

**REPORT TO:** Policy and Resources Committee - 25 October 2010

**REPORT ON:** Occupational Road Risk Policy (Revision)

**REPORT BY:** Head of Personnel

**REPORT NO:** 622-2010

## **1 PURPOSE OF REPORT**

- 1.1 The purpose of this report is to seek approval of the revision of the Council's Occupational Road Risk Policy that was first produced in 2009.

## **2 RECOMMENDATION**

- 2.1 It is recommended that the Policy and Resources Committee approves the revision of the Occupational Road Risk Policy to further promote and improve the management of occupational road risk throughout the Council.

## **3 FINANCIAL IMPLICATIONS**

- 3.1 The costs associated with further development of health and safety management will be funded from existing departmental budgets.

## **4 MAIN TEXT**

- 4.1 The Council approved the current Occupational Road Risk Policy in September 2009, and this review incorporates the supplementary guidance regarding addressing assessment and training for those who drive during Council business.
- 4.2 The revised Policy provides all the relevant information into the one document which should ensure a much more consistent and effective compliance with the policy.

## **5 POLICY IMPLICATIONS**

- 5.1 This report has been screened for any policy implications in respect of Sustainability, Strategic Environmental Assessment, Anti Poverty, and Risk Management. An Equality Impact Assessment has been carried out and will be made available on the Council website <http://www.dundee.gov.uk/equanddiv/equimpact/>

There are no major issues.

- 5.1 The Policy supports the Council's emerging Travel Plan, as it encourages alternative forms of transport such as using public transport to be considered during the journey planning process.

**6 CONSULTATIONS**

- 6.1 The Council Management Team, the Health and Safety Co-ordinators Group and the trade unions have been consulted in the preparation of the revision of the Occupational Road Risk Policy.

**7 BACKGROUND PAPERS**

- 7.1 A Rapid Equality Impact Assessment has been conducted in relation to this Report.

Iain Martin  
Head of Personnel

14 October 2010

DUNDEE CITY COUNCIL

**Health & Safety Section**

# **OCCUPATIONAL ROAD RISK POLICY (Revision)**

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**Personnel Department**

**October 2010**

## WORK RELATED ROAD SAFETY: GUIDANCE TO LINE MANAGERS AND DRIVERS

### Our Policy

Dundee City Council is committed to achieving continuous improvement in standards of health and safety at work, it seeks to reduce the risks which its staff face and/or create when they are driving or are on the public road in the course of their work. It is important that all staff play their part in achieving this important objective. This guidance has been issued for the benefit of all Council managers and employees who drive during the course of their work.

### General Principles

We will achieve improved road safety in Dundee City Council by aiming to:

- ensure we use the **right vehicle** for the job, that it is in a **safe condition** and is matched to the **needs and capabilities** of the driver;
- ensure we have a **safe journey plan**;
- practice **safe, defensive driving techniques** while on the road.

If we can **avoid or reduce road travel** we should **wherever practicable**. For example, remote communications or changing to a safer transport mode.

### Line Manager's Duties

It is the responsibility of line managers to ensure that risks on the road, within the scope of their operations, are minimised so far as is reasonably practicable and that their employees are briefed about and understand their responsibilities as set out in this guidance. Line managers are responsible for ensuring that the risks involved when their colleagues drive as part of their work are properly assessed so that the need to travel by road can be minimised wherever appropriate (for example by teleworking or changing to safer modes of transport) and that appropriate steps can be taken to reduce risks and to deal with any emergencies. Managers/supervisors are to include an employees' road safety performance, when driving fleet vehicles in the induction procedure and thereafter in staff appraisals. They should check up periodically to ensure that procedures for work-related road safety are being followed and that employees driving fleet vehicles are adopting safe driving practices.

Where voluntary drivers and non-employees, then those drivers will be required to submit their driving licence, insurance details (if relevant), and MOT certificates if they are using their own vehicle. If volunteer drivers are required to use a Council vehicle then they must be required to complete and submit the relevant pre-start driver checklist prior to using the vehicle for the first time each day.

