



The BVRLA Guide to...

# Driving at work

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# Acknowledgements

No guide such as this can deal with as extensive a subject as employees' health and safety whilst at work without expert help and guidance. The BVRLA therefore gratefully acknowledges the support and assistance provided by Eversheds LLP, the international law firm, and the Department for Transport. Both organisations have been extremely helpful in reviewing the contents of this publication, the BVRLA Guide to Driving at Work.



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The BVRLA Guide to...

# Driving at work

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# Foreword

It has been estimated that up to one third of all road traffic accidents involve someone who was at work at the time. When translated into human terms, that means up to 1,000 deaths each year. As the Minister responsible for road safety in Great Britain, I welcome this guide, which I hope will help to reduce this dreadful toll and the consequences that it has on so many people.

Some employers seem to think that it is sufficient just to ensure that their employees' vehicles hold a current MOT and the driver is properly licensed and obeys all traffic laws and regulations. This is not so. Health and safety law applies equally to on-the-road work activities as it does to the conventional workplace and proper evaluation of risk should be undertaken. The best way to do this is to manage road risk as part of a company's health and safety management process.

This guide sets out an overall means of managing health and safety for those driving at work whether they cover many miles each day or just a few each month. It suggests ways that will reduce risk not only for the driver at work but for other road

users as well. All those who employ people who drive while at work should read and take notice

of it. It presents sensible and realistic advice and I commend it to you.



A handwritten signature in blue ink, appearing to read 'David Jamieson', with a long horizontal line extending from the end of the signature.

RT Hon David Jamieson MP  
Transport Minister  
Department for Transport

# The BVRLA

The British Vehicle Rental and Leasing Association is the trade association for the vehicle rental and leasing sector in the UK. Its 800 Members operate more than 2.5 million vehicles and spend in excess of £15 billion a year in buying vehicles and support services which range from servicing and maintenance to accountancy and software

The BVRLA provides services to its Members. These range from direct support such as its RISC system - a high-risk hirer database, travel documentation, rental agreements and legal advice to information services through its website, Fact Sheets and publications such as BVRLA News and Motive.

The BVRLA lobbies on behalf of the industry. The Association is closely involved in consultations with government prior to legislation being framed which may have an effect on the vehicle rental and leasing sector. The BVRLA always seeks to present the common sense approach where the needs of the sector are preserved within proposed, new legislation.

The BVRLA regulates that part of the sector represented by its Members. In practical terms that means more than 99% of the long term car sector, some 85% of the short term car sector and in excess of 50% of the commercial vehicle sector. Regulation is enforced through the Association's mandatory Codes of Conduct. These lay down

strict operating criteria for Members and have been described by the Office of Fair Trading as a model for others to follow. The Codes of Conduct are backed up by regular inspections of short term car and commercial vehicle rental Members carried out by independent inspectors.

For further information, please call the BVRLA on 01494 434747, e-mail [info@bvrla.co.uk](mailto:info@bvrla.co.uk) or visit [www.bvrla.co.uk](http://www.bvrla.co.uk).



# Introduction

The publication of 'Driving at Work: Managing Work-Related Road Safety', produced by the Department for Transport and the Health & Safety Executive, has caused many employers to reconsider the safety of their employees whilst driving at work or in connection with work. The phrase 'duty of care' has rapidly become synonymous with road safety while driving on business. As a result, and to provide an independent and objective view, the BVRLA has published this guide for both employers and employees

The BVRLA Guide to Driving at Work has been produced to support a key recommendation made by the Work Road Related Safety Task Group (WRRSTG), an independent group set up to assist the Government in identifying if additional legislation was needed. That group concluded that the sensible approach was to make it clear to employers that their general duties under existing health and safety legislation should extend to work-related driving and journeys.

Government has over the years attempted to improve road safety. Among its initiatives it published 'Tomorrow's Roads: Safer for Everyone' which set out a ten-year timeframe for cutting the accident toll on Britain's roads – a 40% reduction in the number of people killed or seriously injured in road accidents, a 50% reduction in the number of children killed or seriously injured and a 10% reduction in the slight casualty rate, by 2010. Every day in Great Britain 10 people die and over a hundred are badly injured in road traffic accidents. Many of these

victims are at work, either as drivers or other road users. A great number of these accidents could be avoided by better management of risk. Doing nothing is no longer an option and the fleet industry has reacted positively and recognises that it has to take proper measures to manage all driving at work risks.

