



Management of Road Risk

VERSION NUMBER 1.3

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INTRODUCTION

Driving has been recognised as one of NERC's highest risk activities. Research estimates that about one in three of the 3,400 annual deaths on UK roads, and ten times as many serious injuries, involve a vehicle being driven for work purposes. For NERC to manage Occupational Road Risk (ORR) it is necessary to have in place effective management procedures which will ensure that occupational or 'at work' road risk is managed in exactly the same way as any other health and safety at work issue. NERC has adopted a proactive approach to managing Occupational Road Risk and will do all that is 'reasonably practicable' to protect staff and others who may be affected by our work activities.

Risks arising from vehicle use need to be properly assessed so that all necessary control measures can be identified. All NERC staff must ensure that such controls continue to be effective and wherever possible should look to eliminating/reducing both journeys and mileage and changing to safer transport modes if possible.

It is important to note that every journey for work purposes should be a managed journey.

SCOPE

This procedure covers the use of vehicles which are being used for work purposes whether they are NERC owned, hired or privately owned. It is important to note that this does not include commuting to and from work. Workplace transport, that is movement of vehicles on NERC sites, is also not included in this procedure and will be dealt with in a separate procedure.

This procedure does not cover transport by lift trucks, skidoos, snow-cats, ATVs, quad bikes, bulldozers etc. These are classified as workplace transport and their use on the road is not covered by this document. This procedure does not cover Heavy Goods Vehicles (HGVs). These have special requirements which will require their own separate detailed consideration and risk assessment.

Acknowledgements: Brake, RoSPA, Cambridge County Council, HSE

EXECUTIVE SUMMARY

Management of Road Risk – Key Points

Assessment

- There will be a need to follow a suitable risk assessment that must take into account the driver, the vehicle and the journey. This can be met by utilising standard generic precautions, except for higher risk road journeys for which an individual risk assessment will be necessary.

Driver

- Driver assessment and re-assessment for competence may be required from time to time
- The driver is still legally responsible for the vehicle's roadworthiness including correct loading and documents. The driver is also responsible to ensure they are 'fit to drive', and to drive within the law at all times
- Specialist driving training may be required

Vehicle

- The Management of Road Risk procedure covers pool vehicles, hire cars and privately owned vehicles (if used on official NERC business)
- Vehicles must be safe and fit for purpose
- Insurance – for hires greater than 14 days inform the Shared Service Centre
- Vehicle maintenance – checks made before use, daily and weekly
- Privately owned cars used on official NERC business must be in safe roadworthy condition, taxed, tested, insured for business use and regularly serviced.

Journey

- All accidents, incidents and near misses are to be reported.
- If it is possible to do so, eliminate the need for the journey.
- Managers must encourage compliance with driving time and rest i.e. a 10-15 minute break after every 2 hrs driving time, with a recommended limit of 10 hours per day of driving time and a planned maximum work / drive time per day of 12 hours. Overnight stops are encouraged if required.
- As a passenger if you feel unsafe at any point in the journey you should say something to the driver, and you may report the incident using the local Accident Incident and Near Miss reporting system or to the H&S Adviser or Local Transport Officer or Union Safety Representative
- If you are involved in a road traffic accident you must stop the vehicle in a safe place and follow the instructions in Appendix one and two of this procedure
- Follow guidance on what to do if you breakdown. If you breakdown on the motorway for any reason (including a tyre puncture) vacate the vehicle and wait for assistance behind the protective barriers
- Be aware of factors that increase road risk such as age, lack of experience or training, gender, stress, road conditions, the vehicle, time of day, medication, speed and mobile phones.
- Carriage of Dangerous Goods – abide by the rules; if you are not sure ask!

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ROLES AND RESPONSIBILITIES

Director is responsible for:

- Implementing a local transport procedure which meets or extends NERC minimum standards as laid out in this procedure
- Ensuring that the local transport procedure and NERC policy is followed
- Delegating responsibility to sites/divisions
- Auditing these procedures
- Supporting positive action by all management levels
- Appointing a senior manager to carry out investigations

Site Director/ Head of Administration / Head of Site is responsible for:

- Delegating specific responsibilities to line managers
- Appointment of a Local Transport Officer* and ensuring that the Local Transport Officer receives appropriate training that enables them to carry out the responsibilities listed below.
- Ensuring that risk assessments are carried out for driving operations
- Ensuring that staff are aware of the need to report accidents and near misses
- Monitoring the effectiveness of the local transport procedure
- Co-operation with auditing
- Arranging that the relevant authorities are aware of any reportable accidents as well as informing Swindon Office
- Ensuring that accident reports are checked regularly and acted upon
- Supporting the Local Transport Officer by managing those with poor driving records including carrying out disciplinary procedures if necessary

Division/ Section/ Group/ Unit Heads are responsible for:

- Signing off risk assessments and ensuring that they are reviewed
- Keeping records of risk assessments
- Ensuring staff are aware of the local transport procedures
- Identifying the training needs of staff required in specific areas (such as driving overseas, a minibus, 4x4, off road driving, use of trailers and large vehicles of GVW ≥3.5 tonnes)
- Enforcing safety instructions and encouraging a positive safety culture
- Disciplining staff if correct procedures are not followed

Local Transport Officer* is responsible for:

- Advising and assisting senior management on transport issues
- Enforcing local transport procedures
- Ensuring that NERC vehicles are fit to drive and maintenance schedules for vehicles are followed.
- Determining that the vehicle allocated is appropriate for the proposed journey.
- Providing induction to new staff highlighting occupational road risks
- Checking that drivers hold a valid driving licence and are aware of any generic risk assessment for management of road risk and the need to complete an individual risk assessment if required (See Appendix 2, section 16)
- Assessing or arranging for the assessment of the competence of staff to drive (in conjunction with line management)
- Arranging for the training of staff in specific areas required (such as 4x4 or off road driving).
- Providing training courses for staff at request of managers.
- Assessing loading of vehicles along with vehicle user
- Investigating all accidents and near misses (in conjunction with line management)

All vehicle users are responsible for:

- Observing the Road Traffic Act, any other relevant legislation and local Centre rules; specifically ensuring that they follow the requirements of the Highway Code, the vehicle driven is roadworthy / correctly loaded and seat belts are worn.
- Informing management of any medical condition that may affect their driving
- Ensuring they are qualified to drive the vehicle that they are using
- Following NERC transport policies and any risk assessment in place for the journey
- Cooperating in producing risk assessments and implementing risk management systems
- Showing driving licence annually to Local Transport Officer or each time an endorsement is received
- Following management/ Local Transport Officer instructions
- Using a vehicle that is **'fit for purpose'**
- Carrying out necessary checks prior to using vehicle, see Part 2 if they have not recently been carried out by the site or hire company)
- Reporting any defects to Local Transport Officer
- Minimising risk to themselves and others (i.e. other road users)
- Reporting any accidents, incidents or near misses to the local reporting system and Local Transport Officer

* [The role of the Local Transport Officer may be carried out by more than one person from either the admin or technical grades.](#)

