

Work-Related Road Risk Senior Management Briefing Sheet

It is essential that all owners, directors and managers, in any business that uses vehicles, are fully aware of the need to effectively manage the people who drive or maintain those vehicles.

This is necessary for three reasons:

MORAL Nobody wants staff or others to get injured during the course of their work

LEGAL There are certain obligations that you are required by law to fulfil

FINANCIAL Good management can significantly reduce unnecessary costs

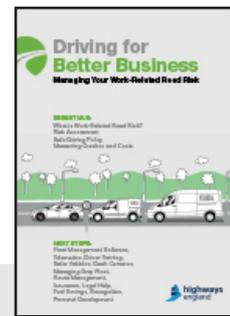
This briefing sheet is a summary of information from the following three documents which can all be downloaded via our website at www.drivingforbetterbusiness.com



HSE
Plan, Do, Check, Act
An introduction to managing for health and safety
<http://www.hse.gov.uk/pubns/indg275.pdf>



HSE / DfT
Driving at work
Managing work-related road safety
<http://www.hse.gov.uk/pubns/indg382.pdf>



Driving for Better Business
Managing Your Work-Related Road Risk
For businesses that need cars and vans to operate
www.drivingforbetterbusiness.com >Get Started

Managing Unnecessary Costs

Running cars and vans can be an expensive business. While poor driving can obviously put your drivers and other road users at risk, it can also cost your organisation huge amounts of money, but often in ways you may not have thought about, eating into your profits without you realising.

The obvious costs such as insurance and repairs can be scary enough but the hidden costs of a collision, including management and admin time, replacement vehicles and staff absence, are generally between x4 and x32 the cost of repairing the vehicle!



Our Business Champions have shown what sort of savings are achievable through better management of drivers and vehicles. The Driving for Better Business guide above expands on this theme and also provides some more detail on some of our Champion case studies.

 <p>Annual Costs DOWN £200k</p>	 <p>Collision Rate DOWN 50%</p>	 <p>Annual Costs DOWN £276k</p>	 <p>Bent Metal Costs DOWN 23%</p>	 <p>Fleet Insurance DOWN 26.3%</p>
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Read the full details at www.drivingforbetterbusiness.com/case-studies

Why is this important?

At-work driving is widely accepted as the most dangerous activity most employees undertake, and there is a risk that one of your drivers could be involved in a crash while driving for work purposes, with the potential for injury to the driver, passengers or other road users, and damage to vehicles and property.

There are various laws that require drivers and their employers to manage this risk effectively, ensuring that driving for work activities don't endanger drivers or other road users. In the event of a serious crash, your business and its staff could be investigated to make sure that any risks were identified and minimised as far as possible.

If successfully prosecuted after a serious collision, the possible penalties include:

- Massive fines and negative publicity for the business
- Fines, disqualification and even custodial sentences for directors

What laws are applicable?

Driving for work activities are covered by many different pieces of legislation that cover the company, its directors, staff and drivers:

- Health and Safety at Work Act
- Management of Health and Safety at Work Regulations
- Corporate Manslaughter and Corporate Homicide Act
- Health and Safety Offences Act
- Road Traffic Act 1988
- Road Safety Act 2006
- Road Vehicles (Construction and Use) Regulations
- Carriage of Dangerous Goods Regulations

Put simply, in order to comply with all this legislation:

- The company must not do anything that puts drivers at risk.
- The company's work-related driving activities must not endanger other road users.
- Directors must put appropriate policies and procedures in place to ensure this is so.
- All employees must follow those policies and procedures at all times.
- Drivers must follow the guidance in the Highway Code.

Try not to view this process as 'red tape' or a hinderance. Managing your drivers and vehicles well can bring significant financial benefits as our Business Champions have shown.

What does this mean for me and my business?

In essence, these laws require the following actions:

- The employer must conduct a written risk assessment of all business activities and this includes where employees drive for work. This should look at assessing management and control procedures for driving at work, driver eligibility and competence, vehicle suitability, vehicle maintenance, and journey planning.

Use our free online risk assessment and gap analysis tool at www.fleetriskcheck.co.uk

- A plan of control measures must be put in place to minimise these risks. A safe driving policy should be developed that ensures consistent application and monitoring of these control measures. The plan and policy must be owned by a named director (or equivalent) of the organisation. Examples include checking all driving licences to ensure eligibility and medical fitness, and ensuring any employee using their own vehicle for work journeys has the correct insurance cover that includes business use.
- The policy must be effectively communicated to all managers and staff within the organisation whose roles may be affected by the risks and control measures. This is often done via a policy document or business driver handbook. Good practice would include a statement from the MD or CEO to reinforce top-level support for the safe driving policy.
- It is vitally important that ALL drivers and vehicles are included when addressing risks and control measures. This includes those employees who may, however frequently or infrequently, drive their own vehicle or a hired vehicle for work, as well as those in company cars and vans, and also any unusual tasks such as driving specialist vehicles, towing, heavy loads or carrying dangerous goods.
- All employees, including directors, managers, drivers and admin staff, must follow relevant policies and procedures fully, and at all times. For example, if there is a policy in place that restricts the use of a mobile phone whilst driving, office-based staff must not then call an employee, in contravention of that policy, whilst they are driving.
- Directors and management must not take actions or make decisions, that put drivers and other road users at risk, for example by the setting of unrealistic work schedules that may encourage drivers to drive at excessive risk or for long hours without rest.
- Drivers must comply with the Highway Code and road traffic law at all times and not put themselves or other road users at risk, for example by speeding because they are late for an meeting or delivery.