



Bournemouth Council for Voluntary Service

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6. POLICY AND RISK ASSESSMENT FOR DRIVING VEHICLES IN CONNECTION WITH BOURNEMOUTH COUNCIL FOR VOLUNTARY SERVICE (BCVS) IN BUSINESS

1. Policy

1.1 This policy applies to employees using their own private vehicle or a hired vehicle in connection with BCVS business. Where a particular job requires the employee to use their own vehicle for their work this will be made clear to them during the recruitment process. No other people shall be required to use their privately owned vehicle for BCVS business but where they wish to do so, and such use is consistent with the company expenses policy, they may do so in accordance with this policy.

1.2 All persons intending to use a private vehicle in connection with BCVS business must first produce, and subsequently each year, to the Finance Officer, or in his/her absence their own line manager, their driving licence, a copy of their current motor insurance certificate and, where applicable, a copy of the vehicle's current MOT test certificate. The insurance must cover 'business use' of the vehicle and BCVS will not meet the cost of adding this use to policies. The Finance Officer/line manager must check the validity of the certificate of motor insurance, the driving licence and MOT test certificate and record that this has been done together with the date of expiry of each. (The requirement to include 'business use' on insurance policies does not apply to journeys between a person's 'normal place of work' and their home address but will apply to all other journeys made in connection with BCVS business.).

Where a journey is to be made using a hire car the costs of vehicle insurance will be included in the hire charge.

1.3 Persons using a private vehicle in connection with BCVS business or a hire vehicle should ensure that it is not defective by ensuring that it is regularly serviced and carrying out regular checks.

1.4 Prior to each journey the driver must consider

- whether or not the journey is necessary and whether driving is the most practicable means of making the journey.
- plan the route to be taken including any breaks required
- whether or not the journey can be made safely with regard to the distance involved, their driving experience, the time of day, the

intended route, current and future weather conditions and the duties to be carried out.

1.5 Avoid distractions whilst driving such as those listed in the Highway Code:

- loud music (this may mask other sounds)
- trying to read maps
- inserting a cassette or CD or tuning a radio
- arguing with your passengers or other road users
- eating and drinking
- smoking

If any of these behaviours are coupled with bad driving, or lead to an accident, a charge of careless driving, or not being in a position to control the vehicle becomes a distinct possibility. These behaviours can also be used to show dangerous driving, an offence which could lead to imprisonment, particularly if the dangerous driving causes a death.

1.6 If carrying passengers whilst on BCVS business then it is illegal to smoke.

1.7 No person shall drive continuously for a period of more than two hours before taking a twenty minute break and two such periods before taking a one hour break unless the exception below applies. Work commitments will be planned accordingly.

Exception: Where a break is due as per 1.5 above and the driver is so close to the destination that they expect to arrive within 30 minutes they may choose to continue to drive should they feel able to do so.

1.8 A single working day should not be extended beyond the standard 7.5 hours by more than three hours of driving time. Where longer journeys are required they shall be fitted into the standard working day or suitable overnight accommodation will be arranged.

1.9 Where a driver feels drowsy or otherwise unable to continue to drive they should cease driving. No disciplinary action will arise from late arrival at a commitment as a result of the onset of fatigue or illness whilst driving.

1.10 Drivers should not unduly delay eating in order to complete a journey earlier. Where a driver needs to eat during a journey made on company business they should do so and the costs of this meal will be met in accordance with the expenses policy.

1.11 Where a person is unable to continue their journey after taking a break from driving they should contact their line manager for advice.

1.12 Drivers should ensure they are physically fit to drive and not drive under the influence of alcohol or drugs (including prescription or over the counter medicines, drivers should check with their doctor or pharmacist).

- 1.13 It is recommended that all drivers using their own vehicles for business use are members of a suitable car recovery service but the costs of such membership will not be met by BCVS nor will BCVS meet the costs of vehicle recovery in the event of breakdown where such membership is not in place. Breakdown assistance will be included where vehicles are hired by BCVS.
- 1.14 It is recommended that drivers carry a mobile phone for emergency calls but mobile telephones, including 'hands-free sets' will not be used whilst driving vehicles in connection with BCVS business and should be switched off unless there is a passenger in the vehicle able to deal with calls. (See policy on the use of mobile telephones).
- 1.15 Where a journey of more than 20 miles in one direction is to be taken the driver will leave details of their planned route with their line manager before commencing the journey. This may be a copy of a route taken from an on-line journey planner.
- 1.16 Any accident or near miss should be reported to line managers as soon as possible

2. Risk assessment

2.1 Task - Driving vehicles in connection with BCVS business.

2.2 Persons at risk

- Members of BCVS staff
- Passengers of BCVS staff
- Volunteers
- Other road users

2.3 Hazards

- Collision
- Vehicle breakdown
- Health risks of smoking (active and passive)

2.4 Controls

- The employee is responsible for assessing
 - whether or not the journey is necessary and whether driving is the most practicable means of making the journey.
 - whether or not the journey can be made safely with regard to the distance involved, the driving experience of the individual, the time of day, the intended route, current and future weather conditions and the duties to be carried out.
- No person shall drive continuously for a period of more than two hours before taking a twenty minute break and two such periods before taking a one hour break unless the exception below applies. Work commitments will be planned accordingly.

Exception: Where a break is due as above and the driver is so close to the destination that they expect to arrive within 30 minutes they may choose to continue to drive should they feel able to do so.

- A single working day will not be extended beyond the standard 7.5 hours by more than three hours of driving time.
- Where a driver feels drowsy or otherwise unable to continue to drive they should cease driving.
- Drivers should not unduly delay eating in order to complete a journey earlier.
- Where a person is unable to continue their journey after taking a break from driving they should contact their line manager for advice.
- Drivers must not drive if physically unfit or under the influence of alcohol or drugs.
- It is recommended that all drivers using their own vehicles for business use are members of a suitable car recovery service but the costs of such membership will not be met by BCVS.
- Mobile telephones, including 'hands-free sets' will not be used whilst driving vehicles in connection with BCVS business and should be switched off unless there is a passenger in the vehicle able to deal with calls. (See policy on the use of mobile telephones).
- Avoid distractions whilst driving:
 - loud music (this may mask other sounds)
 - trying to read maps
 - inserting a cassette or CD or tuning a radio
 - arguing with your passengers or other road users
 - eating and drinking
 - smoking
- Smoking is not allowed if carrying passengers whilst on BCVS business

2.5 Given the above controls the risk in driving private vehicles for BCVS business purposes will be low.

Risk assessment reviewed by P.Turner, Jan 2013

To be reviewed by Jan 2015.