



VEHICLE AND VEHICLE SAFETY POLICY (DRIVING AND CYCLING)

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欲知有關詳情，請聯絡本協會，電話：0141 578 0200，或向我們發送電郵，電郵地址：
admin@hillheadhousing.org

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VEHICLE AND VEHICLE SAFETY POLICY (DRIVING AND CYCLING)

1. INTRODUCTION

Hillhead Housing Association's policy on the use of vehicles by employees for business purposes aims to ensure that vehicles are considered in the same terms of safety as other places of work.

This policy applies to any employee who drives a vehicle or rides a bicycle at work. It also applies to those using their own vehicles for work purposes.

Hillhead Housing Association may be liable to prosecution where they "cause or permit" a person to drive a vehicle that is in; a dangerous condition, or; without a valid licence or; without valid insurance.

2. KEY LEGAL REQUIREMENTS

Employers have duties under Health and Safety law for on-the-road work activities. The Health and Safety at Work etc. Act 1974 (HSW Act) states employers must ensure, so far as reasonably practicable, the health, safety and welfare of all employees while at work. Employers must also ensure that others are not put at risk by their work related driving activities.

Commuting to work is not generally classified as driving for work, except where someone's work journey starts from their home and they are travelling to a work location that is not their normal place of work (e.g. training etc.). Health and safety law does not apply to commuting.

The police and Vehicle Standards Agency (DVSA) enforce road traffic law. It places duties on transport managers, operators, and consignors to ensure that:

- Vehicles are in good mechanical condition
- Drivers are fit and competent to drive their vehicles
- Passengers or loads carried on or in those vehicles are carried safely

If an employee is killed while driving for work purposes, and there is evidence that serious management failures resulted in a "gross breach of relevant duty of care", the organisation could be at risk of being prosecuted under the Corporate Manslaughter and Corporate Homicide Act 2007.

Definition

"Vehicle" - any mode of transport that is used for work purposes and includes:

Cars, Vans, Motorcycles, Bicycles, Public transport, Taxi

3. GENERAL REQUIREMENTS

- Staff using vehicles on company business must adhere to good driving practices, in accordance with the Highway Code.
- Drivers must not use mobile telephones or any other communications devices unless the vehicle is parked in a safe location and the engine is switched off.

4. REPORTING AND INVESTIGATING INCIDENTS

- Any accidents, incidents and near misses will be reported, investigated by senior staff and recorded in the accident book.
- Incidents will be investigated to identify underlying causes and to determine whether any controls or changes are needed.

5. DRIVER SAFETY

- All employees required to drive a company vehicle must have a valid driving licence for the type of vehicle to be driven, and complete the "Vehicle Declaration" (Appendix 1), countersigned by the line manager.
- All employees will inform their line manager or Health & Safety Administrator immediately should they become aware of any reason as to their ability to operate a vehicle safely, or changes to documentation/information provided above.

Employees should not attempt to drive when feeling tired, unwell or under the influence of alcohol/drugs. Employees are responsible for identifying side effects of medicines, both prescribed and over the counter. Any vehicle user under the influence of alcohol or drugs (prescribed or otherwise) while in charge of a company vehicle, where this has the potential to effect fitness to drive, will result in disciplinary action being taken. Under the Contract of Employment, such occurrences will be deemed gross misconduct and will normally result in suspension pending a disciplinary hearing. Should evidence be established that the vehicle user was in charge of a company vehicle while under the influence of alcohol or drugs, this will normally result in dismissal.

Every six months those authorised to drive company vehicles will be asked to sign a declaration that they will not drive any company vehicle whilst under the influence of any drug, alcohol or prescribed medication that may inhibit or affect their ability to drive.

- It is advised that lanyards, including ID badges and fobs attached to lanyards are not worn while driving. In the event of an accident these can cause personal injury.

