

Driving for Work Policy

Date of first issue	January 2013
Document Reference	CM026
Version	2.0
Revised Date	Revised Oct 2013

Contents

Section 1 – Introduction

- 1.1 Context
- 1.2 Purpose
- 1.3 Scope

Section 2 – Procedure

- 2.1 Responsibilities
- 2.2 Driving License
- 2.3 Insurance
- 2.4 Safe Driving / Personal Safety
- 2.5 Use of Mobile Phones
- 2.6 Driving Position
- 2.7 Rest Periods
- 2.8 Driving Under the Influence of Drugs / Alcohol
- 2.9 Driving In Poor Conditions
- 2.10 Parking / Speeding Fines
- 2.11 Vehicle Security
- 2.12 Emergencies
- 2.13 Vehicle Care / Maintenance
- 2.14 Accidents
- 2.15 Additional Support
- 2.16 Company Vehicle Checklist
- 2.17 Personal Vehicle Checklist

Introduction

1.1 Context

Driving any vehicle carries significant risk of injury or death. The company has identified that motor vehicles are a necessary requirement for the fulfilment of its business.

This Driving for Work Policy sets out all the rules, processes and regulations that the company and all drivers must follow.

1.2 Purpose

As a company, Allcare have a legal responsibility and duty of care towards our employees under the Safety, Health & Welfare at work Act 2005.

The Act clearly defines the onus of responsibility on us, the employer to provide a safe environment for our employees in relation to driving on company business. Allcare is committed to ensuring that all steps that can be reasonably expected are carried out to ensure the safety of our employees.

1.3 Scope

Driving for work includes any person who drives on a road as part of their work either in:

- A vehicle provided by their employer; or
- Their own vehicle and receives an allowance or payment from their employer for distances driven.

Commuting to and from work is not generally classified as driving for work, except where the person's journey starts from their home and they are travelling to a work location that is not their normal place of work. Personal vehicles are utilised for ad hoc and short journeys.

Procedure

2.1 Responsibilities

Chief Executive

- Shall have overall responsibility for ensuring compliance with Health and Safety legislation.
- Shall ensure that this policy is reviewed annually and in the light of any failure in the system or change in legislation.
- Shall ensure that adequate resources are made available to implement this policy and to carry out any remedial action or amendments as required.

Line Managers

- Shall ensure the effective implementation of this policy in their area of responsibility.
- Shall ensure that employees receive adequate help and advice to ensure that their vehicles are safe.
- Shall undertake (where appropriate) periodic checks of vehicle documents where an employee is using their own vehicle for business purposes. E.g. checking that the appropriate insurance cover is in place.
- Shall ensure that employees understand their responsibilities to ensure that their vehicles are legal, safe and well maintained.
- Shall be involved with the monitoring, reporting and investigation of any work related accident involving a employee while driving for work.

Employees

- Shall ensure that their vehicle is taxed and in a roadworthy condition with a valid NCT certificate where applicable.
- To ensure that the vehicle is in a safe and road worthy condition at all times.
- To ensure that the vehicle is serviced and maintained in line with the manufacturers recommendations.
- Shall insure that their insurance policy includes business cover for the amount and type of business mileage they undertake
- Shall report any road safety problems including crashes, incidents, fixed penalty notices, summons and convictions for any offence to their line manager.
- Shall present their driving license to their line manager for annual inspection.
- Shall cooperate with monitoring, reporting and investigation procedures in the event of an accident or incident.
- Shall drive in accordance with all road traffic regulations.

2.2 Driving License

All drivers must ensure that they possess a valid driving license for the category of vehicle they are required to operate. All employees who are driving for work purposes are required to provide their driving license for inspection upon taking up the post. A copy will also be taken annually for so long as an employee is required to drive as part of their duties. Any employee claiming a casual mileage allowance may also be requested to provide a copy of their driving license upon request.

It is the responsibility of the individual driver to inform the company if their driving license has been revoked or endorsed, including any penalty points.

2.3 Insurance

The Fleet Management Company is responsible for ensuring that any company vehicles provided for use by the company are adequately insured when in use.

Drivers of company vehicles are responsible for ensuring that they are driving the vehicle within the terms of the insurance scheme.

