**UNIVERSITY OF LIMERICK**

**DRIVING FOR WORK PROCEDURE**

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# INTRODUCTION

It is the University of Limerick’s intent to reduce, so far as is reasonably practicable, the risks associated with driving for work. As part of their work activity, University staff are driving for work either in:

* A vehicle provided by the University; or
* Their own vehicle.

**Diving for work, for the purposes of this procedure refers to staff who operate their own vehicle or** University owned/in custody/controlled vehicles **for the purpose of carrying out their work activities. Commuting** to and from work is not generally classified as driving for work, except where the person’s journey starts from their home and they are travelling, for business purposes on behalf of the University, to a work location that is not their normal place of work. Please review the [Travel & Subsistance Procedure](https://ulsites.ul.ie/finance/sites/default/files/Travel%20and%20Subsistence%20Policy_1.pdf).

The following procedure outlines the University of Limerick’s commitment to comply with the following legislative frameworks;

* Road Traffic Act 1961 and subsequent amendments
* European Communities (Road Transport) (Organisation of Working Time of Persons Performing Mobile Road Transport Activities) Regulations 2012
* Safety, Health and Welfare at Work Act 2005 & Associated Regulations

# PROCEDURAL AIMS

The purpose of this procedure is to ensure the following;

* Raising awareness to operate vehicles in a safe, efficient and effective manner.
* Reducing road traffic accidents involving University staff.
* Reducing employee injuries.
* Provide detailed guidelines to University Schools/Divisions/Departments.
* Reducing vehicle maintenance costs.
* Ensure compliance with legislation.
* Lower fuel consumption costs.

# RESPONSIBILITIES

The University of Limerick strives to ensure that all vehicles are operated in a safe and effective manner with the effect of reducing any risk to staff.

## HEAD OF DEPARTMENT/SCHOOL/DIVISION RESPONSIBILITIES OR THEIR ALTERNATIVES

* Ensure this Driving for Work procedure is communicated to all drivers and implemented in your local department or area of responsibility.
* Facilitate the completion and retention of the Driver Declaration Form. *(see Appendix 2)*
* Carry out a detailed Driving for Work Risk Assessment sheet for department operations. *(see Appendix 1)*
* Communicate the Driving for Work Risk Assessment to all relevant staff.

## UNIVERSITY STAFF

* Complete and return the Driver’s Declaration Form to your Local Manager. *(see Appendix 2)*
* Review the [*RSA Safe Driving for Work Handbook*](https://www.rsa.ie/Documents/Driving%20for%20work/Safe_Driving_for_Work_Handbook_.pdf).
* Adhere to the rules of the road while driving for work.
* Do not use hand held mobile phones or devices when driving for work.
* Wear your seat belt when your vehicle is in motion.
* University Staff operating a University Vehicle are responsible for ensuring the vehicle is roadworthy.Ensure your own vehicle is maintained in roadworthy condition while driving for University of Limerick business purposes and has a valid NCT.
* Ensure you are contactable at all times when driving for work.
* Ensure the following safety equipment is carried on board your vehicle at all times.
1. Torch
2. High vis jacket/vest
3. Warning triangle
4. First aid kit

# PROCEDURE



## FITNESS TO DRIVE

It is the responsibility of the driver to ensure they are medically fit to drive for work. Drivers must report any medical condition to their Local Manager which might impair their ability to drive for work. This will enable any reasonable accommodations to be put in place.

## EYESIGHT

Staff, where required, must wear corrective lenses when driving for work.

## PRESCRIBED MEDICATIONS, DRUGS AND ALCOHOL

While driving for work, University staff must not operate a vehicle whilst intoxicated or under the influence of any other substance which may impair their ability to operate a vehicle.

## DRIVING LICENCE REQUIREMENTS

The driver must hold a valid driving licence and ensure they possess the appropriate valid licence category applicable to the vehicle type in use.

