

<b>Corporate</b>	<b>ICBP011 - Driving at Work Policy</b>
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<b>Version Number</b>	<b>Date Issued</b>	<b>Review Date</b>
V2	December 2022	December 2024

<b>Prepared By:</b>	Senior Governance Manager, North of England Commissioning Support Unit (NECS)
<b>Consultation Process:</b>	Integrated Care System (ICS) Integrated Governance Workstream
<b>Formally Approved:</b>	December 2022
<b>Approved By:</b>	Executive Committee

## EQUALITY IMPACT ASSESSMENT

<b>Date</b>	<b>Issues</b>
March 2022	None

## POLICY VALIDITY STATEMENT

Policy users should ensure that they are consulting the currently valid version of the documentation. The policy will remain valid, including during its period of review. However, the policy must be reviewed at least once in every 3-year period.

## ACCESSIBLE INFORMATION STANDARDS

If you require this document in an alternative format, such as easy read, large text, braille or an alternative language please contact [NECS.comms@nhs.net](mailto:NECS.comms@nhs.net)

## Version Control

Version	Release Date	Author	Update comments
1	July 2022	Senior Governance Manager, NECS	First issue.
2	December 2022	Senior Governance Manager, NECS	Reviewed within first 6 months of the establishment of the Integrated Care Board (ICB), minor amendments have been made and amendments to roles and responsibilities following clarification from NENC ICB subject lead.

## Approval

Role	Name	Date
Approver	ICB Board	July 2022
Approver	Executive Committee	December 2022

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# 1. Introduction

NHS North East and North Cumbria Integrated Care Board (the ICB) has a number of general specific duties to protect the health, safety and wellbeing of those in its employment and of those who are affected by the conduct of its business. Within the Health and Safety at Work Act 1974 the ICB must:

- lay down a safe system of work;
- provide safe premises and/or place of work; and
- provide safe plant and equipment.

## 1.1 Status

This policy is a corporate policy.

## 1.2 Purpose and scope

Health and Safety Executive (HSE) Guidelines, 'Driving at Work', state that *'health and safety law applies to on-the-road work activities as to all work activities and the risks should be effectively managed within a health and safety system'*.

The ICB recognises that it employs a large number of staff who are required as part of their employment to drive vehicles whilst at work. In this context driving at work means 'driving whilst paid and in connection with the driver's work activities'. When driving at work staff are exposed to significant risks, and could place colleagues and members of the public at risk also.

Eligible drivers within the ICB can be those who lease or use their own car for business purposes (eg travelling between sites or to non-ICB offices for ICB business) which must be insured for business purposes.

The ICB recognises that failure in their duty of care towards employees who drive for business purposes could result in a breach of the Corporate Manslaughter and Homicide Act 2007. This affects all vehicles used for work - under Health and Safety Law employers must make sure that work equipment is suitable for its intended use and that it is properly maintained and used under the Provision and Use of Work Equipment Regulations 1998. Within this policy the Management of Health and Safety at Work Regulations 1999 and Road Traffic legislation will be considered to ensure that both employees and vehicles (including private ones) are fit to be on the road. The additional occupational risks associated with driving for business purposes are related to a wide range of factors including:

- driver competence,
- vehicle fitness for purpose,
- total hours worked,
- unaccompanied working,
- journey planning,
- the nature of any goods being transported.

The aim of this policy is for the ICB to commit to developing, implementing and maintaining all reasonable measures to protect the health and safety of those driving for business purposes and will act in a proactive manner to anticipate, avoid and manage situations that may expose employees to any additional or increased occupational risk that may result from driving on business for work.

## **2. Definitions**

- DVLA – Driver and Vehicle Licensing Agency

## **3. Safe Systems of Work**

With respect to reducing occupational risks to employees who are required to drive for business purposes procedures will be put in place to ensure:

### **3.1 Fitness to drive**

Employees should inform their line manager about any health issue or personal circumstances that may affect their driving. Employees are legally required to inform the DVLA of any medical condition that may affect their ability to drive safely.

The 'At a Glance Guide to the Current Medical Standards of Fitness to Drive' outlines the conditions that must be reported can be found at the following link: <http://www.dft.gov.uk/dvla/medical/ata glance.aspx>

### **3.2 Safe Vehicle**

- The organisation will ensure vehicles leased through an NHS/ICB scheme through contract arrangements have competent personnel maintain all lease vehicles registered for business use to a sufficient standard.
- Employees using their own vehicles for work purposes should ensure that their vehicles are adequately maintained, road worthy and are serviced as recommended by the car manufacturer - see Appendix 5.
- The organisation will ensure that drivers of lease vehicles have access to technical and personal support in the case of breakdown or accidents; this is provided through vehicles leased through an NHS/ICB scheme
- Employees using their own vehicle for work purposes should ensure that adequate access to breakdown facilities are available.
- All employees must follow the accident, incident and breakdown guidance in the Safe Driving for Work Handbook.

### 3.2.1 Plug-in Electric Vehicles (PEV)

Should the ICB use PEVs as Pool Vehicles the organisation will:

- Ensure that the pool vehicle is insured for business purposes and is maintained by a competent person to the standard recommended by the manufacturer.
- Where required an MOT certificate is available for the vehicle.
- Ensure that all eligible drivers have sufficient information, instruction and training before using the pool vehicle.
- Have a responsible person(s) maintain a suitable and sufficient system for monitoring pool vehicle use with the signature of the person borrowing the vehicle recorded, the date and time, the purpose of its use, the time and signature on return and any problems identified with the vehicle noted. This is a minimum standard.
- Ensure that a responsible person(s) carries out a pre-use assessment check on the pool vehicle daily and logs this check in a suitable and sufficient recording system.
- Ensure that the re-charging plug-in lead is kept in the pool vehicle.
- Ensure that drivers of the pool vehicle have access to technical and personal support in the case of breakdown or accidents.
- Ensure that the pool vehicle is clean and valeted regularly.

When using the pool vehicle employees will:

- Ensure that they have had sufficient information, instruction and training on the use of the vehicle before driving it.
- Sign for the pool vehicle when taking and returning, ensuring that they report any problems identified, if any.
- Ensure the vehicle appears roadworthy before driving off.
- Ensure that they plan their journey in good time, ensuring that the full battery charge is adequate for an outward and inward journey, considering traffic flow, roadworks etc. Where provision is made for re-charging the vehicle at the venue visited, the vehicle should be re-charged, where permitted.
- Report all accidents/incidents associated with driving whilst on ICB business via the SIRMS incident reporting management system.
- Where an accident or incident occurs, follow the guidelines laid down in this policy.
- Ensure that only the organisation's technical and personal support is used in the case of breakdown or accidents.
- Ensure that they follow the same conditions as applied in this policy and drivers' handbook as expected when driving their own vehicle.

