Driving at Work

Policy and Guidance for University Departments and Functions

May 2006

Revised October 2014
The Management of Health and Safety at Work Regulations require employers to undertake assessments of their activities to identify specific risks to employees and others, and put into place measures to effectively manage these risks. Such risks can arise from work-related road activities and the purpose of this policy is to promote the safe use of transport both on and off campus (either in the United Kingdom or abroad) through the development of safe procedures. Road transport activities can include:

(a) the use of vehicles on and between university campuses;

(b) visits to third party premises and locations (e.g. for meetings, conferences, student placements and associated activities, and promotional events);

(c) undertaking deliveries and transporting University items, and

(d) research or field work which may also involve transporting students.

The legislation does not apply to commuting, unless an employee is travelling from home to a location that is not their usual place of work (e.g. driving direct to a conference venue or site meeting).

Responsibilities

In accordance with the University's Health and Safety Policy, Heads of Department are responsible for the implementation of the University of Leicester Driving at Work Policy. In particular, Heads of Department must ensure that:-

- work-related road safety risks are considered in departmental risk assessments. Guidance on these risks and measures to effectively manage them are given in Appendix 1;
- staff and, where appropriate, students are made fully aware of the measures in place, including their personal responsibilities, to manage at-work road safety risks where their work involves driving or undertaking activities on, or adjacent to, roads;
- procedures are in place to undertake periodic checks of driving licenses and vehicle insurance details for those staff whose work involves driving;
- only drivers authorised by the Estates Office drive University vehicles.
Drivers are required to:

- observe the Highway Code, including speed limits, eyesight requirements, and the taking of breaks.
- ensure compliance with University’s smoke free policy.
- observe the current law in relation to alcohol limits and driving.
- be aware that any substance abuse and certain prescription drugs can seriously impair driving ability, and that it is illegal to drive under the influence of these substances.
- ensure they have ‘business use’ included on their insurance.
- take responsibility for undertaking regular maintenance and servicing of their vehicle, if used for work-related activities and ensure that business insurance, valid vehicle tax and MOT certificate is held, if required by law.

**Safe Working**

**Vehicles on Campus**

The roads within University sites, although private property, may be used by the public and therefore come within the definition of "roads" in the Road Traffic Act 1988. No motor vehicle may be driven or kept within University sites unless it is licensed and insured and drivers must observe all road signs and markings and are required to conform to the Highway Code. In addition all drivers must comply with any form of barrier control and must stop when signalled to do so by the Security staff or University officials in uniform. Learner drivers are not permitted to drive within University sites, whether accompanied by an instructor or not.

The University campus presents unusual dangers in respect of road safety, and drivers of vehicles are expected to exercise a high degree of responsibility and restraint. The presence of large numbers of young people must be constantly borne in mind, and drivers are asked to remember that the campus is essentially a pedestrian precinct, to which vehicles are allowed access only for loading, unloading, and parking. The main campus speed limit of 10 mph must not be exceeded.

Drivers of vehicles on University sites must ensure that they are familiar with the requirements of the University's Car Parking Regulations, copies of which can be obtained from the Estates Office or from the Estates Office website at [http://www2.le.ac.uk/offices/estates/services/day-to-day-services/transport/parking](http://www2.le.ac.uk/offices/estates/services/day-to-day-services/transport/parking). Parking along the roads of University sites is not normally permitted. This applies everywhere and not only to those areas marked with yellow lines: the yellow lines indicate areas of particular hazard, and are marked for the benefit of visitors who may not be aware of University regulations. From time to time, specified stretches of road may be exempted from this prohibition, either for regular periods or on particular occasions; notices displayed in the University will indicate the roads and periods for which Regulation exemption applies.
Road users should be aware that, as a result of temporary measures, roads may be partially blocked or closed or priorities may be altered.

Drivers

All drivers of University vehicles must be approved by their Head of Department or their nominee and authorised by the Estates Office Finance Unit. Authorised drivers must be over 21 and have held a full UK driving licence for at least 12 months.

