



HSA

An Túdarás Sláinte agus Sábháilteachta
Health and Safety Authority



VISION
ZERO



Driving for Work: Risk Management Guidance for Employers

July 2025



Our Vision: Influencing a sustainable reduction in the numbers of people killed and injured in work related road collisions and incidents

This guidance document has been jointly developed by An Garda Síochána, the Health and Safety Authority and the Road Safety Authority to help employers understand and manage the main risks that working drivers face and create when driving for work.



The aim of this guidance is:

- to help employers understand their legal obligations related to managing driving for work, and legal consequences of failing to act,
- to help employers understand the main risks that workers face and create when driving for work,
- to provide practical guidance to employers on how to prioritise and manage key driving for work hazards, and
- to promote the development of a safer and healthier work environment by employers for those driving for work.

This guidance provides information to help employers learn about:

- legal duties relating to driving for work and fleet risk management,
- how to carry out a driving for work risk management gap analysis to identify areas for action,
- key driving for work safety issues and risks,
- keeping and maintaining records relating to risk management practices,
- how to embed driving for work risk management within the workplace,
- how to promote safe systems with those that drive for work, and
- suggested risk management solutions and ways to help employers and workers use the roads safely for work.

This guidance complements the **Managing Driving For Work Driver Handbook¹**, e-learning course and the **Vehicles At Work** guidance and further resources which can be found at www.drivingforwork.ie and www.vehiclesatwork.ie.

Driving for work involves any person who drives on public roads as part of their job. A workplace includes the vehicle used for work-related purposes on or near the road.

This applies to vehicles provided by the employer or owned or sourced by the employee.

Lorries, vans, tractors, taxis, buses, emergency service vehicles, company cars, electric vehicles, motorcycles, and bicycles are examples of vehicles used daily for work purposes across many work sectors in Ireland.

Key steps to include in your driving for work risk management process:

CONSULTATION

1. Understand your legal duties
2. Include driving for work as hazard in your safety statement
3. Develop a driving for work policy
4. Risk assess driving for work
5. Put control measures in place to manage driving for work risks
6. Monitor and review safety performance

1. https://www.hsa.ie/eng/publications_and_forms/publications/work_related_vehicles/safe_driving_for_work_handbook_.pdf

Disclaimer:

This is a guidance document. The information contained in this guidance is for educational purposes only. It is not intended to provide legal or other advice to you, and you should not rely upon the information to provide any such advice.

The document is not exhaustive and provides information, in no particular order, on the main risks associated with driving for work.

We believe the information provided is accurate and complete; however, we do not provide any warranty, express or implied, of its accuracy or completeness.

It is the responsibility of the reader to update themselves regularly on any changes to Road Traffic, Road Safety or Safety, Health and Welfare at Work legislation that may be relevant to driving for work.

Neither the Health and Safety Authority, An Garda Siochana or the Road Safety Authority, shall be liable in any manner or to any extent for any direct, indirect, special, incidental or consequential damages, losses or expenses arising out of the use of this guidance document.

More detailed information on general road safety topics can be found at www.garda.ie or www.rsa.ie.

Information on safety, health and welfare at work can be found at www.hsa.ie.

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Why is managing driving for work important?

Driving for work activities contribute to road crash risk for workers in all work sectors in Ireland. Driving for work and working on or near roads are closely related activities and involve exposure to many injury risks to workers.

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.

Commuting to and from home routinely, in your own private vehicle, bicycle, or powered two-wheeler to your fixed assigned workplace is not considered as driving for work.

Employers should define in their driving for work policy what journeys are classified as driving for work journeys and what is excluded.

Driving for work is a high-risk activity, it is estimated that up to 40% of road deaths are work-related². **RSA analysis³ of road traffic collision data for Ireland shows that between 2018 and 2022, 8% of drivers killed and 12% of drivers seriously injured were driving for work.**

As an employer, you must manage health and safety risks to workers who drive a vehicle or ride a motorcycle, or other powered two-wheeler or bicycle on the road as part of a work activity.

Workers must follow their employer's driving for work policies, procedures and rules and make sure that they are properly licenced, insured to drive for work, fit to drive, plan and complete their journeys safely and comply with road traffic laws.

Driving for work poses risks for fellow workers, members of the public and road users, especially vulnerable road users such as pedestrians, powered two-wheelers, e-scooters and bicycle riders.

The Government Road Safety Strategy (2023 – 2030) aims to reduce the number of deaths and serious injuries on Irish roads by half and to guide Ireland towards 'Vision Zero'⁴ a safe systems approach intended to deliver the long-term goal of eliminating road traffic deaths and serious injuries by 2050.

Organisations should promote a culture of responsible and safe driving for work by making sure management and workers always adhere to safe driving practices.

2. <https://etsc.eu/tapping-the-potential-for-reducing-work-related-road-deaths-and-injuries-pin-flash-33/>

3. <https://www.rsa.ie/news-events/news/details/2023/11/22/8-of-drivers-killed-between-2018-and-2022-were-driving-for-work>

4. <https://www.rsa.ie/about/safety-strategy-2021-2030>

There will always be risks associated with driving for work. Although these cannot be completely controlled, an employer has a responsibility to take all reasonable steps to manage these risks.

Effectively managing road safety risks reduces the risk of your workers (and others) being killed or seriously injured in a road crash.

When employers prioritise safe driving, it encourages workers to do the same.

Road safety is a shared responsibility.

Employer	Worker
<ul style="list-style-type: none"> • Develop a driving for work policy; • Carry out a risk assessment on all driving for work activities; • Make sure all drivers have a valid driving licence for the category of vehicle driven; • Address all risks identified by risk assessment; • Make sure drivers are authorised in writing to drive for work; • Consult with employees about driving for work activities and planning journeys; • Make sure vehicles are always fitted with appropriate safety features and safe for use; • Make sure proper maintenance of vehicles takes place; • Train, supervise and instruct workers on safer driving practices; • Train drivers on how to carry out safety checks on vehicles, and; • Investigate incidents/near misses and follow incident reporting requirements as required by law. 	<ul style="list-style-type: none"> • Make sure you have a valid driving licence for the category of vehicle your are driving; • Carry out required vehicle <u>pre-use checks</u> to make sure your vehicle is safe to use on the road; • Make sure your vehicle is serviced, taxed, insured and has a valid NCT/CVRT; • Follow employer's policies and procedures; • Avoid risk-taking behaviours; • Don't place yourself or others in danger when driving for work; • Operate vehicles safely; • Don't drive tired; • Don't drive under the influence of an intoxicant; • Tell your employer if you are taking medication that may affect your ability to drive a vehicle, and; • Report all driving for work incidents or near misses.

Safe approach to managing driving for work

These are key steps that you should include in your safety management system for managing driving for work:



Understanding employer legal duties

Employers have a legal duty to look after the safety of their workers, and part of this duty of care is making sure that workers are safe on the roads if their job requires any driving or related work activities. Employers (including self-employed persons) and persons in control of places of work must prepare a Safety Statement⁵.

The HSA has developed an online business tool called **BeSMART** that enables small businesses and the self-employed to

prepare both risk assessments and safety statements: www.besmart.ie.

Employers must consult⁶ in good time on anything carried out in the workplace which can affect the safety and health of workers such as driving for work. Consultation must occur on the preparation of the safety statement, the outcome of risk assessments and any risk prevention and control measures determined.



5. <https://www.irishstatutebook.ie/eli/2005/act/10/section/20/enacted/en/html>
6. <https://www.irishstatutebook.ie/eli/2005/act/10/section/26/enacted/en/html>

The laws that apply to driving for work in Ireland include:

Road Traffic Law	<p>Road Traffic Acts and associated regulations govern the use of vehicles on public roads and include offences such as those related to vehicle construction and use, driver behaviour and documentary requirements.</p> <p>An Garda Síochána are responsible for the enforcement of this legislation.</p>
Health and Safety Law	<p>The health and safety legislation that applies to driving for work is the Safety, Health and Welfare at Work Act 2005 (The Act)⁷ and the regulations made under it.</p> <p>Other legislation and legal Codes of Practice may also apply, relating to the Transport of Dangerous Goods by Road, Agriculture, Construction, or Quarry Operations, or relating to work activities, workplaces, work equipment and worker protection.</p>
Health and Safety Law	<p>Employers have a duty to report accidents and dangerous occurrences⁸ to the Authority, for example, if your worker is injured or killed while driving for work on a public road.</p>
EU Rules on Training, Driver Time and Tachograph Legislation	<p>Drivers must obey the rules on driving time⁹, breaks and rest periods and their vehicles should be roadworthy and always fit for use. This relates to the working time of mobile road transport workers.</p> <p>Under European law¹⁰, bus and truck drivers who drive for a living must have regular training. The RSA¹¹ regulate the Driver CPC system. All professional truck and bus drivers must carry a Driver CPC.</p>
Commercial Vehicle Roadworthiness	<p>This Act¹² puts the obligations on the owners of commercial vehicles to make sure that the vehicles are maintained in a roadworthy condition, periodically inspected and that defects are rectified.</p>

Compliance with road traffic laws alone is not enough to make sure that health and safety obligations are met.

