




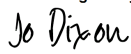

Driving for Work Policy

Version control

The version history must reflect the current status of a document, i.e., whether it is in its draft or approval status. The table shall reflect the date issued / approved, who by, the current version, and a brief statement outlining the amendments made.

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Document creation / approval

	Signature	Title	Date
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Approved By: Jo Dixon on behalf of the H&S Committee	DocuSigned by:  889E63E8056342B...	Head of Human Resources	07-Nov-23 14:34:08 GMT
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Introduction

Driving at work remains one of the most common causes of serious injury and death at work. The legislation and obligations associated with driving are aimed at promoting road safety. This policy identifies the obligations placed on managers and employees in order to identify and minimise associated risks.

Whilst the ultimate responsibility is vested in the Chief Executive Officer, the success of this policy will require the involvement and commitment of everybody within the organisation. **sportscotland** will ensure that adequate resources are made available to fulfil this policy and employees will, where appropriate, be consulted with and involved at every relevant stage.

Scope

This policy applies to all managers and employees who drive their own vehicle, or a company owned vehicle, for **sportscotland** duties.

Definitions

Company vehicle – means an authorised vehicle which is owned or leased by a company or other organisation and is used either by a contractor or an employee, who are employees of **sportscotland**, for the purpose of carrying out their work.

Personal vehicle – using a privately owned vehicle for **sportscotland** duties.

Driving for work – driving for work is when an employee or a volunteer is travelling in their own or a company vehicle during working hours for **sportscotland** purposes. For example:

- To and from appointments;
- To and from training; or
- To and from service provision.

Commuting to and from a single place of work is not driving for work. Using a company owned vehicle or personal vehicle for personal use, does not constitute driving for work.

Policy statement

sportscotland will ensure, so far as reasonably practicable, that all workers employed or self-employed that are required to drive as part of their job are protected from risk associated with driving. It is recognised that workplace vehicles are a significant contributor to injuries and fatalities in the workplace.

sportscotland recognise that large numbers of their employees are required to drive vehicles whilst at work. While driving, employees are exposed to significant risks and could also place their colleagues and members of the public at risk. **sportscotland** is committed to ensuring health and safety of everyone that may be affected by the driving of the organisation. The aim of this policy is:

- To reduce vehicle incident and at-fault work related road collision costs and injuries by promoting a safe driving culture within the organisation;
- To make drivers aware of the main risks they face or create when driving for work;
- To make sure that employees who drive vehicles in the course of their work demonstrate safe, efficient driving skills and other good road safety habits at all times; and
- To maintain all company vehicles in a safe, clean and roadworthy condition to ensure the maximum safety of the drivers, occupants and other road users, and reduce the impacts of company vehicles on the environment – this also applies to personal vehicles used for work purposes.

All **sportscotland** employees who drive for work must hold a valid UK licence and have appropriate insurance for both company and private vehicles. This information shall be requested every 12 months via Kinto.

If any specialised forms of transport is expected of our employees, (e.g. minibuses, trailers, etc) then they will be provided with adequate training that will meet those needs.

The code of conduct for states: “While driving company or own vehicles for work purposes, employees must comply with traffic legislation, be conscious of road safety and demonstrate safe driving and other good road safety habits.”

sportscotland’s policies and procedures will adhere fully with all current UK legislation in relation to health, safety and welfare including (but not limited to) the Health & Safety at Work etc. Act 1974 and all subsequent regulations.

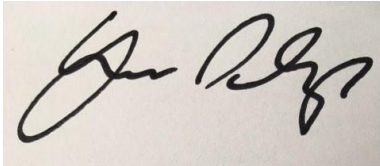
As the employer, **sportscotland** accept it is their duty to protect the health, safety and welfare of their employees and other people who might be affected by our business. However, **sportscotland** expect their employees to cooperate with the organisation and their

co-workers in relation to health and safety, specifically driving for work. **sportscotland** also expect their employees to take reasonable care of their own health and safety and that of others who may be affected by their actions whilst driving for work.

Policy review

This policy and the arrangements contained within, will be reviewed at least annually by the Health and Safety Committee and will be updated as necessary. The Senior Management Team endorses this policy and is fully committed to its implementation.

Signed on behalf of **sportscotland**

A handwritten signature in black ink, appearing to read 'Forbes Dunlop', is centered on a light-colored rectangular background.

Name: Forbes Dunlop

Position: Chief Executive Officer

Dated: 7 November 2023

Roles and responsibilities

Chief Executive Officer

sportscotland's Chief Executive Officer is ultimately responsible for the health and safety of employees and others affected by our activities.

The Chief Executive Officer has delegated executive responsibility for health and safety to the Director of Operations. The delegated role is supported by the Head of Human Resources.

Director of Operations and the Head of Human Resources

Together, they will:

- Be responsible for implementing the Driving for Work Policy;
- Ensure adequate resources and management systems are in place to control the hazards presented from driving for work;
- Allocate sufficient resources for training and equipment;
- Ensure that arrangements are clearly communicated to all employees, especially those who drive for **sportscotland**;
- Ensure a robust, efficient and effective reporting system is in place; and
- Regularly review of the Driving for Work Policy and arrangements.

