



Protecting people
on the move



Managing work-related road safety onsite fleet audit

prepared for

Company ABC

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Managing work-related road safety TTC Group on-site audit

Company ABD
Street 1
Telford
TF1 6QJ

Date of audit: 01/01/2020

Key people in attendance

For Company ABC	For TTC Group
Name: Joe Blogg Position: Fleet Manager Telephone: 01952 111 111 Email:	Consultant name: David Smith HO telephone: 03330 113 113 Email: corporate@ttc-uk.com

Fleet profile

Vehicle type	Number of vehicles	Number of drivers	Total annual mileage
Company cars			
Cash allowance & privately owned vehicles ("Grey Fleet")			
Pool vehicles			
Vans Up to 3.5T			
Vans 3.5T+ GVW			
LGV Rigid 7.5T GVW			
LGV Rigid 18-32T 4x2/6x2/8x4 GVW			
LGV Tractor units 28-44T 4x2/6x2 GCW			
Minibuses/Motor Coaches/Buses			
Other			
Totals	117	120	

1.0. Introduction, purpose and scope

2.0. Summary

TTC Fleet and Drive Risk Management division would like to thank Company ABC, for the opportunity of completing a review and benchmarking the current position of Company ABC concerning the management of its work-related driving activities. Areas of risk audited include the Organisation, the Driver, the Vehicle and the Journey and the objective of today's audit was to establish whether Company ABC is:

3.0. Identified key risks

Key to risk ratings

Risk rating	Definition
	Not compliant. No actions have been taken or are planned.
	Partially compliant. Some actions taken / policies and procedures are in place to mitigate the risk but need developing or modifying to mitigate the risk
	Compliant. Actions to mitigate the risk have been taken but should be regularly reviewed.

Key risks

Key risk	Insight	Risk rating
A Director is responsible for managing and promoting the organisation's work-related driving activities and risks. See recommendation 5.1. for details.		
Senior and line management are responsible for health & safety, trained on the risks of driving for work and their responsibilities. See recommendation 5.3. for details.		
The organisation has an HSE compliant Work Related Driving Policy, signed by the CEO or MD. See recommendation 6.1. for details.		
A driver safety handbook, including a statement on the organisation's driving for work activities and policies, is issued to everyone who drives on business (i.e. drivers of company issued vehicles, cash allowance and occasional use/grey fleet drivers). See recommendation 6.8. for details.		

4.0. Recommended action plan

The below action plan is prioritised to aid implementation, the priority rating within each box indicating the degree of urgency for action:

	Immediate
	2-3 months
	4-6 months

Action	Timescale
<p>Fleet safety champion</p> <p>Assign responsibility for managing the risks of the organisation's driving for work activities to a Director. See recommendation 5.1 for details.</p>	
<p>Line manager workshops</p> <p>Train line managers on their Duty of Care and legal responsibilities, ideally using interactive workshops. See recommendation 5.3 for details.</p>	
<p>Work related driving policy</p> <p>Issue a work-related driving policy, preferably signed and dated by the CEO or MD. The policy should be easily accessible and contain roles and responsibilities, objectives, safe driving policy statements and a commitment to continually improving safe driving performance. See recommendation 6.1 for details.</p>	
<p>Driver safety handbook</p> <p>Issue a driver safety handbook, including policy statements on mobile phone use, driving under the influence of drink/drugs, fatigue etc., to everyone who drives on business. See recommendation 6.8 for details.</p>	
<p>Driving licence validation</p> <p>Validate the entitlement to drive of everyone who drives on business, including full-time employees, temporary staff and contractors. See recommendation 7.5. for details.</p>	

Action	Timescale
Driver distraction policy	
Driver risk profiling	
Notifiable medical conditions	
Eyesight testing	
Control of cash for car (opt-out) and privately owned vehicles	
Fatigue.	
Collision data analysis .	
Post collision investigation and interviews	

5.0 Leadership and duty of care responsibility

5.1 Does a Director have responsibility for, and champion, the management of work-related driving? If yes, are they aware of relevant safety regulations and legal requirements?

Customer response

Best practice

Successful driver safety programmes have visible support from the organisation's Directors, senior managers and line managers, all of whom have clearly defined driving for work responsibilities and understand relevant regulation and statutory requirements.

Recommendations