Health and Safety law applies to driving for work in the same way as for all work activities. As an employer, you should carry out an assessment of the risks to the health and safety of your workers while they are at work, and to other people who may be affected by their work activities.

This includes the time when workers are driving or cycling for work, whether this is in a company or hired vehicle, or in the worker's own vehicle (Grey fleet).

Grey fleet are personal vehicles used for work purposes and owned by the driver (or another entity), rather than being directly provided by the organisation employing that driver.



7. <https://www.irishstatutebook.ie/eli/2005/act/10/enacted/en/print>
8. https://www.hsa.ie/eng/topics/accident_and_dangerous_occurrence_reporting/accident_and_dangerous_occurrences_reporting_2022.pdf
9. <https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX%3A02006R0561-20200820>
10. <https://www.irishstatutebook.ie/eli/2008/si/359/made/en/print>
11. <https://www.rsa.ie/services/professional-drivers/cpc/what-is-cpc>
12. <https://www.cvrt.ie/assets/pdf/CVR%20Act.pdf>

Develop a driving for work policy

Employers should develop a driving for work policy.

This policy should be developed in consultation with workers and include:

- employers' and workers' commitments and responsibilities,
- code of conduct,
- roles and responsibilities for everyone in the fleet management process,

- a commitment to safety for vehicle selection,
- include incident reporting procedures, and
- worker information and training processes related to driving for work.

The policy should be communicated to all workers and others impacted (e.g. contractors and agency workers) by the policy.

Further guidance on key elements included in a driving for work policy can be found in Appendix A.

Risk assessment for driving for work

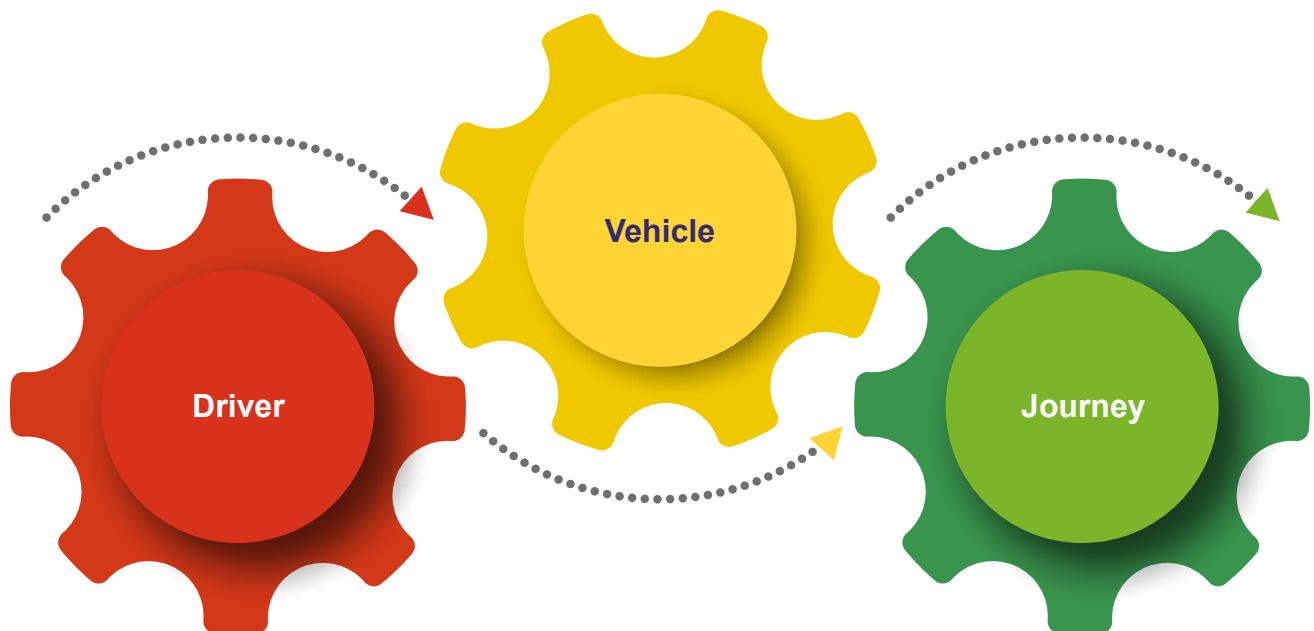
Driving for work is a major hazard.

A risk assessment for any work-related driving requires you to:

- identify the hazards;
- assess the risks by applying a risk rating, for example¹³ High(H), Medium (M), Low (L);
- control the risks; and
- review the control measures.

13. https://www.hsa.ie/eng/publications_and_forms/publications/safety_and_health_management/guide_to_risk_assessments_and_safety_statements.pdf

Key elements in assessing driving for work risk are:



A [sample](#) employer driving for work risk management gap analysis checklist can be found in Appendix B.

The checklist may help guide you on gaps in your current policies and procedures and give you a good idea of the risks and exposures to your business and areas where driving for work risk management improvements can be made.

It is the employer's duty¹⁴ to carry out the risk assessment.

A risk assessment involves considering what could happen if someone is exposed to a hazard, the likelihood of it happening and the severity of the injury, e.g. a road collision.

In relation to driving for work, employers should recognise:

- the likelihood of exposure to the hazard is extremely high;
- the degree of harm that can arise is extremely high;
- the hazards and risks commonly experienced in road traffic are well-known;
- there are numerous, proven controls to minimise risks; and
- analyses have shown that the benefits of these controls can far exceed the costs.

14. <https://www.irishstatutebook.ie/eli/2005/act/10/section/19/enacted/en/html>

A risk assessment aims to identify and prioritise areas of risk relating to driving for work so actions can be taken to mitigate them.

A sample risk assessment template can be found in Appendix C.

The results of any risk assessments should be written into the safety statement, good record keeping can demonstrate (to your workers and the regulator) that you are effectively managing driving for work risks and complying with the relevant laws.

Employers are required to do all that is reasonably practicable to protect the safety and health of their workers and others by putting in place appropriate preventative risk control measures for driving for work.

When following this process, you must consider the General Principles of Prevention as set out in Schedule 3¹⁵ of The Act 2005. These are a hierarchy of controls that set out how to manage hazards.

The table on the next page shows examples of the hierarchy of preventive control measures related to driving for work risk management.

15. <https://www.irishstatutebook.ie/eli/2005/act/10/schedule/3/enacted/en/html>

Level of Control	Control	Control Measures
Level 1 Highest level of protection	Eliminate the hazard.	Highest level of protection, eliminate exposure to the risk. For example, use audio or video conference facilities instead of travelling.
Level 2	Substitute the hazard with something safer.	Consider a substitute for driving with a safer option such as public transport and vehicle selection. For example, avoid the use of two-wheeled vehicles (motorcycles).
	Isolate the hazard from people.	Reduce the risk by separating or isolating the driver from exposure to the hazard for example using technology.
	Reduce the risk through engineering controls.	Only purchase 5-star rated Euro NCAP vehicles and stipulate grey fleet drivers drive such vehicles, choose vehicles with safety features such as Autonomous Emergency Braking (AEB), and Fatigue monitoring systems.
Level 3 Lowest level of protection	Reduce exposure to the hazard by using administrative actions.	Implementation of standards, policies, procedures and training to assist workers make safer decisions when driving or riding on the road.
	Use personal protective equipment.	PPE and other equipment such as sunglasses, high-visibility vests, bicycle and motorcycle helmets and motorcycle protective clothing.

Put control measures in place to manage driving for work risks

Risk management is focused on eliminating health and safety risks, and if that's not possible, minimising the risks by putting in place measures to control the risks.

The following controls below relate to the driver, vehicle and journey which are key aspects in the risk management process for driving for work.

Safer driver

As part of the driver risk management process, make sure drivers that are selected and assigned to driving for work tasks are, individually risk assessed, qualified, competent, fit to drive at all times and have safe driving attitudes and behaviours.

Driver checks

As an employer you should regularly check (at least annually) that drivers always have a:

- a valid driving licence¹⁶;
 - Group 1 Categories AM, A1, A2, A, B, BE, or W i.e. motorcycles, cars and tractors (with or without a trailer);
 - Group 2 Categories C, CE, C1, C1E, D, DE, D1 or D1E i.e. truck and bus (with or without a trailer);
- valid insurance; and
- are medically fit to drive¹⁷.

