

DRIVING AT WORK

STANDARD OPERATING PROCEDURE

Title:	Driving at Work Standard Operating Procedure
Reference No:	003 Procedure
Owner:	Ruth Nutbrown – Assistant Chief Officer
Author:	Ian Plummer – Health and Safety Manager
First Issued On:	November 2016
Latest Issue Date:	October 2020
Operational Date:	October 2020
Review Date:	December 2023
Consultation Process:	
Ratified and Approved by:	OE – 16/10/2020
Distribution:	All staff and GP members of the CCG
Compliance:	Mandatory for all permanent & temporary employees of Rotherham CCG.
Equality & Diversity Statement:	In applying this policy, the organisation will have due regard for the need to eliminate unlawful discrimination, promote equality of opportunity, and provide for good relations between people of diverse groups, in particular on the grounds of the following characteristics protected by the Equality Act (2010); age, disability, gender, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief and sexual orientation, in addition to offending background, trade union membership, or any other personal characteristic.

Contents

Driving at work standard operating procedure

	Page
1. Introduction	3
2. Consequences	3
3. Roles and Responsibilities	4
4. Risk assessment	6
5. Hazards	6
6. Travel and Expenses	8
7. References	8
8. Monitoring and Review	8
Appendix 1	
Staff handbook for drivers	9
Appendix 2	
Driver incident recording form	22
Appendix 3	
Equality impact assessment tool	26

1 Introduction

1.1 NHS Rotherham Clinical Commissioning Group (CCG) covers a large geographical area, some of it rural, to provide a comprehensive range of services. This inevitably means employees will be expected to drive during the course of their employment therefore this Standard Operating Procedure (SOP) relates to all CCG employees who are required to drive as part of their role. Managing Driving at Work is becoming an important issue for employers who expect employees to drive as part of their employment.

The Health & Safety at Work etc Act 1974 requires the employer to safeguard their employees and others affected by their undertakings. This applies to employees who are required to drive as part of their employment. This procedure outlines how NHS Rotherham CCG will fulfil its statutory duties under the Road Traffic Act 1988 & 1991, Road Safety Act 2006 and the Management of Health and Safety at Work Regulations 1999.

2. Consequences

2.1 The Sentencing Advisory Panel has introduced new sentencing guidelines for motorists who cause death by dangerous driving. Anybody convicted of killing by dangerous driving would normally face a prison sentence of between 2 - 14 years. Disciplinary action could also be taken by the CCG for any employee found deliberately breaking the guidance contained within this procedure.

2.2 Mobile phones

Staff are liable to receive an automatic fixed penalty notice if they are caught using a hand-held phone while driving or riding, leading to 6 penalty points on their licence and a fine of £200. The rules also apply if they are stopped at traffic lights or queuing in traffic. Phones should be used while driving in line with UK law.

2.3 Substances

It is illegal for staff to drive if they are unfit to do so because they are on legal or illegal drugs. If the police stop a member of staff who they think is on drugs they can conduct a 'Field Impairment Assessment'. This is a series of tests, as asking the individual to walk in a straight line and checking the size of their pupils. Individuals deemed unfit to drive because of taking drugs, will be arrested and will have a blood test at a police station. If the test shows they have taken drugs the individual could be charged with a crime. Drivers do not have to be on illegal drugs to be unfit to drive - many prescription or over-the-counter drugs can also impair their ability to drive. If staff are taking legal drugs and are not sure they should talk to their doctor, pharmacist or healthcare professional before driving.

Persons convicted of drug driving are liable for:

- a minimum 1 year driving ban
- a fine of up to £5,000
- a criminal record.

Their driving licence will show they have been convicted for drug driving. This will last for 11 years. The penalty for causing death by dangerous driving is a prison sentence of up to 14 years.

2.4 Drink-driving

You could be imprisoned, banned from driving and face a fine if you're found guilty of drink-driving.

The actual penalty you get is up to the magistrates who hear your case, and depends on your offence.

You may be able to reduce your ban by taking a [drink-drive rehabilitation scheme \(DDRS\) course](#) if you're banned from driving for 12 months or more. It's up to the court to offer this.

Being in charge of a vehicle while above the legal limit or unfit through drink you may get:

- 3 months' imprisonment
- up to £2,500 fine
- a possible driving ban

Driving or attempting to drive while above the legal limit or unfit through drink you may get:

- 6 months' imprisonment
- an unlimited fine
- a driving ban for at least 1 year (3 years if convicted twice in 10 years)

Refusing to provide a specimen of breath, blood or urine for analysis you may get:

- 6 months' imprisonment
- an unlimited fine
- a ban from driving for at least 1 year

Causing death by careless driving when under the influence of drink, you may get:

- 14 years' imprisonment
- an unlimited fine
- a ban from driving for at least 2 years
- an extended driving test before your licence is returned
- You won't automatically get your licence back if you're a [high risk offender](#).