Line managers/supervisors must also take part in investigations as appropriate, following road traffic accidents to help understand immediate and underlying causes and to learn lessons which could help improve the Council's road safety performance. All line managers should lead by personal example, including the way they drive themselves, by challenging unsafe attitudes and behaviours and by encouraging employees to drive safely.

## **Employees' Duties as Drivers**

Besides observing the requirements for safe driving set out below, all Council employees who drive as part of their work must also **present their licences and any other relevant documentation for inspection** as and when required and **inform their line managers of any prosecutions pending or penalties imposed for road traffic offences, whether related to 'at work' driving or not.** All 'at work' vehicle accidents must be reported immediately to line managers and this must be followed by provision of full information about such incidents, both for insurance purposes and so that they can be investigated where appropriate to learn any lessons which could help to improve safety.

All employees who drive during the course of work have a personal responsibility to ensure that they are fit to drive when driving a vehicle. All employees who drive during the course of work must not contravene the Highway Code. Employees, who drive, also have a legal obligation to report certain eyesight defects to the Driver and Vehicle Licensing Agency (DVLA). These include glaucoma, cataracts and double vision. In addition all drivers are legally required to be able to read a numberplate at 20.5 meters with the use of spectacles or contact lens. If a driver cannot meet this standard and drives a vehicle, then they are breaking the law. All employees who drive are under a continuing legal obligation to ensure that they have good vision, and as individuals all drivers are encouraged to self-check their own vision and undertake the number plate test. It is known that a persons eyesight does deteriorate with age therefore all employees are encouraged to conduct this test at regular intervals.

## **PRACTICAL GUIDANCE**

The following guidance should be followed by line managers and by all employees who drive while at work.

### **Planning Safe Journeys:**

All journeys must be planned with safety in mind, allowing sufficient time to enable the employee(s) to travel at safe speeds and to comply with speed limits - taking account of reasonably foreseeable weather and road traffic conditions and allowing sufficient time for rest breaks to avoid fatigue (see below). Alternative forms of transport such as using public transport are to be considered during this planning process. Driving within the boundaries of Dundee City Council will not need any specific journey plan as the route taken will be largely for the driver to determine based upon local road conditions, but employees should normally adhere to the main roads throughout the City. Line managers must however consider alternative methods of transport for journeys outwith Dundee and every encouragement should be given to using public transport where this is reasonably practicable. Workloads should be planned with road safety in mind.

**Remember:** JOURNEYS MUST BE PLANNED AND NOT LEFT TO CHANCE!

### **Fatigue:**

No employee should drive while dangerously tired. They must ensure that they are not over-tired at the start of journeys and that they do not drive for an excessive number of hours. Employees who are required to drive at work should get an **adequate amount of good quality sleep before starting to drive**. Rest is not a substitute for sleep! Employees requiring to drive, whose sleep is regularly interrupted, for example, by having to care for young children or sick or elderly relatives during the night, should report this to their line managers, who, in turn, must re-assure them that this will not lead to them being discriminated against unfairly. Line managers and drivers must ensure that all journeys out of Dundee are planned in advance so as to enable drivers to take a **break of at least 15 minutes every 2 hours when driving continuously**. When driving to locations to carry out work tasks, employees should not normally be required to drive more than **250 miles in a single day**. While recognising that, for domestic reasons, many employees may seek to return home after a day's work, line managers must make sure where possible that their colleagues do not drive when they are dangerously fatigued.

If a driver feels tired on a long journey, Council employees are advised that they must stop in a safe place as soon as practicable. They should not rely on ineffective coping strategies (winding the windows down, turning up the radio, singing songs, chewing gum). If tiredness does occur, the best short-term measure is the consumption of two cups of strong coffee followed by a ten to fifteen minute nap. This should not be used more than once in a single journey. (Sleep should not last more than twenty minutes otherwise even greater driver impairment may result.)