Driver selection procedures are needed to check:

- driver age and maturity;
- driver experience;
- driver driving record;
- driver attitude;
- driver background checks: for instance, check the worker's driving licence background, at least annually, for penalties, endorsements or a driving ban;
- driver's licences are appropriate for the vehicles being driven;
- driver is formally authorised in writing for each vehicle type being driven; and
- driver medical fitness to drive a particular vehicle category.

The vehicles in Group 2 (truck and bus) are regarded as higher-risk vehicles which require a higher standard of physical and mental fitness on the part of the driver.

Group 2 vehicle drivers generally spend considerable time on the road, thus increasing the likelihood of a motor vehicle crash.

Drivers have an individual responsibility for their driving behaviour and must assess their own fitness to drive¹⁸.

16. <https://www.rsa.ie/services/learner-drivers/types-of-licences>

17. https://www.ndls.ie/images/PDF_Documents/Slainte_agus_Tiomaint_Medical_Fitness_to_Drive_Guidelines.pdf

18. [https://www.ndls.ie/images/Documents/Guidelines/10420_RSA_Medical_assessment_for_fitness_to_drive_booklet_6_-_screen_\(004\).pdf](https://www.ndls.ie/images/Documents/Guidelines/10420_RSA_Medical_assessment_for_fitness_to_drive_booklet_6_-_screen_(004).pdf)

They should never drink and drive, drive when tired, or drive under the influence of drugs (either prescribed or over-the-counter). In addition, it is important to check your driver's health and medical history.

Drivers¹⁹ are legally required to let the National Driver Licence Services (NDLS) and their employer know if they have any long-term injury or illness that may affect their ability to drive safely.

Grey fleet risk management

Even though they're using their own vehicles, grey fleet drivers are still subject to the same duty of care requirements that would apply to workers who drive company-owned vehicles.

As a minimum, employers must make sure that workers who drive grey fleet are:

- formally permitted to drive for work in their own vehicle;
- legally entitled to drive the vehicle they are using;
- using a vehicle that is in a safe and roadworthy condition;
- using a vehicle that is motor tax compliant;
- using a vehicle that is suitably insured for required business use;
- medically fit to drive; and
- instructed, trained and informed on company requirements for driving their vehicle safely for work.

Many businesses get their employees either to sign a driver declaration physically or electronically to confirm that they have read, understood and will abide by the rules. A sample Driving for work – driver declaration [grey fleet] can be found in Appendix D.

19. <https://www.ndls.ie/medical-fitness/informing-the-ndls-about-a-medical-condition.html>



Training

Driver training should be developed in response to findings from the driver specific risk assessment and in response to work related driving incidents. Training for any worker driving for work should cover:

- employers' driver and vehicle safety policies and procedures;
- legal requirements, such as rules of the road;
- company requirements such as pre-journey checklists, incident reporting and record-keeping requirements;
- policies that will be applied where drivers breach the safety rules;
- understanding the causes and effects of fatigue;
- understanding road conditions and driving precautions;
- what to do in the event of a crash or emergency;
- assessing the driver's competence to drive the vehicle;
 - type of work vehicle;
 - the nature of the driving involved;
- vehicle familiarisation training;
- driving in adverse conditions;
- driver distractions;
- training on towing trailers, if applicable; and
- vehicle safety checks.

The [Rules of the Road](#)²⁰ is published by the Road Safety Authority and applies to all road users such as drivers, pedestrians, motorcyclists and cyclists.

The driver is responsible for how they conduct their driving to comply with road traffic laws and follow the rules of the road.

The employer must take a key role in managing and influencing their drivers by preparing company rules for driving for work and the expected code of conduct while using the road for work purposes. They should consider the use of safety monitoring technology (telematics) to monitor risk-taking behaviours and implement disciplinary actions for any misconduct while driving for work.

Employers should encourage workers who drive for work to have a positive and considerate attitude towards each other, and particularly to vulnerable road users such as cyclists, motorcyclists and pedestrians.

Driver distractions

Driving requires your full concentration at all times!

Trying to do something else while driving will distract you, slow your reactions and make a crash more likely.

Distracted driving occurs any time you take your eyes off the road, hands off the wheel, and mind off your primary task: driving safely.

It is estimated²¹ that driver distraction could play a role in 20-30% of all road collisions in this country.

Distractions are a major cause of vehicle collisions; and are shown to compromise the safety of the driver, passengers, pedestrians, and people in other vehicles.

20. https://www.rsa.ie/docs/default-source/road-safety/r1---rules-of-the-road/ruleoftheroad_book-for-web.pdf?sfvrsn=b5d57830_7

21. <https://www.garda.ie/en/crime-prevention/crimecall-on-rte/crimecall-episodes/2022/25-april-2022/traffic-distracted-driving.html>

Types of distractions

 Visual	 Auditory
<ul style="list-style-type: none"> • Scrolling on a mobile or smartphone. • Reading a text message. • Looking up directions. • Rubbernecking at a crash site. • Other distractions that involve taking your eyes off the wheel. • Scrolling through vehicle infotainment screens. 	<ul style="list-style-type: none"> • Listening to music at a high volume. • Listening to media using earbuds, headphones or headsets on ears when driving. • A phone conversation. • A conversation with passengers. • Text notification rings or ringtones. • Any noises that affect our ability to hear and take away our attention from driving.
 Manual	 Cognitive
<ul style="list-style-type: none"> • Holding or scrolling on hand held device. • Adjusting or touching stereo or infotainment screen. • Eating or drinking while driving. • Taking one or both hands off the steering wheel while driving. 	<ul style="list-style-type: none"> • Talking on the phone. • Arguing with a passenger. • Thinking about your next appointment. • Other distractions that involve taking your mind off driving. • Viewing videos or social media content while driving.

Mobile devices and smartphones are a major cause of distraction.²²

Answering calls, texting, and scrolling through social media are habits that can lead to serious incidents, even in seemingly harmless moments, like waiting at traffic lights.

Using a mobile phone, smart phone, wearables or a digital device while driving significantly hampers a driver's ability to react swiftly to sudden road hazards, such as a pedestrian crossing unexpectedly or a sudden stop by the vehicle ahead. The delayed response time can be the difference

22. <https://www.garda.ie/en/crime-prevention/crimecall-on-rte/crimecall-episodes/2022/25-april-2022/traffic-distracted-driving.html>

between a safe stop and a tragic collision.

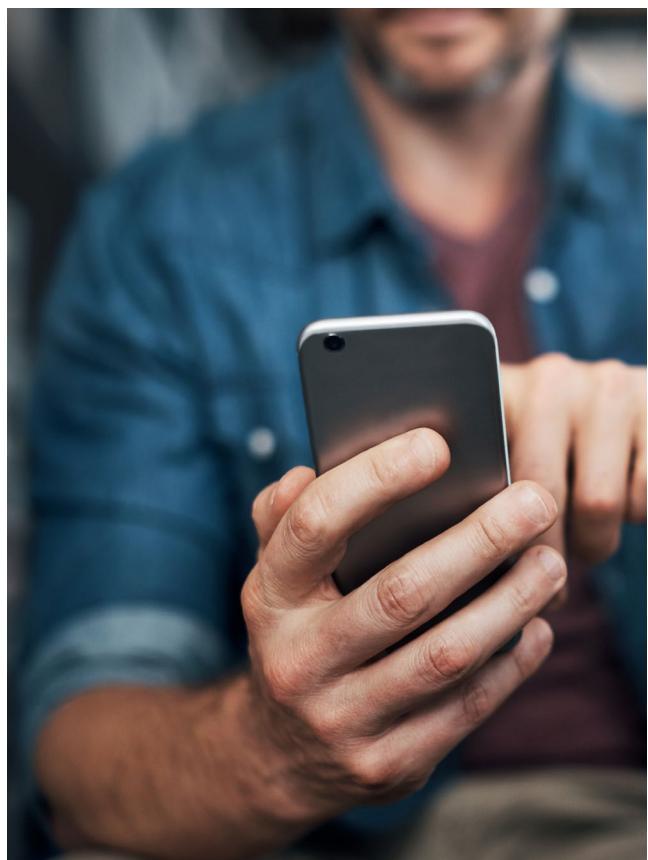
It is illegal²³ to access information on a mobile phone while driving, even if it's in a cradle. Ireland has specific legal penalties for mobile phone use while driving.

