

Appendix 4

Driving for Work Checklist

Managing Driving For Work				
	Yes	No	N/A	Action Needed (if necessary)
Have you a driving for work safety policy?				
Have you carried out an assessment of driving for work risks?				
Have you documented the risk assessment?				
Is there a driver's handbook in place?				
Do you have a system in place for reporting work related road collisions, incidents and near misses?				
Do you have a system in place for reporting vehicle defects?				
Do you investigate collisions, incidents and near misses, and take corrective action?				
Do you give employees and other relevant people information and training on the hazards of driving for work?				
Can non-Irish workers understand your company policies, rules and procedures on driving for work?				
Do you have suitable procedures for vetting contractors who drive for you?				
Do you need to add any written instructions or organise training sessions or group meetings to accompany your policy document?				

The Driver

Competency	Yes	No	N/A	Action Needed (if necessary)
Does the driver have relevant previous experience?				
Does the driver have the correct licence for the vehicle?				
Does the job require anything more than a current driving licence valid for the type of vehicle to be driven (for example, for towing trailers)?				
Do you carry out suitable checks for driving at the recruitment stage (for instance, do you always follow up references)?				
Do you assess drivers to make sure that they have the correct skills for driving?				
Do you authorise drivers in writing after you assess them?				
Do you check the validity of the driving licence at recruitment and on a regular basis after this?				
Do you check the validity of any driving entitlements for light goods vehicles (LGVs) or public service vehicles (PSVs) as part of the recruitment process and on a regular basis after this? <i>Note: Such entitlements may not have been renewed after a period of disqualification.</i>				
Are your drivers aware of the company's policy on driving for work, and do they understand what you expect of them?				

The Driver (Continued)

Competency (Continued)	Yes	No	N/A	Action Needed (if necessary)
Have you clearly outlined what standards or skills you require for the job?				
Have you a system in place to make sure that drivers meet these standards?				
Training and Assessment	Yes	No	N/A	Action Needed (if necessary)
Do you use reliable and valid methods to assess drivers?				
Do you check if drivers need extra training to carry out their duties safely?				
Do you give introductory training to drivers?				
Do you organise training for drivers, giving priority to those most at risk (for example, those with high annual road kilometres, poor collision records or young drivers)?				
Are all drivers trained and qualified to drive the vehicles they operate?				
Are drivers familiar with their vehicle and the various features of the vehicle?				
Do drivers have access to the manufacturer's instruction book?				
Have drivers received information and training on how to carry out routine basic safety checks - such as checks on their lights, tyres and wheel fixings?				
Do drivers know how to correctly adjust safety equipment such as safety belts, seating and head restraints?				
Do drivers know how to use anti - lock brakes (ABS) properly?				

The Driver (Continued)

<i>Training and Assessment (Continued)</i>	Yes	No	N/A	Action Needed (if necessary)
Do drivers know how to check washer fluid levels before starting a journey?				
Are drivers fully aware of the height and weight of their vehicle - both when it is loaded and empty?				
Have drivers received information and training on securing loads in their vehicle?				
Do drivers know how to check load restraint equipment?				
Do drivers know how to safely distribute loads (e.g. when they are delivering a number of loads in one journey)?				
Do drivers know how to protect their own safety if their vehicle breaks down?				
Are drivers aware of the dangers of tiredness?				
Do drivers know what to do if they start to feel tired or sleepy?				
Do you reward good driving?				
Have you budgeted for training?				
Do you assess training needs, including the need for refresher training?				
Do you give refresher training, especially if there is a drop in safe vehicle driving standards?				
<i>Fitness and Health</i>	Yes	No	N/A	Action Needed (if necessary)
Are drivers fit and healthy enough to drive safely and not put themselves or others at risk?				

The Driver (Continued)

<i>Fitness and Health (Continued)</i>	Yes	No	N/A	Action Needed (if necessary)
Do drivers of heavy goods vehicles (HGVs) have the correct medical certificate, as required by law?				
Do drivers who are most at risk go for regular medical checkups (for example, frequent night - time drivers)?				
Do any of your drivers have a medical condition (physical or mental) that might increase their risk while driving?				
Do your drivers meet the eyesight requirements set out in the Rules of the Road?				
Do your drivers know that they should not drive or carry out other duties if they are taking medication that might impair their judgement? Note: <i>if they are not sure they should ask their doctor</i>				

The Vehicle

<i>Suitability</i>	Yes	No	N/A	Action Needed (if necessary)
Are the vehicles fit for use?				
Do you check which vehicles are best for driving and meet health and safety standards?				
When buying new or replacement vehicles, do you make sure that they are suitable for the job?				
Do you make sure that privately - owned vehicles used for work are insured for business use?				

The Vehicle (Continued)

<i>Suitability (Continued)</i>	Yes	No	N/A	Action Needed (if necessary)
Do you check that vehicles that are over four years old have a valid National Car Test (NCT) certificate?				
Do your drivers have a certificate of road worthiness for HGV and PSV vehicles?				
<i>Condition</i>	Yes	No	N/A	Action Needed (if necessary)
Are the vehicles in a safe and fit condition?				
If hiring vehicles, do you make sure that all the correct documents are in place?				
Do you have maintenance arrangements in place?				
Do you make sure that a person with the right skills maintains and repairs the vehicles?				
Is the vehicle maintained in line with the manufacturer's recommendations?				
Do you make sure that a person with the right knowledge, skills and experience examines the vehicle in line with legal requirements?				
Do your drivers carry out basic safety checks before using the vehicle e.g. daily walk around safety checks?				
Do you keep all maintenance and inspection records for the lifetime of the vehicle?				
Have you a documented safe system of work in place to make sure that vehicles do not go over the maximum load weight?				