There are additional requirements for those wishing to drive minibuses. Requirements are complex and subject to change. University requirements are detailed at https://www2.le.ac.uk/offices/insurance/insurance-and-claims-advice-1/motor/minibus-use-1 and must be adhered to. Please note that all minibuses driven on behalf of the University within the UK are driven in accordance with section 19 minibus permit requirements and are required to display a valid permit at all times. These should be held locally by departments. Additional guidance is given in Appendix 2 and also from the Insurance Office at https://www2.le.ac.uk/offices/insurance/. The booklet Minibus Safety – A Code of Practice, is recommended reading for all minibus drivers.

It is the responsibility of each individual driver, before undertaking a journey, to check that the vehicle, be it University owned, hired or a private vehicle, is roadworthy (Appendix 3). **Drivers are legally responsible for faults.** In addition drivers of vehicles on University business must ensure that:-

- the vehicle displays a current vehicle tax;
- insurance cover is adequate. Insurance cover is provided for University fleet vehicles and hired vehicles from approved hirers, subject to request from the Estates Office. **Business cover is essential under private motor insurance.**
- they are licensed to drive the vehicle for the purpose intended;
- passengers are seated and the vehicle is not overloaded;  
  (passengers must not be carried on vehicles that are not designed for that purpose);
- luggage is safely stowed;
- emergency doors are not obstructed;
- goods on roof racks are evenly distributed, stable and secured;
- reversing manoeuvres are carried out with great care (see below);
- there is no smoking in the vehicle;
- the journey is pre-planned and fully prepared and sufficient time has been allowed. Use of a route planning web site is recommended e.g.  
  http://www.theaa.com/route-planner/index.jsp or  
  http://www.google.co.uk/maps/ It is also recommended that safe pick-up/drop-off areas are identified and used;
- a maximum 12 hour working day is not exceeded nor a maximum 9 hours driving in any 24 hour period. **Adequate rest breaks must be taken** (the Highway Code recommends 15 minute breaks for every 2 hours of driving).
**In addition for University vehicles**

- the vehicle log book must be completed, and
- the vehicle interior left in a clean condition and with sufficient fuel left to begin the next journey.

**Drivers are also advised to carry**

- a warning triangle;
- fire extinguisher(s);
- a first aid kit; and
- a disposable camera.

Membership of a vehicle recovery/repair scheme is advisable.

**Journey Planning**

Planning journeys in advance is an important safety measure that can help to avoid accidents due to overtiredness, speeding, prolonged night driving and adverse weather conditions. The RoSPA ‘Safer Journey Planner’ can be downloaded free from: [http://www.rospa.com/roadsafety/info/safer_journey.pdf](http://www.rospa.com/roadsafety/info/safer_journey.pdf). The Journey Planner flow chart is reproduced in Appendix 6 with the kind permission of RoSPA.

**Driver Tiredness**

Many accidents are caused by drivers falling asleep at the wheel. This is most likely to happen:

- on long journeys on monotonous roads (e.g. motorways);
- after having less sleep than normal;
- between 2am and 6am and 2pm and 4pm; or
- after drinking alcohol or taking medicines that cause drowsiness.

The risk of falling asleep at the wheel can be reduced by planning the journey so as to:

- get sufficient sleep before travelling;
- avoid driving at the higher risk times;
- include adequate breaks; and
- avoid long journeys after a full days work (include an overnight stay if necessary).
Speeding

Staff driving for work must never drive faster than conditions safely allow and must obey posted speed limits at all times. Exceeding the speed limit is against the law. Persistent failure to comply with the law will be regarded as a serious matter and gross speeding while driving for work will be regarded as a serious disciplinary matter.

Staff who gain penalty points on their licence may be required to take further driver training. The use of University vehicles may be withdrawn from staff who attain 9 or more penalty points for speeding or other offences. It will be withdrawn from staff who are disqualified from driving. The University will co-operate with police enquiries resulting from an alleged speeding offence or incident and supply details of the employee (or the driver, if different) to whom the vehicle is allocated.

Managers must ensure that:

- staff understand their responsibilities to drive at safe speeds and obey speed limits;
- staff comply with Estates Office training requirements: [https://www2.le.ac.uk/offices/insurance/insurance-and-claims-advice-1/motor/minibus-use-1](https://www2.le.ac.uk/offices/insurance/insurance-and-claims-advice-1/motor/minibus-use-1)
- staff plan and undertake journeys at safe speeds and obey speed limits;
- work targets, systems of work or performance related methods of pay do not create pressures which lead staff to use speed inappropriately;
- University accident and incident reporting procedures are followed;
- they challenge unsafe attitudes and behaviours, encourage staff to drive safely, and lead by personal example in the way they themselves drive.