Driver distraction - as an employer, you should consider:

- establishing clear policies that prohibit distracted driving;
- implementing a ban on phone use while driving including texting, handheld, and hands-free while driving any vehicle for work;
- training of workers regularly on the dangers of distractions;
- requiring workers to pull over in a safe location to look up directions, text, or make or receive a call;
- using in-cab technology that detects and warns drivers of distracted driving behaviours (such as cameras that detect when eye gaze is not on the road);
- communicating what workers need to do to stay safe while driving for work and what action you will take if they do not follow policies;
- having workers formally sign off that they have read and understand rules on

preventing distracted driving for work;

- regularly monitoring driving behaviour. This can be achieved through telematics systems that track various aspects of driving, such as speed, sudden braking, aggressive manoeuvres and screentime; and
- providing feedback to drivers to help them understand their behaviour and improve their focus on driving tasks.



23. <https://www.irishstatutebook.ie/eli/2006/act/23/section/3/enacted/en/html>

Intoxicants (alcohol and other drugs)

The Safety, Health and Welfare at Work Act 2005²⁴ requires employees to make sure that they are not under the influence of an intoxicant to the extent that they are in such a state as to endanger their own safety, health or welfare or that of others.

This definition includes both legal and illegal substances, it includes prescribed drugs and over-the-counter medications.

Alcohol and drug use is a serious health and safety risk, particularly for workers who are driving for work.

Intoxicated driving is not just a night and weekend issue, many arrests for intoxicated driving happen from Monday to Friday, 6am to 6pm.

Employers need to be mindful of this when managing intoxicant risks for driving for work.

Intoxicant²⁵ is defined as alcohol or drugs or a combination of both.

Intoxicants - as an employer, you should:

- make sure that all your workers understand that they are expected to drive safely, responsibly, and legally²⁶ including the specific laws surrounding a specified person²⁷ in relation to driving under the influence of alcohol or drugs.
- inform and instruct drivers and line managers about your policy and rules on intoxicated driving, which should include information on:

- the effects of alcohol, including the morning after, as well as the effects of drugs and medication on driving, and the importance of asking their doctor or pharmacist about the potential side effects of prescription or over-the-counter medications may have on driving;
- rules for specified drivers;
- action to take if they feel their driving may be affected by alcohol or drugs; and
- help that is available for workers with alcohol or drug dependency or addiction problems.
- consult workers about your policies on alcohol and drugs and driving for work.



24. [https://www.irishstatutebook.ie/eli/2005/act/10/enacted/en/print#sec13:~:text=13.%E2%80%94\(1\)%20An%20employee,that%20of%20any%20other%20person](https://www.irishstatutebook.ie/eli/2005/act/10/enacted/en/print#sec13:~:text=13.%E2%80%94(1)%20An%20employee,that%20of%20any%20other%20person)

25. <https://www.irishstatutebook.ie/eli/2005/act/10/enacted/en/print#sec2>

26. https://www.hsa.ie/eng/Publications_and_Forms/Publications/Occupational_Health/Intoxicants_at_Work_Information_Sheet_.pdf

27. <https://www.irishstatutebook.ie/eli/2010/act/25/section/3/enacted/en/html>

Driver fatigue

Fatigue-related crash risk groups:²⁸



Driving is a complex task. Any amount of fatigue increases the chances of costly driving mistakes.

Fatigue is the physical and mental impairment brought on by the lack of sleep and is a major contributory factor of fatal and serious vehicle collisions and incidents.

These collisions can be severe because a driver who has nodded off momentarily cannot brake or take avoidance action while driving at speed.

Employers need to understand that fatigue is a major collision risk factor and that they must instruct, inform and train workers on how fatigue can put them at greater risk of harm while driving for work, as well as how to take practical steps to manage fatigue and prevent collisions.

When²⁹ you are most likely to feel sleepy when driving:

- if you have not had a good night's sleep the night before;
- between 2pm and 4pm and between 2am and 6am;
- if you have a sleep disorder, such as insomnia or sleep apnoea;
- if you have had less sleep than normal;
- on journeys home after a night shift, after a long working day, or on long journeys;
- at nighttime and in the early morning hours; and
- after taking medicines which cause drowsiness.

21% of motorists in Ireland³⁰ say they have fallen asleep or nodded off (even if only for a moment) while driving. Among people who drive for work, this increases to 23%.

Professional bus and truck drivers must follow the drivers' hours rules which set statutory maximum driving hours and rest breaks.

Driver Fatigue - as an employer, you should:

- carry out a risk assessment to help you see which driving situations are the highest priority for action;
- set policies for maximum numbers of overtime hours and consecutive shifts;
- monitor compliance with working hours for drivers covered by them;
- make sure there are enough workers on duty across operations, taking account of the absences that occur due to holidays, sickness, and turnover;

28. <https://swov.nl/en/fact-sheet/fatigue>

29. Fatigue - Health and Safety Authority (hsa.ie)

30. Results from the 2024 RSA Driver Attitudes and Behaviours survey <https://www.rsa.ie/help-support/if-you-need-to-contact-us>

- implement a workplace sleep disorder screening/management program;
- provide worker training on sleep health and fatigue management;
- allow for rest breaks and napping during extended work shifts;
- give supervisors and workers fatigue-symptom checklists and encourage self-reporting;
- encourage peer monitoring of fatigue symptoms among co-workers;
- review data from in-vehicle monitoring technologies to detect signs of fatigue episodes, such as lane departures;
- consider using physiological measurement (e.g., wearables such as instrumented wristbands and sunglasses) to monitor driver fatigue.



Measures to tackle driver fatigue	
Reduce road journeys	<p>Avoid driving by:</p> <ul style="list-style-type: none"> • using the phone, email, virtual meetings, or public transport to do business, and • car-sharing to reduce the number of journeys you take.
Avoid the most dangerous times	<p>Avoid having workers driving:</p> <ul style="list-style-type: none"> • at night, especially after a long shift, • after drinking alcohol, • after taking medicine that causes drowsiness, and • in poor weather conditions.
Reduce your workers' driving time	<ul style="list-style-type: none"> • Put policies in place to take breaks at regular intervals or after every two hours of driving. • Develop a policy on safe or legal limits on maximum driving distances and journey times. • Make sure workers comply with drivers' hours and tachograph rules, if your workers are subject to them.

Safer vehicle

As part of the vehicle risk management process considerations should be given to vehicle selection and fleet management.

Vehicles are defined as a place of work under the Safety, Health and Welfare at Work Act. The employer must make sure so far as reasonably practicable that:

- vehicles are designed, provided and maintained in a safe condition and without risk to safety and health;
- safe means of access to and from the vehicle;
- systems of work for driving for work are planned, organised, performed, maintained and revised as appropriate; and
- information, instruction, training, and supervision is provided for all workers who drive for work.

Group 2³¹ vehicle crashes may present a severe threat to passengers, other road users (including pedestrians and cyclists) and residents adjacent to the road. Such crashes present potential threats in terms of weight and height, spillage of chemicals, fire and other significant property damage.

Vehicle selection

Your vehicle selection and management procedures should make sure that every vehicle used by workers is **road-legal, roadworthy and fit for purpose at all times.**

This applies equally to workers who drive company-provided vehicles and who drive their own personal vehicle for work (grey fleet).

As an employer, you should have a safety management system in place for managing all driving for work risks including grey fleet driving.

The fact that workers use their own vehicles for business purposes does not absolve the employer from 'duty of care' responsibilities.

Employers have a legal duty of care to a worker regardless of vehicle ownership, and therefore, grey fleet needs to be managed as diligently as company-owned or leased vehicles.

Workers using their own vehicle for work are responsible for **their own vehicle's roadworthiness, motor tax, insurance and condition.**

The motor insurance policy must include appropriate cover for business use.

The vehicle must have a valid certificate of roadworthiness (NCT or CVRT) and be serviced according to the manufacturer's recommendations.

31. https://www.ndls.ie/images/PDF_Documents/Slainte_agus_Tiomaint_Medical_Fitness_to_Drive_Guidelines.pdf





Fleet management

As an employer, you should:

- have procedures in place to make sure that all vehicles (irrespective of who owns them) used for work conform to road traffic law, are safe and properly maintained, and are fit for purpose;
- consider requiring vehicles with a 5-star EURONCAP³² rating for company-owned or leased vehicles, particularly if they are carrying other workers;
- consider requiring minimum EURONCAP standards as a condition for workers who drive their own personal vehicle for work;
- make sure drivers know their vehicle safety capabilities and do not exceed them;
- make sure workers are familiar with the correct operation of the vehicle that they drive for work;
- make sure regular vehicle inspections, servicing and maintenance are undertaken by suitably competent persons in accordance with the manufacturer's recommendations and vehicle manual;
- take account of ergonomic considerations (like driving position and how easy the controls are to reach) to make sure that drivers' health and safety is not being put at risk from an inappropriate seating position, condition or driving posture;
- provide drivers with guidance on good posture and, where appropriate, on how to set their seat correctly;
- provide details about how often to check engine oil, brake fluid level, tyre tread, and the vehicle's battery;
- make sure pre-operations checks are conducted pre-shift on essential components such as brakes, steering, tyres (including pressure), indicators and mirrors to detect issues such as oil leaks; and
- make sure that any defects are fixed promptly by competent persons.