### 3.3 Safe Journey

- All journeys should be planned in advance to ensure there is sufficient time for employees to remain within the statutory speed limits. Long journeys should be avoided where alternative transport could be used.
- The organisation recognises the particular importance of guarding against fatigue and driving stress.
- The organisation will ensure that effective and robust policies and procedures are in place to manage the hours worked by those driving on work business.
- The organisation will take all reasonably practicable measures to develop and maintain a culture of risk awareness in all drivers.
- No employee driving for business purposes will be permitted to drive in a manner that may increase the risks to themselves or to other road users.
- The organisation recognises that those driving on work business may face additional occupational risks related to lone working and will take steps to ensure that they can remain in contact with co-workers and others in a manner that allows them to seek assistance when necessary.
- The ICB will take all reasonably practicable steps to protect employees from violence and/or harassment resulting from driving for work purposes.
- The organisation recognises that those driving on work business may face additional occupational risks related to lone working and will take steps to ensure that they can remain in contact with co-workers and others in a manner that allows them to seek assistance when necessary. However, employees who need to use their mobile phone must use hands free devices and avoid lengthy calls whilst driving as this can lead to distraction and divided attention whilst driving. Vehicles (whether pool or private) must be fitted with hands free and where this is not the case, drivers are not permitted to take calls when driving.

Further guidance on driving at work can be seen in the organisation's Safe Driving for Work Handbook.

### 3.4 Organisational Driver Guidance

The ICB will take all reasonably practicable measures to ensure that those who drive as part of their employment are eligible (as outlined in 1.2) and competent to do so. An organisational risk assessment (Appendix 2) has identified the risks associated with employees driving for business purposes. It is deemed low risk therefore further practical driver training is deemed as unnecessary by the ICB.

The ICB will also ensure that all drivers receive information on their duties under the road traffic legislation and the Highway Code. All staff will receive a copy of the organisation's Safe Driving for Work Handbook (Appendix 5) which highlights safety of the driver, safety whilst driving and vehicle safety. All staff will be expected to familiarise themselves with this and the policy. The policy and the handbook will be placed onto the intranet site.

### 3.5 Record Keeping

To ensure that full compliance measures are demonstrated the ICB will keep the following records:

- The manager will retain records of detailed risk assessments – these should clearly indicate which staff and situation are covered by a risk assessment and they should detail the actions taken as a result of the assessment (Appendix 2).
- The manager will retain copies of driving licences for those driving for business purposes.
- The manager will ensure accidents relating to driving at work are reported via the ICB incident reporting system.
- The line manager (as part of pre-employment checks) will ensure that the employee has completed form Appendix 5 and the following documents: the employee's driving licence; evidence of current car insurance (which includes cover for business purposes); MOT; and road tax (where applicable).
- Annually, it is the line manager's responsibility to ensure that employees provide to their manager a signed and dated completed form Appendix 4 and associated documents (as listed on Appendix 4). The manager will review Appendix 4 alongside Appendix 2 (risk assessment) and associated documentation (actioning as necessary) and sign and date the form.

## 4. Implementation

- 4.1 This policy will be available to all Staff for use in relation to the specific function of the policy.
- 4.2 All directors and managers are responsible for ensuring that relevant staff within their own directorates and departments have read and understood this document and are competent to carry out their duties in accordance with the procedures described.

## 5. Training Implications

It has been determined that there are no specific training requirements associated with this policy/procedure.



## 6. Documentation

### 6.1 Other related policy documents

Safe Driving at Work - A Handbook for ICB employees.

### 6.2 Legislation and statutory requirements

- Health and Safety at Work Act.
- Management of Health and Safety at Work Regulations.
- Other legislation as referred to in para 1.2

### 6.3 Best practice recommendations

- **The Highway Code**  
<http://www.direct.gov.uk/en/TravelandTransport/Highwaycode/indiex.htm>
- **DVLA**  
[www.dvla.gov.uk](http://www.dvla.gov.uk)

## 7. Monitoring, Review and Archiving

### 7.1 Monitoring

The ICB Board will agree with the Executive Director a method for monitoring the dissemination and implementation of this policy. Monitoring information will be recorded in the policy database.

### 7.2 Review

7.2.1 The ICB Board will ensure that this policy document is reviewed in accordance with the timescale specified at the time of approval. **No policy or procedure will remain operational for a period exceeding three years without a review taking place.**

7.2.2 Staff who become aware of any change which may affect a policy should advise their line manager as soon as possible. The responsible Executive Director (or nominated deputy) will then consider the need to review the policy or procedure outside of the agreed timescale for revision.

7.2.3 For ease of reference for reviewers or approval bodies, changes should be noted in the 'document history' table on the front page of this document.

**NB:** If the review consists of a change to an appendix or procedure document, approval may be given by the responsible Executive Director and a revised document may be issued. Review to the main body of the policy must always follow the original approval process.

### 7.3 Archiving

The ICB Board will ensure that archived copies of superseded policy documents are retained in accordance with the NHS Records Management Code of Practice 2021.

## Schedule of Duties and Responsibilities

<b>ICB Board</b>	The ICB Board has responsibility for setting the strategic context in which policy and organisational process documents are developed, and for establishing a scheme of governance for the formal review and approval of such documents.
<b>Executive Committee</b>	The Executive Committee has delegated responsibility from the ICB Board to review and approve Health and Safety policies on its behalf.
<b>Chief Executive</b>	The Chief Executive has overall responsibility for the strategic direction and operational management, including ensuring that ICB process documents comply with all legal, statutory and good practice guidance requirements.
<b>Senior Governance Manager</b>	<p>The Senior Governance Manager will:</p> <ul style="list-style-type: none"> <li>• advise and assist management in the interpretation and application of this policy and liaise with the responsible executive lead on any changes to the policy following updates on legislative/guidance information.</li> </ul>
<b>ICB Responsibility</b>	<p>To ensure safe systems of work for employees who are expected to drive for business purposes, the organisation is responsible for:</p> <ul style="list-style-type: none"> <li>• ensuring that an organisational risk assessment is carried out which identifies risks associated with driving on work business and remedial action is taken to reduce the risks to the lowest level possible (see Appendix 2);</li> <li>• ensuring as far as it reasonably practicable that all those driving on business are competent and fit to do so (see Appendix 3);</li> <li>• provide employees with any additional information and guidelines on their duties under road traffic legislation and Highway Code. These can be found in the organisation's Safe Driving at Work – A Handbook for ICB Employees;</li> <li>• ensuring the health, safety and welfare of employees are considered including good journey planning;</li> <li>• encouraging a sensible and mature attitude towards motor vehicles and driving for all employees;</li> <li>• ensuring so far as is reasonably practicable that vehicles are suitable and fit for purpose.</li> </ul>

