

The Road Safety Authority and The Health and Safety Authority

**SAFE DRIVING FOR WORK
CD-ROM**

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This CD-ROM outlines what you as an employer, manager or supervisor can do to improve the road safety of employees who drive as part of their work. The CD-ROM aims to reduce the number of road collisions, deaths and serious injuries in Ireland by making you and your employees aware of the importance of road safety when driving for work.

The CD-ROM is for:

- employers, managers or supervisors whose employees drive as part of their work;
- self-employed people whose main job is driving or who drive occasionally for their work;
- new or established bus or truck operators.

Road Safety Authority statistics show that, between 1997 and 2007, 266 people were killed and 443 were seriously injured in collisions involving at least one vehicle in which someone was travelling to or from work and driving for work. Studies also show that people who drive company cars have between 30% and 40% more collisions than ordinary drivers, and this risk increases for those who drive more than 40,000 kilometres (km) a year. A 2008 Health and Safety Authority (HSA) research survey found that, among employers, there was a lack of awareness of their duties to manage work-related driving activities.

Health and safety law requires you to put the proper measures in place to protect the safety of all your employees. This CD-ROM will outline the ways you can manage your employees' road safety, as well as giving you an overview of key definitions, legislation and risk areas. It will also highlight the significant benefits for your business and the wider community when you manage work-related vehicle safety more effectively.



About RSA

The Road Safety Authority (RSA) is a statutory body created by the Road Safety Authority Act, 2006. Its functions were transferred from the Department of Transport (DoT), the National Roads Authority (NRA) and the National Safety Council (NSC). The areas of responsibility relate to various directorates within the authority and whose functions include:

- **Driver Testing and Training Directorate** - which is responsible for the delivery of the driver testing service, regulation of advanced driving instruction, management of the driver licensing regime, oversight of the delivery of the driver theory test service and management of the penalty point system.
- **Vehicle Standards and Enforcement Directorate** - which is responsible for type approval of new vehicles, the regulation of vehicles already on the road, enforcing transport legislation on tachographs/driver rules, administering the national car testing service (NCT) and overseeing the commercial vehicle road worthiness scheme.
- **Driver Education and Road Safety Research Directorate** - which combines the key roles of raising awareness through publicity campaigns, education through schools and community programmes, and road safety research into the causal factors for road traffic collisions. The objective of this directorate is to inform and impart knowledge and awareness to road users as they move through life. The directorate has responsibility for the certification of professional competency for heavy goods vehicle and bus drivers.

The Road Safety Authority's mission is to save lives and prevent injuries by reducing the number and severity of collisions on the road. Working to save lives is the stated goal adopted by the Authority. The actions the Road Safety Authority will take to achieve our goals are set out in detail in the Road Safety Strategy 2007-2012, published in October 2007. The main targets of the Road Safety Strategy 2007-2012 are to reduce fatalities to no greater than 60 fatalities per million by the end of 2012 and to reduce injuries by 25%.

The strategy outlines 126 key actions with specific and measurable targets over the 6 year period. The Road Safety Strategy 2007-2012 was conceptualised on the Road Safety Authority's "4 E" model which incorporates the four strategies of Engineering, Enforcement, Education and Evaluation. The actions in the Road Safety Strategy 2007-2012 are; data led, research led and psychological led which provides an evidence based methodology for road safety interventions and planning. The Road Safety Authority is dependant for its success on the actions and cooperation of our partners and stakeholders at national and local level to achieve the targets set out in Road Safety Strategy 2007-2012 and to achieve the goal of a safer road environment in Ireland.

About HSA

The Health and Safety Authority (HSA) is the national, state-sponsored body in Ireland with responsibility for securing health and safety at work. Established under the Safety, Health and Welfare at Work Act, it reports to the Minister for Enterprise, Trade and Employment.

Its responsibilities cover every type of workplace and every kind of work in the public and private sectors. This ranges from workplaces where just one or two people are employed to corporations with multiple locations and thousands of employees.

The HSA is committed to working with employers, employees, individuals, employer and trade union organisations and other relevant groups in order to achieve their stated goals.

The RSA is working with the HSA – the body responsible for protecting and enforcing health and safety at work in Ireland – to produce this CD-ROM.

Definitions

Driving for Work

Driving for work includes any person who drives on a road as part of their work (not including driving to and from work) either in:

- a company vehicle; or
- their own vehicle, receiving an allowance from their employer for miles driven.

Driving for work involves a risk not only for the driver, but also for their fellow workers and members of the public, such as pedestrians and other road users. As an employer or self-employed person, you must, by law, manage the risks that may arise when employees drive on roads for their work.

The rate of road collisions appears to be higher among those who drive for work. A 2007 RSA/HSA report found that, in one pilot area, the number of work-related deaths from road collisions was double that from other causes, while more than one third of fatal road collisions involved someone who was at work at the time.

Types of jobs involving driving

Many jobs involve driving for work.

Types of workers who drive as part of their work include the following:

- drivers of heavy goods vehicles (HGVs) and light goods vehicles (LGVs);
- bus, coach and taxi drivers;
- utility company employees (ESB, Eircom and so on);
- sales and marketing staff;
- emergency service workers – such as ambulance drivers and fire brigade workers;
- social and health workers;
- local authority staff;
- couriers and delivery staff – including those delivering post, goods and food;
- enforcement bodies – such as An Garda Síochána, Customs and Excise workers, HSA staff;
- garage mechanics and vehicle recovery staff;
- service engineers;
- refuse collectors;
- agricultural workers; construction workers.

