



## Driving at Work – Driver Handbook



This booklet contains information and instruction for all persons who drive or cycle on business for CMBC. There is a CMBC Driving Policy available from the intranet



**Revision 1** (Jan 2018)

A printed versions of this document is only valid until 31<sup>st</sup> December 2028

## **DRIVER HANDBOOK**

### **Driver Guidelines: Safe Driving and Journey Planning**

Extract from Council Policy 3.2:

**Drivers at Work** including those who cycle to and during work are expected to make themselves familiar with this guidance policy and to ensure that they practice safe methods of driving at all times.

Under the Health & Safety at Work Act etc 1974, section 7, every employee has a duty to:

#### **‘Ensure the health, safety and welfare of themselves and others whilst at work’**

In particular they shall ensure that they:

- Co-operate with their employer as required by the Health and Safety at Work Act.
- Drive in a safe and competent manner, in accordance with UK driving laws (Highway Code).
- Attend training sessions arranged for them, and practice the safe driving methods identified.
- Ensure that they have informed their insurance Company that they use the car for work and this use of the vehicle is covered.
- Notify the Council and relevant authorities of any collisions (on a CIR form<sup>(1)</sup>), breakdowns or damage to vehicles and follow the prescribed procedure for such incidents (see Appendix 4 Drivers Guidelines: Collisions and other emergencies).
- Inform their Manager of licence withdrawals, endorsements (see Driving Licences), collisions, medical conditions or health problems, which may affect their ability to drive. (An Occupational Health assessment may be necessary).
- Ensure that their vehicle is roadworthy (i.e. MOT where applicable) and maintained in a safe condition.
- Not consume alcohol or other mind altering substances as prohibited by law. [Some prescription drugs could adversely affect a person's ability to drive. In such cases drivers need to be guided by the prescribing doctor].

### **Seat Belts**

Seat belts must be worn if fitted. In the event of an accident causing personal injury, any injury compensation awarded is likely to be substantially reduced if you are proven to be not wearing a seat belt, even if the accident is not your fault.

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<sup>(1)</sup> Collision Incident Report form (CIR) and Policy are available from your line manager

## **Safe Driving Advice**

There are many factors, which contribute to road collisions, most of them can be controlled to some extent. They include:

- **Vehicle condition and road worthiness**
- **Driver condition and fitness**
- **Weather conditions**

### **Vehicle Condition:**

The driver is responsible for ensuring the vehicle is road worthy. He/she should do this by:

- Keeping the vehicle clean and well maintained at all times
- Keeping the vehicle legal – condition, taxation, insurance, MOT
- Checking the vehicle regularly – before significant journeys and as part of the general upkeep
- Ensure there is range of ‘rescue’ equipment appropriate to the journey in the vehicle

### **Recommended Safety Equipment:**

- Warning triangle
- Spare tyre
- Fire extinguisher
- First Aid Kit
- Torch
- Driver Safety Information
- Driver Guidelines for Collision/Incidents Action
- Map
- De-icing equipment – spray de-icer, ice scraper
- Washer fluid

### **Driver Condition**

Every driver is responsible for ensuring they are physically fit enough to drive before they get behind the wheel or get on a bicycle or motorcycle. This is not just legally competent (free of intoxicating drugs and alcohol) but also:

- Medically fit – free from an illness/medical condition that may cause a problem. Where medication has been prescribed for any ailment, ensure this does not cause drowsiness.
- Mentally fit and alert – free from undue stress or anxiety that may prove a distraction.
- Good eyesight – using corrective appliances where needed.
- Well rested before the journey, and able to take breaks during long journeys (see Journey Planning for more information).

It is your responsibility to inform management of any change in a current medical condition or of any new medical condition which may affect your ability to drive safely.

Remember that the residual effects of alcohol from a night out the previous evening may still affect the speed of your reaction, your judgment or co-ordination, even if you are legally within the drink-driving limit.

Your mood, physical well-being and the amount you have eaten can all affect your ability to handle alcohol. Remember that keeping to the legal limits for drink driving is no guarantee of fitness to drive or safety when driving.

## **Posture and Driving Comfort**

The posture you adopt is important for a number of reasons. Get it right and the driver's back, circulation and safety are protected. However, it is equally important not to become too comfortable, otherwise you may become drowsy!