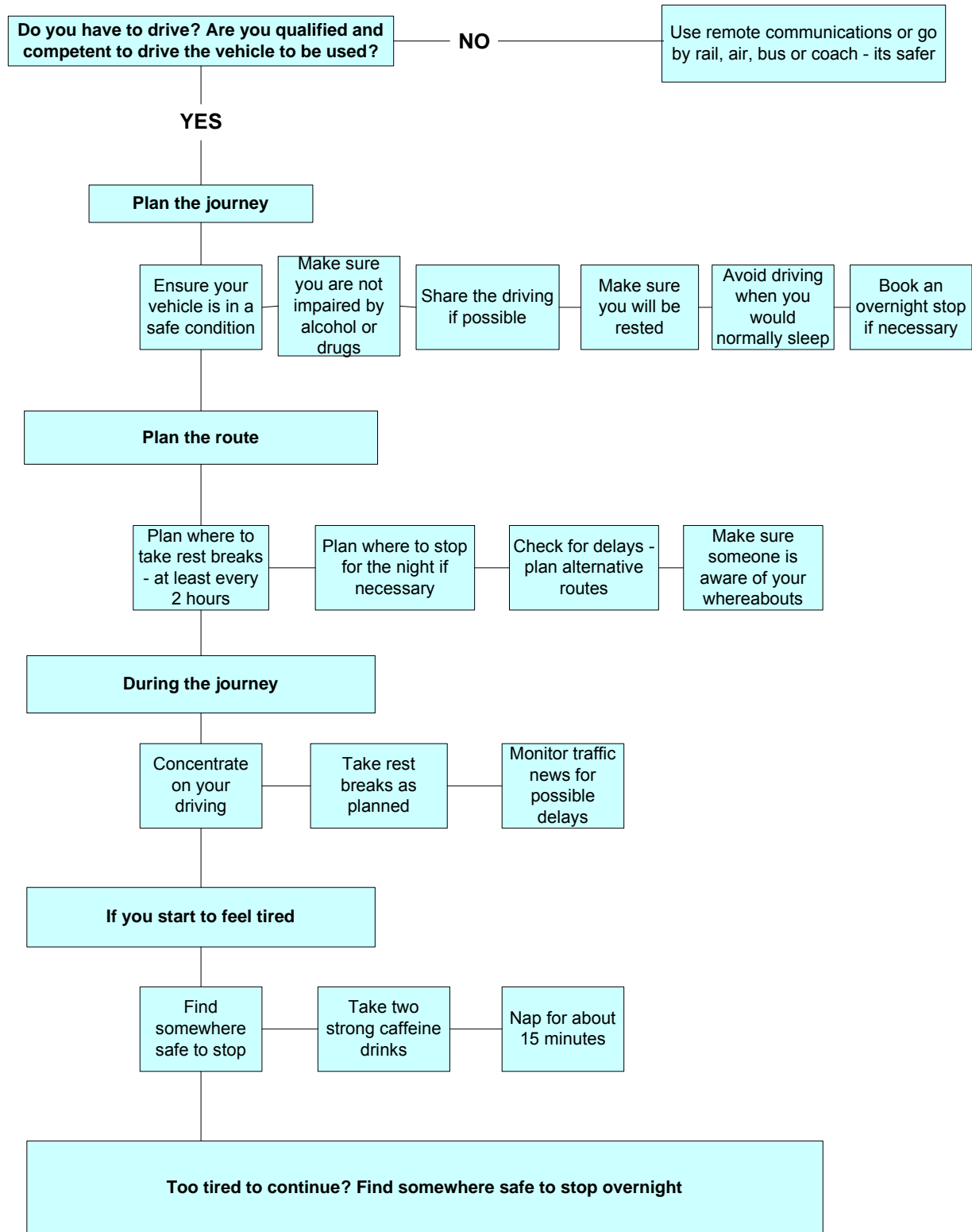
GENERAL POINTS

Having a driving licence does not necessarily mean that you are competent to drive; NERC reserves the right to assess your competence to drive for work purposes. Staff / Drivers may be assessed by a competent person (internal / external), however, those drivers who have a record of regular accidents, near misses or points on their licence which reflect poor driving should be assessed as a matter of priority over other staff / drivers.

All work related road accidents and near misses must be reported in the local accident reporting system and to the Local Transport Officer.

Suitable risk assessments must be completed or followed by all drivers for each journey undertaken. The majority of road journeys are repeat journeys and the risk assessment should account for this; use of a generic risk assessment approach would suit the majority of journeys. Appendix 1 gives a checklist to follow for risk assessments. Appendix 2 gives some example risk assessments which may be used as a basis.

SYSTEM FLOW DIAGRAM of Journey planner



*Please note that this flow diagram is based on the Journey planner from www.rospa.com

Appendix 1: MINIMUM REQUIREMENTS TO ENSURE COMPLIANCE

1. Insurance

Insurance must be in place. For NERC owned cars and cars hired to us this is covered by an 'open cover contract' with our insurers whereby our vehicles are not specifically identified in the contract or covering note. However, NERC has to maintain a database of all its vehicles to provide to our insurer and the Motor Insurer's Information Centre. All Centres must keep the Shared Services Centre informed of all NERC owned vehicles ie when they acquire or dispose of them and when a vehicle is hired for more than 14 days.

NERC does not take out comprehensive insurance on its own vehicles. In line with Treasury policy it bears its own risks. NERC is not, however, exempt from the requirements of the Road Traffic Act which makes third party car insurance compulsory and therefore holds third party car insurance cover for its own vehicles.

The policy does provide comprehensive cover for hired vehicles and also provides comprehensive cover for vehicles used in most overseas countries when hired in the U.K. A list of the countries covered is available from your Local Transport Officer.

Further information regarding insurance arrangements for NERC vehicles can be found in the appropriate staff notice SN12/92 this can be viewed on the NERC extranet at <http://net.nerc.ac.uk/policy/>

Privately owned cars used on official NERC business must have comprehensive insurance and appropriate cover for business use.

2. Overseas Driving

Whilst driving overseas staff should ensure that they have the following in place:

- Correct insurance cover of the vehicle that they are using. In certain countries it would be advisable to contact the British embassy in that country to recommend a local insurer.
- Awareness of the local traffic regulations
- A vehicle that is fit for purpose and roadworthy to at least local standards

3. Accidents

In the event of being involved in an accident

Stop the vehicle in a safe place, switch off the ignition and turn on the hazard warning lights, if:

- Someone is hurt, even slightly; or
- Someone else's vehicle is damaged; or
- You hit a dog, a horse or farm animal; or
- You damage property of any kind;

YOU MUST ENSURE THE RELEVANT MEDICAL ATTENTION IS OBTAINED

YOU MUST STOP BY LAW AND GIVE THE FOLLOWING DETAILS TO ANYONE REASONABLY REQUIRING THEM:

- Your name, address and contact number
- The owners name and address
- The registration number of the vehicle

If no one asks for these details, report the accident to the police as soon as possible and in any event within 24 hours. It is particularly important, that if anyone is injured or Third Party property damaged, you must report the accident to the police as soon as possible, and in any

case within 24 hours, and produce a certificate of Insurance to the police either when reporting the accident or within 5 days thereafter at any Police Station you nominate. A copy of the certificate of insurance can be obtained from your Local Transport Officer. You should also obtain the same details from other persons who have been involved. If they refuse then take the registration number and if possible take photographs of the accident site, vehicles etc.

Whilst at the scene of the accident:

- **Do not admit liability.**
- Obtain the registration number of any other vehicle involved and the name and address of the owner and of the driver.
- Make detailed notes and sketches of road and weather conditions, what happened, whose fault you think it was, vehicle speeds, road layout and width, and any other relevant details. If you have a camera in the vehicle, take photographs.

If possible you should also:

- Obtain the name and address of the driver's insurance company.
- Obtain names, addresses and approximate ages of any witnesses
- Record the number and station of any police, AA or RAC official who attends.
- Record brief details of the damage sustained by any other vehicle.
- Record brief detail of damage to any other property.

Inform your Local Transport Officer as soon as possible by telephone. Submit the accident claim form not later than 24 hours from the time of the accident.

4. Breakdown

If your site subscribes to a breakdown service, call for their help. Otherwise, if the cause of the breakdown is an easily identifiable defect (e.g. fan belt broken, tyre punctured) or can be dealt with simply and at short notice by a garage, pay for the repairs and forward the receipt for reimbursement to your Local Transport Officer (this does not apply to a privately owned vehicle). Make sure that the receipt shows the registration number of the vehicle repaired.

If the vehicle cannot be repaired immediately, arrange for it to be taken to the nearest garage for safekeeping, and contact your Local Transport Officer as soon as possible. If it is dark and the vehicle cannot be moved to a garage immediately, leave it with side lights or hazard warning light(s) on or, should the lights not be working, use the emergency lamp if one is provided with the vehicle.

If you are involved in a breakdown while driving on a motorway, if possible, manoeuvre the vehicle on to the hard shoulder. Once the vehicle is safely parked (hazard lights on etc.) you should vacate the vehicle, place a warning triangle (if the vehicle is carrying one) in the hard shoulder some distance before the vehicle and wait for assistance behind any protective barriers or away from the road. Incidents of broken down vehicles being hit while parked on the hard shoulder are sufficiently high to pose a significant risk to your safety should you stay in the vehicle. This includes any kind of breakdown on the motorway including a tyre puncture.

5. Loading of Vehicles

- Ensure the vehicle is fit for the purpose for which it is to be used.
- Loading the vehicle safely is the responsibility of the driver.
- All users must sit in proper seats and wear seatbelts.
- Do not under any circumstances exceed the maximum load of the vehicle (check with your Local Transport Officer if you are not sure).
- All goods and equipment must be properly secured so that in the event of an accident they do not cause harm to the occupants of the vehicle.
- Avoid awkward or difficult lifting wherever possible.
- Finally, if you are unsure about any aspect of loading the vehicle check with the Local Transport Officer.

6. Security

Protect NERC's and your own property by:

- Parking a vehicle in a secure place.
- Minimising the quantity and value of NERC items and personal effects carried in a vehicle.
- Carrying items in the boot of a car wherever possible.
- Not leaving attractive or high value items in view.
- Locking the vehicle when it is unattended.

7. Endorsements and Fines

If any member of staff should receive an endorsement or fine for a driving offence whether it is for work or not they must inform their Local Transport Officer (or other person responsible for transport) and present their licence which includes the added endorsement. Failure to do so could result in action taken against that employee.

8. Items that must be carried in vehicles

The Local Transport Officer must ensure that the following are always carried in NERC vehicles:

- Insurance Certificate (copy)
- Accident Claim Form (or blank paper to record required information)
- Pen or pencil
- Vehicle Data Card
- Details of Breakdown / Recovery provider

9. Motorcycles

Motorcycle casualty figures remain unacceptably high. It is important that you are aware of motorcycle road safety both as a car driver and as a user of a motorcycle for official business. Journeys on NERC business of long duration by motorcycle are not recommended.

10. Speed Camera Evidence

Individual staff members are personally responsible for any speeding offence committed whilst driving on official business. Any notice of prosecution served on the employer will be passed on to the driver concerned.

Refusal to admit responsibility or identify the driver when a speeding offence has been committed during a period when a motor vehicle is under the control of a member of staff will be treated as a disciplinary matter.

You should also remember that staff travelling as passengers in vehicles being used for NERC business have a duty to help management identify the driver should a summons for a driving offence be received by the employer and can face disciplinary action if they fail to do so. Failure to provide the authorities with correct information could lead to being prosecuted.

11. Legislation and licence groups

Information on vehicle categories and minimum ages for driving in Great Britain can be found at the DVLA website: <http://www.dvla.gov.uk/drivers/>

In particular it should be noted that entitlements may vary according to when a full driving licence was first obtained.