<p><b>All Managers</b></p>	<p>All managers must:</p> <ul style="list-style-type: none"> <li>• use the organisational risk assessment to ensure that eligible drivers have the required information and instruction to reduce risks of driving to the lowest level possible;</li> <li>• must ensure employees are fit to drive (see Appendices 2 and 3);</li> <li>• <b>check documents as submitted by the employee on an annual basis.</b> All employees driving licenses should be checked. For privately owned vehicles they should comply with DVLA Licensing requirements for: <ul style="list-style-type: none"> <li>▪ MOT Certificate (where applicable),</li> <li>▪ road tax (where applicable),</li> <li>▪ current Certificate of Insurance, with business class use to undertake their role.</li> </ul> </li> </ul> <p>Lease vehicles will be regulated via the ICB leasing arrangements.</p> <ul style="list-style-type: none"> <li>• Ensure that work plans provide adequate time for safe driving.</li> <li>• Ensure that the vehicle is suitable for the task for which it is being used (e.g. where equipment is being carried);</li> <li>• Ensure all eligible drivers have read this policy, the Safe Driving for Work – A Handbook for ICB Employees and signed the declaration (Appendix 4), before the first time driving on business purposes.</li> </ul>
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<p><b>All ICB Staff</b></p>	<p>Employees who are required to drive for business purposes on public roads during their employment must:</p> <ul style="list-style-type: none"> <li>• Follow the risk assessments carried out by the organisation.</li> <li>• Ensure that their vehicle is roadworthy, by carrying out inspections in accordance with Appendix 2 on a regular basis.</li> <li>• Sign an annual declaration of their fitness to drive, current penalty points on their license and that they have read the policy and the Safe Driving for Work Handbook. Submit to their line manager for inspection and retention copies of the relevant documents listed in Appendix 4 to be kept in personal file.</li> <li>• Observe national speed limits.</li> <li>• Inform their line manager immediately when a licence is revoked or an accumulation of penalty points will mean disqualification of their license.</li> <li>• Report any health problems, which would affect their fitness to drive to their manager and the DVLA where appropriate.</li> <li>• Report all accidents/incidents associated with driving whilst on ICB business via the SIRMS incident reporting management system.</li> <li>• Observe the Highway Code at all times, being courteous to other road users and avoid situation, which might result in road rage.</li> </ul>
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<b>Commissioning Support Staff</b>	Whilst working on behalf of the ICB North of England Commissioning Support (NECS) staff will be expected to comply with all ICB policies, procedures and expected standards of behaviour within the ICB, however they will continue to be governed by all policies and procedures of their employing organisation.
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## Equality Impact Assessment

### Initial Screening Assessment (STEP 1)

As a public body organisation we need to ensure that all our current and proposed strategies, policies, services and functions, have given proper consideration to equality, diversity and inclusion, do not aid barriers to access or generate discrimination against any protected groups under the Equality Act 2010 (Age, Disability, Gender Reassignment, Pregnancy and Maternity, Race, Religion/Belief, Sex, Sexual Orientation, Marriage and Civil Partnership).

This screening determines relevance for all new and revised strategies, policies, projects, service reviews and functions.

Completed at the earliest opportunity it will help to determine:

- The relevance of proposals and decisions to equality, diversity, cohesion and integration.
- Whether or not equality and diversity is being/has already been considered for due regard to the Equality Act 2010 and the Public Sector Equality Duty (PSED).
- Whether or not it is necessary to carry out a full Equality Impact Assessment.

#### Name(s) and role(s) of person completing this assessment:

**Name:** Lee Crowe

**Job Title:** Senior Governance Manager, H&S/Fire/Security

**Organisation:** NHS North of England CSU

**Title of the service/project or policy:** Driving at Work

**Is this a;**

**Strategy / Policy**

**Service Review**

**Project**

**Other** [Click here to enter text.](#)

#### What are the aim(s) and objectives of the service, project or policy:

The aim of the policy is to ensure that the ICB considers Health and Safety along with its other business objectives and to ensure that the ICB follows the requirements stipulated within H&S Regulations.

#### Who will the project/service /policy / decision impact?

(Consider the actual and potential impact)

- **Staff**
- **Service User / Patients**
- **Other Public Sector Organisations**
- **Voluntary / Community groups / Trade Unions**
- **Others, please specify:** road users and pedestrians

Questions	Yes	No
Could there be an existing or potential negative impact on any of the protected characteristic groups?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Has there been or likely to be any staff/patient/public concerns?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Could this piece of work affect how our services, commissioning or procurement activities are organised, provided, located and by whom?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Could this piece of work affect the workforce or employment practices?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Does the piece of work involve or have a negative impact on: <ul style="list-style-type: none"> <li>Eliminating unlawful discrimination, victimisation and harassment</li> <li>Advancing quality of opportunity</li> <li>Fostering good relations between protected and non-protected groups in either the workforce or community</li> </ul>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

**If you have answered no to the above and conclude that there will not be a detrimental impact on any equality group caused by the proposed policy/project/service change, please state how you have reached that conclusion below:**

Click here to enter text.

**If you have answered yes to any of the above, please now complete the 'STEP 2 Equality Impact Assessment' document**

Accessible Information Standard	Yes	No
Please acknowledge you have considered the requirements of the Accessible Information Standard when communicating with staff and patients.  <a href="https://www.england.nhs.uk/wp-content/uploads/2017/10/accessible-info-standard-overview-2017-18.pdf">https://www.england.nhs.uk/wp-content/uploads/2017/10/accessible-info-standard-overview-2017-18.pdf</a>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

## **Governance, ownership and approval**

Please state here who has approved the actions and outcomes of the screening		
Name	Job title	Date
Claire Riley	Executive Director of Corporate Governance, Communications and Involvement	June 2022



## **Publishing**

This screening document will act as evidence that due regard to the Equality Act 2010 and the Public Sector Equality Duty (PSED) has been given.