**Remember:** TIREDNESS KILLS, DON'T FIGHT SLEEP - STOP IN A SAFE PLACE AND TAKE A BREAK

### **Driving Competence:**

In addition to the Council's commitment to reduce risk on the road by reducing the need to travel by road, having safe vehicles and through safe journey planning, the Council will take steps to encourage improvement in every employee's driving competence. Competence to drive safely must be assessed at interview and/or prior to the allocation of any new task that involves driving. Assessment should take account of accident and enforcement history (including penalty points), recognising that possession of a driving licence itself does not necessarily imply continuing driving competence. Driving skills can deteriorate with time and the probability of accidents is also related to the amount and type of driving which employees are required to undertake. Drivers of Council fleet vehicles will continue to have their licences checked by the Departmental Fleet administrative staff on an annual basis. Drivers of their own vehicles on Council business ("Grey Fleet Drivers") will initially be requested to produce copies of their Driving Licence, Insurance Certificate showing the incorporation of business use and where relevant their current MOT certificate to the Risk Management Section. Thereafter the Risk Management Section will prompt drivers to produce copies of their renewed Insurance and (where relevant) MOT documentation on an annual basis as they fall due. When an employee reaches 6 penalty points on their driving licence, they are required to inform their line manager immediately.

The Risk Management Section is able, on request, to provide departments with their accident history. Where multiple-accident drivers are identified it may be that further training is required in defensive driving.

**Remember:** SAFE DRIVERS NEVER STOP LEARNING!

### **Fitness:**

Any person who has to drive whilst at work must be physically and mentally fit to do so safely. Key areas include eyesight and relevant aspects of physical and mental health. All Drivers must be capable of reading a number plate from 20.5 meters. If on any day, a driver is unable to do this then they are not legally entitled to drive a vehicle at that time. (ie - do not have their glasses with them). This is the personal responsibility of the employee. Council employees must report to their line managers any permanent or temporary health impairments that could affect their ability to drive safely. Line managers should then discuss with their colleagues any reasonable vehicle adaptations that may be required to cope with health problems, for example, adaptations to help prevention of lower back pain or other musculoskeletal disorders. Medical advice from the Council's occupational health provider should be sought in such circumstances. Any person being employed mainly as a driver (i.e. a person whose main task is to drive a vehicle) by the Council for the first time requires a health assessment prior taking up the appointment. (i.e. pre-employment health screening). This will include employees already working for the Council who are transferred to driving duties. (See Appendix 2)

In addition to the above, drivers of specific classes of vehicles such as Large Goods Vehicles (LGVs) will be subject to medical examinations periodically as determined by their licence conditions. Lift Truck drivers require to have medical examinations every 5 years once they reach the age of 40 years. Employees who passed their driving test before 1 January 1997 and have a D1 category on their licence, can drive a 9 - 16 seater minibus, (but not for hire or reward), without any medical examination until they reach the age of 70 years. Those who require to obtain a D1 category on their licence by test require to provide a D4 medical examination report at the time of sitting their test. Those drivers, who obtained the D1 category by test, are also required to obtain a D4, Medical Examination Report through the Council's Occupational Health Provider every 5 years, once they reach the age of 45 years up to the age of 65, then yearly thereafter. (See Appendix 2)

**Remember:** IF YOU ARE UNWELL, DO NOT ATTEMPT TO DRIVE!

### **Alcohol and Other Substances:**

**No Council employee shall undertake any form of driving if they are unfit to do so through the consumption of alcohol or drugs.** Contravention of this requirement will be regarded as gross misconduct. Those with alcohol or drug problems will be treated sympathetically and in confidence if they come forward for treatment. (See the Council's Substance Misuse Policy). Where appropriate, medical opinion should be sought to determine fitness to drive when staff are taking drugs for therapeutic purposes, whether obtained via a doctor's prescription or otherwise. Smoking is also prohibited at all times whilst within a Council vehicle. (See the Council's Smoking Policy)

