

*Driving for work could cost **you** a fortune*



With up to one in three road crashes involving a vehicle being driven for work*, if you don't know the law, you could be in for a shock.

**YOU COULD BE
BREAKING
THE LAW!**

Your employer has a legal duty for your safety whilst driving on work business, but you have responsibilities too.

What do you need to do?

- Take responsibility. Road traffic law is concerned mainly with individual driver behaviour and the vehicle owner, so even if you are driving on company business, you can be prosecuted if you neglect your road safety responsibilities
- Ensure both you and your vehicle are prepared. Carry out regular checks, using a checklist available from your manager
- Respect other road users
- Follow the tips in this leaflet to help you stay safe on the road.

Driving is one of the most dangerous work activities that you can do

What does your employer need to do?

- Have procedures in place to ensure that work related journeys are as safe as possible, staff are fit and competent to drive safely, and the vehicles used are fit for purpose and are in a safe condition
- Set clear rules and lead by example
- Create a culture and expectation of safe driving
- Conduct training and assess driver competence
- Set realistic targets and schedules.

This leaflet gives a handy summary of your responsibilities within key road safety areas. For further information, go to www.drivingforwork.org.uk

Company car drivers are 49% more likely to be involved in a crash than ordinary drivers

Fitness to drive

You should ensure that you do not drive when your fitness is compromised. Report to your line manager any condition that affects your ability to drive safely.

Your fitness to drive can be affected by a medical condition, temporary illness or your environment. Stress, sleep disturbance, migraine, flu and severe colds can lead to unsafe driving, as can the treatment for these conditions.

You must be able to read the number plate on a car 20.5m away – get your eyesight checked regularly.

Mobile phones

It is illegal to use a hand-held mobile phone while driving – both the driver and the employer can be prosecuted.

Using a hands-free phone while driving can be a distraction, and as such, does not significantly reduce the risks. **Drivers using a hands-free phone could be charged with ‘failing to have proper control of their vehicle’.**



You should ensure your phone is switched off whilst you are driving and plan journeys so they include rest stops when messages can be checked and calls returned.

Drink and drugs

If you drive for work, you must never drive while under the influence of alcohol, drugs or medicines.

Drug driving (whether legal or illegal drugs) carries the same penalties as drink driving, and if caught you risk losing your licence and your job. Many over-the-counter medicines, including remedies for coughs, colds, flu and hay fever, cause unwanted drowsiness, which might impair driving.

If you are driving in the morning, avoid drinking the night before.

It is a criminal offence not to report to the DVLA any condition that affects your ability to drive safely

Own vehicles

If you drive your own vehicle for work, you must ensure that it meets your organisation's minimum safety specifications. You should also ensure your vehicle is taxed, has a valid MOT, is serviced as required and not used inappropriately.

You should ensure you have business use cover on your motor insurance policy applicable to the amount and type of business mileage you undertake.

Journey planning

Always consider whether driving for work is necessary – remote communications or public transport are often viable alternatives.

Check weather and traffic reports and plan accordingly, ensure you have enough fuel and have enough food/water/warm clothing with you in case of an emergency.

If you are carrying a load, make sure it is secure and the vehicle is suitable to carry it. In a crash, loose items can cause severe injuries.

You should plan every journey to ensure it is as safe as possible. Book an overnight stop if necessary, plan rest periods and avoid driving when tired.

Have a map of the area, know your route and do not rely on Sat Nav.

Every week more than 20 people are killed and 250 are seriously injured in at-work crashes**

The law applies to all employees – whether you are a delivery driver, engineer or manager, in a company vehicle or your own vehicle

Safe speed

People driving for work often exceed speed limits in order to get to appointments on time. They are less likely to view speeding as risky and are likely to think that being on time is more important. Speeding causes crashes. Make sure you know the speed limit for the vehicle you are driving and the road you are travelling on.

You should plan journeys so they can be completed at safe speeds and without exceeding speed limits.

* Health and Safety Executive (HSE)

** The Royal Society for the Prevention of Accidents (RoSPA)

For details of your responsibilities, whether you are an employer or an employee, visit

www.drivingforwork.org.uk