6. COMPANY VEHICLES

- Hillhead Housing Association owns two vehicles - a Vauxhall Vivaro van and an Iveco Tipper. The Vauxhall van is used primarily by the Association's Estates Inspector and the Tipper by the Estates Officer. It is recognised that the vans may be used by any other member of the Property Services team over the age of 25 to carry out inspections where ladders are required or when a van is needed to take any item to the local dump. Restrictions apply to any employee under the age of 25.
- Vehicle users should carry out pre-user checks prior to each journey. Motor vehicle users should utilise the template at Appendix 2 to carry out full monthly checks.
- Noticeable irregularities in company vehicles' performance should be reported to the Depute Director/Head of Assets.
- All reported vehicle defects will be dealt with promptly. Any vehicle with a defect making it unsafe will be taken off the road immediately until a repair has been carried out.
- The image of the Association is influenced by the cleanliness and appearance of its vehicles, therefore they must be washed and cleaned as often as is necessary. The Estate staff, as the main users, are responsible for cleanliness of the vehicles.
- The vehicles must be locked when left unattended. Tools and/or materials must not be left in the unattended vans overnight.
- Vehicle users are not permitted to carry passengers in their vehicle except for colleagues or Officers of the Association unless agreed with Depute Director/Head of Assets or Director.
- Vehicle users are responsible for the use and safe-keeping of any belts, straps, chains or ropes used to secure loads. An adequate supply of these should be retained for loads such as materials uplifted from suppliers. All loaded goods must be distributed and secure to prevent movement that could damage the vehicle or cause a nuisance or danger to pedestrians or other road users.
- In accordance with the Smoking, Health & Social Care (Scotland) Act 2005, smoking is strictly forbidden whilst using a company vehicle at all times. Appropriate signage is displayed within the vans.
- The safety and security for the vehicles, passengers or loads is the responsibility of the drivers.
- Vehicle users who drive the vans and who are charged or convicted of driving offences must report this to the Depute Director/Head of Assets or Director within 24 hours.
- Driving related fines are the responsibility of the vehicle user who incurs them irrespective of whether this occurred during working hours. If the vehicle user fails to pay a driving related fine, the Association will do so and claim the cost back from the vehicle user. Depending on circumstances, the Association may pay a fine with each individual instance assessed on its merits.

- Vehicle users will normally be aged 25 years old in order to be allocated a company vehicle, unless at the discretion of the Depute Director/Head of Assets or Director.
- If a vehicle user is disqualified from driving and an essential part of the job requires them to hold a valid driving licence, the Association reserves the right to terminate their Contract of Employment.
- **Personal Use** - The Estates Inspector or, in his absence, another member of the Property Services team will use the Vauxhall van for travel to and from his/her home address where it will be garaged/parked. The Ford Tipper however, will predominantly be parked overnight in the Association's car park. Any exception must be approved by the Depute Director/Head of Assets or Director.
- **Maintenance** - The costs of maintaining and repairing the Association's vans will normally be met by the Association where such costs arise through the normal use of the vehicles. The vans are serviced annually and the Estate staff must liaise with the Depute Director/Head of Assets about the scheduling of the vans' services or repairs.

The Estate staff are responsible for ensuring proper maintenance to the Association's vans. This must be done in accordance with the manufacturers handbooks and the requirements of UK Law. The vehicles are fitted with appropriate safety equipment, e.g. fire extinguishers and first aid kits.

In the event that damage has been caused through the user's negligence, wear and tear excluded, the re-instatement costs will be charged to the vehicle user.

- The Association has a fuel account with Shell Garage, Kirkintilloch and the Estate staff are each issued with a fuel card to be used at this garage. One spare fuel card is retained by the Property Services team. These cards must be used solely to provide fuel for the Association's vans.
- **Accidents and Damage** - All damage to a company vehicle must be reported to the Depute Director/Head of Assets or Director immediately. A written report detailing the circumstances in which a vehicle suffered damage should be submitted thereafter. Damage caused by the negligence of a vehicle user may result in disciplinary action.

