

Management Arrangements

Core | Consider | Complex

Occupational Road Risk

April 2026 Version 1

Health, Safety and Wellbeing Service
Staffordshire County Council

1. Success Indicators

The following indicators will demonstrate the level of compliance with this policy and its procedures:

- a) Managers are aware of their responsibilities with regard to effective management of driving for work activities.
- b) Managers are effectively risk assessing and managing the risks associated with driving for work activities.
- c) All employees who drive for work have had their driving licence and insurance details checked on appointment and annually.
- d) Vehicles used for driving for work activities are suitable and roadworthy.
- e) Journey planning is undertaken by employees.
- f) Employees who drive for work have received suitable information, instruction and where need established, training.
- g) Contractors employed to fulfil driving for work and passenger transport activities on behalf of the council are competent and their standards are monitored.
- h) All work-related road traffic and driving for work incidents/accidents are reported by employees and contractors.

2. Application

These arrangements apply to all workplaces and situations where employees drive on council business. This excludes home to work journeys, unless the employees authorised work base is their home address.

The term driver for this policy includes employees, volunteers and agency staff.

3. Introduction

Nationally, it has been estimated that up to a third of all road traffic accidents involve somebody who is at work at the time. This may account for over 20 fatalities and 250 serious injuries every week. Health and safety law applies to on and off-road work activities and the work activity risks should be effectively managed.

Staffordshire County Council recognises the need to manage occupational road risk and will ensure that vehicles used in connection with its business activities are used in a safe and effective manner. The council is committed to improving driver behaviour by programmes of road safety, education and the promotion of good practice.

This document provides information and advice for managers and employees. It will assist them, flexibly and sensibly, to recognise, reduce and deal with the risks surrounding employees and volunteers while traveling on Council business.

4. Aims and objectives

Staffordshire County Council will embrace the guidance of the Health and Safety Executive in the document 'Driving at Work - Managing Work Related Road Safety' and aims to:

- Raise the profile of occupational road risk and encourage a positive attitude towards safe travelling at work.
- Ensure that the risks of occupational road risk are assessed, and control measures are implemented.
- Ensure that all vehicles used on council business are roadworthy, maintained and properly insured.
- Reduce road traffic accidents.
- Provide the tools necessary to allow managers and employees to appropriately manage road risks.

5. The Arrangements for Applying the procedures

5.1 Driving for Work Guidance

Detailed guidance has been developed to support managers and employees in the effective management of occupational road risks. This document details the council's procedures which should be adopted into local working practices. This guidance also covers riding council owned bicycles. The key areas covered are:

a. The Driver

Information on suitable selection, driver fitness, licence and insurance checks, endorsements, duties and responsibilities and safe working practices which drivers should adhere to.

b. The Journey

Advice on journey planning, guidance on reversing, emergency procedures and accident and incident management.

c. The Vehicle

General information is provided on the operation of privately owned vehicles used for driving at work activities as well as detailed guidance on the management of council owned vehicles to ensure they are roadworthy and in safe working condition. It also provides advice on suitable vehicle selection, working practices for specialist equipment such as tail lifts and ramps, etc.

e. Minibus and Adapted Vehicles

Specific advice on the rules and regulations surrounding the use of these vehicles by the Council.

f. Passenger Transport

Specialist advice is provided on the safe working practices for the safe transportation of passengers (e.g. Service Users, Pupils).

g. Working Practices

Guidance on provision of protective clothing and the management of medication etc.

5.2 Risk Assessment

The number of people who drive as part of their job is significant. The risk to employees depends on the nature of situations where driving is needed.

Some drivers and situations will present a low risk and as such a simple risk assessment needs to be completed. However, some groups of drivers and situations will present high risk. In this instance a full risk assessment of the activities and journeys must be completed.

The table below gives a guide to risk levels.

High	Employed as a Driver Newly Qualified Driver/ Returned to work as a driver after driving licence exclusion. Drive over 7,000 business miles per year Frequently carries passengers Drives outside normal working hours Carries goods whilst driving Transports tools and equipment for work purposes Expected to drive in poor weather conditions
Medium	Frequent driver Drive between 4,000 and 7,000 business miles per year Occasionally carries goods or passengers

	Occasionally drives outside normal working hours Drivers with more than 3 points on their driving license. Carries small tools and resources in boot of a vehicle
Low	Drives less than 4000 business miles per year

This table should be used as a general guide and as an aid to managers to consider the risks levels of staff who drive on council business and who are employed as drivers.

Low risk driving activities do not need to be individually assessed, and drivers must be familiar with the general risk assessment which managers should amend and adapt to individual requirements of their service as required. See **Appendix 1** for copy of general risk assessment on 'Driving for Work infrequent and low mileage'.

Medium and high-risk driving activities must be individually assessed and the findings shared with the relevant employees. Suitable control measures must be implemented and monitored to manage the occupational road risks and other health and safety risks identified. Consideration should be given to if additional training is required for these drivers.

The general principles of risk assessment detailed in the Risk Assessment Management Arrangements and the general risk assessment form should be used to complete this activity.

Some example hazards associated with road safety are:

- Poor weather conditions
- Long journeys
- Fatigue
- Stress
- Illness
- Inexperience
- Unfamiliar or isolated locations
- Isolated car parks
- Lone working
- Vehicle breakdowns
- Unfamiliar vehicles or equipment
- Distractions
- Alcohol and Drugs
- Speeding
- Time restraints - speeding
- Failure to follow the Highway Code.

Work related driving must be assessed and suitable control measures implemented to ensure that this work activity is completed in a safe manner.

5.3 Provision of Information, Instruction and Training

Following the appointment of an employee who will as part of their job be required to drive for work, the manager must ensure that they provide the employee with suitable information and instruction on the management arrangements, guidance and relevant risk assessments.