ICB	Appendix 2 Driving at Work Organisational Risk Assessment							
	Completed by: Lee Crowe Senior Governance Manager				Date: to be added			
	Description of the Hazard	Who might be harmed and how	Consequence (C)	Likelihood (L)	Risk rating (C X L) NHSE Rag rating risk matrix	Existing control measures	Further remedial action	Risk rating following existing control measures and remedial action
Not medically fit to drive/have not declared medical conditions to DVLA	Employees who are eligible drivers as set out in the Driving at Work and Travel and Expenses Policy	3	2	6	All eligible drivers are personally responsible to declare that they are fit to drive and comply with road traffic legislation on an annual basis.	Review and Reinforce policy and procedures and documented declaration and checks	4	
Do not hold the appropriate driving licence or not qualified to drive	Colleagues who are passengers in the car	3	2	6	All eligible drivers must produce their driving licence on an annual basis and sign a declaration stating the number of penalty points they have currently, if any. The line manager will review dependant on the number stated.	Review and Reinforce policy and procedures and documented declaration and checks	4	
Do not hold appropriate insurance	Other road users or pedestrians	3	2	6	Those employees using their own vehicle for business purposes will produce an annual certificate of insurance with business class use for the work they undertake.	Review and Reinforce policy and procedures and documented declaration and checks	4	

Description of the Hazard	Who might be harmed and how	Consequence (C)	Likelihood (L)	Risk rating (C X L)	Existing control measures	Further remedial action	Risk rating following existing control measures and remedial action	Action by whom and when
					<p>Existing control measures</p> <p><i>All existing control measures as follows are set out in detail in the Driving at Work Policy, the Travel and Expenses Policy, the Lone Worker Policy and the organisations Handbook, Safe Driving at Work</i></p>			
Driving whilst under the influence of drugs/medication/alcohol	Prosecution of the organisation for duty of care failing	3	2	6	<p>All eligible drivers have been made aware that they must inform their line manager if they are suffering from any medical condition/illness which may adversely affect their ability to drive safely and must sign a declaration annually stating that.</p> <p>All eligible drivers must not drive under the influence of alcohol, or other intoxicating chemicals, including illicit substances, prescribed or non-prescription medicines that may cause drowsiness or otherwise make you unsafe to drive.</p>		4	
Lone Working whilst driving	Driver	3	2	6	All eligible drivers must follow lone worker and personal safety guidelines.	Review and Reinforce policy and procedures and documented declaration and checks	4	
Accident or incident whilst employee driving at work	Loss of reputation of organisation to stakeholders	3	2	6	All eligible drivers are aware of policy and procedures to follow if accident or an incident occurs.	Review and Reinforce policy and procedures and documented declaration and checks	4	

Description of the Hazard	Who might be harmed and how	Consequence (C)	Likelihood (L)	Risk rating (C X L)	Existing control measures	Further remedial action	Risk rating following existing control measures and remedial action	Action by whom and when
					<i>All existing control measures as follows are set out in detail in the Driving at Work Policy, the Travel and Expenses Policy, the Lone Worker Policy and the organisations Handbook, Safe Driving at Work</i>			
Accident or incident occurs due to poor journey planning	Employees who are eligible drivers as set out in the Driving at Work and Travel and Expenses Policy	3	2	6	Journey must be considered essential.	Review and Reinforce policy and procedures and documented declaration and checks	4	
Contravening road traffic act whilst driving	Colleagues who are passengers in the car	4	2	8	Eligible drivers are aware that journey planning must take into account factors such as allowing sufficient time to enable drivers to comply with speed limits, weather and road traffic conditions.	Review and Reinforce policy and procedures and documented declaration and checks	4	
Complacency when driving poor driving standards	Other road users or pedestrians  Prosecution of the organisation for duty of care failing  Loss of reputation of organisation to stakeholders	4	2	6		Review and Reinforce policy and procedures and documented declaration and checks	4	

Description of the Hazard	Who might be harmed and how	Consequence (C)	Likelihood (L)	Risk rating (C X L)	Existing control measures	Further remedial action	Risk rating following existing control measures and remedial action	Action by whom and when
					<i>All existing control measures as follows are set out in detail in the Driving at Work Policy, the Travel and Expenses Policy, the Lone Worker Policy and the organisations Handbook, Safe Driving at Work</i>			
Eligible drivers spending excessive hours driving for business purpose	Prosecution of the organisation for duty of care failing	4	2	6	<p>Eligible drivers are aware that they must plan their journey in advance, especially driving for long periods where alternative transport should be considered.</p> <p>Eligible drivers must adhere to driving legislation and safe driving guidance at all times.</p> <p>All eligible drivers are aware of the standards required to drive at work including tolerance and concentration whilst driving.</p>	Review and Re-enforce policy and procedures and documented declaration and checks	4	
Accident or incident occurs due to poor car maintenance	Loss of reputation of organisation to stakeholders	4	2	6	All eligible drivers are aware of policy and procedures to follow if accident or an incident occurs.	Review and Re-enforce policy and procedures and documented declaration and checks	4	
No pre-journey checks carried out	Employees who are eligible drivers as set out in the Driving at Work and Travel and Expenses Policy	4	2	6	<p>All eligible drivers are aware of the need for pre-journey preventative checks.</p> <p>Risk assessment carried out on time spent by eligible drivers driving for business purposes by directorate.</p>	Review and Re-enforce policy and procedures and documented declaration and checks	4	
Car breakdown and driver alone with the car	<p>Colleagues who are passengers in the car</p> <p>Other road users or pedestrians</p>	4	2	6	<p>All eligible drivers must follow lone worker and personal safety guidelines.</p> <p>Lease car holders have vehicle serviced annually through Lease Company.</p> <p>Eligible drivers are aware for the need of an annual service to manufacturer's specification.</p> <p>All lease car drivers have access to a breakdown service. All drivers using their own vehicle should ensure they have breakdown cover.</p>	Review and Re-enforce policy and procedures and documented declaration and checks	4	

## FITNESS TO DRIVE

### 1. Pre-employment

A copy of the individual's driving licence must be obtained prior to appointment and a pre-employment health assessment is required for all individuals, whose work requires them to drive at work.

### 2. Review Health Assessments

Will be required in the event of:

- accident associated with driving;
- absences from work due to ill health of 4 weeks or longer;
- any absence from work due to ill health, which raise management concerns with reference to continuing fitness to drive safely;
- where management has any basis of concern with reference to fitness to drive.