## VEHICLE INSURANCE

* The University of Limerick operates a fleet policy which covers University owned/in custody/controlled vehicles only.
* It is important to note that if a driver is operating their own vehicle for business use they must ensure that they have ‘business use’ cover on their personal insurance policy. ‘Business use’ does not cover the use of the vehicle while travelling to and from work.
* If a driver is using their own vehicle for the purposes of work, they must meet the following criteria;
* Drivers must be aged between 25-70 years old.
* The University of Limerick does not provide “business use” cover for staff operating their own vehicles.
* Drivers must declare their vehicle for business use to their own private insurance company and any increase in premium (if any) is compensated for in the mileage rate paid to staff by the University of Limerick.
* Staff using their own vehicles must provide evidence demonstrating that they have informed their private insurers of their intention to use the vehicle for business use.

# CONDITIONS FOR DRIVING

## WEATHER CONDITIONS

Research weather conditions prior to travelling and prepare for route changes if and when weather conditions dictate.

In the event that you are driving in poor weather conditions it is important that you are conscious of the following;

* Adjust the vehicle speed in response to the weather conditions that are presenting in front of you.
* Keep a safe driving distance from the vehicle in front of you.
* On difficult road surfaces ensure you do not brake or accelerate forcefully or steer sharply.
* Manoeuvre around bends and blind corners at an appropriate speed and with caution.
* If driving in icy conditions avoid excessive breaking, drive in low gears and allow speed to reduce gradually whilst applying gentle breaks.
* Always maintain a well-ventilated vehicle.
* In cold conditions ensure the vehicle cabin is not overly heated as it may cause drowsiness.

## DRIVING FATIGUE

If you experience driver fatigue, it is recommended that you;

* Stop your journey and park in a safe place.
* Take a caffeine drink and a 15-minute nap.
* Get some fresh air and stretch your legs.
* Where possible try to ensure that you drive for work within your standard working hours.

# TRANSPORTING DANGEROUS/HAZARDOUS LOADS

It is essential that no hazardous loads are transported without the driver obtaining prior consent from their Local Manager. Departments engaged in the transport of dangerous or hazardous goods must first contact the Health and Safety Unit to ensure full compliance with transport of dangerous goods legislation.

If drivers are transporting loads, it is recommended that you;

* Ensure the load you are transporting is secure to prevent the load shifting during transport.
* Ensure the load carried does not exceed the stated weight capacity of the vehicle.

# PLANNING YOUR JOURNEY

**7.1 JOURNEY TIMES**

Plan out the most efficient routes to reach your destination using primary roads and motorways where possible. Try to avoid excessively long journeys which may lead to driver fatigue and loss of concentration.

Poor posture and the length of time spent in a seated position behind the wheel should be considered. To reduce the risk of such problems occurring and to provide you with improved neck, and spine protection, the following should be adopted:

* The lower chest should come forward and up in order to relax the shoulder blades, back and downwards
* Shoulder blades should be in good contact with the back of the seat. The lower spine should not push into the back support
* As a guide, hands should generally be in the ‘ten to two’ or ‘quarter to three’ position on the steering wheel [depending on which is most comfortable]
* The steering wheel should be directly in front of the driver and the driver should be able to rest their wrist on the top of the steering wheel without stretching.

**7.2 DRIVING WITH CARE**

It is the responsibility of the driver to ensure that work related journeys are carried out in a safe manner. The Driver has a duty of care to passengers, other road users, pedestrians and goods which they are transporting. The driver must ensure they are wearing their seatbelt at all times and are adhering to and implementing the rules of the road.

# BREAKDOWN PROCEDURE

Ensure that in the event of a breakdown in a University vehicle that you have access to breakdown cover contact details. Should you require breakdown assistance, please telephone the Commercial Breakdown Assistance line on 1800 945 920 (ROI) or 00353 91 560681 (NI). Please have the following information when you call;

* your exact location.
* the registration number of your vehicle.
* your policy number.
* A telephone number where you can be contacted.
* A description of the problem.

In the event of a breakdown in your own vehicle whilst driving for work, you will need to arrange your own breakdown assistance.

