbally by a nominated person. Lines are open Monday to Friday 8am to 7pm; Saturday 8am to 2pm. Details of call charges are available online – <https://www.gov.uk/call-charges>.
3. **By post.** You need to complete form [D888/1](#) with your manager to do the check. There is a £5 charge (payable to DVLA, Swansea). Send the form and payment to:

Driver Licence Validation Service
DVRE 5
DVLA
Swansea
SA99 1AJ



Managers

1. **For the online system.** This creates a unique check code (valid for 21 days) which employees should pass to you, along with the last 8 characters of their driving licence number. You then have 72 hours to log onto <https://www.gov.uk/check-driving-information> and check the licence details. You can contact DVLA for help using the online service by calling **0300 083 0013**.
2. **For verbal nominations by phone.** You can call DVLA to check the driver's details after they've given their permission. The contact number is **0906 1393 837**.
3. **For postal applications.** Complete the [D888/1](#) form with the employee. See option 3 in the drivers section above.

The checking of fleet drivers' licences will be undertaken through the Fleet Management Section on a bulk basis. An external agency will verify driving licence entitlements. All fleet drivers will be asked to sign a consent form giving the agency access to their driving record at DVLA.



Driving posture guidance

Follow these steps to improve your driving posture and reduce your chance of back pain linked to driving...

1. **Start with a neutral set-up position.** Depending on the design of your vehicle, this means having the:
 - steering wheel fully up and forward
 - seat height at its lowest position
 - seat cushion tilted so that the front edge is at its lowest
 - back rest at about 30 degrees backwards from the vertical
 - lumbar adjustments off
 - seat as far backwards as possible.Once you've done this, you can begin making adjustments to support your posture.
2. **Raise the seat** as high as is comfortable to improve your vision of the road. Check that you've got:
 - enough headroom
 - maximum vision of the road.
3. **Move the seat forwards** until you can depress the pedals fully and easily.
4. **Adjust the seat height** to give good pedal control.
5. **Adjust the seat cushion angle** so that your thighs are supported along the length of the cushion.
 - Avoid pressure behind the knees.
6. **Adjust the backrest** so it provides continuous support along your back and is in contact up to shoulder height.
 - Avoid reclining the seat too far back. This can cause you to bend your neck and head too far forward and make your thighs slide forwards on the seat cushion.
7. **Adjust the lumbar support** to give even pressure along the length of the backrest. Make sure the lumbar support fits your back and is comfortable without any pressure points or gaps.
8. **Adjust the steering wheel** backwards and downwards for easy reach.
 - Check you have enough clearance for your knees and thighs.
 - Make sure you can see all the displays on the dashboard or control panel properly.
9. **Adjust the head restraint** to provide protection in an accident.
 - The top of the restraint should be level with the top of your head
 - The middle of the head restraint cushion should be level with your eyes.
 - Position the restraint as close to your head as possible.



10. **Adjust the rear view and side mirrors**, so you can use them without straining your neck or upper body.
11. **Repeat the steps as necessary** to fine tune your position.

Remember that sitting in the same position for long periods of time can increase your risk of back pain. Avoid this by:

- varying work activities as much as possible during the day. Swap roles if possible.
- taking regular breaks
- getting out of the vehicle as often as possible. Move about and stretch if you can.
- making small adjustments to your driving position every couple of hours.

If you have any health concerns about driving:

- tell your manager, and
- get advice from Occupational Health (OH). Contact OH by:
 - calling 01332 **640543**, or
 - emailing occupational.healthservice@derby.gov.uk.

Source:

Vehicle Ergonomics Best Practice Guide. Highways Agency.

www.drivingergonomics.com

RoSPA Road Safety Information www.rospace.co.uk