



Safe Driving Policy

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1.0 Background

1.1 Wheatley Group

The Wheatley Group (The Group) is Scotland's largest housing regeneration and care group that is setting new benchmarks in customer-service excellence.

The Group is made up of award winning, forward thinking subsidiaries working in varying markets across Scotland.

- Glasgow Housing Association - Scotland's largest social landlord, with 41,500 affordable homes in Glasgow
- Cube Housing Association - with 3,300 social homes for rent across the West of Scotland
- West Lothian Housing Partnership - with almost 400 affordable homes for rent
- Your Place Property Management - with over 25,000 customers
- Lowther Homes - which has a growing portfolio of 381 mid-market apartments rent and full market rent from Glasgow's West End to Edinburgh's Leith
- Loretto Housing Association - with 1,089 homes across Central Scotland and its care subsidiary
- Loretto Care - Loretto Care provides a range of care and support services across western and central Scotland.
- Dunedin Canmore - A Leading provider of social housing in Edinburgh, the Lothian's and Fife, with more than 5000 homes and offering a wide range of ancillary services.

2.0 Safe Driving Policy Scope and Aims

2.1 Safe Driving Policy Scope

This policy will apply to anyone who drives on behalf of The Group whether they are employed directly or indirectly. This policy will apply to agency workers and sub-contractors who may drive Fleet Vehicles on Wheatley Group business. The policy is both wide ranging and comprehensive covering everyone from employees using their own private vehicle for business (grey fleet) to employees operating dedicated works vehicles (fleet vehicles).

This policy requires all those who drive during the course of their work to do so safely for the mutual benefit of all road users.

The policy is not intended to cover employees whilst they are travelling*:

- from home to their normal place of work
- from work to home
- on other private journeys

*Unless a fleet vehicle is being used for the journey, in that instance the Safe Driving Policy should be adhered to.

2.2 Safe Driving Policy Aims

The Group's Safe Driving Policy aims to ensure:

- Employee awareness of safety issues associated with work related driving.
- The safety of other road users and members of the public are not compromised by those driving on behalf of The Group.
- That drivers are medically fit and capable to drive.
- The suitability and roadworthiness of the vehicle being used while providing staff with guidance on what to check on a vehicle.
- That reporting and recording of all incidents is carried out in line with policy requirements.
- That those with duties under this policy are clearly identified and provided with clearly defined roles and responsibilities.
- Employees have appropriate information to allow them to be competent in preventing accidents and managing risks.

2.3 Legal Responsibilities

The Health and Safety at Work etc. Act 1974 requires The Group to ensure, so far as is reasonably practicable, the health and safety of all employees while at work. The Group also has a responsibility to ensure that others are not put at risk by work-related driving activities.

Under The Management of Health and Safety at Work Regulations 1999, there is a responsibility to manage health and safety effectively and to carry out appropriate risk assessments.

A driving risk assessment exists as part of the Operational Safety Manual (OSM) for those job role profiles that identify driving as part of the work activities of the employee, plus any employee authorised to use their own vehicle in completion of their work (Grey Fleet). It is recognised that there are staff who use their own vehicles, legitimately, for work purposes, where the requirement to drive may not be part of their job role profile. Managers are required to identify any member of staff that drives, and ensure that the driver be made aware of the relevant driver risk assessment.

The Group accept that we have a duty of care and a responsibility to manage the risk encountered by our employees when they use the road as part of their duties for the organisation and those affected by our work activities.

2.4 Vehicle Fleet

The Group operate a fleet of vehicles. These can range from cars, vans to tipper trucks. The direct costs of motor insurance premiums, claims within the policy excess, wear and tear, replacement vehicles etc. for The Group fleet are increasing. However, there are also indirect costs arising from personal injury, absence from work, reduced operational efficiency, etc. Overall, vehicle fleet operating costs represent an increasing proportion of our expenditure due to these direct and indirect costs.

2.5 Personal Vehicle Use

Additionally, a significant number of employees drive their own vehicles for business – either occasionally or regularly.

