

A RETURN TO DRIVING ■

After a period of inactivity

This short guide has been produced by the Fleet Industry Advisory Group (FIAG) to help companies and drivers manage the work-related road safety following what could be a long period of inactivity for drivers and vehicles.

None of the legal requirements associated with driving for work have changed since Covid-19 restrictions and for business and drivers it is essential that there is no relaxation of any fleet, health and safety, and driver policies and procedures.

The guide is split into four sections and provides advice for the business, the drivers, the vehicles and the journey.



Experience – driving change

BUSINESS

■ Review your current Work-Related Road Risk process to ensure it covers the risks presented by Covid-19 and also ensure it covers grey fleet drivers.

■ Consider a mini-induction process for all returning to work after on long break and remind all drivers of the importance of Work-Related Road Risk.

■ Develop a "Returning to Driving For Business" programme which covers drivers, vehicles and journeys. For example, give drivers at least two days' notice so they have time to carry out vehicle checks and report any faults which may need rectifying.

■ Ensure any new starters are fully conversant with company driver and fleet related policies and handbooks.

■ We all may assume that nothing has changed in respect of drivers being legally entitled to drive but have any of your drivers lost their licence for any reason in the break or has their medical condition changed preventing them from doing so? When did you last check their licence?

■ Have in place an e-learning driver familiarisation programme that all drivers should complete before taking to the wheel.

■ Assess driver competence and provide "back to driving for a living" training.

■ For drivers who have continued to work throughout the lockdowns make them aware that the roads will start to become busier as business's return to a more normal level of activity and that they should take extra care and be prepared for journeys to take longer.

■ Ensure all driver are appropriately authorised to driver on business.

DRIVER

Before picking up and entering a vehicle check that it has been fully sanitised. Refer to the "vehicle touch point diagram".

Re-familiarise yourself with the vehicle. It may have been several months since you last drove it. If it's a new/different vehicle carry out a full familiarisation process.

Carry out as physical check of the vehicle before starting it. Check tyre pressures and overall condition of tyres especially the tyre walls which can bulge if the vehicle hasn't been moved for several months.

Start the engine and check for any dashboard warning lights.

Check all lights and indicators are working. Check the screen washer is working.

Take the vehicle for a short test driver before setting off on a long journey.

If you haven't driven for some time take extra care on the roads.

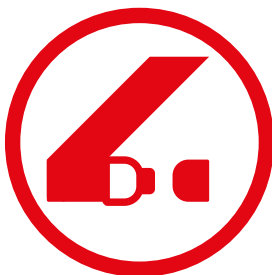
Driver self checks



Are you mentally and physically fit and able to carry out your duties?



Are you familiar with the content of your vehicle handbook and vehicle-related procedures?



Do you understand your responsibilities regarding compliance with all aspects of work-related road safety?



Are you familiar with the required maintenance checks?

VEHICLE

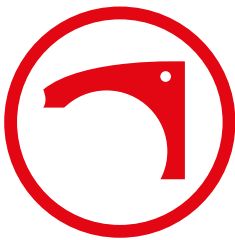
Ensure that any vehicles used are safe to drive and insured for business use.

Ensure proper cleaning and sanitising process is in place before handover/pick-up of vehicle.

Refer to and use the Covid vehicle contact point diagram in our garage document.

If your vehicle is due for a service ensure the garage has in place a Covid-19 risk assessment and appropriate controls in place. Ask the garage before taking the vehicle in, or before it's picked up what their process is and how it may affect you as the driver.

Driver vehicle checks



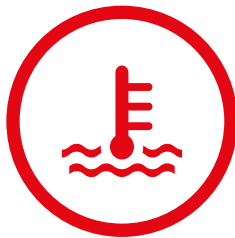
Check exterior bodywork



Check the spare wheel



Check engine oil level



Check engine coolant reservoir



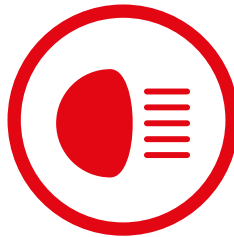
Check wipers and screen wash reservoir



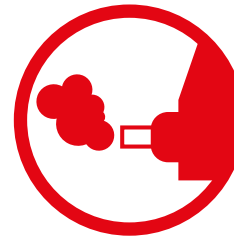
Check tyre tread depth



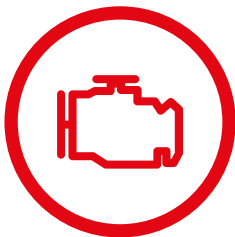
Check tyre pressure



Check all lights, including hazards



Vehicle started OK? Any dashboard warning lights?