The business cost associated with vehicle-related incidents that occur whilst the employee is working needs to be included in any risk or cost benefit assessment. Businesses often overlook the time employees take off as a result of a work related road incident, or the cost of the employee failing to attend an all-important business meeting, or even the cost of dealing with the paperwork for a road related incident. These costs need to be balanced against the cost of implementing a sound business process that will help to prevent such costs from arising in the first place.

The benefits should be clear to all businesses:

A potential reduction in insurance

premiums of at least 15% depending on previous claims record, fleet size and composition, at a time when insurance premiums are escalating at the rate of 20–30% annually

Fuel consumption improvements of at least 7%

Reductions of at least 5% in wear and tear on tyres, brakes and clutches etc.

Improved vehicle value of a minimum of 4% if a trained driver drives the car

Improved business performance

Fewer accidents

Less need for investigation

Less paperwork

Less lost time

Fewer requirements for work rescheduling

Lower training costs

Fewer missed orders

Improved staff morale

Improved public image

Protection of valuable employees.

The BVRLA Guide to Driving at Work presents, in a clear and logical manner, the risks associated with driving at work and what can be done to minimise them. The guide is divided into three main sections - the vehicle, the driver and the journey -



and gives clear and concise information on each of these areas.

The BVRLA Guide to Driving at Work is intended to be used as a tool in the general management of health and safety within the workplace and should be read by everyone who is involved with driving on business. It has been laid out in a way which closely follows the content of the formal HSE Guidance referred to above.

The Guide offers advice that will be helpful in putting together company policy on driving at work, a policy which should be robust, demonstrable and auditable to show that an employer has taken all reasonable steps to protect the employee and other road users.

The Guide is not intended to represent specific legal advice and should not be a substitute for an employer seeking assistance from a lawyer in relation to the employer's particular circumstances.

# The Legal Framework

This Guide is not intended to discuss health and safety law in any detail. However, employers will be assisted by understanding the legislative framework within which health and safety regulations apply

Remember that the health and safety considerations are primarily (though not solely) a concern for employers in the context of work-related driving. Road traffic legislation will still apply to drivers on an individual basis and in some instances to employers. This Guide does not cover road traffic legislation.

Under the Health and Safety at Work etc. Act, 1974, an employer has two key duties:

"...to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all his employees,"

and

"...to conduct his undertaking in such a way as to ensure, so far as is reasonably practicable, that persons not in his employment who may be affected by it are not thereby exposed to risks to their health or safety."

In addition to the principal duties, there are many subsidiary health and safety regulations to which

employers are subject, covering topics as diverse as risk assessment, training, manual handling, dangerous substances, working at height, work equipment and display screen equipment, to name but a few.

An employer in breach of these duties may be liable to enforcement action by the Health & Safety Executive (HSE) or another relevant enforcing authority (usually a local authority). Enforcement action is typically a prosecution resulting in a financial penalty. Increasingly, significant fines are being imposed for serious health and safety breaches.

# The Vehicle

Here we look at all aspects of a vehicle being used for business. This section covers the choice of vehicle in the first place and includes important safety features, insurance, maintenance and loading

## Selection of Vehicle

The vehicle must be suitable and safe for employees and the type of business trips they are expected to undertake. Compiling a check list of the key features that each car should have will help to ensure that the vehicle is suitable for the purpose for which it is to be used. Factors such as body style, ergonomics, equipment and seating positions (to ensure correct driver posture, etc.) should be included.

Other items to take into account include front or side airbags for front seat passengers and anti-lock brakes. You may wish to consider the merits of introducing a bhp/tonne limit or a bhp/driver age limit to restrict or exclude high performance vehicles.

Some businesses now include in their consideration the star rating that the vehicle achieved in the European New Car Assessment Programme (Euro NCAP) crash tests together with the vehicle's whole life

costs - see [www.euroncap.com](http://www.euroncap.com).

There is a vehicle selection check list at Annexe B on page 24.

## Vehicle Records

Inspection, Testing and Maintenance

You must be satisfied that all vehicles being used in conjunction with your business are properly maintained to an acceptable and safe standard, normally in line with the manufacturers' recommendations. There should be systems in place to ensure that all the planned maintenance has been carried out and documented.

It is recommended that employers outline the preventative vehicle maintenance and safety measures that employees should undertake on a daily or weekly basis. For example, has the driver been advised to check the oil level and tyre pressures and does he/she know how to carry out these basic checks? You may wish your employees to complete a daily or weekly check log



which can be kept in the vehicle ready for inspection. Guidance should be provided to employees on how to record and report any defects.

A sample checklist has been provided at Annex C on page 25.