Things to do:

- Remove bulky outer clothing.
- Adjust the seat position – backrest, lumbar support, height.
- Adjust the steering wheel position (where available) – raise/lower or draw the wheel closer to you so that when your hands are '10 to 2' (25-30cm) position the shoulders are relaxed, and the height of your hands is a little lower than the height of your shoulders.
- Set the head 'restraint' – be aware that this is not provided for you to rest your head on whilst driving but to protect your neck from a whiplash injury in the event of an collision. Depending on the design the base of the restraint should be in line with the bottom of your skull where it meets the top of your neck.
- Adjust the seatbelt restraint up or down until you can feel a firm, but not excessive pressure over the top of your shoulder, with no gap between the belt and the front of the shoulder.
- Do not leave heated seats on – you may cause drowsiness or affect your blood circulation and cause stiffness.
- Set the interior temperature – don't have the temperature too warm.
- Keep both hands on the wheel when driving.
- Avoid leaning on the gear lever, door or resting an arm over the passenger seat when driving. Apart from reducing your control over the vehicle you may induce a lateral curve of the spine, possibly also slight rotation which can lead to back ache.
- Do not smoke when driving. Lighting a cigarette, cigar or pipe can be hazardous as you are momentarily distracted, the lighted end is a fire hazard and in the event of an collision with the steering wheel could force a pipe into the mouth, and throat not to mention the explosive hazard should there be a fuel spillage.
- On long journey take regular break. Ideally limit period of continuous driving to two hours. Not only will this assist in reducing drowsiness but will allow you to stretch and loosen stiff muscles and promote circulation by walking around.

## **Manual Handling**

If the driving task involves significant manual handling ensure that a task risk assessment has been completed and that you follow the safety control measures identified, including using any equipment provided.

One simple but common manual-handling problem is reaching from the driving position behind the seat to retrieve a map, briefcase or other item. The movement involves twisting, stretching and grasping an awkward load with an extended arm – all highly undesirable and likely to cause a muscular strain.

Care should also be taken when lifting apparently innocuous items in or out of the boot –

You may over-reach with a bulky package and cause a strain. If you cannot easily manage the load seek assistance.

## **Driver Stress and Road Rage**

There are many different things that cause driver stress – both your own and other drivers.

Stay calm and patient when driving; give yourself time and space to react to others and their mistakes:

- Keep your distance.
- Do not retaliate to erratic behaviour – either verbally, with gestures or by accelerating braking or swerving.
- Avoid eye contact with aggressive drivers.
- If you make a driving error, acknowledge it with a wave or say sorry.
- If you need to stop, stay in the car, lock the doors and keep the engine running. Drive on as soon as possible.
- If you fear assault or think an aggressive driver is following you, go to a public place and flash your lights sound your horn to attract attention.
- Never rise to any challenges when driving – stick to the speed limit.
- If you see another vehicle in difficulty, take note of their position and report it by telephone as soon as you are able – do not risk your personal safety by offering direct assistance.
- If you believe you have been involved in a road rage incident contact the police.

## **Driving when Pregnant**

A woman driving when she is pregnant is under the same duty of care for her unborn child as the law imposes on her with regard to any other road user or pedestrians.

Pregnancy does not exempt a person from wearing a seat belt.

An assessment of risks to the driver needs to be undertaken and adjustments may be necessary.



For example:

- Review the extent of distance driving that a pregnant woman should be expected to undertake, particularly during the later stages of pregnancy.
- Can a mobile phone be provided where it is not already allocated?
- Consider using devices that are available to fix to the seat belt to adjust the pressure points when wearing a belt.
- Adjust journey plans to take account of the need for increased rest breaks.

### **Weather Conditions:**

Whilst it is not possible to alter the weather the driver can control his/her own actions in adverse weather conditions:

- Think twice about making the journey.
- Ensure the vehicle is equipped and fully fuelled for the journey.
- Moderate your driving style to fit not only the legal requirements but also the road conditions – **slow down!**
- Use fog lamps when visibility is less than 100 metres. Remember to switch them off again when visibility improves.
- Use screen demisters.
- Review the safety equipment you carry and adjust it to suit the adverse weather, for example carry a car blanket or warm clothing in winter.
- Installation of a hand free set is an option however Council policy does not advocate use whilst driving. Evidence suggests that talking on the phone can be distracting whilst driving.