Please note the following essential guidelines in the event of a breakdown;

* Only use the hard shoulder in the event of an emergency.
* If your vehicle breaks down or you become so unwell that you cannot drive, where possible continue to a safe stopping point, pull over onto the hard shoulder if you are on a motorway and keep as far left as feasible, preferably near an emergency telephone.
* Switch on your hazard lights. You and any passengers should leave the vehicle by the doors on the opposite side to the traffic lanes.
* Get behind any safety barrier and well clear of the traffic lanes and the hard shoulder.
* Stand as far away from the running motorway lane as possible. Behind the crash barrier and on an embankment is best.
* Call for help on the emergency telephones where possible rather than on your mobile. Tell the operator the number shown on the telephone box (this will enable them to pinpoint your exact location so that help can be provided quickly) and the details of your emergency. If you feel vulnerable, make this clear.
* Return to a safe area near your vehicle so that you can see help arrive.
* There is far greater risk of an accident on the hard shoulder than of being attacked. If you feel threatened return to your car and lock all doors until any perceived danger has passed.

# EMERGENCY PROCEDURE IN THE EVENT OF A COLLISION

If you are involved in a collision you should stop your vehicle at the scene or as close to it as possible. If possible, do not obstruct traffic;

* Ensure your own safety first. If exiting the vehicle wear a high visibility jacket/vest, which should be readily accessible in the vehicle;
* Help any injured person where possible and call the Gardaí and emergency services on 999/112.
* Provide the following information to the other vehicle driver or property owner:
1. The name and address of the driver in charge of the vehicle;
2. The name and address of the owner of the vehicle;
3. The car registration number;
4. The vehicle insurance details.
* Take pictures of the scene, if it’s safe to do so .
* Contact your Local Manager about the collision as soon as is practicable.

# RECORDING OF VEHICLE FAULTS/INCIDENTS OR COLLISIONS

In the event that you are involved in a road traffic accident or incident you must immediately report any such occurrence to your Local Manager and record such details by completing the University Accident Report Form, available for download at; (<https://www.ul.ie/hr/sites/hr/files/user_media/pdfs/SF003%20UL%20Accident%20Report%20Form.pdf>)

If you become aware of any vehicle faults notify your Local Manager.

# RISK ASSESSMENT

Department Driving for Work risk assessments must be documented using the UL General Health and Safety Risk Assessment Sheet, available for download at; (<https://www.ul.ie/hr/current-staff/health-safety-ul/hazard-identification-risk-assessment>)

A Sample Driving for Work Risk Assessment Sheet is included in Appendix 2 of this procedure.

# DRIVING FOR WORK DURING COVID-19

### During the pandemic all travelling for work purposes should be postponed where possible. The following is guidance for staff who use University controlled vehicles or their own vehicle for the purpose **carrying out their work activities** during the Covid-19 pandemic. All travel for work purposes must be approved by your Line Manager.

### **12.1 Steps to follow prior to your Journey;**

### If you develop a cough, shortness of breath or a fever you should not travel. Contact your nominated Worker Representative for dealing with suspected cases.

1. Wash your hands with soap and water or an alcohol-based sanitiser before travelling and take sanitiser with you.
2. Take time to plan your journey. Study the route you will take and where you will park when you arrive.

### Avoid unnecessary social contact when approaching your vehicle or arriving at your destination and practice social distancing. Physical distancing of 2 metres or more should be maintained.

1. For necessary work-related trips, the use of the same vehicles by multiple staff members is not encouraged. The number of staff members who share a vehicle simultaneously or consecutively should be kept to a minimum as far is as reasonably practicable, for example by assigning a vehicle to a fixed team. If a vehicle has to be shared, staff must be provided with face coverings.

**12.2 University controlled vehicles**

Heads of Departments/Schools/Divisions must communicate the following to all drivers;

1. Disinfectant wipes should be kept in university vehicle to ensure frequently contacted surfaces are regularly cleaned. These areas include:
* door handle
* key or fob
* steering wheel
* dashboard
* inside door buttons
* seat belts
* gear stick
* touchscreens
* Radio controls
* Handbrake
1. You should clean frequently contacted surfaces before and after your journey.
2. Ensure rubbish is kept in waste bags and removed from the vehicle at the conclusion of each journey.
3. Handwashing before and after using your vehicle.

