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Section: H&S 2.05
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Owner: H&S Compliance Manager
Approved by: SMT

Title: Vehicles and Driving

1. Changes from Last Issue

Procedure re-written.

2. Objective and Scope

To minimise the risk of injury to employees through work related road traffic accidents.

3. Reference Documents

INTERNAL

Employee Handbook - Policy on Vehicles and Smoking

Employee Handbook - Policy on Telephones and Mobile Telephones

EXTERNAL

John Deere: Operators' Manual 300X and 300CX loaders (Tractor)

John Deere: Quick-Hitch Front Blade 54-Inch

Westwood: S/T Series & V20/50 Garden Tractor

Hako-Jonas: 1450V/D Instruction Manual

SnowEx, Spreader Operator's Manual

Fulton Trailer Winches

4. Policy Statement

As an organisation West Lothian Leisure is committed to achieving continuous improvement in standards of health and safety at work, the company will seek to reduce the risks which its staff face and/or create when they are driving or are on the road in the course of their work. It is important that all staff play their part in achieving this important objective. This guidance had been issued for the benefit of all line managers and drivers.

5. General principles

We will achieve improved road safety by always:

- Ensuring we use the right vehicle for the job, that it is in a safe condition and is matched to the needs and capabilities of the driver;
- Ensuring we have a safe journey plan;
- Practising safe, defensive driving techniques while on the road.

If we can avoid or reduce road travel we should wherever practicable, for example, by use of remote communications or changing to a safer transport mode.

6. Line managers' duties

- 6.1. It is the responsibility of line managers to ensure that risks of the road within the scope of their operations are minimised so far as is reasonably practicable and that their colleagues who drive as part of their work are properly assessed so that the need to travel by road can be minimised wherever appropriate (for example tele-working or changing to safer modes) and that appropriate steps can be taken to reduce risks and to deal with any emergencies.
- 6.2. They must ensure that their colleagues' road safety performance is always included in health and safety topics to be covered in periodic staff development reviews and 121s.
- 6.3. They must check up periodically to ensure that procedures for work related road safety are being followed and that their colleagues are adopting safe driving practices. They must also take part as appropriate, in investigations following crashes to help understand immediate and underlying causes and to learn lessons including the way they drive themselves, by always challenging unsafe attitudes and behaviours and by encouraging their colleagues to drive safely.

7. Drivers' duties

- 7.1. Besides observing the requirements for safe driving set out below, all employees who drive as part as part of their work should report road safety problems, including near-misses and vehicle issues, to their line managers.
- 7.2. They must also present their licences and any other relevant documentation for inspection annually as required and inform their line managers of any prosecutions pending or penalties imposed for road traffic offences, whether related to 'at work' driving or not.
- 7.3. All 'at work' vehicle accidents must be reported promptly to line managers and this must be followed by provision of full information about such incidents, both for insurance purposes and so that they can be investigated

8. General

- 8.1. All drivers shall have a **full** valid driving licence (copy to be sent to the HR department at Head Office each year). Any endorsement or disqualification shall be reported. Drivers may be required to go through an assessment process before being deemed suitable to drive on behalf of the organisation, which will include a practical test of driving ability in the vehicle to be driven.
- 8.2. All drivers must be medically fit to drive. Any concerns must be reported to the line manager.
- 8.3. Advanced driving training will be considered for any driver doing over 20,000 business miles a year or for anyone who is considered a high risk.
- 8.4. All accidents/incidents must be reported to the Line Manager, the Health and Safety Compliance Manager and Head of Human Resource using an Incident Report form.
- 8.5. To minimise the risk of deep vein thrombosis (DVT), other circulatory or muscular skeletal disorders, drivers must break their journeys at least every two hours with a 20 minute break. This includes getting out of the vehicle for at least 10 minutes.
- 8.6. Should a driver become excessively tired, i.e. to a level they believe may affect their ability to drive, they must stop (in a safe place) and rest, sleeping if possible. In exceptional circumstances, the organisation will approve overnight accommodation.

