

HEALTH & SAFETY NOTICE



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Driver Safety Policy

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COMPANY VEHICLE DRIVERS

INTRODUCTION

- 1 This Health & Safety Notice should be read and understood by all employees and students of Vacman Cleaning Ltd who have a responsibility for driving vehicles hired or belonging to the company.

Additional driving skills are required in order to handle panel vans and/or minibuses safely. It is not simply like driving a large car. The weight and size of the vehicle are greater. In addition the driver takes on responsibility for the safety of passengers and cargo.

LEGAL REQUIREMENTS

- 2 Drivers who hold full entitlement to drive before 1st January 1997 (GROUP A [B for automatics] on an old style licence or as CATEGORY B and D1 on a new style licence) can drive a minibus provided that they are 21 or over, the minibus has a maximum of 17 seats including the driver's seat and it is not being used for hire or reward.

Drivers who obtain full entitlement to drive (CATEGORY B) on or after 1st January 1997 will normally only be able to drive vehicles with no more than 9 seats including the driver's seat, unless they take an additional DVLC driving test. However they will be able to drive a minibus with a maximum of 17 seats including the driver's seat without having to obtain category D1 provided:

- 2.1 the vehicle is used for social or domestic purposes by a non-commercial body but not for hire or reward;
- 2.2 they are aged 21 or over;
- 2.3 they have held a car (category B) licence for at least 2 years;
- 2.4 they are providing their service on a voluntary basis;
- 2.5 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.

Drivers with current endorsements must have clearance by the Company insurers. All Licences must be checked for the appropriate driving categories. If in any doubt as to the categories, authorisation to drive must be withheld and advice sought from DVLC Swansea.

COMPANY DRIVERS

- 3 Company drivers can be defined as employees who as part of their contract of employment drive vehicles hired to or belonging to the Vacman Cleaning Ltd. They will hold a driving licence either before they are employed, or passing the driving test will be a condition of their probationary period.

VOLUNTEER DRIVERS

- 4 Volunteer drivers can be defined as members of staff who drive other members of staff on an occasional basis.

OTHERS PERSONS RESPONSIBLE FOR VEHICLES

- 5 This Health Safety Notice will also apply to persons who are not employees but who supervise and/or employ staff who may be responsible for company vehicles.

RESPONSIBILITIES

- 6 Managers and supervisor will ensure that when a minibus is to be used, the volunteer driver meets all of the requirements below.
- 6.1 be at least 21 years old;
 - 6.2 have at least two year's driving experience on a full driving licence;
 - 6.3 hold a current driving licence with the correct driving classifications;
 - 6.4 hold a clean driving licence;
 - 6.5 passed a medical examination;
 - 6.6 passed a company minibus driving assessment.
- 6.3 The same control measures must apply if the vehicle is owned or hired from an outside agency.

DRIVERS MEDICAL EXAMINATIONS

- 7 All volunteer drivers will have to pass a basic medical examination or questionnaire that will be provided by the company.

Any significant change in medical conditions that may affect the person's fitness to drive that occur between medicals must be reported to DVLC Swansea and the Managing Director as soon as possible.

On completion of a successful medical examination a certificate will be issued to the volunteer driver. The company will keep records of all the results of the medical examinations in confidence.

DRIVERS TRAINING

- 8 Any volunteer minibus driver must pass a minibus driving assessment (Appendix 5) which will be conducted by a Manager of Vacman Cleaning. (who will have received specialist training). On completion of a successful driving assessment, the volunteer driver will be issued with a certificate that will entitle them to drive minibuses for five years (subject to successful medical examination).
Records of all the results of minibus driving assessments will be kept in confidence.

- 8.1 Drivers, volunteer drivers and/or contractors who drive company vehicles must inform the Managing Director of any subsequent licence endorsements.

LIST OF APPROVED DRIVERS

- 9 A list of drivers who have been issued with certificates for both van and minibus driving and medical clearance will be kept by the managing director.

TRAINING FOR DRIVING ASSESSORS

- 10 Driving Assessors will be nominated to assess the driving standards of company vehicle drivers.

10.1 A list of assessors is given in Appendix 3.

PANEL VAN DRIVERS

- 11 Before being granted permission to drive all Panel Van drivers will have completed a medical questionnaire and a driving assessment conducted on the open road by an approved assessor.

PROVISION AND USE OF SEAT BELTS

- 12 All Vehicles purchased, leased or hired must have seat belts fitted to all seats. These should, as far as possible, be lap and diagonal belts, but where this is not feasible, lap belts should be fitted. New vans or minibuses must not have any sideways facing seats. Seat belts must be worn at all times. The most senior member of staff present or the driver must ensure that they are worn.

LOADING OF VEHICLES

- 13 The number of people and the weight of cargo carried must not exceed the maximum limits specified by the manufacturer of the vehicle.. Cargo that may shift due to the movement of the vehicle must be safely secured. Any use of roof racks must comply with the guidance given by the manufacturer of the vehicle.

TOWING OF TRAILERS

- 14 Additional driver training for towing trailers will be required. If a trailer is being towed, no passengers may be carried behind the front row of seats unless there is a side door that is easily accessible to passengers.