12. Driving hours

When driving a car or light goods vehicle NERC endorses the motoring organisations' recommendation to take breaks of at least 15 minutes after every 2 hours. Breaks should include safely leaving the vehicle and taking some exercise, even if it is just stretching arms, legs and back or walking into the motorway services for a drink or toilet stop. It is also recommended the following limits are observed:

Daily driving limit	10 hours
Daily driving and working limit	12 hours
Maximum continuous driving period:	2 hours (followed by at least 15 minutes' break out of the vehicle)
Daily rest period:	11 hours not driving or working

These are not absolute limits but guidelines. There is no legal maximum but you must be fit to drive and may be prosecuted should an accident occur when you have worked long hours and driven for an excessive period without a break. The employer is unable to assist you should this occur - it is your responsibility to ensure you are fit to drive. If you are close to your final destination you may continue to drive for more than 2 hours provided you are fit and alert enough to do so. A maximum journey limit of 2.5 hours without a break is to be observed. You may drive for longer than 10 hours if you are sure you are fit to drive but a planned combined working day and driving period of greater than 12 hours is unacceptable. Sharing the driving with other competent, insured driver(s) may allow longer journeys provided the driving / working limits above are not exceeded by either driver and the non-driver rests.

13. Driving behaviour

Follow the Highway Code and driving legislation at all times and be a considerate road user.

14. Mobile Phones

Use of a hand held mobile phones whilst driving is against the law but NERC policy is also that staff at work must not make or take calls on a hands-free mobile phones while driving.

15. Vehicle selection

The purposes for which road vehicles are used vary widely. Choosing the most appropriate kind of vehicle for the type and nature of use is extremely important. Factors to be considered include:

- Type and size of load – operations that need to carry only (or mainly) goods as opposed to passengers should specify appropriate goods vehicles
- Number of people to be carried – if there is a need for combination loads (i.e. passengers and goods) then a careful analysis of actual need must be carried out and the specification drawn up accordingly
- Distances to be travelled
- Terrain to be covered – types of roads and conditions
- If using your own vehicle it must be roadworthy, suitable for the task and have appropriate (including business use) and up to date insurance cover.

16. Vehicle maintenance

The Local Transport Officer must make formal arrangements to ensure that proper maintenance procedures are followed for the vehicles under their control. NOTE: It is the legal responsibility of the driver under the Road Traffic Act to ensure that the vehicle is roadworthy. Regular servicing at pre-determined intervals of time and mileage, as recommended by the manufacturers, is essential for the efficient operation of any vehicle.

The user should check their vehicle each time they use it. Local Transport Officers should undertake weekly checks. Any defects identified should be recorded in the vehicle log book or reported to the hirer. If it is your own vehicle, it is up to you to rectify them and ensure that your vehicle is safe to use.

Local Transport Officers must ensure that defects notified in the vehicle log book are put right before the vehicle is issued again unless they are satisfied that delaying repair will not contravene any Road Traffic Regulations.

If repairs are necessary, they must be recorded before a vehicle is used again.

17. Use of privately owned vehicles

All employees using privately owned vehicles used for work purposes must ensure that the vehicle:

- is safe for use on the road and complies with all relevant legal provisions
- is properly taxed
- has a valid MOT
- has valid insurance which includes business use
- is regularly serviced in accordance with the manufacturer's recommendations

The user must also:

- provide documentary evidence as required at regular intervals
- only carry the number of passengers for whom there are seat belts
- not use the vehicle under conditions for which it is not designed e.g. overloaded or off road

18. Risk Assessment

The following checklist should be used to assure that all relevant items have been considered in the risk assessment. The risk assessment should be broken into three elements:

1. THE DRIVER; 2. THE VEHICLE and 3. THE JOURNEY.

The driver and vehicle will tend not to vary much from journey to journey so can be addressed at periodic intervals or when a situation changes. The journey is liable to be more dynamic but most can still be covered by a 'generic' approach for 'routine journeys'. For higher risk work a more detailed consideration will be required. Higher risk work will include: towing trailers, driving a minibus or large van (GVW 3.5 tonnes or greater), overseas driving, driving significant distances off-road or in difficult terrain, work with equipment or samples that pose specific hazards (eg due to nature, weight, size, value etc), carrying dangerous goods and extreme conditions such as snow, ice, flooding etc.

CHECKLIST

About you, the driver:		
Are you	Yes	No
• Suffering from a health condition that could affect your driving performance?		
• Fatigued because of disturbed / inadequate sleep or long working hours?		
• Suffering from high levels of stress		
• Taking medication (or any drug) that could impair your driving ability?		
• Impaired because of recent alcohol intake?		
• Wearing suitable clothes / footwear?		
• Competent for the journey and received necessary training?		
• Do you know what to do in the event of an accident or emergency?		
About the vehicle:		
Is the vehicle fit for the journey purpose, including:		
• Distance to be travelled?		
• Load carrying?		
If carrying a load the following should be considered:		
○ Is the load hazardous?		
○ Is it packed safely?		
○ Are the appropriate signs on the vehicle?		
○ Have I complied with the Carriage of Dangerous Goods Regs.?		
○ Are there manual handling issues with the load?		
• Passengers?		
• Any off-road driving?		
Has the vehicle been serviced?		
Have pre-journey safety checks been carried out on:		
• Tyres (condition/pressure – including spare wheel)?		
• Lights?		
• Indicators?		
• Windscreen/windows?		
• Washers and wipers?		
• Mirrors?		
• Oil/coolant/battery levels?		
• Fuel level?		
• Condition of controls?		
• Signs of vehicle damage?		
Is the vehicle one with which you are familiar and do you know its:		
• Seating position?		
• Mirror setting?		
• Hand brake/gear operation?		
• Starting procedure?		
• Horn operation?		
• Warning lights?		
• Fuel indicator?		
• Other controls?		
Is it properly insured for the purpose to which it will be put and all the drivers who may need to use it?		
Is it properly equipped for the journey and carrying suitable aids to help in foreseeable events such as breakdown or accidents?		

About your Journey:		
Is the journey really necessary?		
Can a safer alternative transport mode or means of communication be used (e.g. rail, air, teleconferencing)? that is both practical and cost effective. If not....		
Does the safe journey plan cover the following?		
• Starting time		
• Finishing time		
• Intermediate stops		
• Adequate rest breaks		
• The safest route		
For example, does it take account of:		
• Environmental conditions (daylight, weather forecast, ice, snow, frost, rain, high winds etc)?		
• Sufficient time for breaks?		
• Restrictions on maximum speeds, distance and driving hours?		
• Times of day associated with sleepiness?		
• Accident 'black spots'?		
• Traffic conditions?		
• Pedestrian densities?		
• Likely business over-runs and hold ups?		
• Other contingencies?		
Remember:		
<ul style="list-style-type: none"> • Have you planned your journey so that risks are as low as possible? • Is the vehicle okay? • Are you fit to drive? • If there are problems, don't take chances! Report them to your line manager or Local Transport Officer. • Every journey must be a managed journey. • Safety MUST come first! 		

As a general rule, where the journey is a repeat or regular journey under good road conditions and of less than 2 hours duration, a simple generic risk assessment will be sufficient. For longer journeys a generic assessment may still be sufficient, except that certain additional precautions may be required such as taking a 15 minute break after at least every 2 hours driving and to restrict overall drive and work time in any one day preferably to 10 hours and certainly to no more than 12 hours. Any generic risk assessment should take into account the elements from the checklist above. An example is given at section 17 of Appendix 2.

Where the journey involves higher risk elements such as towing trailers, driving a minibus or large van (GVW 3.5 tonnes or greater), overseas driving, driving significant distances off-road or in difficult terrain, work with equipment or samples that pose specific hazards (eg due to nature, weight, size, value etc), carrying dangerous goods and extreme conditions such as snow, ice, flooding etc are anticipated, then an individual road travel risk assessment specific to the journey is required. An example is given at section 17 of Appendix 2.

19. Carriage of dangerous goods

The transport of dangerous goods by road within Britain is governed by The Carriage of Dangerous Goods and Use of Transportable Pressure Equipment Regulations, which now also cover the transport of radioactive material. These regulations are wide-ranging in scope, complex and very detailed in their application.

When do the regulations apply?

Do the goods you wish to carry yourself or send by courier contain?

- Petrol, diesel or other fuel (including emergency fuel)?
- Explosive, desensitised explosive or pyrotechnic substances/devices?
- Compressed or liquefied gases?
- Flammable liquids or solids?
- Substances that are self-reactive or liable to spontaneous combustion?
- Substances that in contact with water emit a flammable gas?
- Oxidisers including organic peroxides?
- Toxic or harmful substances?
- Pathogens, including GMOs that can cause disease in humans or animals?
- Radioactive material?
- Corrosive or irritant substances?
- Environmentally hazardous substances including non-infectious GMOs?

If the answer to all of these questions is **no**, then the regulations will **not** apply.

If the answer to any question is **yes**, then the regulations are **likely** to apply and further advice must be sought from either the NERC Dangerous Goods Safety Adviser (contact details – <http://www.nerc.ac.uk/about/work/policy/safety/management.asp>) or a Health and Safety Adviser.

It is essential to seek advice as soon as you know that you may need to transport/send dangerous goods as the packaging and labelling requirements can be onerous. If you are transporting fuel for equipment then this must be in U.N. approved containers labelled with red Class 3 flammable liquid diamond and the appropriate U.N. number, UN 1202 for diesel and UN 1203 for petrol. Note that most 5 litre containers sold by petrol stations and motor spare parts retailers are NOT U.N. approved.

Note that Royal Mail and Parcel Force do not accept dangerous goods for delivery.

Although NERC normally do not recommend carrying and using a fire extinguisher in a vehicle, it is a legal requirement to carry at least one 2kg dry powder fire extinguisher when you are transporting dangerous goods above the limited quantity exemption limits. For further details contact either the NERC Dangerous Goods Safety Adviser (contact details as above) or your local / NERC Health and Safety Advisers.