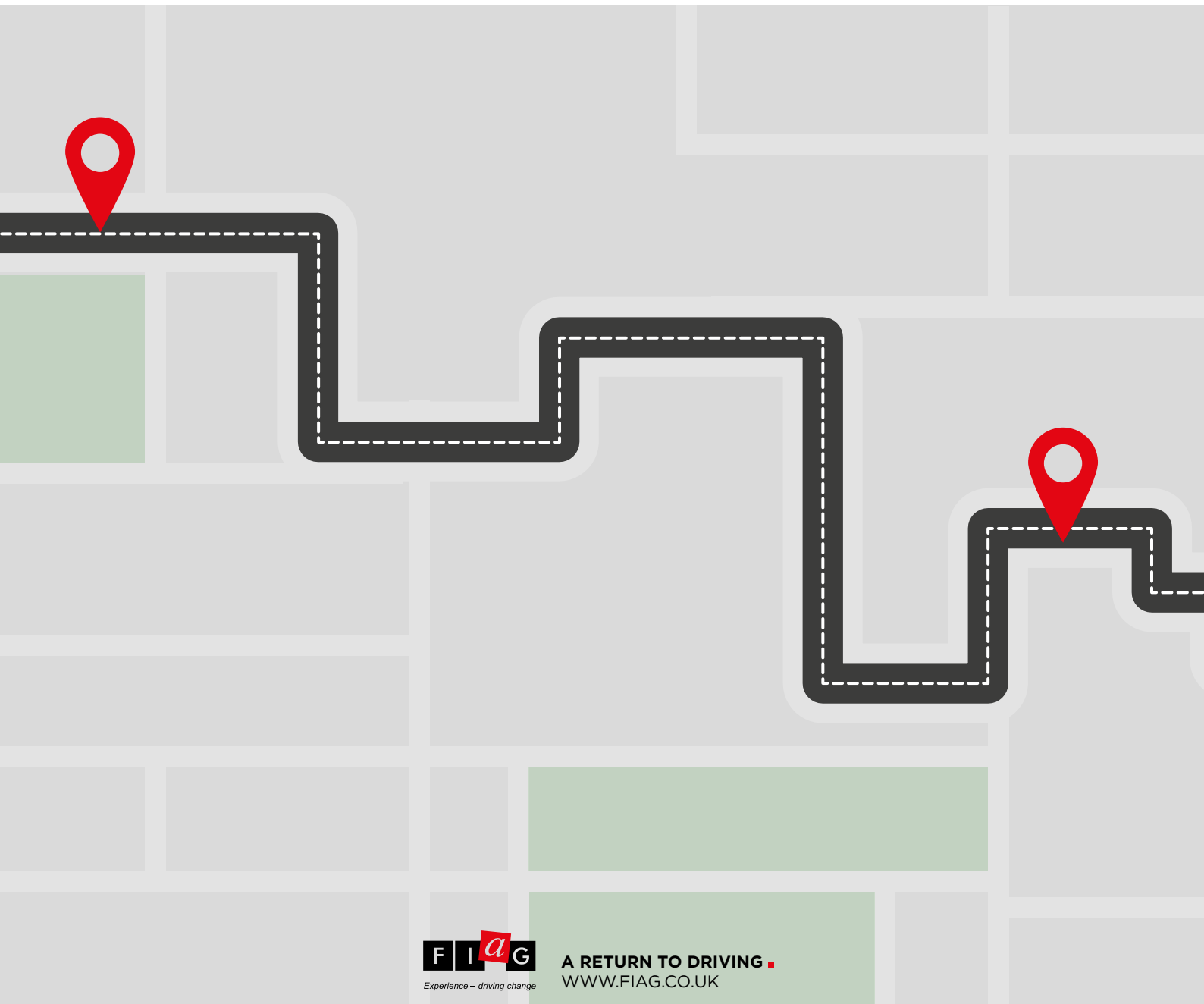
Carry out a short test drive.
Any unusual noises or vibrations?
Breaks functioning correctly?

JOURNEY

■ Maintain social distancing wherever possible between individuals when in vehicles. If you don't need to share a vehicle then don't. Where this is not possible due to work requirements have in place clear signs to outline social distancing measures in place. If possible and safe to do so use a physical screen. Sitting side-by-side not face-to-face, wearing masks and increasing ventilation reduce the risk.