9. Company Vehicles

- 9.1. Employees, who are required to drive/operate tractors or specialist vehicles, will be required to attain an additional vehicle licence in line with Driving Standards Agency (DSA).
- 9.2. Employees who are trained to use specialist ancillary equipment (i.e. brushes, snow plough etc) must ensure that they comply with the following:
 - Comply with the manufacturer's recommendations for attachment and detachment of the item.
 - Ensure that the recommended checks are carried out in-line with the manufacturer's guidance.
 - Comply with manual handling procedures in line with HSE guidelines and company procedures, in particular relating to loads.
 - The relevant road worthy procedures are adhered to in compliance with the Road Traffic Act 1991.
- 9.3. Only drivers who have a full driving licence are allowed to use the organisations road going vehicles on business only. Drivers of the large tractor must also be over 25 years of age and passed the LANTRA course.
- 9.4. Employees can use the small tractors if they are deemed responsible by their facility manager and have passed the modified LANTRA course. Those under 18 will also need to have completed a young persons risk assessment. The use of the small tractors will be closely supervised or monitored, as appropriate, by the facility management.
- 9.5. The company van is for business use only. An employee can apply for exceptions through a written request to attain express permission from the General Manager.
- 9.6. All organisation vehicles must undergo an initial risk assessment to verify roadworthiness and to comply with the law.
- 9.7. All vehicles must undergo regular maintenance and servicing (see vehicle service book for details).
- 9.8. All company approved drivers must complete a visual check (including oil, water, tyres, and battery) of their vehicle's to ensure that it fit for purpose prior to using it. A vehicle checklist has to be completed and filed in their base facility. (Appendix 1)
- 9.9. It is the driver responsible for designated vehicles to ensure the vehicle(s) are checked at weekly intervals to ensure that their vehicle is in good working order and fit for the purpose intended using the vehicle checklist (Appendix 2).
- 9.10. A formal handover must take place from the driver responsible for designated vehicles (e.g. company van/tractor) to anyone driving the vehicle and again on return. The daily vehicle checklist must be completed by both individuals and signed by both individuals. This will ensure that the condition of the vehicle is checked.
- 9.11. The daily vehicle log must be completed every day so that it is know who is driving the company vehicles.
- 9.12. Company vehicles will be serviced and maintained in line with respective manufacturer's guidelines. Service agreements with vehicle suppliers must be complied with. Copies of service/maintenance records are to be filed and stored at Head Office. The HR teams

designated vehicle administrator will take responsibility for monitoring the schedule of servicing and repairs and to maintain all relevant records.

9.13. Fuel allowance and fuel expenditure is to be submitted and processed in-line with WLL policy and procedures. Specialist vehicles and equipment that requires the purchase of fuel outside of this scope should do the following:

- Fuel is bought from a local petrol station (only legislative fuel compliant containers are to be used to fill up non-road complaint equipment). Maximum limits apply and legislative safety precautions are to be adhered to. (Appendix 3)
- The details of the purchase are accurately recorded on the company fuel record sheet see (Appendix 4).
- Receipts are to be kept and a copy attached to that month's fuel use sheet.
- Fuel receipts and fuel use record sheet are then submitted to accounts at month end.

9.14. Drivers must take all reasonable care of the organisation vehicles and drive with due consideration to others and comply with road safety regulations (Specialist vehicles refer to manuals).

9.15. Under legislation, vehicles which one or more persons use for work are classed as no-smoking premises.

9.16. Employees must always drive within the speed limits, comply with the Highway Code and observe the rules of the road and prevailing weather conditions. Mobile phones must not be used.

9.17. The transportation of chemicals and hazardous (to include petrol) materials must not take place unless with the express permission of the SMT. The driver has the right to refuse this request if they feel they are placing themselves at risk. If this task is approved the driver must ensure that they comply with, the regulated load limits as determined by the Department of Transport.

- Packing group 2 (up to 333 litres) the information is available on MSDS (materials safety data sheet).
- Packing group 3 (up to 1000 litres) the information is available on MSDS data sheets.
- The vehicle must be fitted with 2kg fire extinguisher.
- The driver must undertake general awareness training in terms of the hazardous product(s).

9.18. Journeys should be planned to allow sufficient time.

9.19. Vehicles must be suitable for their use, e.g. transporting equipment.

10. Personal Vehicles

10.1. All personal vehicles used on organisation business must undergo regular maintenance and servicing (see vehicle service book for details).

10.2. All drivers must complete a visual check of their vehicle's to ensure that it fit for purpose prior to using it. (Including oil, water, tyres, and battery).

10.3. All personal vehicles must be serviced and maintained in line with respective manufacturers guidelines.

- 10.4. It is the driver responsible for designated vehicles to ensure the vehicle(s) are checked at weekly intervals to ensure that their vehicle is in good working order and fit for the purpose intended using the vehicle checklist (Appendix 5).
- 10.5. Fuel allowance and fuel expenditure is to be submitted and processed in-line with WLL policy and procedures outlined in the (car leasing scheme) employee manual.
- 10.6. Under legislation, vehicles which one or more persons use for work are classed as no-smoking premises.
- 10.7. Staff who use their own vehicle on organisation business must ensure it is roadworthy and suitably insured for business use.
- 10.8. Employees must always drive within the speed limits, comply with the Highway Code and observe the rules of the road and prevailing weather conditions. Mobile phones must not be used.
- 10.9. Journeys should be planned to allow sufficient time.
- 10.10. Vehicles must be suitable for their use, e.g. transporting equipment.

