



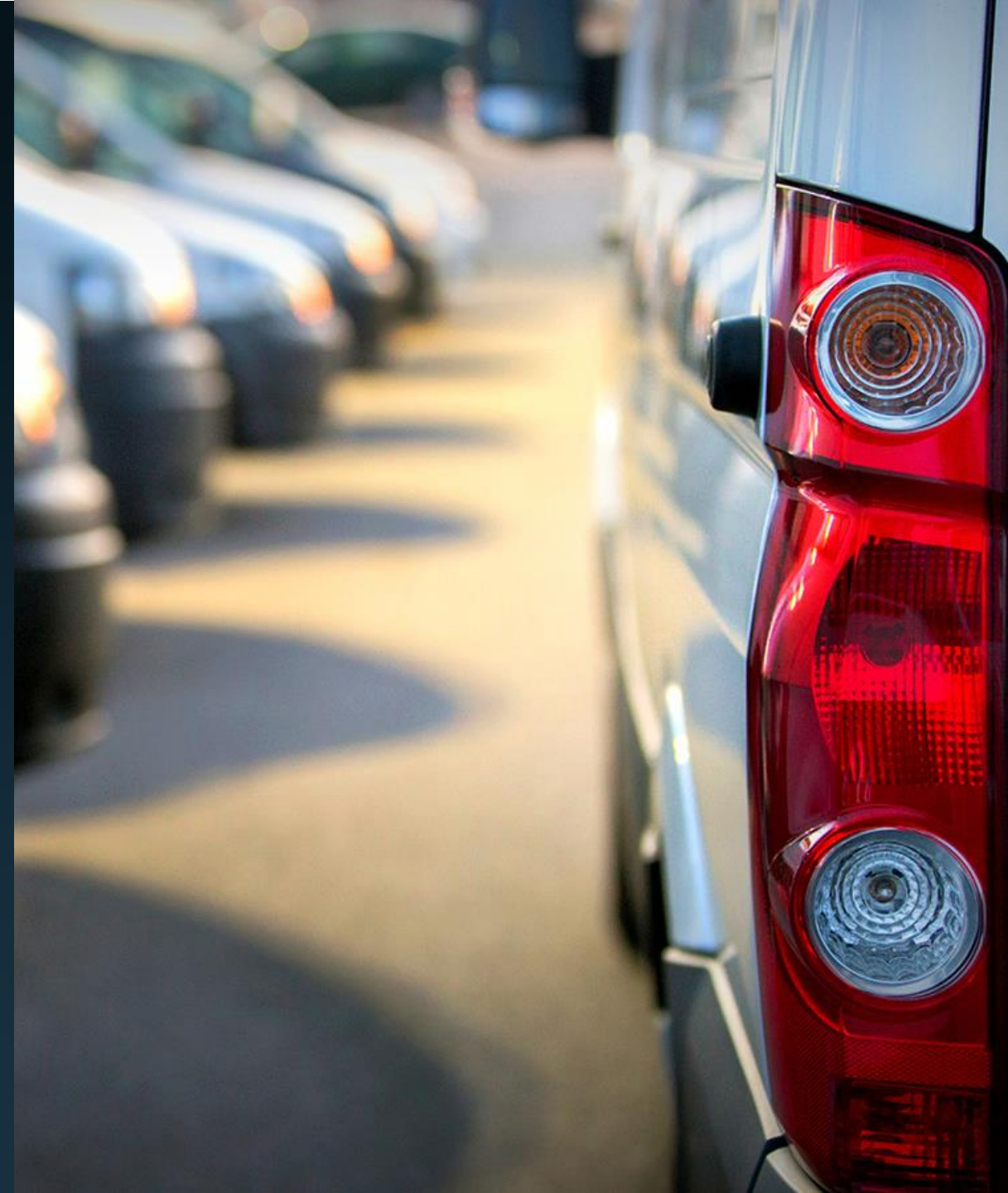
An award-winning FREE programme from  **national
highways**