### **Journey Planning**

A significant number of collisions occur when a driver becomes drowsy. There are many things which many cause drowsiness:

- Lack of sleep before a journey
- Long, monotonous journey
- Consuming alcohol before a journey/after effects of the 'night before'
- Journey home after night shifts or after long hours at work
- After taking medication
- At certain times of the day i.e. very early mornings

Apart from losing complete control of the vehicle should the driver actually fall asleep, the level of risk is heightened when the driver is tired, e.g. reaction times are slower; crucial decision making may be impaired; alertness/concentration affected.

## **Before you start:**

### **1. Time**

Calculate how long a journey will take then include additional time for rest breaks and unexpected delays e.g. traffic jams. When possible avoid driving too early in the morning or late at night, particularly after a long shift.

### **2. Rest**

Ensure you have had a normal amount of sleep prior to commencing the journey. Plan rest breaks, ideally ever two hours or sooner if feeling tired.

### **3. Plan**

Plan out the route and write out simple instructions that are easy to follow. Consider noting an alternative route in the event of a major delay.

### **4. Check the vehicle**

Carry our safety checks on the vehicle, ensuring that everything is functioning: wipers, washer, lights and that there is sufficient fuel and water for the journey.

### **5. Share your schedule**

Ensure that someone has a copy of your journey plan and knows what time you are due to arrive.

## **Are you a Lone Driver?**

A lone driver, male or female, should consider extra personal safety measures in addition to the ideas listed above to minimise the risk whilst driving for work:

- Ensure you have a fully charged mobile phone with you, with emergency contact and breakdown Council numbers already programmed in.
- Report to your manager or other appointed person regularly during the course of the driving activity.
- Carry simple, clear route instructions to ensure there is no need to map read whilst driving.
- Whenever you stop choose a safe, well-lit and public place.
- Avoid conflict on the road.
- Never pick up hitchhikers.
- Keep the doors locked when driving.
- If approached by any person, do not get out of the car – lock the doors and conduct the conversation through a small gap in the window.
- If you are stopped by the police you are entitled to verify their identity before exiting the vehicle. (Contact their police station and check their ID number).

Random theft at traffic lights has also become a concern therefore think about your personal safety in relation to such incidents:

- Keep valuables out of sight when driving.
- Lock doors if driving alone, particularly at night.

- Have keys in your hand as you approach the vehicle and check the interior before entering.
- Park in an official car park, preferably one that is manned.

## **Preventing Theft**

If a professional thief is determined to take something from a vehicle, or to take the vehicle itself there are not many devices that will stop him/her. However there is a range of measures that you can take to reduce the temptation of stealing from your vehicle.

- Ensure the vehicle is fitted with an audible alarm and immobilising equipment.
- Use a steering wheel, gear stick or pedal anti-theft locks that can be fitted once the vehicle has been parked.
- Display anti-theft warning stickers on the vehicle.
- Have all windows etched with the registration number.
- Where possible install radio/cassette/CD players that have a removable front for security.
- Never leave vehicle unlocked, even when leaving it unattended for a brief time e.g. paying for petrol, outside a familiar place (home or office).
- Never leave valuable or tempting items on view: mobile phone, wallet/purse or loose money, CD's, tapes, designer items (sunglasses, bags), vehicle documents – remove them from the vehicle or if they have to be left inside lock them in the glove box.
- Where you have to leave larger items in the vehicle, lock valuables in the boot – laptop, briefcase.
- Park in brightly lit public places.

## **What to do if you break down**

Regular maintenance and inspection will reduce the likelihood of a vehicle failure but the unexpected will still happen. A regular check may also highlight a problem before it escalates to a major fault that costs more to rectify (failure of one component could destroy another part of the engine; replacement vehicle costs will be higher due to length of time required for major repair; lost working time due to an unplanned incident).

### **Breaking down at Night:**

- If possible keep driving until you can stop in a well-lit area.
- If the area is dimly lit make sure your hazard lights are on.
- When making a call for help make it clear you are a lone driver, particularly emphasise this if you are female.
- Use street names, pub, restaurant or shop names to assist the breakdown service in finding you.
- Ensure you carry a functioning hand torch in the car.



