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| Health and Safety Procedure  **HSP14 Work Related Road Safety Procedure** | BS1995_Haringey_TapeType_485C_PMS.eps |

Driver Health and Safety Assessment and Declaration Form

This form must be completed by all employees who are required to drive as part of their work duties (ie. business purpose). Once completed, the Manager should retain a copy of the form within the employee’s personnel file.

Note: This does not need to be completed by employees who only drive to and from their normal place of work (ie. only for commuting).

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| **EMPLOYEE (Driver)** | **MANAGER** |
| Name: | **I approve the named driver to drive on Haringey Council business** |
| Job title: |  |
| Base location: | Name: |
| Vehicle registration: | Signature: |
| Assessment date: | Date:  Valid for 12 months from this date |
| Signature: |  |

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| **Items to Check** | **Yes/No** | **Comments/**  **Action Recommended** |
| **MANAGEMENT** |  |  |
| The driver has been instructed to inform the Manager of any amendments to their driver’s licence |  |  |
| The driver is made aware of the Council’s zero tolerance policy on driving whilst under the influence of alcohol and intoxicating drugs |  |  |
| If driving their own vehicle, the driver has suitable insurance cover which is valid for driving for business purposes |  |  |
| The driver is aware that they must report any conditions or changes to their health that could affect their driving ability |  |  |
| The driver has been made aware of the Council’s Work Related Road Safety Procedure |  |  |
| The driver has been issued with clear instructions regarding mobile phone usage |  |  |
| The driver is made aware of carrying out regular pre-journey checks and recording it using the Council’s vehicle checklist |  |  |
| **THE VEHICLE** |  |  |
| The driver to be made aware that it is their responsibility to maintain their own vehicle in line with the manufacturer’s recommendations and be kept in a road worthy condition |  |  |
| The driver to confirm that their vehicle is subject to MOT tests (for vehicles over 3 years old) |  |  |
| The driver to confirm that road tax is paid (if applicable) |  |  |
| **THE DRIVER** |  |  |
| The driver has shown the latest version of their current licence to the Manager or GBG on-line licence check used |  |  |
| A copy of the driver’s print summary from the [DVLA website](https://www.gov.uk/view-driving-licence)\* has been taken showing that the licence is still valid and without endorsement. *Ensure that the screen print shows date it was taken.* This should be filed in the employee’s personnel file.  Or GBG on-line licence check accessed by Manager. |  |  |
| **EYESIGHT** |  |  |
| Do you find it hard to read road signs? |  |  |
| Do you suffer from glare from oncoming headlights? |  |  |
| Do you have trouble seeing pedestrians or cyclists? |  |  |
| Do you have trouble in judging how far away another vehicle or road user is, or how fast they are moving? |  |  |
| Do you find driving in the dark difficult? |  |  |
| Has it been more than 2 years since your last eyesight test at an opticians? |  |  |
| **PHYSICAL MOBILITY** |  |  |
| Do you find it difficult to turn your head to see over your shoulder? |  |  |
| Do you find it difficult to turn the steering wheel fully? |  |  |
| Do you find it difficult to use the foot pedals, gears or other controls? |  |  |
| Do you find it difficult to control your car? |  |  |
| Do you find it difficult to get in and out of your car? |  |  |
| **TIREDNESS** |  |  |
| Have you found yourself nearly nodding off when driving? |  |  |
| Do you feel sleepy when driving during the day? |  |  |
| Do you have trouble sleeping at night? |  |  |
| **MAKING DECISIONS** |  |  |
| Do you have trouble concentrating when driving? |  |  |
| Do you find driving on high speed roads, such as motorways and dual carriageways, difficult? |  |  |
| Do you find negotiating large, busy junctions and roundabouts difficult? |  |  |
| Do you react more slowly in difficult, complex situations? |  |  |
| Do you drive much more slowly than the speed limit, even when there is little traffic? |  |  |
| Do you find changing lanes difficult? |  |  |
| Do you find it difficult to judge when it's safe to pull out of a junction? |  |  |
| Do you often feel anxious or stressed when driving? |  |  |
| Do you blame other drivers when there is a conflict? |  |  |
| Do you try to intimidate other drivers to get out of your way? |  |  |
| Do you feel competitive when driving? |  |  |
| **MEDICAL** |  |  |
| Do you have a medical condition that you must report to the DVLA? (Note: you must tell the DVLA if:   * you develop a ‘notifiable’ medical condition or disability. * a condition or disability has got worse since you got your licence.) |  |  |
| Has a doctor or other health professional expressed concern about your driving? |  |  |
| Do you suffer from a serious medical/health condition which may affect entitlement to drive, such as:  diabetes, heart conditions, dementia, epilepsy, fits, blackouts, alcohol or drug abuse, narcolepsy or sleep apnoea, stroke including ‘mini strokes’, loss of sight in one eye or other significant reduction in sight or visual field, long term neurological conditions, serious memory problems or episodes of confusion, mobility or flexibility problems which affect ability to use controls or turn in the seat, serious psychiatric illness or mental ill health, brain injury, brain tumour or brain surgery |  |  |
| Are you taking any medication that might affect your driving or make you drowsy? |  |  |
| **DRIVING HISTORY** |  |  |
| Have you received any penalty points on your licence in the last 3 years? |  |  |
| Have you been stopped by the Police because of your driving in the last year? |  |  |
| Have you ever been suspended or discharged from employment as a result of a motor accident? |  |  |
| Have you been prosecuted for any road traffic offences in the past 12 months? |  |  |
| Been disqualified from driving within the past 11 years? |  |  |
| Do you have any pending convictions, endorsements or disqualifications? |  |  |

