



**Scottish  
Ambulance  
Service**

Working in Partnership with Universities



# **HS 039 Management of Occupational Road Risk Policy**

## **Version 3.0**

***This should be read in conjunction with HS 039A  
Safe Driver and Driving Standard, HS039B Safe  
Vehicle Standards and HS 039C Safe Journey.***

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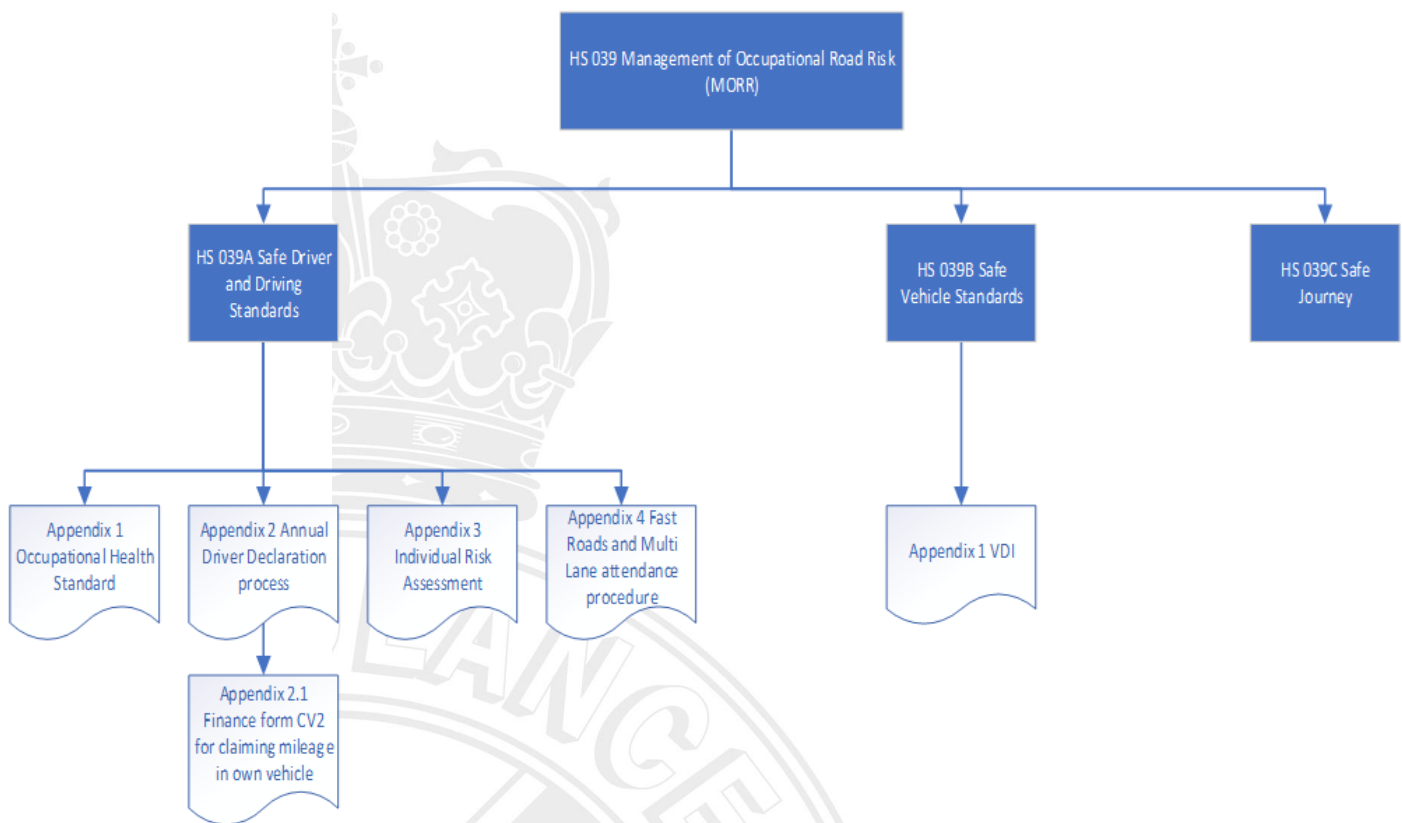
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## 1.0 Policy Statement



The Scottish Ambulance Service aims to ensure the health, safety and welfare of any person(s) who carry out work related/occupational driving activities and to avoid risk or injury to third parties.

It recognises the risks to those individuals that need to drive in connection with our work and is committed to the prevention of injury, loss of life and damage to property from work-related driving incidents.

The purpose of this policy is to enable the Scottish Ambulance Service to meet its legal obligations and duty of care to protect such individuals, so far as is reasonably practicable, from all occupational road risks associated with work-related driving and to control the environmental impact of driving related activities.