Use of Personal Car for Work Purposes

For use of personal vehicles for business use an allowance is included in the company mileage rates to account for the cost of business insurance, road tax, wear and tear and maintenance of the vehicle. The mileage rate is based on the type of vehicle driven. Please refer to the Allcare expenses policy for the current mileage rates and claim procedure.

Drivers of private vehicles are responsible for ensuring that their vehicle is insured for use at work. A standard motor policy does not typically cover such use. If in doubt please contact your insurer or fleet management company for clarification.

If driving a personal car for work purposes your line manager will ensure the following is in place prior to commencing driving for work duties.

- Correct level of motor insurance cover for occasional business use
- Annual check of the individual's insurance certificate to ensure they have the correct level of cover prior to paying mileage expenses
- Completion of personal vehicle checklist and driver declaration of roadworthiness (attached within this policy and available through the document section of the on-line Health and Safety Management System)
- Annual check of individual's driving licence
- Annual insurance declaration and check on the number of penalty points

N.B. A driver of a personal vehicle will not be permitted to complete driving for work tasks unless the above has been completed.

2.4 Safe Driving / Personal Safety

Employees must drive within the legal speed limits and follow the Rules of the Road at all times. Drivers are representing the company while driving at work and should show consideration and avoid temptation to respond aggressively towards discourteous road users, so as to minimise 'road rage'.

Employees are advised not to eat or drink while driving for work as to do so may cause unnecessary distraction. Avoid other distractions such as loud music or smoking (Which is also prohibited while driving for work).

Employees are advised to park in well-lit roads or preferably manned car parks and, if possible, park in an open area near the entrance. Do not hang about once out of the vehicle

Whenever possible, reverse park and position the vehicle so as to allow the open door to protect you from attack. When returning to your vehicle always have the keys easily available, preferably in your hand and ready for use.

2.5 Use of Mobile Phones

It is illegal to use a hand held mobile phone while driving. No employee must use a mobile phone while in the driving seat of a car. There are two exceptions to this rule:

- If your life is in danger and you need to call the emergency services on 999 or 112 and to stop would exacerbate the situation.
- If the mobile phone system can be operated totally hands free. To be totally hands free there must be no need to remove either hand from the steering wheel. Such systems can be operated by voice or may automatically cut in.

Although such devices may be used while driving it is important to assess whether the road conditions are such that it is safe to do so. If the weather conditions are poor, or the traffic is heavy, cut the conversation short and call the person back after finding a safe place to stop.

The use of a mobile phone to either read or send text messages or emails is prohibited whilst the car engine is on.

2.6 Driving Position

Before commencing a journey you should ensure that the driving position is adjusted to suit your own comfort and safety. Just as with poor ergonomics in an office environment, an unsuitable or poor driving position can lead to discomfort caused by back or neck strains and may also lower your concentration levels. The following guidelines should be followed.

- Ensure that the seat height, lumbar adjustment and head restraint height are correctly adjusted.
- Ensure that the steering wheel is in a suitable position if adjustable. You should be able to touch the top of the steering wheel with your wrist without stretching your arm unduly.
- Ensure that your mirrors are adjusted accordingly.

Take particular care when handling or lifting goods into the boot of the vehicle as this may involve bending or stretching. Get assistance if the load is too heavy to move on your own.

Drivers required to regularly lift or move loads of stock/paperwork etc are required to complete the relevant manual handling training provided.

2.7 Rest Periods

Many road traffic accidents are caused by tiredness. Avoid driving directly after a heavy meal or particularly strenuous work and stop in a safe place for regular breaks before fatigue sets in.

It is recommended that you do not drive for more than two hours without taking a break of at least 15 minutes duration. Drivers should not exceed 500 Km per working day and if they need to break the journey should discuss overnight accommodation with their line manager.

In the event that you feel sleepy while driving the Road Safety Authority advises the following:

- Find a safe place to park
- Take two strong cups of coffee
- Take a nap for no more than 15 mins , then stretch your legs

Remember, the only real cure for sleepiness is to get enough sleep. Turning up the radio or opening the window will not work.