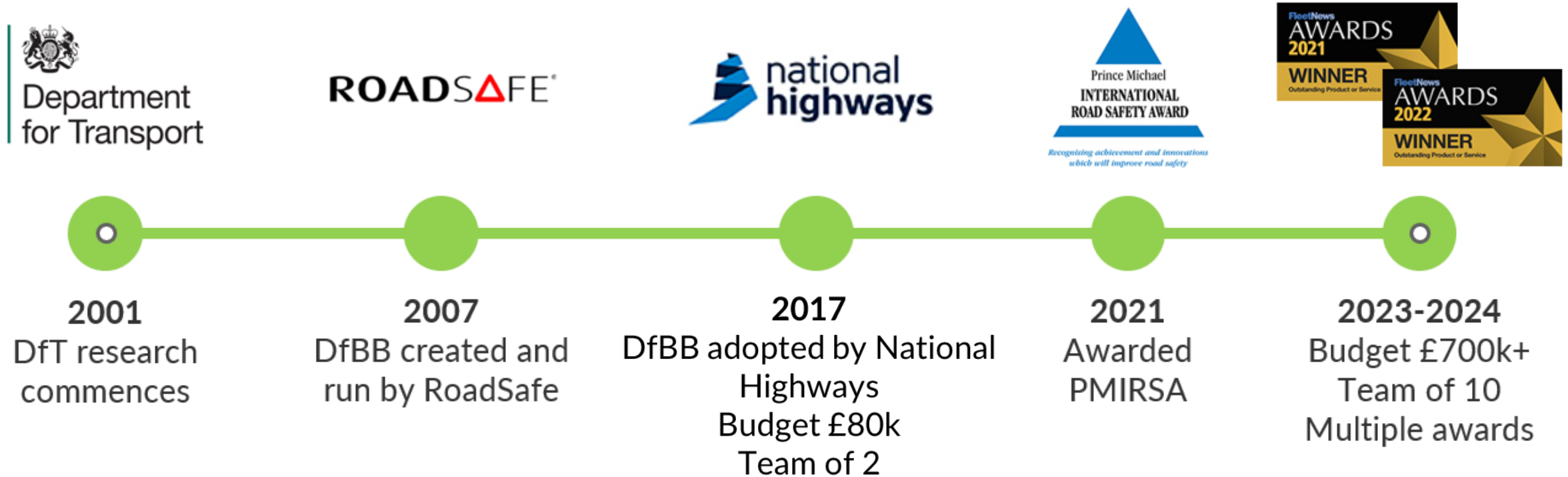
Jim Magner
*DfBB Programme
Development Manager*

Good practice in road risk management

- 1 What should I include in a driving for work policy
- 2 Improving driver safety, wellbeing and behaviour
- 3 Free resources to help you achieve good practice risk management



DfBB: What is it?



- Engaging, highly successful and award-winning information programme focusing on the improvements of work-related road risk
- Employers have a critical and established legal role to play in the safety of their drivers
- The Programme works with employers to improve the understanding and management of work-related road risk

Around 20 million vehicles are used for work



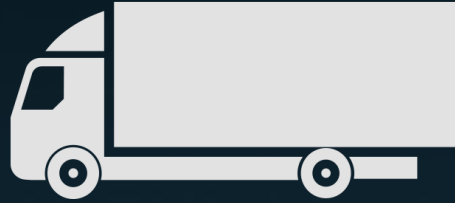
**COMPANY
CARS**

Over 700,000



**COMPANY
VANS/LCVs**

Almost 5 million



**TRUCKS
& HGVs**

Over 600,000



**GREY
FLEET**

14 million+ ?



**POWERED
2 WHEELERS**

Unknown ?

You have a legal duty of care to ensure any business operations that involve driving don't put employees or other road users at risk

Comparing with other workplace fatalities

**Fatal injuries to workers
(RIDDOR) 2023/24**

138



528



**Fatalities involving someone
driving as part of work 2019**

Sources: HSE, Department for Transport

A shared responsibility





Managing risk well
starts with your
driving for work
policy

Compliance v. Risk



Where can risk occur?

1. Your drivers
2. Fitness to drive
3. Vehicle roadworthiness
4. Arriving for work
5. Loading the vehicle
6. Work instructions
7. On the journey
8. At the customer
9. In an emergency