Staff who drive for work must:

- never drive faster than conditions safely allow and obey posted speed limits at all times;
- ensure they know what the maximum speed limit is for the vehicle they are driving;
- plan journeys so they can be completed at safe speeds and without exceeding speed limits;
- report road safety problems, including crashes, incidents, fixed penalty notices, summons and convictions for any offence, including speeding, to their line manager;
- present their licence, and any other documents required, for inspection on request;
- co-operate with monitoring, reporting and investigation procedures.
Reversing

Nearly a quarter of all road deaths at work occur whilst a vehicle is reversing and many other such accidents result in injury and/or damage to vehicles, premises and equipment. Whenever possible, manoeuvres that involve reversing should be avoided. If vehicles must reverse:

- the reversing distances should be minimised;
- if practicable, people should be excluded from the area;
- rear view mirrors should be maintained in good condition and rear windows should be clean and unobstructed;
- a competent banksman or guide should be used when needed to ensure safe reversing, and
- visiting drivers should be adequately briefed and supervised.

A banksman or guide should be a properly trained, designated person who is tasked with keeping the area free of pedestrians and ensuring a safe vehicle manoeuvre. Both the driver and the banksman should be familiar with the signals to be used and the banksman should be visible to the driver at all times whilst the vehicle is reversing. Banksmen should wear high visibility clothing and should stand in a safe position from which the reversing area can be seen clearly. If at any time the driver loses sight of the person guiding the vehicle they should stop immediately.

Further guidance can be found on the HSE website:
http://www.hse.gov.uk/workplacetransport/information/reversing.htm

Mobile phones

In line with legislation drivers of any vehicle must not use a hand-held mobile phone or similar hand-held device whilst in control of the vehicle. In addition, the Department for Transport have advised that a driver may risk prosecution for failing to have proper control of a vehicle if the driver uses a hands-free phone when driving. If there is an incident, the use of any phone or similar device might justify charges of careless or dangerous driving. For this reason, the University policy for the use of mobile phones is that neither hand-held nor hands-free models are to be used by the driver whilst any vehicle is under their control and on University business and that University business is not to be conducted on a hands-free or hand-held phone by a driver of any vehicle at other times. It is therefore recommended that all phones should be switched off whilst driving with voicemail activated to allow messages to be left if necessary. Drivers may use a mobile phone when driving to call for assistance in an emergency but on a motorway it is best to use a roadside emergency telephone, as the emergency services will be able to locate the caller easily.
Hired vehicles

Vehicles must be hired from an approved hirer, (see Procurement Unit pages http://www2.le.ac.uk/offices/purchasing/ for guidance) and the safety requirements of the contract complied with.

Carriage of Equipment and Materials

Goods in transit insurance should be arranged via the Insurance Office.

Hazardous loads

Carriage of dangerous goods should be avoided. Otherwise the requirements of current legislation must be complied with (see Safety Services for advice).

Basic precautions include:

- carrying minimum quantities in sealed, unbreakable and labeled containers;
- carrying adequate safety information; and
- drivers trained and equipped for emergencies.

Dry ice and liquified gases must not be carried in passenger compartments. Carriage of dangerous goods with passengers should be avoided where practicable.

Accident reporting

Transport related accidents (whether on or off campus) must be reported to the Safety Services Office and Estates Office in the usual way.

- There should be no admission of liability at the scene of an accident;
- use of disposable cameras (located in University owned vehicles) is recommended for evidence at a later date;
- full details should be exchanged at the scene, along with details of witnesses and road and weather conditions.