Managers must assess if training is required for employees based on the risks presented by the driving for work journeys they will be undertaking.

Drivers of Council owned "passenger transport vehicles" e.g. coaches/buses, minibuses and adapted vehicles must complete the council's Driver Assessment Scheme and be reassessed under the scheme every 5 years to be insured to drive these vehicles.

Managers must ensure that drivers' assessments are in date and valid at all times.

Council owned cars, vans, personal leased vehicles, and Multi-Purpose Vehicles (MPV's) (that is vehicles with less than 9 passenger seats are excluded from this requirement.) However, managers are required to consider employees training needs and can request that employees participate in the driver assessment scheme.

Under the following circumstances a driver maybe required to undertake/repeat the driver assessment and or additional training as deemed appropriate by Managers, HR or Health and Safety:

- Identification of accident trend, serious concern, persistent complaints etc.;
- Driver has been involved in a serious fault incident, the circumstances will be investigated and if deemed necessary by Insurance Services, HR and/or Health and Safety will be required to repeat their driver assessment or complete driver development training.
- Any driver returning to work after disqualification period will be required to undertake driver assessment before driving a council vehicle.

Drivers must also receive training in the safe use and operation of equipment provided in council owned vehicles e.g. tail lifts, wheelchair restraint systems, reversing cameras, etc. It is important that drivers understand how to use such equipment in a safe and suitable manner.

Drivers that undertake high risk driving for work and those that have more than 1 accident whilst driving for work, had their driving licence excluded or have more than 3 points on their licence should be considered for completion of advance driver training to support management of the risks.

Further guidance regarding specialist training requirements is detailed in G21 Driving for Work.

5.4 Insurance

The Council's Motor Vehicle insurance policy provides fully comprehensive cover for all Council owned, leased and hired vehicles (excludes car leased scheme which is subject to separate insurance arrangements). The vehicles are therefore covered against loss or damage and for

liability to third parties and passengers. There is no automatic cover for third party vehicles driven by County Council drivers under this insurance policy. These vehicles are also not insured to be driven by non-employees e.g. volunteers, foster carers etc.

These vehicles should not be driven for personal use, and the insurance cover does not extend to such activities. Drivers who do drive these vehicles for personal use will not be insured and will be in breach of the law.

The policy cover is for business use only, unless Insurance Services are notified of the need for this to be extended to cover social domestic and pleasure purposes as necessary confirmation would need to be obtained from the Council's insurers.

Employees using their own vehicles for work journeys must ensure that they have adequate personal insurance for business use and declare if they transport goods or passengers. Many insurance companies impose significant restrictions on what they classify as non-business use and employees should be aware of this when they are arranging insurance. Employees are required to declare to this effect on each mileage expense claim form. Managers are required to ensure that employees understand the insurance requirements for personal vehicles when being used on Council business upon appointment with the Council.

For details on claims procedures please refer to guidance in Driving for Work Guidance. Alternatively contact County Fleet Care on 01785 854828. It is recommended that Fleet Care at the earlier opportunity and no later than 48 as insurance can refuse claims for late reported incidents.

5.5 Management of Contract Activities

When commissioning contractors to undertake driving for work and passenger transport activities on behalf of the county council it is essential that services ensure that the commissioning process includes the following: -

- An assessment to determine the competency of the contractor.
- At least an annual review of their health and safety performance and access to competent advice.
- Ensuring evidence that suitable risk assessments and control measures are in place.
- The contractors working practices are in line with the councils driving for work guidance standards.
- Suitable training is in place where need identified to manage occupational road and passenger transport risks and this training is documented.
- Contractor has suitable public and employer liability insurance cover in line with county council guidelines (further advice and guidance available from Insurance Services).
- That approved contractor (by Integrated Passenger Transport Unit) where available are used e.g. taxi contract.
- Contractors are audited and monitored by the service to ensure standards are maintained.
- Contractors report all contract related road traffic accidents to the commissioning officer.

5.6 Incident Reporting

Managers must ensure that they record every work-related vehicle/driver related incident no matter who is to blame within the MY H&S Incident Reporting system.

Where personal injury results from any road traffic incident or other driving for work activity this must also be recorded.

Managers must monitor and review incidents reported to monitor trends in collisions, costs, vehicle, and driver efficiency. To allow for the manager to identify clear courses of action which manage the risks and reduce incidents and costs.

The Police and Health and Safety Executive may choose to investigate work related road traffic accidents and thus effective reporting, investigation and monitoring is essential.

5.7 Audit and Review

The Councils' Health and Safety Audit and Evaluation process will consider occupational road risk where driving for work is identified as a key risk area.

6. Legislative Framework

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations
- Provision and Use of Work Equipment Regulations
- Lifting Operations and Lifting Equipment Regulations
- Road Traffic Act and Road Vehicle (Construction and Use) Regulations
- The Highway Code

7. Further Advice and Information

If you need any further advice on how to apply this policy please contact the Health, Safety and Wellbeing Service. Further background information on this topic is available on the following websites:-

[Employers - driving and riding safely for work - Overview - HSE](#)

[Management of Occupational Road Risk - RoSPA](#)

[Employing people to drive - GOV.UK](#)

[Check someone's driving licence information - GOV.UK](#)

[The Highway Code - Guidance - GOV.UK](#)

8. Related Factsheets

Driving for Work Guidance

Safe Use of Wheelchairs Guidance

9. Standard Documents

Appendix 1 General Risk Assessment Driving for Work

Version	Date Approved	Changes	Reason
1	April 2025	Initial Version	Bring together current arrangements into one place and document - strengthen governance and arrangements