Key policy sections

Policy statement

Driver Management

Vehicle Management

Journey Management

Grey Fleet Management

Why the policy exists – risk/statistics

That driver safety is paramount

Leadership statement

It applies to everyone

What happens for non-compliance



Key policy sections

Policy statement

Driver Management

Vehicle Management

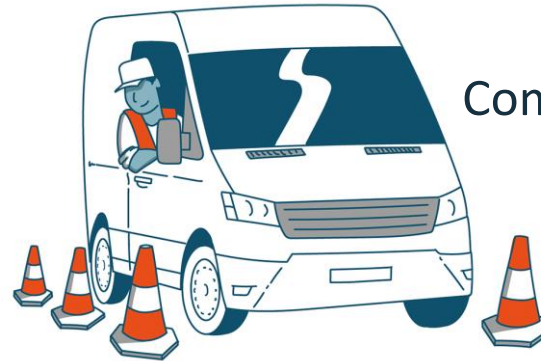
Journey Management

Grey Fleet Management



Driver impairment

Medical Conditions



Competency



Tiredness



Licence Checks

Collision History



Key policy sections

Policy statement

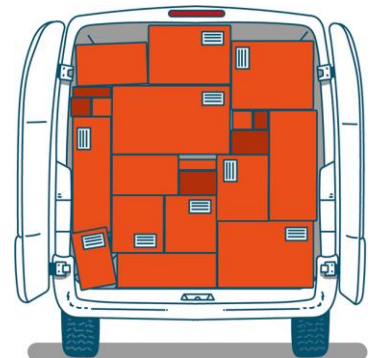
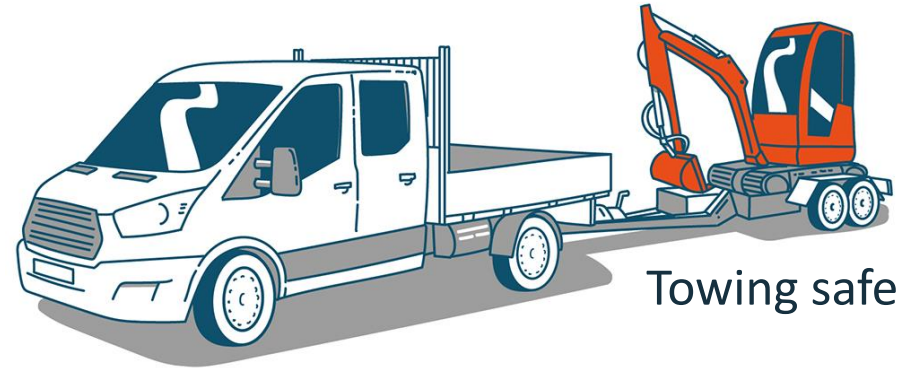
Driver Management

Vehicle Management

Journey Management

Grey Fleet Management

Pre-use safety checks & Defect management



Key policy sections

Policy statement

Driver Management

Vehicle Management

Journey Management

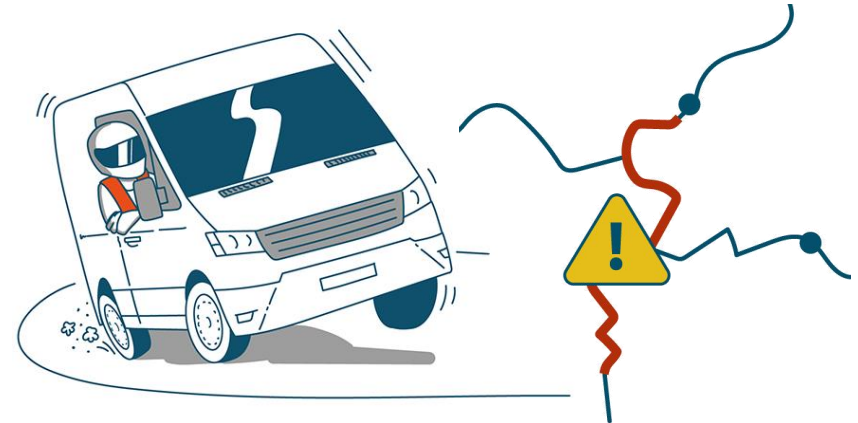
Grey Fleet Management



Speeding



Rest breaks



Journey planning



In an emergency



Mobile phone use

Key policy sections

Policy statement

Driver Management

Vehicle Management

Journey Management

Grey Fleet Management

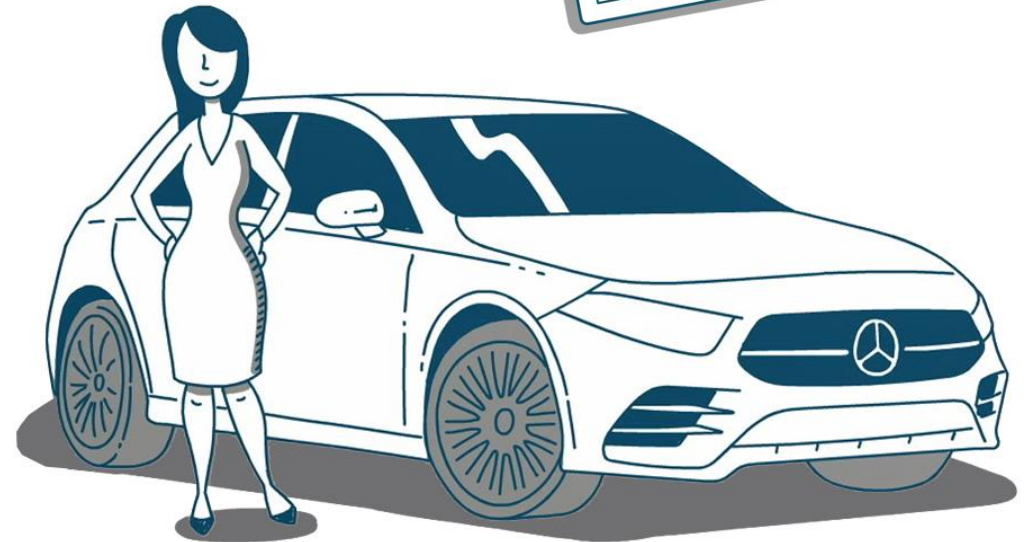
Licence checks

Business journey insurance

Vehicle suitability

Vehicle maintenance

Vehicle checks



Demo



**Driving for
Better Business**

Policy Builder

POLICY STATEMENT

Placeholder text for the Policy Statement section, consisting of several horizontal lines of varying lengths.