For some workers, their main job involves driving for work; for others, driving may only form a minor part of their job and be carried out occasionally.

Road Safety Law

Although the driver is mainly responsible for how they drive, as an employer you also have a key role to play in managing and influencing the driver, the use of their vehicle and their journey to increase safety when driving for work. In other words, driving for work is a shared responsibility between you and your employee.

Three main types of law apply to driving for work in Ireland:

- road traffic law;
- health and safety law; and
- EU rules on driving time.

Road Traffic Law

The main law governing driving on public roads is the Road Traffic Act 1961 and its later amendments. The Gardaí are responsible for enforcing this law and will investigate all work-related traffic collisions involving injuries and fatalities. In some cases, the Gardaí may carry out a joint investigation with the HSA.

Health & Safety Law

The main piece of health and safety legislation that applies to general driving for work is the Safety, Health and Welfare at Work Act 2005, and associated regulations.

Other legislation may apply to certain work activities and road safety – for example, Dangerous Goods Transport by Road and Construction regulations.

Under the Safety, Health and Welfare at Work Act, you have a duty as an employer to protect the health and safety of employees who drive for work. This duty includes the following obligations:

Duty of care

You have a duty to provide a safe place of work for your employees, regardless of the type and size of business. Under the Safety, Health and Welfare at Work Act, a vehicle is defined as a place of work. Your duty involves making sure that:

- work-related journeys are safe;
- members of staff are able to drive safely; and
- all vehicles and vehicle equipment are fit for use and in a safe condition.

You also have a duty of care to others who may be affected by your employees' work activities - in the case of driving for work, this includes all other road users and pedestrians.

Safe systems of work

As an employer, you must also put in place proper systems of work – for example, documented safe systems of work for securing vehicle loads. Under the Safety, Health and Welfare at Work Act, you must have a safety statement in place – this statement is the cornerstone of your safety management system. The statement should:

- identify all possible hazards;
- assess the risks to your employees' safety, health and welfare;
- provide adequate controls to avoid or minimise risk.

When carrying out a risk assessment (see Section 6), you should identify hazards and assess the risks associated with driving for work. You should then put in place proper control measures, as far as possible, to prevent or reduce any risks found.

Information, instruction and training

As an employer, you should also give your employees proper information and training to protect their safety, health and welfare. This duty extends to employees who drive for work.

Liability of company directors

Company directors are also responsible for the safety of their employees. Under the Safety, Health and Welfare at Work Act, directors may be prosecuted following a work-related road collision if it is proven that they have not managed safety properly.

If you are convicted of breaking the law under this Act, you could face fines of up to €3million and/or two years in prison.

EU rules on driving

Under these rules, you must:

- not expect staff to drive under conditions that are unsafe or create an unsafe environment – this means that drivers must obey the rules on driving time, breaks and rest periods and that their vehicles should be roadworthy and fit for use at all times;
- never put pressure on drivers to complete journeys in a shorter amount of time than needed or use a truck or bus that is not properly roadworthy;
- not enter into contracts involving schedules that could put your drivers' safety or the safety of other road users at risk.

Further information on the EU rules on driving time, breaks and rest periods is available from the Road Safety Authority at www.rsa.ie

Notifications of road collisions

Employers should notify the HSA if a person is killed, injured or suffered a condition as result of:

- driving or riding a vehicle for their work;
- exposure to a substance or injury from an article being carried by the vehicle;
- the activities of another person who was involved in loading or unloading any article or substance onto or off a vehicle at the time of the collision;
- their own activities or those of another person who was at the time of the collision taking part in work, on or alongside a road, involving the construction, demolition, changing, repair or maintenance of:
 - the road or any road markings or equipment;
 - the verges, fences, hedges or other boundaries of the road;
 - pipes or cable on, under, over or next to the road; or
 - buildings or structures next to or above the road.

Why Manage DFW?

Managing your employees' driving for work is not only important for their well-being, it also makes good business sense as it protects you, your staff and your business profits.

Financial cost of work-related road collisions

Many employers believe that most work-related road incident costs are covered by insurance. Most insurance premiums do not, however, cover the full costs. In fact, for every €1 claimed on insurance, companies may have to pay a further €8 to €36 themselves for uninsured losses arising from such incidents.

If you fail to manage the risk associated with driving for work and to adopt good driving for work practices for your company, you may increase your financial risk well above the cost covered by insurance. Such costs include those relating to:

- sick pay for employees;
- hiring and training of replacement staff;
- downtime;
- management and administrative time;
- replacing and redelivering goods;
- replacing and repairing damaged vehicles or property;
- damage to your company's reputation and customer service;
- legal fees;
- increases in insurance costs at renewal;
- claims from third parties;
- production losses and delays.

Benefits of managing DFW?

Benefits of managing driving for work will not only help you to reduce your business costs it will also help you to:

- make your business more efficient – for instance, by reducing time wasted on rescheduling of work and vehicle downtime, as well as overall vehicle expenses;
- protect the safety of your employees and other road users and reduce the number of work-related road injuries;
- reduce disruptions and potential damage to your company image;
- improve your legal defence if someone makes a claim against you;
- make sure that you are obeying the Safety, Health and Welfare at Work Act and the Rules of the Road.