### **Private use vehicles**

1. If you're using your own vehicle, you should travel on your own where possible. At a maximum you should be accompanied by one passenger who should be seated in adherence with physical distancing guidance.
2. Make sure that your vehicle is roadworthy and if stopping for fuel it is recommended that you fill the fuel tank to avoid unnecessary stops.
3. If you do have to refuel your vehicle, use a contactless service station if possible.
4. Use gloves when using the fuel pump and clean your hands when you are finished.

# APPENDIX 1

GENERAL HEALTH & SAFETY RISK ASSESSMENT SHEET

|  |
| --- |
| DIVN/DEPT: ABC Department LOCATION (Room No.): Main Building, K2-123  |

|  |  |
| --- | --- |
| ACTIVITY: Driving for Work  | NO.OF SHEETS: 3 |

|  |
| --- |
| ASSESSMENT UNDERTAKEN BY: Jane Smith ASSESSMENT APPROVED BY: John Doe |
|  |

ASSESSMENT DATE: 07/04/2020 ASSESSMENT REVIEW DATE: 06/04/2021

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **LIST SIGNIFICANT HAZARDS & RISKS HERE:**  | **WHO IS AT RISK:**  | **EXISTING CONTROLS** **(What are you doing already?)** | **\*RISK CLASS:**  | **FURTHER CONTROLS REQUIRED:****(to reduce the risk level to as low a level as possible)** | **PERSONS****RESPONSIBLE:**  | **TARGET COMPLETION****DATE:**  | **ACTUAL. COMPLETION****DATE:**  |
| Distraction while driving- Collision/Personal injury. | Staff and other road users | Road Traffic Acts prohibit the use of mobile phones while in control of a vehicle. | M | Use hand free devices where possible/available.Plan phone calls during journey rest breaks while securely parked.  | Staff | On-going | N/A |
| Driving while intoxicated-Collision/Personal injury. | Staff and other road users | Road Traffic Acts prohibit operating a vehicle whilst intoxicated or under the influence of drugs while operating a vehicle. UL Alcohol Policy in place. Staff have access to the Employee Support Service. | L | Communicate any concerns to your Local Manager.  | Staff | As required. | N/A |
| Driver ill health-Failure to drive. | Staff | Staff are required to report any medical condition, to their Local Manager, which might impair their ability to drive. | L | Make contact with your Local Manager to report any illness prior to driving.  | Staff | As required. | N/A |
| Inadequate Scheduling-Driver Fatigue/Stress/Collision/Personal injury.  | Staff and other road users | Driving for Work policy issued to staff. Policy provides guidance on Driver fatigue. Weekly planning department meetings take place. Work schedule is issued to staff in advance to enable personal journey planning. Employee Support Service provided for staff use. | L | Report occupational stress to your Local Manager.  | Staff | As required | N/A |
| Unfamiliar route- Stress/Collision/ Personal injury. | Staff and other road users | Work schedule issued in advance to staff members to enable journey planning. Staff have access to route planning aides including AA Route planning and Google Maps to aid office based journey planning.  | L | Report route concerns to your Local Manager.  | Staff | As required | N/A |
| Use of Excessive Speed-Collision/Legal Implications. | Staff and other road users | Route planning is required for all journeys. Staff are compelled to drive with due regard to the Rules of the Road.Signage is erected to alert of permitted speed limits. | L | Report all accidents and incidents to your Local Manager  | Staff | As required | N/A |
| Adverse weather conditions-Stress/Collision/Personal Injury. | Staff and other road users | Weather forecast information is available for staff reference during the journey planning process. | L | Contact your Local Manager in the event of adverse weather conditions impacting on driving for work duties.  | Staff | As required | N/A |
| Inadequate vehicle maintenance- Breakdown/ Stress. | Staff and other road users | Staff using their own vehicles are responsible for vehicle upkeep and maintenance. Driving for Work Policy in place.Policy includes guidance in the event of a breakdown. Driver Vehicle Check programme in operation. | L | Submit completed Self Vehicle checklist to your Local Manager. | Staff | On-going | N/A |
| Unsecured loads-Personal Injury/Collision | Staff and other road users. | Couriers are used where possible to transport equipment. Driving for Work policy in place. Policy provides guidance on load securing. Dangerous goods cannot be transported without the mandatory consultation with the UL Health and Safety Unit.  | L | Contact your Local Manager to obtain secondary containers/securing mechanisms as required. | Staff | As required | N/A |
| Driving for long periods/musculoskeletal injuries | Staff | Staff route planning is conducted prior to journey commencement.Staff can adjust their car seat position as required. Driving for Work policy provides guidance on seating posture and breaks. | L | Report any adverse symptoms immediately upon detection to your Local Manager.  | Staff | As required | N/A |

