

# Training

Improving people's perception of risk through training and awareness has a significant impact on accidents. It also potentially improves driving performance. As well as defensive or other driver training courses, training and awareness may take the form of:

- Company guidance on safer driving and good practice
- Road traffic accident reports
- Risk assessment
- Advice on driving and tiredness



# Work-related transport

## Insurance

Drivers who use their own vehicles on company business must check their insurance is appropriate for business use (Refer to company policy).

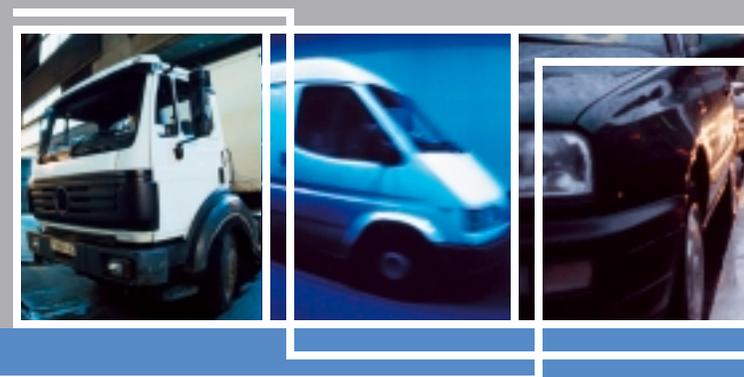
## Road traffic accident reporting

Companies should have an accident reporting system in place to enable thorough investigation of accidents. This should include road accidents.



# Vehicle requirements

Safety design features should be considered (depending on use) when deciding on a company vehicle. These should include equipment such as driver and passenger airbags, ABS, reversing alarms, safety kit (first aid kit, warning triangle, fire extinguisher, torch, spare bulb kit) etc.



## Selected references

Croners Occupational Road Risk  
<http://www.healthandsafety-centre.net>  
Management of Work Related Road Safety - prepared by Entec UK Ltd for the HSE 2002  
[http://www.entecuk.com/downloads/pp\\_363.pdf](http://www.entecuk.com/downloads/pp_363.pdf)  
RoSPA Managing Occupational Road Risk  
<http://www.rospa.com/CMS/index.asp>  
The Highway Code  
<http://www.highwaycode.gov.uk/index.shtml>

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A guide to  
business driving policy

# Work-related transport

This guidance, produced by the British Soft Drinks Association, gives helpful advice on practical health and safety issues concerning work-related transport.

Estimates suggest that between 800 and 1000 deaths on the road every year involve, in some way, vehicles driven for work. This makes business for driving one of the most dangerous activities undertaken by employees. As a result, the government established a Work Related Road Safety Task Group to put forward recommendations for dealing with driving at work.

This guidance aims to assist businesses in complying with legal and moral duties. It provides advice on the areas that should be considered and included within company driving policies.

## Contents

- Licences
- Maintenance of vehicles
- Mobile phones
- Eye tests
- Journey planning
- Training
- Vehicle requirements
- Road traffic accident reporting
- Insurance

The following points should be implemented for all company vehicle users, including those who use their own car for business purposes.

## Licences

Companies should ensure that all staff driving on company business have a current, appropriate driving licence and these should be checked periodically.



## Maintenance of vehicles

Vehicles must be maintained in a safe condition and companies should therefore ensure that, as a minimum, regular safety checks are carried out on their vehicles for the following:

- Tyres and wheels, including tyre pressure and tread path
- Lights/horns/mirrors
- Fluid levels, including coolant and oil
- Wipers and washer levels
- Brakes and steering
- Load security



## Mobile phones

Mobile phones should not be used whilst driving. Companies should provide clear and concise guidelines on the use of company and personal mobile phones.

## Eye tests

All company drivers, whether using their own or a company vehicle, must ensure their eyesight is to the standard determined in The Highway Code. Companies may wish to consider introducing regular eye tests (e.g. every three years).



## Journey planning

- Good journey planning enables people to work more efficiently
- Consider if the journey is really necessary. For example, think about vehicle sharing, or alternative methods of transport (e.g. trains) for long journeys and, where possible, plan meeting times to avoid peak traffic periods. Allow for scheduled breaks
- Check weather forecast for adverse conditions before setting off. Would it be safer to postpone the journey?