Therefore Managing driving for work can make a positive difference and save your company money, regardless of your company's size. Many work-related collisions involving vehicles can be prevented by managing risks and identifying hazards. The RSA has published separate information for bus and truck operators on managing road safety which can be downloaded from our website at www.rulesoftheroad.ie

How to manage DFW?

Managing driving for work should form a core part of your company's overall health and safety management system, regardless of whether you employ one employee or many.

To manage driving for work, you need to look at three key areas:

- the driver;
- the vehicle; and
- the journey.

First, you should assess if current health and safety procedures cover your responsibilities as an employer for driving for work. Next, we recommend that you draw up a suitable driving for work management programme as part of your overall system for managing health and safety in your company. To help you, we have outlined five key steps that you can include in your programme for managing driving for work.

Appendix 3 gives a complete checklist of questions that you can use to assess your current or any future driving for work policy.

5 Key Steps

Step 1 - Develop a driving for work policy

Your driving for work policy should:

- outline the main aims of the policy;
- show that management is committed to this policy;
- refer to the relevant driving for work legislation;
- explain how you are managing driving for work and its three key elements – the vehicle, the driver and the journey;
- give details of resources.

We recommend that you appoint a senior manager to manage the running of the driving for work policy. The manager should be clear about their role and have enough authority to make sure that the policy is put into practice and that all employees understand their role. You should also have the right structures in place in your company to allow for cooperation between people and departments – for example, between the fleet manager and the health and safety manager and also the purchasing staff.

Step 2 - Planning

This step involves:

- listing and assessing the risks concerning driving for work; and
- drawing up the proper control measures.

Step 3 - Putting into practice

This step involves:

- defining roles and responsibilities – to make sure that the correct control measures are being put into practice;
- setting up documented systems – to make sure that drivers and managers have the right skills and proper training and are aware of their responsibilities;
- communicating with employees – to make both employees and customers aware that there can be no exceptions to your driving for work safety policy;
- looking out for and preventing bad practices – such as overloading vehicles, breaking the rules on drivers' hours, or using vehicles or trailers that are not roadworthy;
- keeping records – such as records on vehicle maintenance and inspection, drivers' hours and working time, and driving licences;
- putting safe systems of work in place to help manage driving for work – for example, for each driver you should have:
 - a record of their driving licence class;
 - details of any collisions;
 - a record of the number of kilometres they drive for work each year;
 - the date and results of any assessments and, if refresher training was required, was it actually completed on the vehicles;
 - systems in place to make sure that they keep their vehicles in line with the highest standards.

Risk factors

It is important, at this stage, that you set up and clearly document safe systems of work.

These should list the rules for risk factors in driving for work, such as rules on:

- driver fatigue;
- driver authorisation;
- driver licence checks;
- distractions such as the use of mobile phones or other technologies in the vehicle;
- carrying of passengers;
- speeding;
- drugs and alcohol use;
- completing and filing of daily vehicle checklist (see Appendix 1);
- buying or hiring of vehicles;
- vehicle breakdown;
- vehicle maintenance and recording;
- emergency procedures for incidents;
- security of vehicle loads;
- towing of vehicles;
- use of safety belts;
- reversing;
- parking;
- reporting of collisions and near misses (see Appendix 2);
- personal safety and protective equipment;
- working alone;
- use of daytime running lights;
- bad weather conditions;
- loading and unloading vehicles;
- coupling and uncoupling vehicles;
- use of attachments such as lifting equipment;
- refuelling of vehicle;
- rewards for exceptional performance (if relevant);
- use of agency/contract drivers;
- recruiting of drivers;
- evaluating driver performance;
- driver records – including tachograph records, fault reporting and driver cards, if relevant.

Drivers Handbook

A driver's handbook may also be useful in helping to improve driving for work. This handbook should set out the driver's responsibilities in support of company policies and procedures for driving for work.

Step 4 – Measuring performance

This step involves checking if your company is meeting the aims of your driving for work management programme. You should also monitor the success of the control measures that you have put in place. There are a number of ways you can monitor the safety of your drivers on a regular basis

These include:

- analysing reports of any incidents;
- checking drivers' licences on a regular basis;
- requiring drivers to regularly update you on any penalty points they may have;
- using vehicle tracking and other vehicle data recorders;
- checking drivers' health;
- checking if drivers are obeying the rules on driving time, breaks and rest periods;
- checking the roadworthiness of all vehicles each day, including buses, trucks and trailers; and making sure that drivers maintain these vehicles and fix any problems as soon as possible;
- monitoring driver performance and dealing with any weaknesses, such as the causes of driver fatigue.

You should encourage your drivers to report any driving for work incidents –including near misses – as this feedback will help you to deal with underlying causes of road collisions and potentially save lives. You should also keep records of all collisions and near misses, as well as investigating and following up on such cases so that you can assess the effectiveness of your driving for work programme.

Step 5 – Reviewing performance

It is important that you review your driving for work programme on a regular basis. This review should include details of any trends and also assess if workers are following the programme. You can then use the results of this review to make regular improvements to your company's driving for work management programme and procedures.

Best practice in Managing DFW

When setting up your own road safety programme, it is useful to look at the experiences of other employers who have been successful in this area. Employers with good road safety records share certain characteristics.

