

Criticare UK Ambulance Service



Independent Service Provider

Policy Document

Safe Driving v2.2

Written: February 2013
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Approved: Board of Directors

1. Introduction

The Company has a duty to provide employees with a safe and healthy working environment, to manage and assess any risks to them, and ensure as far as is reasonably practical that employees do not place at risk or harm any members of the public through work related driving activities; and this policy has been created in order to help fulfil these obligations.

Scope of the Policy

This policy applies to all staff when driving on behalf of the Company and failure to comply with any element of it may constitute gross misconduct and lead to the summary dismissal of the employee in question.

Objectives of the Policy

This policy has three key objectives:

- To maintain all company owned and operated vehicles in a safe, clean and road-worthy condition to ensure the maximum safety of the driver, occupants, and other road users at all times.
- To ensure that staff driving company vehicles (which includes hire vehicles) and private vehicles demonstrate safe driving and other good road safety habits at all times when driving.
- To ensure that the Company and its employees comply with all of the obligations imposed on them by law.

2. Responsibilities

Employer's Responsibilities

The Company will not require staff to drive under conditions which are unsafe and/or likely to create an unsafe environment, physical distress, fatigue, etc.

Employee's Responsibilities

All employees must ensure, when driving on business, that they comply with all road traffic legislation, are conscious of road safety, conditions and other drivers, and apply defensive driving techniques at all times.

Drivers of vehicles operated by the Company must:

- Ensure they hold a current driving licence for the class of vehicle they are driving

- Immediately notify their supervisors or managers if their driving licence has been suspended or cancelled, or has had limitations or endorsement placed upon it
- Be responsible and accountable for their actions when operating company vehicles
- Display the highest level of professional conduct when driving motor vehicles and practice defensive driving techniques
- Drive within the legal speed limits and take into account road conditions
- Wear a seat belt at all times
- Not carry any unauthorised passengers when driving company vehicles
- Regularly check the oil, water, brake fluid and tyre pressures the vehicle they are using
- Ensure that a Vehicle Checklist is completed on a daily basis
- Follow the accident procedure outlined in this policy

3. Accident Procedure

In the event of an accident, drivers should immediately stop the vehicle at the scene or as close to it as possible, making sure they are not obstructing traffic.

Drivers should ensure their own safety at all times. Help should be given to any injured people and assistance called for if necessary. If there are injuries or the road is blocked, the police should be contacted.

When involved in an accident, drivers should try to obtain the following information:

- Details of the other vehicle(s) and registration number(s)
- Name and address of the other vehicle owner(s) and driver(s)
- Name and address of any witness(es)
- Name of insurer(s)

Drivers should give the following information:

- Name and address
- Contact details of the Company

If a driver damages a vehicle which is unattended, a note should be left on the windscreen of the damaged vehicle. The accident should be reported to the police.

If there is an injury or substantial damage, an Operational Team Leader should visit the scene to gather information and to carry out a preliminary investigation.

4. Policy Review

The Board of Directors will ensure that this policy is reviewed on an annual basis.

Review date: February 2014