DRIVER MANAGEMENT

Placeholder text for the Driver Management section, consisting of several horizontal lines of varying lengths.

Your Organisation:
Driving for Better Business

My Dashboard

Driving for Work Policy

My Policy Progress

My Briefcase

Gap Analysis

Benchmarking

Resources

More Resources

Welcome Simon

Name: Simon Turner

Organisation: Driving for Better Business

Role: Campaign Manager

[Edit my profile information](#)

Your fleet summary:

10 Drivers
2 Vans & LCVs
1 Powered Two-wheelers
3 Cars
1 Trucks & HGVs
1 PCVs

Your organisation: Driving for Better Business

You are the designated Road Risk Champion for your organisation

[Incorrect information? Get in touch](#)

We've designed the Driving for Better Business programme to help you make long-term sustainable improvements in risk management that will lead to reductions in collisions, the ability to control operational costs, and confidence that you're meeting your legal requirements.

The first step is to ensure you have a 'good practice' Driving for Work policy.

From this portal, you can access the Driving for Work Policy Builder and monitor your progress.

- Access a driving for work policy template and checklist to make sure you've got everything covered
- Create a policy document that meets legal and compliance standards
- Get email alerts for any changes in guidance or legislation that could affect your policy
- Receive an annual reminder to review your policy, along with any changes that may be required since the last review

Reducing road risk isn't a quick fix and requires ongoing commitment. We'll help you with regular updates and resources, and you can also use our Gap Analysis and Benchmarking tools from within your portal.

Your Policy Progress

You have completed 33% of the Driving for Work Policy tasks



[View my progress](#)

Your Briefcase

You have 2 resources saved in your briefcase

[View my briefcase](#)

Gap Analysis

You have answered 61/61 questions in your Gap Analysis

[My Gap Analysis](#)

Your Organisation:
Driving for Better Business

[My Dashboard](#)[Driving for Work Policy](#)[My Policy Progress](#)[My Briefcase](#)[Gap Analysis](#)[Benchmarking](#)[Resources](#)[More Resources](#)

Driving for Work Policy

Why do I need a Driving for Work Policy?

The law says all companies must have policies and procedures to minimise risk – and that includes the recognised risks around driving.

Your driving for work policy is how you demonstrate your commitment to doing this well.

Your Driving for Work Policy

You have not created a Driving for Work Policy.

Get Started

Choose an option below to get started.

Need a Driving for Work Policy?

You haven't got a driving for work policy and you want to use our [free driving for work policy template](#).

[GET STARTED](#)

Check your policy

You have a policy, but you'd like to check it covers all the relevant legal and compliance points – download our [best practice driving for work policy template](#).

[DOWNLOAD TEMPLATE](#)

I have a Driving for Work Policy

You have a policy – and you'd like our [regular updates to ensure it remains legally compliant](#), as well as a [reminder when it's due for review](#).

[UPDATE POLICY REVIEW DATE](#)

Update your Driving for Work Policy review date

Use the form below to let us know the date your policy was last reviewed. We'll use this to remind you when your policy is next due to be reviewed.

How did you create your Driving for Work Policy? *

- ☐ My Driving for Work Policy was created using this Driving for Better Business Policy Builder Tool
- ☐ My Driving for Work Policy was created elsewhere

Enter the date your policy was last reviewed *

28/04/2024

[SUBMIT](#)

Your Organisation:
Driving for Better Business

- [My Dashboard](#)
- [Driving for Work Policy](#)
 - [My Policy Progress](#)
- [My Briefcase](#)
- [Gap Analysis](#)
- [Benchmarking](#)
- [Resources](#)
- [More Resources](#)

Driving for Work Policy Videos

Watch the videos here



Introduction



Why Do I Need a Policy



What Should Be In a Policy



Getting Driver Buy-In



Review and Update

Policy Options:

[DOWNLOAD POLICY AS PDF](#) 

[EDIT YOUR POLICY](#) 

[BACK TO YOUR DASHBOARD](#) 

ABC Supplies

Driving For Work Policy



Owner: Stella Parker

Title: Fleet Safety Manager

Date: 28/04/2024

Version: 1

Policy Statement

The Health and Safety Executive has recognised that driving for work is one of the most dangerous things many workers will do. It is estimated that up to a third of all road traffic incidents involve someone who is 'driving for work' at the time. This may account for around 12 fatalities and 150 serious injuries every week. Each year in Great Britain there are over 35,000 injury collisions that involve someone who was driving for work at the time.