- A mobile phone is particularly useful in the event of a breakdown – remember to contact anyone who may be expecting you and let them know where you are.
- **Warning Devices**
- The use of warning devices (reflective triangles, cones or flashing amber lights) designed to be placed behind a broken down vehicle is a requirement in many countries, and cars are often sold with a warning device included. Some companies supply these devices to their drivers as one way of fulfilling their duty of care to their employees.
- The Highway Code advises drivers whose vehicle is causing an obstruction and who carry such a device, to place it "on the road at least 50 metres (164 feet) before the obstruction". However, the provision and use of warning devices is not mandatory in the UK. Nor is there any research concerning their effectiveness.
- Broken down vehicles may be difficult to see, especially on rural roads where sightlines are often restricted and the vehicle may be hidden behind a bend in the road. In this situation, an advance warning of the hazard may well be useful.
- Nevertheless, RoSPA is concerned that a person placing, or retrieving, a warning device behind a stationary vehicle would be at risk of being hit by a passing vehicle, especially at night or in poor visibility.
- When a vehicle breaks down or is otherwise unable to move, the driver should switch on the vehicle's hazard indicator lights. It is advisable to keep a high visibility jacket, tabard or waistcoat in the vehicle so that it may be worn if necessary. If possible, the vehicle should be moved off the highway. Rules 248 to 252 of the Highway Code should be followed.

## **Jump Starting**

In the event that a vehicle will not start drivers of Council vehicles must not attempt to jump start the vehicle, unless they are trained, know the correct procedure and have suitable tested equipment to carry out that function. In general drivers must contact Transport Services for assistance, and should not tamper with the engine or starting mechanisms. Vehicle Services have a vehicle that is equipped to jump start other vehicles and to carry out minor repairs which can be mobilized as soon as a problem is reported minimizing delay and risk.

## **Vehicle Inspection**

For the driver's own safety, as well as to meet legal requirements, the following checks should be made.

A **daily inspection** should be carried out to check that:

- There are no obvious faults.
- There has been no damage to the vehicle.
- Mirrors are in the correct position.
- The fuel level is sufficient for the journey.

- Windows are clean and undamaged.
- Brakes are working

(In a Council owned vehicle you will be required to complete this checklist each day)

A **weekly inspection** to check that:

- Tyre pressures are correct (refer to the manufacturer's handbook).
- Tyre tread is within legal limits (1.6mm across the central three-quarters of the tyre tread width and around the entire outer circumference).
- Tyres should be free from cracks, worn patches and bulges, particularly on the sides.
- Lights, windscreen washers, wipers and indicators are in working order,
- Oil, coolant and water levels are satisfactory.
- Any service/maintenance requirements have been complied with.

A **pre-journey** check should be made to ensure that the vehicle is safe and equipped for the journey. Use the daily inspection checklist before each journey. Ensure the vehicle is not overloaded. Your owners' manual will give you instruction on how to carry out routine safety checks for your vehicle.

## **Maintenance**

The driver is responsible for ensuring that the vehicle is serviced at the manufacturer's recommended service intervals by a reputable organisation.

Once the service has been completed the driver should:

- Ensure the service book is completed, signed and stamped.
- Ensure any maintenance or repair item that has not been completed during the service is rescheduled and completed as soon as practical.

Ask the servicing garage some key questions to satisfy yourself that the service has been conducted appropriately:

- Has the wheel alignment been checked?
- Have the brake pads been checked and are they being replaced? If not, will they last until the next service?
- Has the vehicle been checked for evidence of leaks?
- Have the other safety-critical components been checked, for example brake systems including brake fluid, shoes, discs, cylinders, callipers, hoses.
- Are manufacturer approved parts being used?
- What are the qualifications and experience of the mechanics working on the vehicle?

## Collisions and Other Emergencies

### Avoiding Collisions

- Be aware of and stay within your own and the vehicles capabilities.
- Drive within the speed limit, and the road conditions and you will have a better chance of stopping in time in an emergency.
- Stay alert to what other road users and pedestrians are doing or might do, and try to think ahead.
- Keep your distance from other vehicles where possible.
- Be careful when overtaking, give yourself plenty of room to manoeuvre, don't overtake on bends, approaching on the brow of a hill etc.
- When exiting a junction be aware of vehicles and motorcycles approaching from the side. You are more vulnerable to injury in a side impact collision than you are in a head on collision.
- Be aware of colliding with a tree. Because of their deep roots even a small narrow tree will not give and can cause severe impact damage to a vehicle.