For these employers, safety is:

- a key part of their company's culture;
- measured and managed as a planned, conscious process;
- a team effort;
- aimed at identifying the cause rather than the effect;
- as important as making a profit.



Assessing Risks On The Road

What is a Risk Assessment?

A risk assessment is where you:

- identify all hazards, assess the risk that these hazards may pose to your employees' health and safety; and
- take action to prevent or reduce this risk.

Carrying out a risk assessment will allow you to examine if there is anything in the workplace that could cause harm to your employees. You can then measure the level of risk and decide if the risk is acceptable, or whether you should take action to prevent harm. You should always document the results of any risk assessments and appoint a person with the right skills to carry out such assessments. This person should have a good knowledge of the work activities being assessed and of best practice in managing driving for work risks.

What is the difference between a hazard and a risk?

A hazard is anything that can cause harm in terms of injury or ill-health to a person, damage to a property, damage to the environment or a combination of these elements.

A risk is the likelihood that a collision may occur if the hazard is not dealt with. The level of risk depends on the severity of the harm that will be suffered if the proper procedures are not put in place to deal with the hazard.

How do I carry out a 'driving for work' risk assessment?

You can carry out a risk assessment of driving for work by following a number of steps.

Step 1 - List vehicle types

List the types of vehicles that your company uses
– including the employee's own vehicle, if they use it for work.

Step 2 – Identify journey types

Look at the types of journeys that drivers are carrying out, for example:

- short or long distance driving;
- frequent or infrequent driving;
- driving on local routes, national roads or motorways;
- driving in the city, town or country;
- night-time and daytime driving.

Similarly, examine the purpose of the journey – for example, is the driver travelling to meetings, delivering goods or responding to an emergency.

Step 3 – Identify the hazard

Look at the hazards associated with the three elements of driving for work:

- the driver – possible hazards could include the driver's age, experience, training, mental skills, stress/fatigue, health and fitness, alcohol and or drugs;
- the vehicle – possible hazards could include its roadworthiness, distractions such as mobile phones, the driver's familiarity with the vehicle, the loads to be carried, the condition of the vehicle, and the vehicle's safety conditions;
- the journey – possible hazards could include road types, distance, time allocated to travelling, the time of travel including high-risk hours such as morning, evening or rush hour, weather conditions, speed limits and the driver's familiarity with the route.

Remember to ask your employees, drivers and safety representatives for their opinion on these hazards, as they will have first-hand experience of what happens in practice. You should get the views of those who only drive occasionally for work as well as those who drive regularly for work.

Step 4 – Decide who is at risk

You should not only consider the risk to your drivers, but also to passengers or other road users and pedestrians. Certain groups may be particularly at risk – such as young or newly qualified drivers and those driving long distances.

You also need to consider what could go wrong.

- Could the vehicle crash or break down?
- Could the driver fall asleep at the wheel?
- Could the driver be under the influence of drugs or alcohol?
- Could loads fall off the vehicle?
- Could the driver be distracted by technologies such as mobile phones/sat nav?
- Could delays such as traffic congestion and road works affect the journey time and put the driver under greater pressure?

Step 5 – Assess the risk

Consider if your current control measures are good enough or if you need to do more to prevent an incident from occurring. You should also take account of the general principles of prevention outlined in the Safety, Health and Welfare at Work Act, 2005.

For example, you may be able to:

- avoid the risk – consider if the driver needs to carry out the journey or if you can use public transport or video conferencing facilities instead;
- combat risks at source – make sure that the safety equipment in your vehicles is in the best possible condition (the higher the Euro New Car Assessment Programme [Euro NCAP] rating of the vehicle the better); similarly, make sure that vehicles and trailers, if used, are in good condition and roadworthy;
- adapt the work to the individual – do not create situations where employees feel under pressure; instead give employees adequate time to reach their destination and return safely, make sure that drivers are obeying the rules on driving time, breaks and rest periods, and plan drivers' activities so that they can obey these rules;
- replace – always replace unsafe vehicles with safe vehicles;
- offer instruction and training – make sure that your drivers have the proper training to drive the vehicle, that they have the correct licence class on their driving licence, that they are completely familiar with the vehicle, the rules of the road and your company's policies and safe systems of work, and that they have the right documents for each journey;
- provide equipment to protect your workers – make sure that any employees who use motorcycles or bicycles have protective clothing and equipment of a high standard; make sure that employees who drive for work have high-visibility jackets or vests, footwear, clothing and other necessary equipment to protect them, and that the driver has easy access to this equipment in the vehicle cab so that they do not have to step out of the vehicle to get it.

Step 6 – Record your findings

Always keep a record of your risk assessment. If you find weaknesses in your current control measures, draw up a plan of action to prioritise and put in place improved control measures. Tell your employees about your findings and update them on what you have done. You should also keep a record of any collisions or near misses.

Step 7 – Review your assessment

You should review your risk assessment on a regular basis, taking into account any change in circumstances, or new routes, staff or vehicles. If necessary, you should revise your assessment to make the right changes.

It is important that you carry out risk assessments for all driving tasks – such as travelling to meetings or delivering goods. You should also make sure that employees have the right knowledge and training to carry out their own risk assessments before they start a journey (see Model Forms Appendix 1).

