

## LEAFLET 15

### DRIVING VEHICLES AND INDUSTRIAL EQUIPMENT

#### CONTENTS

##### Para

- LEAFLET FOR LINE MANAGERS
- 1 Statutory Requirements and MoD Policy Direction
- Definitions
- 2 Vehicle
- 3 Driver
- 4 Commander
- 5 Vehicle manager
- 6 Equipment provider
- 7 Defence road safety advisor
- 8 Public road
- 9 Roadworthy
- Duties
- 10 Line managers
- 11 Drivers and commanders
- 12 Vehicle managers
- 13 Training officers / training liaison officers
- 14 Equipment providers
- 15 Defence road safety advisors / Unit road safety officers
- 16 Risk reduction

##### Annex

- A Use of Private Vehicles for Official Purposes
- B Causes of Impairment and Prevention
- C Vehicle Operating Parameters and Limits
- D Post Accident Procedure
- E Control of Drivers Driving Hours

#### LEAFLET FOR LINE MANAGERS

##### STATUTORY REQUIREMENTS AND MOD POLICY DIRECTION

1 This leaflet is intended to enable line managers within the MOD to comply with appropriate legislation and MOD policy, as laid down in JSP 341 and associated publications, for the use of vehicles, Materiel Handling Equipment (MHE) and industrial equipment, driven / commanded by MOD employees and contractors working for the MOD.

##### DEFINITIONS

###### Vehicle

2 Vehicle means any mechanically propelled vehicle (including a vehicle steered by its tracks), MHE, trailer, towed vehicle, cycle or hand cart, owned or controlled or used by the MOD.

##### NOTE

This includes any privately owned vehicle when used for official purposes (see Annex A).

**Driver**

3 Driver means a MOD employee or other individual working under contract to the MOD who drive / operate a vehicle. This includes those staff who drive on an occasional basis.

**Commander**

4 Commander means the trained crewman responsible for commanding the driver (of a crewed vehicle) and ensuring the safety of the vehicle.

**Vehicle Manager**

5 Vehicle Manager means the individual appointed by the Commanding Officer (CO) / Head of Establishment for the control and operation of vehicles. This individual has legal responsibility for the operating standards and use of vehicles.

**Equipment Provider**

6 Equipment Provider means the organisation within the MOD or a contractor who provides a vehicle for use by the MOD and who is responsible for ensuring that it is maintained in a roadworthy condition.

**Defence Road Safety Advisor**

7 Defence Road Safety Advisor (DRSA) or Unit Road Safety Officer (URSO) means a MOD employee appointed, by the CO / Head of Establishment, to provide advice on Road Traffic Accident (RTA) reduction.

**Public road**

8 Public road (as defined by the Highway Code) means a highway or any other road to which the public has access; this includes many roadways and car parks on private land.

**Roadworthy**

9 Roadworthy means that the vehicle is fully fit for task and that it complies with all legislation relating to driving of vehicles on the public road. A vehicle may be driven on MOD or private property when not fully road worthy but extreme care is to be taken to ensure that such a vehicle does not cause any risk to others.

**DUTIES****Line Managers**

10 Line Managers are to ensure that:

10.1 No driver / commander is impaired so that the operation of the vehicle is unsafe.

10.2 Where privately owned equipment is used, it is fit for the purpose and, when used on the public road, is roadworthy.

10.3 Drivers and commanders are made available to complete appropriate training.

10.4 Post accident reports are completed should this become necessary.

10.5 That records are kept of training and competencies.

10.6 Prior to their use, private vehicle use certificates (see Annex A) are obtained, and if appropriate user documentation checked.

**Drivers and Commanders****11 Drivers and Commanders are to:**

- 11.1 Undertake training necessary to drive a vehicle or operate a vehicle and fitted equipment.
- 11.2 Ensure that they do NOT drive/operate equipment when impaired - see Annex B.
- 11.3 Ensure that the equipment is fit for purpose i.e. that the vehicle does not have any faults, which make it unsafe, or is used for any purpose for which it is not designed.
- 11.4 Operate the vehicle with due care and attention, in accordance with the standards laid down in MOD Policy and user manuals - see Annex C.
- 11.5 Report any fault found in the equipment, before during and after use, to the appropriate person.
- 11.6 Complete post RTA procedure in accordance with MOD policy.
- 11.7 Pay any fines or charges imposed for traffic offences committed whilst in charge of the vehicle.