ABC Supplies is committed to managing their road risk and delivering its legal and moral obligations regarding employees driving for work to ensure they get home safe and well at the end of each day. Driving for work refers to any work carried out on behalf of ABC Supplies that involves an employee driving a vehicle and covers all journeys other than to and from the employee's normal place of work.

Many vehicles used for work journeys are supplied by the employer, but there are also vehicles used for work that are owned, leased, or hired by individual members of staff. These are called "grey fleet" vehicles and drivers. ABC Supplies owes the same duty of care under health and safety law to grey fleet drivers as they do to employees who drive company owned, leased, or hired vehicles.

ABC Supplies requires any employees who drive for work to comply with safe driving guidance and always follow the Highway Code. There is no requirement or expectation that an employee, regardless of their position, will break any road traffic law while driving on work journeys. There is no business activity that justifies placing an employee or others at risk of a road collision.

All employees who drive for work on behalf of ABC Supplies have a legal duty, under the Health and Safety at Work Act 1974, to comply with this driving for work policy while doing so.

Non Compliance

Employees who drive for work will be responsible and accountable for their own actions when driving for the purposes of work. Should ABC Supplies receive information that an employee may have breached this policy, an internal investigation will be carried out which may lead to disciplinary action being taken, including the possibility of termination of employment.

Policy Monitoring



ABC Supplies

Driving For Work Policy

Owner: Stella Parker

Date: 28/04/2024

Title: Fleet Safety Manager

Version: 1

Policy Statement

The Health and Safety Executive has recognised that driving for work is one of the most dangerous things many workers will do. It is estimated that up to a third of all road traffic incidents involve someone who is 'driving for work' at the time. This may account for around 12 fatalities and 150 serious injuries every week. Each year in Great Britain there are over 35,000 injury collisions that involve someone who was driving for work at the time.

ABC Supplies is committed to managing their road risk and delivering its legal and moral obligations regarding employees driving for work to ensure they get home safe and well at the end of each day. Driving for work refers to any work carried out on behalf of ABC Supplies that involves an employee driving a vehicle and covers all journeys other than to and from the employee's normal place of work.

Many vehicles used for work journeys are supplied by the employer, but there are also vehicles used for work that are owned, leased, or hired by individual members of staff. These are called 'grey fleet' vehicles and drivers. ABC Supplies owes the same duty of care under health and safety law to grey fleet drivers as they do to employees who drive company owned, leased, or hired vehicles.

ABC Supplies requires any employees who drive for work to comply with safe driving guidance and always follow the Highway Code. There is no requirement or expectation that an employee, regardless of their position, will break any road traffic law while driving on work journeys. There is no business activity that justifies placing an employee or others at risk of a road collision.

All employees who drive for work on behalf of ABC Supplies have a legal duty, under the Health and Safety at Work Act 1974, to comply with this driving for work policy while doing so.

Non Compliance

Employees who drive for work will be responsible and accountable for their own actions when driving for the purposes of work. Should ABC Supplies receive information that an employee may have breached this policy, an internal investigation will be carried out which may lead to disciplinary action being taken, including the possibility of termination of employment.

Policy Monitoring

This policy was last reviewed on 28/04/2024 by Stella Parker, Fleet Safety Manager.

ABC Supplies reserves the right to amend policy requirements relating to employees who drive and vehicles which are being used for work purposes.

This policy will be formally reviewed and updated by on at least an annual basis, or sooner if deemed appropriate, or by reasonable request.

to drive without a valid licence, it is also an offence for a employee who are engaged in work-related driving must:

of vehicle which they are driving (including automatic

suspended, revoked, or cancelled, or has had any

ions, including any that are accrued while driving a

ired to drive on company business. Employees are e DVLA database.

nd by the environment in which they work, ere colds, hay fever - can lead to unsafe s must ensure they are fit to drive before

ive being able to read an unfamiliar loyee being stopped from driving on

ition, or a change in their health and ir with Notifiable Conditions which

ppropriate speeds. This includes both exceeding the speed r conditions.

if vehicle they are driving and road they are travelling on and d remember that the applicable speed limit for a van is

s safely allow and should always obey speed limits. and legally. The minimum penalty for speeding is a £100

ate speeds. This includes both exceeding the speed ions.

e they are driving and road they are travelling on and ember that the applicable speed limit for a van is

allow and should always obey speed limits. ally. The minimum penalty for speeding is a £100

The minimum penalty if caught not wearing a

duces the chance of serious injury or death se who were wearing a seat belt and remain g for work in any vehicle, whether company- t use by all occupants.

ory Seat Belt Wearing should be obtained t driven to present to the police if stopped.

prosecution if caught doing so. Police can e they are likely to receive a more No employee is required to take or ou need to make a call, even if only ipating in conference calls of any v or other such system should be

st breaks or while the vehicle is to make or take a call.

