



# Driving at Work Policy

We recognise that, from time to time, employees may have questions or concerns relating to their rights. It is our policy to encourage open discussion with employees to ensure that questions and problems can be resolved as quickly as possible.

This policy applies to all employees of Boston Borough Authority and is designed to make sure that anyone employed to drive a vehicle has the right licence and qualifications and is aware of their legal obligations when driving.

## Principles

This policy incorporates the following principles:

- **Good faith** This policy and procedure will be applied in a consistent manner and without discrimination.
- **Fairness** Any action taken will be reasonable and necessary. Members of staff involved are entitled to be heard with courtesy and respect.
- **Confidentiality** Information relating to driving licences will only be shared with individuals who have a need to know.
- **Representation** If issues arise within these procedures and a formal approach is required to deal with them, employees will be entitled to be accompanied by a trade union representative or by a work colleague.

## Version History

Version	Author	Reason For Issue
October 2015	People Services	New Policy
December 2017	People Services	Update to Appendix D Use of Council Bicycle

## Document Distribution

Name	Role
JCC	For consideration of amendments for policy
CMT	For approval of amendments to policy
HOST	For implementation.
All staff	Revised scheme/ staff benefit.

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# Policy Statement

This policy applies to all Boston Borough Council employees, casual/relief workforce, volunteers, elected members, secondees and workers where there is a requirement within their job/volunteering role to drive a vehicle during the course of their duties. Casual / relief workers are those who have no contract of employment and who may work on an occasional basis but have no contract to provide work or to attend work on a regular basis exists. Workers include contractors, agency supplied workers and volunteers.

The Highway Code applies to England, Scotland and Wales. Many of the rules in the Highway Code are legal requirements, and if you disobey these rules you are committing a criminal offence. Much of the advice/ requirements contained in this policy mirror both the Highway Code and HSE guidance on driving at work.

Staff who drive for work must:

- Follow the driving for work policy;
- Provide required insurance information before driving any vehicle (Council or own);
- Hold the appropriate licence(s);
- Discuss any fitness to drive problems or concerns with their line manager;
- Report any health issues that affect their ability to drive to the DVLA;
- Always drive within road traffic laws, safely and responsibly;
- Report any accidents or caution, summons or convictions for driving offences to their line manager and co-operate with monitoring, reporting and investigation procedures.

## **A. Vehicles**

### **1. Fleet vehicles**

The Council owns a fleet of vehicles as set out in Appendix A. To drive any of these vehicles to carry out work duties you must hold the correct licence, comply with insurance and any other policy requirements as set out. In respect of the age of drivers our insurance covers any authorised and licenced driver, excluding any person under 21 years of age, &/or any person who has not held an appropriate full driving licence issued in Great Britain & Northern Ireland for at least 1 year.

The Pool Car Scheme policy (HR050) provides specific additional details on requirements in respect of driving a pool car.

### **2. Your vehicle**

Prior to using your own vehicle for business purposes or on council business you must provide your vehicle registration and MOT details and present your insurance certificate on an annual basis, or within a month of changing your vehicle. You must ensure your vehicle is insured for business use and taxed for road use. You must ensure that your vehicle is kept in a safe and roadworthy condition at all times. You must not drive your vehicle until any identified defects have been rectified.

More detailed information relating to travelling for work can be found in the Travel and Subsistence policy (HR015).

### **3. Bicycles**

The Council has pool bicycles available. To use one of the bicycles you must complete a “use of Bicycles” sign off sheet, use a protective helmet and reflective clothing and meet the lower age limit dictated by our insurers (18 and over). The Council does not provide cycle helmets or reflective clothing. Your Manager will need to countersign the copy of the “Use of Bicycles” sign off sheet which can be located at Appendix D. Please ensure you read and adhere to the safety requirements. The sign off sheet only needs to be completed once.

Using your own cycles for business purposes is permitted and reimbursement for travel costs is as set out in the Travel and Subsistence policy (HR015).