**Remember:** ALCOHOL, DRUGS AND DRIVING DO NOT MIX!

### Mobile Phones:

While employees may be required to carry a mobile phone for work purposes and to be able to summon help in emergencies while travelling, **no Council employee shall make or receive a call on a mobile phone in a vehicle** unless it is parked in a safe place with the engine switched off. No manager shall require an employee to receive a call on a mobile phone whilst driving. Drivers of vehicles equipped with 2-way radios are advised to make sure that their vehicle has been safely parked, before initiating or receiving a radio call. The use of hands free phones are permitted, however they are still a distraction to driving and as such drivers are advised to only use such devices if road and traffic conditions allow. The driver's responsibility is to keep their eyes and mind on the task of driving the vehicle.

**Remember: NO MOBILE WHEN MOBILE!**

### Vehicle Safety and Security:

Any vehicles used in the course of Council business must be fit-for purpose (for example, carrying loads safely or travelling off-road or in adverse conditions) and be **properly maintained**. Drivers using their own vehicles for Council business are responsible for ensuring that their vehicles are serviced and maintained in a roadworthy condition. Employees must also minimise the risk of vehicle crime by selecting safe parking areas and not leaving valuables within view in the vehicle.

**Departments using fleet or Council owned vehicles are to adopt a pre-start check of the vehicle that is to be completed by the driver before starting their journey.** (A sample of a pre-start driver checklist is included in Appendix 1 - (Note this is a basic checklist. For specialist vehicles with tailgates, lifting mechanisms etc then a more detailed checklist must be developed and introduced by Departments using the attached appendix as a starting point.) There is space on the form to customise the checklist for specific vehicles). It is the responsibility of line managers to ensure that any pre-start checks are properly administered and are undertaken before the vehicle is used for the first time each day. Any defects identified must be notified to management **prior to a vehicle leaving the depot** and a decision made by management as to whether the vehicle can be used or not. Drivers are also responsible for logging and reporting on a separate form, any defects that may develop during the working day. This will give mechanics and fleet managers the opportunity to examine and take the necessary precautions to prevent the condition of the vehicle from deteriorating further where safety may be compromised.

**Remember: THE RIGHT VEHICLE FOR THE JOB AND PROPERLY MAINTAINED. THE VEHICLE YOU ARE DRIVING MUST BE IN A ROAD-WORTHY CONDITION AT ALL TIMES!**

### Seatbelts:

All drivers, and anyone in a vehicle, must wear a seatbelt unless they possess a medical certificate stating a medical reason why the individual should not wear a seatbelt. It is the responsibility of the driver to ensure that persons under the age of 18 years are wearing a seatbelt in the vehicle being driven. Adult passengers aged 18 years or above are however responsible for ensuring that their own seatbelt is worn for the duration of the journey. The driver of a vehicle is also responsible for passengers being transported that are not capable of wearing a seatbelt without assistance. In these situations an employee is often required to act as an escort to ensure that the requirement to wear seatbelts is followed.



**Remember:** SEAT BELTS ARE THERE TO HELP PROTECT THE DRIVER AND PASSENGER FROM SERIOUS INJURY

### **Emergencies:**

In the event of an accident or breakdown, if it is possible and safe to do so, all Council employees should follow the Department's emergency procedures that have been determined. It is the responsibility of line managers to ensure that they brief their colleagues on what to do in the event of an accident or emergency. The emergency procedures will include ensuring that:

- no additional person's health and safety is put at risk
- summoning the emergency services if appropriate
- co-operating with the emergency services
- informing the line manager/supervisor that an incident has occurred

**Remember:** IN A BREAKDOWN SITUATION - GET YOUR VEHICLE IN TO AS SAFE A PLACE AS POSSIBLE AND USE THE HAZARD WARNING LIGHTS

### **Weather Conditions:**

Drivers of vehicles on Council business need to take account of the prevailing weather conditions and make their own personal judgement whether it is safe to continue with the journey. This policy gives the driver the right to curtail, or shorten their road journey if they consider it is unsafe to proceed. Severe Weather warnings are issued periodically by the Emergency Planning Officer and managers will need to advise drivers accordingly.