### Collisions:

#### Action – Drivers

1. **Always stop** – it is an offence to leave the scene of a collision.
2. Check the condition of any passengers and any third party.
3. If someone is injured call an ambulance.
4. If there is damage to any property (other than third party vehicles) and you cannot exchange details you must notify the police within 24 hours.
5. If there are injuries to any person the police must be informed immediately.
6. Remove the vehicle from the road or carriageway if it is possible and safe to do so.
7. Complete the Collision Information Report (see appendix 8), include the details below and send the report to your manager.
8. Obtain details from third parties:
  - a. Name and address
  - b. Vehicle make, model, registration number
  - c. Name and address of Insurance Council
  - d. Insurance policy number
9. If anyone is injured inform your manager who will gather details and then telephone the Health & Safety department

#### **DO NOT ADMIT LIABILITY AT THIS STAGE**

10. If recovery or repair of the vehicle is required, contact the relevant breakdown recovery service.
11. All collisions, however minor, will be dealt with through your private insurance or the Councils Insurance Section.
12. Report the incident to your manager by telephone as soon as possible.
13. Complete the COUNCIL collision incident report form and submit to the manager, ideally straight away, but in any case within 24 hours.

## **Action Management**

1. When the manager receives the collision information report form he/she must send this to the Health and Safety Section.
2. The person's line manager will investigate the collision and compile a report which complies with the Council standard investigation report format.
3. The reasons for the collision or any reasons why drivers "failed to cope" should be determined and recommendations submitted to reduce the chances of recurrence.
4. Anyone who has time off work or is unable to carry out their normal duties must report the fact to their Line Manager as soon as possible.

## **Collisions:**

5. If the collision is reportable under the Reporting of Incidents, Diseases and Dangerous Occurrences Regulations (RIDDOR) this will be reported by the Health and Safety team
6. Following collision investigation the Manager must ensure any recommendations are put in place before the individual returns to work.
7. The report is to be filed in the employee's personal file and in the collision report file kept with the Manager, Health and Safety Co-ordinator or (person responsible for Facilities).
8. In the event of an injury the employee involved in the collision must attend a medical examination with Occupational Health or their own GP as soon as practicable following the collision.
9. The GP will provide a report on the employee's physical state of well-being and his likely return to work.
10. Where required the employee will be offered counselling following the collision.

## **Post Collision (major)**

### **1 Form CIR must be completed and sent to the Health and Safety Section and:-**

- A risk assessment must be undertaken and control measures put in place before the employee returns to work.
- Consideration must be given to lightening their duties on his/her return.
- The doctor and counsellor should decide when the employee is mentally and physically fit to undertake his/her normal duties again.
- The manager must discuss the employee's progress with him on a weekly basis, until he/her is fully recovered and should check his/her fitness for work.

## **Other Emergencies:**

### **Theft**

In the event of theft from or theft of a vehicle the driver should:

1. Contact the police immediately.

2. Contact manager and give details of incident.
3. Complete the Collision/Incident/theft form and submit to their manager at the earliest opportunity.
4. The manager will make arrangements for a hire car should this be necessary.

(Employees should refer to the Driver Guideline: Safe Driving for preventative measures regarding theft of or from a vehicle).

**Remember that the Highway Code can be accessed free of charge at [www.highwaycode.gov.uk](http://www.highwaycode.gov.uk) all vehicles and driving in the UK must at all time comply with the provisions of the Highway Code.**

## **Vehicle Systems**

### **Anti-Locking Brakes**

Antilock Braking Systems (ABS) is a form of electronic braking which was invented to help a driver control a vehicle under heavy braking by preventing the wheels from locking up.

#### **How they work**

Braking systems take the force applied to the foot pedal by the driver and transfer it via a mechanical system to the brakes on the wheel. The mechanism works by increasing the input force via a servo to the master cylinder, which converts the force into the pressure applied by brakes. The master cylinder has two pressure chambers both of which are responsible for the braking pressure on two of the wheels and this is to provide an extra level of safety should there be a failure.

During this process there is a chance that the wheels stop rotating before the car comes to a halt. This process is known as 'locking up' and means that the braking force on the wheel is not being transferred efficiently to stop the vehicle due to the fact that the tyre is sliding upon the road. This leads to a longer stopping distance than if the wheel had not locked because there is reduced grip between the car and the road, which in turn leads to an increased chance of losing control of the vehicle and skidding.

