

## **9.07 DRIVING FOR / AT WORK POLICY**

This policy applies to all staff, and managers of staff, who are required to drive a motor vehicle, ride a motorcycle or bicycle in the course of their work.

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## 9.07 DRIVING FOR / AT WORK POLICY

### 1. Introduction

- 1.1 This Corporate Northern Ireland Civil Service (NICS) Driving for / at Work policy applies to all staff, and managers of staff, who are required to drive a motor vehicle, ride a motorcycle or bicycle in the course of their work. All NICS staff and managers must comply with the requirements of this policy.
- 1.2 This policy sets out the NICS approach to managing work-related driving for staff and endeavours to manage the associated risks.
- 1.3 References to 'work-related driving' in this policy are defined as staff who drive or ride for official business use whether frequently or infrequently, long or short distances or for the use of official vehicles, privately owned vehicles, motorcycles or bicycles including those bicycles available through a public rental scheme.
- 1.4 NICS staff are often required to undertake work-related driving as part of their normal duties and this falls into the following two categories:
  - (i) those who "Drive for Work":
    - Use of fleet vehicles owned and maintained by their respective Departments for official use. These may include HGVs, vans, off-road vehicles, vehicles carrying specialist equipment, Ministerial cars.
  - (ii) those who "Drive at Work":
    - Staff who use their privately owned vehicles for work-related driving and claim travelling expenses for doing so.
- 1.5 Privately owned vehicles include cars, vans, motorcycles and bicycles.
- 1.6 This policy does not apply to travel between home and an officer's permanent station (Ordinary Commuting) unless all or part of this journey relates to work-related driving to a temporary station (Substantially Ordinary Commuting).
- 1.7 Departments may wish to develop and implement their own Driving for / at Work guidance in accordance with this NICS policy and their own specific operational activities.

## **2. Legal Requirements / Guidance**

- 2.1 The Health and Safety at Work (Northern Ireland) Order 1978 and the Management of Health and Safety at Work (Northern Ireland) Regulations 2000 require both the NICS and individual Departments to ensure, so far as is reasonably practicable, the health, safety and welfare of its staff and that members of the public are not put at risk by work-related activities. This requirement extends to work-related driving.
- 2.2 The requirements set out in this policy are in addition to road traffic law such as Road Traffic Orders and Motor Vehicle (Construction and Use) Regulations Northern Ireland 1999 (and amendments), which are administered by the police and other agencies.
- 2.3 NICS staff must comply with the legal requirements for driving on the public road as set out in 4.3 (a – g).

## **3. Fleet Management**

- 3.1 All fleet vehicles must be maintained in accordance with manufacturers scheduled servicing requirements, be roadworthy and, where appropriate, have a current Driver & Vehicle Agency (DVA) test certificate. All fleet vehicles provided for work-related driving must meet the requirements of the Provision and Use of Work Equipment Regulations and all other relevant legislation that applies to fleet vehicles.
- 3.2 NICS staff driving fleet vehicles must be in possession of a valid driving licence specific to the class of vehicle, for example: Heavy Goods Vehicle (HGV), Public Service Vehicle (PSV), Passenger Carrying Vehicle (PCV), or others (not an exhaustive list).

## **4. Responsibilities**

- 4.1 The Department as the employer must take reasonable steps to ensure that staff, while using any vehicle(s) for work-related driving, comply with the provisions of the HR Handbook (Section 9.02 on Official Travel).
- 4.2 Staff and Line Manager responsibilities include ensuring that:
  - a. any work-related driving is necessary and that the journey cannot, within reason, be made by public transport or that the business need could not be met through the use of telephone or video conference facilities;

- b. unreasonable demands, in terms of time and distance, are not placed upon staff who undertake work-related driving;
- c. staff are not required to undertake journeys when there are warnings about adverse weather conditions.

4.3 All staff who undertakes work-related driving must ensure they:

- a. have a valid driving licence, appropriate for the class or type of vehicle to be driven;
- b. have an insurance policy that covers the use of the vehicle for travel for the purposes of official business;
- c. have a valid Vehicle Test Certificate for the relevant vehicle if required;
- d. comply with the provisions of all road traffic laws;
- e. observe the provisions of the Highway Code;
- f. do not use any vehicle, in connection with NICS work-related driving, while they are unduly tired or otherwise might be deemed unfit to drive through injury, illness, use of alcohol or drugs, including prescription drugs, or where a medical practitioner has advised against driving;
- g. inform their line manager and the DVA if they develop a medical condition, permanent or temporary, which may affect their fitness to drive;
- h. comply with the provisions of the HR Handbook, (Section 9.21 on Mobile Phones) regarding the use of communication equipment while driving including the use of mobile phones;
- i. notify their line manager immediately if they are involved in a road traffic collision while driving for work;
- j. notify their line manager immediately if they have, for any reason, had their licence suspended.

4.4 Cyclists using bicycles for business use must ensure that they comply with the Highway Code, Rules for Cyclists (59 to 82) when using their any bicycle including those bicycles available through a public rental scheme.