

accidents don't have to happen

# Fleet Safety e-book

- Driving for work
- Statistics & legislation
- Secrets of the road
- Reducing the risk



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# Driving for work:

## 1. The risk

**RoSPA's head of driver training, Rick Wood, uses his years of driver training expertise to give you the lowdown on fleet safety.**

Driving for work is riskier than driving for private reasons. At-work drivers have a higher accident rate than the general driving population, in fact, about a quarter of all road traffic incidents and about a third of deaths on the road involve somebody who is driving for work. The human and financial costs to families, businesses and the wider community are massive.

Even after the higher mileages are taken into account, drivers of company cars, vans, pickup trucks and lorries are more likely to take risks and to be at fault when they crash.

This is not only due to driving skills and attitudes, but also to the nature of the driving that at-work drivers do which may, for example, include unsafe schedules and time pressures leading to distraction and fatigue.

Young at-work drivers in particular may find themselves driving vehicles (such as vans) in which they did not learn to drive and have little experience of driving.



**Rick Wood, RoSPA's Head of Driver Training**

# Driving for work:

## 2. Legislation – did you know?

In short, employers have clear duties under health and safety law to manage occupational road risk in the same way that they manage other health and safety risks.

What the law says:

*The Health and Safety at Work etc Act 1974 (HSW Act)* states you must ensure, so far as reasonably practicable, the health and safety of all employees while at work. You must also ensure that others are not put at risk by your work-related driving activities.

*The Management of Health and Safety at Work Regulations 1999* requires you to manage health and safety effectively. You must carry out an assessment of the risks to the health and safety of your employees, while they are at work, and to other people who may be affected by your organisation's work activities.

*Corporate Manslaughter and Corporate Homicide Act 2007* if an employee is killed, while driving for work, and there is evidence that serious management failures resulted in a 'gross breach of a relevant duty of care', your company or organisation could be at risk of being prosecuted.

# Driving for work:

## 3. Responsibilities

**Ensuring the safety of a fleet is a team effort. Although the onus is upon the organisation to ensure the safety of the fleet, drivers also have a part to play.**

### Employers' responsibilities

Although, managing occupational road risk is not as easy to manage or control as more conventional workplaces such as offices, factories etc., the best way to ensure this crucial area doesn't get overlooked is to include this within your organisation's overall health and safety processes and policies. So the golden rule should always be, treat vehicles driven for work just like any other workplace!

By law, employers need to know that drivers are:

-  Legally entitled to drive the specific vehicle
-  Using a vehicle that is safe and road legal
-  Properly trained, competent and fit to drive
-  Using the vehicle safely

### Best practice tip!

Don't forget to check employee driving licences at recruitment stage and at regular intervals afterwards!

### Drivers' responsibilities

Drivers must also play their part by ensuring that they:

-  are fit to drive
-  plan journeys safely
-  comply with road traffic laws when driving
-  fully understand and follow driving for work policies and procedures

# Driving for work:

## 4. Key statistics

Here are a few road safety statistics to make you sit up and take notice:

### Road casualties by severity 2013

-  All casualties 183,670\*
-  Serious 21,657\*\*
-  Killed 1,713

\* Casualties reported to the police only. The 'real' total is estimated to be approximately 700,000

\*\* 'Real' total is estimated to be over 80,000 a year.

### Road casualties 'driving for work' by severity 2013

-  All casualties 47,602
-  Serious 5,502
-  Killed 515

[Reported Road Casualties in Great Britain 2013](#)

Source: DfT

Why not visit the [Occupational Road Safety Alliance website](#) for more interesting facts and figures .

# Driving for work:

## 4. Key statistics

In 2013, two thirds of casualties and around 80% of those killed in work-related crashes were other road users or passengers of an at work driver or rider.

### Vulnerable road user casualties

- 24, 361 work related casualties were other road users
- 7,874 were passengers of an at work driver
- 15,367 were at work drivers or riders

### Road incidents by road type

Type of road	% Collisions	% Fatalities
Motorway	4	6
Rural	21	52
Urban	75	42

Despite motorway driving being a common fear for many motorists, they are statistically our safest roads.