Driving abroad

- Drivers must ensure that they are insured, licensed and taxed to drive abroad.
- Greencards and/or bail bonds should be obtained from the Estates Office (where necessary).
- Passenger waybills are required for use of minibuses abroad and these may be obtained from the Insurance Office.
Drivers should be familiar with relevant transport regulations in the country they plan to visit, e.g. with regard to:

- speed limits;
- priorities at junctions;
- lights;
- tachographs/drivers hours; and
- emergency equipment.
## Management of Work-Related Road Safety Risks

<table>
<thead>
<tr>
<th>Category</th>
<th>Risk Area</th>
<th>Details of Risk</th>
<th>Effective Management of the Risk</th>
</tr>
</thead>
<tbody>
<tr>
<td>Driver</td>
<td>Competence</td>
<td>Invalid driving licence.</td>
<td>Periodic checks to ensure driving licences are valid for vehicle expected to drive. If requirement of individual’s job to drive certain types of vehicle undertake pre-employment check.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Inexperience in driving particular type of vehicle.</td>
<td>Familiarisation with vehicle type and specific characteristics. Drivers attend specific training where appropriate (e.g. minibus permit).</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Inappropriate actions following breakdown or accident.</td>
<td>Clear instructions on actions to take should vehicle breakdown or be involved in an accident. Mobile phone available.</td>
</tr>
<tr>
<td>Fitness and health</td>
<td>Poor driver awareness due to:</td>
<td>- taking medication that could impair judgement or have other adverse effects (e.g. drowsiness);</td>
<td>General advice to staff on avoiding driving if taking such medication and the importance of checking information on health effects, and making line managers aware particularly where medication is prescribed. Advice from Occupational Health, particularly where medication is prescribed.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- tiredness;</td>
<td>Sleep-related accidents are most likely to occur between 0200 and 0400, and 1400 and 1600. This should be considered when planning work schedules. Journey times should be realistic, taking into account road-types and rest breaks. Where a long road journey would have to be completed at the end of a working day consideration should be given to other forms of transport (e.g.</td>
</tr>
<tr>
<td>Category</td>
<td>Risk Area</td>
<td>Details of Risk</td>
<td>Effective Management of the Risk</td>
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</tr>
<tr>
<td>Driver  (continued)</td>
<td>Fitness and health (continued)</td>
<td>-effects of alcohol.</td>
<td>Staff should be instructed not to drink and drive. Reference should be made to the University’s alcohol at work policy.</td>
</tr>
<tr>
<td></td>
<td>Medical conditions or disabilities not conducive to driving environments.</td>
<td></td>
<td>Inform staff of the importance of declaring such conditions. Where declared, seek subsequent advice from Occupational Health. Certain conditions (e.g. epilepsy, diabetes, heart conditions) may prohibit individual from driving, or certain DVLA criteria have to be met. Further information is available from the DVLA website <a href="https://www.gov.uk/driving-medical-conditions">https://www.gov.uk/driving-medical-conditions</a>.</td>
</tr>
<tr>
<td></td>
<td>Poor eyesight.</td>
<td></td>
<td>Remind staff of the importance of ensuring their eyesight satisfies the requirements of the Highway Code (i.e. to read in good light – with the aid of glasses or contact lenses, if worn – a number plate at a distance of 20.5 metres).</td>
</tr>
<tr>
<td>Driver attitude</td>
<td>Speeding and/or aggressive driving.</td>
<td></td>
<td>Remind staff of their duties under this policy. Follow disciplinary procedures when necessary.</td>
</tr>
<tr>
<td>Vehicle</td>
<td>Suitability</td>
<td>Vehicle inappropriate for intended purpose (e.g. carrying large, heavy or dangerous goods).</td>
<td>Ensure that vehicle to be used is suitable for the purpose (e.g. able to accommodate items without impairing vision, goods’ weight doesn’t exceed maximum load weight of vehicle). Where intending to carry any dangerous goods (e.g. hazardous substances, gas cylinders) consult with the Safety Services Office beforehand.</td>
</tr>
<tr>
<td></td>
<td>Condition</td>
<td>Vehicle in unsafe condition.</td>