Dealing with Driver Fatigue

Over 1 in 10 drivers (14%) surveyed have admitted to nodding off or falling asleep while driving while more than half of Irish drivers (53%) attempt to fight tiredness through ineffective means such as opening windows. Driver fatigue is one cause of work-related road collisions and a factor that you should always take into account when assessing a driver's risk of having an incident. Due to extreme tiredness, a driver may fall asleep at the wheel or feel too tired to drive. It is your responsibility to make sure that your drivers receive proper rest before they start work and that they do not become too tired during their driving duties.

Drivers may become too tired to drive safely due to a number of reasons, such as:

- not having enough rest both before and during the journey;
- spending long hours driving;
- driving at night;
- having to rest away from home;
- experiencing truck vibration;
- having to put up with uncomfortable cab conditions.

You can adopt a number of basic measures to help deal with driver fatigue. These measures include:

- planning schedules so that drivers can sleep and rest when they most need to, for example at night;
- building enough time into schedules for typical delays and disruptions;
- making sure that drivers make up for the regular lack of sleep by taking breaks between schedules;
- balancing long shifts on one day by allowing drivers to take more rest at the end of the shift and scheduling a shorter shift for the next day; and
- understanding that schedules need to take into account drivers' daily needs – such as eating, breaks, rest, getting to and from work, and family life.

Evaluating Road Safety Risks

This section outlines the key areas that you need to look at to evaluate how well you are managing driving for work in your company. Appendix 3 gives a complete checklist of questions that you can use to evaluate each of these aspects.

The three key areas that you need to look at to evaluate driving for work in your company are:

- the driver;
- the vehicle; and
- the journey.

The Driver

When evaluating the driver for driving for work, you should look at the following factors:

- driver competency – The RSA Road Collision Fact Book 2007 states that driver error was a factor in over 82% of fatal collisions. You should check if the driver is able to do the job, has relevant experience, has a valid driving licence, is aware of the company policy on driving for work and is meeting the required standards for the job. You should also check that the driver is familiar with the vehicle and its equipment, for example trailers, lifting equipment and control mechanisms;
- assessment and training – for example, checking if the driver needs additional training to carry out their work safely (especially those most at risk), has received proper introductory training, knows how to use safety equipment and to respond to a crisis such as a collision, is familiar with their vehicle and its features, needs further information on road safety;
- fitness and health – checking if the driver is fit and healthy enough to drive for work safely and that they are not putting themselves or others at risk.

The Vehicle

When evaluating the vehicle for driving for work, you should consider the following factors:

- suitability of the vehicle – for example, checking if the vehicle is roadworthy (Certificate of Road Worthiness), suitable for the work, meets health and safety standards, has a valid National Car Testing (NCT) certificate, and is insured for business use;
- condition – for example, checking if the vehicle is safe and fit to use, is checked and maintained on a regular basis in line with manufacturer requirements, has the correct tachograph and speed-limiter equipment if relevant, and is able to carry loads and does not go over the maximum load weight;
- safety equipment – checking if the right safety equipment is in place and working properly, for example safety belts, head restraints, speed-limiters (if needed), and mirrors and brakes;
- safety-critical information – checking if the drivers have access to information that will help them to reduce risks and looking at ways to make this information more easily available;
- ergonomic factors – checking if the driver's health and safety are being put at risk by factors such as an unsuitable seating position or driving posture, if the vehicle has the right ergonomic conditions, if the driver has access to information on factors such as the correct driving position and adjusting their seat.

Remember: an NCT certificate and Certificate of Roadworthiness only prove that the vehicle met minimum roadworthiness standards at the time that the test was carried out.



The Journey

When evaluating the journey for driving for work, you should take into account the following factors:

- routes – for example, checking if you have planned the route properly, if you could use safer, more suitable routes, if you have taken into account possible restrictions or hazards such as bridges, tunnels, overhead restrictions and level crossings;
- scheduling – for example, checking if the schedules are realistic, allow for proper rest breaks and recovery time for drivers, take into account possible delays, make allowances for trainee or new drivers, avoid peak traffic flows;
- time – for example, checking if the driver has enough time to complete the journey safely or if they may need to stay somewhere overnight, if journey times take account of road types and conditions, and allow for rest breaks, and if the driver is aware of the risks of driving home from work when they are overly tired due to irregular working times;
- distance – for example, checking if long distance journeys can be reduced or avoided by changing schedules or using other method of transport, and if driving long distances without proper rest and breaks will put the driver at risk due to tiredness;
- weather conditions – checking if you have taken into account bad weather conditions, if vehicles and drivers are properly equipped to deal with such weather conditions, or if schedules and routes can be changed due to bad weather conditions.

You should also consider the following questions when evaluating the journey for driving for work:

- Is the journey necessary?
- Do you encourage staff to reduce their vehicle use and/or take public transport;
- stay overnight?
- share journeys with a colleague?
- Do you control and check drivers' hours?
- Do you control and check the speed and distances that drivers travel?

Benefits for the Community

Two major benefits of safe driving for work for employees and their families are as follows:

- by reducing the chance of road collisions, you are protecting your employees' safety and preventing risk of injury or death – this reduces the significant costs that would have resulted from sickness and dependency leave, as well as the trauma or bereavement that an employee and/or their families would face following a road collision;
- by managing your company's driving for work policy, you are showing your commitment to Corporate Social Responsibility (CSR) and to protecting the lives of people in the community – internally, this may help to increase employees' loyalty to you as an employer; externally, it can help to improve your public image and extend your reach to more people in the wider community.