A qualified Occupational Health Nurse or Occupational Physician, following formal written request with referral details from the line manager, will undertake all health assessments. A written report will be provided to the line manager providing specific advice with reference to fitness to drive.

### 3. Health Surveillance

All drivers are required to inform their line manager immediately if their health has any impact on their ability to drive. Line managers should refer employees to the Occupational Health department where they deem it necessary e.g. where the employee's condition / illness affects their driving at work for more than 4 weeks or longer.

Management will be formally notified of continuing fitness or otherwise.

## Documentation and declaration form for eligible drivers

Whether employees lease a car through the NHS salary sacrifice or they use their own vehicle for business purposes they **must** provide the following documentation to their manager before using their car (lease or owned) for business use and before travel expenses can be claimed.

**NOTE: Lease car users (as above) only have to provide a full valid driving licence**

Documentation to be provided	Effective date and expiry date (where applicable)	Date verified by manager
<b>DRIVING LICENCE</b> All eligible drivers must provide full, valid driver's licence applicable to the vehicle driven		
<b>CAR INSURANCE</b> Business use including carriage of passengers and equipment		
<b>CAR TAX</b> Proof available from <a href="https://www.gov.uk/check-vehicle-tax">https://www.gov.uk/check-vehicle-tax</a> by entering the vehicle registration number		
<b>MOT</b> A valid MOT certificate (where applicable)		

**These checks must be carried annually as part of the policies and procedures of ICB. On completion the form shall be stored in the employee's personal file.**

### Employee declaration

- I confirm that I have read and will fully comply with the ICB Driving at Work Policy and Safe Driving for Work Handbook.
- **I understand that I have to provide my line manager with the above documents on an annual basis (on renewal and where applicable).**
- I will inform my line manager and the DVLA (where applicable) of any medical condition that may affect my ability to drive.
- I understand that I must inform my manager of any current road traffic offences following conviction and/or whether I currently have penalty points on my licence. In either case, I understand that my line manager may need to review my declaration on a more frequent (than annually) basis.
- I will inform my line manager if I have been involved in a road accident or incident whilst driving for business purposes and complete the relevant forms.

Employee name: ..... Department: .....

Employee signature: ..... Date: .....

Manager name: ..... Directorate: .....

Manager signature: ..... Date: .....



# Safe Driving for Work

A Handbook for ICB Employees

## 1. Introduction

Driving for many Integrated Care Board (ICB) employees is an essential part of their working day. It can be enjoyable and pleasant, but it can also be stressful and dangerous.

In fact, driving is one of the most dangerous activities that we do. Every year in the UK, almost 3,000 people are killed in road crashes and over 25,000 are seriously injured. In total, there are around a quarter of a million road casualties annually.

Driving for work is riskier than driving for private reasons. At-work drivers have a higher accident rate than the general driving population, even after higher mileages are taken into account. This is not just due to driving skills and attitudes, but also to the nature of the driving that at-work drivers may do e.g. time pressures, meeting schedules.

By law, the Integrated Care Board needs to know that employees are:

- Legally entitled to drive the vehicle they are using
- Insured fully to drive the vehicle
- Properly informed, instructed and trained, competent and fit to drive safely
- Using a vehicle that is safe and road legal
- Using the vehicle safely

Health and Safety Executive (HSE) Guidelines, '**Driving at Work**', state that *'health and safety law applies to on-the-road work activities as to all work activities and the risks should be effectively managed within a health and safety system'*.

The ICB therefore has a legal duty to put in place suitable arrangements to manage road safety for its staff. This is a wide-ranging requirement. The organisation will follow the above HSE guidelines which adopt a common-sense and practical approach.

The importance of safe driving can be outlined using a few simple facts from the HSE:

- 95% of all road incidents involve some form of driver error
- In 76% of road incidents, the driver is solely to blame
- Most road incidents occur in built-up areas
- The most dangerous times on the road are weekdays during the rush hours between 7 and 9 a.m. and between 3 and 6 p.m.
- Traffic incidents account for the largest single cause of death and injury for young adults

This handbook will help employees to work with the ICB to avoid accidents and injuries to themselves, their passengers and other people.

## 2. Driver Safety

**Most road incidents can be prevented with care and simple common sense actions.**

As a driver, you must play your part by ensuring that you are legally able to drive the vehicle for work, you are fit to drive, and you plan your journeys safely and comply with road traffic laws when driving. You also need to understand, and follow the organisation's driving for work policy and procedures.

### 2.1 Your legal duty

The ICB is committed to employing safe and courteous drivers. Whether you lease a car through the NHS salary sacrifice scheme or you use your own vehicle for driving at work you **must** provide the following documentation (Appendix 4 of the Driving at Work Policy) to your manager before travel expenses can be claimed:

#### 2.1.1 All Drivers

- A full, valid driver's licence applicable to the vehicle you drive
- **As well as the above**, IF YOU USE YOUR OWN VEHICLE for work purposes, which includes travelling between sites and to other premises to attend meetings:
  - Car insurance, you must have business use cover including carriage of passengers and equipment and anything else expected for your role
  - A valid MOT certificate (where appropriate)
  - Proof of car road tax payment or that your vehicle does not require road tax.

After the initial check, licence checks on all drivers will be carried out annually along with insurance, MOT and road tax for staff that use their own vehicle for work purposes.

You will also have to inform your line manager of any current driving offenses following conviction and the current number of penalty points held on your licence. If you do have penalty points your manager may want to review your licence status more regularly than annually.

### 2.2 Fitness to drive

Your physical health, psychological and emotional state and your general attitude towards driving play a major part in your fitness to drive. You should inform your manager about any health issue or personal circumstances that may affect your driving. You are also legally required to inform the DVLA of any medical condition that may affect your ability to drive safely, please seek advice from HR or H&S if required.

## **2.3 Eyesight**

You must be able to read a new-style / old-style number plate at the required distances, wearing glasses/contact lenses if required to do so. Have your eyesight checked regularly (as recommended by your optician).

## **2.4 Substance misuse**

The consumption of alcohol or use of any substance whilst at work, that may impede your driving capability, is prohibited. This is dealt with in the Substance Misuse Policy.

## **2.5 Medicines**

Check with your GP or pharmacist whether any over-the-counter or prescribed medicines you are taking are likely to affect your driving (for example, by causing drowsiness). If so, ask for an alternative that does not affect driving. If you need to avoid driving whilst taking medication, discuss this with your line manager. Always check the label of medicines and the patient information leaflet for any warnings. If the label says that certain side-effects may occur, assume that they will do so.