This policy is supported by, and should be used in conjunction with, the HS 039A Safe Driver and Driving Standards, HS 039B Safe Vehicle Standard and HS 039C Safe Journey documents

## 2.0 Aims

The aims of this Policy are to:

- Increase awareness of safety issues associated with work-related driving risks and encourage safe and responsible driving, by establishing a safety culture, i.e. one in which when driving or journey planning, safe driving has a natural priority in the minds of both managers and drivers.
- Ensure that risk in relation to work-related driving is assessed in a systematic and ongoing way, and that safe systems and methods of work are put in place to reduce the risk, as far as is reasonably practicable.
- Reduce the damage to Scottish Ambulance Service vehicles.

- Reduce the number of incidents and injuries resulting from work-related driving to individuals and third parties, including patients.
- Reduce the number of days lost due to injury and vehicle repair and replacement costs.
- Reduce the costs relating to liability for damage to third party vehicles and property.
- Reduce vehicle running costs.
- Reduce stress and improve morale.
- Encourage full reporting and recording of all incidents arising in the course of work-related driving.
- Promote environmental best practice.
- Ensure that appropriate training and or guidance is available to individuals in all areas, which equips them to recognise risk and that practical advice on preventing and managing occupational road risks is provided.
- Ensure that appropriate support is available to individuals involved in work-related driving incidents.

### **3.0 Scope**

This policy applies to all person(s) involved in work-related driving activities, including drivers of all emergency service vehicles; leased car, hire car, volunteer driver vehicles and individually owned vehicles where they are used for business purposes.

The policy applies to all work-related driving arising in connection with the duties and activities of the Service.

It forms an integral part of Scottish Ambulance Service Health and Safety Policy and applies in conjunction with the requirements of all other applicable policies

Within this policy and associated documents, the terms 'work-related driving' and occupational driving' are interchangeable.

### **4.0 Applicable Legislation**

The following are pertinent:

- Road Safety Act 2006
- Road Traffic Regulations 2023 (Pending enactment)
- Road Traffic Regulations Act 1984
- Health & Safety at Work Act 1974
- Management of Health & Safety at Work Regulations 1999
- Provision and Use of Work Equipment Regulations 1998
- Working Time Regulations 1998
- Road Vehicle (Construction and Use) Regulations 1986
- Data Protection Act 2018

This list is not exhaustive.

## 5.0 Definitions of Work-Related Driving

Scottish Ambulance Service defines “work-related driving” as:

***“Any driving activities carried out by employees, or any person authorised to drive on Service business”.***

Scottish Ambulance Service defines “emergency driving” as:

***Where attendance is required at the scene of an incident:***

- ***To provide clinical care to patient(s).***

***and or:***

- ***To provide management support or protect personnel at the scene.***

***No exemption from road traffic law may be claimed by personnel, who have not successfully completed an approved “Emergency Response” driver training programme.***

Scottish Ambulance Service defines a “long Journey” as:

***“Any journey more than 120 miles in distance or any journey where it is likely that the journey time will exceed 2.5 hours (excluding any breaks)”***

## 6.0 Responsibilities

The **Chief Executive** is responsible for:

- Developing an organisational culture that assumes safety first.
- Ensuring there are arrangements for identifying, evaluating and managing risk associated with work-related driving.
- Providing resources for putting the policy into practice.
- Ensuring that there are arrangements for monitoring incidents linked to work-related driving and that their organisation regularly reviews the effectiveness of the policy.
- Where practical encourage the use of public transport or other methods of communication such as video and telephone conferencing.

The **Director of Workforce** is responsible for:

- Communicating fleet safety culture by both acts and deeds.
- Acts as the Executive lead for the implementation of all Health and Safety Policies (including this one)

**Regional Directors, Deputy Directors and Heads of Department** are responsible for:

- Communicating fleet safety culture by both acts and deeds.
- Ensuring that this policy is implemented within their directorates and departments.
- Ensuring that systems are in place which identify, evaluate and facilitate the management of Work-Related Driving Risks
- Monitoring incidents related to Work Related Driving, reviewing the effectiveness of this policy and reporting issues arising to the service via the Health and Safety Department, Management Teams and Health & Safety Committee(s).
- Where practical encourage the use of public transport or other methods of communication such as video and telephone conferencing.