**Vehicle managers****12 Vehicle managers are to:**

- 12.1 Attend training for their role at the Defence School of Transport or other approved establishment.
- 12.2 Confirm that drivers / commanders are competent prior to the driving and operation of vehicles and equipment.
- 12.3 Ensure that, where the MOD provides vehicles and equipment for use, it is fit for purpose.
- 12.4 Provide the driver with a copy of the user handbook in a language which the driver can understand.
- 12.5 Provide advice to Training Officers on the most appropriate training for individuals as drivers / commanders of vehicles

**Training Officers / Training Liaison Officers****13 Training Officers / Training Liaison Officers are to:**

- 13.1 Provide advice to individual on appropriate training to meet their needs as drivers / commanders of vehicles.
- 13.2 Process applications for training.
- 13.3 Maintain records of all training undertaken by drivers / commanders of vehicles and ensure that a copy of training records is placed onto an individual's personal file.

**Equipment Providers****14 Equipment Providers (which may be the MOD, a contractor or a hire company) are to:**

- 14.1 Provide a vehicle that is appropriate to task; i.e. that it is designed to be used for the task.

14.2 Provide a vehicle, and associated equipment, which is fully serviceable. Road going vehicles must be fully roadworthy when used on the public road.

14.3 Ensure that, should a fault be reported which makes the equipment unroadworthy, it is removed from use and restored to the approved standard prior to further use.

#### **Defence Road Safety Advisors / Unit Road Safety Officers**

15 Defence Road Safety Advisors (DRSA), Unit Road Safety Officers (URSO) are to:

15.1 Attend the DRSA course at the Defence School of Transport.

15.2 Appoint a Unit Accident Procedure Manager (UAPM) to process RTA reports.

15.3 Advise vehicle managers, line managers and driver/ operators on risk reduction.

15.4 Provide advice to vehicle managers and line managers as to changes in procedures to further reduce risks.

15.5 Investigate accidents involving vehicles, in accordance with JSP 341.

15.6 Advise line managers as to the need for additional training to be undertaken should a driver be awarded more than 6 penalty points for an offence or have contributed, in any way, to an accident.

#### **RISK REDUCTION**

16 Risks of injury from the driving / operation of vehicles are reduced by:

16.1 Not driving / commanding a vehicle which is unfit for its task.

16.2 Not driving / commanding a vehicle without sufficient competence.

16.3 Not driving / commanding a vehicle whilst impaired. - see Annex B.

16.4 Not driving / commanding the vehicle outside operating parameters / limits. - see Annex C.

**LEAFLET 15 ANNEX A****DRIVING VEHICLES AND INDUSTRIAL EQUIPMENT****USE OF PRIVATE VEHICLES FOR OFFICIAL PURPOSES**

1 The MOD has a Duty of Care to ensure that all equipment used by employees is fit for its purpose; this includes privately owned items including motor vehicles. The regulations appertaining to the use of Private Vehicles are detailed in the Civilian Travel Manual (Volume 1 Section b 5) and appropriate single-Service finance instructions.

2 Line managers are required, under their Duty of Care, to take reasonable steps before personnel are authorised to use a private vehicle for official purposes / on duty, to ensure that the vehicle is appropriate for the task (i.e. fit for the purpose) and that the driver and vehicle comply with current licensing and road transport legislation. Employees, who wish to use their private vehicle for official purposes, share responsibility for ensuring that the vehicle is fit for the purpose, and that they comply with all legislative requirements.

3 To avoid the necessity for line managers to check that a vehicle is fit for purposes and road worthy prior to each use, the driver is to sign a certificate confirming that he/she is aware of his/her responsibility. The certificate is to be retained in the individual driver's personal file for future reference. The form of the certificate is as follows:

I (service/staff number, rank (if appropriate), and name) have read and understood the regulations appertaining to the use of private motor vehicles for official duty use.

I acknowledge that it is my responsibility, when using a private vehicle for official purposes, to ensure that:

- a) I am properly licensed to drive it.
- b) That my use of the vehicle is covered by an appropriate insurance policy, which includes use for business purposes, and
- c) The vehicle is, and will be kept in a roadworthy state, complies with all legal requirements, and is suitable for the task.
- d) I will produce, upon request, my driving licence, insurance certificate and MOT certificate (if appropriate) as required by my line manager and
- e) I undertake to bring to my line manager's immediate attention any change in circumstances, which affect my use of a private vehicle for duty purposes.

