

Driving at Work: Employee Factsheet

Identify the risk

- Do you have to drive for long hours, or after working long hours?
- do you drive at night or on shifts?
- is your vehicle suitable for the work, and has it been checked and maintained properly?
- are you healthy enough? Can you see well enough? Could you be affected by alcohol, medicines or other drugs?
- could you be affected by adverse weather or other problems?
- could your personal safety be at risk (eg from other drivers) or in dangerous neighbourhoods?
- do people know where you are, where you will be, and what you are doing?

Did you know?

- Over 500 people are killed each year while driving for work reasons
- accident rates are 29-50% higher for business drivers than for private motorists
- driving is by far the greatest cause of work-related accidental deaths.

Controlling the risk

- Remember that you need to take care for the safety of other road users
- if you can, try to plan your work to avoid driving late, or after long hours
- let people know if your work hours or shift pattern affects you
- report any health or eyesight issues
- prepare for bad weather and other emergencies you can foresee
- check guidance (see Barbour Guide for example) on how to handle aggressive behaviour by other drivers
- attend any training offered to you
- ensure your trip is properly planned, including rest breaks and overnight stays, and you share the plan with other people
- check your vehicle every week, ensure it is maintained according to manufacturer recommendations and ensure it has MOTs (if required)
- check that your license is in date
- if you use your own car, keep it insured for work on your employer's business
- comply with road traffic laws including speed limits
- avoid distractions such as using telephones (even using a hands free phone can cause significant distraction) or adjusting "sat-nav" devices whilst actually driving
- take particular care when reversing, ensure loads on lorries or fork trucks are secured, and avoid climbing onto vehicles unless there is a safe system of work for doing this.

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