## **B. Insurance**

### **1. Information requirements**

The Driver Information form - Appendix B (also available on Alfresco) must be completed by all employees who are required to drive for work. This must be completed and submitted to People Services at least 24 hours prior to you driving for work. This will enable us to ensure that any declarations made are covered by our insurers. Any restrictions on vehicles will be determined by a combination of licence requirements / insurance restrictions and / or health exemptions.

For insurance purposes drivers of all council vehicles must provide details of any physical / medical condition, convictions, age/experience and accident/ claims history. This information is required for all those who drive or may drive any of the council's vehicle fleet including pool cars.

The information provided forms part of your employee record and is stored securely and confidentially within People Services. Any relevant declarations will be passed to our insurers through internal administration. Where your health changes you are required to complete and submit a revised form for clearance at the earliest opportunity – this must be before you drive a vehicle for work. The responsibility for making such notification lies with you and failure to do so may result in disciplinary action being taken.

In the event of an accident this information may be shared with our insurers and the Police.

### **2. Protected characteristics**

There is no impact on those with protected characteristics. The Authority's insurers will assess any declarations made along with other information submitted, such as age range of employees, previous accidents etc solely in order to calculate insurance premiums due.

### **3. Driving offences and/ or endorsements**

It is a condition of your employment that any imposed or pending driving penalties or convictions must be reported to People Services within one week.

The Authority will be guided by our insurance policy limitations on this matter. Where they set out limits for disallowing driving, decisions will be made in line with this. As set out in section C, where you are unable to drive and it is a requirement of your role consideration must then be given to your continued employment in your current job role. These will be dealt with on a case by case basis.

#### **4. Accidents, claims, losses and refused insurance**

In the event of an accident involving the vehicle you are driving, you should follow the steps at Appendix C.

Where a claim is made on behalf of/against the Authority for an accident you were involved in (regardless of blame) you must co-operate fully with any investigation. You should be aware that in such a circumstance the Authority has a legal obligation to pass on your details to third parties. This will include, but may not be limited to your licence and insurance information. Any third parties with whom we share your personal information will be required to comply with data protection requirements in respect of it.

If you are refused vehicle insurance personally or through our insurers and need to drive for work you must inform the Authority immediately. In this circumstance you must not drive for work without being given clearance to do so. Where you are refused insurance by the Authority's nominated insurers it will be necessary to review your ability to undertake your duties satisfactorily. Where this ability is compromised, and you are unable to undertake the full job role for which you are employed, a review of your continued employment may become necessary.

#### **5. Passengers**

Other members of staff/volunteers/agency/contractors are entitled to travel in the vehicle with the designated driver and must ensure they are properly restrained in accordance with legislation.

Members of the public are insured to travel in the vehicle as passengers. As above they must be properly restrained in accordance with legislation. This is not anticipated to be a regular requirement and authorisation for transporting such persons must be given by the relevant Manager/HoS where there is a clear business need. There must be no reward/payment from the passenger(s) as this would invalidate the insurance for travel.

## **C. Licence Requirements**

### **1. Licence categories**

The following licence categories are applicable for our vehicles:

#### **Category B: Cars**

You can drive vehicles up to 3,500kg Maximum Authorised Mass (MAM) with up to 8 passenger seats (with a trailer up to 750kg).

You can also tow heavier trailers if the total weight of vehicle and trailer isn't more than 3,500kg.

#### **CATEGORY B: Automatic cars**

You can drive a category B vehicle - but only an automatic one.

#### **CATEGORY B+E: Car & trailer**

You can drive a category B vehicle with a MAM of 3,500kg with a trailer with a MAM over 750kg.

You can also tow a trailer with a MAM greater than 750kg as long as the combined weight of the category B vehicle and trailer doesn't exceed a MAM of 3,500kg.

#### **CATEGORY C1: Medium-sized vehicles**

You can drive vehicles weighing between 3,500 and 7,500kg (with a trailer up to 750kg).

#### **CATEGORY C1+E: MEDIUM SIZED VEHICLES & TRAILER**

You can drive C1 category vehicles with a trailer over 750kg, but the trailer - when fully loaded - can't weigh more than the vehicle.

The combined weight of both can't exceed 12,000kg.