■ Ensure journeys are planned and where possible minimise contact with other people ensuring social distancing rules are observed.

■ In the event of an accident don't forget Covid-19 is still a risk so wherever possible wear a face mask and maintain social distancing.



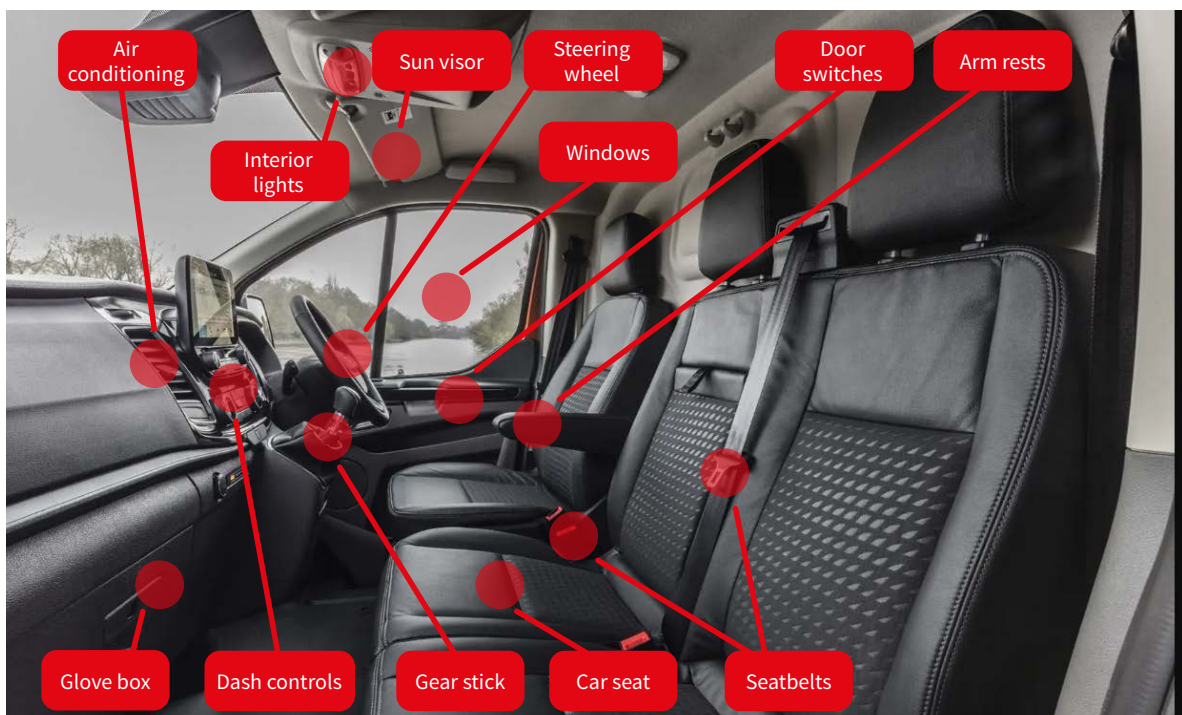
DELIVERY & COLLECTIONS

The government's guidance says that you should ***"maintain social distancing and avoid surface transmission when goods enter and leave the vehicle"***. It goes on to say this is especially important where high volumes of goods are being picked up or dropped off.