**Remember:** ADVERSE WEATHER CAN INCREASE THE RISK OF ACCIDENT, ADJUST YOUR SPEED ACCORDINGLY AND MAKE SURE YOU ARE VISIBLE TO OTHER ROAD USERS - USE YOUR LIGHTS IN ADVERSE WEATHER

### **Carrying Passengers in Vehicles:**

If a driver reaches 6 penalty points on their driving licence they are required to advise their line manager immediately. Where such employees have core job function responsibilities that include driving Council vehicles, then they will receive additional driver training if they have 6 penalty points or more, or have had 3 "at fault accidents at work" within 24 months. The Risk Management Section will notify Departments when the "at fault accidents at work" trigger is reached.

Where an employee drives a minibus, or his or her own vehicle, including any leased car with six or more penalty points on their licence, they can continue to drive that vehicle but cannot transport members of the public or employees without receiving additional driver training. (It should be noted that any employee who drives a minibus in the course of employment, must also have passed the Council's own Minibus Test.) Where additional driver training can be provided directly by a Department this should take place. This may take the form of a driver assessment and evaluation of the employee's driving behaviour and skills. A record of this is to be retained by the employee's Department. Where resources are not available within a department, then the employee's line manager will need to conduct an interview with the named employee to determine the underlying reasons for the 6 penalty points or the "at fault accidents" using the Forms contained in Appendix 3 of this document.

If the line manager decides that a psychometric online-risk assessment is necessary to determine the driver's risk profile, this should be recorded in Part 1 under "Proposed Course of Action". This should will be discussed at interview with the employee.

Complete Part 1 of the Driver training Action Plan form and send it to Risk Management who will , on receipt, discuss with the employee's Line Manager whether the psychometric based online-risk assessment is required. This process is designed to help prevent further penalty points and help improve their driving habits.

Once the assessment has been done, Part 2 of the form must be completed by the employee and sent to the Line Manager to keep on file.

**Remember:** TRANSPORTING PEOPLE IN VEHICLES IS A RESPONSIBILITY THAT WE MUST ALL TAKE SERIOUSLY

## Appendix 1



<b>Department :</b>	
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**DAILY CHECKS TO BE COMPLETED BY THE DRIVER BEFORE THE COUNCIL VEHICLE LEAVES THE DEPOT**

<b>Fleet No.</b>		<b>Date</b>	
<b>Vehicle Reg. No.</b>		<b>Driver's Name</b>	
<b>Mileage Reading</b>		<b>Pay No.</b>	

Items to Inspect	Driver's Comments	Pass / Fail
1. Condition of tyres		
2. Pressure of tyres		
3. Condition of steps into vehicle		
4. Lights and indicators		
5. Fuel		
6. Wipers & screen washer		
7. Brakes inc parking (hand) brake		
8. Mirrors		
9. Horn		
10. Reversing alarm		
11. Flashing beacons		
12. First-aid kit		
13. Bodywork		
14. Exhaust system		
15. Cleanliness Cab interior		
16. Cleanliness of vehicle		
17. Hydraulics - if present		
18. Hoists - if present		

<b>Drivers Signature</b>	
<b>Time</b>	

ALL DEFECTS MUST BE REPORTED WITHOUT DELAY BEFORE THE VEHICLE IS DRIVEN TO THE NOMINATED PERSON APPOINTED BY THE DEPARTMENT

## Appendix 2

### GUIDANCE ON FITNESS TO DRIVE

Where there are statutory standards (eg those set by the DVLA) or established guidance on 'best practice' in assessing fitness for specific driving activities (eg Medical Standards for Lift Truck Operators) the health assessment must be undertaken with reference to these standards or guidance. The following procedures are to be followed for employees and volunteers who undertake driving duties on behalf of the Council for certain types of vehicles. However, if more exacting standards are considered necessary then the Council's Occupational Health Provider will advise that is consistent with duties created by legislation such as the Disability Discrimination Act.