A conviction for drink-driving also means:

- your car insurance costs will increase significantly
- if you drive for work, your employer will see your conviction on your licence
- you may have trouble travelling to countries like the USA

3. Roles and Responsibilities

3.1 Chief Officer

The Chief Officer has the ultimate responsibility for the organising, planning, implementing and monitoring of this Standard Operating Procedure.

3.2 Senior Managers and Heads of Service

Senior Managers and Heads of Service must give their full support to this policy to ensure that all practical measures are taken and appropriate resources in the form of finance, equipment, personnel and time are made available in respect of enhancing safety whilst driving at work.

3.3 Line Managers and Supervisory staff

Line Managers and Supervisory staff are expected to ensure that their departments comply with the SOP. In particular they must:

- Bring this policy to the attention of those within their department who are appointed drivers
- Carry out risk assessments
- Ensure the completion of the annual employee private vehicle check and that those drivers adhere to it
- Implement control measures for identified risks, and monitor their effectiveness
- Inspect the credentials of both newly appointed and existing staff (annually) that have driving as part of their duties, and keep an up to date record of the information. Credentials includes valid driving licence and MOT certificate where required.

3.4 Employees

Employees who drive at work must familiarise themselves with this SOP and ensure that they practice safe methods of driving at all times. In particular they shall ensure that they drive in a safe manner in accordance with the Highway Code and UK legislation. Any employee who may be suffering from any condition which may affect their ability to drive must inform their line manager prior to carrying out any driving duty for CCG. Employees who are required to drive for the purposes of the CCG and who are regularly unfit to drive will be referred to the Occupational Health Department.

Tiredness can kill. Any employee undertaking a long journey must stop the vehicle regularly and take an appropriate break away from the driving position. No employee should drive continuously without taking a break. Any employee who is required to wear corrective eye appliances for driving must wear them at all times when driving for the purposes of the CCG.

Employees must ensure the vehicle they are using is maintained in a road worthy condition in accordance with the Road Traffic Act 1991. Report all incidents incurred while driving for work using the CCG's incident reporting procedure. Give careful consideration to their needs regarding posture and appropriate vehicle seat while driving. Take care when loading and unloading equipment from their car in compliance with the CCG Manual handling procedure.

3.5 Occupational Health

Employees will be referred to Occupational Health for advice on fitness for work when a driver of vehicles declares a health problem that may affect their ability to drive or the manager requires advice on the employee's fitness for work. If there is

any doubt on fitness to drive on return to work after sickness absence, the manager should obtain advice from Occupational Health

4 Risk Assessment

4.1 Where employees are required to drive as part of their employment with the CCG then a dynamic risk assessment should be carried out for the task of driving (see responsibilities section).

Risk assessments should take account of the following:

- The journey, including the item(s)/passenger(s) to be transported, inclement weather;
- The vehicle, road worthiness and well maintained;
- The driver, all staff should make reasonable provision for foreseeable events: punctures, breakdowns etc. And the necessity to communicate their circumstances to their manager should the need arise.

This assessment should also take into account the number of hours the employee is expected to drive, distractions and fatigue. Ample time should always be allocated for travelling between venues for appointments. The risk assessment may be a generic risk assessment for a department, team, service, or specific staff where employees' driving tasks are similar.

5. Hazards

5.1 There are four main factors that can affect driving activity, these are:

Substances	Distraction	Fatigue	Neglect
Illegal as well as prescribed and over the counter Alcohol	High noise levels Mobile phones Navigation systems Entertainment systems Behaviour of passengers Unsecured children or animals Stress and Illness Other drivers Work deadlines Weather	Sleeplessness Inability to concentrate Long work hours Night driving	Poor maintenance of vehicle

5.2 Substances

Under no circumstances should any member of staff drive while under the influence of alcohol, illegal substances or prescribed medication which may affect their ability to drive, Staff should always read the information provided.