For information on how to carry out a daily vehicle walkaround pre-check for cars, vans, buses and heavy commercial vehicles (HCVs), visit www.drivingforwork.ie.

If a vehicle is used for work, it is a workplace and that means you, as an employer, are responsible for your worker's safety when they are behind the wheel.

As an employer, you have a legal duty to check that your worker's vehicle is safe and legal when it is being used for work.

32. <https://www.euroncap.com/en/about-euro-ncap/how-to-read-the-stars/>

Common vehicle safety features to consider:

- seatbelt reminders and pre-tension devices;
- driver, passenger and side curtain airbags;
- Electronic Stability Control (ESC);
- Brake Assist Systems (BAS);
- Autonomous Emergency Braking (AEB);
- cruise control or autonomous cruise control to control speed;
- lane support systems such as Blind Spot Monitoring, Lane Keeping Aid and Lane Departure Warning;
- reverse collision warning systems such as reversing AEB, reversing camera, reversing siren and flashing lights; and
- Rear Cross Traffic Alert (RCTA) or parking sensors.

Seatbelts

Seatbelts must be worn by all drivers and passengers when a vehicle is being driven (unless exempted).

The driver is responsible for making sure that all passengers, including rear seat passengers wear a seat belt on every journey. This applies to all vehicles.

Employers have a duty of care to ensure vehicles have seatbelts fitted and workers are informed on the legal obligation and company policies on wearing a seatbelt with driving for work.

IT IS A PROVEN FACT³³ THAT SEATBELTS SAVE LIVES AND REDUCE THE SEVERITY OF AN INJURY.

33. <https://www.rospa.com/media/documents/road-safety/road-observatory/Vehicles-Seatbelts.pdf>



Safer journey

As part of the journey risk management process, include considerations of journey planning, weather conditions, driver behaviours (wearing seatbelts, speeding, distractions, intoxicants), lone working and emergency procedures.

Employers can take simple steps to make sure worker journeys are safer.

Effective journey planning helps minimise the risk of driver fatigue and vehicle incidents.

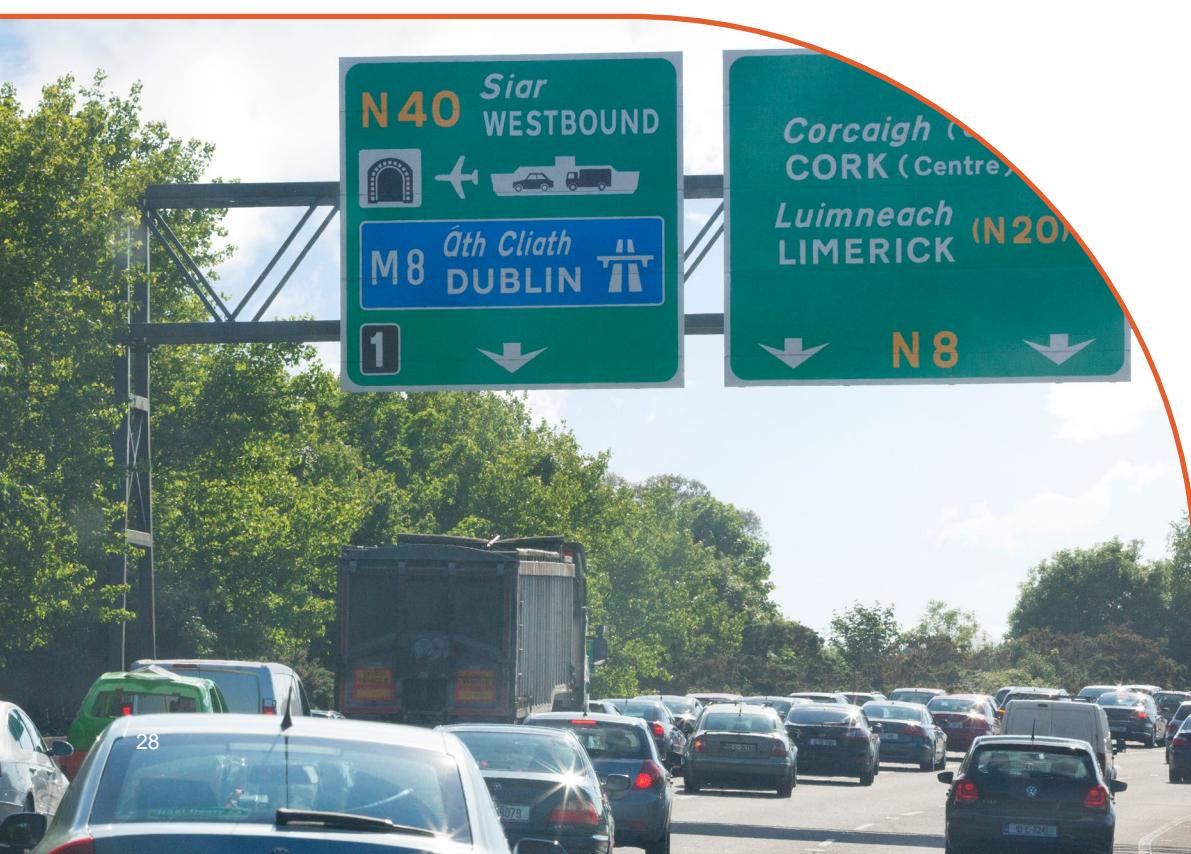
For regular driving journeys and out-of-the-ordinary driving, planning should be done to minimise risk.

- make sure workers are consulted on policies and procedures, and have access to live websites to find out information on weather conditions and roads;
- set clear and specific company rules for workers who drive for work;
- inform drivers of the requirement to be courteous and considerate of all other road users when driving for work;
- set limits for unbroken driving hours, including daily, weekly and monthly limits for all classes of drivers;
- schedule and plan rest breaks and break locations in advance;
- utilise remote communications (telephone, email or video-conferencing) instead of meeting in person or travel by public transport (train or bus);
- if driving is unavoidable, maximise vehicle-sharing to reduce the number of journeys and the length of time drivers spend at the wheel (car-pooling);

Journey planning

As an employer, you should:

- consult and communicate with workers regarding journeys for safe work-related driving, including when preparing journey management plans and risk assessments;



- promote practice of meeting without moving where possible to reduce driving;
- instruct and train workers how to prepare a journey management plan;
- plan routes in advance for drivers and refer to online live traffic³⁴ information on roads to help establish route options, distances and journey times;
- allow enough time for drivers to complete appointments, rest breaks and travel safely; and
- encourage the preferred use of dual carriageways and motorways where possible as they are safer³⁵ than rural roads.

All journey planning should take account of adverse weather conditions to avoid placing drivers in danger.

Weather considerations

- check weather information³⁶ before travel and during the journey;
- plan when and where to take breaks. The rule of thumb is a 15-minute break for every two hours driven, with more frequent breaks required at night or in poor weather conditions;
- allow plenty of time so they are not under pressure to drive at an unsafe speed;
- take account of the road type (motorway, regional, local), hazards (road works, accident 'hot spots'), and congestion;

- if using a Sat Nav, drivers should input the destination before setting off, and if they need to change it, they should stop in a safe place to do so; and
- prepare emergency procedures and provide emergency equipment (breakdown equipment, alarms, and first aid).

In adverse weather, the hazards associated with driving for work increase greatly. Employers should make sure that driving in adverse weather is covered in their company's driving for work risk management policy.

Employers should be aware the colour coding (shown below) used by Met Éireann for weather warnings and consider this when planning for journeys for workers.

<https://www.met.ie/weather-warnings>

Yellow	Not unusual weather. Localised danger.
Orange	Infrequent. Dangerous/disruptive.
Red	Rare. Extremely dangerous/destructive.

34. <https://www.tiitrafic.ie/> <https://www.theaa.com/route-planner/traffic-news/Ireland>

35. <https://etsc.eu/reducing-road-deaths-on-rural-roads-pin-flash-46>

36. <https://www.met.ie/warnings-today.html> <https://www.met.ie/cms/assets/uploads/2020/04/Severe-weather-chart.pdf>



Vehicle breakdown and road incidents

Employers should have procedures for emergencies such as collisions or breakdowns.