## MOT

There should be a system in place to check that all passenger vehicles over three years old and commercial vehicles over one year old have a current MOT. This extends to privately owned vehicles being used for business as well. If you are directly responsible for the vehicle's maintenance, it would be advisable to have a system that ensures that the MOT check is undertaken before its expiry date. This will allow sufficient time to accommodate any remedial work which may be required following an MOT failure. The MOT is usually the only regular test of critical component performance on vehicles over three years old and commercial vehicles over one year old. It assesses a vehicle at a point in time but gives no guarantee of ongoing safety. This makes it essential that a company constantly monitors the performance and condition of ageing vehicles. It therefore might be appropriate for vehicles to be regularly inspected to ensure they are safe.

## Vehicle Load and Equipment

Employees should be provided with guidance on how to ensure that the maximum load weight for the vehicle is not exceeded. Any goods and equipment which are to be carried in a vehicle, for example loose tools and sample products, should be able to be properly secured.

The Department for Transport has published a code of practice on the safety of loads on vehicles, which provides guidance on the best practice for carrying loads on vehicles. This can be obtained from the DfT website at; [www.dft.gov.uk/stellent/groups/dft\\_roads/documents/page/dft\\_roads\\_506864.pdf](http://www.dft.gov.uk/stellent/groups/dft_roads/documents/page/dft_roads_506864.pdf).



## Vehicle Tracking Systems

These systems vary in specification but some of them offer:

Monitoring vehicle location. Some fleets may need to locate employees quickly or want to monitor how close vehicles are to a particular location

Monitoring vehicle use. Including vehicle mileage, speed, brake use, fuel use and even when a door is open

Providing improved reporting. Systems can report back on key factors including mileage which allows the fleet decision-maker to be more pro-active, telling drivers when a vehicle is due for a service or needs a safety check. This reporting can assist with better control of residual values

Improving security. If a vehicle is stolen, then a tracking device can be activated to tell police the vehicle's location

Improving performance. Tracking devices can monitor drivers' hours so that fleets can use them to check excess overtime claims. On average, fleet drivers claim an extra hour or two per week in overtime - this is often seen as a perk of the job rather than theft. Recent research suggests that fleet drivers are over claiming by a staggering £1.1 billion every year.

## Privately Owned Vehicles

If a scheme is offered where employees can opt out of a traditional company car and take the cash equivalent instead, then these employees need to be covered by the health and safety policy, as well.

Contrary to some misconceptions, employers cannot simply provide a cash alternative in order to deflect their duty of care responsibilities towards employees who use their own privately-owned vehicles. Given the age profile of private vehicles, there is a case for employers to be even more vigilant and involved where employees are using their own vehicles for work.

Some leasing companies can provide a bespoke solution to incorporate vehicles that are privately owned. Employee car ownership schemes may prove to be of benefit to some employees. It is recommended that you discuss your needs with a leasing company to see whether this can sufficiently accommodate your duty of care obligations, especially where you wish to have a more controlled driver environment.

Given that privately owned vehicles fall outside the sphere of the managed company car, employers will need to have processes in place to ensure that employees using their own vehicles on business are properly insured for business use, carry a valid MOT and tax certificate and that their car is fully maintained in accordance with manufacturer's guidance and is in a road worthy condition.

Employers should, where possible,

have systems in place to ensure that they have been able to verify and retain a copy of the insurance document confirming that the vehicle is insured for business use, together with all other roadworthiness documentation. An option here could be to make it part of a company policy that expense claims on fuel will only be paid out where consent has been given for the vehicles to be used on company business.

You may wish to obtain written agreement from the employee that he agrees and understands that he would only use a vehicle that is suitable for his business purposes. Additionally, that the vehicle is regularly inspected and maintained and does not have any dangerous or defective components.

### Fit for Purpose

The employer needs to be satisfied that the vehicle is not just safe to use, but that it is suitable for the type of business trips that the employee is

expected to undertake. This will inevitably prove difficult, especially as the employer has less control or influence over the type of privately owned vehicle to be used. A daily rental vehicle will offer the assurance of being fully maintained and will give the employer control over the suitability of the vehicle for the business trip(s) to be undertaken by the employee. There are also clear advantages of not having to check and verify all private vehicle documents as described above.

### Breakdown

Employees need to be aware of the advice and support employers offer in the event of a breakdown and know how to get help if a problem arises. If the vehicle is a company car, then you will want to ensure that the incident was not a roadworthiness related matter. If it was, you will want to take steps to avoid similar situations from occurring in the future.

Employers may also want to consider checking if employees



using their own vehicle on company business have adequate breakdown cover in place and if not, consider whether to extend their own cover to the employees vehicle when it is being used for business purposes.