The positive effects of your efforts can also extend beyond your employees' families to the whole community. As an employer, you can take a number of simple and low-cost steps to make sure that the wider community also enjoys the benefits of good driving for work standards, for example, you could:

- encourage your employees to share some of the safe driving information that you have given them with family and friends who drive or who are passengers;
- contact your local authority if you have a safety concern about local roads; give a talk in your local primary school about the importance of staying away from big vehicles if you have large vehicles in your fleet.

Further Information

Websites on road safety

Road Safety Authority: www.rsa.ie
Rules of the Road: www.rulesoftheroad.ie
AA Roadwatch: www.aaroadwatch.ie
Penalty Points: www.penaltypoints.ie
National Roads Authority: www.nra.ie

Occupational health and safety

For information on occupational health and safety or work-related vehicle safety, visit the Health and Safety Authority's website at www.hsa.ie or contact the HSA on 1890 289 389.

Driving for work legislation

Road Traffic Act, 1961
Safety, Health and Welfare at Work Act (No. 10 of 2005)
Safety, Health and Welfare at Work (General Application) Regulations 2007 (S.I. No. 299 of 2007)
Part X of Safety, Health and Welfare at Work (General Application) Regulations, 1993 (S.I. No. 44 of 1993)
European Communities (Vehicle Drivers Certificate of Professional Competence) Regulations 2008 (S.I. No. 91 of 2008)

Contact Us

If you have any further comments please e-mail info@rsa.ie or write to:

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Telephone: 1890506080

Appendices

Appendix 1: Daily Work-related Road Vehicle Checklist

Appendix 2: Collision Recording Form

If you are involved in a collision you should:

- stop your vehicle;
- call the Gardaí and emergency services if someone is hurt – dial 999 on a landline or 112 on a mobile phone;
- swap insurance details with the other driver. If you damage another vehicle that is unattended, leave a note on the vehicle with your contact details;
- record the details of the collision in the form shown on the next page;
- contact your supervisor as soon as you can to tell them about the collision. You should carry your supervisor's contact details or keep them in the vehicle when you are working;
- take pictures of the scene, if possible;
- report the collision to the Health and Safety Authority (HSA), where relevant – for example, if someone is injured or killed due to the collision. Details can be found at www.hsa.ie

Appendix 3: Driving for Work Checklist

You can use the following checklist to help you assess and manage the risks associated with driving for work. The checklist is not a final list of items and may not apply to all driving for work situations. In each section, please tick the yes or no box and briefly describe the action needed to fix any problem.

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Other relevant websites:

- * Fleet Safety Forum (a division of Brake, the road safety charity), 2008, www.brake.org.uk
- Department for Transport (DfT), Driving for work, www.dft.gov.uk/drivingforwork
- European New Car Assessment Programme (Euro NCAP), www.euroncap.com

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Daily Work-related Road Vehicle Checklist

Registration number

Vehicle type

Kilometres driven

Driver

Date

Vehicle interior and equipment

Item	Satisfactory	Substandard	Not applicable	Comments
Cleanliness				
Safety belts				
Head restraints				
Fire extinguisher				
First aid kit				
Internal lights				

Daily Vehicle Checklist

Item	Satisfactory	Substandard	Not Applicable	Comment
Odometer				
Hazard/ Reversing lights				
Triangle				
Spare tyre				
Jack				
Wipers/washers				
Fuel				
Brakes				
Head/Tail lights				
Mirrors				
Reversing beepers				
Horn				
CCTV				
Load restraint equipment				

External condition of vehicle

Item	Satisfactory	Substandard	Not Applicable	Comment
Cleanliness				
Bodywork/Windows				
Lights/brake lights				
Wiper blades (front and rear)				
Tyres				
Wing mirrors				
Access steps				
Security of load				
Trailer				

Fluids

Item	Satisfactory	Substandard	Not Applicable	Comment
Oil				
Coolant				
Washer				
Brake/Clutch/Power steering				
Battery				
Leaks				

On-the-road checks

Electrics				
Exhaust system				
Brakes				
Steering				

Comments

Signed:

Date:

Collision Recording Form**Details of the vehicle being driven**

Registration number

Vehicle make

Vehicle Model

Details of collision

Location of collision

Date

Time

Speed limit (kilometres per hour)

Weather conditions

Road conditions

Road signs

Garda details

Was there a Garda present?

When did the Garda arrive at the scene?

Name of Garda present

Rank/Number and Station of Garda

Telephone number of Garda

Details of other vehicle in collision

Make of vehicle

Model of vehicle

Registration number of vehicle

Name of owner

Name of driver

Address of other driver

Telephone number of other driver

Insurance company

Policy number

Description of damage to other vehicle(s)

Details of damage to other property (if any)

Type of property	
Owner's name	
Address of owner	
Description of damage	

Injury details

Was anyone injured?	
Was an ambulance called?	
Name of injured person	
Address of injured person	
Was a safety belt worn?	
Description of injury	

Witness details (if any)

Name of witness	
Address	
Telephone number	

Brief description of collision

--

Collision sketch: Make a rough sketch of the collision scene

Photographs taken?

