

	<p>etc they need to follow. All drivers have received a copy of the Drivers rules and guidance document.</p> <ul style="list-style-type: none"> • Anyone who is asked to drive as part of their job has received adequate training. • Anyone who is asked to drive as part of their job has been informed that they must not drive while using a mobile phone. 	<p>Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/></p>	
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Hazards	Control Measures	Yes, No, or N/A	Any Further Control Measures Needed
<p>The Driver.... Continued</p>	<ul style="list-style-type: none"> • Anyone who is asked to drive as part of their job has been informed that they must not drive while under the influence of alcohol or drugs. • Anybody who drives as part of their job is sufficiently fit and healthy to do so safely and not put themselves or others at risk. Any reportable medical conditions have been reported to the 	<p>Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/></p>	

	<p>DVLA (see The “At A Glance Guide to the Current Medical Standards of Fitness to Drive” at: www.dvla.gov.uk/media/pdf/medical/aagv1.pdf) and have been declared on the drivers declaration form.</p> <ul style="list-style-type: none"> All drivers comply with the minimum eyesight standard for driving (Rule 81 of highway code). 	<p>Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/></p>	
Hazards	Control Measures	Yes, No, or N/A	Any Further Control Measures Needed
<p>The Driver.... Continued</p>	<ul style="list-style-type: none"> Anyone who is asked to drive as part of their job and is pregnant will be re-assessed during the pregnancy to see if the amount of driving may need to be reduced because of ill health during the pregnancy or being uncomfortable in the vehicle. Pregnant drivers have received information on how to wear their seat belt correctly and how to make themselves most comfortable in the vehicle. 	<p>Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/></p>	

	<p>asking staff to travel the night before and stay overnight.</p> <ul style="list-style-type: none"> • Every journey is a managed journey. Those responsible for journey planning take into account road type, hazards such as road works, accident “black spots”, traffic densities, and high risk features, eg schools. Drivers are given clear route directions. 	<p>Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/></p>	
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Hazards	Control Measures	Yes, No, or N/A	Any Further Control Measures Needed
<p>The Journey... Continued</p>	<ul style="list-style-type: none"> • A full risk assessment is carried out when anyone is required to drive abroad, and appropriate actions are put in place, eg use of local professional drivers or alternative forms of transport, or additional information and or training. In some countries, self driving may be safer than using local drivers. • Driving in adverse weather conditions, eg fog, very high winds, ice, snow, flooding etc is actively discouraged. Schedules and routes are rearranged where necessary. Employees are never pressurised to complete journeys where weather conditions are exceptionally difficult. • Staff should not be asked to drive immediately following a long flight where jet lag is an issue. Alternative arrangements such as pick up 	<p>Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/></p>	

	drivers/taxis, rest periods etc should be planned.	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
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Hazards	Control Measures	Yes, No, or N/A	Any Further Control Measures Needed
<p>The Vehicle:</p> <ul style="list-style-type: none"> • Vehicle in poor condition • Mechanical failure of vehicle • Driver unfamiliar with vehicle • Vehicle not suitable for the activity • Driver/Passenger being struck by movement of unsecured loads being carried in the vehicle • Driver may suffer musculoskeletal injuries from incorrect driving position or driving posture. 	<ul style="list-style-type: none"> • All vehicles that employees are asked to drive as part of their work activities are maintained in a safe and fit condition. They have a valid MOT (if over 3 years old) and valid insurance. • If employees use their own vehicles for work purposes, the drivers will be insured for business use and the vehicle will have a valid MOT certificate if over 3 years old. Employees will also confirm that their vehicle is regularly serviced and maintained. • Drivers have been informed that they need to carry out basic vehicle safety checks before they begin their journey. They have been provided with a checklist and information to do this. • Drivers are given time to familiarise themselves with new vehicles. Information and training is provided where necessary. 	<p>Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/></p>	

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Hazards	Control Measures	Yes, No, or N/A	Any Further Control Measures Needed
<p>The Vehicle... continued</p>	<ul style="list-style-type: none"> Any goods and equipment to be carried in the vehicle is properly secured so that it doesn't cause injury in the event of an accident, and drivers aren't distracted by loose objects moving around the car while driving. Vehicles supplied for work purposes are provided with a first aid kit and a fire extinguisher. Staff who use their own vehicles, are encouraged to do the same. Vehicle ergonomics are considered when procuring or hiring vehicles for staff. Vehicles have easily adjustable seats and head restraints etc, they are checked and maintained regularly to ensure they remain fit for purpose. Drivers have received information on the importance of maintaining good driving positions so as to avoid postural problems and back pain etc. 	<p>Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/></p>	