On vehicles without ABS the best method to regain control of the vehicle is to 'pump' the brakes by taking your foot off the pedal and reapplying it. This allows the tyres to regain traction upon the road, rather than skid over the surface of it.

ABS works in a similar but much more effective manner. Electric sensors monitor the speed of the wheel as it rotates and detect if it is about to lock up under braking. When this happens the brakes are automatically released and then rapidly reapplied. This process occurs several times to prevent a skid and to ensure that a vehicle can be steered by the driver to avoid a collision.

### **The advantages of ABS**

Although the ABS will not decrease a vehicle's stopping distance compared to an identical vehicle without ABS, it ensures that the shortest distance in which a vehicle can be brought to rest is achieved. It is particularly effective in doing this on surfaces which are wet or icy upon which a vehicle is much more likely to skid.

The main benefit of ABS is the control that a driver has over the vehicle's steering. In an emergency the driver of a vehicle equipped with ABS will have a better chance of steering around the obstacle due to the reduced risk of skidding.

### **Antilock Brake Systems and your vehicle**

When buying or driving a new car, find out if it has ABS, as this will greatly effect what you should be doing in an emergency situation. Consult the vehicle's handbook, which will tell you what active safety features your vehicle has and also what warning lights will be displayed should there be a failure.

When hiring a car or taking out a new Council pool car, ask what safety features the car has and whether it has ABS.

### **What to do in an emergency situation**

If your vehicle has ABS, in an emergency situation firmly press the brake pedal and keep your foot hard on the brakes.

It is likely that you will feel feedback from the ABS on the brake pedal in the form of vibration or pulsation. This can be an unfamiliar and maybe uncomfortable experience but it is proof that the ABS is working and the correct course of action is to keep your foot hard on the brakes.

As previously stated, the main advantage with ABS is the increased control over the steering. In situations such as when a small obstacle appears in the road or attempting to remain in the same lane when braking – this can be invaluable. However, care should always be taken to avoid any rash steering manoeuvres that would increase the severity of the collision.



Although ABS ensures that the minimum stopping distance is achieved, it is still important to drive at a safe speed for the conditions and leave a gap of at least 2 seconds between yourself and the vehicle in front in order to reduce the chances of needing to make use of the ABS.

## **Electronic Stability Programme**

The Electronic Stability Control (ESC) is a further evolution of electronic braking technology such as ABS and also uses other systems such as traction control. It is intended as a way of correcting situations in which a driver has made an error by stabilising the vehicle quickly so as not to make any dangerous situations worse.

It will work in circumstances where steering is needed in order to turn the vehicle more effectively so as to provide a decreased risk of skid or loss of control.

### **Other names for ESC**

Different manufacturers use systems designed to achieve the same results in the same way but have used different names. The following systems used by different manufacturers are equivalent to ESC,

- Electronic Stability Program (ESP)
- Dynamic Stability Control (DSC)
- Vehicle Stability Control Systems (VSCS)

### **How it works and its advantages**

There are many situations where a vehicle could lose grip with the road, for example; entering a corner too fast, losing control of the vehicle due to an inappropriate driving speed for the conditions, and after steering sharply to avoid an unexpected obstacle. In order to detect a problem of this nature, the Electronic Stability Control works by monitoring the position of the steering wheel and comparing it with the direction that the car is heading.

The ESC then works out the extent of the problem, it can calculate the speed of the tyres using the sensors which are already present as part of the ABS. The forces which are changing the vehicles heading can then be computed, for example the rotation of the car around its centre of gravity or the forces acting to push it out of line on a bend.








The system then restores the stability and control of the vehicle, by reducing the engine power to slow the car down, and braking individual wheels to rotate the car to face the direction wanted by the driver.

## Electronic Stability Control and your vehicle

You should find out from your driver's handbook if your car has a form of ESC and how it communicates with you that it is working when you start the car. If you are hiring a car you should enquire if it has stability control. Electronic Stability Control and other equivalent systems are designed to compensate for driver misjudgments and aid in keeping control of the vehicle during emergency manoeuvres. It cannot prevent all collisions involving skids and relies on the driver knowing the correct speed and behaving appropriately to the road conditions.

## Speed limits

You **MUST NOT** exceed the maximum speed limits for the road and for your vehicle (see the table below).

