



GREAT DUNMOW TOWN COUNCIL

Safe Driving Policy

Version	Date Adopted	Minute Reference	Date For Review
1	03.10.24	FC.03.10.24.85vi	October 2027

Aim of the policy

To endorse safe driving methods by promoting a safe driving culture within the organisation.

Objectives of the policy

- To maintain all Town Town Council vehicles in a safe, clean and roadworthy condition to ensure the maximum safety of the driver, occupants, and other road users at all times.
- To ensure that staff driving Town Town Council vehicles demonstrate safe driving and other good road safety habits at all times when driving.

Code of conduct

While driving Town Town Council vehicles, the Town Town Council expects all employees to drive in a sensible, safe, and careful manner at all times. Staff must comply with traffic legislation, be conscious of road safety and demonstrate safe driving and other good road safety habits. The Town Council reserves the right to take disciplinary action against any employee who drives negligently or carelessly, has an accident or series of accidents, or who is convicted of a serious motoring offence, such as

- Drinking or under the influence of drugs while driving.
- Driving while disqualified, or not correctly licensed.
- Reckless or dangerous driving causing death or injury.
- Failing to stop after a crash.
- Any actions which warrant suspension of a licence.

Disciplinary action may involve the loss of the right to drive Town Town Council vehicles and may involve dismissal:

Responsibilities as an employee

The use of defensive driving techniques will benefit both you and the Town Council by preventing accidental damage and the resultant inconvenience. Drivers of Town Council vehicles will:

- Ensure they hold a current driver licence for the class of vehicle they are driving
- Immediately notify their supervisors or managers if their driver licence has been suspended or cancelled, or has had limitations placed upon it
- Be responsible and accountable for their actions when operating Town Council vehicles
- Display the highest level of professional conduct when driving motor vehicles
- Drive within the legal speed limits, including driving for the conditions
- Wear a seat belt at all times
- Report vehicle defects to a supervisor or manager

- Comply with traffic legislation when driving a Town Council vehicle
- Regularly check the oil levels, screen wash and tyre pressure of vehicles they use
- Report any near hits, crashes and scrapes to their manager, including those which do not result in injury
- Follow the accident procedures as advised by the Town Council

In addition it is required that all drivers:

- Take regular and adequate rest breaks
- Stop when tired
- Plan the journey, taking into consideration pre-journey work duties, the length of the trip and post-journey commitments
- Stay overnight if driving time and non-driving duties exceed 12 hours in one day
- Take breaks every two hours
- Use daytime running lights on the open road.

Responsibilities as an employer

The employer will not require staff to drive under conditions which are unsafe and / or likely to create an unsafe environment, physical distress, fatigue, etc. The employer will do this by:

- Giving priority to safety features when selecting new vehicles.
- Ensuring all vehicles are well maintained and that the equipment promotes driver, operator and passenger safety
- Collecting and collating statistics on incidents, crashes and their causes
- Monitoring and managing work schedules to ensure they do not encourage unsafe driving practices

Instructions for mobile phone use

The Town Council provides mobile phones to employees to aid in the performance of their duties.

Mobile phones can cause distractions in two ways:

1. Taking your hands off the wheel
2. Becoming engrossed in an intense conversation and not concentrating on the road.

Mobile phone use (including hands-free) is strongly discouraged while driving. Staff should adopt the following policies:

- Keep mobile phone use to an absolute minimum when driving (e.g. divert to voicemail and check messages regularly when it is safe to pull over).
- Do not make calls; dial numbers, or text message while driving.

- Pull over to the side of the road when it is safe, before making or answering a call.

What to do if there is a crash in a Town Council vehicle

All incidents involving damage to a Town Council vehicle (regardless of blame) must be reported to your line manager immediately and an insurance claim form must be completed. Employees are expected to co-operate fully and frankly with the Town Council in providing details of the circumstances surrounding accidents so that the best interests of the Town Council and the employee can be protected.

Disciplinary action may be taken where an accident is not immediately notified

Where an employee is involved in an accident which is clearly attributable to their own fault and where there is evidence of wanton neglect or recklessness. In such circumstances, an employee with a Town Council car will inter alia be liable to pay to the Town Council the un-recovered excess

In the event of an accident

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

Ensure your own safety first.

Help any injured people and call for assistance if needed.

Try to get the following information:

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

Give the following information:

- Your name and address and Town 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
- There is a disagreement over the cause of the crash

- You damage property other than your own

If the police do not attend the scene, you must report the accident to the police station nearest the crash as soon as possible.

Policy review

This policy will be reviewed after its first year, and every three years thereafter.