20. Competence, Training and Specialist vehicles

The competence of staff to drive on official business on the vehicle(s) to be used and the status of their licence must be assessed and confirmed before they first drive on official NERC business, see Appendix 2 section 18 for more information. The continuing status should be checked at least annually (see suggested form in Appendix 2) following production of the relevant documents. It is important that the number of endorsements / points on the licence is checked. If new endorsements have been added, ensure that the relevant manager has been informed and consideration has been given to continued suitability to continue driving and the need for further training.

21. ATVs and Quadbikes

All Terrain Vehicles (ATVs or 'quadbikes') are not covered by this document as they should not normally be used for road journeys. They are high risk items of workplace transport due to the possibility of them overturning and their use, especially wearing of Personal Protective Equipment such as head protection, requires special consideration and risk assessment. References are:

- HSE Agriculture Information Sheet No 33 'Safe use of all terrain vehicles (ATVs) in agriculture and forestry' (last updated 2009);
- HSE Agriculture Information Sheet No 11 'Selecting and using equipment for All Terrain Vehicles (ATVs)' published in 1994;
- HSE Agriculture and Forestry Advisory Group (AFAG) Guidance No 701 'ATV Quad Bikes', (reprinted 08/2006) and
- HSE Agriculture and Forestry Advisory Group (AFAG) Guidance No 702 'All terrain vehicles' (published 04/2003)

Appendix 2: GENERAL GUIDANCE AND ADDITIONAL INFORMATION

1. INSURANCE

Motor insurance database

The 4th European Union Motor Directive, requires that the insurance details of all vehicles in the EU states can be easily accessed by a national information centre. This role is being carried out in the UK by the Motor Insurer's Information Centre (MIIC). The legislation implementing the Directive, The Motor Vehicles (Compulsory Insurance) (Information Centre and Compensation Body) Regulations 2003, came into force on 19th January 2003.

We have an 'open cover contract' with our insurers whereby our vehicles are not specifically identified in the contract or covering note. We are therefore required to ensure that the following information is made available to the MIIC:

- The number of our insurance policy
- The name of the policy holder
- The registration mark of every vehicle, including all long term hires (14 days plus), the use of which is from time to time covered by the contract
- The period during which the use of each of those vehicles is (or has been) covered by the policy.

When NERC disposes of a vehicle, buys a new vehicle, or hires a vehicle for over 14 days your Admin staff/ Local Transport Officer or other authorised persons, must inform the Shared Service Centre in Swindon who can update the MIIC database.

The legislation requires NERC to notify the insurers immediately of any changes, but in practice, the Department of Transport (DfT) and MIIC advise that this can be considered as 'the time taken by a person using "reasonable efforts" to update the information'. The DfT has indicated that in their view a range of 10 to 14 calendar days would be realistic timeframe.

Although we are not required to notify any short term hires (14 days or under) to our insurers through the Shared Service Centre, it requires us to keep the following information for a period of no less than seven years:

- The number of the policy under which the use of the vehicle is insured
- The registration mark of the vehicle
- The period during which the use of the vehicles is (or has been) covered under the policy.

This is to ensure that should the MIIC ask NERC to confirm that a specific registration number was covered under our motor policy on a specific date, we are able to supply them with accurate information. NERC would be considered liable for any legal penalties arising from non-compliance with this obligation. The registration of the vehicle and the period of hire is available on all paid invoices which are kept for the time required.

General Insurance

The Road Traffic Act specifically excludes employees from the statutory requirement when there is cover provided for them by other means. In NERC's case staff are covered by the Injury Benefit Scheme. This means in the event of a member of staff being involved in an accident whilst driving or travelling as a passenger in an official vehicle on official business they could make a claim under the Injury Benefit Scheme. The provisions of the Injury Benefit Scheme are set out in a booklet provided by JSS 'Your Pension – Injury at Work'.

2. OVERSEAS DRIVING IN OFFICIAL VEHICLES AND HIRE CARS

Staff in certain countries may wish to consider hiring a driver who has local knowledge; again it would be advisable to contact the British Embassy to see if they are able to recommend anyone.

Before going overseas staff should refer to the procedure 'Health, Safety and Security whilst working Overseas' which can be found on the health & safety web pages.
<http://www.nerc.ac.uk/healthsafety/procedures.asp>

Certain vehicles in addition to HGVs, when driven overseas, may require having a tachograph fitted. Local Transport Officer and staff should check prior to the vehicle leaving the UK. Also, German MOT inspections vary from UK standards.

A list of the documents required for driving overseas can be obtained from your Local Transport Officer.

3. ACCIDENTS

The accident should be recorded in the Local Accident Reporting System and your Line Manager should also be informed of the details. It may be necessary for the Local Transport Officer and Line Manager to take further action.

Every driver of a Council vehicle must carry an accident claim form (or forms for long journeys) in an envelope addressed to the responsible officer, i.e. the Local Transport Officer, and bearing the telephone number of that officer on the vehicle at all times. They should also complete the accident claim form before leaving the scene, or, if conditions do not permit, as soon as possible after the accident. Obtain signed statements from every available NERC witness. (Note: When signing the accident claim form the driver must sign on behalf of the Assured.)

If you need to hire a vehicle in order to undertake or complete a journey, seek advice from the Local Transport Officer.

If the driver of the vehicle involved in an accident with a NERC vehicle refuses to provide the full particulars, do not move the NERC vehicle (regardless of traffic congestion) until the police have been called to the scene of the accident and have authorised the removal of the NERC vehicle.

If you are not sure whether the damage sustained in an accident has rendered the vehicle unsafe to be driven any further, contact your breakdown/fleet rescue provider or the nearest commercial garage for advice.

If you cannot drive the vehicle from the scene of the accident because of the nature of the damage you must, unless unable to do so through injury, safeguard all loose equipment and make local arrangements to get the vehicle to the nearest garage. If it is dark, or darkness is approaching, inform the police and obtain from them a supply of warning lights. At this stage, do not worry about repairs unless they can be dealt with at once, allowing the vehicle to proceed on its journey. Send any bills, which must include the vehicle registration number, for the cost of towing, and any immediate repairs carried out, to the Local Transport Officer for approval. You should make such arrangements as are necessary to remove the vehicle from the scene.

If you are involved in an accident in which any person is injured, or an injury to a dog, horse or farm animal occurs on a public road you must report within twenty-four hours to a Police Station or Police Officer. Failure to do so is an offence.

After the accident, send any correspondence received from other parties involved in the accident directly to the Local Transport Officer, without sending acknowledgement to the other parties.

The checklist below, which should be kept in a vehicle used on official business, summarises the instructions in this section:

Accident checklist

Before leaving the scene of the accident

1. Stop vehicle in a safe place, switch on hazard lights, and switch off ignition.
2. Try to remain calm; do not admit liability.
3. Obtain names & addresses of anyone injured Where possible and if considered safe to do so.
4. Inform police if any person (or a dog, horse or farm animal) is injured.
5. Anyone who has reasonable grounds (i.e. normally somebody involved or a witness) is entitled to ask for details of:
 - a. your name & address
 - b. name & address of vehicle owner
 - c. insurance certificate.
6. Take names, addresses and insurance details of other driver(s) involved & any witnesses.
7. Note make, model, registration number, damage to of any other vehicle(s) involved; also note damage to any other property.
8. Note weather, road conditions, time, date & description of what happened.
9. Sketch the accident scene showing major route, give way signs, road markings etc; take photographs if you can.
10. Note number and station of any police officer, AA or RAC official who attends.

As soon as possible after the accident:

11. Contact Local Transport Officer to inform him/her of the accident and seek advice.
12. Contact AA, RAC or local garage if you are not sure whether the vehicle is safe to drive.
13. Try to ensure the vehicle is not left as a hazard to other drivers.

Proceedings against the council and procedure if stopped by police or officials of the department of transport

In the event of an accident involving a Council vehicle, the police may wish to take proceedings against the Council as owners of the vehicle. In this event, inform your local Administration Officer immediately. They will inform Corporate Personnel Section in Swindon. Similar action must be taken in the event of a writ, summons or subpoena being served.

If you are stopped by the Police on suspicion of having committed an offence under the Road Traffic Acts in an official vehicle or hire vehicle, notify your Local Transport Officer within twenty-four hours.

If the vehicle is stopped for checking by Department of Transport officials and any defect is found, notify the Local Transport Officer immediately.

4. BREAKDOWN

The Vehicle Log Book and any other valuables should be removed from the vehicle if it is left unattended or for repair following a breakdown.

5. LOADING OF VEHICLES

Objects left unsecured can become projectiles in the event of a serious crash and seriously injure or kill vehicle occupants. In addition to the requirements on loading at section 5 of Appendix 1, the following manual handling aspects should also be considered when loading vehicles:

- Store all equipment in the boot to avoid the need to twist with arms outstretched when removing objects from the back seat.
- If heavy items are being transported use a vehicle with a low lip to its boot or an estate car and consider breaking the load down into smaller, lighter or easier to handle parts.
- When lifting you need to be able to stand close to the load, which can be difficult with a load in a car boot or on a back seat.
- Minimize stretching by ensuring loads in the boot are secured near to you.

6. SECURITY

In addition to the requirements in Appendix 1, section 6, you should do what you can to protect Council property by:

- Using a steering wheel lock, wheel clamp or similar immobilising device if one is provided.
- Installing a tracking system in specific 'desirable' or high value vehicles.

Advice for individuals driving on their own

Care and attention should be given to the journey's risk assessment with regard to the potential vulnerability of individuals driving and / or parking and then walking in strange or inhospitable areas, particularly late at night. Individuals should not place themselves at risk in this way. If possible have somebody else with you or make other arrangements so that you are not alone in areas where harm may occur. Carry a charged mobile phone. If you are uncomfortable returning a vehicle out of hours when no one else is around you should consider returning the vehicle the next day in normal working hours.