## Pool Vehicles

Records should be kept of who uses each vehicle, the date and time of use, with a signing in and out procedure for each trip made. Employees should be advised of the basic checks that should be carried out prior to starting the journey - a simple visual check should be mandatory. If a problem or defect is identified by a driver, then there should be a clear reporting process so that the necessary remedial steps can be taken.

## Insurance

Several types of cover exist, although all British motor insurance policies must provide cover against liability in all EU Member States, which may be withdrawn if vehicles are not kept in a roadworthy condition or if the vehicle is driven illegally.

Third party insurance limits cover to claims made by third parties, although this is often extended to provide cover against fire and theft, as well. Comprehensive insurance

provides additional cover for the cost of repairs resulting from damage to the covered vehicle.

There are only a few large underwriters left in the market and these insurers have become more selective as part of their risk profiling about which fleet operators they will insure and are more proactive in encouraging fleet operators to better manage their risks. Several insurers suggest that the monitoring and recording of accidents could aid prevention in the future. To measure performance, written procedures on accident recording should be formulated and communicated to all drivers.

Insurers recommend the adoption of the following key principles:

- A clear and precise accident reporting system

- The completion of both accident assessment and claim forms

- That the cause of the accident is established through an interview between the risk management co-ordinator and the driver.

Good quality reporting and recording of accidents is particularly important as part of the process of defending such claims. Some leasing companies provide an accident management system or could assist you in setting one up yourself. These systems help you get employees

back on the road quickly, assist with claims management and provide risk analysis and management.

Insurance premiums have recently begun to increase, as a direct result of the number and size of personal injury claims and the need for insurance to cover hospital fees. Insurers are encouraging companies to apply risk management techniques to road safety. Insurers and specialist brokers are keen to work with companies to try to identify weak areas and suggest improvements, such as driver training, in a bid to bring down claims. Brokers will look at the numbers of accidents, claim costs and liability for companies. They can analyse figures to establish if a particular driver is having a disproportionate number of accidents and the circumstances surrounding the accidents. Some insurers offer discounts to drivers who undergo additional training.

## Self Insurance

There are a number of businesses that self insure and this is something you may wish to review. Opinion on the ideal minimum size for a self-insured fleet varies from 75-500 vehicles, although it may not be prudent to self-insure a small fleet because the risks cannot be spread widely

enough.

To self insure, your company will have to set aside a bond of £500,000 to fund the repairs to your vehicles and pay third party claims together with assessing the associated actuarial risk. Self-insurance is controlled by the Motor Vehicles (Third Party Risks Deposits) Regulations 1992.

Self-insurance is not without disadvantages or risk. Additional, skilled staff will need to be hired and the expertise of the previous insurers will be lost. One large claim can exhaust the whole fund, requiring extra money to be found from elsewhere.



# The Driver

Given that the employer has a duty of care towards his employees, it makes sense to focus on the steps you can take in reducing and managing risks for drivers driving on business. This section looks at assisting the driver to drive in a safe manner and explains how he can reduce, if not eliminate, the risk of a road related incident.

## Driver Qualification

You should ascertain whether your driver has a valid licence to drive the company or privately owned vehicle. Special care should be taken to ensure that the driver holds the appropriate class of licence for driving the vehicle, for example heavy goods vehicles or minibuses, or whether the licence only entitles driving of automatic vehicles. Driving licences can be checked with the DVLA, provided consent is gained from the employee under the Data Protection Act.

It is not enough to simply carry out this validation at the time of recruitment. Regular checks are needed as a driver may subsequently be disqualified. Disqualification does not just impact on the individual, but will impact your business, especially where driving is key to the job role. It is also advisable to check the licence of anyone who could be driving a company vehicle, for example a spouse or grown-up child. It would be sensible, as a minimum, to check the driving licence of anyone who could be driving a company vehicle on an annual basis.

Annexe D contains a pre-employment application form for employees who

will be driving on company business. This form could easily be adapted to be used as a regular checking document.



## Driver Familiarity with the Vehicle

Where you are providing the vehicle, you will need to ensure that your employee is familiar with the vehicle's controls and give guidance on the basic checks that need to be carried out on the vehicle. Not only will these checks help improve the driver's safety, they will also reduce your maintenance and other operating costs, such as fuel.

Drivers should also know how to adjust the seat and head restraint to find a safe and ergonomically sound driving position. If they carry loads, they need to be able to restrain and distribute them in the load area.

Remember that your responsibilities extend to private vehicles being used for work purposes.