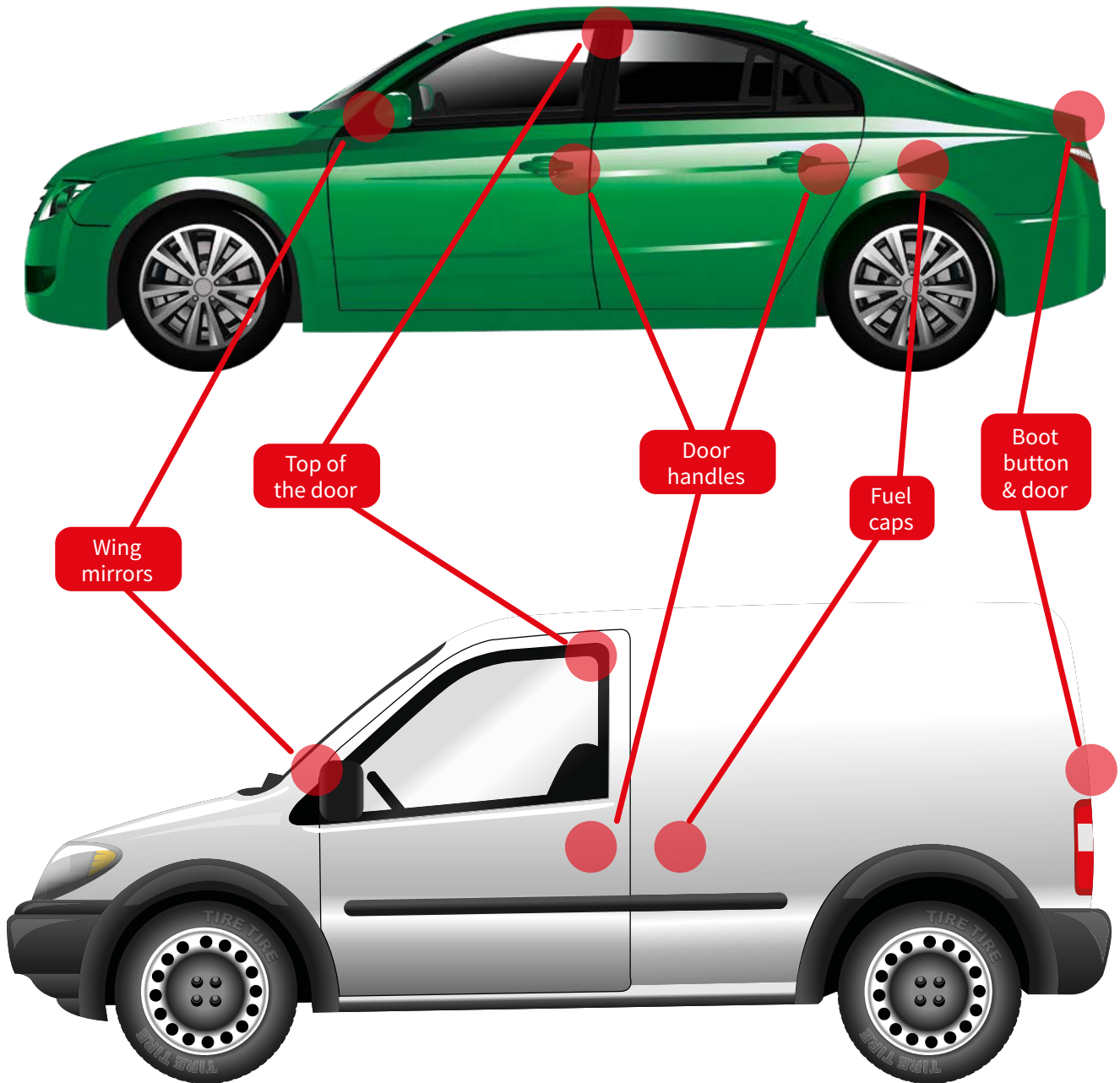
This can be done by:

- Having in place clear instructions and signs at pick-up and drop-off collection points where possible.
- Avoiding busy times and rush hours.
- Minimising the number of people involved in the loading or unloading at any one time, if possible only have one person or even better the driver loading their vehicle.
- If possible and where it is safe to do so the driver should stay in their vehicle and allow yard or warehouse staff to unload the vehicle.
- Have arrangements in place for non-contact deliveries with pre-booking to minimise contact with security, yard and warehouse staff.
- Using electronic systems rather than paperwork wherever possible, and making sure any unavoidable exchange of physical documents is as safe as possible.

Common interior vehicle touchpoints



Common exterior vehicle touchpoints



CHECKLISTS

DRIVER SELF CHECKS	✓	✗
Are you mentally and physically fit and able to carry out your duties?		
Are you familiar with the content of the vehicle handbook?		
Do you understand your responsibilities regarding compliance with all aspects of work-related road safety?		
Are you familiar with the required daily/weekly/monthly maintenance checks?		
Are you aware that you must call Fleet Service GB on 03332 200 500 for all maintenance requirements?		
Are you aware that you must call Fleet Service GB on 03332 200 505 for all crash, collisions or related incidents?		
Service schedules/vehicle policy and driver handbook checks/confirmed and understood?		
Are you familiar with the Driver App and its functionality?		

DRIVER VEHICLE CHECKS	✓	✗
Exterior bodywork checked		
Spare wheel checked		
Engine oil level checked		
Engine coolant reservoir checked		
Screen wash reservoir and wipers checked		
Tyre tread depth checked		
Tyre pressure checked		
Lights, including fog and hazard warning control, identified and demonstrated		
Vehicle started OK and no dashboard warning lights displayed?		
Short tests drive carried out, no unusual noises or vibrations and breaks functioning correctly?		