

Driver Policy

Date Created: November 2011

Authorised: Diane de Souza

Updated: December 2022

Review Date: October 2025

DRIVER POLICY

CONTENTS

- 1. Introduction**
- 2. Responsibilities**
- 3. Recruitment & Selection**
- 4. Training & Competency**
- 5. Health & Illness**
- 6. Drugs and Alcohol**
- 7. Additional Guidance for Drivers**
- 8. Drivers Handbook**
- 9. Pool Cars and Vans**
- 10. Legislation**
- 11. Useful Information**

1. INTRODUCTION

For any number of reasons certain employees and volunteers may be required to drive a vehicle on Julia's House business, whether it is between sites, to client homes for respite sits, to events and meetings, or to collect items donated by the general public for distribution and sale through the network of Charity Shops. These journeys may be undertaken in employees' and volunteers' own vehicles, or the charity's van or pool cars.

PURPOSE OF POLICY

Julia's House is totally committed to continually ensuring the safety of everyone working on the Charity's behalf, and as such recognise that Health & Safety legislation applies as much to on-the-road work activities as to all work activities. The Health & Safety Executive have issued documents that give clear guidelines on how employers should manage all driving activities effectively in order to comply with the legislation. The purpose of this document is to set out clearly the Julia's House Policy in relation to Driver and Vehicle management in line with current legislation.

OBJECTIVES OF THE POLICY

1. To clearly define that the term “Driver” relates to all staff whether paid or carrying out voluntary work on behalf of Julia’s House, when in charge of a motor vehicle.
2. To provide guidance for personnel who may be recruiting, line managing and monitoring drivers or potential drivers.
3. To clarify the requirements for:
 - Drivers using their own vehicle
 - Drivers using the Julia’s House vans
 - Drivers using the Julia’s House pool vehicles
4. To clarify that an ‘at work’ journey includes: -
 - Journeys to client family homes
 - One-off journeys to meetings or training sessions
 - Driving to conferences, events or annual dinners
 - Journeys outside normal working hours – at weekends etc
 - Casual deliveries or calls made en route to the usual place of work
 - Visits to sites that are not your usual place of work
5. To provide links to information that supplements this policy and gives guidance for drivers and line managers

2. RESPONSIBILITIES

All Drivers are expected to make themselves familiar with this Policy and ensure that they practice safe methods of driving at all times. In particular, employees shall ensure that they:

- Adhere to the Julia’s House Driver Policy
- Ensure they are appropriately qualified and licenced to drive the vehicle whether privately, or charity owned. **No person under 25 years of age will be insured to drive Julia’s House owned vehicles.** Drivers over 70 years of age will be required to submit additional details for the information of the insurance company when driving Julia’s House owned vehicles
- Operate the vehicle legally including documentation
- Keep their own vehicle in a safe roadworthy condition
- Ensure that the vehicle they are driving is fit for purpose
- Ensure that servicing schedules are maintained in accordance with manufacturers recommendations, and provide details of servicing
- Notify their line manager of any accidents whilst driving a vehicle for work purposes
- Notify their line manager of any medical condition that affects either their ability to drive or their driving licence
- Ensure that their eyesight complies with the legal requirements to drive

- Adhere to the Health and Safety At Work Act 1974
- Annually provide a copy of their driving licence, insurance certificate covering business use, MOT certificate where appropriate.

Drivers are encouraged to carry out weekly safety checks on their vehicles to ensure that all aspects of the vehicle are roadworthy and safe.

Drivers and their Line Managers are also encouraged to use the policy to tackle key issues relating to our financial and environmental responsibilities, as well as health and safety. Therefore, driver planning of journeys should include: -

- Good route planning to include time of travel, nature of the roads and weather conditions
- Allowing ample time for the journey
- Whether the need for the journey, or task, can be carried out equally well using audio-conferencing facilities, telephone or email
- Whether the meeting or need for the journey can be postponed until a later date, or brought forward and then be combined with an additional requirement to travel, to reduce overall travel costs.

