

A sample safe driving for work policy

Here is an example of a Safe Driving Policy which you can amend to suit the requirements of your business. This policy applies to anyone who drives as part of their work, whether driving their own vehicle or one provided by the company.

Safe Driving Policy for [enter name of business]

Date: [enter date policy is written]

To be reviewed: [enter the date you want to update it – annually is recommended]

Aim of this policy

To reduce vehicle incident and at-fault work related road collision costs and injuries by [determine an achievable figure and add it here] over three years by promoting a safe driving culture within the organisation.

Objectives of the policy

1. To make drivers aware of the main risks they face or create when driving for work
2. To make sure that employees who drive vehicles in the course of their work demonstrate safe, efficient driving skills and other good road safety habits at all times.
3. To maintain all company vehicles in a safe, clean and roadworthy condition to ensure the maximum safety of the drivers, occupants and other road users, and reduce the impacts of company vehicles on the environment – this also applies to personal vehicles used for work purposes.

Code of conduct

The code of conduct for [enter name of company] states: “While driving company or own vehicles for work purposes, employees must comply with traffic legislation, be conscious of road safety and demonstrate safe driving and other good road safety habits.”

The following actions in company vehicles will be viewed as serious breaches of conduct and dismissal may be a consequence:

- drinking or being under the influence of drugs while driving
- driving while disqualified or not correctly licensed
- reckless or dangerous driving causing death or injury
- failing to stop after a collision
- acquiring penalty points leading to suspension of licence

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- any actions that warrant the suspension of a licence

Responsibilities as an employee

Drivers of company vehicles

Every driver of a company vehicle must:

- make sure they hold a current driver licence for the category of vehicle they are driving and this licence is carried when driving a company vehicle
- immediately notify their supervisor or manager if their driver licence has been suspended or cancelled, or has had limitations placed upon it
- take time to familiarise themselves with the vehicle's handbook
- be responsible and accountable for their actions when operating a company vehicle or driving for the purposes of work
- carry out a full daily walk around check prior to using the vehicle
- display the highest level of professional conduct when driving a company vehicle
- regularly check the oil, tyre pressures, radiator and battery levels of company vehicles they regularly use
- comply with the Rules of The Road and the safe Driving for Work Handbook at all times
- assess hazards while driving and anticipate 'what if' scenarios
- drive within the legal speed limits, including driving to the conditions
- wear a seat belt and make sure all occupants wear their seat belt at all times
- only drive when fit to do so – never drive under the influence of alcohol or drugs, including prescription and over the counter medication if they cause drowsiness
- avoid distraction when driving – if you need to, adjust or set sat-navs / car stereos / mirrors before setting off. If you need to re-adjust whilst driving pull over safely in order to do so
- report any near-misses, crashes and scrapes, including those that do not result in injury, and follow the collision procedures outlined in this policy
- report vehicle defects before the next vehicle use
- never carry any hazardous substances without the prior approval of the line manager. Hazardous goods may only be carried in full compliance with relevant legislation

In addition, it is required that all drivers:

- take regular and adequate rest breaks, at least every two hours
- stop when tired
- plan their journeys, taking into account pre-journey work duties, the length of the trip and post-journey commitments
- stay overnight if driving time and non-driving duties exceed 10 hours in one day

Drivers using their own car for work

If an employee is driving their own vehicle for work, the same policies apply.

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In addition:

- the employee must seek the employer's agreement before using their vehicle for work
- the car must be legally registered, authorised and insured for the purposes of work – the employee must show evidence of this on request
- the employee must not carry loads for which the vehicle is unsuited, nor may they carry more passengers than there are seat belts
- the vehicle must not be used in conditions for which it was not designed (such as off-road)

Responsibilities as an employer

The employer will take all steps to ensure company vehicles are as safe as possible and will not require employees to drive under conditions that are unsafe or likely to create an unsafe environment, physical distress or fatigue.

The employer will do this by:

Vehicle selection and procurement

Giving priority to safety features when selecting new vehicles, including:

- only buying and hiring vehicles that rate four or more stars on the EuroNCAP (European New Car Assessment Program) tests
- choosing vehicles with ESC (Electronic Stability Control), ABS brakes and side head-protecting airbags
- only buying and hiring vehicles that are light coloured
- fitting all vehicles with a first aid kit, a securely fitted fire extinguisher, a high visibility jacket for each seat in the vehicle, a torch and an emergency triangle

The person/position responsible for ensuring this is followed is [enter name or position of person].

Vehicle maintenance

Ensuring all vehicles are well maintained and that the equipment promotes driver, operator and passenger safety by:

- servicing the vehicles according to manufacturers' recommendations
- setting up procedures where employees check their vehicle's oil, water, tyre pressures and general cleanliness on a monthly basis, then record the inspections on a pre-use check sheet
- keeping maintenance schedules in the glove boxes of all vehicles, which are completed each time the vehicles are serviced in any way
- following the maintenance schedules in the vehicles' manuals

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- setting up a procedure to identify and rectify all defects no how matter how small, as soon as practicable

The person/position responsible for ensuring this is followed is [enter name or position of person].