“Occupational Road Risk” has assumed a higher profile, as approximately 1/3 of road traffic accidents in the UK; involve someone “at work”. The Group are aware of their responsibilities regarding the safety implications of employees driving for business-related purposes.

2.6 Vehicle Management

The responsibility for the management of the organisations' owned/leased vehicle fleet rests with The Managing Director of Wheatley 360 and the subsequent Directors and line managers within each Business Area that has access to an owned/leased vehicle.

As part of the corporate responsibility for managing the vehicle fleet, managers in all relevant business areas are required to implement this policy.

3.0 Legal and Regulatory Requirements

3.1 Relevant Legislation

Legislation	Key Requirements
Health and Safety at Work Act 1974	We have a "duty of care" for the safety of employees. There is also a duty of care to others who may be affected by our business activities, which, in the case of driving, means all other road users.
Management of Health and Safety at Work Regulations 1999	We are required to carry out risk assessments, make arrangements to implement necessary measures, appoint competent people and arrange for appropriate information and training.
The Workplace (Health, Safety and Welfare) Regulations 1992	These Regulations cover a wide range of basic health, safety and welfare issues including traffic routes for vehicles within the workplace.
Road Traffic Acts supported by the Highway Code	The Highway Code applies to all road users and includes information on signs and markings, road users, the law and driving penalties. It is an offence for an organisation to set driver schedules which may cause them to break speed limits and / or have payment/reward schemes which in any way give them incentives to do so.
The Road Vehicles (Construction and Use) Regulations 1996	Following an amendment to the Road Vehicles (Construction and Use) Regulations 1986 (revised 27 February 2007) it is a criminal offence for a driver to use a hand-held mobile phone or similar device while driving.

4.0 Organisational Policy Framework

4.1 Organisational Management Responsibility

The managers designated by The Group will ensure that advice and guidance is obtained from the Group Health and Safety Team for the Management of Occupational Road Risk (MORR) and that:

- Driving licenses will be checked regularly.
- Driver Assessments will be undertaken for those who drive Fleet Vehicles by a 3rd party accredited driving instructor (e.g. The Royal Society for the Prevention of Accidents (RoSPA) accredited).
- Vehicles are properly maintained and daily vehicle checks are carried out (by the driver at the commencement of each day, for shift workers this should be at the commencement of each shift). When defects are identified which would affect the safe operation, the vehicle shall not be used until these defects are rectified. Further information on this can be found with the relevant section of the OSM and within the Wheatley Group Drivers Handbook (Appendix 01).
- Accident records are monitored with an accident management system and the Driver and Vehicle Licensing Agency (DVLA) points system (noted below) to help manage driver risk and identify follow up steps including further driver training, meetings with managers.

4.2 Vehicle Tracking Data Protocol

The Group has installed within its fleet of vehicles a telematics system which monitors vehicle usage. The system gathers data on vehicle use, mileage, fuel consumption route planning, job scheduling and driver behaviours. Access to this data will be restricted as detailed in The Use of Vehicle Tracking Data Protocol (Appendix 02). Routine access will be given to Group Resource Planners and those Managers overseeing the management of Fleet Vehicles.

4.3 Driving Licence Checking and Validation

Driving licence checking and validation is essential to ensure The Group's 'duty of care' to all employees who drive on company business. The checking and validation is to ensure all that authorised drivers of fleet vehicles, grey fleet and pool car users are appropriately licensed. The Group will appoint an accredited company to undertake the checking and validation of employees driving licences and vehicle documentation through the use on an electronic service. The service provider will:

- Validate the driving licence number before checking the information with the DVLA database
- Check driving licence information with the DVLA database
- Report findings back to authorised personnel via a secure web portal available to The Group
- In the case of an unlicensed driver the service provider will immediately contact The Group's Neighbourhood Services Manager and the Fleet Officer.
- Vehicle status e.g. MOT, Tax and Insurance etc.