Before towing a trailer, the following checks must be carried out to ensure:

- 14.1 that the vehicle being used is appropriate for this use (seek professional advice if any doubt);
- 14.2 that the gross weight of the vehicle plus the trailer is within the vehicle gross weight limit;

- 14.3 that the kerbside weight of the towing vehicle is clearly marked on the front nearside of the vehicle;
- 14.4 that the downward force from the loaded trailer on the towing ball is within the limits imposed by the towing vehicle manufacturer;
- 14.5 that the axle loads of the towing vehicle are not exceeded;
- 14.6 that a breakaway chain is in use, which will activate the handbrake should the coupling break. Advice on this matter should be sought from the trailer manufacturer or approved dealer;
- 14.7 that the unladen weight of the trailer and trailer tyre pressures are clearly marked on the trailer;
- 14.8 that the total gross weight (trailer weight plus maximum load to be carried) is clearly marked on the front of the trailer;
- 14.9 that the trailer handbrake/overrun brake functions properly;
- 14.10 that the trailer lights and indicators work;
- 14.11 that the load is securely lashed to the trailer body or frame;
- 14.12 that there is suitable marking of any rear overhang greater than one metre by using a 'long Vehicle' sign or other approved method (e.g. warning tape) or an approved light in hours of darkness or bad weather.

When towing a trailer, the driver must be very cautious about how fast they drive. Vehicle/trailer combinations can become unstable at speeds below the legal maximum, particularly when being passed by fast moving large vehicles, in windy conditions, or when manoeuvring. On long journeys the trailer and vehicle should be checked at least once every two hours of travel.

CONSUMPTION OF ALCOHOL BY ANY DRIVER

- 15 It is an absolute rule that a driver does not consume **any** alcohol during or in the period before any journey. Since blood alcohol level should be zero during all driving activities, care should be exercised if consuming alcohol even on the previous day. Alcohol must not be consumed in the 8 hour period immediately prior to driving. Failure to obey this rule may lead to disciplinary action resulting in **summary dismissal**.

Approved by:



.....
(Managing Director)

Vacman Cleaning Ltd
Health & Safety System Manual

Date:...../...../.....

APPENDIX 1



MEDICAL FITNESS TO DRIVE

DATE:

NAME:

DATE OF BIRTH:

Since your last medical, have you suffered from any of the following:

Diabetes	yes / no
Epilepsy	yes / no
Heart problem	yes / no
Angina	yes / no
High blood pressure	yes / no
Dizziness/vertigo	yes / no
Visual disturbances	yes / no
Hearing problems	yes / no
Head injury	yes /no
Psychological disorder	yes / no
Over 1 month off sick	yes / no
Are you taking any medication currently?	yes / no

MEASUREMENTS

BP:	/	Visual acuity: Rt:	L6/	N
			Lt:	L6/ N
Urine: glucose	protein	Stereo		
Alcohol:	Units/week	Visual fields		
Locomotor system:				

Any other comments:

APPENDIX 2

List of approved assessors

Name

Mr Neil Montgomery

Mr Iain Maclelland

Mrs Wendy Brodie

APPENDIX 3

Section 1

This section of the form must be completed by the person responsible for organising driving to which HSN-27 applies.

Name:

(PLEASE PRINT)

Date of Birth: / /

Over 21 years old YES NO

Date awarded full driving licence / /

Driving licence inspected? YES NO

Correct driving classifications? YES NO

Any endorsements? YES NO

If yes, please give details

.....
.....

The Company insurers may permit the applicant to drive a vehicle with an endorsement, subject to any restrictions imposed by the insurance policy covering the minibus.

Date of Company driving medical / /

Is medical still valid? YES NO

Date of driving assessment / /

Is driving assessment still valid? YES NO

Signed:

Date:

Section 2

This section is to be completed by the driver

I confirm that the information given above is correct. I understand that any future endorsements/convictions will be reported to the person completing Section 1 above which may result in suspension of my approval to drive a vehicle.

Signed:

Date:

Even if the criteria specified in HSN-27 are fulfilled, the Company reserves the right to refuse to approve a driver in certain cases.

APPENDIX 4

DRIVING ASSESSMENT FORM

Name of Driver _____ Job Title _____

Vehicle Make & Model _____ Registration Number _____

Car Control	Good	Average	Poor
Acceleration			
Braking			
Clutch Control			
Gear Changing & Use of Gears			
Steering & Department at Wheel			
Traffic Driving	Good	Average	Poor
Traffic Observation			
Adequate Progress & Positioning			
Obstructing other Vehicles			
Observance of Speed Limits			
Observance of Road Surfaces			
Signals, Signs & Pedestrian Crossings	Good	Average	Poor
Observation & Obedience			
Method of Approach			
Behaviour on Roads	Good	Average	Poor
Distance Observation			
Correct Use of Speed			
Consideration of other Road Users			
Hazard Approach & Cornering			
Use of Mirrors & Horn			
Aptitude & Restraint			
Car Sympathy			
Comments			
Manoeuvring & Reversing	Good	Average	Poor
Turning Right			
Turning Left			
Reverse Right			
Reverse Left			
Reverse Parking Right			
Reverse Parking Left			

General Remarks

Assessor: _____