### Driver Fitness

You should ensure that your drivers, through a process of self-declaration, confirm that they are fit to drive. This should include confirmation that their eyesight meets the legal requirements outlined in the Highway Code. Many companies provide eye tests for employees who use a computer regularly. A similar policy for those employees who drive on business regularly could be introduced.

### Drugs and Alcohol

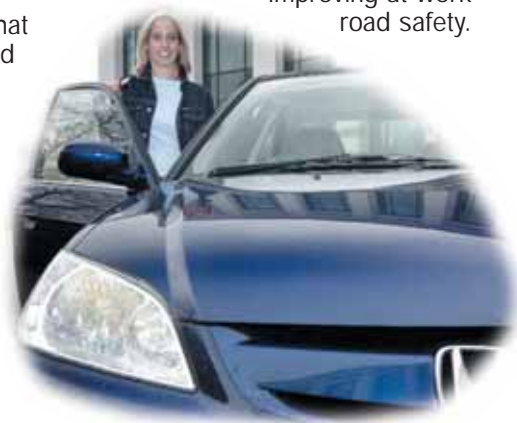
You should aim to ensure that employees do not drive a vehicle - whether on or off duty - in an unfit state due to the influence of alcohol or drugs of any kind or other substances likely to impair driving. You should make it clear to them that such behaviour is unacceptable and is against company policy.

Employees taking medicines or prescribed drugs under the direction of their GP, dentist or hospital doctor should be instructed to notify their immediate line manager. If advice has been given that there should be no driving then the line manager should ensure this is adhered to.

### Driver Training and Assessment Programmes

Driver training, in conjunction with other risk management solutions, can substantially improve at work road safety for your employees. Integrating these programmes into your overall road safety strategy should result in a reduction in accidents, improve your business performance, reduce insurance costs and hopefully maintain good staff morale.

Driver training programmes are normally conducted both in classroom sessions and in the company vehicle or privately owned vehicle, if it is being used for business purposes. The aim of these programmes is to educate employees on how to improve their knowledge on road safety matters and minimise their exposure to risk and road accidents. They should be seen as complementary to your existing company measures aimed at improving at work road safety.



You should ensure that the programme selected covers, as a minimum, the following areas:

Practices that could lead to death or injury

Safety techniques relevant to all areas of normal occupational road risks

Areas of weakness and other high risk factors.

You may wish to develop a selection process to help identify employees that would obtain the greatest benefits or, to put it another way, those employees that pose you the greatest risk, such as high mileage drivers or those with a relatively high number of endorsements. You may also find it useful to review accident and insurance statistics to help you identify individuals or groups of staff that should attend these programmes.

## Further Training

Employers should also provide advice and training on the following:

**Safe speed.** To encourage speed limit compliance and ensure that personal performance schedules do not lead to speeding

**Distraction.** Drivers should not be expected to make or take phone calls, send messages or transact business whilst driving. Stipulate that these activities must only be done when parked

**Impairment.** Have policies on drink

and drug driving (including prescription and over-the-counter medicines), and on medical fitness to drive (eyesight, illness)

**Vehicle checks.** To be carried out before each journey to make sure everything is working properly, especially tyres, lights, windscreen wipers and all fluid levels

**Journey planning.** Staff should be given written advice

**Incident procedures.** What to do and whom to contact in the event of an incident or emergency. Staff who travel alone or for long distances should have access to a mobile phone, but should be advised on its safe use.

## Safer Driving Standards

Recently published government research shows that falling asleep while driving could be a factor in 10% of all road accidents and up to 20% of collisions on motorways or similar roads. Men between the ages of 18-30 are most at risk and account for around 50% of sleep-related accidents.

It is most likely that drivers will fall asleep in the following circumstances:

Long journeys on monotonous roads, such as motorways

Driving between 2am and 6am

Driving between 2pm and 4pm (especially after eating, or taking even just one alcoholic drink)

Having had less sleep than normal  
After drinking alcohol  
Taking medicines that cause drowsiness



On journeys home after night shifts. Apart from drivers of large commercial vehicles there is no

Remember that opening the window or turning up the radio will do little to stop you falling asleep at the wheel.

## Mobile Phones

Employers should ensure a clear policy is made available to all drivers on company business with regards to mobile phone use to ensure the law is adhered to. Employers can be prosecuted for 'causing or permitting' the offences of using a hand-held mobile phone or if a driver fails to have proper control of a vehicle because they are distracted while using a hands-free phone.

The BVRLA has a detailed fact sheet on this subject available at [www.bvrla.co.uk](http://www.bvrla.co.uk).

specific legal guidance as to how many hours an individual should drive continuously without taking a break. However, the Highway Code recommends drivers should take a 15 minute break every two hours.