#### **CATEGORY f: Tractors**

#### **CATEGORY k: Mowing machine or pedestrian-controlled vehicle**

### **2. Licence renewal**

A licence to drive lorries, minibuses or buses is usually valid until aged 45. After 45, the driver must renew their licence every 5 years until they are 65.

After 65, the driver must renew their licence every year.

All licences issued after 19 January 2013 are valid for 5 years, up to age 65.

### **3. Non UK, EU or third country licence holders**

You can get a driver qualification card (DQC) from the Driver and Vehicle Standards Agency (DVSA) if you live or work in the UK.

You must also have a driving licence from non-UK, EU Member States and third countries such as:

Gibraltar	Isle of Man	Norway
Guernsey	Jersey	Switzerland
Iceland	Liechtenstein	

At least the last 7 hours of your periodic training must have been done in the UK.

### **4. Acquired rights**

Grandfather rights (acquired rights) are usually granted when there is a change in some legal requirement for a qualification to practise that would affect those already in the industry. The award of acquired rights recognises the fact that for the considerable number of people who hold the current qualification, to re-qualify under the new rules would be a huge administrative and practical exercise, and they already have considerable experience in whatever activity is concerned.

If you passed your practical car test (licence category B) before 1 January 1997 you would automatically also acquire licence categories BE, C1, C1E, D1 and D1E.

For those drivers who passed their car test after 1 January 1997 they receive a driving licence with entitlement to drive category B vehicles only. To drive vehicles that fall within the additional categories listed above additional driving tests have to be taken.

### **5. Certificate of professional competence (CPC)**

You can drive professionally for up to 12 months without taking the Driver Certificate of Professional Competence (CPC) part 2 and part 4 tests.

To do this you must:

- be taking an approved National Vocational Training (NVT) programme
- have passed the Driver CPC part 1 and part 3 tests

This is called an 'NVT concession' - you're only allowed to use it once.

Otherwise, if you drive a lorry in the course of your job duties, you must have the full Driver CPC.

Once qualified, every 5 years you must:

- take 35 hours of Driver CPC training to keep driving professionally
- renew your lorry licence if you're over 45

Periodic training will be organised on a 7 hour per annum basis for employees only. Drivers will be required to attend. Responsibility for acquiring the full 35 hours required during the 5 year period lies with the DQC cardholder. Failure to attend the organised sessions will require individuals to secure additional external training at their own cost in order to renew their DQC card.

## **6. Checking licence entitlement**

The Authority must make sure that anyone we employ to drive a vehicle has the right licence. The Authority can check with DVLA that the information on a driver's licence is correct, including:

- the licence validity dates
- the categories of vehicle the driver can drive
- if there are any current endorsements on the licence
- if the driver is disqualified

Using Share My Licence Details, the online service developed by the DVLA which allows third parties to access real-time data regarding your driving record.

The service is compliant with Data Protection legislation and you can be assured we will handle your personal information confidentially at all times.

These checks **will** be made on all employees who have a requirement to drive vehicles during the course of their employment. The information on the check will inform decisions on your continued driving of Council vehicles, in line with the law and our insurers requirements. Failure to supply the information for the checks to be made will mean that the Authority cannot check you are legally entitled to use their vehicles. Where driving is a requirement of your role the Authority may consider the failure to supply the information for a licence check as a disciplinary matter.

## **7. Revoked / voluntarily surrendered licences**

Certain jobs within the Authority require the job-holder to be able to drive Council owned vehicles. If your job falls into this category it is therefore a condition of your employment that you hold, and continue to hold, a current driving licence / CPC licence. In the event that you lose your entitlement to this licence for any reason whatsoever, a review of your continued employment may become necessary.

## **D. Health Matters**

### **1. Medical conditions**

Drivers are responsible for ensuring that they do not drive if they are not fit to do so and that they report any condition that affects their ability to drive safely to their Line Manager and if necessary to the DVLA.