Data on collisions and incidents

Collecting and collating statistics on incidents, collisions and their causes, including:

- the number of collisions
- who was thought to be at fault
- the probable causes of the collisions and other contributors, such as unrealistic work schedules
- the financial cost of all collisions
- the number of prosecutions
- the number of near-miss events
- other costs, such as downtime, compensation claims, temporary workers and lost productivity

The person/position responsible for ensuring this is followed is [enter name or position of person].

Driving time and driver hours

Monitoring and managing work schedules to ensure they do not encourage unsafe driving practices by:

- requiring professional drivers of Heavy commercial and light commercial vehicles and buses to comply with both drivers hours regulations and Driver CPC requirements (if applicable)
- requiring taxi drivers to comply with taxi operation regulations
- requiring non-commercial drivers to take 15-minute breaks every two hours of driving

The person/position responsible for ensuring this is followed is [enter name or position of person].

Taking into account individual drivers' needs by:

- requiring employees to keep driving logs that are regularly checked by a supervisor or manager.

The person/position responsible for ensuring this is followed is [enter name or position of person].

Driver training

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Identifying driver training needs and arranging appropriate training or refresher training, including providing:

- a thorough induction to the company's road safety policies and procedures
- driver training opportunities to all employees
- driver assessment and required training as part of all employees inductions
- training aimed at managing the driving risk or specific practical training as required and identified
- regular employee seminars or refresher meetings on safety features, fatigue, driver responsibility, drink-driving and fuel-efficient driving
- driver training log updates on personnel files

The person/position responsible for ensuring this is followed is [enter name or position of person].

Safe driver behaviour

Encouraging safe driving behaviour by:

- not paying employees' speeding or other infringement fines
- forbidding the use of mobile phones in vehicles while driving (including hands-free)
- encouraging regular breaks while driving
- providing taxis and designated drivers to and from work social events
- providing food and non-alcoholic drinks at work functions
- encouraging the use of public transport, taxis and buses whenever possible
- making sure the employer is informed if existing employees become unlicensed

The person/position responsible for ensuring this is followed is [enter name or position of person].

Fuel Efficiency

Encouraging better fuel efficiency by:

- setting up and promoting a car pool scheme for work car use
- setting up and promoting a workplace travel plan
- providing training on, and circulating information about, travel planning and efficient driving habits
- encouraging the use of other transport or remote conferencing whenever practical

The person/position responsible for ensuring this is followed is [enter name or position of person].

What to do in the event of an incident in a company vehicle

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Immediately stop your vehicle at the scene or as close to it as possible, making sure you are not obstructing traffic.

1. Apply the handbrake and switch off the engine.
2. Switch on the vehicle's hazard warning lights.
3. Ensure your own safety first, put on your hi-vis vest before exiting the vehicle.
4. Ensure any passengers put their hi-vis vest on before getting out.
5. If the vehicle is on fire – get out immediately if it is safe to do so.
6. Help any injured people and call for assistance if needed.
7. Try to get the following information:
 - details of the other vehicle(s) and registration number(s)
 - name(s) and address(es) of the other vehicle owner(s) and driver(s)
 - name(s) and address(es) of any witness(es)
 - name(s) of insurer(s)
8. Give your name and address and company details.

If you damage another vehicle that is unattended, leave a note on the vehicle with your contact details.

Contact the Gardaí:

- if there are injuries
- if there is a disagreement over the cause of the crash
- if you damage property other than your own
- if damage to the vehicle looks to be substantial.

Only move the vehicle if:

- Instructed to do so by a member of the emergency services
- It would be more dangerous to others keep it at its current location
- You know that the Gardaí have not been called to the scene
- Any damage is only slight and leaving the vehicle where it was would cause serious inconvenience to other road users
- It is safe to do so and you have already provided your name and address as well as the name and address of the vehicle's owner, registration and insurance details.

IMPORTANT

If the vehicle cannot be driven arrangements must be made for its removal.

All valuables should be secured

Follow-up with line manager

If there is an injury or major damage, report the crash to your manager as soon as you can.

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Breakdowns

In the event of a breakdown do not try to repair the vehicle. Contact the breakdown assistance provider (details should be kept in the vehicle's glove-box)

1. Ensure nothing is done to endanger yourself or others
2. Make sure you and other passengers wear the hi-vis vests
3. Move passengers to the safest location – on motorways or other busy roads passengers should be taken onto the embankment as far away from the traffic as possible
4. Move the vehicle off the carriageway (onto the hard shoulder on a motorway) and switch off the engine
5. Switch on the vehicle's hazard warning lights
6. Phone the emergency services or breakdown service as appropriate. Make sure to give accurate location details. If on a Motorway use the emergency SOS telephone to call for help – this will accurately inform the Gardaí of your location

How the success of the policy will be measured

The success of this policy will be measured by the increase or decrease in:

1. the number of collisions involving company vehicles
2. the number of avoidable collisions involving company vehicles
3. the number of traffic infringements received
4. the costs of repairs and maintenance
5. other financial costs associated with vehicle use
6. the average cost of vehicle-related employee compensation claims.

Incentives

[Insert incentives suitable for your business if appropriate.]

Policy review

This policy will be reviewed after its first year and every year thereafter.