

1. Introduction

The Borough of Pendle is committed to ensuring the health and safety of anyone who may be affected by the work of the Council. This procedure has been produced to ensure that the risks created from business related travel are minimised within the Council fleet. This applies to our employees and other people who may drive our fleet vehicles e.g. agency workers etc.

We will take steps to ensure that each person who drives Council fleet vehicles is both competent to drive and meets any legal requirements for the vehicles that they will drive.

Any assessments will be carried out by a competent person. This may be an in-house assessor or an assessor from an external provider, dependent on the needs of the service.

2. Assessment of new drivers

The appropriate process below must be completed before the person can drive a Council vehicle.

a) Employees

At the interview the applicant will be required to complete the pre-employment driver questionnaire and provide the necessary driving licence for inspection. Information provided on the form should be discussed at interview. In addition to this the interview process will also include a practical driver assessment undertaken by a competent person as follows:

- **Employees whose duties are mainly driving eg Refuse Driver**, - all candidates to be assessed prior to interview
- **Employees where driving is only part of their duties eg Gardener, Environmental Crime Officer** – successful candidate to be assessed prior to start date being agreed.

b) Agency workers or people on placement e.g. Workstart etc.

As part of the existing induction process (which takes place prior to the person doing any work for the Council), the person must complete the pre-employment driver questionnaire and provide the necessary driving licence for inspection. In addition the person must also consent to a check being made of their driver record for penalty points and medical restriction details. Normal practice is for this to be completed by the recruiting agency who would then provide the Council with the information. However if this is not done the person must consent to the Council checking this information via the DVLA site. The induction will also include a practical driver assessment undertaken by a competent trained person.

3. Assessment of existing drivers

A bi-annual check will be completed by the service area to ensure that the driver still holds the valid appropriate licence.

An annual driving assessment will take place for all drivers of fleet vehicles across the Council. In addition to this the following triggers will be used to determine when an existing driver should be subject to additional assessment by a competent person:

- 3 'incidents' related to driving capability (where costs <£250)
- Three instances where an 'own fault' insurance claim is raised
- One instance of an 'own fault' insurance claim where the cost exceeds £1,000
- It may also be necessary to assess an existing driver following a prolonged absence from work or following the diagnosis of a medical condition that may affect their ability to drive.

The driver will be able to continue with their driving duties until the assessment takes place unless there is reason to doubt their competence to drive.

4. Action following an assessment

a) New drivers

Recruitment via agency etc.

Failure to provide a current valid driving licence appropriate to the class of vehicle to be driven will automatically disqualify the person from being able to drive a Council vehicle. Where the driving assessment identifies concerns with the driver's ability then they will not be allowed to drive but may be considered for alternative work within the service unit.

Recruitment to directly employed temporary or permanent post using the Council's Recruitment and Selection procedure.

The driving licence check, pre-employment driver questionnaire and driver assessment will form part of the recruitment process. Where the ability to drive is an essential criteria then failure to meet the required level for any part of this will automatically disqualify the person from being employed in that role.

b) Existing drivers

Where the assessment identifies that the driver is competent to drive but would benefit from additional training then this will normally be provided by the service area. A further assessment will then take place after the training has been completed.

If the initial assessment identifies that the driver is not competent to drive without additional training then the driver will be removed from driving duties. Wherever possible the employee will be offered alternative duties however they will receive the pay appropriate to the alternative duties.

Where the ability to drive is affected by a disability then reasonable adjustments will be made where possible. If removal from driving duties is following a recommendation from Occupational Health then where there is a suitable alternative post to redeploy the employee into, payment protection will be provided in line with the Council's Redeployment/Redundancy Policy.

5. Training

In addition to training identified via assessment the Council will continually review the training needs of all our drivers to ensure staff remain competent to drive vehicles and plant required to carry out the Council's duties.