Driving licence checking and validation frequency. The status of a driving licence can change for a number of reasons and in some cases without a driver's own knowledge. The frequency of this check is based on each driver's risk profile. The current risk profile operated by The Group is as follows;

Fleet Driving Licence Check Periods – All Staff	
Penalty Points	Frequency
0 Points	6 Monthly
1 - 4 Points	3 Monthly
5 -12 Points	Monthly
Grey Fleet – Driver Licence Check (All Staff)	
Driver Licence checked 6 monthly and additionally, Business Insurance, Tax and MOT where required.	

Table 1

Should a routine check reveal a driver who is disqualified, or show a revoked or expired licence The Group's H&S Manager and Business Area Administrator will be contacted by the service provider and the position will be raised with the driver concerned.

The benefits of the licence checking and validation process is it will reduce corporate risk, improve road safety for everyone, ensure our drivers are appropriately licenced and insured and avoid any fraud or dishonesty.

Subsidiary Managers, Locality Directors and Managers and the Fleet Officers will carry out annually, an audit of approved drivers to ensure that the system matches the information being sent to the accredited service provider. Consent forms will be signed by approved drivers on completion of the annual audit where necessary allowing access to their information for next 3 years through Driving Licence Information Fair Processing Declaration Form (Appendix 3).

Further information on The Group’s policy on Endorsements and Prosecutions can be found later in this Policy. All drivers must report all endorsements to their driving licence and declare any driving related prosecutions to their line manager at the earliest opportunity. Authorised Drivers will be issued with the Group Driver Handbook and made aware of the importance of safe driving practices both for their road safety and the comfort and safety of their clients.

The collation of accidents and near misses is an integral part of the overall management of health and safety for The Group and this includes the use of vehicles. As part of the accident management process, the Group will ensure:

- Information on accidents and near misses is collected and analysed by the Group’s Neighbourhood Services Manager, line managers, Health & Safety Strategy Group; relevant corporate staff and any other relevant manager.
- Up to date records are kept of vehicle servicing and maintenance, insurance details, driver training and licence information by the Group’s Neighbourhood Services Manager.

The Groups policy on the driving licence check and validation will include the following actions once certified information is received from the accredited service provider.

Driving Endorsement	Outcome
1-4 points	Line management informed
5-8 points	Line management informed, Driver Interviewed + Driver Assessment with additional driver training if required.
9-12 points	Line management informed, immediate suspension from driving duties + driver interviewed.

Table 2

4.4 Accident Management

In the event that an authorised driver is involved in an accident The Group will implement the following protocol to ensure that their 'duty of care' to that person is enacted.

Accidents	Outcome
1 st Accident	Interview and Review. Temporary precautionary suspension from driving duties pending review and assessment.
2 nd Accident	Interview and Review + Driver Assessment. Temporary precautionary suspension from driving duties pending review and assessment.
3 rd Accident	Interview/support + Improved Driver Assessment. Temporary precautionary suspension from driving duties pending review and assessment.

Table 3

The accident management protocol will enable The Group to assess their overall Risk Profile in relation to each individual driver and ensure that where required control measures can be applied.

4.5 Operational Managers Responsibilities

Operational managers have responsibility for building safety into all their decision-making and to ensure that their staff understand their responsibility for their own and others safety. This includes safety while driving in the course of their employment. To achieve this line managers should:

- Receive and interpret reports on Group Drivers, issued by their Business Area Administrator.
- Discuss with their drivers the importance of safety on the road and following Group policy and management systems.
- Make this policy and all associated documents available to all drivers, including agency workers, contractors and third party suppliers.
- Check the number of endorsements, the type of endorsements and suspend or reinstate driving entitlement as necessary in line with the points system, appropriate actions are described within this policy.
- Ensure that the training needs of their staff are met through initial driver assessment, which is carried out by a 3rd party accredited driving instructor (e.g. RoSPA accredited).

