

HSP 06 Driving for work

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Briefings

Having read this procedure all key points must be communicated to all staff that work within a care home. This must take the form of a briefing based around the RAG02 (Risk assessment on driving for work), which should be recorded with signatures of attendees.

If you require any further assistance in the development of the team talk please contact your Safety, Health, Environment & Quality Manager.

1. Introduction

About 25% of all road accidents involve somebody who is driving as part of a work activity and for many it is the most hazardous activity they complete at work.

2. Categories of driving

The following are types of driving activities within Elizabeth Finn Homes (EFH):

- Company car user – employees using vehicles owned or leased by EFH.
- Private car user – employees, including agency workers, authorised to use their own vehicles.
- Minibus driver.
- Volunteers driving their own vehicles, for example transporting residents.

3. What the Regulations require

Health & safety law applies to work activities on the road. Any work activity involving driving is included. It does not apply to employees travelling to their usual place of work.

EFH has a responsibility to demonstrate that all vehicles used by its employees on its behalf are properly maintained, insured and tested (where necessary) and any driver is legally entitled to drive in the UK.

4. Assessing the risk

To adequately manage the risk of driving – you need to consider the following three elements to driving.

- **Driver** - holds a valid driving licence for class of vehicle, have appropriate skills / experience driving vehicle and meets minimum eyesight requirements.
- **Vehicle** - appropriate for task (especially if transporting residents), insured for business use and roadworthy. Drivers are responsible for the condition of the vehicle.
- **Journey** - are properly planned, taking account of adequate breaks and weather conditions.

5. Permit to drive

A permit to drive form should be completed annually for all drivers. It is a statement that the application and vehicle are fit to drive for work purposes.

The permit is confirmation that the applicant can drive on company business and is valid for 12 months. It includes details on how to check employees driving licences.

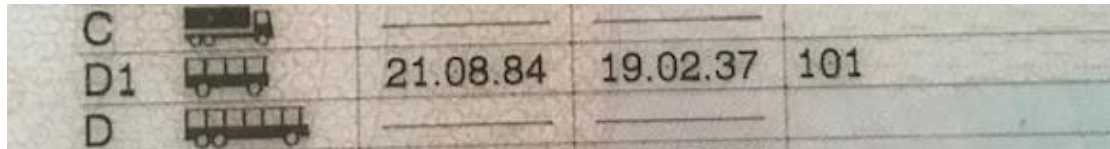
Supporting the permit is a list of conditions, which will require re-assessment of the permit.

6. Minibus driving

All minibus drivers must hold a full driving licence. If the driver obtained their full driving licence after 1 January 1997, they can drive a minibus in the UK until their licence expires if they:

- hold a valid full driving licence for private cars category B.
- are at least 21 years of age
- have held a driving licence for two years.
- have completed a minibus test.

Drivers obtaining licence before 1 January 1997 must hold a category D1 minibus licence.



Risk Assessment RAG52 (Minibus driving) must be completed for each home.

All minibus drivers will receive training followed by an assessment before they are authorised to drive. This training includes use of the tail-lift and securing wheelchairs.

7. Minibus information

Suitable footwear for driving

Whilst driving on company business which includes minibus driving all drivers should be wearing shoes which have a sole with good grip and ankle support.

High heels, flip-flops and shoes without a back are not suitable for driving whilst at work.

Equipment

Minibuses should contain a 1st Aid box and 2 x fire extinguishers (foam or water).

Resident safety

It is the responsibility of the driver to ensure that the residents are securely seated with all seat-belts fastened prior to the journey.

Inspection & testing

The minibus must undergo an annual MOT irrelevant of the age of the vehicle.

Independent safety inspections by a qualified technician are required every 10 weeks on any minibus under 12 years of age (the annual MOT counts as one of these inspections). Records of these should be kept for two years.

The tail lift is subject to a 6-monthly examination with examination reports kept for two years.

Pre-use inspection checks are required to be completed by the driver before taking the vehicle out. Any faults identified should be notified to the General Manager.

Transportation of chemicals and specimens

Transportation of fuel containers for topping up garden machinery requires specific controls and awareness training.

The carriage of resident's specimens requires a triple packaging system which includes a rigid labelled container.

Further details can be found in HSP 15 Chemicals.

Transportation of wheelchairs

Where possible individuals should be transferred to fixed seats.

Passengers in wheelchairs must be secured in place with 4-point strapping system. All passengers should be secured with seatbelts.

8. Associated documents

- HSP 06A Permit to Drive
- HSP 06B Minibus walkaround checks

- RAG 02 Driving for Work
- RAG 52 Minibus Driving

9. A Summary of the main points

Check that:

- All drivers have been identified (including occasional & volunteer drivers).
- Permit to drive completed annually for all drivers.
- Minibus undergoes annual MOT, regular services and 10 weekly safety checks.
- Tail-lift is examined every 6 months.
- Any driving conviction or penalty points reported to Manager.
- Driving incidents are reported and recorded.
- Minibus drivers have received adequate training in driving and using tail lift and wheelchair restraints (MiDAS).

10. Document history

Author	Steve Andrews (Health & Safety Manager)
Date of Implementation	01/08/2015
Date of next full review	01/01/2027

Issue	Date	Author	Reason
1.0	01/08/2015	Steve Andrews	New document.
2.0	03/01/2018	Steve Andrews	Full review. Updated permit to drive with information on how to check Driving Licences.
3.0	25/11/2019	Steve Andrews	Clarified wording around non D1 Licenses.
4.0	06/01/2021	Steve Andrews	Full document review – no changes.

4.1	04/02/2022	Steve Andrews	Added information around minibus safety checks.
4.2	16/02/2022	Steve Andrews	Added additional reference to transportation of chemicals / specimens.
5.0	21/01/2024	Steve Andrews	Full document review – added reference to associated documents (Section 8)
5.0	27/02/2024	Steve Andrews	Banner updated, no other changes, issue number kept same.
5.1	17/07/2024	Steve Andrews	Updated Permit to Drive form to include further information on occasions and frequency of driving.
5.2	12/05/2025	Steve Andrews	Added info on suitable footwear for driving & securing residents.