DVLA set minimum medical standards and rules for drivers. These rules are available at [www.dft.gov.uk /dvla/medical/aag.aspx](http://www.dft.gov.uk/dvla/medical/aag.aspx)

In brief, you must tell the Authority and DVLA if you have a driving licence and:

- you develop a 'notifiable' medical condition or disability
- a condition or disability has got worse since you got your licence

Notifiable conditions are anything that could affect your ability to drive safely. You should check with DVLA if you believe you may have a notifiable condition. They can include (this is not an exhaustive list):

- epilepsy
- strokes
- other neurological and mental health conditions
- physical disabilities
- visual impairments

### **2. Medical screening requirements**

Where driving is a requirement of your role your initial medical screen prior to commencing work will include details of your fitness to drive for work and any issues that may affect this. Where results indicate there may be a problem, you may be referred to Occupational Health for further assessment.

Thereafter you are required to undertake medical screening as required and paid for by the Authority. Generally drivers undertake annual screening, however we reserve the right to require any driver to undertake screening at more frequent intervals where there is concern over their fitness to undertake driving duties.

Where there is concern over fitness to drive you will be immediately taken off driving duties to ensure safe working. If alternative work can be found which is commensurate with your grade and skills you will be required to undertake those revised duties. Where there is no suitable alternative work you will be suspended pending medical investigations. The overriding concern in this circumstance is to prevent a potential accident.

### **3. Prescribed medication and / or illegal/ recreational drugs**

Any condition requiring medical treatment may itself pose a risk to driving ability if left untreated. Therefore it is important for patients to continue their treatment and follow the advice below from your healthcare professional:

- it is against the law to drive if your driving ability is impaired by any medicine
- if you are taking your medicine as directed and your driving is not impaired, then you are not breaking the law
- check the leaflet that comes with your medicine for information on how your medicine may affect your driving ability
- do not drive while taking this medicine until you know how it affects you
- do not drive if you feel sleepy, dizzy, unable to concentrate or make decisions, or if you have blurred or double vision

It's illegal in England and Wales to drive with legal drugs in your body if it impairs your driving. It's an offence to drive if you have over the specified limits of certain drugs in your blood and you haven't been prescribed them. It's illegal to drive if either:

- you're unfit to do so because you're on legal or illegal drugs
- you have certain levels of illegal drugs in your blood (even if they haven't affected your driving)

Legal drugs are prescription or over-the-counter medicines. If you're taking them and not sure if you should drive, talk to your doctor, pharmacist or healthcare professional. The individual driver is responsible for ensuring they do not commit an offence by driving when under the influence of drugs.

### **4. Random drug / alcohol testing**

The Authority reserves the right to undertake random testing and will ask for your consent if we want to test for drugs / alcohol. The Authority will:

- limit testing to employees that need to be tested
- ensure the tests are random
- not single out particular employees for testing unless this is justified by the nature of their jobs

You can't be made to take a drugs test but if you refuse when the Authority has reasonable grounds for requesting you undertake testing, you may face disciplinary action.

### **5. Eyesight tests**

All persons who drive as a requirement to carry out their duties must meet the minimum legal eyesight standards. If you are required to wear glasses or contact lenses for driving you must do so whenever you drive. Spare glasses should be kept on your person and you must ensure that you have a sight test at least every 2 years or more often if advised by an Ophthalmologist.

## **E. Careful Driving**

### **1. Mobile phone use whilst driving**

It is illegal to drive whilst using a hand-held phone or other similar device. The Highway code states that you can use hands-free phones, sat navs and 2-way radios when you're driving. But if the police think you're distracted and not in control of your vehicle you could still get stopped and penalised. For this reason the Authority's policy is that you must not use hands free whilst driving. Drivers must turn off their phones or put them on silent prior to commencing their journey so that they are not distracted. Mobile phones issued by the Authority can be diverted if there are urgent calls expected. Messages should only be picked up and responded to when it is safe to do so. If you have a passenger or crew member they should be responsible for all communication. All driver distractions must be kept to an absolute minimum.

If you're the driver, you can only use your phone in a vehicle if you:

- need to call 999 or 112 in an emergency and it's unsafe or impractical to stop
- are safely parked

The Authority will not make exceptions to this and any breach of these rules will be a disciplinary offence.