The Vehicle (Continued)

Condition (Continued)	Yes	No	N/A	Action Needed (if necessary)
Do drivers make sure that goods and equipment are properly secured in the vehicle?				
Do drivers regularly check windscreen wipers and replace them if needed?				
Do drivers check that windscreen washer reservoirs have enough anti - freeze solution?				
Safety Equipment	Yes	No	N/A	Action Needed (if necessary)
Is the safety equipment in the vehicle properly fitted and maintained?				
Is the safety equipment suitable and in good working order (for example, warning triangles, first aid kit, fire extinguishers)?				
Are safety belts and head restraints fitted correctly and do they function properly?				
Do drivers have suitable clothing and footwear for their job (for example, high visibility vest)?				
Safety Critical Information	Yes	No	N/A	Action Needed (if necessary)
Do drivers have access to information that will help them to reduce risks such as information on recommended tyre pressure?				
Do drivers have access to information that will help them to reduce risks such as information on how to adjust headlamp beams to make up for load weight?				

The Vehicle (Continued)

<i>Safety Critical Information (Continued)</i>	Yes	No	N/A	Action Needed (if necessary)
Do drivers have access to information that will help them to reduce risks such as information on how to adjust head restraints to protect against whiplash?				
Do drivers have access to information that will help them to reduce risks such as information on what drivers should do if they feel that their vehicle is unsafe and who they should contact?				
Do drivers have access to information that will help them to reduce risks such as information on crash protection and in - vehicle technology, where fitted, such as active systems (for example ABS), passive systems (for example airbags) and devices (for example satellite navigation)?				
<i>Ergonomic Factors</i>	Yes	No	N/A	Action Needed (if necessary)
Are you satisfied that your drivers' health and safety is not being put at risk due to factors such as unsuitable seating positions or driving posture?				
Do you take ergonomic factors into account before you buy or hire new vehicles?				
Do you give your drivers information on good posture and, where relevant, on how to set their seat correctly?				

The Journey

Routes	Yes	No	N/A	Action Needed (if necessary)
Do you plan all routes properly?				
Could you use safer routes?				
When planning the route, do you take enough account of possible overhead restrictions such as bridges or tunnels?				
When planning the route, do you take enough account of possible overhead restrictions such as electrical power lines?				
When planning the route, do you take enough account of possible overhead restrictions such as overhead obstructions, such as chemical pipelines or trees?				
When planning the route, do you take enough account of possible overhead restrictions such as level crossings, which may be dangerous for long vehicles?				
Scheduling	Yes	No	N/A	Action Needed (if necessary)
Do you encourage staff to take public transport rather than drive?				
Do you encourage staff to stay overnight rather than complete a long road journey at the end of the working day?				
Do you encourage staff to share a journey with a colleague?				
Do you encourage staff to take regular breaks e.g. 15 minutes break every 2 hours?				

The Journey (Continued)

Scheduling (Continued)	Yes	No	N/A	Action Needed (if necessary)
Are the work schedules realistic?				
Do you allow for enough recovery time between journeys?				
Do you take into account times when drivers are most likely to feel tired or sleepy when you plan your work schedules?				
Have you taken steps to stop employees from driving if they feel tired or sleepy, even if this might upset delivery schedules?				
Do you regularly make sure that drivers are not cutting corners and putting themselves or others at risk?				
Do you try to avoid scheduling journeys during times when you expect peak traffic flows?				
Do you make sure that drivers obey EU rules on driving, breaks and rest periods?				
Do you make proper allowances for new or trainee drivers when planning schedules?				
Do you check tachograph and drivers' hours records to make sure that drivers take their daily and weekly rest breaks?				
Do you make allowances for delays such as road works or traffic congestion when planning schedules?				
Do you check information services such as AA Roadwatch?				

The Journey (Continued)

<i>Time</i>	Yes	No	N/A	Action Needed (if necessary)
Are you satisfied that drivers have enough time to complete journeys safely?				
Are your schedules realistic?				
Do journey times take account of road types and condition, and allow for rest breaks?				
Do you expect a non - vocational driver to drive and work for longer than a professional driver?				
Does your company policy put drivers under pressure and encourage them to take needless risks - such as breaking safe speeds because of agreed arrival times?				
Do you warn employees working irregular hours of the dangers of driving home from work when they are overly tired?				
Do employees working irregular hours have access to another means transport, such as public transport or a taxi, if they feel too tired to drive home from work?				
<i>Distance</i>	Yes	No	N/A	Action Needed (if necessary)
Have you put work systems in place to make sure that drivers are not at risk from tiredness due to driving long distances without proper breaks?				
Can you reduce or avoid long road journeys by using other methods of transport?				
Do you plan journeys so that drivers do not become overly tired?				

The Journey (Continued)				
<i>Distance (Continued)</i>	Yes	No	N/A	Action Needed (if necessary)
Have you safe systems of work in place to make sure that employees are not asked to work overly long days?				
<i>Weather Conditions</i>	Yes	No	N/A	Action Needed (if necessary)
Do you take account of bad weather conditions- such as heavy rain, ice, snow or high winds – when planning journeys?				
Can journey times and routes be changed due to bad weather conditions?				
Where this is possible, is it done?				
Do vehicles have the right equipment to drive in poor weather conditions - for example are they fitted with anti - lock brakes and do tyres have the correct tread depth?				
Do drivers know how to reduce risks - for example, do drivers of high - sided vehicles know that they should take extra care when driving in strong winds with a light load?				
Are you satisfied that drivers do not feel under pressure to complete journeys in very difficult weather conditions?				
Comments				
Signed				Date

Note: Remember that an NCT certificate and Certificate of Roadworthiness only show that the vehicle meets minimum road worthiness standards at the time the test was carried out.