3. RECRUITMENT AND SELECTION

Pre-Employment

When recruiting to a new or existing post, the line manager should consider if the role includes any driving for work. This may not necessarily be identified in the Job Description (JD) as it can include driving as a secondary role for example between bases or to training courses. However, if the post does require driving as a secondary role it is important to amend the JD and Person Specification to reflect this.

For posts that specifically include driving, the JD should include the task to be undertaken.

The driving licence should be appropriate for the type of vehicle to be driven. Consider if the driver requires more than an ordinary current driving licence and reflect this in the Person Specification. The Person Specification should include in the essential criteria, the minimum driving licence category required under 'qualifications' and the minimum driving experience required under 'job related experience'.

The advert should also state if there is a limit of endorsements for example "A clean driving licence is ideally required however we will consider applications from candidates with a maximum of 3 points on their driving licence."

Medical

At employment offer stage, the potential new employee will be asked if they have any health conditions or disability which might impair their ability to effectively undertake the duties of the position they have been offered including undertaking a driving role. Occupational Health can request an individual to attend a review meeting with the Occupational Health Nurse if this is deemed necessary from the information provided.

Assessment

Any person intending to drive a vehicle owned or operated by Julia's House must satisfy their line manager that they meet the appropriate driving standard required by Julia's House.

Induction

At induction all new employees and volunteers who may be required to drive on Julia's House business must be made aware of the responsibilities under this policy.

All new employees and volunteers who may be required to drive on Julia's House business must have their driving licence checked and recorded, and if using their own vehicle for business purposes, provide a copy of their driving documentation as described under Section 2

Responsibilities

Employees and volunteers who will be driving a vehicle owned or operated by Julia's House should be familiarised with the vehicle they are intending to drive. New employed drivers should be made aware of their main task and the criteria they should work to. They should be made aware that they must not drive when under the influence of drugs or alcohol.

4. TRAINING AND COMPETENCY

A driver's competence should be assessed before they undertake any driving duties. Competence can be measured by experience, qualification, training and ability. A risk assessment should be considered for any driver that incurs penalty points against their driving licence for driving offences.

5. HEALTH AND ILLNESS

Health

Employees and volunteers undertaking a driving role have a responsibility to ensure they are medically fit to carry out their driving duties and to hold the appropriate driving licence for the vehicle they drive. If a driver becomes ill or unfit to drive then they must notify their manager before they drive again and stop driving until they are fit to drive.

A driver can be referred to Occupational Health if there is any concern regarding a medical condition that may affect their ability or fitness to drive.

Illness

Illness can present some serious problems when driving. The development of an illness can affect the ability to drive safely. The DVLA may remove licences for drivers that have developed certain medical conditions or illnesses.

6. DRUGS AND ALCOHOL

Drivers should ensure they are not under the influence of alcohol or illegal drugs whilst carrying out their driving duties.

Prescription and non-prescription medicine can cause drowsiness or other side effects that can interfere with the ability to drive a vehicle. Whilst taking medication a driver should ensure that the instructions for safe use are followed and any warnings about using heavy machinery or driving are considered.

The new Drug Drive Legislation 2015 confirms that as long as a driver is following the advice of a healthcare professional and your driving is not impaired then you may continue to drive as normal.

In the dawn of the new Drug Drive Legislation, THINK! is encouraging people who take medicines and are not sure if they are safe to drive to check with their pharmacist or doctor.

The new Law has set very low limits for 8 drugs commonly associated with illegal use such as cannabis and cocaine.

In addition, there are 8 prescription drugs that are included within the law and these are:

- Clonazepam
- Diazepam
- Flunitraepam
- Lorazepam
- Oxazepam
- Temeazepam
- Methadone
- Morphine

However, the limits that have been set for these drugs exceeds normal prescribed doses meaning that the vast majority of people can drive as they normally would do so as long as they:

- Are taking the medication in accordance with the advice of a healthcare professional
- Their driving is not impaired

7. ADDITIONAL GUIDANCE FOR DRIVERS

Driving Licences

Drivers must ensure they have the appropriate driving licence for the type of vehicle being driven. Driving licences must be checked annually.