Driver's signature:

Date:

Follow-up (to be completed by the driver's manager/supervisor)

Has the driver the correct licence for the vehicle?

Has the driver received the correct training for the vehicle?

Was the collision caused by:

(tick correct option)

- Human error
- Mechanical failure
- Unsafe systems of work
- Road/weather conditions
- Other

Was the driver to blame in any way due to:

(tick correct option)

- Carelessness
- Dangerous driving
- Loss of concentration
- Misjudgement
- Not following safe systems of work
- Unfamiliar with the vehicle
- Other

Was the collision avoidable?	
Should you notify the Health and Safety Authority of the collision?	
Date of notification	
Remedial action needed	
Name of person carrying out the action	
Date by which action should be carried out	
Signed:	Date:
Details of action completed	
Date action completed	
Comments	
Signed:	Date:

Driving for Work Checklist

Managing driving for work	Yes	No	Action needed (if necessary)
Have you a driving for work safety policy?			
Have you carried out an assessment of driving for work risks?			
Have you documented the risk assessment?			
Is there a driver's handbook in place?			
Do you have system in place for reporting work-related road collisions, incidents and near misses?			
Do you have a system in place for reporting vehicle defects?			
Do you investigate collisions, incidents and near misses, and take the correct action?			
Do you give employees and other relevant people information and training on the hazards of driving for work?			
Can non-Irish workers understand your company policies, rules and procedures on driving for work?			
Do you have suitable procedures for vetting contractors who drive for you?			
Do you need to add any written instructions or organise training sessions or group meetings to accompany your policy document?			
The Driver			
Competency	Yes	No	Action needed (if necessary)
Does the driver have relevant previous experience?			
Does the driver have the correct licence for the vehicle?			
Does the job require anything more than a current driving licence valid for the type of vehicle to be driven (for example, for towing trailers)?			
Do you carry out suitable checks for driving at the recruitment stage (for instance, do you always follow up references)?			
Do you assess drivers to make sure that they have the correct skills for driving?			
Do you authorise drivers in writing after you assess them?			

Do you check the validity of the driving licence at recruitment and on a regular basis after this?			
Do you check the validity of any driving entitlements for light goods vehicles (LGVs) or public service vehicles (PSVs) as part of the recruitment process and on a regular basis after this? (Note: Such entitlements may not have been renewed after a period of disqualification)			
Are your drivers aware of the company's policy on driving for work, and do they understand what you expect of them?			
Have you clearly outlined what standards of skills you require for the job?			
Have you a system in place to make sure that drivers meet these standards?			
Training and Assessment	Yes	No	Action needed (if necessary)
Do you use reliable and valid methods to assess drivers?			
Do you check if drivers need extra training to carry out their duties safely?			
Do you give introductory training to drivers?			
Do you organise training for drivers, giving priority to those most at risk (for example, those with high annual road miles, poor collision records or young drivers)?			
Are all drivers trained and qualified to drive the vehicles they operate?			

Are drivers familiar with their vehicle and the various features of the vehicle?			
Do drivers have access to the manufacturer's instruction book?			
Have drivers received information and training on how to carry out routine basic safety checks – such as checks on their lights, tyres and wheel fixings?			
Do drivers know how to correctly adjust safety equipment such as seat belts, seating and head restraints?			
Do drivers know how to use anti-lock brakes (ABS) properly?			
Do drivers know how to check washer fluid levels before starting a journey?			
Are drivers fully aware of the height and weight of their vehicle – both when it is loaded and empty?			
Have drivers received information and training on securing loads in their vehicle?			
Do drivers know how to check load restraint equipment?			
Do drivers know how to safely distribute loads (e.g. when they are delivering a number of loads in one journey)?			
Do drivers know how to protect their own safety when their vehicle breaks down?			
Are drivers aware of the dangers of tiredness?			
Do drivers know what to do if they start to feel tired or sleepy?			
Do you reward good driving?			
Have you budgeted for training?			
Do you assess training needs, including the need for refresher training?			
Do you give refresher training, especially if there is a drop in safe vehicle driving standards?			

Fitness and Health	Yes	No	Action needed (if necessary)
Are drivers fit and healthy enough to drive safely and not put themselves or others at risk?			
Do drivers of heavy goods vehicles (HGVs) have the correct medical certificate, as required by law?			
Do drivers who are most at risk go for regular medical checkups (for example, frequent night-time drivers)?			
Do any of your drivers have a medical condition – physical or mental – that might increase their risk while driving?			
Do your drivers meet the eyesight requirements set out in the Rules of the Road?			
Do your drivers know that they should not drive or carry out other duties if they are taking medication that might impair their judgement?			
Note: If they are not sure, they should ask their doctor.			

The Vehicle

Suitability	Yes	No	Action needed (if necessary)
Are the vehicles fit for use?			
Do you check which vehicles are best for driving and meet health and safety standards?			
When buying new or replacement vehicles, do you make sure that they are suitable for the job?			
Do you make sure that privately-owned vehicles used for work are insured for business use?			
Do you check that vehicles that are over four years old have a valid National Car Testing (NCT) certificate?			
Do your drivers have a certificate of roadworthiness for HGV and PSV vehicles?			