- Ensure that grey fleet drivers complete the Authorised Drivers Registration Form (Appendix 4), have the necessary MOT, road tax and insurance coverage for using their vehicle on business use. This information would be checked on an annual basis.
- Encourage drivers to follow good practice and keep their skills and knowledge up-to-date. A driver handbook with good practice guide will be made available and reflect guidance from the DVLA, the Health and Safety Executive (HSE), ROSPA and the Scottish Occupational Road Safety Alliance (ScORSA).
- Ensure that all drivers are fully aware of what action to take in an emergency situation and ensure accidents are reported for the purposes of investigation by the health and safety team in to comply with the Reporting of Illness, Disease and Dangerous Occurrences (RIDDOR) Regulations 2013.
- Ensure that drivers have sufficient time for journeys and do not feel pressurised into speeding or taking risks
- Provide advice and circulate information on hazards reported on routes (Weather reports on W.E.Connect plus verbal communications from managers in depots who receive weather updates automatically via e mail)
- Monitor and, if necessary, restrict total hours/miles to ensure that drivers do not suffer from fatigue. Emergency actions, contingency plans, timescales and deadlines should not impact on this.
- In locations where any vehicle requires the driver to hold either a heavy goods vehicle licence or has a category C, (drive vehicles over 3,500kg [with a trailer up to 750kg]) or category D licence (any bus with more than 8 passenger seats [with a trailer up to 750kg]), the manager will ensure that the driver has completed their medical questionnaire driver's licences. Drivers will complete this check irrespective of any pre January 1997 entitlements.
- Managers should ensure that any recommendations made by our Occupational Health providers are put in place.
- In bad weather conditions make every effort to avoid unnecessary journeys.
- Ensure drivers are aware of the organisations point system, triggers and procedures

4.6 Drivers Responsibilities

Drivers have a responsibility not to put themselves and others at risk and to comply with The Group's Policy to ensure their own road safety and the safety of others.

Staff should:

- Maintain vehicles in a roadworthy condition and not drive a defective vehicle.
- Be aware of what action needs to be taken in an emergency situation.
- Inform their line manager of any health problems or personal circumstances, which could make driving hazardous. (This information will be treated as confidential)
- Ensure that they are physically fit to drive. Staff can utilise W.E Benefits and undertake a free personal health assessment carried out by our Occupational Health provider. [Wheatley Group Health and Wellbeing Plan](#)
- Do not drive while under the influence of alcohol or drugs (further information outlined at paragraph 5.6).
- Have their eyes tested regularly (at least every 2 years) and ensure that that any necessary corrective eyewear is worn. In addition, staff can utilise W.E. Benefits for a contribution towards optical expenses. [Wheatley Group Health and Wellbeing Plan](#)
- Comply with the ban on mobile phone use while driving
- Drive within speed limits and to the speed dictated by conditions, which can be less than the limit
- Allow sufficient time for planning the route, driving the route and breaks needed to prevent fatigue
- When appropriate, extra journey time and breaks should be built into the journey plan, to allow for bad weather, road traffic accidents, congestion, diversions and other business demands.
- Be aware that fatigue will be more of a problem at certain times, during rush hour or at the end of a shift
- Stay calm and relaxed whilst driving and try to avoid situations which could lead to stress or road rage

4.7 Agency workers, contractors and third party suppliers

Agency workers, contractors and third party supplier required to drive a Group vehicle will be required to comply with this policy. However, it should be noted that Fitness to Drive and Disciplinary Action will be managed via their employer.

5.0 Driver related policies, advice and requirements

To manage the occupational road risk exposure, to vehicle users, there are a number of corporate policies; procedures and training support available to drivers. Relevant policies which, exist on W.E.Connect or are available through your line manager, with procedures and training support noted elsewhere in this policy.

5.1 Vehicle Safety

All Group Fleet vehicles must be regularly maintained and serviced to ensure roadworthiness and compliance with statutory legal requirements.

The Group's Neighbourhood Services Manager on behalf of the Managing Director of Wheatley 360, must therefore ensure that an inventory of all vehicles and associated equipment is established for the purpose of regular maintenance and servicing. The schedule should outline the frequency and specification of such maintenance and servicing.