Line managers

They will:

- Ensure employees have appropriate training, experience and licence to operate the vehicle in accordance with process; and
- Ensure all employees are aware of the reporting system.

All employees

They will:

- Familiarise themselves with this policy and the procedures it contains, and co-operate in implementing its contents;
- Only operate vehicles which they are explicitly authorised to operate;
- Ensure vehicles are insured, serviced and MOT'd as required;
- Ensure vehicles are appropriate and safe for the intended task;
- Ensure they understand the rules and driving standards;

- Comply with site rules;
- Report any motoring convictions, medical conditions or medication that could affect driving ability;
- Comply with full servicing requirements and report any issues;
- Make decisions ahead of time in line with weather forecast and warnings along route;
- Follow all instruction and restrictions regarding driving;
- Communicate any concerns about driving to line manager. If in doubt, don't risk it;
- Report all accidents, incidents and near misses to line manager immediately;
- Report the situation onto the accidents, incidents and near miss form (AIRF); and
- Report any hazardous driving on site.

Driving rules and standards

Driver responsibilities

Employees driving for work have the following responsibilities:

- Maintain their vehicle in accordance with all legal testing requirements and manufacturers guidelines/vehicles handbook;
- Report details of any motoring offences to their line manager and on Kinto as soon as possible;
- Notify their line manager if at any time they do not hold a valid licence;
- Notify their line manager of any disability or health condition, permanent or temporary, which is likely to affect their driving ability; and
- Settle their own fines with no reimbursement from **sportscotland**, irrespective of the fact they were driving on behalf of the organisation at the time of the endorsement.

Drivers must not:

- Be drunk or be under the influence of drugs while driving;
- Drive whilst disqualified or not correctly insured;
- Drive recklessly or dangerously;
- Break traffic rules;
- Break national speed limits;
- Fail to stop if pulled over by the Police or fail to stop after a collision;
- Drive without seatbelts securely fastened at all times; or
- Be on or join video calls whilst driving.

Fitness to drive

Employees should inform their line manager of any health issue or personal circumstances that may affect their driving.

Employees are legally required to inform the DVLA of any medical condition that may affect their ability to drive safely.

Employees taking prescriptions or over the counter medicines must check that they are still fit to drive. Every driver is responsible for ensuring that they are physically fit enough to drive before they enter their vehicle. This include being:

- Mentally fit – free from undue stress or anxiety that may prove a distraction;
- Have good eyesight – using corrective appliances where needed; and
- Be well rested.

sportscotland responsibilities

sportscotland will take all steps to ensure company vehicles are as safe as possible and will not require employees to drive under conditions which are unsafe or likely to create an unsafe environment, physical distress or fatigue.

We will do this by:

- Ensuring all company vehicles are well maintained and the equipment promotes driver, operator and passenger safety;
- Servicing vehicles in accordance with the manufacturers' guidelines;
- Ensure records are kept, physically or electronically, of vehicle servicing (this may be found on the internal vehicle computer);
- Following the maintenance schedules in the vehicles' manuals; and
- Set up a procedure to identify and rectify all defects no how matter how small, as soon as practicable.

Training

We will identify driver training needs and arrange appropriate training or refresher training:

- Thorough induction to the company's road safety policies and procedures as required;
- Driver assessment and required training where applicable;
- Training aimed at managing the driving risk or specific practical training as required and identified;
- Regular employee seminars or refresher meetings on safety features, fatigue, driver responsibility, drink-driving, fuel-efficient driving, use of phones and Teams calls whilst driving;
- Driver training log updates on personnel files.

Safe driver behaviour

Encouraging safe driving behaviour by:

- Not paying employee's speeding or other infringement fines;
- Forbidding the use of mobile phones in vehicles while driving without a hands-free system in place;
- Encouraging regular breaks while driving;
- Encouraging the use of public transport, taxis and buses whenever possible; and
- Making sure the employer is informed if existing employees become unlicensed.

Driver's safety

Employees should consider whether a road journey is really necessary or whether alternative methods of meeting or transport can be utilised.

Employees should ensure that necessary journeys are scheduled to a realistic timetable and planned to take into account of the essential need for rest periods, delays due to road works and any weather limitations/restrictions.

Employees are encouraged to review the weather forecast before their journey and take appropriate action(s).

Driving limits

Extended driving hours may contribute to vehicle accidents and employees should be aware that they should not drive beyond a maximum number of hours in any working day.

Individuals are responsible for determining when they require a break or a complete stop as a result of tiredness.

The following limits are recommended for work-related driving:

- Daily driving – not more than 9 hours on any working day;
- A 15-minute break should be taken every 2 hours of driving;
- Cumulative/continuous driving – a 30-minute rest break should be taken after 5 ½ hours of driving;
- An employees working day should not exceed 16 hours between the times of starting and finishing work;
- In any two consecutive weeks, there must be at least one period of 24 hours when an employee does not drive for business.

Safe vehicle

Employees should ensure that registration plates, lights, indicators, marker plates, wing mirrors, windscreen and windows are kept clean at all times.