Type of vehicle	Speed Limits			
	Built-up Areas*	Elsewhere		Motorways
		Single carriage-ways	Dual carriage-ways	
				
	MPH	MPH	MPH	MPH
 <b>Cars and motorcycles</b> (including car derived vans up to 2 tonnes maximum laden weight)	30	60	70	70
 <b>Cars towing caravans or trailers</b> (including car derived vans and motorcycles)	30	50	60	60
 <b>Buses and coaches</b> (not exceeding 12 metres in overall length)	30	50	60	70



**Goods vehicles**  
(not exceeding 7.5 tonnes  
maximum laden weight)

30 50 60 70<sup>+</sup>



**Goods vehicles**  
(exceeding 7.5 tonnes  
maximum laden weight)

30 40 50 60

These are the national speed limits and apply to all roads unless signs show otherwise

*\* The 30 mph limit applies to all traffic on all roads in England and Wales (only Class C and unclassified roads in Scotland) with street lighting unless signs show otherwise). Local councils can set their own speed limits in certain areas. These must always be obeyed.*

For example:

20 mph zone in a built-up area near a school

50 mph (rather than 60 mph) limit on a stretch of road with sharp bends

+ 60 if articulated or towing a trailer

The speed limit is the absolute maximum and does not mean it is safe to drive at that speed irrespective of conditions. Driving at speeds too fast for the road and traffic conditions can be dangerous. You should always reduce your speed when

- the road layout or condition presents hazards, such as bends
- sharing the road with pedestrians and cyclists, particularly children, and motorcyclists
- weather conditions make it safer to do so
- driving at night as it is harder to see other road users

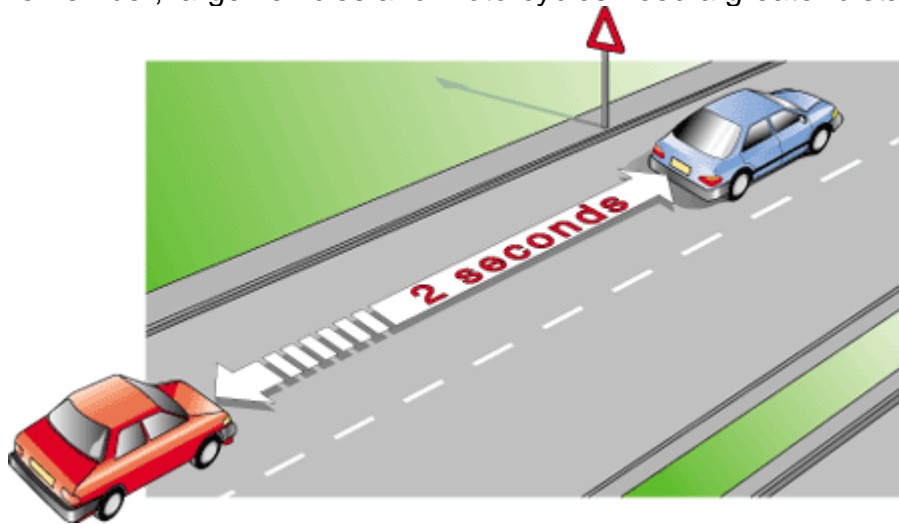
## Stopping distances

Drive at a speed that will allow you to stop well within the distance you can see to be clear. You should

- leave enough space between you and the vehicle in front so that you can pull up safely if it suddenly slows down or stops. The safe rule is never to get closer than the overall stopping distance (see Typical Stopping Distances diagram below)
- allow at least a two-second gap between you and the vehicle in front on roads carrying fast traffic. The gap should be at least doubled on wet roads and