### **2. Smoking**

You are not permitted to smoke during working hours, only whilst on an unpaid break. This applies to travelling time, whether in a Council vehicle or your own vehicle on business use, and e-cigarettes.

### **3. Alcohol limits and Driving**

The Authority recommends that you do not drink alcohol within 24 hours prior to driving for work. Ultimately it is your responsibility to ensure that you are fit to drive and not impaired in any way.

### **4. Concerns about a colleagues driving**

You are encouraged to report any concerns about colleagues with regard to reckless or dangerous driving including concerns about driving under the influence of alcohol or drugs to your line manager as soon as possible.

### **5. Vehicle checks prior to driving**

Unroadworthy vehicles MUST NOT be driven under any circumstances (this includes bicycles and your own vehicle). You should ensure that you carry out the required

routine safety checks on the checklist and report any concerns about the safety of a vehicle to your line manager immediately.

Employees are required to complete the vehicle safety check sheets supplied in the vehicles that they drive. These must be fully completed for each journey. Where there is a defect, the defect reporting sheet must be completed as soon as the defect is found and handed to your Supervisor. Verbal reporting of a defect without completing a defect form is not acceptable. Reported defects must be dealt with promptly. Any vehicle with a serious defect making it unsafe will be taken off the road immediately until a repair has been carried out. Defects such as dents can be reported on your return.

Ensure you are aware how to adjust safety equipment such as safety belts and head restraints. It is recommended that you keep a safety warning triangle and high visibility jacket in your vehicle in the event of a break down.

## **6. Ensuring your journey is safe**

Professional drivers who are required to complete their CPC should ensure they are aware of, and adhere to, the Rules on Drivers Hours and Tachographs as published by the Driver & Vehicle Standards Agency. This includes details on legally required breaks for professional drivers.

There are planned routes for refuse collection vehicle drivers which must be adhered to. Exceptions are to be authorised by their Supervisor/Manager in advance and may be required where there is a RTA or road closure for example. These pre-planned routes are planned using risk assessments taking into account numerous hazards and road restrictions and unauthorised deviation may result in disciplinary action being taken against the driver. Crew members have a duty to report any unauthorised route changed to their Supervisor at the earliest safe opportunity.

## **7. Driving Conditions**

You should choose a route appropriate for the type of vehicle you are driving, where possible avoiding peak traffic flow and periods when you are most likely to feel sleepy. Plan your route in advance and allow sufficient time to complete your journey safely, taking into account the road type and conditions. Where weather conditions are poor, adjust your journey time/route to account for this.

You must allow for rest breaks during driving hours. Non-commercial drivers MUST take as a minimum 15 minutes break in every 2 hours of continuous driving. This is in addition to the contractual minimum 30 minute break as detailed in E12. Drivers of commercial vehicles (e.g.RCV) must take breaks as detailed in legislation (GB Domestic rules, which can be found on <https://www.gov.uk/drivers-hours/gb-domestic-rules>). Briefly, the legislative break requirements are for 45 minutes (which can be taken either as 15 + 30 or 45).

It is essential that break requirements are vigorously adhered to, as failure to comply with these requirements could result in prosecution or disciplinary action.

Drivers must adhere to the Highway Code and other legislation at all times. Where there is a genuine safety concern drivers/ passengers should seek advice from their Supervisor/ Line Manger on cancelling a journey. No one should feel pressured into completing a journey where, for example, weather conditions are exceptionally difficult or there are other safety concerns.

If you start to feel sleepy you must pull over at the nearest safe opportunity. It is your responsibility to ensure that you have adequate rest in order that you are able to carry out your duties safely.

### **8. Maximum load weights**

You must ensure that the maximum load weight is not exceeded and that there are appropriate arrangements for carrying and properly securing goods and/or equipment in the vehicle. If you are using your own vehicle you must ensure that you are adequately insured for the transportation of goods.

Refuse collection vehicles are designed with specific loading capabilities to ensure safe operation of the vehicle when it is in use. Suspension, steering, braking loads etc are designed to function within the designed capacities and compliance with the legislation relating to maximum load weights is mandatory.