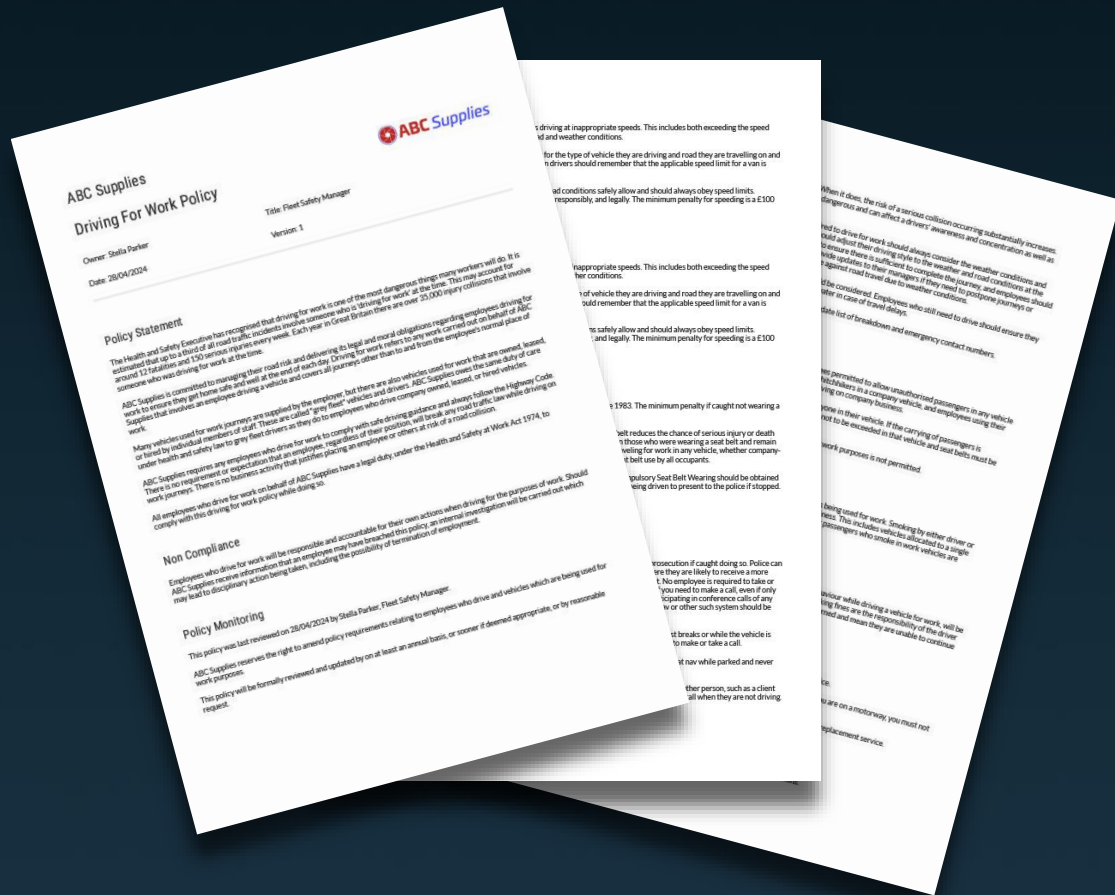
at nav while parked and never

other person, such as a client call when they are not driving

UPDATED

FREE RESOURCE

Driving for Work Policy Builder



NEW

FREE RESOURCE

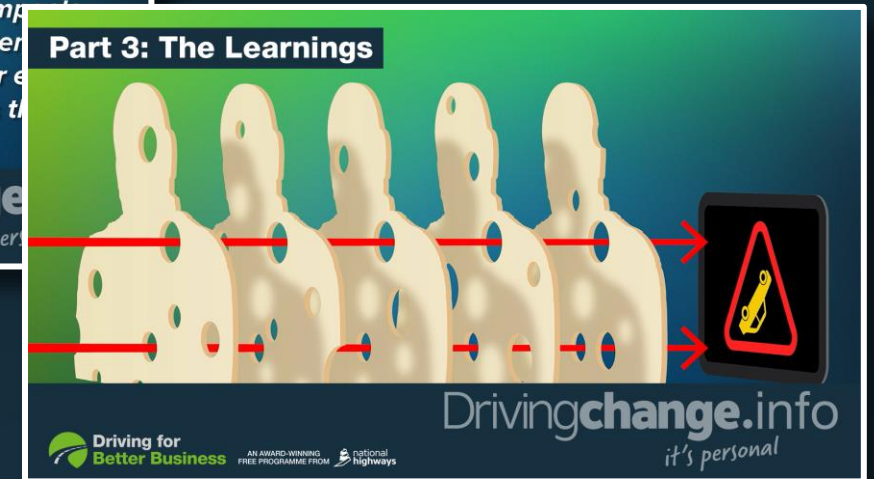
Creating a Good Practice Driving for Work Policy