**Line Managers** are responsible for:

- Communicating fleet safety culture by both acts and deeds.
- Ensuring that all relevant individuals are aware of the policy.
- That all identified individuals are competent to drive the vehicle issued
- Line Managers must take account of any circumstances which may affect the ability of an individual to drive safely.
- Ensuring that risk assessments are carried out as required.
- Putting into place procedures and safe systems of work to eliminate or reduce the likelihood of work-related driving incidents.
- Ensuring that individuals identified as being at risk are given appropriate information, instruction and training.
- Ensuring that appropriate support is provided to individuals involved in any incident associated with work-related driving.
- Monitoring staff who are involved in multiple adverse incidents/bumps and refer the staff member to EPDD as and when required.
- Ensuring completion of recording and monitoring systems, including incident reporting and recording procedures.
- Where practical encourage the use of public transport or other methods of communication such as video and telephone conferencing.
- That individuals using their own cars on Service business have completed the declaration form (HS039a Appendix 2 Driver Declaration), and that this is reviewed on an annual basis as a minimum.
- Ensuring staff complete the e-learning Driving Courses appropriate for their job role and where required
- Ensure that all individuals comply with Service Policy with regard to the associated MORR Standards

**The Fleet Department** are responsible for:

- Communicating fleet safety culture by both acts and deeds.
- Maintaining Service vehicles to appropriate standards
- Carrying out vehicle inspections (safety checks) on all Service vehicles used for work related driving.
- Providing appropriate Fleet advice, guidance and support to Line Managers and person(s).
- Monitoring vehicle related incidents through the Fleet Management Systems where possible.
- Providing Fleet related statistics including financial cost breakdowns and information to the Regional Management Teams and Health & Safety Committee(s)

**Education and Professional Development Department (EPDD)** are responsible for:

- Monitoring relevant legislation and delivering training to ensure compliance with it.
- Communicating fleet safety culture by both acts and deeds.
- Ensuring that the pre-course driving assessment process identifies 'work-related driving' as a risk factor.
- Providing appropriate driving assessments for individuals who drive in connection with their work:
- Advising Line Managers and individuals of the outcomes of driving assessment and re-assessment and assisting in the achievement of solutions.
- Providing retraining to staff, this may be following an RTC or several minor incidents or may be associated to extensive periods of 6 months or more away from vocational driving.
- The specification and provision of driver assessment, education and training programs for the following drivers. The following categories of drivers will undertake in-person training:
  - D2
  - C1/D1
  - PRU Drivers

- Sort Vehicles
- Bank Drivers

- Reviewing 'Safe Driver' module e-learning training on a regular basis
- Where practical encourage the use of public transport or other methods of communication such as video and telephone conferencing

**Ambulance Control Centres** are responsible for:

- Communicating fleet safety culture by both acts and deeds.
- Taking into account any circumstances which may affect the ability of individuals to drive safely.
- Ensuring this policy is applied in the decision-making processes.

**National Risk & Resilience Department (NRRD)** are responsible for:

- Communicating fleet safety culture by both acts and deeds.
- Ensuring this policy is applied in the decision-making processes for SORT specific activities and that robust winter preparedness policies and procedures are in place.

**Occupational Health Services** are responsible for:

- Ensuring appropriate pre-employment health screening processes are in place where the job analysis has identified driving as a key role.
- Conducting health checks within the timescales required by Service policy.
- Advising managers of the outcomes of health checks of drivers.
- [Occupational Health Standard](#)

**Individuals** are responsible for:

- Driving safely at all times
- Complying with all aspects of the Highway Code
- Ensuring they are familiar with this policy and associated standards for their area of work.
- Provide necessary documentation to their line manager on an annual basis, as per HS 039A Safe Drive and Driving Standard
- Advising their line manager of any permanent or temporary change in health and any other circumstances that could affect their ability to drive.
- Taking reasonable care of themselves and other people who may be affected by their actions and/or omissions.
- Complying with procedures designed for safe working.
- Reporting all incidents in relation to work-related driving and vehicle issues
- Participating in training designed to meet the requirements of this policy. All drivers must complete either the eLearning training or undertake in person training dependant on their job role or vehicle they are required to drive.
- Reporting to their line manager any dangers they identify or any concerns they might have about work-related driving.
- Where practical use public transport or other methods of communication such as video and telephone conferencing.
- Inform their line manager immediately of any driving offences committed which has resulted in points being issued to their driving licence.

**The Health and Safety Department and relevant Committees and Groups** are responsible for:

- Monitoring and reviewing this policy, in partnership, with Trade Unions / Professional Organisations and safety representatives.

- Producing generic risk assessments for work-related driving activities
- Providing incident statistics and advice on safety improvement measures
- The outcomes of risk assessment and details of training provided; to highlight progress in reducing risk and incidents and making recommendations for the forthcoming year
- To generate ideas designed to develop and sustain the culture
- To review accident statistics and safety performance and respond accordingly
- Utilise the risk management processes to mitigate and control risk
- Generate ideas designed to develop and sustain the culture.

## 7.0 Risks of Work-Related Driving

There are many risks associated with work-related driving which are considered in [HS 039A Safe Driver and Driving Standard](#)

Risk assessment must be carried out in all areas of work where work-related driving poses a risk to individuals (e.g. patients and or others).