Make sure that drivers have the following in their vehicles:

- a copy of the emergency procedures to be followed in the event of a breakdown, collision or feeling unwell;
- contact details of the person they should report emergencies and incidents to;
- contact details of the breakdown firm;
- emergency breakdown kit; and
- if working alone, a lone working alarm or app.

Some items that may be provided in a vehicle breakdown and emergency kit:

- hazard warning triangle to warn other road users;
- hi-visibility vest for the driver and all passengers;
- first aid kit;
- weatherproof torch and batteries for nighttime use; and
- incident recording form and pen or pencil.

A risk assessment of the journey should also be completed during the planning process to establish the most appropriate equipment necessary.

Accident and Dangerous Occurrence Reporting

Employers have a duty³⁷ to report accidents and dangerous occurrences³⁸ to the Health and Safety Authority. For example, if your worker is fatally injured while driving for work on a public road.

You must also report the injury of any worker because of an accident while at work where the injury results in your employee being unable to carry out their normal work for more than three consecutive days, excluding the day of the accident. For example, a road traffic collision while driving for work on a public road. This also includes if there is a road collision involving your employee driving for work and a member of the public driving a car, if the member of the public is injured and required to be taken to and treated in a hospital or medical facility.

37. https://www.hsa.ie/eng/topics/accident_and_dangerous_occurrence_reporting/

38. https://www.hsa.ie/eng/publications_and_forms/publications/safety_and_health_management/accident_and_dangerous_occurrences_reporting.pdf

Lone workers

Lone workers are those who work by themselves without close or direct supervision.

Anybody who works alone, including contractors, self-employed people and workers, is classed as a lone worker.

As an employer, you should:

- have a lone worker policy based on risk assessment;
- have a system where if something did go wrong, for example, if a worker did not return home at the expected time, you would know the last movements of that worker;
- identify your preferred communication system with lone workers that works in all areas of the country (mobile phone coverage);
- implement a diary management system for all lone workers;
- use a buddy system or consider using a smartphone App to support lone workers; and
- consider an “on-person” GPS tracking system based on risk assessment.



Speeding

Every year people are killed in collisions in which someone was careless, reckless or in a hurry. Exceeding the speed limit or driving too fast for the prevailing road, traffic and weather conditions is a leading collision risk factor.

An 2024 observational study commissioned by the RSA³⁹ also found that 78% of Heavy Goods Vehicle (HGV) drivers exceeded the speed limit on 100km/h roads (where the speed limit for HGVs is 80km/h) and almost 35% exceeded the speed limit on motorways (where the speed limit for HGVs is 90km/h).

As an employer, you should:

- schedule work to allow enough time to complete work journeys, including rest breaks. Drivers should not feel the need to speed to meet work commitments and unreasonable deadlines;
- fit vehicles with technology that provides accurate speed information and alerts;
- fit vehicle tracking systems that can monitor speed and make workers aware of the monitoring system. (adaptive cruise control, intelligent speed adaptation);
- develop robust and effective procedures to deal with workers who receive speeding infringements and penalties when driving for work;
- educate workers on the risks of speeding; and
- encourage workers to respect and obey speed limits in all speed zones.

39. Results from 2024 RSA observational study of free speed <https://www.rsa.ie/help-support/if-you-need-to-contact-us>

Speeding is not just travelling above the designated speed limit, but also driving too fast for the conditions (e.g. road, wet weather, areas with a lot of pedestrians, traffic conditions).

While safer roads and improvements to vehicle design aim to minimise the consequences if a crash occurs, ultimately, it's a driver's choice of speed that will determine the outcome and severity of the consequences.

Survey research from the RSA found that those who drive for work are more likely to engage in dangerous driving behaviours including speeding, drink-driving, using a mobile phone while driving, and driving while fatigued.

Organisations that contract drivers through a 'gig economy' model should recognise their responsibilities in managing work-related road risks and ensuring the apps they provide to manage the distribution of work do not create additional risk such as speeding, driver fatigue, driver distractions.

Measure and review driving for work safety performance

Effective ⁴⁰safety management requires leadership and commitment. Monitoring and reviewing the driving for work risk management process provides the information to let the organisation review activities and decide how to improve their safety performance.

As an employer, you should:

- decide how you will measure performance. Think about ways to do this that go beyond looking at accident figures – look for leading (proactive) as well as lagging (reactive) indicators;
- allocate resources and appoint people with specific responsibilities for managing driving for work (internal or external) of all employees;
- train managers, supervisors and team leaders to monitor and review driving for work as part of their health and safety responsibilities. For example, to check and record that procedures are followed in practice;
- conduct safety audits and inspections relating to driving for work activities (driver, vehicle, and journey);
- review periodically (at least annually or whenever significant changes take place) driving for work risk assessments and your safety statement;
- observe and monitor behaviour and attitudes relating to driving for work activities and compliance to policies and procedures (consider using technology);
- encourage drivers to raise concerns with their line manager and encourage line managers to respond positively;
- make sure that appropriate means are available for the worker to communicate with their employer to raise issues experienced during any journey or activity;
- record and investigate all near misses, collisions and incidents;
- review incident data to determine any potential trends, i.e. time of day, location, vehicle, driver, and work factors;
- keep up-to-date on any new work practices or changes to the legislation and guidance relating to driving for work. Consider this when reviewing risk assessments and developing policies and procedures; and
- implement and keep records relating to disciplinary procedures for rule infringements as per the policies and procedures.

***Be aware that some workers, especially younger workers or those new to the company, may not feel able to raise concerns for fear of retribution**

40. https://www.hsa.ie/eng/topics/managing_health_and_safety/safety_and_health_management_systems/

Resources

Health and Safety Authority

www.vehiclesatwork.ie

www.besmart.ie

Road Safety Authority

www.rsa.ie

www.drivingforwork.ie

An Garda Síochána

www.garda.ie

National Driver Licensing Service [NDLS]

<https://www.ndls.ie/medical-fitness/advice-for-gps.html#medical-fitness-guidelines-and-forms>

HSE UK

www.hse.gov.uk/roadsafety/employer/index.htm

www.som.org.uk/sites/som.org.uk/files/Driving_and_Occupational_Health_August_2024.pdf

WorkSafe Queensland, Australia

www.worksafe.qld.gov.au/_data/assets/pdf_file/0026/23588/vehicles-as-workplace-risks-hazards-management.pdf

Road Safety at Work Canada

<https://roadsafetyatwork.ca/>

<https://roadsafetyatwork.ca/resource/tool/road-safety-risk-profile/>

Royal Society for the Prevention of Accidents (ROSPA)

www.rospa.com/

National Highways UK, Van Driver Toolkit

<https://vandrivertoolkit.co.uk/>

National Road Safety Partnership Australia

www.nrspp.org.au

WorkSafe Victoria

www.worksafe.vic.gov.au/news/2023-03/staying-safe-when-road-workplace

www.worksafe.vic.gov.au/work-related-driving

NTWorkSafe

<https://worksafe.nt.gov.au/forms-and-resources/guides/safe-driving-guidelines-for-workplaces>

Driving for a Better Business

www.drivingforbetterbusiness.com/



Appendix A - Sample safe driving for work policy

Here is an example of a Safe Driving For Work 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 for Work 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 incidents 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 road 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 alcohol or being under the influence of drugs while driving;
- driving while disqualified or not correctly licenced;
- reckless or dangerous driving causing death or injury;
- failing to stop after a collision;
- acquiring penalty points leading to suspension of licence;
- any actions that warrant the suspension of a licence; and
- the use of a handheld mobile device in any vehicle whilst driving is illegal.

Driver distraction [option 1 – zero tolerance]

[Insert Name of Organisation] operates a zero-tolerance approach to driver distraction.

- no employee is required to take or make calls while driving;
- switch your phone off or put it in silent mode and place it out of reach;
- if you need to make a call, even if only to advise of a travel delay, find a safe place to stop and switch off the engine first;
- initiating or participating in conference calls of any kind, as well as texting or emailing when driving, is not permitted under any circumstances;
- adjusting a sat nav or other such system should be done while stationary with the engine switched off;
- eating or drinking while driving is not permitted; and
- drivers should take refreshments during normal rest breaks or while the vehicle is stationary with the engine switched off.

Driver distraction [option 2 – handsfree calls allowed]

The use of hands-free mobile devices in all vehicles being driven for work is permitted though, while legal, hands-free use is not risk-free; using a hands-free device when driving creates an avoidable distraction that affects a driver's ability to concentrate and impairs their reaction times.

Drivers are permitted to use mobile phone devices with hands-free access, as long as they do not hold them at any time during usage.

Hands-free access means using:

- a dashboard holder or windscreen mount;
- a bluetooth connection to the vehicle (earphones are not permitted); and
- voice activation.