NEW

FREE RESOURCE

'Be the Change' 3-Part Video Series



UPDATED

FREE RESOURCE

Van Driver Toolkit

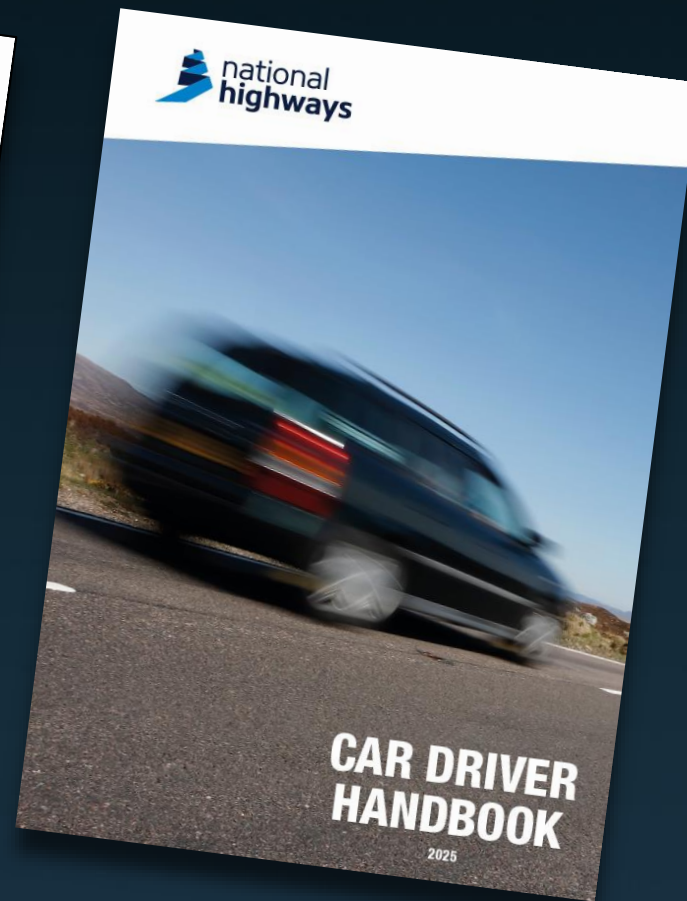
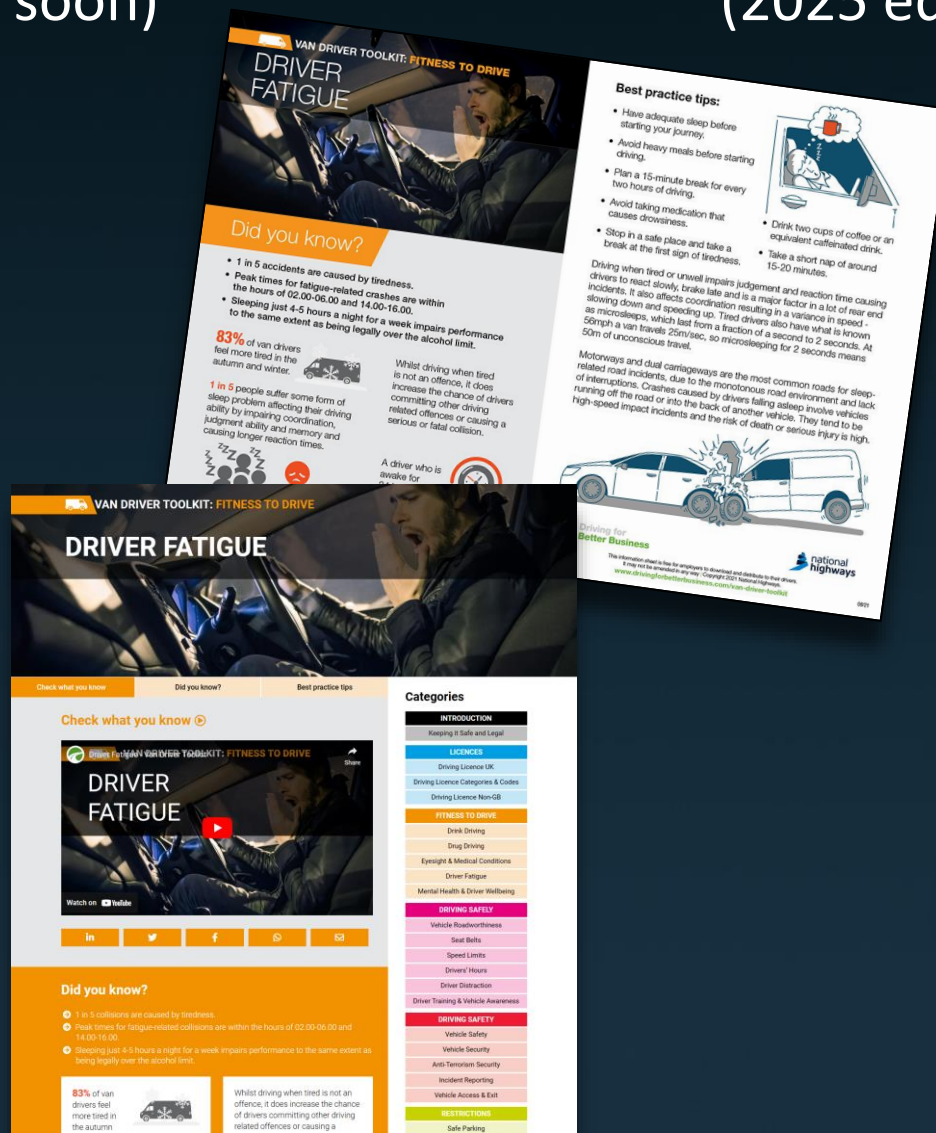
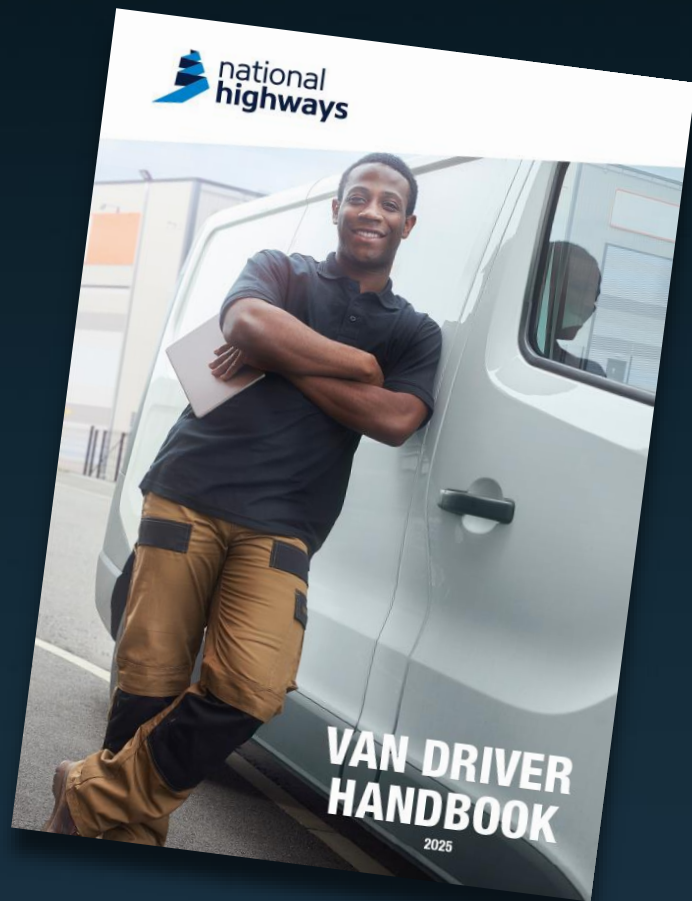
(2025 edition coming soon)

NEW

FREE RESOURCE

Car Driver Toolkit

(2025 edition just launched)



NEW

FREE RESOURCE

Guide to Driver Roadworthiness



NEW

FREE RESOURCE

Driver MH Toolkit (Coming soon)



NEW

FREE RESOURCE

Guide to Incident Investigations



UPDATED

FREE RESOURCE

Diesel Spillages Best Practice Guide



Have you registered with DfBB?

The law says all companies must have policies and procedures to minimise risk – and that includes the recognised risks around driving. Your driving for work policy is how you demonstrate your commitment to doing this well. Driving for work is one of the highest-risk activities that most employees undertake. It is also a significant cost to the business. Employers that manage road risk well have peace of mind that they are legally compliant, are regarded as better places to work, and perform at a higher level of efficiency than those that don't. Register today for access to our free Driving for Work Policy Builder.

2 Million +

Drivers

1 Million +

Company Cars (including grey fleet)

1 Million +

Light Commercials

200,000 +

Heavy Commercials

SET UP YOUR PORTAL

Register at
www.drivingforbetterbusiness.com

THANK YOU FOR LISTENING



drivingforbetterbusiness.com/support