Condition	Yes	No	Action needed (if necessary)
Are the vehicles in a safe and fit condition?			
If hiring vehicles, do you make sure that all the correct documents are in place?			
Do you have maintenance arrangements in place?			
Do you make sure that a person with the right skills maintains and repairs the vehicles?			
Is the vehicle maintained in line with the manufacturer's recommendations?			
Do you make sure that a person with the right knowledge, skills and experience examines the vehicle in line with legal requirements?			
Do your drivers carry out basic safety checks before using the vehicle?			
Do you keep all maintenance and inspection records for the lifetime of the vehicle?			
Have you a documented safe system of work in place to make sure that vehicles do not go over the maximum load weight?			
Do drivers make sure that goods and equipment are properly secured in the vehicle?			
Do drivers regularly check windscreen wipers and replace them if needed?			
Do drivers check that windscreen washer reservoirs have enough anti-freeze solution?			
Safety equipment	Yes	No	Action needed (if necessary)
Is the safety equipment in the vehicle properly fitted and maintained?			
Is the safety equipment suitable and in good working order (for example, warning triangles, first aid kit, fire extinguishers)?			
Are safety belts and head restraints fitted correctly and do they function properly?			
Do drivers have suitable clothing and footwear for their job (for example, high visibility vest)?			

Safety critical information	Yes	No	Action needed (if necessary)
<p>Do your drivers have access to information that will help them to reduce risks, such as information on:</p> <ul style="list-style-type: none"> • recommended tyre pressure; • how to adjust headlamp beams to make up for load weight; • how to adjust head restraints to protect against whiplash; • what drivers should do if they feel that their vehicle is unsafe and who they should contact; • crash protection and in-vehicle technology, where fitted, such as active systems (for example ABS), passive systems (for example airbags) and devices (for example satellite navigation)? 			
Ergonomic factors	Yes	No	Action needed (if necessary)
Are you satisfied that your drivers' health and safety is not being put at risk due to factors such as unsuitable seating positions or driving posture?			
Do you take ergonomic factors into account before you buy or hire new vehicles?			
Do you give your drivers information on good posture and, where relevant, on how to set their seat correctly?			
The Journey			
Routes	Yes	No	Action needed (if necessary)
Do you plan all routes properly?			
Could you use safer routes?			
<p>When planning the route, do you take enough account of possible overhead restrictions such as:</p> <ul style="list-style-type: none"> • bridges or tunnels; • electrical power lines; • overhead obstructions, such as chemical pipelines; • level crossings, which may be dangerous for long vehicles? 			

Scheduling	Yes	No	Action needed (if necessary)
Do you encourage staff to: <ul style="list-style-type: none"> • take public transport rather than drive; • stay overnight rather than complete a long road journey at the end of the working day; • share a journey with a colleague? • Take regular breaks 			
Are the work schedules realistic?			
Do you allow for enough recovery time between journeys?			
Do you take into account times when drivers are most likely to feel tired or sleepy when you plan your work schedules?			
Have you taken steps to stop employees from driving if they feel tired or sleepy, even if this might upset delivery schedules?			
Do you regularly make sure that drivers are not cutting corners and putting themselves or others at risk?			
Do you try to avoid scheduling journeys during times when you expect peak traffic flows?			
Do you make sure that drivers obey EU rules on driving, breaks and rest periods?			
Do you make proper allowances for new or trainee drivers when planning schedules?			
Do you check tachograph and drivers' hours records to make sure that drivers take their daily and weekly rests and breaks?			
Do you make allowances for delays such as road works or traffic congestion when planning schedules?			
Do you check traffic information services such as AA Roadwatch?			

Time	Yes	No	Action needed (if necessary)
Are you satisfied that drivers have enough time to complete journeys safely?			
Are your schedules realistic?			
Do journey times take account of road types and condition, and allow for rest breaks?			
Do you expect a non-vocational driver to drive and work for longer than a professional driver?			
Does your company policy put drivers under pressure and encourage them to take needless risks – such as breaking safe speeds because of agreed arrival times?			
Do you warn employees working irregular hours of the dangers of driving home from work when they are overly tired?			
Do employees working irregular hours have access to another means of transport, such as public transport or a taxi, if they feel too tired to drive home from work?			
Distance	Yes	No	Action needed (if necessary)
Have you put work systems in place to make sure that drivers are not at risk from tiredness due to driving long distances without proper breaks?			
Can you reduce or avoid long road journeys by using other methods of transport?			
Do you plan journeys so that drivers do not become overly tired?			
Have you safe systems of work in place to make sure that employees are not asked to work overly long days?			

Weather conditions	Yes	No	Action needed (if necessary)
Do you take account of bad weather conditions – such as heavy rain, ice, snow or high winds – when planning journeys?			
Can journey times and routes be changed due to bad weather conditions?			
Where this is possible, is it done?			
Do vehicles have the right equipment to drive in poor weather conditions – for example, are they fitted with anti-lock brakes and do tyres have the correct tread depth?			
Do drivers know how to reduce risks – for example, do drivers of high-sided vehicles know that they should take extra care when driving in strong winds with a light load?			
Are you satisfied that drivers do not feel under pressure to complete journeys in very difficult weather conditions?			

Comments

Signed:

Date:

Note: Remember that an NCT certificate and Certificate of Roadworthiness only show that the vehicle meets minimum road worthiness standards at the time the test was carried out.