5.3 Distractions

The Highway Code requires drivers to avoid distractions when driving. This includes loud noise, reading, inserting a cassette or CD, tuning a radio, arguing with passengers or other road users, eating or drinking, using in-car technologies and using mobile phones. Road Vehicles (Construction and Use) Regulations 1986 prohibits people from driving a car on the road if they cannot have proper control of the vehicle or have a full view of the road and traffic ahead. Employees of the CCG when driving must at all times remain in full control of the vehicle and must not attempt any task that distracts them from the operation of driving. When used properly, phones in cars can have many benefits. They can provide valuable security and help in an emergency. However, in the course of their employment with the CCG, irrespective of who owns the vehicle or the mobile phone, staff should under no circumstances operate a hand held mobile phone while driving. This includes the sending or receiving of text messages or photo messaging. Staff with access to a mobile phone whilst in the course of their employment should follow the following procedure when driving:

- Place the mobile phone in the standby mode. If you receive a call, a text or photo messages whilst driving do not answer the phone. If you need to answer or use the phone find a safe place to park, (remember you cannot pull over on the hard shoulder of the motorway except in an emergency) turn off the engine and answer/use the phone.
- You can use hands-free phones, satellite navigation systems and 2-way radios when you are driving or riding. But if the police think you are distracted and not in control of your vehicle you could still get stopped and penalised.

5.4 Fatigue

The Highway Code recommends that drivers should take a 15-minute rest break every two hours. Employees need to examine work schedules in advance to ensure that they will not be pressured by time. Drivers must report to their line manager if they feel unfit to drive. Drivers must report unreasonable scheduling issues as soon as they arise. Line Managers must respond to any such reports with urgency. Employees must not drive under the influence of fatigue caused by lack of sleep or after long working hours as this could be classed as neglect.

5.5 Neglect (maintenance)

It is the driver's responsibility to ensure that the vehicle is in a roadworthy condition in accordance with the road traffic act 1991 e.g. tyres must be replaced when tread depth reaches a minimum of 1.6 mm. A valid MOT certificate (for those cars over three years old) should be seen by managers when checking credentials.

6 Travel and Expenses

6.1 Travel is an integral part of the work for many CCG staff and it is right that expenses incurred in travelling should be reimbursed. Please note you cannot claim expenses for travelling from home to your base and back. Sections 17 & 18 of the Agenda for Change NHS Terms & Conditions of Service Handbook; provides more information for the reimbursement for mileage allowances and subsistence cost. To view the Agenda for Change NHS Terms & Conditions of Service Handbook go to the NHS Employers web site at www.nhsemployees.org and look for the terms of conditions handbook.

6.2 NHS Rotherham CCG utilise the EASY Expenses system for travelling expenses.

Before access to the system is authorised you must submit the following and on an annual basis:

- A copy of your insurance details
- A copy of your driver's licence
- A valid MOT certificate (where applicable)

To log onto the Easy Expenses system, please follow this link

<https://syccgs.easy.giltbyte.com/user/login/> Information regarding how to use the Easy system can be accessed at <https://docs.easy.giltbyte.com/index/>

7. References

7.1 This SOP should be used in conjunction with the following policies:

- Health and Safety Policy
- Integrated Risk Management Framework
- Lone Working Procedure
- Incident and Near Miss Reporting Policy
- Moving and Handling Procedure
- Alcohol and Drug Policy
- Workplace Smoke Free Procedure

8 Monitoring and Review

8.1 This SOP will be reviewed every three years and in accordance with any changes to relevant legislation, good practice guidelines or after a significant accident / incident has been reported.

Staff Handbook For Drivers

About this booklet

This booklet provides essential information, guidance and rules for all drivers employed by NHS Rotherham CCG. This applies to all drivers who undertake journeys for work purposes, irrespective of the frequency of journeys made or the type of vehicle in which the journey is made. It is also irrespective of whether or not the driver claims reimbursement for mileage undertaken.

This handbook has been designed for you to keep in your vehicle and should be referred to regularly.

Contents:

1. Accident procedures
2. Breakdown procedures
3. Eating, drinking, tuning the radio & smoking
4. Eco driving
5. Fitness to drive – Alcohol, drugs, eyesight, illness, medicines
6. Head restraints
7. Incident reporting
8. Journey planning
9. Travel and expenses
10. Legal requirements
11. Mobile phones & other equipment
12. Passengers
13. Speed limits
14. Driving and traffic
15. Stopping distances
16. Reversing
17. Safety & security and violence towards staff
18. Safety equipment
19. Seat belts
20. Smoking
21. Vehicle checks
22. Work related equipment
23. Driving incident recording form

1 Accident procedures

You are required by law to stop and give details to any third party involved.

Try to remain calm, no matter who was at fault. You must then exchange details with the other parties involved. If there is not anyone available to report the accident to, the accident should be reported to a police officer or a police station within 24 hours or as soon as is reasonably practicable.