Responsibilities as an employee

Drivers of company vehicles

Every driver of a company vehicle must:

- make sure they hold a current driver's licence for the category of vehicle they are driving (Group 1, 2), 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;
- notify their supervisor or manager if they receive penalty points and the number of such points results in a suspension of their driving licence;

- be responsible and accountable for their actions when operating a company vehicle or driving for work;
- carry out a full daily walk-around check before 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;
- always comply with the Rules of the Road and the Safe Driving for Work Handbook;
- 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 always wear their seat belt;
- 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, and mirrors before setting off. If you need to re-adjust whilst driving, pull over safely to do so;
- do not use or hold a mobile phone or similar device while driving;
- 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; and
- 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; and
- stay overnight if driving time and non-driving duties exceed 10 hours in one day.

Drivers using their own car for work (grey fleet)

If an employee is driving their own vehicle for work, the same policies apply. 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; and
- the vehicle must not be used in conditions for which it was not designed (such as off-road).

Fitness to drive and medical conditions

Employees should only drive when fit to do so. They should report to their manager any new condition, or a change in their health and wellbeing which may affect their ability to drive safely. Employees should make themselves familiar with ⁴¹Notifiable Conditions which must be reported to the NDLS.

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; and
- 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; and following the maintenance schedules

in the vehicles' manual setting up a procedure to identify and rectify all defects no 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, distractions;
- the financial cost of all collisions;
- the number of prosecutions;
- the number of near-miss events; and
- 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; and
- 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

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, driver distractions, speeding, drink-driving and fuel-efficient driving; and
- 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 or similar devices 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; and
- making sure the employer is informed if existing employees become unlicenced.

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 carpool 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; and
- 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

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); and
 - 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; and
- 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 to 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; and
- 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.

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 glovebox).

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:

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

Incentives

[Insert incentives suitable for your business if appropriate.]

Disclaimer:

This is a guidance document. The information contained in this guidance is for educational purposes only. It is not intended to provide legal or other advice to you, and you should not rely upon the information to provide any such advice.

The document is not exhaustive and provides information, in no particular order, on the main risks associated with driving for work.

We believe the information provided is accurate and complete; however, we do not provide any warranty, express or implied, of its accuracy or completeness.

It is the responsibility of the reader to update themselves regularly on any changes to Road Traffic, Road Safety or Safety, Health and Welfare at Work legislation that may be relevant to driving for work.

Neither the Health and Safety Authority, An Garda Síochána or the Road Safety Authority, shall be liable in any manner or to any extent for any direct, indirect, special, incidental or consequential damages, losses or expenses arising out of the use of this guidance document.

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Information on worker safety, health and welfare can be found at www.hsa.ie.



Appendix B - Employer risk management gap analysis checklist

The first and fundamental step is to identify driving for work activities and to understand the risks faced by your business.

A full risk inventory will help you identify the type, frequency and scale of driving for work activities that your employees are exposed to. You need to develop a profile of your drivers before you conduct a risk assessment of the activity across the business and on each employee involved.

Your responses to the questions below will guide you on gaps in your current policies and procedures and give you a good idea of the risks and exposures to your business and areas where further risk assessment and risk management improvements can be made.

Driving for Work Organisation Risk Management	Yes	No	Action
Are all directors and managers in the organisation aware of their legal obligations to manage driving for work risks?			
Is driving for work identified as a risk in your company Safety Statement?			
Have you carried out a detailed risk assessment on driving for work?			
Have appropriate controls been put in place to deal with driving for work risks for all workers affected?			
Has the company developed a clear policy and procedure on driving for work in consultation with workers?			
To accompany the policy and procedures, do you provide written instructions to workers and verify it is understood?			
Do you provide training on driving for work policy and procedures?			
Do you discuss driving for work at management and team meetings?			
Do you send safety information to workers who drive for work?			
Do you make sure that contractors that carry out work on your behalf manage driving for work risks?			

Driving for Work Organisation Risk Management	Yes	No	Action
Do you encourage companies that provide goods or services to your organisation to manage driving for work risks in line with current legislation and guidance?			
Is there a designated competent person who has full responsibility for managing driving for work?			
Is there a full inventory carried out annually, quarterly or as required to determine the driver, vehicle and journey profile of workers who drive for work?			
Do contracts of employment include the requirements for drivers to abide by the policies and procedures on driving for work (company/grey fleet drivers)?			
Can you demonstrate a clear audit trail to verify that drivers are fully compliant with the company procedures on driving for work?			
Do you have a system in place for reporting and investigating work-related road collisions, incidents and near misses?			
Are incidents and near misses investigated and acted upon?			

Driver Risk Management	Yes	No	Action
Does the driver have the correct licence for the vehicle?			
Is there a process in place to check that workers have their licence when starting, and then at intervals, to make sure they are valid and to monitor penalty points, endorsements, driving bans and convictions?			
Does the driver have relevant previous experience?			
Do line managers and supervisors verify that drivers have completed the required training and comply with procedures and rules?			

Driver Risk Management	Yes	No	Action
Are grey fleet drivers subject to the same recruitment, induction, assessment and training procedures as company car drivers?			
Are workers aware that if they need to drive for work, they must obtain prior written authorisation from their manager?			
Have you confirmed that workers understand that it is their responsibility to make sure they have adequate business use insurance for driving their own vehicles for work in place?			
Is there a process to check and record each driver's business use insurance details (insurer, policy number, period of insurance and extent of use) on an annual basis by the business?			
Is there a process in place requiring workers to notify the business of any medical or other conditions that may adversely affect their ability to drive as per medical fitness to drive requirements?			
Do you provide routine eyesight checks for all workers who drive for work, at least every two years?			
Do you organise training for drivers, giving priority to those most at risk (for example, those with high annual road kilometres, collision or incident history, novice or young drivers)?			
Are drivers familiar with their vehicle and the various features of the vehicle?			
Have drivers received information and training on how to carry out routine basic safety checks - such as checks on their lights, tyres and wheel fixings?			
Do you assess drivers to make sure that they have the correct skills for driving?			
Do you provide information to workers about the dangers of distracted driving?			
Have you clear policies and procedures related to distracted driving i.e. zero tolerance policy for phone use while driving?			

Driver Risk Management	Yes	No	Action
Are drivers aware of the dangers of fatigue and the signs?			
Have you informed and instructed workers about the laws on drinking and drug driving and the company's policy and rules on these issues?			
Do your drivers know that they should not drive or carry out other duties if they are taking medication that might impair their judgement? Note: <i>if they are not sure they should ask their doctor.</i>			
Have you clearly outlined the expected standards from workers when driving for work i.e. driver behaviour, being courteous, abide by rules of the road?			
Do you have disciplinary procedures related to unsafe driving for work (speeding, distracted driving, not wearing seatbelts) and are these implemented?			

Vehicle Risk Management	Yes	No	Action
Are workers informed that the use of any vehicle on company business is subject to the satisfactory completion of a driver vetting and authorisation process, which sets out the driver's responsibilities?			
Have you confirmed that all workers read, understood and accepted their obligations for company and grey fleet use and are they aware of the consequences of any failures to comply?			
Is there a clear policy on permitted vehicle types for workers who drive for work, determined by the exact nature of the work (cars, SUVs, vans, 4-wheel drive and powered two-wheelers)?			
Is there a policy that controls company-provided and grey fleet vehicle selection, based on the appropriate type, age, safety rating and condition of vehicles?			

Vehicle Risk Management	Yes	No	Action
Are records maintained as to the types, ages and conditions of vehicles being used by all drivers who drive for work?			
Are all vehicles used for work kept in a roadworthy condition at all times, and have a valid NCT or roadworthiness certificate (where necessary), motor tax, and insurance?			
Are regular licence, insurance, motor tax, NCT and compliance with company procedures checks recorded?			
Is vehicle maintenance (including routine maintenance) completed, recorded and monitored by the company and grey fleet drivers in line with the manufacturer's recommendations?			
Are safety belts and head restraints fitted correctly, and do they function properly?			
Do your drivers carry out basic safety checks before using the vehicle e.g. daily walk-around safety checks?			
Have you considered only purchasing/using cars that have attained a five Euro NCAP rating which includes the latest safety features?			
Have you considered installing telematics, tracking and/or vehicle cameras in your vehicles?			
Do drivers have access to information that will help them to reduce risks such as information on recommended tyre type and pressure?			
Do you make sure that drivers are aware that vehicles should not be travelling overweight and that loads should always be properly secured?			
Do you give your drivers information on good posture and, where relevant, on how to set their seat correctly?			
Do you require drivers to keep their vehicles clean and tidy at all times?			