2.8 Driving Under the Influence of Drugs / Alcohol

To drive a vehicle while under the influence of drugs or alcohol is illegal. No employee must drive a vehicle while under the influence of any substance which may affect their judgement or ability to drive safely. The following are critical points which must be understood and adhered to by all employees required to drive for work:

- Driving a vehicle whilst under the influence of alcohol or illegal drugs is a serious offence. In the event of a conviction the employee's status in relation to driving a vehicle for work will be reassessed.
- Particular care must be taken by employees who are required to drive a vehicle in the morning if they have consumed alcohol the night before. It is the driver's responsibility to ensure that they are no longer under the influence. The average human body gets rid of one standard unit of alcohol per hour and no amount of coffee or cold showers will speed this up. (One standard unit of alcohol equals to a small glass (100ml) or wine, half a pint of standard beer / stout or a pub size measure of spirits)
- Take care while taking either prescription or over the counter medicines that may also affect with your judgement or ability to drive safely. E.g. cold relief which may make your drowsy. You should not drive a vehicle while under the influence of such medicines.

2.9 Driving In Poor Conditions

Bad weather such as torrential rain, heavy winds, fog, ice and snow can often strike suddenly, catching road users off guard. In extreme weather conditions it is recommended that you avoid driving where possible. In cases where driving cannot be avoided the following should be noted:

- Plan your journey and stick to major road routes where possible.
- Listen to weather forecasts and information provided by the Gardaí and other authorities. Change or delay your journey as appropriate.
- Inform someone such as your line manager where you are going and your estimated arrival time so that the alarm can be raised if you fail to arrive.
- Drive within the speed limits and keep maintain sufficient distance from the vehicle in front.
- Drive with your dipped headlights on to increase your visibility.
- Make sure that you have clear visibility through each window.
- Ensure you have sufficient windscreen washer fluid and that your windscreen wipers operate efficiently.
- Ensure that your tyres are in good condition and correctly inflated.
- Make sure that your vehicle has sufficient fuel.

2.10 Parking / Speeding Fines

Should you at any time incur a fixed penalty parking or speeding fine, you must settle this yourself within the time specified. **THIS IS NOT RECLAIMABLE FROM THE COMPANY.** If you do not settle a fine it will be redirected to the leasing company who may choose to pay the fine and recover the cost, plus an administration fee, from the registered driver of the vehicle.

Persistent non-payment of fines is a serious offence and may lead to disciplinary action. If you have a dispute regarding a fine please ensure that the Fleet Management Company is made aware of all the details.

2.11 Vehicle Security

The vehicle must be locked with the windows closed and all keys removed whilst left unattended. Any valuables owned by the company or driver should be removed from the vehicle or locked in the boot out of sight when the vehicle is unattended. Do not leave any satellite navigation cradles or charging equipment etc. on display as this may invite a thief to break into the vehicle.

Where possible the vehicle should be garaged overnight, or at a minimum parked in a safe and secure area.

2.12 Emergencies

In the event of a breakdown, pull over in a safe location if possible. Turn on the vehicles hazard lights. If your vehicle is equipped with a warning triangle place this at a distance of 45 meters (150 feet) behind the vehicle.

After calling the breakdown services remember to take the vehicle keys with you and stand in behind the motorway crash barriers or on the nearside verge or other roads while you await their arrival. **DO NOT WAIT IN THE VEHICLE.**

You should only get back into the vehicle if you feel at risk from attack. In this instance you should return to the vehicle from the passenger side and keep the doors locked. Call the Gardai if required.

2.13 Vehicle Care / Maintenance

You are expected to keep the company vehicle in a clean and tidy condition at all times. It is not permitted to smoke in any company vehicle at any time.

You are also responsible for the day to day maintenance of the vehicle while in your care. Whereas planned and major service works will be carried out by the company or fleet management company you are responsible for ensuring the company vehicle checklist is completed on a regular basis (weekly if in consistent use).

The vehicle checklist for company cars will also detail the vehicle personal Protective equipment issued with your company vehicle. These items of PPE must be checked and maintained to ensure the safety of drivers. A copy of the vehicle checklist is contained within this policy and is also available in the Documents Section of the on-line Health and Safety System for download.

