

<b>Corporate</b>	<b>CCG CO24: Driving at Work Policy</b>	
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<b>Prepared By:</b>	NECS Governance Manager (H&S/Fire/Security)
<b>Consultation Process:</b>	NHS Northumberland Clinical Commissioning Group
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<b>Policy Adopted From:</b>	CO24: Driving at Work Policy (1.1)
<b>Approval Given By:</b>	Acting Head of Corporate Affairs

### Document History

Version	Date	Significant Changes
1	March 2017	New Policy
1.1.	April 2020	No legislation updates or impact on external environment factors. Extension request due to COVID19 priorities.
1.2	January 2021	Extended for 12 months in light of COVID19

### Equality Impact Assessment

Date	Issues
December 2016	See section 9 of this document

### POLICY VALIDITY STATEMENT

This policy is due for review on the latest date shown above. After this date, policy and process documents may become invalid.

Policy users should ensure that they are consulting the currently valid version of the documentation.

### ACCESSIBLE INFORMATION STANDARDS

If you require this document in an alternative format, such as easy read, large text, braille or an alternative language please contact [norccg.enquiries@nhs.net](mailto:norccg.enquiries@nhs.net)



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# 1. Introduction

NHS Northumberland CCG (the CCG) have a number of general specific duties to protect the health, safety and wellbeing of those in their employment and of those who are affected by the conduct of their business. Within the Health and Safety at Work Act 1974 the CCG must:

- Lay down a safe system of work;
- Provide safe premises and/or place of work; and
- Provide safe plant and equipment.

## 1.1 Status

This policy is a corporate policy.

## 1.2 Purpose and Scope

HSE Guidelines, 'Driving at Work', state that "health and safety law applies to on-the-road work activities as to all work activities and the risks should be effectively managed within a health and safety system".

The CCG recognises that it employs staff who are required as part of their employment to drive vehicles whilst at work. In this context driving at work means 'driving whilst paid and in connection with the drivers work activities'. In driving at work staff are exposed to significant risks, and could place colleagues and members of the public at risk also.

Eligible drivers within the CCG can be those who lease (NHS Fleet Solutions) or use their own car for business purposes.

The CCG recognises that failure in their duty of care towards employees who drive for business purposes could result in a breach of the Corporate Manslaughter and Homicide Act 2007. This affects all vehicles used for work - under Health and Safety Law employers must make sure that work equipment is suitable for its intended use and that it is properly maintained and used under the Provision and Use of Work Equipment Regulations 1998. Within this policy the Management of Health and Safety at Work Regulations 1999 and Road Traffic legislation will be considered to ensure that both employees and vehicles (including private ones) are fit to be on the road. The additional occupational risks associated with driving for business purposes are related to a wide range of factors including:

- driver competence
- vehicle fitness for purpose
- total hours worked
- unaccompanied working

- journey planning
- the nature of any goods being transported

The aim of this policy is for the CCG to commit to developing, implementing and maintaining all reasonable measures to protect the health and safety of those driving for business purposes and will act in a proactive manner to anticipate, avoid and manage situations that may expose employees to any additional or increased occupational risk that may result from driving on business for work.

## **2. Definitions**

There are no abbreviations, technical terms or acronyms within this policy.

## **3. Safe System of Work**

With respect to reducing occupational risks to employees who are required to drive for business purposes procedures will be put in place to ensure:

### **3.1 Fitness to drive**

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

The 'At a Glance Guide to the Current Medical Standards of Fitness to Drive' outlines the conditions that must be reported can be found at the following link: <http://www.dft.gov.uk/dvla/medical/ataglance.aspx>

### **3.2 Safe Vehicle**

- The organisation will ensure that through contract arrangements via NHS Fleet Solutions that competent personnel maintain all lease vehicles registered for business use to a sufficient standard.
- Employees using their own vehicles for work purposes should ensure that their vehicles are adequately maintained, road worthy and are serviced as recommended by the car manufacturer. (See appendix 1)
- The organisation will ensure that drivers of lease vehicles have access to technical and personal support in the case of breakdown or accidents; this is provided through NHS Fleet Solutions.
- Employees using their own vehicles for work purposes should ensure that adequate access to breakdown facilities is available.
- All employees must follow the accident, incident and breakdown guidance in the Driving for Work Handbook guidance.