Signed \_\_\_\_\_ Date \_\_\_\_\_

**LEAFLET 15 ANNEX B****DRIVING VEHICLES AND INDUSTRIAL EQUIPMENT****CONTENTS****Para****CAUSES OF IMPAIRMENT AND PREVENTATIVE MEASURES**

- 1 General
- 2 Fatigue
- 8 Drugs, medicines and alcohol
- 9 Drugs and medicines
- 10 Alcohol
- 11 Impairment of sight and hearing
- 12 Sight
- 13 Hearing
- 14 Distraction
- 15 Mobile telephones
- 16 Animals
- 17 Smoking
- 18 Noise

**CAUSES OF IMPAIRMENT AND PREVENTATIVE MEASURES****GENERAL**

- 1 The principle causes of accidents whilst driving / operating vehicles whilst impaired are
  - 1.1 Fatigue.
  - 1.2 Drugs, Medicine and Alcohol.
  - 1.3 Sensory Deprivation.
  - 1.4 Distraction.

**FATIGUE**

- 2 Fatigue is generally caused by a lack of adequate sleep. It may also result from operating continuously without a break or working in a hot or noisy environment, or a combination of these factors.
- 3 Driving or operating a vehicle when tired greatly increases the risk of an accident. It is not possible for a driver / commander to remain awake without adequate sleep. Although the Armed Forces (and their civilian component) are granted an exemption to EU legislation, due to their operational role, the MOD aims to minimise risks to drivers through the Control of Driver's Hours - see JSP 341. It is emphasised that this policy includes all drivers of all vehicles.
- 4 Those most at risk from being injured from accidents resulting from fatigue are:
  - 4.1 Those unable to get sufficient sleep
  - 4.2 Shiftworkers.
  - 4.3 Those driving between 1400 - 1600 hrs and 0200 - 0600 hrs.
  - 4.4 Those driving whilst working extended working hours.

5 Line managers are to ensure that drivers under their control comply with the regulations on drivers' hours - see JSP 341 Ch 9 Annex C. Drivers also have a responsibility to ensure that they report for duty they are fit to drive by having taken the necessary rest periods. Where this has not been achieved, then the driver must inform the line managers.

6 Drivers / operators are to inform line managers should they identify that fatigue is beginning to impair their ability to operate equipment safely. Line managers are then to give direction as to the action the driver is to take. At the first sign of sleepiness drivers / operators are to stop, in a safe place, and ensure that adequate sleep is taken before they continue their task.

7 Exceptionally, during military operations and exercises, a Commanding Officer (CO) or Designated Officer (DO) may authorise a driver to exceed the permitted hours. The CO or DO must ensure that the regulations in JSP 341 Ch 9 Annex C, are fully complied with at all times. A Certificate of Waiver from normal operating standards must be completed and signed and drivers hours record sheet must also be completed and retained by the unit.

## **DRUGS, MEDICINES AND ALCOHOL**

8 Drugs and / or alcohol may cause impairment of a driver's ability to operate safely:

### **Drugs and Medicines**

9 Drugs and medicines are only to be taken when prescribed by a doctor. Drivers taking prescribed drugs/medicines are to ascertain their likely effects on driving ability and report this to their line manager. A driver, whose ability to drive safely appears to have been affected by drugs / medicines, is to be removed from driving duties until the effects have cleared.

### **Alcohol**

10 Drivers must not be under the influence of alcohol when reporting for duty and are forbidden to drink intoxicating liquors whilst on duty. This includes any period when the driver is not actually at the wheel but is on call to drive his vehicle if required. Any driver, who is suspected of being under the influence of alcohol, is to be removed from driving duties at once and must not resume those duties until free of its effect.

## **IMPAIRMENT OF SIGHT AND HEARING**

11 Poor eyesight will affect safe driving / operating of vehicles. In certain cases, hearing deficiencies may also have an effect:

### **Sight**

12 Drivers / operators are to ensure that their eyesight conforms to the legal requirement for the operation of equipment. Drivers, who are required to wear spectacles whilst driving, should carry a second pair to provide a replacement should these be broken. Contact lens wearers are also to carry a spare pair of lenses or spectacles. Drivers are to ensure that they do not impair their eyesight through the use of visors, dark glasses etc when this is not appropriate.