Gross vehicle weight information is displayed on information plates in all RCV's If the information plate is missing, damaged or defaced it is the drivers responsibility to inform the supervisor immediately to enable a replacement to be fitted.

Drivers must ensure they are familiar with the specific load carrying capabilities of their vehicle and anyone found to be driving an overweight vehicle will face disciplinary action in accordance with the Councils disciplinary policy.

### **9. Accidents whilst driving for work**

All employees must report all crashes and collisions, which happen whilst driving their personal vehicle for work or a works vehicle at any time, to their line manager and People Services promptly. In the event of a collision employees must:

- Stop
- Keep calm
- Be courteous and present a positive image.
- Not accept liability.

Employees must prioritise their own safety, the safety of anyone else involved and the safety of other road users.

There is a motor accident vehicle handbook in each vehicle. This gives details of accident procedures, report forms, our Insurance details including important contact details.

### **10. Endorsements/ fines incurred whilst driving for work**

All employees are responsible for paying fines personally which have been received whilst using vehicles in connection with their employment. Any parking tickets / fines incurred are your personal responsibility.

### **11. Competency assessment**

Workers assigned to driving roles for Boston Borough Council must have the right combination of skills, experience and knowledge, The degree of competence required will depend on the range and value of work carried out.

Before commencing work utilising one of our commercial vehicles (ie. excluding pool cars) drivers must complete a competency assessment. Driver competency will be assessed periodically and anyone failing to achieve the required standards will be performance managed under the Councils capability procedures.

### **12. Drivers hours**

E6 and E7 give details of awareness you need to have in relation to driving safely. In addition to this you should be aware that where you hold a second role you are still required to adhere to the legislation relating to working times, including daily/weekly rest periods. Under our contract of employment, employees **MUST** take a minimum 30 minute break daily if they work for more than 6 hours a day. Commercial drivers' breaks are different and are detailed in E7.

In addition to the daily break, you are required to take 11 hours rest between working days e.g. if you finish work at 8pm, you shouldn't start work again until 7am the next day. Where you hold more than one job (voluntary or paid) you must ensure that you adhere to these rules when all of your working/voluntary hours are added together.

Weekly rest is also required. This consists of

- an uninterrupted 24 hours without any work each week
- an uninterrupted 48 hours without any work each fortnight

These are minimum requirements. If your employment contract states rest break in excess of these then you must comply with those requirements.

## Appendix A Vehicle Fleet details

Our Fleet includes, but is not limited to, the following vehicles:	Weight (where applicable)	Licence Category
LDV Tipper (light goods vehicle). 2 axle rigid body.	3.5T	B
Ransome Triple Mowers		k
DAF truck. Scarab Magnum . Street Cleansing.2 axle rigid body. Left Hand Drive	15T	C
Johnston CX400 compact sweeper	7.5T	C1
Scarab minor road sweeper. 2 axle rigid body.	4.2T	C1
Isuzu truck NQR70 cage with side lift	7.5T	C1
Isuzu trucks NQR 70 .Refuse Collection vehicle (RCV). 2 axle rigid body	7.5T	C1
Dennis Eagle RCV. 3 axle rigid body.	26T	C (CPC also required)
Kubota compact tractor. 2 axle rigid body.		f
Massey Ferguson agricultural tractor. 2 axle rigid body.		f
Ford Transit Connect 200 SWB		B
Pool cars		B
Trailers (various sizes)		*

\* Dependent on size of trailer. Either B, B+E, C, C1 or C+E. Supervisor will advise appropriately.

## Appendix B Insurance Information Questionnaire

Name:	Date of birth:
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1. Do you suffer from or have at any time suffered from uncorrected defective eyesight or hearing, physical infirmity, mental illness, heart complaint, diabetes, epilepsy, fits or black-outs?  
If yes, please give details below:

Details of disability	Date diagnosed	Details of treatment	DVLA advised
			Yes/ No
			Yes/ No

2. Within the past 5 years, have you been convicted of any motoring offence, disqualified from driving, or is any prosecution pending? If yes, please give details below:

Date of conviction	Offence code	Penalty points	Ban yrs/ mths	Level if Alcohol related