### 3.2.1 Plug-in Electric Vehicles (PEV)

Where PEV's are used the organisation will:

- Ensure that the pool vehicle is insured for business purposes and is maintained by a competent person to the standard recommended by the manufacturer.
- Where required an MOT certificate is available for the vehicle.
- Ensure that all eligible drivers have sufficient information, instruction and training before using the pool vehicle.
- Ensure that there is a car space(s) with a suitable recommended electric plug-in socket for re-charging purposes available at the organisation's base.
- Have a responsible person(s) maintain a suitable and sufficient system for monitoring pool vehicle use with the signature of the person borrowing the vehicle recorded, the date and time, the purpose of its use, the time and signature on return and any problems identified with the vehicle noted. This is a minimum standard.
- Ensure that a responsible person(s) carries out a pre-use assessment check (see appendix 1, point 6-13) on the pool vehicle daily and log in a suitable and sufficient recording system.
- Ensure that the re-charging plug-in lead is kept in the pool vehicle.
- Ensure that drivers of the pool vehicle have access to technical and personal support in the case of breakdown or accidents.
- Ensure that the pool vehicle clean and valeted regularly.

When using the pool vehicle employees will:

- Ensure that they have had sufficient information, instruction and training on the use of the vehicle before driving it.
- Sign for the pool vehicle when taking and returning, ensuring that they report any problems identified, if any.
- Ensure the vehicle is roadworthy before driving off.
- Ensure that they plan their journey in good time, ensuring that the full battery charge is adequate for an outward and inward journey, considering traffic flow, roadworks etc. Where provision is made for re-charging the vehicle at the venue visited, the vehicle should be re-charged, where permitted.
- Report all accidents/incidents associated with driving whilst on CCG business via the SIRMS incident reporting management system.
- Where an accident or incident occurs follow the guidelines laid down in this policy.
- Ensure that only the organisation's technical and personal support is used in the case of breakdown or accidents.
- Ensure that they follow the same conditions as applied in this policy and drivers handbook as expected when driving their own vehicle.

### **3.3 Safe Journey**

- All journeys should be planned in advance to ensure there is sufficient time for employees to remain within the statutory speed limits. Long journeys should be avoided where alternative transport could be used.
- The organisation recognises the particular importance of guarding against fatigue and driving stress.
- The organisation will ensure that effective and robust policies and procedures are in place to manage the hours worked by those driving on work business.
- The organisation will take all reasonably practicable measures to develop and maintain a culture of risk awareness in all drivers, particularly amongst younger drivers and those who manage their own driving activities.
- No employee driving for business purposes will be encouraged to drive in a manner that may increase the risks to themselves or to other road users.
- The organisation recognises that those driving on work business may face additional occupational risks related to lone working and will take steps to ensure that they can remain in contact with co-workers and others in a manner that allows them to seek assistance when necessary.
- The CCG will take all reasonably practicable steps to protect employees from violence and/or harassment resulting from driving for work purposes.

Further guidance on driving at work can be seen in the organisation's Safe Driving for Work Handbook.

### **3.4 Organisational Driver Guidance**

The CCG will take all reasonably practicable measures to ensure that those who drive as part of their employment are eligible and competent to do so. An organisational risk assessment has identified the risks associated with employees driving for business purposes. It is deemed low risk therefore further practical driver training is deemed as unnecessary by the CCG.

The CCG will also ensure that all drivers receive information on their duties under the road traffic legislation and the Highway Code. All eligible drivers will receive a copy of the organisation's Safe Driving for Work Handbook which highlights safety of the driver, safety whilst driving and vehicle safety. All new and current employees will be expected to familiarise themselves with this and the policy. The policy and the handbook will be placed onto the intranet site.