Employees using their own vehicles for work purposes should ensure that their vehicles are adequately maintained, roadworthy and are serviced and MOT'd as recommended by the car manufacturer.

Employees using their own vehicles for work purposes should ensure that adequate breakdown cover is available.

A vehicle must not exceed its maximum permitted weight at any time – if you think your vehicle is overloaded, you must report this to your line manager.

Mobile phones and hand-held devices

The DVLA have enforced new rules in 2022 on using mobile phones, or other hand-held devices, while driving. It is now illegal to simply touch a phone while the vehicle's ignition is switched on. Therefore, employees should never touch a mobile phone for any circumstance unless it is safe to do so, when the vehicle is stationary and the ignition is switched off. This includes using the hand-held device for:

- Adjusting the sat-nav;
- Texting;
- Skipping songs or other multimedia on the phone;
- Checking social media;
- Playing games, or
- Browsing online for any reason.

It is recommended that employees place their mobile phone somewhere out of sight, such as inside the glove-box, to eliminate the temptation to look at, or touch the mobile phone while in the vehicle.

The only exception to this new rule, is when drivers are using contactless payments at a payment terminal for goods or services. In this event, the vehicle must be stationary, and the item being paid for must be provided at the same time the contactless payment is made. Such a transaction might include paying for a car park or drive-through coffee using the mobile phone.

All employees driving for work must comply with the following:

- Never use a hand-held mobile phone while driving – this also applies to the situation where the car has stopped but the engine is still running (e.g., at traffic lights or in traffic jams);
- If no hands-free kit is fitted to a vehicle, employees should ensure that whilst driving their mobile phones are diverted to voicemail;
- Always turn your mobile phone off when instructed to do so, such as within petrol station premises.

Failure to comply with the above conditions may result in disciplinary action being taken.

Employees are discouraged from making or receiving calls using hands-free whilst driving as this can cause a major distraction. It is not reasonable for a line manager to expect employees to answer their phone whilst driving.

Non-integrated satellite navigation systems should not impair vision when positioned inside the vehicle and they should not be positioned where they are likely to cause injuries in the event of a collision.

Emergency equipment

sportscotland recommends that an employee store the following safety items in their vehicles to account for any emergencies whilst driving:

- Warning triangle;
- High visibility vest/jacket;
- Spare tyre/tyre inflation kit;
- First aid kit;
- Torch;
- De-icing equipment (spray de-icer and ice scraper);
- Washer fluid;
- Bottled water and non-perishable food supply;
- Blankets and outdoor clothing/footwear.

Breakdowns

In the event of a breakdown do not try to repair the vehicle. Contact the breakdown assistance provider (details should be kept in the vehicle's glove-box).

- Ensure nothing is done to endanger the driver or others;
- Ensure the driver and passengers wear the hi-vis vests;
- Move passengers to the safest location – on motorways or other busy roads passengers should be taken onto the embankment as far away from the traffic as possible;
- If safe, and you are able to do so, move the vehicle off the carriageway (onto the hard shoulder on a motorway) and switch off the engine;
- Switch on the vehicle's hazard warning lights; and
- Phone the emergency services or breakdown service as appropriate. Make sure to give accurate location details. If on a Motorway use the emergency SOS telephone to call for help – this will accurately provide the vehicle location.

Vehicle incident and accident procedure

In the event of a collision the driver must prioritise their own safety then, the safety of anyone else involved and then, the safety of other road users.

Follow these steps:

- Stop,
- Switch off their engine and turn their hazard lights on to alert other road users to their presence,
- Remain calm,
- Be courteous and present a positive image, and
- Do not accept liability.

The driver must then consider whether the emergency services are needed. They will be required if anyone is injured or if vehicles or property are seriously damaged. If they attend the scene, they should provide assistance to anyone involved as long as it does not put themselves in any danger.

Do not move anyone who is injured unless they are in immediate danger. Leave this to the emergency services where possible.

The drivers next responsibility is to record full details of the incident and the circumstances leading up to it. You should be prepared to collect the following information:

- Details of other vehicles involved including insurance company, registration number and damage caused;
- Name and address of the driver;
- Name and address of anyone injured as a result of the incident and the nature of their injuries;
- Name and address of any independent witness(es);
- Third parties are obliged to give their name, the vehicle registration number and insurance details under section 170 of the Road Traffic Act 1988;
- If the police attend the scene, note the reporting officer's name, identity number and station;
- If a camera is available, photograph the scene from different angles;
- Take pictures of the vehicles involved and of the damage to vehicles/property; and
- Contact your line manager and/or the insurance company as soon as possible.

Drivers should immediately report the incident to the Police if:

- It has caused a hazardous situation;

- Someone leaves the scene without exchanging details;
- You suspect the collision was deliberate to make a fraudulent insurance claim.

Importance of following this policy and arrangements

All employees must be aware that the driving policy is based on current legislation and best practice. Any employees found to be in breach of the driving policy may be subject to disciplinary procedures. However, please note disciplinary action will be taken against any person found to be driving for **sportscotland** without a licence, driving in an unsafe manner that may cause harm to other road users or while under the influence of alcohol or drugs.