### **Hearing**

13 Drivers / operators are to ensure that they are able to hear instructions and warning signals, using a hearing aid if necessary.

## **DISTRACTION**

14 The safe driving / operation of vehicles and industrial equipment may be impaired by distraction:

**Mobile Telephones**

15 Drivers are required by law to exercise proper control of the vehicle at all times. It is forbidden to operate mobile phones, this also includes hands-free mobile phones, whilst driving a service vehicle, refuelling or when within 4.25m of a refuelling point.

**Animals**

16 The carriage of domestic pets in Service vehicles is not permitted.

**Smoking**

17 Drivers / operators are not to smoke whilst driving a Service vehicle. Drivers of privately owned vehicles are advised not to smoke whilst driving. Smoking is strictly prohibited when there is a risk of fire present from the load and when the vehicle is being refuelled.

**Noise**

18 Excessive radio volume reduces driver concentration and prevents the hearing of audible warnings. Personal headphones are not to be used whilst driving a Service vehicle.



**LEAFLET 15 ANNEX C****DRIVING VEHICLES AND INDUSTRIAL EQUIPMENT****CONTENTS**

Para

**VEHICLE OPERATING PARAMETERS AND LIMITS**

- 1 Safe use of equipment
- 2 Use of vehicles on the public roads
- 3 Speed limits
- 4 Traffic signs
- 5 Traffic regulations
- 6 Parking
- 7 Lighting regulations
- 8 Condition of vehicle
- 9 Passengers
- 10 Load
- 11 Traffic accidents

**VEHICLE OPERATING PARAMETERS AND LIMITS****SAFE USE OF EQUIPMENT**

1 Drivers / commanders are to be familiar with, and drive /operate the equipment within, the safe operating parameters as described in the vehicle handbook.

**USE OF VEHICLES ON THE PUBLIC ROADS**

2 Drivers / commanders are to conform to Standing Orders for Drivers (JSP 341 Ch 10 Annex A) whilst driving / operating vehicles. In particular drivers are to:

**Speed Limits**

3 Be familiar with JSP 341 Annex B to Ch 9, and not exceed the national speed limits or the maximum Service speed limit for the Service vehicle.

**Traffic Signs**

4 Comply with all traffic signs, signals and orders given by police officers traffic wardens or controllers.

**Traffic Regulations**

5 Comply with the Highway Code in all respects.

**Parking**

6 Comply with all parking regulations.

**Lighting Regulations**

7 Conform to the advice given in the Highway Code.

**Condition of Vehicle**

- 8 Ensure that the vehicle is not driven on the public road when in an un-roadworthy condition.

**Passengers**

- 9 Ensure that passengers are correctly seated and seat belts are worn (where fitted).

**Load**

- 10 Ensure that the vehicle is not overloaded and that the load is correctly distributed and secured.

**TRAFFIC ACCIDENTS**

- 11 Following a Road Traffic Accident, stop and give particulars to anyone requiring them or give a report to the civil police, as soon as is practicable (within 24 hours). This is mandatory when any injury or damage to any person, domestic animal, vehicle or roadside property occurs other than injury to the driver / commander or damage to the vehicle or load.

**LEAFLET 15 ANNEX D****DRIVING VEHICLES AND INDUSTRIAL EQUIPMENT****CONTENTS**

Para

**POST ACCIDENT PROCEDURES**

- 1 Action at the scene of the accident
- 2 Post Accident Procedures

**POST ACCIDENT PROCEDURES****ACTION AT THE SCENE OF THE ACCIDENT**

- 1 Drivers / Commanders are to take the following action at the scene of an accident:

1.1 If the vehicle is carrying hazardous cargo (e.g. of a flammable or explosive nature), ensure that any risk of fire, explosion or other danger is minimised and that immediate bystanders, the fire service and the police authorities are warned. The next priorities are to use your hazard warning lights to warn other traffic so that no further RTA takes place. Summon first aid to any injured person and, where practical, to take steps to clear the road. Drivers/commanders are then to contact the recovery agency.

1.2 Summon police assistance where there is injury to persons, serious damage to vehicles or to the highway, or any obstruction of the highway, which cannot be cleared immediately. Drivers / commanders are not to leave the scene of the RTA unless there is no other uninjured person present and it is necessary to summon medical aid in order to save life.

1.3 Ensure that you use your hazard warning lights to warn other traffic of the accident unless the police are conducting traffic control.