### 3.5 Record Keeping

To ensure that full compliance measures are demonstrated the CCG will keep the following records:

- The manager will retain records of detailed risk assessments – these should clearly indicate which staff and situation are covered by a risk assessment and they should detail the actions taken as a result of the assessment (appendix 2)
- The manager will retain records of information / instruction and any training of those driving for business purposes – including records for monitoring driver licenses for all eligible drivers, plus insurance, MOT and road tax (where applicable); and the drivers declaration in the employees personal file (appendix 4 )
- Driver performance records – these include details of accidents and road traffic offences.
- Vehicle maintenance records – these should be kept by eligible drivers and should cover mileage, insurance, repair and usage records for all vehicles which are employee owned. Lease cars within the CCG are monitored via NHS Fleet Solutions.

## 4. Duties and Responsibilities

<b>Accountable Officer</b>	The Accountable Officer has delegated responsibility to the Joint Locality Executive Board (JLEB) for setting the strategic context in which organisational process documents are developed, and for establishing a scheme of governance for the formal review and approval of such documents.
<b>Governance Group</b>	JLEB have delegated the monitoring of the policy to Governance Group
<b>Corporate Affairs Manager</b>	The corporate affairs manager will be responsible for collecting the completed declarations from CCG staff.
<b>CCG Responsibility</b>	To ensure safe systems of work for employees who are expected to drive for business purposes the organisation is responsible for: <ul style="list-style-type: none"> <li>• Ensuring that an organisational risk assessment is carried out which identifies risks associated with driving on work business and remedial action is taken to reduce the risks to the lowest level possible (see appendix 2).</li> <li>• Where necessary, individual risk assessments are carried out in exceptional circumstances e.g. bad weather reports, exceptionally long or unusual journey.</li> <li>• Ensuring as far as it reasonably practicable that all those driving on business are competent and fit to do so.</li> <li>• Provide employees with any additional information and guidelines on their duties under road traffic legislation and</li> </ul>

	<p>Highway Code. These can be found in the organisations Safe Driving at Work Handbook.</p> <ul style="list-style-type: none"> <li>• Ensuring The Health and Safety and Welfare of employees are considered including good journey planning.</li> <li>• Encouraging a sensible and mature attitude towards motor vehicles and driving for all employees.</li> </ul> <p>Ensuring so far as is reasonably practicable that vehicles are suitable and fit for purpose.</p>
<b>All Managers</b>	<p>All managers must;</p> <ul style="list-style-type: none"> <li>• Use the organisational risk assessment to ensure that eligible drivers have the required information and instruction to reduce risks of driving to the lowest level possible.</li> <li>• Where necessary, individual risk assessments are carried out in exceptional circumstances e.g. bad weather reports, exceptionally long or unusual journey.</li> <li>• Must ensure employees are fit to drive (see appendix 3)</li> <li>• <b>Check documents on an annual basis.</b> All employees driving licenses should be checked. For privately owned vehicles they should comply with DVLA Licensing requirements for: <ul style="list-style-type: none"> <li>▪ MOT Certificate (where applicable)</li> <li>▪ Road Tax (where applicable)</li> <li>▪ Current Certificate of Insurance, with business class use to undertake their role</li> </ul> </li> </ul> <p>Lease vehicles will be regulated via the CCG leasing arrangements.</p> <ul style="list-style-type: none"> <li>• Ensure that work plans provide adequate time for safe driving.</li> <li>• Ensure that the vehicle is suitable for the task for which it is being used; (e.g. where equipment is being carried).</li> </ul> <p>Ensure all eligible drivers have read this policy, the Safe Driving for Work Handbook and signed the declaration (appendix 4), before driving on business purposes.</p>



