



DRIVING AT WORK POLICY

Adopted: 17th September 2025
Minute No:.....
Review Date: Sept 2026

Bembridge Parish Council

Driving at Work Policy

This policy applies to all employees who drive in connection with their employment, whether it is in their own vehicle, a fleet vehicle, or a vehicle hired by Bembridge Parish Council. This policy should be read in conjunction with the Bembridge Parish Council's Driver Handbook.

Management policy

1. The Bembridge Parish Council Clerk has been assigned specific responsibility for managing driving at work.
2. The Clerk will routinely undertake, record and act on the findings of any necessary risk assessments dealing with all aspects of driving at work including driver safety, vehicle safety and journey planning.
3. The Clerk will ensure that every incident involving any vehicle driven on behalf of the company is recorded and that collective information is regularly analysed, and action taken to reduce recurrence if necessary.

Driver safety

4. Bembridge Parish Council has provided a Driver's Handbook that includes road safety guidance and sets out individual driver responsibilities, in support of the Parish Council's policies and procedures, e.g. what to do in the event of an incident.
5. All employees must follow all procedures detailed in the Driver's Handbook.
6. All new employees driving on behalf of the Parish Council will have their driving documents checked to ensure they are properly licensed for the class of vehicle that they will be driving.
7. All employees will be required to present their driving documents every year for inspection.
8. All employees must inform the Clerk of any imposed or pending driving penalties or convictions within 5 working days. These will be dealt with on a case-by-case basis.
9. All employees must report all at work crashes and collisions promptly having followed the procedure detailed in the Driver's Handbook.
10. All employees are required to report any road safety concerns that they have immediately.
11. Any employee that is offered further training as a result of a high number of incidents or concerns from other employees is required to accept this offer.
12. Seat belts must be worn at all times.

Vehicle safety

13. Bembridge Parish Council will ensure that when choosing vehicles to be used on behalf of the council, they are entirely suitable for their intended purpose and that utmost importance is placed on safety features.
14. Bembridge Parish Council will ensure that all vehicles used on behalf of the council are regularly inspected and strictly maintained using at least the manufacturer's recommended service schedules (and if applicable, in accordance with operator licence requirements).
15. Employees are required to complete the vehicle checklist for each vehicle that they drive. Records of this must be dated and signed and kept in the Lengthmen's Site Office.
16. Employees must report a vehicle defect to their supervisor or the Clerk as soon as the defect is found.
17. All reported defects will be dealt with promptly. Any vehicle with a serious defect making it unsafe for employees and/or members of the public will be taken off the road immediately until a repair has been carried out.
18. Any employees driving their own vehicle on behalf of the council will be required to present their vehicle registration document (V5), insurance certificate and MOT certificate (if applicable) on an annual basis. Employees should ensure that their vehicle is insured for business use.
19. Any employee driving their own vehicle must ensure that it is kept in a safe and roadworthy condition at all times. Bembridge Parish Council accept that employees may be without their vehicle when repairs are necessary to keep the vehicle in a safe and roadworthy condition. However, employees must give as much notice as possible so that alternative arrangements can be made.

Criminality when driving

20. If you are driving a council vehicle and receive a parking ticket for parking illegally, you will be responsible to pay any fine imposed.

21. If you are caught speeding whilst driving a council vehicle, you will be liable to pay any relevant fine and may get points added to your licence.

22. If are caught driving a council vehicle whilst under the influence of alcohol or drugs, this is considered gross misconduct and may lead to your immediate dismissal.

Mobile phone usage

23. The mobile phone is now seen as an essential means of communication; however, it is illegal to use a handheld mobile phone while driving.

Whenever possible, mobile phones should be switched off while driving and a message facility used. Messages should only be picked up and responded to when it is safe to do so.

Drivers must not dial out while in motion. (This includes hands free kits.) They should find a safe place to stop before making any calls.

Where there is a passenger or 'driver's mate' in the vehicle they should be responsible for all communication. Any driver failing to adhere to the instructions above will be subject to disciplinary proceedings.

Drink and drugs usage including medicines

24. Bembridge Parish Council operates zero tolerance towards drink and drug driving.

All drivers must report any pending prosecutions and/or cautions immediately, regardless of whose vehicle they were driving at the time. Failure to do so will result in disciplinary action.

Any driver prosecuted for such offences will be subject to a serious disciplinary which may result in dismissal.

All employees are encouraged to report concerns about colleagues with regards to drink and drugs to their manager as soon as possible. This can be done anonymously if necessary.

Any driver who believes that they may be over the drink drive limit must inform their supervisor or the Clerk. They must not drive. They may be given alternative duties if available or required to take annual leave. Should this become a regular occurrence disciplinary action will take place.

Any driver taking prescription or over the counter medicines must check that they are still fit to drive.

Any driver who may be unfit to drive must inform their supervisor or the Clerk immediately. They must not drive.

Accident procedure

25. In the event of a collision all employees must:

- Stop
- Keep calm
- Be courteous and present a positive image
- Not accept liability

Employees must prioritise:

- Their own safety
- The safety of anyone else involved
- The safety of other road users

Employees must follow the steps below:

Immediately stop your vehicle at the scene or as close to it as possible, making sure you are not obstructing traffic.

1. Apply the handbrake and switch off the engine.

2. Switch on the vehicle's hazard warning lights.

3. Ensure your own safety first, put on your hi-vis vest before exiting the vehicle.

4. Ensure any passengers put their hi-vis vest on before getting out.

5. If the vehicle is on fire – get out immediately if it is safe to do so.

6. Help any injured people and call for assistance if needed.

7. Try to get the following information:

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

8. Give your name and address and Bembridge Parish Council details. If you damage another vehicle that is unattended, leave a note on the vehicle with your contact details.

Contact the police:

- If there are injuries
- If there is a disagreement over the cause of the crash
- If you damage property other than your own
- If damage to the vehicle looks to be substantial

Only move the vehicle if:

- Instructed to do so by a member of the emergency services
- It would be more dangerous to others to keep it at its current location
- You know that the police have not been called to the scene
- Any damage is only slight and leaving the vehicle where it was would cause serious inconvenience to other road users
- It is safe to do so, and you have already provided your name and address as well as the name and address of the vehicle's owner, registration, and insurance details.

IMPORTANT

If the vehicle cannot be driven, arrangements must be made for its removal.

All valuables should be secured.

Follow-up with the Bembridge Parish Council Clerk.

If there is an injury or major damage, report the crash to the Clerk or your supervisor as soon as you can.

If you have an incident:

1. Stop.
2. Remain calm.
3. Call the emergency services if anyone is injured or if vehicles or property are seriously damaged. If the police attend the scene, note the reporting officer's name, identity number and station.
4. Use the incident form to record information about the accident, to exchange details with third parties and to take the names and addresses of witnesses and police officers.
5. Third parties are obliged to give you their name, the vehicle registration number and insurance details under section 170 of the Road Traffic Act 1988.
6. If a camera is available, photograph the scene from different angles. Take pictures of the vehicles involved and of the damage to your own- and third-party vehicles/property.
7. Contact your supervisor or the Bembridge Parish Council Clerk.



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Opening hours: Tuesday to Friday 09.30 – 12.30