

29. Vehicular Operations

Version Number	1	Date Created	11/2020	Replaces	4/2017
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Policy

The Board of Directors and the Chief Executive of the Society recognise the danger to colleagues and others from the movement of vehicles within Society premises, and also for colleagues using Society vehicles as part of their normal work activities. In order to meet their obligation to minimise the risks of accidents, they have adopted the following procedure.

Traffic Management

The Society will where possible, operate a safe system of traffic management. Such a system will include methods and procedures for arrival, reception, unloading, loading and movement, in particular reversing of delivery vehicles, within the boundaries of the premises.

Where appropriate and possible it will introduce one-way systems and if deemed necessary speed restrictions to increase the safe system of traffic management. It will emphasise the need for vehicular and pedestrian access to be physically separated so far as is reasonably practicable to ensure the safety of pedestrians. The separation of vehicular movements and pedestrians may be carried out by one or all of the following methods:

- Pavement.
- Barriers.
- Painted areas for pedestrians to follow.
- Clear signage.

Loading & Unloading of Vehicles

Please refer to individual group policy and procedures documents for a more detailed and in depth guidance on loading and unloading of vehicles and other vehicular operations.

Society Vehicles (Colleague Responsibilities)

Where colleagues possess a Society vehicle their responsibility for using and maintaining the vehicle will be as follows:

- The vehicle must be driven within any laws laid down by the Road Traffic Act.
- Any illness (short-term or long-term) that may affect a colleague's ability to drive the vehicle safely must be reported to their immediate line manager.
- Any medication being taken (short-term or long-term) that may affect a colleague's ability to drive the vehicle safely must be reported to their immediate line manager.
- Reading and understanding the vehicle manufacturer's handbook.
- Reading and understanding the Society's Vehicle & Driver Policy.
- Making sure that the vehicle is serviced according to the manufacturer's recommendations, at the correct times, and by authorised garages.



Society Health & Safety Policies and Procedures

- Ensuring that the vehicle is in good working condition and satisfies all legal requirements (e.g. – correct tyre tread depth, good brakes, lights, steering).
- Making sure the vehicle is maintained with the correct types and amounts of oil, fuel and antifreeze.
- Ensuring the vehicle is kept in a clean and tidy condition.
- Ensuring that any damage is reported to the Society so that the vehicle is repaired without delay.
- Ensuring only authorised users drive the vehicle.
- Recording all business mileage.

Please refer to the Vehicle & Driver Policy located on the PSG Intranet page.