<p><b>All Staff</b></p>	<p>Employees who are required to drive for business purposes on public roads during their employment must:</p> <ul style="list-style-type: none"> <li>• Follow the risk assessments carried out by the organisation.</li> <li>• Where necessary, individual risk assessments are carried out in exceptional circumstances e.g. bad weather reports, exceptionally long or unusual journey.</li> <li>• Ensure that their vehicle is roadworthy, by carrying out inspections in accordance with appendix1 as a minimum standard.</li> <li>• <b>Sign an annual declaration of their fitness to drive, current penalty points on their license and that they have read the policy and the Safe Driving for Work Handbook in accordance with appendix 2.</b></li> <li>• Observe national speed limits.</li> <li>• Inform their manager immediately when an accumulation of penalty points will mean disqualification of their license.</li> <li>• Report any health problems, which would affect their fitness to drive to their manager and the DVLA where appropriate.</li> <li>• Report all accidents/incidents associated with driving whilst on CCG business via the SIRMS incident reporting management system.</li> <li>• Not use mobile phones or other distractions whilst driving, the phone should be left in the receive mode only. Should a call be necessary, it should be made from a safe parking area.</li> <li>• Observe the Highway Code at all times, being courteous to other road users and avoiding situation, which might result in road rage.</li> </ul>
<p><b>Commissioning Support Unit Staff</b></p>	<p>Whilst working on behalf of the CCG, CSU staff will be expected to comply with all policies, procedures and expected standards of behaviour within the CCG, however they will continue to be governed by all policies and procedures of their employing organisation.</p>

## **5. Implementation**

**5.1** This policy will be available to all Staff for use in relation to the specific function of the policy.

**5.2** All directors and managers are responsible for ensuring that relevant staff within their own directorates and departments have read and understood this document and are competent to carry out their duties in accordance with the procedures described.

## **6. Training Implications**

It has been determined that there are no specific training requirements associated with this policy/procedure.

## **7. Related Documents**

### **7.1 Other related policy documents**

- Driving at Work Handbook.

### **7.2 Legislation and statutory requirements**

- Health and Safety at Work Act.
- Management of Health and Safety at Work Regulations.

### **7.3 Best practice recommendations**

- **The Highway Code**  
<http://www.direct.gov.uk/en/TravelandTransport/Highwaycode/index.htm>
- **Driving for Work**  
[www.rospa.com/roadsafety/resources/videos/driving-for-work.aspx](http://www.rospa.com/roadsafety/resources/videos/driving-for-work.aspx)
- **DVLA**  
[www.dvla.gov.uk](http://www.dvla.gov.uk)

## **8. Monitoring, Review and Archiving**

### **8.1 Monitoring**

Governance Group will agree a method for monitoring the dissemination and implementation of this policy. Monitoring information will be recorded in the policy database.

### **8.2 Review**

8.2.1 Governance Group will ensure that this policy document is reviewed in accordance with the timescale specified at the time of approval. No policy or procedure will remain operational for a period exceeding three years without a review taking place.

8.2.2 Staff who become aware of any change which may affect a policy should advise their line manager as soon as possible. Governance Group will then consider the need to review the policy or procedure outside of the agreed timescale for revision.

8.2.3 For ease of reference for reviewers or approval bodies, changes should be noted in the 'document history' table on the front page of this document.

**NB:** If the review consists of a change to an appendix or procedure document, approval may be given by the sponsor director and a revised document may be issued. Review to the main body of the policy must always follow the original approval process

### **8.3 Archiving**

Governance Group will ensure that archived copies of superseded policy documents are retained in accordance with Records Management: NHS Code of Practice for Health and Social Care 2016.

## 9. EQUALITY IMPACT ASSESSMENT

As a public body organisation we need to ensure that all our strategies, policies, services and functions, both current and proposed have given proper consideration to equality and diversity, do not aid barriers to access or generate discrimination against any protected groups under the Equality Act 2010 (Age, Disability, Gender Reassignment, Pregnancy and Maternity, Race, Religion/Belief, Sex, Sexual Orientation, Marriage and Civil Partnership, Carers and Health Inequalities).

A screening process can help judge relevance and provides a record of both the process and decisions made.

This screening determines relevance for all new and revised strategies, policies, projects, service reviews and functions.