Completed checklists must be retained for a period of 1 year by the driver and be made available upon by the Line Manager, Retail Operations Coordinator or other relevant persons within Allcare.

Any defects or safety related issues should be reported immediately to your Line Manager. A defective vehicle must not be driven and maintenance/repair will be organised by the fleet management company.

Your vehicle may be subject to inspection at any time as required by the company.

2.14 Accidents

In the event of an accident, theft or incident, you must inform your Line Manager and the Fleet Manager. You will then be requested to complete and return an insurance claim form and an accident report form from your Line Manager/Retail Operations Coordinator in Allcare.

Please note that any damage found on your company vehicle should be reported to the Fleet Manager regardless of how the damage was caused.

To assist your wellbeing and, at the same time, help your understanding of the various processes, please find below some helpful information.

Reporting accidents to the Gardaí

Only report an accident to the Gardaí if:

- There is an injury to a person or animal (i.e., dog or larger).
- The third party refuses to give name and address details or fails to stop after the accident (however slight). This includes damage caused to the vehicle whilst parked.
- You are unable to give your name and address to a third party at the scene of the accident.
- The incident is theft or attempted theft of the vehicle or any of its accessories.

What to do in the event of an accident:

- Stop and switch off your engine to avoid fire and switch on your hazard warning lights.
- Your first priority must be the safety and care of any persons involved. Call an ambulance in case of injury or the fire brigade if there is danger of fire or where someone is trapped.
- Do not discuss what happened.
- DO NOT ADMIT LIABILITY, APOLOGISE OR OFFER ANY PAYMENT even if you consider the accident was your fault. To do so could invalidate the company's insurance claim. Even a simple apology can be misconstrued at a later stage of the proceedings.
- Conversely, do not accept any offer to pay for any damage to your vehicle.

Write down:

- Names, addresses and telephone numbers of any witnesses.
- The date and time of accident.
- The registration number of any vehicle whose occupants may have seen the accident.
- Name, number and station of any attending Gardaí.

Obtain and write down third party(s):

- Name (if not owner, relevant particulars of owner).
- Address in full and telephone number if applicable.
- Owner of vehicle(s) and addresses.
- Insurance company including policy numbers.
- Make, model, colour and registration of vehicle.
- Details of all damage.
- The number of people in the vehicle.

REMEMBER you do not have to make a statement to the Gardaí, and it is better not to as you may be in a state of shock and could incriminate yourself. If you decide to make a statement write it down yourself and keep a copy.

2.15 Additional Support

Retail Operations Coordinator

Merrion Fleet Management Limited

Unit 2, Ballymoss Road
Sandyford Business Estate
Dublin 18, Ireland
Ph +353 1 206 11 18

2.16

Company Vehicle Checklist Page 1 of 2

REMEDIAL ACTION TAKEN FOR DAMAGE OR DEFECTS IDENTIFIED

Pharmacy/Region:

Date:

Vehicle Registration:

Name/Employee No:

Management/Operations/Employee.
(Delete as appropriate)

General Appearance - Interior

General Appearance - Exterior

GOOD

AVERAGE

POOR

GOOD

AVERAGE

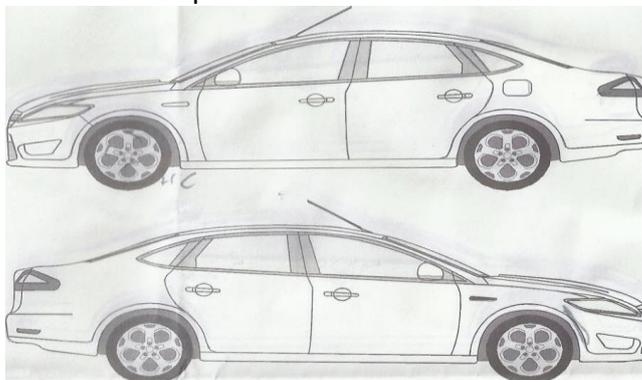
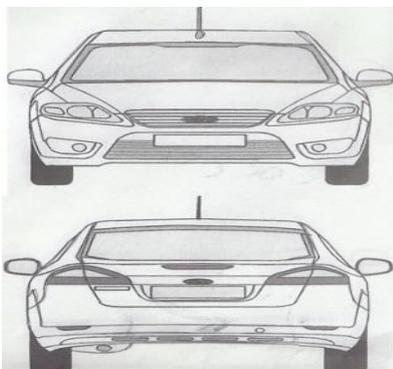
POOR

