



ILLOGAN PARISH COUNCIL

Work-Related Driving Policy

The Health and Safety at Work etc Act 1974 requires employers to ensure, so far as is reasonably practicable, the health and safety of all employees while at work. Employees have a responsibility to ensure that their own health and safety and that of others is not put at risk by their work-related driving activities.

Health and safety law does not apply to commuting, unless the employee is travelling from their home to a location which is not their usual place of work.

Illogan Parish Council is committed to work-related road safety, the safety of employees completing work-related driving and other road users who may be affected by the Council's work-related driving.

The Council will ensure that a suitable and sufficient risk assessment for all work-related driving and implement any control measures identified.

Before an employee completes any work-related driving the employee must:

- Ensure they are well enough to undertake the driving activity.
- Have an appropriate driving license for the class of vehicle they will be driving.
- Ensure the vehicle is appropriately taxed, has a current MOT and is insured.
- Thoroughly plan the route.
- Have a realistic work schedule.
- Allow enough time to complete journeys safely.
- Not put themselves or others at risk from fatigue caused by driving excessive distances without appropriate breaks.
- Consider adverse weather conditions, such as snow or high winds, when planning journeys and before a journey commences.

Review Date	Reviewed By	Amendments	Minute Number
14.08.19	Governance Review Committee	Bullet point 7 – removed the 'be' after the 'Not'.	GR19/08/17.2
26.01.22	Governance Review Committee	4th paragraph – amend to read 'The Council will ensure that a suitable...'	GR22/01/10.2
22.02.23	Governance Review Committee	None	GR23/02/21.2
24.01.24	Governance Review Committee	None	GR24/01/13.2



Work Related Driving Journey Plan

Name:	
Method of Travel:	
Details of Car (if driving)	
Date of travel - There	
Destination	
Reason for travel	
Arrival/Start time	
Date of return travel	
Finish time of event	
Route to be taken	
Will the same route be taken both ways?	
Total Travel Distance	
Total travel time	
Time will be leaving the office/home	
Estimated arrival time back at office/home	