## **2.6 Illness**

Common conditions, such as colds, flu, migraine, stomach upsets, hay fever, etc. can affect your ability to drive safely. If severe enough any illness can impair your concentration, reactions and judgement. Discuss any issues with your line manager.

# **3. Personal safety**

- A well-maintained and regularly-serviced vehicle is less likely to break down and leave you stranded.
- Joining a reliable breakdown organisation is recommended although not essential.
- Take a mobile phone with you for emergencies, but never use it while actually driving.
- Don't pick up hitchhikers or offer lifts to people you do not know.
- Keep valuables and bags out of sight and out of reach.
- It is better not to keep the car doors locked while driving, except in slow moving or stationary traffic if you feel vulnerable, but always lock the door when you are away from the vehicle – even when paying for fuel.

## **3.1 Safe parking at other venues**

The golden rule is to ensure that others can see you. Bear in mind the time you will be returning to your vehicle – a safe place during daylight may be quite different at night. Choose a car park that is close to your final destination. Many car parks have won safety awards having attendants, CCTV, and good lighting.

Note what time the car park closes. Lock your doors and close the windows as you enter the car park.

If possible, choose a location that is:

- visible to other people,
- in an open area, so that you have a good all-round view,
- well-lit,
- not close to bushes or dark corners.

In multi-storey car parks choose a space that is:

- near the manned kiosk, if there is one,
- close to the exit level required,
- reverse into your chosen space if possible, so you can pull away more easily.

### 3.2 Leaving the vehicle

- Listen and look around before getting out.
- Put all valuable items out of sight, e.g. in the boot.
- Lock all doors, windows and the sunroof.
- Note the name of the street and/or car park and the level you parked on.

### 3.3 Returning to the vehicle

- If you are alone, try to follow a group.
- Approach the vehicle with your keys in your hand so you can get in quickly if necessary.
- Check the vehicle as you approach. If there are any signs of it having been tampered with, do not get in – call the Police.
- If you have one, keep a personal attack alarm to hand – it's no good at the bottom of a bag or left in the car!

### 3.4 Parking at Integrated Care Board sites

- Use only allocated car park bays.
- Do not park in disabled bays at any time unless you have a valid disabled pass.
- Do not double park when spaces are available. In instances where this is necessary, please ensure that this is recorded with reception. When a parking bay becomes available you are expected to move your vehicle into this space. Use overflow parking where this is available and do not double park.
- You **MUST NOT** park on red/yellow lines or lined boxed areas at any time. They must be left clear for Emergency and delivery vehicles.

### 3.5 Road rage

- Avoid getting into conflict with another driver. There will be some bad drivers who are looking for a reaction or conflict. 'Competing' with another driver could lead to the incident becoming serious. Keep your mind focused on your driving.
- Do not overreact to, or panic about, another driver's error, bad driving or poor attitude. They may be unaware of their actions. Try to stay away from them and concentrate on your driving.
- Stay calm and think logically – when confronted by an irate driver don't engage in gestures, headlight flashing or sounding the horn as this will serve no purpose and may exacerbate the situation. It will also distract you. Concentrate on driving responsibly.
- Refrain from eye contact with an angry or aggressive driver as this has the potential to make the situation worse.
- If you find you are being followed by an impatient driver (tailgated) – do not allow yourself to be 'pushed' along, intimidated or made to increase your speed. Without actually pulling over or stopping – find a safe opportunity to allow that driver to pass. Circumnavigating a roundabout to enable a tailgater to get past you will add little time to your journey but can make a significant difference to stress levels.
- If you find that you are being persistently followed by an aggressive driver try to make your way to a public place, police station or busy street and if necessary call the Police. Do not allow an aggressive driver to follow you home.
- Under no circumstances endanger yourself by getting out of the car to deal with an angry or aggressive driver. If confronted with a road rage situation remain in the car with the windows closed and door locked. If necessary, call for help on a mobile phone (not while driving).
- If you accidentally cause another driver to become angry – hold up your whole hand as a friendly acknowledgement of your mistake – this can diffuse the situation.
- If your mood is affected by an incident during your journey, once you have moved away from any danger, find an opportunity to stop and take time out.

## 4. After your journey

If you are able to recognise when you're becoming stressed, angry or impatient while driving, you will be better-equipped to deal with these emotions. Try to find time occasionally to reflect on your driving and how mood or stress has affected your actions.

## 5. Accidents and incidents

If you are driving on business and are involved in a road traffic accident or incident which results in damage to vehicles, loss or damage to property or persons you must complete the necessary forms for insurance purposes and an organisation accident/incident form at the first opportunity and inform your line manager after the event. Forms should be completed for accidents in a leased vehicle as well as in an individual's private vehicle. An accident/incident pack can be found in Appendix 2 of this handbook which should be kept in your vehicle at all times and followed in the event of an emergency.

A summary of the main points to remember is below, but always follow the procedures set down by the ICB:

- Stop in the event of an accident. It is an offence not to stop, if your vehicle is involved and damage is caused to property or someone is injured
- Use hazard warning lights and switch off your engine
- Do not move injured passengers unless they are in immediate danger of further injury from other vehicles or from fire or explosion
- Call the emergency services immediately; provide them with information about the situation, any special circumstances (for example, if carrying oxygen bottles) and if any passengers have special needs
- Give first aid if required and if you are competent to do so
- If the emergency services are called, stay at the scene until they allow you to leave
- Obtain the names and addresses of all independent witnesses (if possible)
- Complete an accident/incident form, contact your insurance company and inform your line manager as soon after the incident as possible

## 6. Safe Journey

### 6.1 Safe journey planning

Thousands of crashes are caused by tired drivers. They are usually severe because a sleeping driver cannot brake or swerve and so the impacts occur at high speed.

You are most likely to feel sleepy when driving:

- On long journeys on monotonous roads
- Between 2am and 6am
- Between 2pm and 4pm
- After having less sleep than normal
- After drinking alcohol
- After taking medicines which cause drowsiness

Most, if not all, of the risk could be avoided by a little forethought and planning.

## **6.2 Reduce road journeys**

Where possible, avoid the drive by using the phone, email or video-conferencing, or the train or plane. Maximise car-sharing to reduce the number of journeys.

## **6.3 Avoid the most dangerous times**

Avoid driving at night, especially after a long shift. Do not drive after drinking alcohol or taking medicine that makes you drowsy. Check weather forecasts and traffic reports before you set off, and try to avoid driving in poor conditions.