All accidents are incidents and must be reported as soon as possible in addition to any accident records or reporting to police or insurance companies. You must always ensure you notify the incident to your Manager immediately or as soon as is possible.

If you are involved in a RTC (road traffic collision) when driving while on CCG business (including driving to and from home to base) you must report all RTC's in line with the CCG incident reporting procedures. For more information and the driving incident report form see section 23.

2 Breakdown procedures

In the event of a vehicle breakdown, the first course of action should always be to ensure your own safety before informing your Manager of the situation, they can organise cover if required and assess your safety. The details required are:

- Your location
- Who you are going to meet and contact details
- The expected time you will be able to continue with your duties. (Cover may have to be put in place)
- When the breakdown services are expected to arrive
- When the breakdown services arrive - Their assessment of the situation and whether you will have to be towed to a garage.

3 Eating, drinking, tuning the radio and smoking

Many other things, that might seem simple and innocent, can be distracting when driving. Fatal crashes can, and do, occur because drivers choose to un-wrap a sweet, light a cigarette, take a drink or change a CD while driving. Safe driving needs concentration so avoid unnecessary distractions.

As a result of changes to the Highway Code in September 2007, accidents caused as a result of distractions such as smoking, changing a CD/tape or eating/drinking are likely to be prosecuted as careless driving.

4 Eco driving

Eco-Driving saves on average, around 20% of fuel under every day conditions reducing vehicle emissions and reducing fuel costs. Here are a few tips will help reduce fuel consumption and improve the environmental performance of your car:

- Avoid high engine speeds to reduce fuel consumption
- Anticipate traffic conditions to help maintain a steady, fuel-efficient speed.
- Avoid rapid acceleration - this will save energy

- Make good use of the vehicle's momentum as this can often substitute for the use of the accelerator
- Switch off the engine whenever safe to do so, especially when stationary in the traffic for long periods
- Remove unnecessary cargo to reduce weight
- Keep windows closed, if possible, to reduce aerodynamic drag
- Park in the shade to reduce the need to use the air conditioning
- Avoid warming-up the engine before driving off, even in winter
- Have the car serviced regularly to keep it running efficiently
- Check tyre inflation as under-inflated tyres increase rolling resistance and increase fuel consumption.

5 Fitness to drive

CCG are required to know that you are fit to drive at all times

- do not drive when affected by alcohol, drugs or medicines
- do not drive when affected by illness
- do not drive when you are too tired to do so safely.

The safety and security of clients and employees are paramount. The laws relating to alcohol and illegal substances should be considered, including those relevant to health and safety at work. It is the policy of the CCG that those individuals who have identified alcohol and substance misuse problems will be offered help and support in an environment which is caring, informal and confidential.

All employees have a duty of care for themselves and to others under health and safety legislation. They must report any concerns about other colleagues who they feel may be under the influence of alcohol, illegal or prescription substances to their manager.

You should inform your manager about any health issue or personal circumstances that may affect your driving. You are also legally required to inform the DVLA of any medical condition that may affect your ability to drive safely.

Eyesight	The minimum legal eyesight standard for driving is that you can read a new style number plate (e.g. AB12 ABC) at a distance of 20 meters (around 65 feet), or an old style number plate (e.g. A 123 ABC) at a distance of 20.5 m (67 feet). If you have to use glasses or contact lenses to do this, then they must be worn when driving. It is strongly recommended that you have your eyesight checked regularly (at least every two years, or more often if your optician recommends it).
Illness	Illness can also affect our ability to drive. It is safer for everyone concerned, not to drive until feeling better.
Medicines	Check with your GP or pharmacist whether any over-the-counter or prescribed medicines you are taking are likely to affect your driving (for example, by causing drowsiness). If so, ask for an alternative that does not, or avoid driving. Always check the label of medicines and the patient information leaflet to see if there are any warnings.

If you have concerns around your fitness to drive, please contact the Occupational Health Service for advice or visit the gov.uk at www.gov.uk/health-conditions-and-driving

6 Defensive driving

Defensive driving is where you anticipate what may happen on the road ahead and prepare yourself and your vehicle for all but the most extreme and unlikely occurrence.