7. ENDORSEMENTS AND FINES

Avoid behaviours that could result in obtaining these, even when driving on personal use, especially if driving is essential to your job.

8. ITEMS THAT COULD BE CARRIED

Drivers may like to carry the following in NERC vehicles in order to enhance safety and minimise delays / inconvenience

Papers

- Vehicle Log Book
- Insurance Certificate
- Test Certificate if car over 3 years old from the date of registration.
- Envelope (addressed to the Local Transport Officer) to send off details of accident
- Drivers Handbook

Equipment

The following list offers some suggestions for additional equipment that may usefully be carried, although not necessarily for all journeys:

- First-Aid Kit
- Mobile phone
- Camera e.g. disposable or mobile telephone incorporating a camera which can record any accidents
- Torch
- Warning Triangle
- Basic Tool Kit
- Tyre Pressure Gauge
- Tyre Tread Gauge
- Fluorescent Jacket or Tabard
- A blanket in winter
- Warm coat or jacket
- Highway Code
- Shovel or spade if snow is present or expected
- Tow rope if going off-road
- Hot or cold drink if a long journey in extreme conditions is being undertaken
- Road Map
- Electronic Navigation Aid ('Satnav')

Such equipment is not mandatory but may help staff and make repairs, rescue or retrieval much easier and quicker.

NERC does not require fire extinguishers to be carried as their use can result in staff putting themselves at risk. However, when transporting dangerous goods it may be a legal requirement to carry a fire extinguisher and the driver must then have training in its safe use.

9. MOTORCYCLES

The department of Transport by way of the Think Road Safety campaign give regular and up to date advice for both car drivers and motorcycle riders on their web site

<http://www.thinkroadsafety.gov.uk>

Please refer to this web site for useful road safety tips and advice.

10. CYCLES

When using a cycle on official business it is recommended that high visibility clothing and suitable head protection is worn. If riding a bike at night or in reduced visibility suitable lights must be fitted and switched on when necessary

As with motorcycles the Department of Transport gives good advice on the Think Road Safety web site (link above). Please be aware of those parts of the Highway Code which refer to cyclists: <http://www.direct.gov.uk/en/TravelAndTransport/Highwaycode/Cyclists/index.htm>

It is strongly recommended that any cycling undertaken for work purposes adheres to this section of the Highway Code. Any local procedures relevant to cycling should also be adhered to.

11. DRIVING HOURS

The main reason for setting down NERC guidance on driving hours is to avoid or minimise mental fatigue, which is the main danger whilst in charge of a vehicle. From the risk assessment viewpoint, you should consider all causes of fatigue, which are set out below.

Disciplinary action may be taken to deal with staff who persistently ignore this guidance, including managers who fail to ensure their staff are following the guidance. NERC Disciplinary Policy can be found in the Staff Notices section of the Policy Zone of the NERC Extranet.

Causes of fatigue

There are a number of factors which contribute to fatigue:

- (i) *Diurnal rhythms* - avoid driving when your body is at a low ebb, during the periods 0000-0800 and 1300-1600, and at any time when you would normally be asleep.
- (ii) *Time pressure* - balance the incentive to press on and complete a journey (e.g. because of contractual requirements or the quantity of work) with the need to take breaks and maintain concentration.
- (iii) *Boredom* - driving on a motorway or trunk road at a constant speed provides very little stimulus. Use the radio or CD player to alleviate boredom, but beware of being distracted by them.
- (iv) *Driving environment* - bear in mind the following problems: constant noise from the vehicle itself or from the road; temperature which is too high or too low; adequate supply of fresh air; dehydration; static muscle load from sitting still in one position for a long time with little movement and no exercise. It may be desirable to use a vehicle fitted with air conditioning for long journeys in hot weather.
- (v) *Medication* – you may be at greater risk of an accident if you are taking medicines such as tranquillisers. Many other medicines can affect your alertness or concentration; check the instructions of any medicines you are taking or consult your GP or a pharmacist.

(ii) can be dealt with through work planning and risk assessment. The rest period required after 2 hours driving will help to offset the problems caused by (iii) and (iv). Dealing with (v) could only require a simple check on your medicine's advice sheet before travel.

Pressures to keep driving

Staff may be, or may feel, under pressure from their managers to continue driving past the time when they would feel safer stopping. Managers should bear the following factors in mind:

- (i) *Stress* - the NERC stress management policy (NERC H&S Procedure Number 32) which can be found at <http://www.nerc.ac.uk/about/work/policy/safety/procedures.asp>
- (ii) *Judgement* - staff should not be put under pressure to drive after working long hours. They are the best judges of their own fitness to drive. Management pressure in these circumstances could be interpreted as asking staff to violate the health & safety policy which is a disciplinary offence.
- (iii) *Funding* - it is not good management to encourage staff to take unnecessary risks because of tight funding. If a member of staff is involved in a road accident caused or contributed to by fatigue, the cost of the resulting legal claim would far outweigh any minor savings that might have been made.

- (iv) *Travelling time* - good managers should not begrudge staff a single night's subsistence when it would be reasonable for them to have an overnight rest. This guidance is not intended to encourage staff to claim a night's subsistence unnecessarily, but to help staff consider all the relevant factors when assessing the risks of driving.
- (v) *Junior staff* - take account of the age and driving experience of junior staff before asking them to undertake long or difficult journeys.

12. DRIVING BEHAVIOUR

Road rage - drivers under 25 are more likely to suffer from road rage than older people. Here are the suggestions of the Institute of Advanced Motorists for avoiding getting involved in road rage incidents:

- Plan your journey, and allow adequate time for it
- Be patient in traffic jams
- Wave a 'sorry' if you make a mistake
- Exercise restraint and stay calm
- Do not drive competitively or in retaliation; set an example by driving correctly
- Remember that you don't own the road, but have to share it with others.

Speed kills – this maxim is based on solid evidence. Some of the salient points are:

- Hit at 20mph, 1 pedestrian in 10 is killed; at 40mph, only 1 in 10 survives.
- Doubling your speed quadruples your braking distance
- Most people who are killed in road accidents die within the first hour, before modern technology can reach them
- By far the most common cause of accidents is driving too fast for the conditions.
- Follow the two second rule (allow at the very least two seconds between you and the vehicle in front) and keep to the speed limit.

Use of Satellite Navigation Systems – These are generally useful when available. However, it is important not to be distracted in such a way that may place yourself or anyone else at risk or to place over-reliance on them when common sense suggests they may be wrong. It is far better to arrive safely at your destination even if it means arriving late due to taking a wrong turn.

Eating or drinking whilst driving - Take breaks as recommended in the NERC Recommendations for driving section above.

Remember whilst driving at work you are representing NERC, therefore you should always drive responsibly and have respect for other road users.

13. MOBILE PHONES

Ban on the use of mobile phones while driving

Law: Since 1 December 2003 it has been a specific offence to use a hand-held mobile phone while driving. Although the regulations do not ban hands-free phones, they are recognized as a distraction to drivers. Drivers using hands-free phones may be prosecuted under existing law if the use of a phone affects their driving ability or contributes to an accident.

Penalties: As laid down by the Department of Transport – further information regarding the penalties and information regarding the ban on the use of mobile phones while driving can be found at the following web sites.

<http://www.thinkroadsafety.gov.uk/campaigns/mobilephones/mobilephones.htm>
http://www.dft.gov.uk/stellent/groups/dft_rdsafety/documents/page/dft_rdsafety_025216.hcsp
http://www.dft.gov.uk/stellent/groups/dft_rdsafety/documents/downloadable/dft_rdsafety_025228.doc

The employer of a person fined for using a mobile phone while at work may also be fined if it can be proved they have encouraged, caused or allowed the individual to commit the offence.

NERC policy: NERC policy is that staff at work must not make or take calls on hand-held or hands-free mobile phones while driving. No line manager shall require a NERC employee to make or receive a call on a mobile phone while driving. Contravention of this requirement will be a disciplinary offence. If it is essential for anyone to receive messages while on the move, they should switch on the phone's voice mail before departure and pull off the road to answer it when it is safe to do so. Even on motorways you can normally find an exit or a service station within 15 minutes.

Law: under regulation 104 of the *Road Vehicles (Construction & Use) Regulations 1986* it is already an offence not to be in proper control of a moving vehicle.

For details of the consultation process leading up to these regulations, see Department of Transport web site (see 'Sources of further information' at section 20).

14. VEHICLE SELECTION

New vehicles

The Local Transport Officer should acknowledge receipt of the vehicle; check that the supplier has carried out the pre-delivery inspection to the manufacturers schedule and that this has been noted in the vehicle handbook.

A Vehicle Data Card (see section 15, Appendix 2) should be completed and fixed in the driver's compartment. Local Transport Officers should ensure that the manufacturer's up to date limits on maximum load are entered on the card.

The vehicle must be registered and taxed prior to being used. All vehicles must be licensed at the appropriate rate, which will be indicated in the vehicle registration book.

The vehicle must undergo and pass the standard pre-delivery checks from the supplier.

The registration number of all new vehicles must be passed to the Shared Service Centre in order for the insurer's to be aware of the vehicle for insurance purposes

Purchasing of vehicles

The Local Transport Officer should make a case to the Director/Officer-in-charge for the replacement of a vehicle or the need to purchase a new vehicle (non-replacement).

When purchasing a vehicle you should consider:

- What the vehicle will be used for i.e. it must be 'fit for purpose'
- If it needs additional safety features as appropriate for the intended use
- Environmental issues i.e. electric / hybrid / LPG fuel cars, smaller engine size
- Appropriate safety features

15. VEHICLE MAINTENANCE

If a privately owned vehicle is being used then the onus is on the user to ensure it is safe for the purpose for which it is being used and the advice given below may help in this.