<td>When hiring vehicles, do so through University’s agreed hire company. Where staff using their own vehicles, ensure that they are reminded of the basic safety checks.</td>
</tr>
<tr>
<td>Category</td>
<td>Risk Area</td>
<td>Details of Risk</td>
<td>Effective Management of the Risk</td>
</tr>
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<td>--------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Vehicle (continued)</td>
<td>Insurance</td>
<td>Inappropriate insurance cover.</td>
<td>If privately owned vehicle, it must be insured for business use therefore periodic checks of owners’ insurance undertaken.</td>
</tr>
<tr>
<td></td>
<td>Ergonomics and posture</td>
<td>Inappropriate driving or seating position resulting in poor posture, exacerbated by long journeys.</td>
<td>Drivers and passengers establish comfortable driving and seat positions prior to commencing journey. Opportunity to take breaks (e.g. scheduled stops), to relieve/change posture, built into journeys, especially long journeys.</td>
</tr>
<tr>
<td></td>
<td>Loading</td>
<td>Overloading.</td>
<td>Drivers must ensure that luggage or other loads are not excessive and are correctly distributed and secured in vehicles and trailers and on roof racks.</td>
</tr>
<tr>
<td>Journey</td>
<td>Weather</td>
<td>Adverse weather conditions (e.g. snow, high winds) making driving hazardous.</td>
<td>Journey times and/or routes should be revised to take account of any hazardous weather conditions. Consideration should be given to postponing the journey, particularly when advice issued by police on making essential journeys only.</td>
</tr>
<tr>
<td></td>
<td>Mobile phones</td>
<td>Distraction caused by using hand-held or hands-free mobile phones whilst driving.</td>
<td>Phones must be switched off whilst driving, utilising voicemail, call diversion etc. Mobile phones should only be used when the vehicle is stopped in a safe place and the engine switched off (this does not include the hard shoulder of a motorway, unless in an emergency). Discourage contacting staff by their mobile phone if known to be driving, except in an emergency.</td>
</tr>
<tr>
<td></td>
<td>Scheduling and time</td>
<td>Poor scheduling or insufficient time allocated/allowed resulting in speeding, driver fatigue – i.e. journey not completed safely.</td>
<td>Use journey planner.</td>
</tr>
<tr>
<td>Activities</td>
<td>Undertaking work on, or adjacent</td>
<td>Being struck by moving vehicles.</td>
<td>Elements that need to be consider as part of risk assessment are: • whether activity has to take place;</td>
</tr>
<tr>
<td>Category</td>
<td>Risk Area</td>
<td>Details of Risk</td>
<td>Effective Management of the Risk</td>
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</tr>
<tr>
<td>Activities (continued)</td>
<td>Work on or adjacent to roads (continued)</td>
<td></td>
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</tbody>
</table>
| Reversing                      | Being struck or crushed by moving vehicle.|                                                                                  | Avoid reversing manoeuvres whenever possible. If vehicles must reverse:-
|                                |                                          |                                                                                  | • the reversing distances should be minimised;                                                     |
|                                |                                          |                                                                                  | • if practicable, people should be excluded from the area;                                        |
|                                |                                          |                                                                                  | • rear view mirrors should be maintained in good condition and rear windows should be clean and unobstructed; |
|                                |                                          |                                                                                  | • a competent banksman or guide should be used when needed to ensure safe reversing, and           |
|                                |                                          |                                                                                  | • visiting drivers should be adequately briefed and supervised.                                   |
Appendix 2

