

1.0 What is this policy for

The PPN wants to promote a safe driving culture, avoid vehicle incidents, and at-fault work-related road collision injuries and costs. It aims to:

1. make drivers aware of the main risks they face or create when driving for work
2. make sure that staff and volunteers who drive vehicles for PPN work or to voluntary activities demonstrate safe, efficient driving skills and good road safety habits at all times
3. maintain all personal vehicles used in a safe, clean and roadworthy condition to ensure the maximum safety of the drivers, occupants and other road users

2.0 What and who does this policy apply to

This policy is primarily relevant to staff but the principles of safe driving are equally relevant to volunteers driving to PPN-related events and elsewhere.

3.0 Code of Conduct for Driving:

While driving any vehicle for work purposes or to volunteering activities, drivers must comply with road traffic legislation, be conscious of road safety and demonstrate safe driving.

The following actions are serious breaches of conduct and dismissal may be a consequence for staff:

- drinking or being 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 collision
- acquiring penalty points leading to suspension of licence
- any actions that warrant the suspension of a licence

4.0 Responsibilities of All Drivers

Every driver must:

- make sure they hold a current driver's licence for the category of vehicle they are driving and this licence is carried when driving
- be responsible and accountable for their actions when operating a vehicle
- display the highest level of professional conduct when driving a company vehicle
- regularly check the oil, tyre pressures, radiator and battery levels of vehicles they use
- comply with the Rules of The Road and the safe Driving for Work Handbook at all times
- assess hazards while driving and anticipate 'what if' scenarios
- drive within the legal speed limits, and drive to the conditions
- wear a seat belt and make sure all occupants wear their seat belt at all times
- only drive when fit to do so – never drive under the influence of alcohol or drugs, including prescription and over the counter medication if they cause drowsiness
- avoid distraction when driving – if necessary, adjust or set sat-navs / car stereos / mirrors before setting off. If it's necessary to re-adjust whilst driving, pull over safely to do so
- stop when tired, take regular and adequate rest breaks, at least every two hours
- plan journeys, considering pre-journey duties, length of the trip, post-journey commitments
- stay overnight if driving time and non-driving duties exceed 10 hours in one day