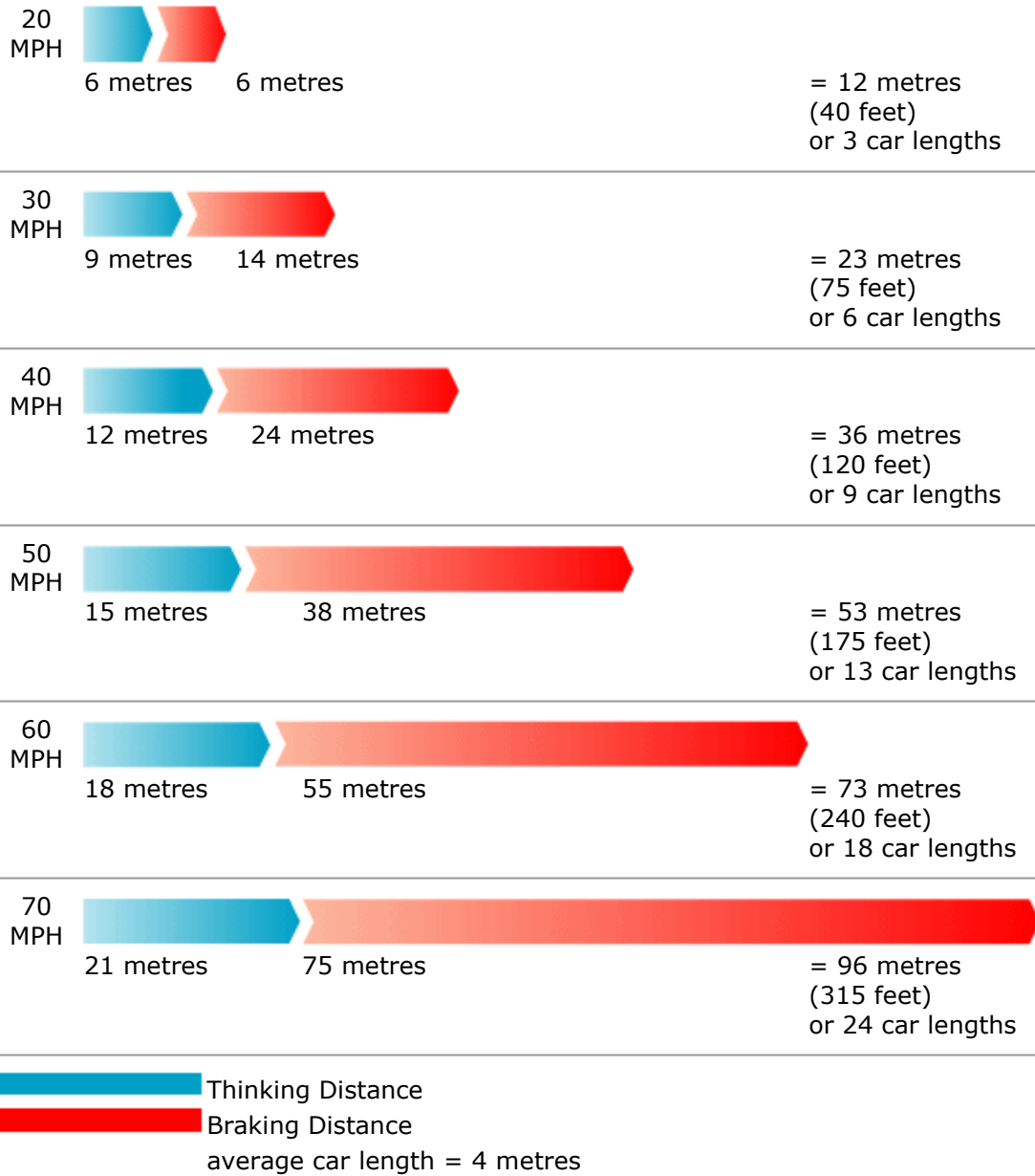
increased still further on icy roads

- remember, large vehicles and motorcycles need a greater distance to stop.



Use a fixed point to help measure a two second gap

## Typical Stopping Distances



## **Safe vehicle loading**

When you are carrying equipment, samples or tools in your vehicle, you must ensure that they are secured in the boot or other dedicated storage areas. Do not leave items unrestrained in the passenger compartment as in an impact these objects may well be thrown forward at high speed. These projectiles, depending on weight, shape and size, may cause serious or even fatal injuries.

- Ensure that heavier loads are stowed as low as possible
- Use tie down points for large objects
- Load guards/cages will be fitted where necessary
- Ensure that you do not exceed the maximum gross weight of your vehicle
- If in doubt bring any concerns to the attention of your line manager

## **Further information & guidance available from the CMBC Intranet Health & Safety document library**

For Council Vehicles you should also have: -

- Completed the Vehicle / Driver Assessment form
- A Collision Incident Report form
- Completed a declaration of Health form

## **Contact at Battinson Road:**

**Transport Manager – 01422 264350**