1.4 Take precautions against fire by ensuring that the engine of any vehicle involved is switched off and enforcing "no smoking" rules where there has been spillage of petrol or where inflammable or explosive cargo is involved.

1.5 Provide any person, having reasonable grounds, the following information: drivers name and service /staff number, the name and address of the parent unit, and registration number of the service vehicle. (Unless serving in N Ireland) refer to NIOPS).

1.6 Complete, as far as it is practicable, the copy of F/MT 3-2. If the driver / commander is unlikely to be back at the parent unit within 24 hours, contact is to be made with the duty officer. A fax copy of the completed F/MT 3-2 is to be sent to the Unit Accident Procedure Manager.

1.7 Complete the detachable slip of the F/MT 3-3 and hand it to a police officer, if present, or to any other person whose property or vehicle is involved.

1.8 If a death occurs, telephone the drivers/commander's parent unit immediately and give full details to the duty officer. The telephone operator is to be requested to reverse the telephone charges if necessary.

1.9 If there is doubt about the roadworthiness of the vehicle, ensure that it is removed from the scene of the accident by recovery vehicle and not used again until a competent person has inspected it.

**POST ACCIDENT PROCEDURES****2 Drivers / Commanders are to:**

2.1 Report the RTA to the parent unit immediately on return and complete the F/MT 3-2 before handing it to the UAPM.

2.2 Report the RTA to the Police, in person within 24 hours, if it results in injury to another person, domestic animal or property.

2.3 Assist in the completion of post accident investigation as required by the UAPM.

2.4 Report the accident and complete paperwork in accordance with JSP 341 Ch 12.

**3 Line Managers are to:**

3.1 Raise MF2000 on the incident and forward to the CHASP mainframe where injures to any occupant of a vehicle or a third party (including animals) has or may have occurred.

**LEAFLET 15 ANNEX E****DRIVING VEHICLES AND INDUSTRIAL EQUIPMENT****CONTENTS**

Para

**CONTROL OF DRIVERS DRIVING HOURS**

- 1 Introduction
- 3 Driving hours
- 9 Planning
- 10 During the journey

**CONTROL OF DRIVERS DRIVING HOURS****INTRODUCTION**

1 This Annex is produced to assist line managers, and drivers minimise the risk to staff and others while driving on duty. Limiting the hours of driving to prevent the onset of fatigue can assist this. This annex is a precise of the main requirements contained in JSP 341 and is supplied as a guide for planning work on detached duty.

2 Line Managers in charge of MOD Drivers need to study and apply all the full requirements of JSP 341 Chapter 9 Annex C.

**DRIVING HOURS**

3 No driver is to drive continuously for more than 4 1/2 Hours without a break away from the vehicle.

4 After driving without a break for 4 1/2 Hours a minimum break, away from the vehicle, of 45 minutes is to be taken.

5 Drivers should if practicable take 15 minutes every 2 hours, but must have taken 45 minutes rest after 4.5 hours driving. Each rest period must be at least 15 minutes.

6 A driver should normally not drive for a total of more than 9 hours in a day, although 10 hours may be permitted, but on no more than 2 occasions in any one week.

7 When driving is involved in a person's duty they should not be on duty for more than 12 hours in a day, including driving time.

8 A daily rest period of 11 hours (including one uninterrupted period of at least 8 hours).

**PLANNING**

9 When undertaking journeys that require long period of driving personnel need to consider the following:

9.1 The driver should be rested prior to commencing the journey. This especially applies of the journey is outside times of the drivers normal routine

9.2 The driver should not be impaired by drugs including alcohol.

9.3 Identify stopping points where rest breaks can be taken preferably 15 minutes every 2 hours.

9.4 Plan the route so that it is as direct as possible, but allow sufficient time for any forced diversions.

9.5 Consider the possible effects of road works, congestion, the weather, or the time of day/night on the journey.

#### **DURING THE JOURNEY**

10 During a journey drivers should:

10.1 Recognise when they are tired and stop and take a break. Tiredness can ensue rapidly and it dangerous to push yourself to continue to drive.

10.2 When taking a break relax and have a drink (Not alcohol), eat some food (but avoid heavy meals). If possible take a snooze (this is especially advised if you have stopped because you feel tired). Walk around for five minutes to stretch your legs.

10.3 Do not answer or use mobile phones while on the move.

10.4 Obey the road traffic regulations.