3. If you are a) under the age of 25 or b) over the age of 65 or c) have not held a full UK driving licence for 2 years in respect of the class of vehicle being drive, please give details below:

Licence type	Date test passed

4. Within the last 3 years, have you been involved in any accident, claim or loss?  
If yes, please give details below:

Date of accident	Circumstances	Cost	Did a prosecution arise?
			YES/NO
			YES/NO

5. Have you ever been refused motor insurance or continuation thereof? YES/NO

6. Please give details of vehicles you drive, or may drive:

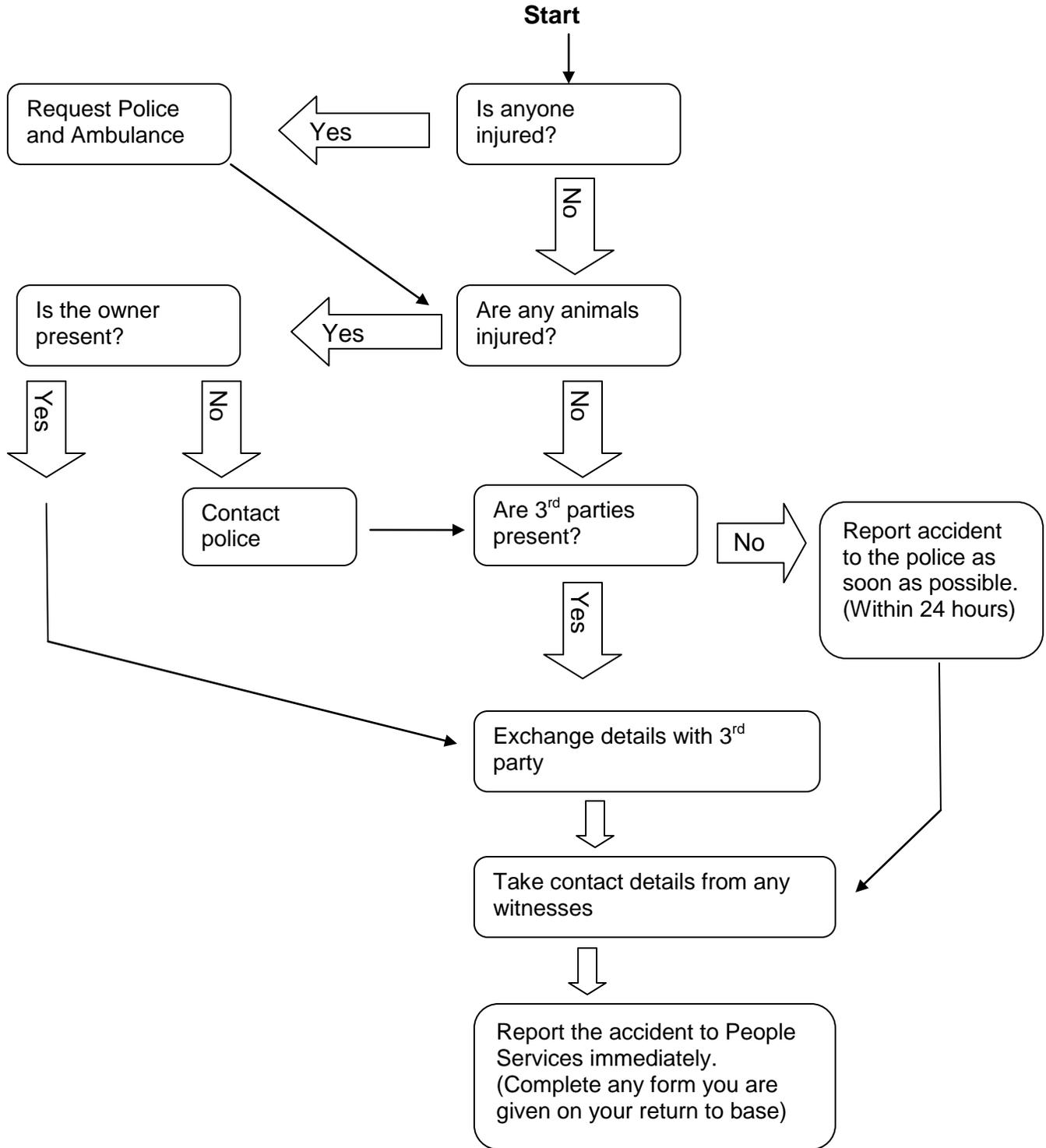
Type of vehicle	Vehicle class

I declare that to the best of my knowledge and belief that the answers given on this form by me are complete and true and that I have not withheld any material information.