Completed at the earliest opportunity it will help to determine:

- The relevance of proposals and decisions to equality, diversity, cohesion and integration.
- Whether or not equality and diversity is being/has already been considered for due regard to the Equality Act 2010 and the Public Sector Equality Duty (PSED).
- Whether or not it is necessary to carry out a full Equality Impact Assessment.

### Name(s) and role(s) of person completing this assessment:

Name: Lee Crowe

Role: Governance Manager, H&S, Fire, Security

### Title of the service/project or policy

Driving at Work Policy

Is this a:

Strategy / Policy

Service Review

Project

**Who will the project/service /policy / decision impact?**

Consider the actual and potential impacts:

- Staff
- service users/patients
- other public sector organisations
- voluntary / community groups / trade unions
- others, please specify:

If other, please specify:

**What are the aim(s) and objectives of the service, project or policy:**

The aim of the policy is to ensure CCG considers Health and Safety along with its other business objectives and to ensure that the CCG follows the details stipulated within H&S Regulations.

Questions	Yes	No
Could there be an existing or potential impact on any of the protected characteristic groups?		X
Has there been or likely to be any staff/patient/public concerns?		X
Could this piece of work affect how our services, commissioning or procurement activities are organised, provided, located and by whom?		X
Could this piece of work affect the workforce or employment practices?		X
<p data-bbox="103 810 792 852">Does the piece of work involve or have an impact on:</p> <ul data-bbox="168 947 894 1083" style="list-style-type: none"> <li data-bbox="168 947 894 1010">• Eliminating unlawful discrimination, victimisation and harassment</li> <li data-bbox="168 1010 894 1052">• Advancing equality of opportunity</li> <li data-bbox="168 1052 894 1083">• Fostering good relations</li> </ul>		X

**If you have answered no to the above and conclude that there will not be a detrimental impact on any equality group caused by the proposed policy/project/service change, please state how you have reached that conclusion below:**

The procedure is a review of an existing procedure and has received only minor updates. There is no fundamental change to the content therefore the previous EIA which concluded 'no impact' remains appropriate.

**If you have answered yes to any of the above, please now complete the 'STEP 2 Equality Impact Assessment' document.**

## Governance, ownership and approval

Please state here who has approved the actions and outcomes of the screening		
Name	Job title	Date
Lee Crowe	Governance Manager	December 2016

### Publishing

This screening document will act as evidence that due regard to the Equality Act 2010 and the Public Sector Equality Duty (PSED) has been given.

**If you are not completing 'STEP 2 - Equality Impact Assessment' this screening document will need to be approved and published alongside your documentation.**

A copy of all screening documentation should be sent to: **NECSU.Equality@nhs.net** for audit purposes.

**MOTOR VEHICLE ASSESSMENT CHECKLIST**

1. Are you licensed to drive the particular vehicle?
2. Is the vehicle adequately insured?
3. Does the vehicle have current road tax (where applicable?)
4. Does the vehicle have a current M.O.T. Certificate (where applicable?)
5. Are you fit to drive?
6. Do the tyres have the legal amount of tread?
7. Are the tyre pressures correct?
8. Are the following in good working order;

<u>Lights</u>	Head Side Tail Reversing Fog (if fitted) Break
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<u>Indicators</u>	Right Front Left Front Right Rear Left Rear Hazard Warning
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Windscreen Wipers working / Washers full?

9. Is the braking system in proper working order including hand brake?
10. Is the windscreen clean and unobstructed?
11. Is the rear window clean and unobstructed?
12. Are all mirrors clean and correctly adjusted?
13. Is the vehicle in good condition and suitable for the task?