For official vehicles the following is to be observed:

Weekly checks

The Local Transport Officer should arrange for the checks identified below to be carried out at weekly intervals, whether or not the vehicle has been used, unless the vehicle is away from its permanent location, and for a record card to be signed and dated to show that the checks have been carried out. The Local Transport Officer must also ensure that the vehicle is cleaned as necessary when it is housed locally.

If the vehicle is away from its permanent location for more than one-week, the checks and cleanliness of the vehicle become the responsibility of the user. For privately owned vehicles being used for official business vehicle checks are the responsibility of the driver.

Check weekly that all tyres (including spares) are free from major cuts or damage, and have at least 3mm of tread (If between 3mm and 5mm please check with Local Transport Officer before beginning journey). Check that all tyres are inflated to the correct pressures e.g. as shown on the Vehicle Data Card in the vehicle or in the handbook and ensure the following are also observed:

- tyres are tested when cold
- the spare wheel is also tested
- valve caps are present and securely retightened after checking pressure
- over or under inflation is avoided, which can lead to tyre wear or affect safe handling and fuel consumption
- the same type of tyre is installed on each axle and ideally on all wheels (so they can be easily swapped round if necessary).
- any new tyres purchased are from a premium manufacturer and not part-worn or re-moulds.
- replacement tyres are purchased as pairs with the two new ones placed on the same axle. If this is not possible, e.g. because only one tyre is damaged and requires replacement and the other is still serviceable, that tread depths on the same axle match as closely as possible.

The following additional checks may also need to be observed and any defects identified as a result repaired or rectified before the vehicle is driven:

- **Lights** are clean and working.
- **Engine oil and coolant levels** are topped up.
- **Windscreen washer bottle** is full and that **washers** and **wipers** function.
- **Hydraulic fluid** levels in **clutch, brake** and **power steering** reservoirs are adequate.
- **Brakes**: the handbrake functions properly, the footbrake does not feel spongy and does not have excessive travel.
- **Steering** has no play.
- **Horn** is working.
- **Windows** and **mirrors** are clean and all round vision is not impaired.
- **Indicators** are working.
- **Fuel** – there is sufficient for the journey or petrol stations are available / open on route (drivers of official vehicles, including hire vehicles should be asked to fill the fuel tank before returning the vehicle).
- **Last reported defects** - have been put right.
- **Vehicle Test Certificate** or copy thereof is current. (This depends on age and type of vehicle, and Local Transport Officers will advise as to need of a certificate.)
- Copy of the **Council's Certificate of Insurance** is in the vehicle.

Repairs to vehicles

Local Transport Officers must ensure that defects notified in the vehicle log book are put right before the vehicle is issued again unless s/he is satisfied that delaying repair will not contravene any Road Traffic Regulations.

Repairs must be recorded before a vehicle is used again.

The Local Transport Officer should balance the costs of repairs against the estimated useful life of the vehicle to decide whether it is more economic to dispose of the vehicle.

Manufacturers' service schedules

Servicing to manufacturers schedules should be carried at the mileage or time limits specified.

Department of Transport test

The Local Transport Officer must ensure that vehicles are submitted for testing to a Department of Transport approved Testing Station at the appropriate time.

A copy of the Department of Transport Test Certificate must be carried in the vehicle when the vehicle is to be away from base for a lengthy period.

Write-offs

Directors/Officers-in-charge should be notified of vehicles damaged beyond economic repair so that they can consider replacement.

Vehicles which do not pass the Department of Transport test for reasons other than those which will require minor repair must be submitted for analysis to a reputable local garage for an assessment of condition and cost of repair.

Disposal of vehicles

A vehicle, which has been replaced, should be disposed of in the most cost-effective way, normally by auction. If a vehicle is no longer suitable for the purpose for which it was obtained it should be disposed of in an environmentally correct manner

Vehicle data cards

An example of a vehicle data card is given below. A completed copy should be kept in the vehicle to which it refers.

VEHICLE DATA CARD

REGISTRATION NUMBER:

CHASSIS NUMBER:

ENGINE NUMBER:

TYRE PRESSURES:

(LBS/SQ.IN): FRONT REAR..... SPARE.....

(Kg/SQ.CM) FRONT REAR..... SPARE.....

VEHICLE DIMENSIONS:

(FT/INS) LENGTH.....WIDTH.....HEIGHT.....

(METRIC) LENGTHWIDTH.....HEIGHT.....

MAXIMUM LOAD:

(PERSONS) (WEIGHT)(LBS)

(Kg)

FUEL TO BE USED: DIESEL / PETROL

OIL TO BE USED: (ENGINE)

(GEARBOX)

(REAR AXLE)

DATE OF REGISTRATION:

DATE FROM WHICH THIS VEHICLE REQUIRES A DEPARTMENT OF TRANSPORT TEST CERTIFICATE:

THIS VEHICLE IS/IS NOT* CLASSED AS A HEAVY GOODS VEHICLE: YOU NEED/NEED NOT* POSSESS A HEAVY GOODS LICENCE

THIS VEHICLE IS SUBJECT TO AN OVER-RIDING SPEED LIMIT ON UK ROADS:

MAXIMUM SPEED: M.P.H.

THIS VEHICLE MAY/MAY NOT* BE USED WITH A TRAILER

** DELETE AS APPROPRIATE*

16. USE OF PRIVATELY OWNED VEHICLES

It is important to realise that employers owe the same duty of care under health and safety law to staff who drive their own vehicles for work purposes as they do to employees who drive company owned, leased or hire vehicles. This procedure, therefore, must help to ensure that all vehicles including privately owned vehicles used for work purposes conform to road traffic law, are safe and properly maintained and are fit for purpose.

Managers and / or Local Transport Officers may choose to undertake checks on the following documents for vehicles used on official business:

- Evidence a service schedule has been adhered to (e.g. for modern vehicles this is usually every 10,000 miles or even longer) according to the manufacturer's recommendations, although not necessarily by the manufacturer's dealers/agents
- Certificate of insurance which shows suitable business use cover
- registration document (VO5)
- vehicle excise duty disc (car tax)
- MOT certificate

and also:

- keep records of the checks / documents above
- encourage staff to conduct regular (weekly) vehicle safety checks to ensure:
 - i) tyres are undamaged, have enough tread depth and are at the correct pressure
 - ii) oil, coolant and windscreen wash levels are correct
 - iii) brakes are working
 - iv) lights and indicators are clean and working
 - v) windscreen and windows are not damaged
 - vi) washers and wipers are working
 - vii) mirrors are correctly positioned.
- encourage staff to conduct pre-journey checks to ensure that tyres are properly inflated and undamaged, lights and indicators are working, there is no visible damage to the vehicle body or windows that might affect roadworthiness, the washers and wipers are working and that all occupants are using their seat belts, head restraints and are adjusted correctly and any loads are securely restrained before setting off
- remind staff that it is the legal responsibility of the driver under the Road Traffic Act to ensure the vehicle is roadworthy
- ensure that the type of vehicle used is fit for the task(s) for which it is being used as vehicles may be used for a variety of purposes.

17. RISK ASSESSMENT

As a general rule, where the journey is a repeat or regular journey and is not high risk, a simple generic risk assessment will be sufficient. This simple generic risk assessment should cover relevant elements from the checklist at section 18 of Appendix 1. If a generic risk assessment approach is followed, all drivers could sign that they understand and follow this assessment for all regular journeys on an annual basis at the annual presentation of their driving licence.

This can also be used for regular / repeat journeys which include a restricted element of off-road driving where the vehicle is fit for purpose, the driver has been suitably trained and the conditions expected do not require special consideration. This should also follow the checklist.

An Example of a generic risk assessment follows below:

Example generic risk assessment for road travel.