Managers and Supervisors must be notified in advance of any required maintenance or servicing. Records of maintenance and servicing shall be retained by The Group's Neighbourhood Services Manager.

Drivers of The Group's vehicles share the responsibility for making sure that the vehicle they are driving is safe and legal. In doing so, drivers must complete and record the required pre-drive vehicle checks as detailed in the Vehicle Daily Check Sheet (Appendix 05).

Drivers are required to report to their line manager all defects noted by them whilst driving any vehicle owned by The Group. The vehicle daily checks shall identify any defects at the start of the day/shift.

Any issues / problems should be immediately reported to their Line Manager or Supervisor.

5.2 Induction and Training

All new staff who will be expected to drive, including agency workers, contractors and third party service providers will be given an induction, which will include the Safe Driving policy and procedures prior to being allowed to drive on behalf of The Group. The policy and procedures outlined will be communicated to all members of staff currently driving within The Group by a variety of means including the W.E.Connect, staff meetings and notice boards.

All drivers of Group vehicles whose licence does not include the relevant categories and those towing trailers must have relevant training, licence category and certification. Line managers can arrange for staff to take accredited courses.

Drivers of Fleet Vehicles and Pool Cars may also be required to undertake driver training or driver assessment through a valid and accredited training provider. This requirement may be in line with relevant job specific training requirements or if it is felt through accident reviews or observation that additional or refreshment of skills is required.

5.3 Fitness to drive

Anyone driving on behalf of The Group, must inform their Line Manager or Supervisor about any health issue or personal circumstances that may affect their ability to drive safely. Line Managers and Supervisors should seek further guidance from The Group's Occupational Health Provider or Employee Relations Team regarding the continuation of driving duties in such cases.

Drivers are legally responsible to inform the DVLA of any medical condition they know that may affect their ability to drive.

You must tell the DVLA if you have a driving licence and:

You develop a 'notifiable, medical condition or disability

A condition or disability has got worse since you got your licence. Notifiable conditions are anything that could affect your ability to drive safely. They can include but not limited to:

- Diabetes or taking insulin
- Syncope (fainting)
- Heart Conditions (including atrial fibrillation, pacemakers)
- Sleep apnoea
- Epilepsy
- Strokes
- Glaucoma

5.4 Medicals for Drivers

The UK medical standards for driver licensing refer to Group 1 and Group 2 licence holders:

- Group 1 includes cars and motorcycles
- Group 2 includes large lorries (category C) and buses/minibuses (category D).

In most cases, the medical standards for Group 2 drivers are substantially higher than for Group 1 drivers. This is because of the size and weight of the vehicle and the length of time an occupational driver typically spends at the wheel.

Drivers who were awarded a Group 1 category B (motor car) licence before 1st January 1997 have additional entitlement to categories C1 (medium-sized lorries, 3.5t to 7.5t) and D1 (minibuses, 9 to 16 seats, not for hire or reward). Drivers with this entitlement retain it **only** until their licence expires or it is revoked for medical reasons.

Group 2 Heavy Goods Vehicles (Category C) and Public Service Vehicles (Category D) to include Minibus licence holders, must undergo driver medicals before employment and at regular intervals thereafter. In line with DVLA requirements, Group 2 licences are renewable five-yearly from age 45 and, thereafter annually after the age of 65.

All drivers should undergo assessment after an absence if it is likely that the illness has affected the worker's fitness to drive. Managers and Supervisors should contact the Group's Occupational Health Provider or Employee Relations Team if they have any concerns regarding an employees' continued ability to drive safely.

5.5 Eyesight

All Drivers must meet current standards of vision for driving.

Drivers must have their eyesight checked regularly (at least every two years, or more often if their optician recommends it). Drivers are responsible for arranging regular eye tests to ensure their vision meets current standards for driving. In line with the staff benefits scheme, The Group will contribute to the cost of glasses every 2 years.