Journey Risk Factors	Yes	No	Action
Do you risk assess journey routes having regard to incident blackspots, remote locations and high-risk locations (i.e. schools)?			
Do you consult and communicate with workers on effective route planning to make sure journey times are minimised?			
Do you provide guidance and training on effective schedule setting to make sure journeys are planned efficiently?			
Do you schedule work to allow enough time for workers journey including rest breaks?			
Do you have a policy on overnight stays where journey distance or overall working/driving hours exceed the pre-determined limits (for example over 100km)?			
Do you educate workers on the risks of speeding?			
Do you have systems in place to monitor and review journeys to identify speeding or dangerous driving?			
Do you prohibit the use of mobile phones while driving?			
Do you make sure that managers and office staff don't contact drivers by phone when they are driving?			
Do you prepare a journey management plan and risk assessments to consider any particular risk for example safe loading all drivers must also make sure that their vehicle is loaded safely and secured?			
Do you have a policy in place on the preferred use of remote communications (telephone, email or videoconferencing) instead of meeting in person or travel by public transport (train, bus)?			
If driving is unavoidable, do you maximise vehicle sharing to reduce the number of journeys, and to reduce the length of time drivers spend at the wheel (e.g. car-pooling)?			

Journey Risk Factors	Yes	No	Action
Do you set limits for unbroken driving hours, including daily, weekly and monthly limits for all classes of drivers?			
Do you provide guidance and training on what to do in the event of an emergency while driving for work (collisions, breakdowns and adverse weather events)?			
Do you have procedures in place to manage lone workers (if any) who are driving for work? i.e. communication methods, and emergency procedures?			
Are vehicles supplied with vehicle breakdown and emergency kits?			

This is a guidance document. The information contained in this guidance is for educational purposes only. It is not intended to provide legal or other advice to you, and you should not rely upon the information to provide any such advice. The document is not exhaustive and provides information, in no particular order, on the main risks associated with driving for work. We believe the information provided is accurate and complete; however, we do not provide any warranty, express or implied, of its accuracy or completeness.

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Appendix C - Sample risk assessment template

Here is an example of a populated risk assessment template you can amend to suit the requirements of your business.

Sample template - (List additional hazards, risks and controls particular to your driving for work using this template).

You must think about the specific hazards and control your business needs.

Hazards	Competence and suitability of the individual driver for work: <ul style="list-style-type: none">• Age• Experience• Personal ability• Confidence• Fitness to drive	
Consequences of the hazard	Higher collision or incident risk owing to increased driver risk	
Risk rating High Risk (H) Medium Risk (M) Low Risk (L)	H	
Controls (when all controls are in place risk will be reduced)		Is this control in place? Y/N
	The driver has a valid licence	Y
	The driver has been driving for more than two years	N
	The driver is familiar with the vehicle they are required to drive	N
	The driver has not been suspended from driving in the last three years	N
	The driver has not been involved in any vehicle accidents in the last three years	Y
	All driving at work activities will be undertaken in accordance with the applicable legislation and driving for work policies and procedures	Y
	Fitness to drive declaration completed	Y
Action/to-do list/outstanding controls	Training required – to ensure the driver is familiar with the vehicle they are required to drive	

Person responsible	Manager	
Signature and date when action completed	XXXX	
Hazards	<p>Vehicle suitability and condition:</p> <ul style="list-style-type: none"> • Incorrect vehicle selection • Not roadworthy • No safety features • Lack of fleet management systems 	
Consequences of the hazard	Use of unsafe and unroadworthy vehicles increases the risk of collision and injury to both workers and other road users	
Risk rating High Risk (H) Medium Risk (M) Low Risk (L)	H	
Controls (when all controls are in place risk will be reduced)		Is this control in place? Y/N
	Purchase only 5-star rated Euro NCAP vehicles and stipulate grey fleet drivers drive such vehicles	N
	All vehicles that workers are asked to drive as part of their work activities are maintained in a safe and fit condition and have a valid NCT/CVRT and valid insurance	Y
	If workers use their own vehicles for work purposes, the drivers will be insured for business use and the vehicle will have a valid NCT/CVRT Certificate	Y
	Workers will also confirm that their vehicle is regularly serviced and maintained. (grey fleet declaration)	Y
	Drivers have been informed that they need to carry out basic vehicle safety checks before they begin their journey	N
	Drivers have been provided with information and relevant checklists to do this	N
	Drivers are given time to familiarise themselves with new vehicles	Y
	Any goods and equipment to be carried in the vehicle is properly secured so that it doesn't cause injury in the event of an accident	Y

Action/to-do list/outstanding controls	Consider purchasing 5-star rated Euro NCAP vehicles and stipulate grey fleet drivers drive such vehicles. Inform drivers that they need to carry out basic vehicle safety checks before they begin their journey. Develop vehicle checklists for all types of vehicles used in the workplace	
Person responsible	Fleet manager	
Signature and date when action completed	XXXX	
Hazards	<p>Journey planning:</p> <ul style="list-style-type: none"> • Extreme weather conditions • Long journey times • Unknown or potentially hazardous areas 	
Consequences of the hazard	Additional risks of collisions due to adverse weather conditions or other factors such as fatigue	
Risk rating High Risk (H) Medium Risk (M) Low Risk (L)	H	
Controls (when all controls are in place risk will be reduced)	<p>For long journeys, public transport options will be deemed suitable prior to a car being used</p> <p>Weather conditions will be checked prior to the journey and assessed based on warnings in place</p> <p>Overnight stays will be considered for journeys exceeding 100 KM</p> <p>Emergency breakdown procedures in place</p> <p>Breakdown kits provided</p> <p>Planning work to allow for journeys in pairs where possible</p>	<p>Is this control in place? Y/N</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>N</p> <p>Y</p>

Action/to-do list/ outstanding controls	Breakdown kits required in vehicles
Person responsible	Manager
Signature and date when action completed	XXXX

If there is one or more High Risk (H) actions needed, then the risk of injury could be high, and immediate action should be taken. Medium Risk (M) actions should be dealt with as soon as possible. Low Risk (L) actions should be dealt with as soon as practicable.

Risk assessment carried out by:

Date: / /

SAMPLE

Appendix D - Driving for work – Driver Declaration [Grey fleet]

Driver Name:	
Licence Number:	
Licence Expiry Date:	
Contact Number:	
E-Mail Address:	
Manager's Name:	

Vehicle Details

Vehicle Registration No:	Year of Manufacture:
Make:	Model:
Engine CC:	Fuel Type:
Last Service Date:	Odometer Reading:
Insurance Policy Details:	Insurer: Policy Number:
Insurance Policy endorsed for business use:	Yes No

Insurance Policy Expiry Date: DD/MMM/YYYY

Declaration

I understand the permission given to me to use my own motor vehicle on official business. This is subject to any relevant regulations or business rules in force. This is also subject to the condition that the vehicle is in **roadworthy condition, taxed for road use and appropriately insured for business use** and will continue to be insured, by me for the purpose of the Road Traffic Acts during the course of my work-related journeys.

I confirm I have read and agree to adhere to the conditions and guidance set down in the Grey Fleet policy and understand that **I am responsible for all costs associated with operating my vehicle** in the discharge of my duties for the company.

I confirm that:

- I hold a current driving licence in respect of the motor vehicle details noted above;
- I am satisfied that the motor insurance policy in place for the motor vehicle that this Form relates to is appropriate to cover the use of the motor vehicle for official travel/occasional business use;

Declaration

- The motor insurance policy will remain valid for all official travel when I am using the motor vehicle;
- I will only use the vehicle on official travel where the vehicle complies with the requirements of the Road Traffic Acts;
- I will only use the vehicle for official travel where the vehicle has been serviced and maintained and is in a roadworthy condition;
- I will have a minimum level of breakdown equipment in my motor vehicle at all times while the vehicle is being used for official travel. Such equipment is to include a red warning triangle, a Hi-Viz vest, a torch and a basic first aid kit;
- I will advise my Line Manager and the company Safety Officer immediately, in the event that I am involved in any motoring-related incident or near miss while travelling on official business;
- In the event that I become aware of a medical condition that could negatively affect my medical fitness to drive, I will advise the company's Occupational Health providers immediately and await their response before undertaking any further official travel using the motor vehicle; and
- If I receive penalty points and the number of such points results in a suspension of my driving licence, I will notify my line manager immediately of the suspension and the duration of suspension. I will not use my motor vehicle for official travel during the period of the suspension.

Employee
Signature:

Date: DD/MMM/YYYY

Please return the signed original of this document to your line manager along with a copy of your current driver's licence and motor insurance policy.

If you use more than one vehicle, please complete a separate form for each vehicle. A new agreement must be generated **annually or** whenever your licence is altered or renewed, or your insurance policy is altered or renewed.



HSA

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