



Authorised Drivers Risk Assessment

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Fair Deal Authorised Drivers Risk Assessment

Fair Deal is committed to not only recognising, it's legal responsibilities with regard to driving at work but is also aware of the Health and Safety risks to staff and people we supported by Fair Deal and as a result seek to minimise these risks and ensure safe driving.

Any staff member who is an authorised driver for Fair Deal must have a risk assessment completed to ensure that they meet the standards required.

Staff must adhere to the following Do's and Don'ts:

Do:

- Follow good driving practice in accordance with the Highway Code
- Report any accidents/incidents to senior staff who will investigate and record in the appropriate place, i.e. Accident Book, Incident Report
- Submit a "Driver and Car Users Declaration Form" annually to the Health and Safety Administrator confirming your licence and vehicle are in order. We require a copy of your licence and MOT
- Discuss any concerns with your line manager prior to starting any journey

Don't:

- Attempt to drive when feeling tired, unwell or under the influence of alcohol or drugs
- Use a mobile phone or other handheld communications devices while driving (even via a hands-free kit)
- Forget to tell the Health and Safety Administrator without delay if there are any relevant changes to your licence or MOT documentation during the year
- Forgot to inform the Health and Safety Administrator if you develop a health condition which may impact on your ability to drive safely
- Attempt to deal with anything you have not been trained for in the event of an accident or emergency situation
- Drive for business purposes with Fair Deal if your MOT, insurance documents are out of date

To overcome any risks staff must:

- Follow the attached guidance
- Complete a yearly "Driver and Car Users Declaration Form"
- Adhere to Fair Deal's Drivers and Car Users Policy

Fair Deal Drivers and Car Users Declaration Form

This form should be completed on a yearly basis by staff driving for business purposes.

Please answer yes or no to the questions below:

For Users of Company or People we Support Vehicles	
I have a full and valid driver's licence	
I have given an up-to-date copy of my licence to Fair Deal's Business Support Team	
I have been driving frequently for more than one year	
I will report any faults/damage to the vehicle to the Health and 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 including via a hands-free kit	
I will follow Fair Deal's Driver's Policy and Procedures	
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 and Safety Administrator	
For Users of Personal Vehicles on Company Business	
I have a full and valid driver's licence	
I have given an up-to-date copy of my licence to Fair Deal's Business Support Team	
I have been driving frequently for more than one year	
My vehicle is insured for business use	
I will maintain my vehicle in a roadworthy condition at all times	
I have given up to date copies of my MOT and Licence to Fair Deal Business Support Team	
I know of no adverse health effects that may affect my ability to drive	
I will follow Fair Deal's Driver's Policy and Procedures	
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 and Safety Administrator	
Signature	Date
Print Name	Date

Document Information

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Amendment History

Date	Version	Created By	Description of Change
27/02/2018	1	Margaret Fenton	Initial Release
14/05/2019	2	Elaine Davidson	Added Front Cover, amended Footer details