5.6 Alcohol and drugs

Drivers are not permitted to carry out their duties whilst under the influence of drugs or alcohol. If drivers think that they are over the drink drive limit, or unfit to drive for any reason they must not drive. They must inform their Line Manager or Supervisor immediately. The offence 'Driving while unfit through drink or drugs or with excess alcohol: or failing to provide a specimen for analysis' to Police, can lead to prosecution and conviction of a criminal offence.

5.7 Medicines and illness

Drivers must check with their GP or pharmacist whether any over-the-counter or prescribed medicines they are taking are likely to affect their driving (for example, by causing drowsiness).

If so, they should ask for an alternative that does not affect driving. Drivers should inform their Line Manager or Supervisor, where necessary, when the use of medicines may affect their ability to drive safely. If a driver starts to feel ill whilst driving they should stop the vehicle somewhere safe and contact their Line Manager or Supervisor.

5.8 Route Planning

Drivers should be aware that fatigue will be more of a problem at certain times of the day. It is important that when planning routes adequate time is allowed for the journey and that adequate allowance is made for rest breaks. A ten minute (10Mins) rest break should be taken at least every 2 hours when driving continuously.

In adverse weather conditions such as snow, ice, gales and heavy rain the necessity of the journey should be reviewed whilst considering the emergency response that many of our customers may require. Extreme care should be taken in adverse weather conditions with only essential journeys deemed necessary. These journeys will require a dynamic risk assessment prior to being authorised by Managers and Supervisors.

Considerations should be given to re arranging meetings in adverse weather conditions and only essential, unavoidable journeys should be undertaken. Journey planning should incorporate sufficient time allowance for road conditions.

5.9 Transport of Materials and Passengers

It is illegal and dangerous to drive a vehicle that is overloaded or has an insecure load. It is the driver's responsibility for making sure that any load they carry is legal and safe, even if it was loaded by another person.

In general loads and materials must be:

- secured;
- spread as evenly as possible and securely covered where necessary; and
- not be carried in the passenger compartment of vehicles.

Dangerous Goods

- If a vehicle is to carry dangerous goods (e.g. Petrol, Diesel or Liquefied Petroleum Gas (LPG) (i.e. Propane, Butane, Autogas), information and advice must be obtained in the first instance from Line Managers.

Materials and Passengers

- Materials and passengers are not transported in the same vehicle compartment
- Passengers are not carried in the load space of any vehicle (unless seats with seat restraints are fitted).

5.10 Mobile Phones and Hands Free Communication

Using a mobile phone either hand-held or hands-free while driving is a significant distraction and substantially increases the risk of vehicle incidents.

It is also illegal to use a mobile phone hand-held while driving and this includes any activity that involves holding the phone such as calls, texts, emails, photos, to go online or for any other reason.

Although using a mobile phone hands-free while driving is not specifically illegal, drivers could be charged with 'failing to have proper control of their vehicle', or careless or dangerous driving if they are distracted because they are using a mobile phone hands-free.

Using a mobile phone hands-free while driving does not significantly reduce the risks because the problems are caused mainly by the mental distraction and divided attention of taking part in a phone conversation at the same time as driving.

In addition:

- drivers must not use a hand-held or hands-free mobile phone, two-way radio equipment or personal music equipment etc. whilst driving;
- phones should be set to messaging service or switched off whilst driving;
- if it is necessary to make a call only do so when stopped in a safe place (with ignition off); and
- where a passenger is within the vehicle and not involved in the supervision of the driver then they can make and return calls.

5.11 Seat Belts

Vehicles must be fitted with functioning seatbelts, that meets current legislative requirements, for every passenger. It is both a legal requirement to wear seatbelts and it is also a control measure within The Groups drivers risk assessment, contained in the respective Operations Safety Manual (OSM).

5.12 Driving Offences

All drivers must observe the provisions of the Highway Code and drive in a safe manner at all times. Any driver found guilty of a driving offence may be subject to disciplinary action, taken up to and including dismissal.

Many of the rules in the Highway Code are legal requirements and if you disobey these rules you are committing a criminal offence. You may be fined, given penalty points on your licence or be disqualified from driving. In the most serious cases you may be sent to prison.