N.B One of the major issues with motorway driving is **fatigue**. Initial and regular refresher training to combat this problem is essential.

### Motorways are safer because:

- Few junctions
- Lanes are wider
- There's a hard shoulder
- There's separation from oncoming traffic
- No pedestrians or pedal cyclists

# Secrets of the road:

## 1. Setting the scene

Ask yourself a few important questions:

### Reality

- Are drivers generally in control of what they are driving?
- Do drivers know the rules of the road?
- So why do drivers crash?

Generally the answer to the first two questions will be a resounding **YES**, which begs the question, **why do drivers crash?**

# Secrets of the road:

## 2. Decision making

A key factor as to why experienced drivers are involved in collisions can be put down to internal and external motivations leading to driver distraction and poor decision making.

Internal factors such as emotions, obligations, pressures from work and home to name a few are key culprits, whilst typical external factors include phone calls, line manager pressure, music, sat nav and many more.

If drivers are educated to be able to control the vehicle and know the rules of the road, why do they go on to crash?

Internal and external motivations affect behaviour

**REMEMBER: It's better to be late in this life than early in the next!**

Feeling compelled to meet an appointment deadline when not having enough time to do so is a prime example of how internal and external factors can affect driving decisions.

# Secrets of the road:

## 3. More than just a sign

A road sign is more than just a sign. Very often signs have been strategically positioned and can tell you a lot about a road's collision risk. Other tell tale signs of a crash magnet or high risk spot include road markings and additional street lighting as illustrated in the image below.



This unassuming junction actually offers more information than you would think:

- 1) The road sign is a clear indicator that not only is there a junction ahead, and therefore drivers should approach with caution, but also that there has likely been a problem with collisions in the past, hence the need for a sign at all.
- 2) **'SLOW'** road markings indicate that speed may have been a contributing factor to these collisions and increases the risk of future ones.
- 3) The illuminated sign indicates a greater risk in the dark, necessitating the need for street lighting.

# Secrets of the road:

## 4. Brake lights essential

Brakes are a powerful tool not only for manoeuvring and controlling your vehicle but also for influencing the behaviour of those coming up behind you.

As drivers we are conditioned to respond to red lights by slowing down or stopping, which is why vehicles are equipped with brake lights. Considered use of brake lights to influence the behaviour of following traffic can reduce the risk of being hit from behind.



Care needs to be taken when releasing the brake pedal as brake lights switching off may trigger a 'go' signal to the following drivers particularly at junctions, roundabouts and queues.

However consideration should be given to reducing glare once a queue has formed by applying the parking (hand) brake, releasing the footbrake and therefore extinguishing the brake lights.

## 5. Keep wheels straight

This one golden rule can truly be a lifesaver. Keep wheels straight when waiting at a junction until you are ready to turn. This will prevent your vehicle from being pushed into on-coming traffic if a collision were to occur.

### Secrets recap

- Decisions made by drivers is a key factor in collisions.
- Fatigue and distraction affect decision making
- Road signs can indicate collision risk
- Use brake lights to control following traffic
- Keep wheels straight when waiting to turn right at the junction

# Reducing the risk:

## 1. Maintain driving standards

Employers have a duty to assess, inform, train and supervise employees who drive for work just as they do for employees who use any form of work equipment.

Almost all road collisions are caused by or involve human error. The most frequently recorded causes of road collisions involving drivers are:

- Careless , thoughtless, reckless driving
- Inappropriate speed
- Loss of control of vehicle
- Looked but did not see
- Failure to avoid vehicle or object in carriageway
- Lack of judgement of own path
- Failure to give way
- Poor turning or manoeuvre
- Inattention or distraction
- Failure to look

The root cause of all of the above can often be attributed to the motivations of the driver.