A defensive driver makes decisions on what can be seen of the road ahead, while taking into account weather and light conditions; road surface and speed; local surroundings and other road users; immediate visibility and potential changes of direction; evidence of possible hazards that may be hidden from view; possible hazards that are in immediate range; and possible mistakes other road users in the immediate vicinity could make – all at the same time and without thinking

Concentration:

- remain alert
- watch the actions of other road users
- be ready to adjust your driving to suit the circumstances, which may change VERY rapidly
- look out for unlikely but possible actions of others
- keep your eyes on the road – ahead and to both sides
- be aware of anything happening behind you
- remember what has just happened in case it has a bearing on what could happen next
- read the road as far ahead as possible and drive to what you can see
- do not use a hand held mobile phone while driving

Observation:

- stay within speed limits
- know your road signs and traffic rules
- look out for the unlikely
- use the evidence around you (school signs/bins on pavements, etc.)
- watch the weather and the light
- examine the traffic ahead (moving/stationary/turning/reversing, etc.)
- examine the road ahead (junctions and traffic lights/narrowing and widening lanes/pedestrian lights and zebra crossings/objects and damage on the road surface/fallen leaves/ice and snow)

Anticipation:

- plan ahead

- plan to get safely away from anything you are leaving behind
- plan what you could do next, based on what is happening now
- watch for signs of any change to the road surface (water and mud, etc)
- be aware of other vehicles and road users (especially pedestrians and children)
- expect someone to do something unexpected
- don't expect other drivers to drive as well as you

7 Incident reporting

It is your duty to report incidents to your manager however trivial they may seem and whether or not they involve injury or damage. This must be done as soon as possible and also where applicable reported in line with incident reporting procedures.

The information you may give may be vital to help us to prevent a repeat of the incident and provide the CCG safety team with a factual picture of staff experiences while performing their duties.

8 Journey planning

It is important to plan your route before every journey. The more planning in advance you can do, the less unforeseen and risky circumstances will arise, and you will be better prepared to deal with them if they do.

Preventing driver tiredness is something that will reduce accidents, as crashes caused by driver fatigue are most likely to occur

One in five fatal accidents on major British roads is due to driver fatigue and sleepiness.

More people are killed by sleepy drivers than drunk drivers. Sleep-related accidents are often more serious than other types of road accident because there is no avoiding action taken by the sleepy driver. They tend to happen more between 02.00 – 06.00hrs, when body rhythms are naturally low. Fatigue-related accidents tend to happen more between 14.00 – 16.00hrs, when concentration is weak after a working day. Working when you would normally be asleep and sleeping when you would normally be awake causes drowsiness. Getting less sleep than you need or poor quality (broken) sleep causes drowsiness and fatigue.

Working too many hours causes fatigue and drowsiness. Long periods of motorway driving can make drowsiness worse.

Some medications can cause drowsiness and fatigue. And some medical conditions can also cause drowsiness and fatigue. If you are unsure, consult your doctor.

As a general rule, drivers should take a 15-minute break after driving for 2 hours. You need to examine work schedules in advance to ensure that you will not be pressured by time.

9 Travel and expenses

Travel is an integral part of the work for many CCG staff and it is right that expenses incurred in travelling should be reimbursed. Please note you cannot claim expenses for travelling from home to your base and back. Sections 17 & 18 of the Agenda for Change NHS Terms & Conditions of Service Handbook; provides more information for the

reimbursement for mileage allowances and subsistence cost. To view the Agenda for Change NHS Terms & Conditions of Service Handbook go to the NHS Employers web site at www.nhsemployees.org and look for the terms of conditions handbook.

NHS Rotherham CCG utilise the EASY Expenses system for travelling expenses.

Before access to the system is authorised you must submit the following and on an annual basis:

- A copy of your insurance details
- A copy of your driver's licence
- A valid MOT certificate (where applicable)

To log onto the Easy Expenses system, please follow this link

<https://syccgs.easy.giltbyte.com/user/login/> Information regarding how to use the Easy system can be accessed at <https://docs.easy.giltbyte.com/index/>

10 Legal requirements

All drivers must:

- have appropriate insurance including business use coverage appropriate to their role
- have a current MOT (if the vehicle is over three years old)
- have a driving licence in accordance for the type of vehicle that they drive
- report all road traffic accidents or offences and violations to their insurers and line managers

Managers are responsible for conducting annual employee private vehicle checks for all their essential car users as documented in the CCG Driving at Work Procedure.

11 Mobile phones & other equipment

It is an offence to use a hand held phone when driving. Phones should be used while driving in line with UK law.

You are significantly more likely to be involved in an accident whilst using a mobile phone whether or not you are holding it and for this reason CCG does not support the use of mobile telephones whilst driving.

Research shows that using a hand-held or hands-free mobile phone while driving is a significant distraction, and substantially increases the risk of the driver crashing.