Any fines received as a result of driving Group Fleet Vehicles will be paid by the driver of the vehicle who committed an offence.

5.13 Convictions / Penalty Points

All drivers must report motoring offences, including cautions, summons or convictions to their Line Manager or Supervisor (whether incurred due to an accident whilst driving on group business or in their own time).

5.14 Accident, Emergency and Breakdown Information

Accident, Emergency and Breakdown procedures shall be available in all fleet vehicles.

Accident / Breakdown	Contact: Northgate Breakdown/Roadside Assistance on 0800 716 418. This is a 24hrs / 7 day service.
Windscreen Replacement Service	Contact: Northgate Breakdown/Roadside Assistance on 0800 716 418 Northgate will arrange repairs at the most convenient location.
Tyres	Contact: Northgate Breakdown/Roadside Assistance on 0800 716 418 Northgate will arrange replacement or repairs either at the road side or at the nearest Tyre Centre to the vehicles location.
Emergency Services: 999	
On-Call Manager details: Team leader or manager first point of contact	
Vehicle Breakdown / Recovery Vehicle will either be repaired at roadside or taken to Northgate, Queenslie / Broxburn Depot for repair.	

5.15 Incident Reporting

There is a legal duty to stop and to report certain types of accident in terms of section 170 Road Traffic Act 1988. Failure to do so is a criminal offence. Certain accidents involving injury to persons may also need to be reported to the Health and Safety Executive under requirements of the Reporting of Illness, Disease and Dangerous Occurrences (RIDDOR) Regulations 2013.

All road traffic accidents, regardless of the severity should be reported to the driver's line manager, fleet coordinator and the Health and Safety team for investigation, at the earliest opportunity.

Drivers in conjunction with their Line Managers must ensure all relevant sections of the Vehicle Incident Report Form (Appendix 06), is completed and reported accordingly.

Where a Driver, Passenger or Third Party sustain injury as a result of a road traffic / vehicle incident, this must also be reported to Group H&S Team on the Group Incident Report Form.

5.16 Insurance Cover

It is a criminal offence to drive without insurance cover for the use to which that vehicle is being put (section 143 Road Traffic Act, 1988). All members of staff who use their own vehicles for business journeys are responsible for the arrangements of adequate insurance cover. A motor vehicle policy limited to "Social, Domestic and Pleasure" is not sufficient to cover a vehicle for business use. All car users will be required to produce evidence that their vehicles are adequately insured for business use.

As part of a six monthly evaluation system the line managers shall be responsible for checking the MOT and insurance certificate for business use entitlement. Only drivers whose car insurance covers for business use will be eligible to claim mileage allowance.

5.17 Road Use

Drivers are expected to observe road signs and conditions and abide by Road Traffic Legislation and The Highway Code. Drivers are expected not to carry out activities that may distract them whilst driving. Examples of distractions are map reading or eating whilst driving the vehicle.

5.18 The Wheatley Group Drivers Handbook

This can be found in the Operational Safety Manual (on the Intranet) and includes guidance on:

- Road traffic accidents
- Vehicle safety checks
- Vehicle security
- Defect spotting and recording
- Towing
- Reversing
- Maintenance and servicing
- Security of valuable contents (e.g. tools)

5.19 Disciplinary Action

Failure to comply with this policy may lead to suspension from driving and if following an appropriate level of investigation, a member of staff is found to have failed to comply with this policy, disciplinary action may be taken up to and include dismissal.

6.0 Monitor & Review

The Safe Driving Policy will be fully reviewed during 2019/20. However, updates of the policy will occur on a regular basis when there are changes of a material nature within legislation, relevant guidance or where there is a material change in The Group structure.

7.0 Useful Links

This can be found in the Operational Safety Manual (on the Intranet) and includes guidance on:

- www.dvla.gov.uk
- www.hse.gov.uk
- www.rospa.com
- www.scorsa.org.uk
- www.theaa.com
- www.rac.co.uk