## **6.4 Reduce your driving time**

On long journeys plan where you can to take a break after every two hours of driving, and build in enough time to do so. Take rest breaks as planned – resist the temptation to carry on. If possible, share the driving with a colleague. If necessary, plan an overnight stop.

# **7. Make sure you are well rested**

Avoid driving when you would normally be asleep, and make sure you get plenty of sleep before a long drive. Keep meals light during or immediately before you drive. Heavy meals can make you drowsy.

## **7.1 Stop if you feel tired**

If you start to feel tired, find somewhere safe to stop (not the hard shoulder).

## **7.2 Discuss concerns with your line manager**

If you are concerned about your driving hours, journeys or schedules or if you find yourself driving when too tired, discuss this with your line manager.

## **7.3 Before you get in the vehicle**

The Road Traffic Act states that the driver is responsible for the roadworthiness of any vehicle, the load being carried and the wearing of seat belts by passengers, whilst travelling on the public highway.



## 8. Good driving

Almost all road crashes involve human error, ranging from simple, 'honest' mistakes to deliberate dangerous and illegal behaviour.

Every year:

- Over 400 people are killed in crashes in which someone was 'careless, reckless or in a hurry'
- A third of crashes involve someone who 'failed to look properly'
- Around 700 people die in crashes in which someone was speeding
- Around 500 people are killed in crashes involving alcohol
- One third of fatal crashes occurs due to 'loss of control'
- About 20% of crashes involve someone 'failing to judge other person's path/speed'

Driving is a very personal thing; we all have our own views, attitudes and habits. Our attitude as drivers, how we deal with our own mistakes and our reaction to those made by other people, will influence our own safety and wellbeing and that of other road users.

Aggressive, selfish or impatient attitudes when we drive can develop into a tendency to take irresponsible risks, such as tailgating, exceeding speed limits, undertaking, or jumping red lights.

Our emotional mood also influences our behaviour; drivers commonly express how they feel in the way they drive. Traffic delays and congestion can also influence our frame of mind. Life stresses, such as relationship anxieties, financial or employment problems, domestic or workplace arguments, influence our mood and can affect our driving.

Be tolerant towards others – shouting at another driver after their mistake or poor driving will not change anything, but anger will affect your judgement for some time after. Accept that drivers (including you!) make honest mistakes and have lapses in concentration. Be courteous and thank others for their courtesy.

Smile – it does work!

### 8.1 Seat belts

Make sure that everyone, including rear seat passengers, wears a seat belt on every journey, no matter how short the journey. This applies in vans, as well as cars, and in larger vehicles if they have seat belts fitted.

In a crash at just 30 mph, an unrestrained person is thrown forward with a force 30 to 60 times their body weight. They are thrown about inside the vehicle, injuring themselves and quite possibly seriously injuring (or killing) other occupants. They could also be ejected from the car through one of the windows.

Seat belts save thousands of lives every year. They could save 400 more lives a year if everyone always wore their seat belt.

## **9. In the vehicle**

### **9.1 Distractions**

Driving requires your full concentration all of the time. Trying to do something else while driving will distract you, slow your reactions and make a crash more likely.

### **9.2 Mobile phones**

Using a hand-held or hands-free mobile phone while driving is a significant distraction, and substantially increases the risk of crashing.

It is illegal to use a hand-held mobile phone while driving (this includes any activity that involves holding the phone such as dialling a number or writing a text). It can also be illegal to use a hands-free phone while driving. However, employees who need to use their mobile phone must use hands free devices and avoid lengthy calls whilst driving as this can lead to distraction and divided attention whilst driving. Vehicles (whether pool or private) must be fitted with hands free and where this is not the case, drivers are not permitted to take calls when driving.

Using a hands-free phone while driving does not significantly reduce the risks because the problems are caused mainly by the mental distraction and divided attention of taking part in a phone conversation at the same time as driving.

### **9.3 Other equipment**

An increasing number of vehicles are being fitted with various devices designed to help the driver, with satellite navigation being the most common. While these devices can make driving safer and easier if used when set before the journey starts, risk remains (e.g. by distracting you) if used improperly. If it is necessary to make adjustments or to input new information, do so when the vehicle is stationary

### **9.4 Eating, drinking, smoking, choosing music**

Many other things that might seem simple and innocent can be distracting when driving. Fatal crashes can and do occur because a driver chose to unwrap a sweet, take a drink or light a cigarette whilst driving. Again, you can be charged with related road traffic offences.

**Safe driving needs concentration; avoid unnecessary distractions.**

## 10. Motorway driving

Motorways are the safest type of road, but also the least forgiving. High speed driving means that dangerous situations develop quickly; vehicles travel much further before drivers even start to react. If you drive too close to the vehicle in front, or forget to use your mirrors before moving out, it could be disastrous.

### 10.1 Motorway breakdowns

Stand as far away from the running motorway lane as possible – over the crash barrier and on the embankment is best.

Call for help on the emergency telephones rather than on your mobile. The emergency telephones are at approximately one mile intervals along the back of the hard shoulder. Walk to the nearest telephone keeping to the inside of the hard shoulder (arrows on the marker posts at the back of the hard shoulder point to the nearest emergency telephone).

Tell the operator the number shown on the telephone box (this will enable them to pinpoint your exact location so that help can be provided quickly) and the details of your emergency. If you are a woman on your own, make this clear.

Return to the vicinity of your vehicle so that you can see help arrive. Wait on the embankment if possible. There is far greater risk of an accident on the hard shoulder than of being attacked. If you feel threatened return to your car and lock all doors until any perceived danger has passed.

- ONLY use the hard shoulder in an emergency.
- Switch on your hazard lights.
- You and any passengers should leave the vehicle by the nearside doors.
- DO NOT attempt repairs, even changing a wheel, on the offside of your vehicle. Seek assistance.
- DO NOT cross the carriageway in ANY circumstances

## 11. Weather Conditions

- Heavy rain, floods, snow and ice, fog and low sunshine in the winter and spring can reduce visibility. Only travel at a speed at which you can stop within the distance you can see to be clear. Always adjust your driving accordingly.
- Think about taking warm clothes, boots, a shovel, a blanket and a torch placed in the car boot and a couple of energy bars in the glove box in the winter.
- Listen to local/national weather broadcasts and travel bulletins.

- Remember that you will need about TWICE your normal braking distance in poor weather conditions.
- **Remember** to test your brakes when you have gone through a flooded road (where safe to do so).

