

Guidance questionnaire for driving at work

The following questionnaire is a fleet or health & safety managers tool designed for the responsible person to use as a checklist when managing driving at work occupational road risk.

You should be able to answer **YES to nearly **ALL** of the questions**

The driver - competency	Yes	No	n/a
Are you satisfied that your drivers are competent and capable of doing their work in a way that is safe for them and others?			
Does the employee have the relevant previous driving experience?			
Does the job require anything more than a current driving licence, valid for the type of vehicle to be driven?			
Would you like to reduce your fleet running costs?			
Do you know how much money your company could save in fleet running costs?			
In the last year has your company, and staff had zero road crashes or incidents?			
Do your recruitment procedures include appropriate pre-appointment checks, e.g. do you always take up drivers references?			
Do you check the validity of your staffs driving licence on recruitment and periodically thereafter?			
Do you specifically check the validity of any LGV/PSV driving entitlements as part of your recruitment procedures and periodically every 6 months thereafter?			
Are your at-work drivers aware of The company policy on work-related road safety, and do they understand what is expected of them?			
Can your fleet manager state what corporate manslaughter is?			
Should your policy document be supplemented with written instructions and guidance and/or training sessions or group meetings?			
Have you specified what standards of skill and expertise are required for the circumstances of a particular job?			
Do you ensure that very high standards and best practice is always met?			

The driver – training	Yes	No	n/a
Are you satisfied that all your drivers are properly trained?			
Do you evaluate whether those that drive at work require additional training to carry out their duties safely?			
Do you provide induction training for drivers? Do you risk assess your drivers periodically ?			
Do you arrange for drivers to be trained giving priority to those at highest risk (those with high annual mileage, poor accident records, or young drivers)?			
Do your drivers carry out routine safety checks such as those on lights, tyres and engine fluids?			
Do you know what the minimum legal tread depth is?			
Do ALL your drivers and staff know how to drive in adverse weather conditions?			
Do your drivers know how to correctly adjust safety equipment, e.g. seat belts and head restraints?			
Do your drivers know how to check vehicle all fluid levels before starting a journey?			
Do your drivers know how to ensure safe load distribution, e.g. when undertaking multi-drop operations?			
Do your drivers know what actions to take to ensure their own safety			



following the breakdown or an incident with their company and or private vehicle?			
Do you provide a drivers handbook for drivers giving advice and information on road safety?			
Are your drivers aware of the dangers of driver fatigue?			
Are your drivers fully aware of the height, width, length of their vehicle, both laden and empty?			
Has money been budgeted for practical driver training or online risk assessments?			

The driver – fitness and health	Yes	No	n/a
Are you satisfied that your drivers are sufficiently fit and healthy to drive safely and not put themselves or others at risk?			
Do you provide random health checks for your drivers e.g. eye tests?			
Have you told staff that they should not drive, or undertake other duties, while taking a course of medicine that might impair their judgement?			

The vehicle – suitability	Yes	No	n/a
Are you satisfied that your vehicles are fit for the purpose for which they are used?			
Is your fleet suitable for the job in hand?			
Do you ensure that privately owned vehicles are not used for work purposes unless they are insured for business use and, where the vehicle is over three years old, do you keep details that they have a valid MOT certificate?			

The vehicle – condition	Yes	No	n/a
Are you satisfied that vehicles are maintained in a safe and fit condition?			
Do you have adequate maintenance arrangements in place?			
Is planned/preventative maintenance carried out in accordance with manufacturers' recommendations?			
Do your drivers know how to carry out basic safety checks?			
Can goods and equipment which are to be carried in a vehicle be properly secured; e.g. loose tools and products			
Are windscreen wipers inspected regularly and replaced as necessary?			

The vehicle – safety equipment	Yes	No	n/a
Are you satisfied that safety equipment is properly fitted and maintained?			
Is safety equipment appropriate and in good working order?			
Do All your drivers know how ABS and ESP/ESC systems work?			
Do all vehicles have fire extinguishers and first aid kits available?			
Have your staff been trained to use them correctly ?			

The journey – routes	Yes	No	n/a
Do you plan routes thoroughly?			
Could you use safer routes which are more appropriate for the type of vehicle undertaking the journey?			



Does your route planning take sufficient account of overhead restrictions e.g. bridges and tunnels and other hazards, such as level crossings, which may present dangers for long vehicles?			
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The journey – scheduling	Yes	No	n/a
Are work schedules realistic?			
Where appropriate, do you regularly check tachographs and keep detailed records to ensure drivers are not cutting corners and putting themselves and others at risk?			
Is a breakdown service available and if so, do your drivers know the emergency procedure for breakdowns?			

The journey – time	Yes	No	n/a
Are you satisfied that sufficient time is allowed to complete journeys safely?			
Would you expect a non-vocational driver to drive and work for longer than a professional driver? The Highway Code recommends that drivers should take a 15 minute break every two hours. Professional drivers must of course comply with drivers' hours rules.			
Does company policy put drivers under pressure and encourage them to take unnecessary risks, e.g. to exceed safe speeds because of agreed arrival times?			
Can drivers make an overnight stay, rather than having to complete a long road journey at the end of the working day?			
Have you considered advising staff that work irregular hours of the dangers of driving home from work when they are excessively tired?			

The journey – distance	Yes	No	n/a
Are you satisfied that drivers will not be put at risk from fatigue caused by driving excessive distances without appropriate breaks?			
Can you eliminate long road journeys or reduce them by combining with other methods of transport?			
Do you plan journeys so that they are not so long as to contribute to driver fatigue?			

The journey – weather conditions	Yes	No	n/a
Can your journey times and routes be rescheduled to take account of adverse weather conditions?			
Where this is possible is it done?			
Are you satisfied that vehicles are properly equipped to operate in poor weather conditions, e.g. are anti-lock brakes fitted or winter tyres?			

Could you answer YES to all of these important questions ? or are you putting your drivers, staff , company and yourself at risk ?

**Contact Alconbury Driving Centre we can help you reduce the risk.
Phone **01480 457439** or email contact@alconburydrivingcentre.com**