7. DRIVERS USING OWN VEHICLES

Vehicles owned by individual staff members will only be authorised for work use upon completion of the "Vehicle Declaration" (Appendix 1) and countersigned by the line manager following visual verification of relevant documentation. This includes confirming valid driving licence, insurance noting business use stipulated, a valid road tax badge and appropriate MOT certificate. All information will be recorded. Anyone without business insurance must not use their own vehicle on Association business and will not be entitled to claim mileage expenses when travelling for business purposes including training.

8. CYCLE SAFETY

- Hillhead Housing Association has 2 pool bicycles available for use, and are fitted with the essential bicycle requirements e.g. bell, reflectors and brakes.
- All employees using bicycles for work-related journeys will have sufficient and demonstrable knowledge of the Highway Code. Those who are not drivers and who are not familiar with the Highway Code will receive appropriate training.
- All cyclists will be required to fill out a bicycle declaration form. All employees will inform their Line Manager/Health & Safety Administrator immediately if there are any changes/deterioration to their health or if there are any factors which may affect their ability to cycle safely.
- Cyclists will carry out pre-user checks prior to each journey.
- The Association will supply cyclists with a helmet and a high visibility vest, other than where the cyclist prefers to use their own equipment. Note that in such cases, the equipment must be in good repair and helmets must be CE Marked. Helmets must be worn whilst cycling for business purposes.
- The Association will provide insurance cover for pool bicycles only but, will ensure that its insurance adequately covers any liability associated with employees cycling on work business (whether or not on an organisation bicycle). Those utilising their own personal bicycles for business use are responsible for insuring their own bicycles against theft and damage.
- All bicycles (including personal bicycles used for business use) will be subject to regular and documented maintenance and inspection.

9. REVIEW

This Policy will be reviewed every three years or as necessary should changes to Employment Law or driving regulations arise.

Appendix 1

For Users of Company Vehicles

I have a full and valid drivers licence	
I will report any faults/damage to the vehicle to the Health & Safety Administrator as soon as possible	
I know of no adverse health effects that may affect my ability to drive	
I am aware of the arrangements in place for obtaining assistance should the vehicle break down	
I am aware of the location of the safety equipment in the vehicle and know how to use it (having received appropriate training where required)	
I will not use my mobile phone whilst driving	
I understand that I may be held liable should any of the above points no longer apply and I have not reported this to the Health & Safety Administrator	

For Users of Personal Vehicles on Company Business

I have a full and valid driver's licence	
My vehicle is insured for business use, has a current MOT (if required) and is Road Taxed	
I will maintain my vehicle in a roadworthy condition at all times	
I know of no adverse health effects that may affect my ability to drive	
I have/do not have (delete as appropriate) vehicle breakdown cover. Should I not have breakdown cover, I will be responsible for any costs associated with the repairing/pick up of my vehicle should it break down.	
I will not use my mobile phone whilst driving including via a hands-free kit	
I understand that I may be held liable should any of the above points no longer apply and I have not reported this to the Health & Safety Administrator	

Employee Signature		Date	
Manager Signature ¹		Date	

¹ By signing this I am declaring that I hold a valid driving licence and up to date insurance, MOT and Road Tax

Appendix 2

Vehicle Registration No. _____ Vehicle Make&Model _____

Vehicle User _____ Date _____ Odometer Reading _____

Item	√ = Satisfactory/Available X = Defective/Missing N/A = Not Applicable	Comments
External		
Condition of vehicle bodywork, windscreen, windows and lights		
Condition of windscreen wiper blades		
Cleanness of windscreen, windows, mirrors, lights and number plate		
Condition of tyres, tyre pressure, tyre wear		
Fluids		
Engine Oil Level		
Coolant Level		
Brake Fluid Level		
Steering Fluid Level		
Windscreen Wash Level		
Oil or Waste Leaks		
Fuel Level		
Interior		
Availability of spare wheel, jack and locking nut		
Load secured		
Condition and Function of Seat Belts		
Head Restraint Adjustment Mirror Adjustment		
First Aid Kit		
Fire Extinguisher		
Warning Triangle		
Function Checks		
All Lights		
Washer and Wipes		
Horn		
Brakes		

All the items above have been checked and any defects and omissions reported

Employee Signature	Date