If conditions are very bad, avoid making your journey unless it is absolutely necessary. If you decide to travel, let someone know where you are going and what time you hope to arrive, so that they can raise the alarm if you are uncontactable. Ensure that you carry a fully charged mobile phone for emergencies but do not use whilst driving.

## 12. Speed

Many car drivers unintentionally exceed the speed limit, often without realising it. Modern cars are so powerful and comfortable they give drivers little sensation of their speed. It is too easy to creep above the limit, and in particular, many drivers believe it is difficult to drive a modern car at no more than 30mph on a road with a 30mph limit.

You are responsible for the speeds at which you choose to drive, but there are some simple and practical things drivers who find it difficult to stay within speed limits can do to help themselves:

- Check your speedometer regularly, especially when leaving high speed roads
- Know the limits – look for signs, especially at junctions
- Assume lamp posts mean 30mph, until signs say otherwise, but remember it could be 20mph
- 20's plenty when kids are about – and may even be too fast
- Try no higher than 3rd gear in a 30mph limit
- Recognise what makes you speed – keeping up with traffic, overtaking or being tailgated
- Concentrate – distracted drivers speed
- Slow down when entering villages
- Give yourself time – there's no need to speed and you won't get there quicker
- Even a small amount above the speed limit makes a big difference

**Remember, speed limits are a maximum, not a target**

## 13. Vehicle Safety

### 13.1 Pre-use checks

If you are intending to drive any vehicle on business you should undertake appropriate checks prior to using the vehicle, for example:

- Tyre tread
- Foot and hand brake operation
- Lights, indicators and hazard warning lights operate

- Horn operates
- Screenwash and wipers operate
- Seat belts fitted and functioning
- Mirrors adjusted/adjustable
- Any loads are securely restrained
- Fluid levels (oil, coolant)
- Tyre pressures are correct and undamaged
- Locks and security functional
- Fuel level

These are tasks which do not require any technical expertise and are the basic checks included in the current UK driving standards examination.

It is not intended that checklists are provided or that records of pre-use checks are kept, as it remains your responsibility to ensure that a vehicle is roadworthy. Ensure that your vehicle is serviced as recommended by the manufacturer.

## **13.2 Annual Service**

Every eligible driver should ensure that their vehicle has a service to the manufacturer's specification usually annually or as recommended by the manufacturer.

**Remember** – the most common cause of vehicle breakdown is simple neglect. Preventative checks are simple and less time-consuming than the breakdown that may follow if you don't do them.

**Documentation and declaration form**

Whether employees lease a car through the NHS salary sacrifice scheme or they use their own vehicle for business purposes they **must** provide the following documentation to their manager before travel expenses can be claimed.

**NOTE: Lease car users (as above) only have to provide a full valid driving licence**

Documentation to be provided	Effective date and expiry date (where applicable)	Date verified by manager
<b>DRIVING LICENCE</b> All eligible drivers must provide full, valid driver's licence applicable to the vehicle driven		
<b>CAR INSURANCE</b> Business use including carriage of passengers and equipment		
<b>CAR TAX</b> Proof of payment or proof that it is not required for class of vehicle		
<b>MOT</b> A valid MOT certificate ( where applicable )		

These checks **must** be carried annually as part of the policies and procedures of the ICB. On completion the form shall be stored in the employee's personal file.

**Employee declaration**

- I confirm that I have read and will fully comply with the ICB's Driving at Work Policy and Safe Driving for Work Handbook.
- I understand that I have to provide my line manager with the above documents on an annual basis (on renewal and where applicable).
- I will inform my line manager and the DVLA (where applicable) of any medical condition that may affect my ability to drive.
- I understand that I must inform my manager of any current road traffic offenses following conviction. I currently have..... penalty points on my licence and understand that my line manager may need to review this on a more regular basis than annually.
- I will inform my line manager if I have been involved in a road accident or incident whilst driving for business purposes and complete the relevant forms.

Employee name: ..... Department: .....

Employee signature: ..... Date: .....

Manager name: ..... Directorate: .....

Manager signature: ..... Date: .....

## Incident Recording Form

If you have an incident:

1. **Stop.**
2. Remain calm.
3. Call the emergency services if anyone is injured or if vehicles or property are seriously damaged.

**If the Police attend the scene, note the reporting officer's name, identity number and station.**

4. Use this incident form to record information about the accident, to exchange details with third parties and to take the names and addresses of witnesses and police officers.
5. Third parties are obliged to give you their name, the vehicle registration number and insurance details under **section 170 of the Road Traffic Act 1988**.
6. If you have a camera facility on your phone photograph the scene from different angles. Take pictures of the vehicles involved and of the damage to your own and third party vehicles/property, any skid marks on the road, road markings, signs or hazards.
7. Contact your line manager and your insurance company (Fleet Solutions if a lease car) as soon as it is practicable to do so after the incident.

**Please complete the following forms at the scene of the incident.**

**Please note that it is essential this incident is reported via SIRMS (Incident Reporting system for the ICB).**

**To be retained by ICB employee**

**Incident Details**

Your Name: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Location: \_\_\_\_\_

\_\_\_\_\_

Road speed limit: \_\_\_\_\_

Road conditions: \_\_\_\_\_

**Police Details**

Police attended: Y/ N Time: \_\_\_\_\_

Officer's name and Number: \_\_\_\_\_

Contact phone number: \_\_\_\_\_ Station: \_\_\_\_\_

**Your Vehicle/Property Damage**

Vehicle type: \_\_\_\_\_

Make/model: \_\_\_\_\_

Registration number: \_\_\_\_\_

Insurance Company: \_\_\_\_\_

Damage to vehicle/property: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



**Exchange the above details with the third party verbally. Please retain this document and any photographs you have taken.**

**Third party details**

Third party name: \_\_\_\_\_

Date: \_\_\_\_\_ Time \_\_\_\_\_

Address: \_\_\_\_\_

Telephone number: \_\_\_\_\_

Insurance Company: \_\_\_\_\_

Policy Number (if Known) \_\_\_\_\_

Vehicle type: \_\_\_\_\_

Make/Model: \_\_\_\_\_

Registration number: \_\_\_\_\_

Damage to third party vehicle/property: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Witness Details**

Witness 1

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone number: \_\_\_\_\_

Witness 2

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone number: \_\_\_\_\_

**Incident sketch**

Make a sketch of the incident scene below. Show the direction of the vehicles involved and note their approximate speeds. Indicate road markings, skid marks, hazards and the witness locations.