1. Activity / Hazard
Causing or being involved in a road traffic accident whilst driving a vehicle on official business
2. Justification / Control Measures / Mitigations
<ul style="list-style-type: none"> • The journey is justified as necessary for NERC business. • Alternative solutions are not practicable. • The precautions in the NERC Procedure on 'Management of Road Risk' will be followed. • The checklist in the above procedure has been read and relevant aspects applied. • The precautions detailed below will be followed.
3. The Driver
<ul style="list-style-type: none"> • The driver has no health condition that could affect their performance • The driver is not taking any medication which may impair their ability to drive safely. • The driver is not suffering from high levels of stress nor subject to fatigue as a result of working long hours or because of inadequate sleep. • The driver is aware of what to do in the event of an accident or breakdown and has suitable clothing/equipment to cope with this possible situation. • The driver has familiarised themselves with the route, will take a map (or use a Satnav) and is competent to complete the journey • The total period worked in the day, including driving, should not exceed 10 hours. A journey beyond 12 hours working / driving time for an individual is not allowed unless accompanied by another approved, insured driver and the driving duties can be shared.
4. The Vehicle
<ul style="list-style-type: none"> • The vehicle is fit for purpose and pre-journey safety checks have been undertaken which include tyres (condition / pressure); lights; indicators; windscreen / windows; screen wash / wipers; mirrors; oil / coolant levels; fuel; controls and general damage. • For vehicles owned by the driver, the vehicle is regularly serviced and in good roadworthy condition with the necessary documents and insurance cover for business use in place. • For vehicles which are not owned by the driver, the driver is familiar with the vehicle's layout and controls before driving and has checked the following: (i) seating position; (ii) mirrors; (iii) hand brake / gear operation; (iv) starting procedure; (v) horn; (vi) warning lights; (vii) fuel indicator and (viii) other controls relevant to safe use. • The vehicle ideally carries: (i) a warning triangle; (ii) a camera (or a mobile phone with a camera); (iii) first aid kit; (iv) high visibility vest; (v) torch and blanket for emergencies; (vi) vehicle handbook; (vii) means of recording accident data and (viii) any other safety equipment appropriate to the journey. • A mobile phone, hands free or otherwise, will not be used by the driver whilst driving but a charged one will be carried in case of an emergency.
5. The Journey
<ul style="list-style-type: none"> • The journey route has been planned and enough time allowed for possible delays. • Accident black spots, traffic and crowded areas have been taken into account. • Environmental conditions including poor light or visibility, weather forecasts, ice, snow, frost, fog, rain, high winds etc have been taken into account. • A break for 10-15 mins, which includes stopping the vehicle taking a walk / drink and using a toilet if necessary, will be taken after every 2 hours driving time. • A contingency has been allowed for business over-runs and, if it is possible the total work + driving time in one day could go beyond 10 hours without a shared driver, arrangements for an overnight stop will be considered. Planned journeys beyond 12 hours working / driving for an individual are not allowed. • The driver is aware that, if they feel tired or fatigued, they need to pull into a lay-by or service station at the earliest opportunity and rest. • The driver is aware that boredom can also cause fatigue on longer journeys, particularly when motorway driving, and they may need to pull into a service station and rest. • The driver will not eat or drink whilst driving.
6. Assessment of Risk (Risk = Probability x Severity) and Conclusion
The probability of causing or being involved in a road traffic accident on this journey is very low although the severity of the hazard is potentially high (ie it could result in death). Provided the control measures stipulated in this risk assessment for all road journeys of more than 2½ hours are followed, the risk is considered to be reduced to an acceptable level.
Signed: Name (in capitals):
Date:

Where the journey involves higher risk elements such as towing trailers, driving a minibus or large van, overseas driving, driving significant distances off-road or in difficult terrain, work with equipment or samples that pose specific hazards (eg due to nature, weight, size, value etc), carrying dangerous goods or extreme conditions such as snow, ice, flooding etc are anticipated, then an individual road travel risk assessment specific to the journey is required. A worked example of one approach that could be used, building on the generic risk assessments given above, is shown below.

Example individual risk assessment for a higher risk road travel journey

It is important to note that an individual risk assessment must be specific to the increased level of risk associated with the activity being undertaken. It is not feasible to give an example risk assessment to cover each potential scenario. The example given below is based on a journey involving anticipated severe weather conditions of snow and ice, towing a trailer loaded with equipment using a 4x4 vehicle in off road conditions.

<p>1. Activity / Hazard</p> <p>Causing or being involved in a road traffic accident whilst driving a vehicle on official business. In addition, this particular journey is likely to be undertaken in snow and ice conditions, towing a trailer loaded with heavy scientific equipment and in an off road environment. This will increase the risk of an accident or personal injury during the journey and related work.</p>
<p>2. Control Measures / Mitigations</p> <ul style="list-style-type: none"> • The journey is justified as necessary for NERC business. • Alternative methods of work which avoid the journey are not practicable. • The precautions specified in the NERC Procedure on 'Management of Road Risk' will be followed. • The checklist in the above procedure has been read and applied to this journey. • The precautions detailed below will be followed.
<p>3. The Driver</p> <ul style="list-style-type: none"> • The driver has no health condition that could affect their performance • The driver is not taking any medication which may impair their ability to drive safely. • The driver is not suffering from high levels of stress nor subject to fatigue as a result of working long hours or because of inadequate sleep. • The driver is aware of what to do in the event of an accident or breakdown and has suitable clothing/equipment to cope with this possible situation. • The driver knows the route, will take a large scale map with a Satnav and is competent to complete the journey. • The total period worked in the day, including driving, should not exceed 10 hours unless accompanied by another approved driver and the driving duties can be shared. Planned journeys beyond 12 hours working / driving time for an individual are not allowed. • The driver has undertaken suitable training in off road driving and towing a trailer. • All staff involved in loading / unloading the trailer have had suitable training to cover any manual handling issues which may be faced. • A co-driver who has also received suitable training in off road driving and towing a trailer will be taken on this journey. They will share the driving as the overall trip will last more than 10 hours. No overnight stay is planned. • If the co-driver is unavailable the driver will be accompanied by another person who has been trained in manual handling and is able to assist and an overnight stay will be taken.
<p>4. The Vehicle / Trailer</p> <ul style="list-style-type: none"> • The vehicle is a four wheel drive vehicle that is fit for the purposes of this journey and pre-journey safety checks have been undertaken which include tyres (condition / pressure); lights; indicators; windscreen / windows; screen wash / wipers; mirrors; oil / coolant levels; fuel; controls and general damage. • The vehicle is suitable / legal for the load which will be towed / carried and the trailer is braked • The trailer has been inspected as being in good condition with suitable safety features such as a spare wheel, working lights and the correct number plate. • The driver will ensure the load distribution on the trailer gives the correct tow height and has practised the hitching / unhitching operation. • The driver is familiar with the vehicle's layout and controls before driving and has checked the following: (i) seating position; (ii) mirrors; (iii) hand brake / gear operation; (iv) starting

procedure; (v) horn; (vi) warning lights; (vii) fuel indicator and (viii) other controls relevant to the safe use of the vehicle.

- The driver / co-driver or passenger are familiar with the operation of the trailer.
- The vehicle carries: (i) a warning triangle; (ii) a camera (or a mobile phone with a camera); (iii) first aid kit; (iv) high visibility vest; (v) torch and blanket for emergencies; (vi) vehicle handbook; (vii) means of recording accident data; (viii) a shovel and tow-rope in case the vehicle gets stuck; (ix) toolkit and (x) sleeping bags.
- A mobile / satellite phone, hands free or otherwise, will not be used by the driver whilst driving but a charged one will be carried in case of an emergency.
- The vehicle and trailer will be safely loaded with all equipment secured using netting, tarpaulin, rope and ratchet ties.
- No individual item of equipment weighs more than 20 kg and all are marked with their weight / heavy end to minimise any manual handling issues.
- The vehicle and trailer is capable of off-road work and potential snow / ice conditions.

5. The Journey

- The journey route has been planned and enough time allowed for possible delays.
- Accident black spots, traffic congestion and areas of high pedestrian density have been taken into account.
- Environmental conditions including poor light or visibility, weather forecasts, ice, snow, frost, fog, rain, high winds etc have been taken into account.
- A break for 10-15 mins, which includes stopping the vehicle taking a walk / drink and using a toilet if necessary, will be taken after every 2 hours driving time.
- Food and a flask of hot drink will be taken.
- The driver is aware that, at times of the day where the body is at a low ebb and they feel tired or fatigued, they need to pull into a lay-by or service station at the earliest opportunity and rest.
- The driver is aware that boredom can also cause fatigue on longer journeys, particularly when motorway driving, and they may need to pull into a service station and rest until suitably refreshed.
- The driver will not eat or drink whilst driving.
- If communication channels are likely to be restricted in terms of mobile phone reception / range a satellite phone will be taken for the journey to be used in emergencies only or to arrange to call a designated individual at pre-determined times.
- Additional personal protective equipment including full waterproof clothing, insulated jacket, hat, gloves and safety boots will be taken.

6. Assessment of Risk (Risk = Probability x Severity) and Conclusion

The probability of causing or being involved in a road traffic accident on this journey is low although the severity of the hazard is potentially high (ie it could result in death). Provided the control measures stipulated in this risk assessment for this work involving off road travel with equipment on a trailer in adverse weather conditions are followed, the risk is considered to be reduced to an acceptable level.

Person undertaking risk assessment:

.....Name

.....Signed

.....Date

Risk assessment accepted by (manager):

.....Name

.....Signed

.....Date

18. COMPETENCE, TRAINING AND SPECIALIST VEHICLES

An example of the type of form for completion by all drivers who wish to use vehicles on official business is given below.

Staff in Confidence



Driver Questionnaire

To be completed by everybody who drives NERC vehicles and/or hire vehicles for work purposes.

Name

Driver licence number

Date test passed

Categories of vehicles licence is valid for i.e. A, E, G etc

Please answer the following questions for insurance purposes.

Do you currently have any points on your licence? Yes/No
If yes please state how many

Have you been involved in any motor accidents in the past 5 years? Yes/No

Have you been convicted of any motor offences in the last 5 years, or is any prosecution pending? Yes/No

Do you suffer from any medical condition which might affect your driving? Yes/No

Have you ever had any motor insurance you hold, or have held, declined, cancelled or refused at normal terms in the last 5 years? Yes/No

If the answer to any of the above questions is 'YES' full details must be supplied overleaf.

I declare that the statements and particulars, given above, are true and that there are no other material facts which I should disclose.

I understand that it is my responsibility to ensure that my eyesight meets the minimum legal requirement.

I agree to advise immediately any changes in particulars.

I agree to abide by the NERC guidance given in "Driving hours and behaviour" (attached)

Signed Date

Licence inspected by Date

Please return the completed form and a photocopy of both sides of your driver licence to:

DRIVING LICENCES SHOULD BE CHECKED ANNUALLY

New Staff:

All new staff who need to drive a vehicle for work purposes will require an assessment of their competency to drive. Suitable evidence of competence could include: a valid full licence; experience of regular driving for sufficient duration on the type of vehicle in question; absence of accidents (eg no claims bonus) and a clean licence. Where there is doubt, eg recently passed a test, a foreign driving licence, lack of regular driving experience, history of recent accidents or a driving conviction, then a member of staff who is able to assess competency or external expert such as a driving instructor can be used. Such assessment would probably require an on-road element. For persons where there is still doubt and who may be deemed to benefit, eg inexperienced drivers who have recently passed their test, attendance on an advanced driving or 'defensive driving' course may be necessary. This can be obtained through independent external providers such as IAM or RoSPA. It is important that assessment records are available and retained.

