The Health & Safety Service Ltd recognises that there are specific risks such as those related to driver competence, fitness of vehicle for purpose, hours worked, lone working and the nature of the goods being transported, that may arise when driving motor vehicles. The Health & Safety Service Ltd is therefore committed to developing, implementing and maintaining all reasonable measures to protect the health and safety of those driving on The Health & Safety Service Ltd.’s business and those who may be affected by the activities of the company.

**Arrangements**

The Health & Safety Service Ltd undertakes to develop the procedures required in order to minimise the risks presented to both employees and others affected by its business that may arise from driving activities undertaken by company employees in the course of their employment.

To this end The Health & Safety Service Ltd will:

1. Ensure that all relevant risk assessments are carried out and that the findings of the risk assessments are considered when planning and allocating journeys.
2. Ensure, so far as is reasonably practicable, that all those driving on company business are competent and have met the required statutory provisions with regard to fitness.
3. Provide any additional training that may be deemed to be necessary in order to reduce driving related occupational risks.
4. Ensure, so far as is reasonably practicable, that all vehicles provided by the company are suitable for the purpose for which they are to be used.
5. Provide and maintain any additional tools and equipment that may be required for the purposes of the journey.
6. Provide employees with sufficient information and guidance to enable them to understand better the occupational risks involved in driving.
7. Investigate all accidents involving company owned or leased vehicles with a view to identifying the causes and any contributory factors such as carelessness or lack of competency on the part of the employee.

**Guidance on Safe Driving**

The following guidance notes should be read when considering the procedures that they will need to put into place in order to develop the safe systems of work required to manage driving related risks.

1. **Vehicles**

All vehicles provided by The Health & Safety Service Ltd should be suitable for the tasks for which they are to be used. Before purchasing or hiring any vehicles, their suitability for the proposed use must be checked.

Matters that may need to be considered could include the nature of any loads to be transported, the ease or otherwise of loading or unloading the vehicle, the nature of the terrain over which they are to be driven, the expected length of the journeys to be undertaken and whether or not passengers will be carried. Any additional equipment that may be needed e.g., additional tools for the loading or unloading of the vehicle should also be provided.

1. **Vehicle Maintenance**

Suitably qualified and competent personnel will be used to maintain all vehicles owned by The Health & Safety Service Ltd to the required standard. All leased vehicles will be maintained under the terms and conditions specified by the lease, these being communicated to the driver of the vehicle where necessary. Drivers will be expected to carry out the daily and weekly vehicle checks. The company will endeavour to ensure that no vehicle in an unfit state will knowingly be used on company business.

Employees will be required to report to their Manager any driving convictions and any medical conditions for which the DVLA may impose restrictions on driving.

1. **Safe Working Hours**

The Health & Safety Service Ltd recognises the deleterious effects that fatigue, and stress can have on the ability of an employee to drive safely. In order to safeguard the health and safety of employees driving on company business and others who may be affected by this activity, The Health & Safety Service Ltd will ensure that effective policies and procedures are in place to manage the hours worked by those driving for the company. These procedures will require that:

* Drivers receive sufficient time off and rest breaks over the working week to avoid excessive fatigue and stress.
* Drivers will be actively encouraged to maintain their driving hours within sensible limits.

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| **Name:** | Insert Name Here |
| **Position** | Managing Director |
| **Date:** |  |
| **Signature:** |  |
| **Review:** |  |