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

Drivers who use a mobile phone:

- Are much less aware of what's happening on the road around them.
- Fail to see road signs.
- Fail to maintain proper lane position and steady speed.
- Are more likely to tail-gate the vehicle in front.

- React more slowly and take longer to brake.
- Are more likely to enter unsafe gaps in traffic.
- Feel more stressed and frustrated.
- Slow down while driving

An increasing number of vehicles are being fitted with various devices designed to help the driver, with SAT NAV's being the most common. While these devices can, if used properly, reduce the risk of drivers crashing (e.g. by verbal instructions instead of reading a note or map), they can also increase the risk (e.g., by distracting the driver) if not used properly.

If your vehicle is provided with any technology such as a SAT NAV ensure you know how to use it safely.

DO

- Set the journey in the SAT NAV before you leave.
- Ensure the volume setting is appropriate
- Ensure any portable device is correctly fitted before setting off (no loose cables, drivers vision is not impaired)

DO NOT

- Make adjustments while driving

12 Passengers

The transportation of persons other than health care staff or colleagues from partnership organisations is not allowed during working hours. Under no circumstance should patients be transported in an employee's car.

13 Speed limits

Always stay within speed limits (including variable limits and temporary limits at roadworks) even if you think the limit is too low. There are many circumstances that should be taken into consideration when it is not safe to drive at that speed (for example, around schools at opening and closing times, on busy narrow roads, on rural roads which can have sharp corners and visibility is restricted, during bad weather).

14 Driving & traffic conditions

At times bad weather and visibility will determine driving conditions. Fog, snow and heavy rain reduce your ability to control your vehicle. Bright sunlight can reduce your ability to see and hot weather can affect the road surface. In these circumstances, you must adjust your driving – Modify driving style to suit road/visibility conditions - allow extra braking distances, Allow extra travel time, drive more slowly etc.

It is important to check the weather forecast before setting off on long journeys or at night, especially in the winter months, avoid journeys if possible in extreme weather, If stuck due

to weather, contact your manager and advise of situation, await rescue. Be prepared- carry blankets, torch, drinks etc.

15 Stopping distances

These are based on an alert driver on good, dry road surface with a vehicle with more than the legal recommended tyre depth.

Speed	Metres / Feet per second	Thinking distance	Braking distance	Overall distance	Car lengths
20mph (32km/h)	8.9m (29.3ft)	6m (19.7ft)	6m (19.7ft)	12m (40ft)	3
30mph (48km/h)	13.4m (44ft)	9m (29.5ft)	14m (45.9ft)	23m (75ft)	6
40mph (64km/h)	17.9m (58.6ft)	12m (39.4ft)	24m (78.7ft)	36m (118ft)	9
50mph (80km/h)	22.3m (73.3ft)	15m (49.2ft)	38m (124.7ft)	53m (175ft)	13
60mph (96km/h)	26.8m (88ft)	18m (59ft)	55m (180.4ft)	73m (240ft)	18
70mph (112km/h)	31.3m (102.6ft)	21m (68.9ft)	75m (246ft)	96m (315ft)	24

16 Reversing

Reversing your vehicle can potentially create a dangerous situation. You need to be aware of pedestrians, objects and other vehicles in the area and make sure they are aware you are reversing.

17 Safety and security

In fulfilling service duties staff may find themselves driving into or to remote locations, areas of higher crime incidents, evening working and working alone from their vehicles. Additional care must be taken under these circumstances and attendance at mandatory training, familiarisation with safety policies and procedures are personal responsibilities for all staff. The CCG Lone Working must be read in conjunction with this handbook.

DO

- Ensure your vehicle has enough fuel
- Abort your visit if you are in danger
- Report all incidents that occur
- Keep your car doors locked while travelling or parked

DO NOT

- Leave lights or electronic equipment switched on in unattended vehicles

- Leave personal or NHS property on display
- Park facing a dead end

Risks of violence towards staff have two potential problem areas:

- Attack by criminals' intent on stealing vehicles or possessions.
- Confrontation with other road users.

To reduce potential risks drivers should:

- Keep doors locked when travelling to prevent unauthorized access to your vehicle.
- Keep valuables such as phones, hand bags and clinical bags out of sight.
- Remove any portable SAT NAV and its the docking station and any marks left on the windscreen
- Where possible, always park in a well lit area
- Ensure you have sufficient fuel especially when working at night
- Always have your keys in your hand as you approach your vehicle
- Ensure your mobile phone has been charged up
- Remain calm while driving
- Not react to aggressive drivers
- Avoid any confrontational situations

The CCG Lone Working Procedure must be also read in conjunction with this handbook and it is available on the CCG intranet.