Below is guidance from the Department for Transport on what to do when you are driving and feeling tired:

If you start to feel sleepy, find a safe place to stop (but not on the hard shoulder)

Drink two cups of coffee, or a high caffeine drink

Take a short nap and resume your journey 15-20 minutes later

## Planned Changes

Drivers are currently unlikely to get points on their licence whilst driving unless they are found driving without due care or dangerously. However, the Government intends to amend the legislation to increase the penalty to £60 together with three penalty points.

## Dangerous Driving

Drivers, whose driving falls far below the standard expected of a careful and competent driver, can be charged with 'dangerous driving'.

A person is regarded to be driving dangerously if:

the way he drives falls far below what would be expected of a competent and careful driver

it would be obvious to a competent and careful driver that driving in that way would be dangerous

the word 'dangerous' refers to danger either of injury to any person or of serious damage to property.

This charge carries a maximum penalty of two years in prison, an unlimited fine, a minimum one year's disqualification from driving and an extended re-test. If the driver kills someone, the maximum penalty is increased to 14 years imprisonment. In addition to an unlimited fine, anyone convicted of causing death by dangerous driving is disqualified from driving for at least two years and will need to take an extended driving test before they can regain their licence.

## Accidents or breakdown

Providing specific guidance for drivers in the event of an accident or a breakdown will provide you with the necessary risk management information and may prevent subsequent accidents.

## Company Vehicle Incident Reporting and Recording

Drivers should be expected to report all road incidents whilst carrying out business travel - this includes privately owned vehicles - within 24 hours of the incident. If vehicles are covered under the company's own motor insurance, then all accidents must be reported regardless of the amount of damage, including accidents not involving a third party.

Employers should, as a matter of course, keep details of all vehicle accidents and where appropriate carry out an investigation in order to establish the factors that led to the incident. This will enable the company to identify and correct operational weaknesses.

## Accident Classification

You may wish to consider classifying different types of accident. The benefits of this



process would be to assist you in analysing the circumstances of an accident. To operate this procedure in a consistent and impartial manner you are advised to use a standard set of questions which enables a conclusion to be reached about the circumstances. Company-level accident data collection can be split into three main elements; pre-accident, post-accident investigation and post-accident analysis.

Companies may find it useful to collect the following after an accident:

- Date and time of accident
- Purpose of journey and starting time
- Environmental conditions (road surface, visibility)
- Exact location, such as street name and reference to a fixed point
- Sketch of accident scene and, if possible, a photograph of the damage, accident, surrounding area and third party
- Position and direction travelled of vehicles and other parties
- Brief account of what happened, in clear language
- Details of damage to vehicles and property
- Injuries
- Cause or causes, of the accident.

Drivers should be given guidance and/or training on how to gather the

information correctly and quickly. Gathering as much data as possible, even on near-misses and minor damage, whether occurring on- or off-road will contribute to the overall risk assessment procedure. Accident report forms in the vehicle can help in the process.

'Accident packs' for drivers are becoming popular. These typically include a disposable camera, an accident management guide, an accident report form (often a standard European form), a pen, a torch and a bump card to exchange details with third parties.

A sample bump card is provided at Annexe E on page 27.

### Accident Statistics

A forward thinking management and boardroom culture is critical in creating an accident free environment. Recording and analysing trends in accident data means the data can be used to identify:

- Training requirements
- Unsuitable vehicles
- Managerial issues
- Schedule problems

# The Journey

As an employer it is important that your employees are not placed in situations where they will be driving long hours or doing too many trips in one day. This section provides guidance on how to plan journeys to ensure that they are low risk.

## Driving Schedules

If you provide schedules for your employees or make it a requirement that they create their own, it is important to consider the following:

- Number of journeys
- Journey length
- Road types
- Potential traffic conditions
- Weather conditions.

You may want to set maximum driving distances per day, per week, per month and per year. This can be supported by policies that allow employees to take overnight stops, or ensure the driving can be shared.

For further guidance on rest periods and hours spent driving you could review the driver hours regulations which apply to drivers of goods vehicles. The BVRLA Fact Sheet on this can be found at [www.bvrla.co.uk](http://www.bvrla.co.uk).

## Route Planning

Employers should consider what tools to provide drivers with to assist them in route planning. These could include route planning software,

maps, the RoSPA guide or access to the Government's recently launched website: [www.transportdirect.info](http://www.transportdirect.info). This site provides a comprehensive travel planning service and allows comparison with modes of transport other than car. In addition, the site provides real-time travel information.

The road type should also be considered when planning a journey; accident rates are lowest on motorways and dual carriageways. Hazards that need to be taken into account include road works, accident 'black spots', traffic density and high-risk features such as schools or busy shopping centres.

## Weather Conditions

Employers should also consider what advice they want to give their drivers about weather conditions. Weather conditions need to be considered in relation to fatigue as well.



# Sources of Further Information

## Annexe A

[www.bvrla.co.uk](http://www.bvrla.co.uk) The BVRLA website with access to further information and pdf versions of the annexes in this guide.

[www.iam.org.uk](http://www.iam.org.uk) Institute of Advanced Motorists. Promotes high standards of driving.

[www.hse.gov.uk](http://www.hse.gov.uk) Health and Safety Executive website with considerable information.

[www.orsa.org.uk](http://www.orsa.org.uk) Occupational Road Safety Alliance. ORSA brings together employers, trade unions, local authorities, police forces, safety organisations and trade associations. It aims to raise awareness of work related road safety and to encourage businesses to manage at-work road risk effectively.

[www.larsoa.org.uk](http://www.larsoa.org.uk) Local Authorities Road Safety Officers Association

[www.dsa.org.uk](http://www.dsa.org.uk) Driving Standards Agency website for information on driver training and testing.

[www.brake.org.uk](http://www.brake.org.uk) Brake is a national road safety charity with the aims of preventing death and injury on the roads through education of all road users and campaigning for government improvements to road safety.

[www.racbusiness.co.uk](http://www.racbusiness.co.uk) RAC website for information on risk management for business.

[www.dft.gov.uk/roadsafety](http://www.dft.gov.uk/roadsafety) Department for Transport website with specific information about driving at work and road safety.

[www.rosipa.org.uk](http://www.rosipa.org.uk) The Royal Society for the Prevention of Accidents is a registered charity providing information, advice, resources and training. RoSPA is actively involved in the promotion of safety in all areas of life - at work, in the home, and on the roads, in schools, at leisure and on (or near) water.

[www.euroncap.com](http://www.euroncap.com) Euro NCAP provides motoring consumers with a realistic and independent assessment of the safety performance of some of the most popular cars sold in Europe.

[www.transportdirect.info/transportdirect/en/](http://www.transportdirect.info/transportdirect/en/) This website offers a complete transport journey planner for Great Britain, maps and live travel information.



# Vehicle Selection check list

## Annexe B

A full version of this annexe may be found in pdf format at [www.bvrla.co.uk](http://www.bvrla.co.uk)

### Vehicle Check List

The below is a helpful checklist for you to use to assess whether your drive/vehicle to suit your needs.

<p>How will you mainly use it: for short, stop/start trips, long journeys on trunk roads and motorways, for carrying children, adult passengers or lots of luggage or equipment? The answers to these questions may point you towards particular types of car or specific safety features.</p>	
<p>What is the EURO NCAP rating of the vehicle? _____ Stars</p> <p>The European New Car Assessment Program (EURO NCAP) conducts crash tests with specific models of cars and grades their performance according to how well they protect the occupants, and the severity of injuries to a pedestrian struck by the vehicle. Initial research has shown that each EURO NCAP reduces the risk of fatal or serious injury for occupants by 12%. EURO NCAP reports detail how the vehicle performed in each test and the results are widely published, and can also be viewed at <a href="http://www.euroncap.com">www.euroncap.com</a></p>	
<p>AntiLock Braking System (ABS) If the wheels lock during severe braking the driver is likely to lose control. ABS prevents the wheels locking, and in adverse driving conditions stopping distances whilst still allowing the driver around any obstruction. To be fully effective, ABS needs to be used correctly, and many drivers would benefit from specific training.</p> <p>ABS Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Training Required Yes <input type="checkbox"/> No <input type="checkbox"/></p>	
<p>Brake Lights Separate brake and rear lights have proven more effective than, and a third central brake light mounted up away from the other lights provides extra warning to following drivers, especially in heavy traffic.</p> <p>Separate brake and rear lights Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>High level brake light Yes <input type="checkbox"/> No <input type="checkbox"/></p>	
<p>Head Restraints Head restraints help to prevent or reduce whiplash injuries, which remain the severe common for front seats, but less so on rear ones. Adjustable head restraints can be raised or lowered although they may Fixed ones do not need adjusting, but check they are the right height for the occupant (head restraint should eye level). Rear head restraints may reduce visibility to the rear.</p> <p>Head restraints on front seats Yes, fixed <input type="checkbox"/> Yes, adjustable <input type="checkbox"/> No <input type="checkbox"/></p> <p>Head restraints on rear seats Yes, fixed <input type="checkbox"/> Yes, adjustable <input type="checkbox"/> No <input type="checkbox"/></p>	
<p>Seat Belts Modern cars have three seat belts on the four outer seats which lock the belt during hard braking or collision. Many models have seat belt 'pretensioners' and/or 'webbing grabbers' which tighten the belt during the first milliseconds of a crash and webbing grabbers clamp the belt just outside the reel. Some cars equipped with airbags may have load limiters on the front seat belts, which allow some forces on the chest during an impact.</p> <p>Seat belts on all seats Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Central three-point seat belt in rear Yes <input type="checkbox"/> No <input type="checkbox"/></p>	