I confirm that I have read and understood the above declaration.

Signature:	Date
Please print name and position:	

**Appendix C Employees must follow the steps below in the event of a collision**



## Appendix D Use of Council Bicycle

Location: St Johns Road Depot / Municipal Buildings

Date: 14 July 2014

### Safe use of Bicycles

Purpose:- to specify safe working practices in relation to using Boston Borough Council bicycles.

Notes:-

BBC insurance cover is only valid if the following requirements are fully implemented.

**Employees under the age of 18 – are not allowed to use the BBC Bicycles**

### **Insurance & Safety**

**If you are not wearing the prescribed safety wear items BBC insurance cover will be invalidated.**

The Council does not provide reflective clothing or cycle helmets, however, when using a BBC bicycle it is mandatory that these are worn. The cycle helmet must conform to current regulations, be the correct size, adjusted to fit and securely fastened.

You **MUST**:-

- Wear reflective clothing (high visibility work wear) & / or accessories (reflective belt, arm bands or clips).
- Be a competent cyclist, confident of your ability to ride safely on the road, familiar with the Highway Code and specifically **adhere to the Highway Code rules for Cyclists (59 to 82)**.
- Use the carrier fitted to the bike for transporting items on the bicycle.

If you are aware of any medical condition that you have that may affect your health or ability to cycle you **MUST** consult your own doctor for their guidance and authorisation before using the bicycles. BBC may require written evidence from a medical practitioner to confirm that you will not be placed 'At Risk'.

You **MUST** make sure that: -

- Size and type of cycle provided is ergonomically suitable (fits you)
- Saddle and handlebars are adjusted to the correct height
- Lights and reflectors are clean and in good working order
- Tyres are in good condition and inflated to the pressure shown on the tyre
- Gears are working correctly
- Chain is properly adjusted and oiled
- Brakes are effective
- The cycle lock provided is fitted whenever the bike is left unattended, preferably in an area of high visibility and use.

In addition, for your own safety it is **recommended** that you wear:-

- Appropriate clothes for cycling avoiding long and loose clothing, long scarfs, etc items that may get tangled in the chain, or in a wheel or may obscure the lights
- Light-coloured or fluorescent clothing which helps other road users to see you in daylight and when visibility is poor (does not override the necessity for wearing prescribed high visibility wear)

When riding the bicycle you **MUST**:-

- Have the white front and red rear bike lights illuminated if poor visibility or at night
- Ensure the cycle is secured in the appropriate area in the St Johns Road depot or the cycle shed (Municipal Buildings).
- Not leave the bicycle where it will create an obstruction or hazard

**Ergonomic, medical or disability issue**

If you have or develop any anatomical (height, build, reach, etc) or physical limitations in relation to cycling then please do not use the cycles until you have consulted your doctor.

**Modification of equipment**

It is prohibited for employees to modify or to tamper with any Boston Borough Council bicycles or equipment.

It is also prohibited for them to introduce any equipment, aids or devices (permanent or temporary) onto a Boston Borough Council bicycle without prior written permission from the Operations Manager.

**Fines or Penalties**

Fines or penalties incurred as a result of a breach of any legislation are payable by the individual employee.

**Maintenance**

The bicycles will be checked and serviced by a local cyclist dealer twice a year. However, if you become aware of any defects to the bicycles '**Do Not Use**' report the issue to Business Support..

I confirm that I am aware of the above requirements and will adhere to them at all times.  
I acknowledge that failure to comply with them could result in the Councils insurance becoming invalid and the initiation of Disciplinary action.

Name	Department	Signature

Comments or assigned actions:

Managers Signature: