

Safe Driving POLICY	
Background	The safe driving policy was last reviewed in 2007, amendments to the Highway Code in 2022 highlighted the need to update both the safe driving policy and the accompanying guidance.
Findings	<p>Suggested amendments/additions to the Safe Driving Policy include:</p> <ol style="list-style-type: none"> 1. Introduction – Changes to this section to place a stronger focus on the Council's legal and moral obligations to its employees. 2. Purpose and Scope - 2 paragraphs pulled together from the original to make them more concise. Wording changed slightly to help facilitate this. 3. Legislation – This section was added to define the main regulations by which this policy relates. Placing these at the start of a document helps the reader focus on the legalities underpinning the document. 4. Roles and Responsibilities – Slight change to section title, adding Roles. <ol style="list-style-type: none"> 4.1 – Addition of the chief executives overall responsibility for health and safety including driving safety within the council. This helps to highlight the commitment to the policy from the top of the organisation. 4.2 to 4.7 – A considerable expansion of these sections with detailed highlighting and focus on specific points for consideration. A particular addition to section 4.2, final bullet point, is the added requirement for all staff to complete a D906 form, the present situation only requires those driving council vehicles to complete the form. 5. Ability to Drive Safely – Section 5.6 in original document 6. Risk assessment – Some small amendments and additions to the text 7. Associated guidance documents – List amended and updated <p>A significant amount of content (mainly held in Annexes to the Policy document) has been removed from the original document as it would be considered Guidance. It was felt that its inclusion made the policy much larger than it needed to be and drew attention away from the actual Policy.</p> <p>It is considered that it will be beneficial to have the guidance as supporting documentation to the Policy and any required changes in the future can be made and highlighted to managers and employees accordingly.</p> <p>.</p>
Implications	A stronger and more robust policy with improvements that will hopefully aid the reader to better understand its contents and requirements, therefore allowing them to execute their responsibilities more effectively.
Summary	In order to move forward with reviewing the Safe Driving Policy, Committee are asked to note the amendments/additions above.