# Maintenance check list

## Annexe C

A full version of this annexe may be found in pdf format at [www.bvrla.co.uk](http://www.bvrla.co.uk)

Example of a safety inspection record  
(to be conducted once a month)

Vehicle Reg No:  Odometer reading:

Make and type:

Date of Inspection:  Operator:

'Serviceable' enter the appropriate code:  
? = Satisfactory R = Repair required  
X = Safety item defective N/A = Not applicable

A: Inside vehicle				
Item	Serviceable		Defect found	
Drivers Seat				
Seat belts				
Mirrors				
Glass & View of the Road				
Windscreen Wipers & Washers				
Driving Controls				
Steering Control				
Tax Disc				
Satellite Navigation System				
Interior General				
B: Exterior vehicle				
Exterior of Body				
Exhaust Emissions				
Road Wheels & Hubs				
Condition Tyres	F	F	F	F
	R	R	R	R
Tyre Pressure	F	F	F	F
	R	R	R	R
Spare Wheel and Carriage				
Wings & Wheel Arches				
Oil & Waste Leaks				
Fuel Tanks & System				
Rear Markings and Reflectors				
Lamps				
Direction Indicators & Hazard Warning Lamps				
Aim of Headlamps				
C: Fluid Levels				
Brake/Clutch Fluid				
Engine Oil Level				
Radiator Water Level				
Windscreen Washer Level				

# Employment check list

## Annexe D

A full version of this annexe may be found in pdf format at [www.bvrla.co.uk](http://www.bvrla.co.uk)

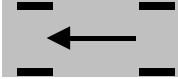
Annexe D

<b>PRE - EMPLOYMENT (Applicant)</b>			
RACPRE 01 Additional Employment Driving Data			
Please Print		Surname	Christian Names
Address			
Post Code			
		Phone	
Date of Birth	National Insurance No.	Driver Number	
I hold the following driving licence(s):-			
Type (Car / LGV / PCV)	Licence / Permit No.	Issued by	Expiration Date
In the past 5 years I have been involved in the following motor vehicle accidents and / or received the following traffic violations:-			
Date	Accident / Traffic Violation	Location	Penalty
Medical	Do you have a DVLA notifiable medical condition	YES	NO
Permission is granted to ..... to refer to the appropriate Licensing Authority and/or to my previous employer(s).			
Date	/ /	Signature of applicant	
The following must be completed by the interviewer:			
I have examined the applicant's medical history and driving licence(s) as listed above and confirm:-			
<input type="checkbox"/>	The applicant does NOT have a DVLA notifiable medical condition		
<input type="checkbox"/>	All licences are in the name of the applicant		
<input type="checkbox"/>	All licences are valid for the country in which the applicant is resident		
<input type="checkbox"/>	All licences are valid for the group(s) stated		
<input type="checkbox"/>	A copy has been made and is attached		
<input type="checkbox"/>	Each licence has the following restrictions:		
Remarks			
Date	/ /	Signature of interviewer	

# Bump card

## Annexe E

A full version of this annexe may be found in pdf format at [www.bvrla.co.uk](http://www.bvrla.co.uk)

<b>COMPANY INFORMATION</b>	
Vehicle type. ....	Make/model .....
Vehicle registration/Fleet no. ....	Depot .....
Your full name .....	Phone .....
Your home address .....	
.....	
Description of damage to other vehicle/property .....	
.....	
..... Mark damaged areas with xxx	
If an agency driver state agency name .....	
Your signature .....	Date ..... / ..... / .....

**OTHER NOTES** including details of any injuries

--

Dear third party,	
The driver of this vehicle does not admit liability, whether written, spoken or implied. If you consider our driver to be at fault, however, please phone .....	
..... on ..... during office hours (? :00 to ? :00).	
All correspondence should be directed to the address below.	
.....	
Insurer .....	Policy number .....
We politely remind you that it is your common law duty to keep your losses to a minimum.	