**The Road Traffic Act requires that driving licence holders meet precisely defined fitness criteria for the purposes of driver licensing, as set out in the DVLA publication 'At a glance medical standards of fitness to drive'.**

#### Fitness Criteria Agreed with the Client

The Health and Safety at Work etc Act 1974 and The Management of Health and Safety at Work Regulations 1999, require employers to ensure the health, safety and welfare at work of their employees and of others who may be affected by their undertakings. This requires a risk assessment process leading to the development and implementation of safe working practices and procedures. As some health problems may significantly affect employees' ability to undertake occupational driving tasks safely, periodic assessments of their fitness for these tasks can form part of the risk assessment process. In the absence of agreed professional fitness criteria or published guidance (eg Medical Standards for Lift Truck Operators) the employer is responsible for identifying the criteria of fitness it requires its employees to meet.

#### **Group 1 Fitness Criteria**

Applicable to occupational drivers of:-

- Light Plant/ride-on vehicles (including lift trucks)

Frequency of assessment:

Pre-employment health screening at the time of recruitment, and subsequently a Group 1 Medical Examination by the Council's Occupational Health Provider every 5 years from the age of 45 years, for drivers of Light Plant/ride-on vehicles and annually if employed after the age of 65 years. Drivers of Lift Trucks require a Group 1 Medical Examination by the Council's Occupational Health Provider every 5 years from the age of 40 to age 65 and annually thereafter. The frequency of medical assessment should be increased if a clinical need to do so is identified.

#### **Group 2 Fitness Criteria**

Apply to drivers of:-

- Minibuses (9 -16 seater Minibuses) and passenger carrying vehicles who hold a D1 category on their licence by test. (Please Note drivers with a D1 category on their licence that was not acquired by sitting a D1 Driving Test in a minibus are exempt from D4 Medicals.)

- Heavy Plant/LGV

### **Frequency of assessment:**

Pre-employment health screening at recruitment or prior to taking up duties. A D4 Medical Examination Report is required by a driver sitting a D1 driving test. (The medical report must have been completed no more than 3 months before the date of the test) A D4 Medical Examination Report, is also required from the Council's Occupational Health Provider, once driver reaches the age of 45 years, and every 5 years until the age of 65 years and thereafter annually. The frequency of the Medical Examination can however be increased if there is a clinical need to do so, or following accidents or long periods of sickness absence. This requirement for minibus drivers is only for those who attained the D1 category by test.

Minibus drivers will have to be seen by a Doctor with the D4, DVLA form. Minibus drivers who passed their motor car licence prior to 1 January 1997, and have had the D1 category on their licence since that date, do not require a D4 Medical Examination Report until their D1 category on their driving licence is revoked.

A D4 Medical Examination Report is required for Heavy Plant and LGV vehicles at the time of test, and every 5 years once they reach the age of 45 years until 65 years then thereafter annually.

### **Group 3 Fitness Criteria**

Applicable to occupational drivers of:-

- Cars and vans
- Transit vans

All drivers have a legal obligation to remain fit to drive at all times and must notify the DVLA of certain medical conditions. All employees who drive are also required to be able to read a number plate at a distance of 20.5 metres, with or without corrective appliance that they require to wear whilst driving. Employees should take advantage of the free eyesight facilities that are available in Scotland, to its inhabitants. If any driver is unfit to drive they should cease driving immediately and inform their immediate line manager or supervisor.

A manager may submit any employee who drives any vehicle for the Council to a health fitness check at anytime by making arrangements with the Council's Occupational Health Provider. This is recommended following a long absence from work, or following a road traffic accident, or similar circumstances such as a series of minor vehicle accidents regardless of the age of the driver.

### **Management**

Management are to ensure that fitness checks are carried out in accordance with this policy. The questionnaires below are to be used in association with the Council's Occupational Health Provider for Group 1 and Group 3 drivers and each questionnaire is to be handled in a confidential manner, with completed forms being sent to the Council's Occupational Health Provider in a stamped addressed envelope issued to the employee prior to completing the questionnaire. The Council's Occupational Health provider may, upon receipt of a questionnaire, require the individual employee to be seen and examined. It is optional whether the fitness of Group 3 drivers is ever examined and is reserved for particular circumstances except where it is considered as being beneficial for the health and safety of the driver or the organisation.