Existing staff:

At the judgement of the Local Transport Officer, additional assessment of competence and training may also be required for staff who have had more than one recent accident (eg in the last two years), who have nine or more points on their licence or who have regained their licence after disqualification.

Specialist training

is required for:

- Driving 4x4 and off road vehicles (for ATVs see section 22 of Appendix 1)
- Towing trailers
- Driving Mini Buses
- Driving Motor Cycles / Mountain Bikes off road
- Large vehicles over 3.5 tonnes GVW.

This training can be arranged through the Local Training Officer or Local Transport Officer.

19. FREQUENTLY ASKED QUESTIONS

1. Am I insured to take my children to school in an official vehicle?

Yes, but you first must have line manager approval, also providing that the correct safety equipment is in place eg car seat for young children.

2. Am I insured to carry non-NERC passengers?

Yes, but if it is not for work purposes then you must have your line manager's permission.

3. I have only just passed my test am I able to drive a NERC vehicle?

Yes, as long as the Local Transport Officer is satisfied that you are competent to drive a NERC vehicle.

4. I am under 25 can I hire a car for work purposes?

Yes, as long as the Local Transport Officer is satisfied that you are competent to drive a NERC vehicle.

5. I have just obtained an endorsement on my licence, do I need to inform the Local Transport Officer?

Yes.

6. As a manager and / or Local Transport Officer what should I do if an employee has points on their licence?

Legally as long as they are below the limit from being banned from driving they are allowed to drive, however, if you have any doubts about their competency to drive or their ability to drive safely you must prohibit them from driving until such time as they prove to you that they are not putting themselves or others at risk. An online driving competency test can be used or you can engage a recognised driving school to test the individual.

7. I am a foreign student who has passed my test in my home country, do I need to take a British driving test?

No, but you will have to be assessed to ensure that NERC is satisfied you are competent to drive in the UK on the vehicles you will need to use.

8. I am flying back from South America, am I allowed to drive home immediately after landing?

It is inadvisable. You should have a good night's sleep before driving or arrange for someone to pick you up or use public transport to travel home.

9. I have a standard driving licence can I tow a trailer?

It depends on when you passed your test but under NERC procedures you must first be assessed by your Local Transport Officer. You can check current towing weight restrictions and driving licence restrictions at www.direct.gov.uk/Motoring

10. Can I use my own vehicle for NERC business and am I insured?

You may use your own vehicle on NERC business provided it complies with section 17 of Appendix 1. For insurance you must ensure it covers use of your vehicle for business use and not just for social, domestic and pleasure which may only cover commuting to and from your usual place of work.

11. I have to carry hazardous material, how do I know if this falls under the Carriage of Dangerous Goods Regulations?

See section 19 of Appendix 1 on dangerous goods

12. I have been given a vehicle that I feel is unsafe, what should I do?

Do not use the vehicle and report it immediately to the Local Transport Officer.

13. Can I drive a mini bus?

It depends on your driving licence but it is NERC policy that all drivers of minibuses undergo a course of specialist training. You should contact your your Local Transport Officer for further advice.

14. Am I insured to drive overseas?

Whilst overseas NERC insures the person but not the hire vehicle, therefore you should obtain local car insurance if you are hiring a vehicle overseas. NERC provides insurance cover (third party) for NERC owned vehicles used overseas and comprehensive cover for vehicles hired in the U.K. and used in most overseas countries (list available from your local transport officer).

15. What should I do in the event of an accident?

See section 3 of Appendices 1 and 2 on accidents

20. SOURCES OF FURTHER INFORMATION

Health & Safety Executive <http://www.hse.gov.uk/roadsafety/> (see Driving at Work INDG382)

Brake www.brake.org.uk

The Highway Code http://www.direct.gov.uk/en/TravelAndTransport/Highwaycode/DG_069889

Driver and Vehicle Licensing Agency www.dvla.gov.uk

Highways Agency www.highways.gov.uk

Driving Standards Agency www.dsa.gov.uk

Department of Transport www.dft.gov.uk and www.thinkroadsafety.gov.uk

Home Office www.homeoffice.gov.uk

Road Safety GB www.larsoa.org.uk

Royal Society for the Prevention of Accidents <http://www.rospa.com/RoadSafety/Default.aspx>

APPENDIX 3: WHAT MIGHT GO WRONG? Possible sources of system and individual failure

Management:

- **Mixed messages:** come from management at all levels. Managers are often unaware of the conflict. If staff are told “safety is paramount”, “costs must be kept down”, “deadlines have to be met”, which do they respond to in practice? If Senior Management is saying “safety first” but the immediate supervisor is saying “we haven’t the money or time to do that”, who will staff listen to? “Safety must not be allowed to get in the way of science”, expressed at any management level, and not countered, can undo months of effort to instill a safety culture.

Remedy – making managers aware of their inconsistencies, rapid and clear countering of negative messages, leadership by example.

- **Passing the buck:** “Vehicles are the responsibility of the Local Transport Officer and the care of the vehicle is nothing to do with me”.

Remedy – Staff must be reminded that whilst the vehicle is in their charge they have both legal responsibility and liability for the vehicle being roadworthy and properly loaded. Staff who disregard this policy or miss-use NERC property **must** be disciplined by a manager. If they are persistent offenders then the privilege of using a NERC vehicle should be removed.

- **Pressure from supervisors:** Most likely to affect more junior staff and, in particular, students and casual workers.

Remedy – Senior management support for susceptible staff. Make it clear to supervisors that such pressure is unacceptable.

- **Failure to identify hazards and manage risk:** A poor or ill thought out risk assessment carried out by management and staff. Management failure to identify high risk drivers, for example overseas students/visitors, those who have recently passed test.

Remedy – Managers to ensure that staff are trained carrying out a risk assessment and assist where necessary. Assessment of high risk drivers by a competent person to ensure they can use ‘official’ vehicles.

- **Poor procedures in place:** No Local Transport Officer in place or management do not support the Local Transport Officer.

Remedy - Appoint a competent Transport Officer for the Site. Management must support the Transport Officer and if necessary take action against those with persistently poor driving records.

- **Local procedures not workable:** Staff ignore procedures due to them not being practicable for use by staff.

Remedy – All procedures and policies to be reviewed on a regular basis by management and Local Transport Officer. Process should be in place for feedback from staff who work to the procedures/policies. Use of software and training to streamline the process.

- **Repeated accidents:** Accidents/incidents and near misses occurring that are of a similar nature.

Remedy – Monitoring should be carried out of accidents, incidents and near misses on a regular basis. Management should look at procedure, risk assessments and vehicles to see if amendments are necessary to avoid them happening again. This review process should be carried out between the Local Transport Officer and Line Management.

MAKE SURE THE MESSAGE IS CONVINCING, CONSISTENT AND ENFORCED

Staff:

- **Using an unsafe vehicle:** this could be a hire or pool car which has been returned damaged, has other faults such as a blown bulb or using a privately owned car which is not appropriate eg does not have business use insurance.

Remedy – Checks by staff on car before driving away and ensuring privately owned cars meet the necessary requirements.

- **Over-commitment to the job:** Common in self-motivated scientists or junior members of staff trying to impress.

Remedy – The message from the top should always be “safety must always come first”.

- **Failure to comply with local transport procedures:** Staff ignore procedures/policies, cannot be bothered with vehicle pre use checks. Ignoring Local Transport Officer’s instructions.

Remedy – Senior managers must support the Local Transport Officer and if necessary take disciplinary action against persistent offenders.

- **Persistent offenders:** Staff who consistently damage ‘official’ vehicles or commit Road Traffic offences during working hours.

Remedy – Management to consider removing privilege for member of staff for being able to use ‘official’ vehicles and/or retraining them in the use of the vehicles.

- **Feeling unsafe as a passenger:** When travelling with a colleague you may feel unsafe or feel that a break is needed.

Remedy – Tell the driver to slow down or take a break. You have an obligation to do so and there will be no penalty if you do speak to the driver.

- **The load carried in vehicle is unsafe:** Staff member loading vehicle without consideration for safety. Loads moving in vehicle causing a distraction to driver or becoming a potential hazard. Dangerous chemicals stored incorrectly without correct paperwork.

Remedy – Training provided in how to load vehicle safely, including manual handling training. Local Transport Officer / line manager to ensure cars do not leave site with unsafe loads. Staff to contact Dangerous Goods Safety Adviser (see Part 1) for advice on whether they have to comply with the Transport of Dangerous Goods Act.

- **Being unfamiliar with vehicle:** Staff unfamiliar with vehicle they are using, for example 4x4 vehicles.

Remedy – Staff should be familiar with vehicle before using it, specialist vehicles should only be used by competent drivers (this may require staff to receive training beforehand).

- **Leisure activities:** Staff driving next day after very little sleep night before. Possibility of being over alcohol limit due to heavy late night drinking session.

Remedy - Staff to be aware of interaction between work and leisure activities. Staff to be honest with themselves whether they are fit to drive. No staff will be allowed to drive ‘official’ vehicle if Local Transport Officer / manager deem them not fit to drive.

- **Unavailability of correct vehicle for job:** Staff using whatever vehicle is left, for example 4x4 to travel to other sites.

Remedy – Consider hiring a vehicle that would be fit for purpose rather than using whatever is left.

ALL VEHICLES USED SHOULD BE FIT FOR PURPOSE.