University Minibus Policy

In order to drive a minibus for University business, drivers must fulfil the following requirements before cover can be granted:

- Register as an authorised minibus driver with the Insurance Office. Proposed minibus drivers should be aged 25 or over and have held a full licence for at least 2 years.
- Have undertaken a minibus awareness test or have had previous experience driving multi-seat vehicles of at least 9 or more passenger seats.

The University requires that its minibus drivers meet an approved driving standard. Any driver who has not had proven previous experience in driving a minibus and provides a written statement to this effect must undertake a ‘minibus awareness test’. Drivers who do not fulfil this criterion will not be permitted to drive University minibuses, or hire minibuses on behalf of the University, in the course of their duties.

Driving in the UK

Because of historic reasons, the UK has exemption from EU rules on driver licensing regulations, providing an employer operates under a “permit” granted by the local authorities.

THE UNIVERSITY OPERATES MINIBUSES UNDER A PERMIT SCHEME. ANY MINIBUS USED BY THE UNIVERSITY (INCLUDING HIRE VEHICLES) MUST DISPLAY A PERMIT IN THE WINDSCREEN OF THE VEHICLE.

Minibus Permits and Community Bus Permits are issued to bodies that operate vehicles without a view to profit and are concerned for the social and welfare needs of one or more communities. Minibus permits allow certain organisations to make a charge without having to comply with the full public service vehicle operator licensing requirements and without the need for their drivers to have PCV (category D1 or D) entitlement. The service must be provided for their own members or for groups of people whom the organisation serves. The service must not be provided to members of the general public and the charges made must be on a non-profit basis. Community Bus Permits are issued to bodies wishing to run a local bus service on a voluntary non-profit basis using unpaid volunteer drivers.

Providing you are able to fulfill the University of Leicester minibus requirements (as outlined above) and you had entitlement to drive cars prior to 1 January 1997 you will continue to be able to drive minibuses under the Permit Schemes, provided your entitlement to drive minibuses (Category D1, not for hire or reward) remains in force. New drivers who passed their car test (category B) on or after 1 January 1997 may also drive a permit minibus provided the driver licensing conditions as outlined below and the University of Leicester requirements are met.
Drivers who do not have minibus entitlement (Category D1)
If your driving licence does not allow you to drive minibuses, there are certain circumstances where you still may be able to do so. You may drive a minibus with up to 16 passenger seats if:

- you drive on behalf of a non commercial body for social purposes but not for hire or reward, unless operating under a permit;
- you are aged 21 or over;
- you have held a car (category B) licence for at least 2 years;
- you are providing your service on a voluntary basis; and
- the minibus maximum weight is not more than 3.5 tonnes excluding any specialist equipment for the carriage of disabled passengers. Minibuses up to 4.25 tonnes will be permitted in certain circumstances.

When driving a minibus under these conditions you may not receive any payment or consideration for doing so other than out of pocket expenses or tow any size trailer; you may only drive minibuses in this country.

Driving in the EU
In addition to the driver requirements given above, a full D1PCV (passenger carrying vehicle) licence is required for drivers who intend to drive a minibus on University business in the EU.

YOU CANNOT TAKE A MINIBUS ABROAD UNLESS YOU HOLD EITHER PCV D1 OR D ENTITLEMENT.

The vehicle must be fitted with a tachograph.

Vehicle documentation required: Waybill
Vehicle registration documents (or hire form)
Green Card &/or bail bond (if reqd.)
Insurance certificate
European Accident Form
GB plate

Further information is available:

Passenger Transport Provided by Voluntary Groups available from Traffic Area Offices https://www.gov.uk/driving-a-minibus
## Vehicle Checklist

<table>
<thead>
<tr>
<th>Item</th>
<th>Yes</th>
<th>No</th>
<th>Action Required</th>
<th>Completed (initial)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tyres in good condition and correctly inflated (including spare)?</td>
<td></td>
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<tr>
<td>All lights functional?</td>
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<tr>
<td>All indicators functional?</td>
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<tr>
<td>Fuel level satisfactory?</td>
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<td>Engine oil level satisfactory?</td>
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<tr>
<td>Engine coolant level satisfactory?</td>
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<tr>
<td>Windscreen wipers functional?</td>
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<tr>
<td>Screen wash functional &amp; level satisfactory?</td>
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<tr>
<td>Mirrors clean and correctly aligned?</td>
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<td>Windows clean and vision unobstructed?</td>
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<tr>
<td>External condition satisfactory? No dangerous projections or torn body work.</td>
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<tr>
<td>Is there a First Aid box in the vehicle?</td>
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<tr>
<td>Is there a fire extinguisher in the vehicle?</td>
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<tr>
<td>Is there a warning triangle in the vehicle?</td>
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</tbody>
</table>
Is a valid Vehicle Tax displayed?

<table>
<thead>
<tr>
<th>Vehicle</th>
<th>Driver(s)</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>
Appendix 4

Towing

When towing trailers, drivers must ensure that:

- the vehicle is appropriate for this use;
- the gross weight of the vehicle and trailer is within the vehicle gross weight limit;
- the kerbside weight of the towing vehicle is clearly marked on the front nearside of the vehicle;
- the downward force from the loaded trailer on the towing ball is within the limits imposed by the towing vehicle manufacturer;
- the axle loads of the towing vehicle are not exceeded;
- a breakaway chain is in use, which will activate the handbrake should the coupling break;
- the unladen weight of the trailer and trailer tyre pressures are clearly marked on the trailer;
- the total gross weight is clearly marked on the front of the trailer;
- the trailer handbrake/overrun brake functions properly;
- the trailer lights and indicators work;
- the load is securely lashed to the trailer body or frame;
- there is suitable marking of any rear overhang greater than one metre.