### HEALTH ASSESSMENT OF OCCUPATIONAL FITNESS TO DRIVE

<b>First Name</b>		<b>Last Name</b>	
<b>Address</b>			<b>DOB</b>
			<b>Postcode</b>
<b>Organisation</b>			
<b>Base/Dept</b>			
<b>Date of Examination</b>			
<b>REASON FOR ASSESSMENT</b>		<b>TYPE OF VEHICLE</b>	
New employment	<input type="checkbox"/>	LGV	<input type="checkbox"/>
Periodic assessment	<input type="checkbox"/>	PCV	<input type="checkbox"/>
Post absence	<input type="checkbox"/>	Non PCV (ie 9 -16 seater) minibus driver	<input type="checkbox"/>
After accident/incident	<input type="checkbox"/>	Light van/car	<input type="checkbox"/>
Other	<input type="checkbox"/>	Fork lift truck	<input type="checkbox"/>
		Emergency vehicle	<input type="checkbox"/>
		Plant	<input type="checkbox"/>
		Other	<input type="checkbox"/>

### MEDICAL HISTORY

Please complete the following questionnaire as fully as possible.

1a) Do you suffer, or have you ever suffered, from any of the following?

Epilepsy/seizures	Yes/No
Loss of consciousness/blackouts/collapse/faints	Yes/No
Dizzy spells/vertigo	Yes/No
Sleep Disorders/daytime sleepiness	Yes/No
Multiple sclerosis	Yes/No
Parkinson's disease	Yes/No
Cerebrovascular disease/stroke	Yes/No
Head injury	Yes/No
Any internal bleed in the head eg subarachnoid haemorrhage	Yes/No
Benign/malignant tumour	Yes/No
Cerebral abscess or cerebral aneurysm	Yes/No
Any other neurological/neurosurgical	Yes/No

1b) Do you suffer, or have you ever suffered, from any of the following?

Heart disease/angina/chest pain or discomfort from breathlessness on walking up hills or exerting yourself	YES/NO
Hypertension	YES/NO
Palpitations/irregular pulse	YES/NO
Other circulatory disorders	YES/NO

2a) Do you suffer from Diabetes Mellitus YES/NO

b) If YES please give full details

Insulin Dependent	YES
Non-Insulin Dependent	YES

3a) Do you, or have you ever had, ANY history of psychiatric or depressive/anxiety disorder? YES/NO  
If YES please give full details

4a) How many units of alcohol do you drink on a weekly basis?  
(1 unit = ½ pint lager, 1 small glass of wine or 1 x 25 ml of spirit)

b) Do you have or have you ever had, any history suffering from any of the following?

Alcohol overuse/misuse/abuse/dependency	YES/NO
Drug addiction/use/dependency	YES/NO

5a) Are you currently taking any form of medication? YES/NO  
(Prescription or non-prescription medication)

b) If YES please list name, dosage, frequency and any side effects, eg drowsiness



6) Do you wear glasses/contact lenses for driving purposes? YES/NO

7a) Do you have any history of the following?

Eye disorders eg glaucoma, cataracts YES/NO

Eye surgery/eye injury YES/NO

Hearing disorders YES/NO

Kidney disorders YES/NO

8) Do you suffer from any conditions not listed above which you feel we should know about when performing this assessment. (If you are not sure, you should tell us anyway - in the space below) YES/NO

I certify that the answers to the above questions are correct to the best of my knowledge and belief. I am in possession of a full driving licence with no restrictions. I understand that any false declaration made knowingly, or the withholding of any information by me may result in disciplinary action, which may include dismissal by my employers.

Signature: ..... Date: .....

Name (in capitals): .....