**\*RISK CLASS** (at this stage of the risk assessment, look at the existing controls, and now estimate the REMAINING risk level/class as either **LOW, MEDIUM or HIGH** )

 High (H) (Probability of fatality, serious injury or significant loss, possibility of minor injury to a number of people.)

 Medium (M) (Unlikely possibility of fatality, serious injury or significant material loss, possibility of minor injury to a small number of people.)

 Low (L) (Injury or material loss unlikely though conceivable.)

# APPENDIX 2

|  |
| --- |
| **DRIVING FOR WORK – DRIVER DECLARATION (Personal Vehicle)** |
| **Driver Name:** |  |
| **Licence Number:** |  |
| **Licence Expiry Date:** |  |
| **Contact Number:** |  |
| **E-Mail Address:** |  |
| **Manager’s Name:** |  |
| **Vehicle Details** |
| **Vehicle Registration No:** |  | **Year of Manufacture:** |  |
| **Make:** |  | **Model:** |  |
| **Engine CC:** |  | **Fuel Type:** |  |
| **Last Service Date:** |  | **Odometer reading:** |  |
| **Insurance Policy Details** | **Insurer:** **Policy Number:** |
| **Insurance Policy endorsed for business use: Yes No** |
| **Insurance Policy Expiry Date:**  |
| **Declaration** |
| **I understand that permission given to me to use my own motor vehicle on official business. This is subject to any relevant regulations or business rules in force. This is also subject to the condition that the vehicle is in roadworthy condition, taxed for road use and appropriately insured for business use and will continue to be insured, by me for the purpose of the Road Traffic Acts during the course of my work related journeys.** **I confirm, I am responsible for all costs associated with operating my vehicle in the discharge of my duties for the University of Limerick.** **I confirm that;** 1. I will sign and return this document to my Local Manager along with a copy of my current driver licence and motor insurance policy. If I use more than one vehicle I will complete a separate form for each vehicle.
2. A new agreement must be generated annually or whenever my licence is altered or renewed or my insurance policy is altered or renewed.
3. I hold a current driving licence in respect of the motor vehicle details noted above.
4. I am satisfied that the motor insurance policy in place for the motor vehicle that this Form relates to, is appropriate to cover the use of the motor vehicle for official travel/occasional business use.
5. The motor insurance policy will remain valid for all official travel when I am using the motor vehicle.
6. I will only use the vehicle on official travel where the vehicle complies with the requirements of the Road Traffic Acts.
7. I will only use the vehicle for official travel where the vehicle has been serviced and maintained and is in a roadworthy condition.
8. I will ensure a torch, high vis jacket/vest, warning triangle and first aid kit is carried on board at all times while the vehicle is being used for official travel.
9. I will advise my Local Manager immediately, in the event that I am involved in any motoring related incident or near miss while travelling on official business.
10. In the event that I become aware of a medical condition that, could negatively affect my medical fitness to drive, I will advise my Local Manager immediately and await their response before undertaking any further official travel using the motor vehicle.
11. In the event that I receive penalty points and the number of such point’s results in a suspension of my driving licence, I will notify my Local Manager immediately of the suspension, the duration of suspension and will not use my motor vehicle for official travel during the period of the suspension.
 |
| **Employee Signature:** |  | **Date:** |  |