Driving licence requirements for towing trailers can be found on the DVLA website at https://www.gov.uk/government/publications/inf30-requirements-for-towing-trailers-in-great-britain.
Appendix 5

Emergency Action

If your vehicle catches fire:

- stop immediately where it is safe to do so and switch off the engine;
- leave the gear stick in neutral in case of accidental engine re-ignition;
- engage fuel cut-off switch, if fitted;
- get any passengers out and away from the vehicle, closing the vehicle doors behind them;
- call the emergency services;
- if you have time, remove the ignition key, engage battery isolation switch if fitted, close all windows and, if you think there may be an engine fire, release the bonnet catch. Do not open the bonnet;
- tackle the fire ONLY IF IT IS SAFE TO DO SO;
- when the emergency services arrive, inform them if there is a hazardous load on board.

If you are carrying wheelchair users:

- use the passenger lift. Even in a fire emergency it is the safest way for wheelchair users to evacuate a vehicle;
- if the lift cannot be used in the usual way but the vehicle has a relatively low floor, the lift may be positioned half way between ground and floor, and used as a step. In this case bring the passenger in the wheelchair out backwards;
- if the lift cannot be used at all and another person is available to help, the passenger should be lifted, while seated in the wheelchair, backwards through the vehicle door;
- if no other help is available, or the wheelchair cannot be released from its restraints, the passenger must be carried from the vehicle. Check with the passenger how best to carry them. If they are unconscious, drape their arms around your shoulders and, with their face to your back, carry them to safety.

If your vehicle breaks down on the motorway:

- pull safely off the carriageway onto the hard shoulder and stop as far to the left as possible, with your wheels turned to the left;
- leave your sidelights on and use your hazard warning lights;
- try to stop near an emergency phone;
- the driver and any passengers should leave the vehicle by the nearside exits;
- if you have reflective jackets in the car, wear them. Do not use a warning triangle.
- keep passengers well away from the carriageway and hard shoulder, preferably on the embankment;
- do not attempt even simple repairs;
• walk to an emergency phone on your side of the carriageway, following the arrows on posts situated at the back of the hard shoulder;
• phone the police (the emergency phones connect you with the Motorway Police Control Room and should be used in preference to a mobile phone);
• return and wait near your vehicle, well away from the carriageway and the hard shoulder (behind a barrier if possible).

If your vehicle breaks down on other roads:

• get your vehicle off the road if possible;
• switch on your hazard warning lights to warn other traffic;
• keep your sidelights on if it is dark or visibility is poor;
• if you have a reflective jacket, put it on;
• if there is a risk that the vehicle may be struck by other traffic make sure that passengers leave the vehicle for a position of safety;
• only attempt to repair the vehicle if it is safe to do so; if not summon professional help;
• if you have a warning triangle or any other permitted warning device, place it 45 metres (50 yards) behind your vehicle on the same side of the road - remember to recover it when the breakdown is over;
• do not stand between your vehicle and oncoming traffic or, when visibility is poor, where you may obscure your lights.
Appendix 6

Journey Planner

Do you have to drive?  NO

YES

Plan the journey

Share the driving if possible
Ensure your vehicle is in a safe condition
Make sure you are not impaired by alcohol or drugs
Make sure you will be well rested
Book an overnight stop if necessary
Avoid driving in peak sleepiness periods

Plan the route

Avoid driving when you would normally be asleep
Plan where to take rest breaks—at least every 2 hours
Plan where to stop for the night if necessary
Check for delays—plan alternative routes

During the journey

Take rest breaks as planned
Listen to traffic news for possible delays
Concentrate on your driving

If you start to feel tired

Find somewhere safe to stop
Take 2 strong caffeine drinks
Nap for about 15 minutes

Too tired to continue? Find somewhere safe to stop overnight

Use remote communications or go by rail, air, bus or coach—it’s safer

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