Notes

\* SHARING DVLA LICENCE DETAILS

To share their details, employees must generate a code, which can then be redeemed just once by a third party. The check code generated is valid for 21 days. You can view and share your driving record at [View or share your driving licence information - GOV.UK](https://www.gov.uk/view-driving-licence). You’ll be able to see your information electronically and generate a check code which you can then share with people who need to see your details. You can also download and print a summary.

Alternatively, Manager can carry out GBG on-line licence check – see Section 7.

IF ANY QUESTIONS HAVE BEEN ANSWERED ‘YES’

If any questions have been answered ‘Yes’, the Manager must consider in consultation with the driver, and where necessary the HR team, what action should be taken. For example:

* Refresher driver training or a Driving Assessment such as those conducted by the [Institute of Advance Motorists](https://www.iamroadsmart.com/courses) or the [Royal Society of the Prevention of Accidents (ROSPA)](https://www.roadar.org.uk/drivers/driving-assessments.htm) which might pinpoint some simple changes to the driving that could help – see also Haringey Council’s [Driver Training](https://www.haringey.gov.uk/parking-roads-and-travel/roads-and-streets/road-safety/driver-training) page on the intranet.
* Changing when and where the driver drives, for example, avoiding driving at night or on certain types of road.

MEDICAL QUESTIONS

If any questions have been answered ‘yes’ in the Medical questions section or the driver has a condition or a ‘notifiable condition’ that could affect the ability to drive safely, the Manager must refer the employee to the Council’s Occupational Health Service for a health assessment. A written report will be provided to the Manager and employee providing specific advice with reference to fitness to drive. Any ‘notifiable conditions’ must be reported to the DVLA. Managers should seek advice from HR and where necessary, the Occupational Health Service, regarding reasonable adjustments if an employee’s fitness to drive has changed.

EYESIGHT QUESTIONS

If any questions have been answered ‘yes’ to any of the questions about eyesight, the driver should discuss this with their optician and take an eyesight test. The driver should inform their Manager of any eyesight condition that needs to be addressed. The Manager should, where necessary, seek advice from the Council’s Occupational Health Service.