11. Mobile Telephones and Driving

- 11.1. It is a criminal offence to drive (or have another person drive) a motor vehicle while using a 'hand-held' mobile telephone.
- 11.2. Employees must:
- Never use a hand held phone while driving;
 - Not use hands free kits while driving at work;
 - Keep the phone switched off while driving; and
 - Only use the phone once the vehicle has been parked in a safe place and the engine has been switched off.
- 11.3. This procedure must be read in conjunction with the procedure on *Telephones and Mobile Telephones*.

Appendix 1 – Form: H&S 5.22 (Van Daily Vehicle Checklist)

Vehicle Registration No.		Operator	
Odometer Reading		Date	
Vehicle Make/Model			

Item ✓ = satisfactory/available OR X = defective/missing OR N/A = not applicable

EXTERNAL VEHICLE CONDITION

Item	✓ X N/A	Comment
Condition of vehicle bodywork, windscreen, windows, lights		
Condition of windscreen wiper blades		
Cleanliness of windscreen, windows, mirrors, lights, number plate		
Security of load, trailer, roof rack		
Condition of tyres, tyre pressure, tyre wear, wheel nuts		
Availability of spare wheel & jack		

FLUIDS

Item	✓ X N/A	Comment
Engine oil level		
Windscreen wash level		

VEHICLE INTERIOR AND EQUIPMENT

Item	✓ X N/A	Comment
Condition & function of seat belts		
Head restraint adjustment		
Mirror adjustment		
First aid kit		
Fire extinguisher		
Torch		
Warning triangle		
Vehicle handbook		

FUNCTION CHECKS BEFORE STARTING THE JOURNEY

Item	✓ X N/A	Comment
Condition & function of seat belts		
Warning light		
All lights		
Horn		
Washers & wipers		
Brake		
Fuel		

All the items above have been checked and any defects and omissions reported.

Driver's Signature: _____

Appendix 2 – Form: H&S 5.23 (Van Monthly Vehicle Checklist)

Pre-Use Daily Check Sheet

Items to be checked by the driver before driving. Any defects should be reported as soon as possible.

Item ✓ = satisfactory/available OR X = defective/missing OR N/A = not applicable

Trailer checks	Serviceable or defect ✓ or x	Description of defect
Trailer connections		
Lights		
Tyres		
Tyre Pressure (Record readings)		
Wheel nuts		
Safety cable		
Body work		
Tow bar		

All the items above have been checked and any defects and omissions reported.

Drivers Name:
Signature:
Date:

Appendix 3 - Petrol - small scale carriage and storage

TRANSPORTING PETROL IN A WORK CONTEXT:

The carriage of petrol by individuals in a vehicle in the course of a work-related activity is exempt from the general restrictions on the carriage of dangerous goods by road provided that the following provisions are complied with:-

- The total quantity of petrol transported must not exceed 333 litres;
- The fuel must be transported in individual containers that comply with the relevant United Nations Economic Commission for Europe ("UNECE") specifications and are marked with the UN number for petrol (UN1203);
- The containers must be stowed in the vehicle so as to avoid damage or loss from the vehicle;
- The vehicle driver must be given "general training" in accordance with UNECE specifications, which include how to respond in the event of an emergency;
- The vehicle must carry a 2kg fire extinguisher designed for tackling petrol-based fires.


Work related carriage is exempt for WLL as:

- Carriage is ancillary to our main activity.
- It will only be transported as a "small load"

The small load exemptions are applicable up to a total quantity of 333 litres (if other dangerous goods are carried the aggregation rules must be applied). The containers must be UN approved and properly labelled. Typical 5 litre containers purchased from car accessory shops and garages may not be so approved.

A typical case would be the carriage of two or three jerry cans in a van. Providing those cans are UN approved, marked UN 1203 and labelled with the flammable diamond, the only requirements are

- Driver training in accordance with ADR 1.3
- Carry 2 kg fire extinguisher
- Stow the jerry cans correctly to avoid damage or loss from the vehicle

Note: a typical steel jerry can might be marked  3A1/Y/170/**/GB/****

** is the year of manufacture and **** the packaging certificate number.

In this case no density figure is given after the "Y" which means it is suitable only for liquids with relative density ≤ 1.2 (petrol is typically 0.8 or less)

STORING PETROL IN A BUILDING:

Up to 275 litres of petrol may be kept in one storage place, without having to notify the local authority.

- Any quantity of petrol stored in a fuel tank in a vehicle stored in the same place will be included in the volume of petrol kept in the storage place;

Petrol may not be kept in metal containers (other than fuel tanks connected to the engines they serve) that exceed 10 litres in capacity.