Within the framework which employers should already have in place for managing other aspects of health and safety at work, employers must conduct suitable risk assessments and put in place all 'reasonably practicable' measures to ensure that work-related journeys are safe, employees are fit and are competent to drive safely and that the vehicles used are fit-for-purpose and in a safe condition.

These measures, if implemented correctly will pay for themselves by reducing costs incurred by collisions, many of which will be uninsured. A good starting point would be to undergo a MORR Review.

# Reducing the risk:

## 2. What employers should do

Measures such as targeted publicity, structured driver training, group discussions with company drivers and covering driving in periodic management appraisals can all reduce the risk of accidents and positively affect driving culture.

### Consult & involve employees

Ensure that staff and their representatives are fully consulted about the organisation's policies on safe driving, including driver assessment and training, and that this is reviewed on a regular basis.

### Expect safe driving

Ensure all staff, including [line managers](#), understand that the organisation expects everyone to drive within the law and that it will provide help and training to achieve this.

All managers should be trained to manage work related road safety as part of their health and safety responsibilities.

### Raise awareness

As part of recruitment, training and staff appraisals ensure employees are reminded about :

- the Highway Code
- root causes of road collisions
- increased collision risk due to poor decision making
- impact of poor health, fatigue and distractions
- the organisation's driver assessment, training and work related road safety policies
- help and training that is available
- legal, PR and financial consequences of accidents

# Reducing the risk:

## 2. What employers should do

### Review your policies and procedures

Undergoing a thorough review will ensure best practice is applied and resources are used efficiently.

### Assess drivers and their driving tasks

Under Health and Safety Law employers have a duty to assess driver competence and to ascertain training priorities. Assessment should take place regularly and at key points:

- upon recruitment
- after a crash or violation
- following an adverse report
- following a non-driving accident or illness

### Assessment options

- Online
- In-vehicle
- Psychometric profiling
- Facilitated driver consultation
- Driving simulators

### Provide training

Following assessment, it is essential to prioritise training needs so that those identified as high risk are given help first and tailored to their areas of weakness. Types of training include:

Check out our range of free [Driving for Work resources](#)

- [Driver training](#)
- [Advanced driver training](#)
- [Theory Workshops](#)
- [E-learning](#)
- [Vehicle familiarisation](#)
- [Country familiarisation](#)
- [Refresher training](#)
- [Seminars](#)

# Reducing the risk:

## 3. Reward schemes & awards

Regular reviews of collision data are an essential element of a proactive management of occupational road risk programme. However, rewarding success can be equally effective in ensuring continued good performance.

Schemes and awards which recognise a high level of proficiency in organisational fleet safety performance and individual driver performance are effective motivational tools and can have a positive impact on long term behavioural change.

The [RoSPA National Safe Driving Awards Scheme](#) and [Managing Occupational Road Risk Awards Scheme](#) are two prime examples of established schemes.



# About RoSPA

RoSPA (The Royal Society for the Prevention of Accidents) is a registered charity and one of the UK's leading safety organisations. Through our [workplace safety training](#), [fleet training](#), [consultancy](#), [awards](#), [free guidance](#) and [membership services](#), we work with organisations within the UK and internationally.

## Why choose RoSPA fleet training and consultancy?

RoSPA pioneered the campaign for the Management of Occupational Road Risk in the mid 1990s which has now been widely adopted by many organisations - using the principles of MORR as the basis of their fleet safety policies.

RoSPA's fleet trainers and examiners are some of the best in the UK; many have a long pedigree of police service or driver training at all levels.

All RoSPA driver trainers are DVSA fleet registered approved driving instructors, making them some of the most highly qualified trainers in the UK. In addition all our trainers have passed RoSPA's Advanced Driving Test at Gold grade and hold RoSPA's National Diploma in Advanced Driving Instruction.

## Which courses does RoSPA offer?

[MORR Review](#)  
[Line Manager Training](#)  
[Fleet Risk Assessment](#)  
[Driver Training](#)  
[Advanced Driving](#)  
[Driver CPC](#)  
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