

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 (e.g. 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 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.
- don't remain seated in a static position for extended periods of time. Take a break and adjust one of the features on your seat e.g. the back tilt; but always ensure you can maintain an adequate view of the road and can reach all of the controls.

"Remember that you need to take care for the safety of other road users"

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