Mobile phones and other hand-held devices

The use of a hand-held device or mobile phone without a hands-free kit is absolutely prohibited by the Law. It is the view of Julia's House that a driver's reactions are reduced and attention can be distracted even when using a hands-free kit for a mobile phone. The device should be switched off or made silent when entering the vehicle and not used until parked in a safe location with the engine turned off and the handbrake applied. It is also a distraction to adjust SAT NAV systems while the vehicle is in motion, therefore any planned journeys must be pre-programmed prior to moving off in the vehicle.

If the use of a hand-held device is found to be the probable cause of dangerous driving, the proposed new penalty is up to 2 years in prison.

Seat belts and restraints

Whilst driving on Julia's House business all drivers must wear a seat belt unless the vehicle they are driving is not fitted with a seat belt.

All drivers should ensure that passengers are wearing seat belts appropriate to the passenger.

Smoking

It is against the law and against Julia's House policy to smoke in any vehicle owned or operated by Julia's House.

8. DRIVER'S HANDBOOK

A copy of the Driver's Handbook will be placed in the glove compartment of each of the Charity's vehicles and provided to all drivers.

The Driver's Handbook contains as much information as is appropriate to the service.

The following information is a guide only:

- Drivers responsibility within the Health & Safety At Work Act 1974
- Daily vehicle checks
- Driving at work requirements
- Rules on driving e.g. no use of Mobile phones
- Taking medicines and driving
- Driving safely - tips
- What to do in the event of an accident
- Reporting accidents
- Reporting vehicle defects
- Appropriate use of vehicles
- Appropriate Risk Assessments
- Manual Handling
- Securing Loads
- Severe weather procedures
- Code of conduct

9. Pool Cars and Vans

There is a Pool Car available; this is located at the Dorset hospice. This car shall only be driven by Julia's House staff members and volunteers aged 25 years and above.

The Pool Car can be booked for use via a calendar that can be found in Public Folders on Outlook Express.

Staff who have reserved the vehicle will have priority except where another staff member has a long journey when for financial reasons it would be advantageous to use the Pool Car.

Prior to driving the Pool Car on the first occasion all personnel must have completed a "Drivers Declaration Form," submitted a copy of their paper and photo card style licence (if applicable) and have had their name added to the "Authorised Driver Record." They must also have read the "Driver Handbook."

The keys for the vehicle are held in the small Finance safe and in the Dorset Hospice. However, it is recognised that there may be occasions when they need to be held in another pre-arranged location.

The vans are located at the Creekmoor store and the Salisbury shop and all drivers are expected to adhere to all aspects of this policy.

The “Driver’s Daily Checklist” must be carried out by each person driving the vehicle on any given day.

On each occasion the vehicle is driven the driver is responsible for ensuring that all journey details are recorded in the Vehicle Log Book.

Drivers of the vehicle will be responsible for ensuring that the vehicle is kept clean inside and out.

Apart from exceptional circumstances the vehicle will not be garaged or kept at a private address or home of any staff. Merely having access to the vehicle from home, let alone use, will have taxation implications for the individual and for Julia’s House.

10. LEGISLATION

Legislation is continually changing in respect of vehicle specifications, usage and operations, Julia’s House will continue to monitor, react and advise in this area.

Legislation relevant to this policy are:

- Road Traffic Act 1991
- The Health and Safety at Work Act 1974
- The Management of Health and Safety at Work Regulation 1999
- The Provision and Use of Work Equipment Regulations 1998
- The Health and Safety Offences Act 2000
- The Corporate manslaughter and Corporate Homicide Act 2007
- Drug Drive legislation 2015

11. USEFUL POINTS OF REFERENCE

S: Drive/ “Drivers and vehicles” folder

This is where all the internal documentation referred to in this policy can be found.

Department of Transport

Department for Transport

Great Minster House

76 Marsham Street

London

SW1P 4DR

Enquiry Helpdesk on: 020 7944 8300 Fax: 020 7944 9643 <http://www.dft.gov.uk>

Health & Safety Executive's website: <http://www.hse.gov.uk/pubns/indg382.pdf>