For further advice and information, please contact the Health and Safety team.

18 Safety equipment

Fire Extinguishers are not a legal requirement in England but are a very useful safety item to have inside your vehicle. If you have an extinguisher please check how to use it in an emergency and that it is still in date.

First Aid boxes are not legal requirements in England and as with fire extinguishers are very useful in an emergency. Warning Triangles / Hi Visibility clothing are a valuable item if you breakdown or need to change a tyre. They can provide early warning to advancing traffic and can also be used to direct traffic into an adjacent lane from your own vehicle.

19 Seat belts

The facts

- In a crash you are twice as likely to die if you don't wear a seatbelt
- Drivers and passengers aged 17-34 have the lowest seatbelt-wearing rates combined with the highest accident rate
- There is evidence that people are less likely to use seatbelts on short or familiar journeys - this puts them at serious risk of injury in a crash

The law

- Drivers and passengers who fail to wear seatbelts in the front and back of vehicles are breaking the law
- Drivers caught without a seatbelt face on-the-spot fines of £100. If prosecuted, the maximum fine is £500

20 Smoking

- Vehicle owners who utilise their private vehicles during working hours for the, transportation of passengers or equipment will not be permitted to smoke or allow passengers to smoke whilst on CCG business.
- Whilst it isn't a legal obligation it is strongly encouraged not to smoke whilst in any vehicle as this could constitute to driving without due care and attention which could result in prosecution.

21 Vehicle checks

Vehicle defects are only involved in a small proportion of crashes. Before driving any vehicle it is essential you know it is roadworthy. Any vehicle that is, or suspected to be, in an unsafe or illegal condition must not be used until all necessary repairs have been completed. As the driver, you are also responsible for ensuring that the vehicle you are driving is safe and legal.

Typical vehicle checks:

- Indicators
- Lights
- Hazard lights
- Wind screen wipers (screen wash)
- Windows
- Tyre condition – The minimum legal tyre tread depth is 1.6mm; a regular check of your tyres can help you to avoid 3 penalty points and £2,500 (per tyre) in fines for having tyres worn beyond the legal minimum limit on your vehicle.
- Horn
- Brakes (foot and hand)
- Fuel levels
- Any dashboard warning lights
- Condition of the number plates
- Housekeeping – interior (secure objects)
- Seat belts
- Mirrors

If the vehicle is not regularly used by one particular driver, each driver should ensure that checks are carried out prior to driving the vehicle. The owner is responsible for ensuring the vehicle is serviced in line with the manufacturers' recommendations.

All vehicles should undergo regular servicing as outlined in the manufactures' handbook and it is the drivers' responsibility that they only drive vehicles that are in roadworthy

conditions. It is therefore, recommended that the driver should check the vehicle on a regular basis as per the vehicle handbook.

22 Work related equipment

You may be required to transport equipment as part of the service. The safe transport of equipment relies upon the adequate storage and anchoring of items. Appropriate vehicles are necessary to enable easy access to store and remove the equipment as well as adequate space for the equipment to fit into.

Small or high value items such as laptops must be stored in a locked boot or compartment of the vehicle for the transportation time and not left in the vehicle overnight or while it is unattended.

23 Driver incident recording

If you have an incident:

- If you are involved in a traffic accident, there are some legal steps that you have to follow, and some common sense ones that will serve you well.
- Do not drive away. Even if it does not seem serious, it's a criminal offence to leave the scene of a traffic accident without first exchanging details or notifying the police. If there is any damage to property, or if anyone is injured, then you will need to notify the police.
- You do not have to do it straight away if it is not serious, but it is better to call them there and then if you are in any doubt.
- Keep Calm. Do not panic, and do not start abusing other people, even if the crash was their fault
- Check to see if anyone is seriously hurt. If so, dial 999 straight away. Do not attempt to move them. Loosen any tight clothing and try to keep them warm while you wait for an ambulance.
- Make sure everyone else moves out of the way of traffic.
- Do not move any of the vehicles unless they pose a danger to other traffic. Wait for the police to arrive before moving anything. And if you can, try to keep everyone else away from the vehicles too.
- Try to clear your head and remember exactly what happened. You will need to give a consistent and accurate account to the police, and later to insurance companies.
- Get the other driver's details: name, address, insurance company. Write down the make, model and colour of vehicle they were driving, as well as their registration number. Bear in mind, there are people out there who are driving without insurance, or without a licence, or in a stolen car. It may not always be obvious that the other person is one of them, but you should take every precaution to know who you are dealing with.
- If there are witnesses, get their names and phone numbers. If you have a camera, take some pictures of the crash. You may need them later.
- Do not apologise, and do not admit any fault. That can be dealt with later, when things have calmed down.
- If you have been hurt, even slightly, seek medical attention as soon as possible, especially if you have banged your head. Things like concussion and whiplash, and

even more serious injuries, often do not become apparent for some time. And the earlier you catch them the easier they can be to treat.