If the petrol storage facility is within 6 metres of any building, the quantity of petrol stored may not exceed two 10 litre metal containers (plus any connected fuel tank) unless notice has been given to the local authority.

If the petrol storage facility is connected to a dwelling place, or other building where people assemble, with an interconnecting door then the quantity of petrol stored may not exceed two 10 litre metal containers and the connecting door should be self-closing and fire-resistant.

Appendix 4 – Form: H&S 5.28 – Fuel Record Sheet

Date				
Facility				
Amount of Fuel Purchased				
Cost				

Date				
Facility				
Amount of Fuel Purchased				
Cost				

Date				
Facility				
Amount of Fuel Purchased				
Cost				

Date				
Facility				
Amount of Fuel Purchased				
Cost				

Date				
Facility				
Amount of Fuel Purchased				
Cost				

Date				
Facility				
Amount of Fuel Purchased				
Cost				

Appendix 5 – Form: H&S 5.27 (Personal and Leased Vehicle Weekly Checklist)

Vehicle Registration No.		Operator	
Odometer Reading		Date	
Vehicle Make/Model			

Item ✓ = satisfactory/available OR X = defective/missing OR N/A = not applicable

EXTERNAL VEHICLE CONDITION

Item	✓ X N/A	Comment
Condition of vehicle bodywork, windscreen, windows, lights		
Condition of windscreen wiper blades		
Cleanliness of windscreen, windows, mirrors, lights, number plate		
Security of load, trailer, roof rack		
Condition of tyres, tyre pressure, tyre wear, wheel nuts		
Availability of spare wheel & jack		
Coolant level		
Brake/clutch fluid		
Power steering fluid		
Condition of battery		

FLUIDS

Item	✓ X N/A	Comment
Engine oil level		
Windscreen wash level		

VEHICLE INTERIOR AND EQUIPMENT

Item	✓ X N/A	Comment
Condition & function of seat belts		
Head restraint adjustment		
Mirror adjustment		
First aid kit		
Fire extinguisher		
Torch		
Warning triangle		
Vehicle handbook		
Tax disk		

FUNCTION CHECKS BEFORE STARTING THE JOURNEY

Item	✓ X N/A	Comment
Condition & function of seat belts		
Warning light		
All lights		
Horn		
Washers & wipers		
Brake		
Fuel		

All the items above have been checked and any defects and omissions reported.

Driver's Signature: _____

Appendix 6 – Form: H&S 5.24 (Trailer Pre-Use Checklist)

Pre-Use Daily Check Sheet

Items to be checked by the driver before driving. Any defects should be reported as soon as possible.

Item ✓ = satisfactory/available OR X = defective/missing OR N/A = not applicable

Trailer checks	Serviceable or defect ✓ or x	Description of defect
Trailer connections		
Lights		
Tyres		
Tyre Pressure (Record readings)		
Wheel nuts		
Safety cable		
Body work		
Tow bar		

All the items above have been checked and any defects and omissions reported.

Drivers Name:
Signature:
Date:

Appendix 7 – Form: H&S 5.25 (Garden Tractor Vehicle Pre-Use Checklist)

Vehicle Registration No.		Vehicle Make/Model	
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EXTERNAL VEHICLE CONDITION

Item ✓ = satisfactory/available OR X = defective/missing OR N/A = not applicable

Date					
Time Vehicle used: from and to					
Condition Of Vehicle Bodywork					
Check Tyres					
Check Brushes And Lifting Gear					
Check Plough					
Check Tractor Is Clean					
Check Lights					
Check Control Panel <small>(All Lights Indicate Normal Operation)</small>					
All the items above have been checked and any defects and omissions reported.					
Driver's Name					
Drivers Signature					

Appendix 8 – Form: H&S 5.26 (Large Tractor Vehicle Pre-Use Checklist)

Vehicle Registration No.		Vehicle Make/Model	
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EXTERNAL VEHICLE CONDITION

Item ✓ = satisfactory/available OR X = defective/missing OR N/A = not applicable

Date					
Odometer Reading					
Condition of vehicle bodywork, windscreen, windows, lights					
Condition of windscreen wiper blades					
Cleanness of windscreen, windows, mirrors, lights, number plate					
Condition of tyres, tyre pressure, tyre wear, wheel nuts					
Check Hydraulic Hoses for damage					
Ancillary equipment					
All the items above have been checked and any defects and omissions reported.					
Driver's Name					
Drivers Signature					

FUNCTION CHECKS BEFORE STARTING THE JOURNEY

Item ✓ = satisfactory/available OR X = defective/missing OR N/A = not applicable

Date					
Condition & function of seat belts					
Warning light					
All lights					
Horn					
Washers & wipers					
Brake					
Fuel					
All the items above have been checked and any defects and omissions reported.					
Driver's Name					
Drivers Signature					