**Appendix 2**

**Driving at Work**

**Organisational Risk Assessment**

Completed by: Lee Crowe

Date:

Description of the Hazard	Who might be harmed and how	Consequence (C)	Likelihood (L)	Risk rating (C X L)	Existing control measures	Further remedial action	Risk rating following existing control measures and remedial action	Action by whom and when
					<i>All existing control measures as follows are set out in detail in the Driving at Work Policy, the Travel and Expenses Policy, the Lone Worker Policy and the organisations Handbook, Safe Driving at Work</i>			
Not medically fit to drive/have not declared medical conditions to DVLA	Employees who are eligible drivers as set out in the Driving at Work and Travel and Expenses Policy	3	2	6	All eligible drivers are personally responsible to declare that they are fit to drive and comply with road traffic legislation on an annual basis.	Review and Re-enforce policy and procedures and documented declaration and checks	4	
Do not hold the appropriate driving licence or not qualified to drive	Colleagues who are passengers in the car	3	2	6	All eligible drivers must produce their driving licence on an annual basis and sign a declaration stating the number of penalty points they have currently, if any. The line manager will review dependant on the number stated.	Review and Re-enforce policy and procedures and documented declaration and checks	4	
Do not hold appropriate insurance	Other road users or pedestrians	3	2	6	Those employees using their own vehicle for business purposes will produce an annual certificate of insurance with business class use for the work they undertake.	Review and Re-enforce policy and procedures and documented declaration and checks	4	

Description of the Hazard	Who might be harmed and how	Consequence (C)	Likelihood (L)	Risk rating (C X L)	Existing control measures	Further remedial action	Risk rating following existing control measures and remedial action	Action by whom and when
Driving whilst under the influence of drugs/medication/alcohol	Prosecution of the organisation for duty of care failing	3	2	6	<p>All eligible drivers have been made aware that they must inform their line manager if they are suffering from any medical condition/illness which may adversely affect their ability to drive safely and must sign a declaration annually stating that.</p> <p>All eligible drivers must not drive under the influence of alcohol, or other intoxicating chemicals, including illicit substances, prescribed or non-prescription medicines that may cause drowsiness or otherwise make you unsafe to drive.</p>		4	
Lone Working whilst driving	Driver	3	2	6	All eligible drivers must follow lone worker and personal safety guidelines.	Review and Reinforce policy and procedures and documented declaration and checks	4	
Accident or incident whilst employee driving at work	Loss of reputation of organisation to stakeholders	3	2	6	All eligible drivers are aware of policy and procedures to follow if accident or an incident occurs.	Review and Reinforce policy and procedures and documented declaration and checks	4	

Description of the Hazard	Who might be harmed and how	Consequence (C)	Likelihood (L)	Risk rating (C X L)	Existing control measures	Further remedial action	Risk rating following existing control measures and remedial action	Action by whom and when
					<i>All existing control measures as follows are set out in detail in the Driving at Work Policy, the Travel and Expenses Policy, the Lone Worker Policy and the organisations Handbook, Safe Driving at Work</i>			
Accident or incident occurs due to poor journey planning	Employees who are eligible drivers as set out in the Driving at Work and Travel and Expenses Policy	3	2	6	Journey must be considered essential.	Review and Re-enforce policy and procedures and documented declaration and checks	4	
Contravening road traffic act whilst driving	Colleagues who are passengers in the car	4	2	8	Eligible drivers are aware that journey planning must take into account factors such as allowing sufficient time to enable drivers to comply with speed limits, weather and road traffic conditions.	Review and Re-enforce policy and procedures and documented declaration and checks	4	
Complacency when driving poor driving standards	Other road users or pedestrians  Prosecution of the organisation for duty of care failing  Loss of reputation of organisation to stakeholders	4	2	6		Review and Re-enforce policy and procedures and documented declaration and checks	4	