- Contact your line manager and/or the insurance department as soon as it is practical and safe to do so.

DRIVER INCIDENT RECORDING FORM

TO BE RETAINED BY DRIVER

ACCIDENT DETAILS

Date: _____	Time: _____
Location: _____	

Speed limit: _____	
Road & Weather conditions: _____	

POLICE DETAILS

Police attended: Y/ N	Time: _____
Officer's name & Badge number: _____	
Phone: _____	
Reporting officer's station: _____	

OTHER VEHICLE/PROPERTY DAMAGE

<i>Make / Model of damaged vehicle</i>	
<i>Registration Number</i>	
<i>Drivers Name</i>	
<i>Number of Passengers</i>	
<i>Address of Driver</i>	

<i>Telephone Number</i>	
<i>Insurance Company</i>	
<i>Policy Number if available</i>	
<i>Description of damage to other vehicle or property</i>	

WITNESS DETAILS

Witness name	
Address	
Telephone Number	

Witness name	
Address	
Telephone Number	

WRITE A BRIEF DESCRIPTION OF WHAT HAPPENED

INCIDENT SKETCH

Make a sketch of the incident scene below. Show the directions of the vehicles involved and note their approximate speeds. Indicate road markings, skid marks, hazards and the witnesses' locations.

TO BE COMPLETED AND TO BE GIVEN TO THE THIRD PARTY INVOLVED

DRIVER DETAILS

Driver's name:
Telephone number:
Home address:
Vehicle registration number:
Vehicle make:
Place of Work (CCG):
CCG address:
Insurance Company:
Policy number:

INCIDENT DETAILS

Date: _____ Time: _____
Incident location: _____ _____
Description of damage to other vehicles/property:

Signature: _____

Equality Impact Assessment

Title of policy or service	Drivers Standard Operating Procedure	
Name and role of officers completing the assessment	Ian Plummer Health and Safety Manager (SY&BCCG)	
Date assessment started/completed	20/09/2017 Reviewed 12/10/2020	20/09/2017 Reviewed 12/10/2020
Type of EIA completed	Initial EIA 'screening' X 'Full' EIA process	

1. Outline

<p>Give a brief summary of your policy or service</p> <ul style="list-style-type: none"> • Aims • Objectives • Links to other policies, including partners, national or regional 	<p>The aim of the Drivers SOP is to provide adequate control of health and safety risks arising from work activities. Which will ensure the safety of staff, visitors and others who may come into contact with our staff who utilise their vehicles on the behalf of the CCG.</p>
--	--

Identifying impact:

- Positive Impact:** will actively promote or improve equality of opportunity;
- Neutral Impact:** where there are no notable consequences for any group;
- Negative Impact:** negative or adverse impact causes disadvantage or exclusion. If such an impact is identified, the EIA should ensure, that as far as possible, it is justified, eliminated, minimised or counter balanced by other measures. This may result in a 'full' EIA process.

2. Gathering of Information

This is the core of the analysis; what information do you have that might *impact on protected groups, with consideration of the General Equality Duty*.

	What key impact have you identified?			For impact identified (either positive or negative) give details below:	
	Positive Impact	Neutral impact	Negative impact	How does this impact and what action, if any, do you need to take to address these issues?	What difference will this make?
Human rights		X			
Age		X			
Carers		X			
Disability		X			
Sex		X			
Race		X			
Religion or belief		X			
Sexual orientation		X			
Gender reassignment		X			
Pregnancy and maternity		X			
Marriage and civil partnership (only eliminating discrimination)		X			
Other relevant group					

IMPORTANT NOTE: If any of the above results in '**negative**' impact, a 'full' EIA which covers a more in depth analysis on areas/groups impacted must be considered and may need to be carried out.

Having detailed the actions you need to take please transfer them to onto the action plan below.

3. Action plan				
Issues/impact identified	Actions required	How will you measure impact/progress	Timescale	Officer responsible

4. Monitoring, Review and Publication				
When will the proposal be reviewed and by whom?	Lead / Reviewing Officer:		Date of next Review:	

Once completed, this form **must** be emailed to the Equality Manager for sign off:

Equality Manager signature:	
------------------------------------	--