D=Damage

R=Rust

X=Chip

S=Scratch



CHECK

ACCEPTABLE

UNACCEPTABLE

COMMENTS

1. OIL LEVEL

2. BRAKE FLUID LEVEL

3. COOLANT LEVEL

4. SCREEN WASH LEVEL

5. LIGHTS

6. TYRES inc SPARE

7. WING MIRRORS

8. PHONE KIT/COMMS

REFER TO CAR MANUAL FOR INSTRUCTIONS ON HOW TO CHECK THE ABOVE

COMMENTS:

REVIEWED(PRINT):

SIGNATURE:

DATE:

2.16

Company Vehicle Checklist Page 2 of 2

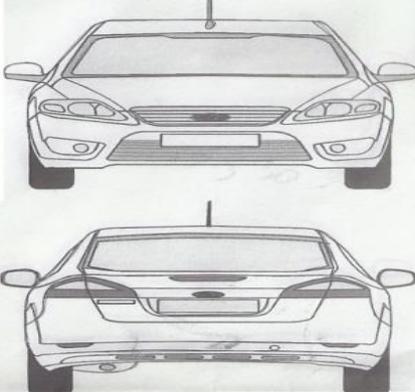
PERSONAL PROTECTIVE EQUIPMENT		
1 X First Aid Kit for the treatment of minor injuries		
1 X Torch + Spare Batteries		
1 X High Visibility Vest		
1 X High Visibility Hazard Triangle		
<p>It is also recommended that drivers of company vehicles are prepared for forecasted extreme weather by carrying the following:</p> <ul style="list-style-type: none"> • Bottled Water for personal consumption and for clearing windows • Screen Wash • Cereal or Foil Packed Nutritional Bars • Blanket or Heavy Overcoat • Small shovel/Salt (forecasted snowfall) <p>Always ensure that you plan your journey to ensure the safest possible route is taken. Always inform a colleague or line manager of ETA when travel in extreme weather is necessary.</p>		
REVIEWED(PRINT):	SIGNATURE:	DATE:

Retain vehicle checklists for a period of 1 year. You may be requested to produce checklists for inspection at any time.

2.17

Personal Vehicle Checklist Page 1 of 2

To be checked by employee and Line Manager prior to commencing driving for work and regularly thereafter.

Pharmacy:									
Date:									
Vehicle Registration:									
Car Engine Size:									
Name/Employee No:					Management/Operations/Employee. (Delete as appropriate)				
General Appearance - Interior					General Appearance - Exterior				
GOOD		AVERA GE		POOR	GOOD		AVERAGE		POOR
D=Damage		R=Rust		X=Chip		S=Scratch			
									
CHECK	ACCEPTABLE	UNACCEPTABLE	COMMENTS						
1. OIL LEVEL									
2. BRAKE FLIUD LEVEL									
3. COOLANT LEVEL									
4. SCREEN WASH LEVEL									
5. LIGHTS									
6. TYRES inc SPARE									
7. WING MIRRORS									
8. PHONE KIT/COMMS									
REFER TO CAR MANUAL FOR INSTRUCTIONS ON HOW TO CHECK THE ABOVE									

2.17

Personal Vehicle Checklist Page 2 of 2

Are the following in place prior to commence driving task:		Y/N
<ul style="list-style-type: none"> • Correct level of motor insurance cover for occasional business use • Annual check of the individual's insurance certificate to ensure they have the correct level of cover prior to paying mileage expenses • Completion of personal vehicle checklist and driver declaration of roadworthiness (attached within this policy and available through the document section of the on-line Health and Safety Management System) • Annual check of individual's driving licence • Annual insurance declaration and check on the number of penalty points 		
REVIEWED EMPLOYEE (PRINT):	SIGNATURE:	DATE:
REVIEWED LINE MANAGER (PRINT):	SIGNATURE:	DATE:

Retain on file within the Pharmacy for 1 year