## ASSESSMENT NOTES





## FUNCTIONAL ASSESSMENT

Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Height		Weight		BMI	
BP		Pulse		Urinalysis	

VISION	Uncorrected			Corrected		
	LEFT	RIGHT	BOTH	LEFT	RIGHT	BOTH
Near						
Distance						
Colour	NORMAL / DEFECTIVE (please circle)					
Horizontal Fields	NORMAL / DEFECTIVE (please circle)					
Confrontation Test	NORMAL / DEFECTIVE (please circle)					

HEARING				SPEECH	
External Canal		Conversation at 3M	YES/NO	NORMAL/IMPAIRED	
Drums		Whisper test at 60 cm	YES/NO		
Audiogram required	YES/NO	Result			

RANGE OF MOVEMENT							
		Normal	Impaired			Normal	Impaired
<b>NECK</b>				<b>LOWER LIMBS</b> (in chair)			
flexion				<b>HIPS</b>			
extension				flexion (raise knee and thigh)			
rotation				extension			
<b>SHOULDER</b>				<b>KNEE</b>			
flexion	(arm forward thumb up)			flexion	(foot under chair)		
abduction	(arm out to side)			extension	(straighten knee)		
lateral rotation	(hand behind back)						
medial rotation	(hand behind back)			<b>ANKLES</b>			
				dorsiflexion	(pull foot up)		

<b>ELBOW</b>				plantar flexion	(push foot down)		
flexion	(bend elbow)			circumduction	(circle ankle)		
pronation} supination	(turn palm of hand up and down)			When full range achieved ask client to hold against your resistance			
<b>WRIST</b>				<b>BACK</b>			
flexion				hands on hips - lean back (keep neck in neutral position)			
extension							
<b>HAND</b> (grasp my hand)							

**FIT**

REFER TO OH PHYSICIAN

Reason for Referral: .....

.....

Date Manager/Supervisor Informed: ..... Next assessment due: .....

Signature: .....

Date: .....

**FITNESS TO DRIVE**

Name: ..... DOB: .....

Address: .....  
.....

GP: .....

Organisation: ..... Dept: .....

The above named has been assessed and found to be:-

1. Currently fit to drive the vehicle(s) required in his/her present employment.
2. Currently unfit to drive the vehicle(s) required in his/her present employment.
3. Currently fit to drive the vehicle(s) required in his/her present employment, subject to the following restrictions:

.....

.....

.....

.....

Name: ..... Signature: .....

Date: .....

**Further assessment will be required in ..... months/years.****NB** A change in an employee's health may affect their fitness to drive.

Please refer to Occupational Health for further advice in the event of:-

- Prolonged sickness absence.
- A significant accident while driving.
- Use of prescription medication which carries warning labels regarding driving.
- Any other cause for concern regarding the employee's fitness to drive.



### Driver Training Action Plan

#### PART 1

<b>Name of Driver</b>	<b>Department</b>	
<b>Reason for Interview</b>		
<b>Type of Vehicles driven at Work</b>		
<b>Have Accidents Statistics Provided by Risk Management been reviewed</b>	<b>Yes / No / N/A</b>	
<b>Average Mileage at Work per Year</b>		
<b>Any Underlying Circumstances or comments by the employee</b>		
<b>Name of Interviewer</b>	<b>Date of Interview</b>	

<b>Proposed Course of Action</b>	
<b>Signature of Manager</b>	

**PART 2****Driver Risk Index Result**

<b>Name of Driver</b>	<b>Department</b>
<b>Name of Interviewer</b>	<b>Date of Interview</b>
<b>Date of Driver Risk Index Assessment</b>	

<b>Summary of Findings</b>	<b>High / Medium / Low</b>
Situational Risk	
Behavioural Risk	
Overall Risk	
Impression Management	

<b>Risk Factors</b>	<b>Agreed Actions for Driver to Pursue</b>
Situational Risk	
Behavioural Risk	
Overall Risk	

<b>Name of Driver</b>	<b>Signature</b>	<b>Date</b>	<b>Date of Review</b>