

9. Driving to Work Policy

Aim: To avoid vehicle incident and at-fault work related road collision costs and injuries by promoting a safe driving culture within the organisation.

Objectives:

1. To make drivers aware of the main risks they face or create when driving for work
2. To make sure that employees and volunteers who drive vehicles in the course of their work demonstrate safe, efficient driving skills and other good road safety habits at all times.
3. To maintain all personal vehicles used for work purposes in a safe, clean and roadworthy condition to ensure the maximum safety of the drivers, occupants and other road users.

Code of Conduct for Driving:

While driving company or own vehicles for work purposes, employees and volunteers must comply with traffic legislation, be conscious of road safety and demonstrate safe driving and other good road safety habits.

The following actions will be viewed as serious breaches of conduct and dismissal / removal of duties may be a consequence:

- Drinking or being under the influence of drugs while driving
- Driving while disqualified or not correctly licensed
- Reckless or dangerous driving causing death or injury
- Failing to stop after a collision
- Acquiring penalty points leading to suspension of licence
- Any actions that warrant the suspension of a licence

Responsibilities of Employees and Volunteers while driving on behalf of the PPN

Every driver must:

- make sure they hold a current driver licence for the category of vehicle they are driving and this licence is carried when driving.
- immediately notify the Secretariat if their driver licence has been suspended or cancelled, or has had limitations placed upon it.
- be responsible and accountable for their actions when operating a vehicle or driving for the purposes of work.
- display the highest level of professional conduct when driving a company vehicle.
- regularly check the oil, tyre pressures, radiator and battery levels of vehicles they regularly use.
- comply with the Rules of The Road and the safe Driving for Work Handbook at all times.
- assess hazards while driving and anticipate 'what if' scenarios.
- drive within the legal speed limits, including driving to the conditions.
- wear a seat belt and make sure all occupants wear their seat belt at all times.
- only drive when fit to do so – never drive under the influence of alcohol or drugs, including prescription and over the counter medication if they cause drowsiness.
- avoid distraction when driving – if you need to, adjust or set sat-navs / car stereos / mirrors before setting off. If you need to re-adjust whilst driving, pull over safely in order to do so.
- report any near-misses, crashes and scrapes, including those that do not result in injury, and follow the collision procedures outlined in this policy.

In addition, it is required that all drivers:

- take regular and adequate rest breaks, at least every two hours.
- stop when tired.
- plan their journeys, taking into account pre-journey work duties, the length of the trip and post-journey commitments.
- stay overnight if driving time and non-driving duties exceed 10 hours in one day.