Description of the Hazard	Who might be harmed and how	Consequence (C)	Likelihood (L)	Risk rating (C X L)	Existing control measures	Further remedial action	Risk rating following existing control measures and remedial action	Action by whom and when
					<i>All existing control measures as follows are set out in detail in the Driving at Work Policy, the Travel and Expenses Policy, the Lone Worker Policy and the organisations Handbook, Safe Driving at Work</i>			
Eligible drivers spending excessive hours driving for business purpose	Prosecution of the organisation for duty of care failing	4	2	6	<p>Eligible drivers are aware that they must plan their journey in advance, especially driving for long periods where alternative transport should be considered.</p> <p>Eligible drivers must adhere to driving legislation and safe driving guidance at all times.</p> <p>All eligible drivers are aware of the standards required to drive at work including tolerance and concentration whilst driving.</p>	Review and Re-enforce policy and procedures and documented declaration and checks	4	
Accident or incident occurs due to poor car maintenance	Loss of reputation of organisation to stakeholders	4	2	6	All eligible drivers are aware of policy and procedures to follow if accident or an incident occurs.	Review and Re-enforce policy and procedures and documented declaration and checks	4	
No pre-journey checks carried out	Employees who are eligible drivers as set out in the Driving at Work and Travel and Expenses Policy	4	2	6	<p>All eligible drivers are aware of the need for pre-journey preventative checks.</p> <p>Risk assessment carried out on time spent by eligible drivers driving for business purposes by directorate.</p>	Review and Re-enforce policy and procedures and documented declaration and checks	4	
Car breakdown and driver alone with the car	<p>Colleagues who are passengers in the car</p> <p>Other road users or pedestrians</p>	4	2	6	<p>All eligible drivers must follow lone worker and personal safety guidelines.</p> <p>Lease car holders have vehicle serviced annually through Lease Company.</p> <p>Eligible drivers are aware for the need of an annual service to manufacturers specification. All lease car drivers have access to a breakdown service. All drivers using their own vehicle should ensure they have breakdown cover.</p>	Review and Re-enforce policy and procedures and documented declaration and checks	4	

## FITNESS TO DRIVE

### 1. Pre-employment

A copy of the individual's driving licence must be obtained prior to appointment and a pre-employment health assessment is required for all individuals, whose work requires them to drive at work.

### 2. Review Health Assessments

Will be required in the event of:

- Accident associated with driving;
- Absences from work due to ill health of 4 weeks or longer;
- Any absence from work due to ill health, which raise management concerns with reference to continuing fitness to drive safely;
- Where management has any basis of concern with reference to fitness to drive.

A qualified Occupational Health Nurse or Occupational Physician, following formal written request with referral details from the Line Manager, will undertake all health assessments. A written report will be provided to the Line Manager providing specific advice with reference to fitness to drive.

### 3. Health Surveillance

All drivers are required to inform their line manager immediately if their health has any impact on their ability to drive. Line managers should refer employees to the Occupational Health department where they deem it necessary e.g. where the employees condition / illness affects their driving at work for more than 4 weeks or longer.

Management will be formally notified of continuing fitness or otherwise.

**Documentation and declaration form for eligible drivers**

Whether employees lease a car through the NHS salary sacrifice scheme (Fleet Solutions) or they use their own vehicle for business purposes they **must** provide the following documentation to their manager before travel expenses can be claimed.

**NOTE: Lease car users (as above) only have to provide a full valid driving licence**

Documentation to be provided	Effective date and expiry date (where applicable)	Date verified by manager
<b>DRIVING LICENCE</b> All eligible drivers must provide full, valid driver's licence applicable to the vehicle driven		
<b>CAR INSURANCE</b> Business use including carriage of passengers and equipment		
<b>CAR TAX</b> Proof of payment or proof that it is not required for class of vehicle		
<b>MOT</b> A valid MOT certificate (where applicable)		

These checks **must** be carried annually as part of the policies and procedures of NHS Northumberland CCG. On completion the form shall be stored in the employee's personal file.

**Employee declaration**

- I confirm that I have read and will fully comply with the CCG. Driving at Work Policy and Safe Driving for Work Handbook.
- **I understand that I have to provide my line manager with the above documents on an annual basis (on renewal and where applicable).**
- I will inform my line manager and the DVLA (where applicable) of any medical condition that may affect my ability to drive.
- I understand that I must inform my manager of any current road traffic offenses following conviction. I currently have penalty points on my licence and understand that my line manager may need to review this on a more regular basis than annually.
- I will inform my line manager if I have been involved in a road accident or incident whilst driving for business purposes and complete the relevant forms.

Employee name: ..... Department: .....

Employee signature: ..... Date: .....

Manager name: ..... Directorate: .....

Manager signature: ..... Date: .....