The risk assessment will involve identifying all potential hazards and evaluating the risks associated with specific work-related driving activities. It should identify who will be affected and how, and the control measures which are needed to eliminate or reduce the risk to the lowest level reasonably practicable.

A competent person must carry out a risk assessment and it should be recorded and shared with relevant others.

The risk assessment will involve identifying all potential hazards and the risks associated with specific work-related driving activities. It will identify who may be affected and how, and the control measures which are needed to eliminate or reduce the risk to the lowest level reasonably practicable.

Line Managers must ensure that risk assessments are carried out and that they are recorded and shared with all relevant risk groups.

We may also use the 'Management of Employee Conduct' policy following serious violations or persistent unsafe driving behaviour.

Please see HS 039A Safe Driver and Driving Standard for further details.

## 8.0 Lone Working

Individuals driving alone are 'Lone Workers' and must therefore comply with the Service's HS028: Lone Worker Policy [028 Lone workers](#)

## 9.0 Secondary Employment

All individuals must comply with the Service's Secondary Employment Policy. [Secondary-Work-Activity-Policy](#)

It is essential (and a legal requirement) that any secondary employment is declared to the Service, particularly where driving is involved; this should be assessed by the individual and remedial steps taken to ensure suitability to continue secondary employment.

## 10.0 Reporting Incidents

All individuals will comply with Standard Operating Procedure – G: Incident Reporting in relation to work related driving incidents – [Incident reporting](#)

Incidents involving damage to vehicles and or property must also be reported using the SAS Vehicle Accident Reporting process – dial 0808 100 8181 - a 24/7 helpline run by QBE.

## 11.0 Business Use of Individual(s) Owned Vehicles

Individuals may only use their private vehicles on Service business if the:

- Use is authorised by the Service through official procedures.
- Driver has a valid and current licence for the class of vehicle they will drive.
- Vehicle is insured, by the owner, for business use.
- Vehicle has a current MOT Certificate where required.
- Vehicle is appropriately maintained and serviced.
- Of a suitable type for the work-related driving that will be undertaking
- Mechanically sound, roadworthy and compliant with all the legal requirements for a vehicle used on the public highway.
- Covered by an appropriate breakdown and recovery service.

## First Responder Schemes

First Responders may only use their private vehicles on Service business if the:

- Use is authorised by the Service through official procedures.
- Driver has a valid and current licence for the class of vehicle they will drive.
- Vehicle is insured, by the owner, for business use.
- Vehicle has a current MOT Certificate where required.
- Vehicle is appropriately maintained and serviced.
- Of a suitable type for the work-related driving that will be undertaking
- Mechanically sound, roadworthy and compliant with all the legal requirements for a vehicle used on the public highway.

## Patient Transport by Volunteer Drivers

Volunteer Drivers may only use their private vehicles on Service business if the:

- Use is authorised by the Service through official procedures.
- Driver has a valid and current licence for the class of vehicle they will drive.
- Vehicle is insured, by the owner, for business use.
- Vehicle has a current MOT Certificate where required.
- Vehicle is regularly maintained and serviced.
- Of a suitable type for the work-related driving that will be undertaken
- Mechanically sound, roadworthy and compliant with all the legal requirements for a vehicle used on the public highway.
- Driver advises manager of any incidents they have been involved in, including road traffic collisions, whilst driving on SAS business

Line Managers will ensure that the above requirements are met for volunteer drivers and maintain appropriate records; they must also provide access to this Policy and associated documents.

In addition to this local management are responsible for ensuring that

- Volunteer drivers complete the individual risk assessment form and receive a driving assessment if they are involved in 2 or more RTC incidents in any given 12-month period.

## **12.0 Authorised Drivers for Service Lease and Hire vehicles.**

Current Service insurance allows for Service vehicles to be driven by anyone with the permission of a member of Service person(s) authorised to give such permission.

Learner drivers are allowed to drive Service Vehicles if they are a member of the lease car's registered keeper's family. Tuition for hire or reward is specifically prohibited.

It is the responsibility of the SAS employee who has primary use of the lease car to ensure all drivers have the correct licence for the vehicle and record their details.

**If an unauthorised person drives a service vehicle, neither the vehicle nor the driver, is covered by the Service's Motor Insurance.**

**Note** - any person driving an uninsured vehicle is liable to police prosecution, as well as for any damage caused in the event of an accident.

The Driver must be thoroughly conversant with the Highway Code and current laws and regulations, which governs the operation of vehicles, with particular reference to the provisions on drinking and driving, which could result in imprisonment.

## **13.0 Driver Training**

The Service will provide basic driver safety training, where identified through risk assessment or job requirements, to give the driver the knowledge and skills needed to help prevent and manage work-related driving risks. For full details see HS 039A Safe Driver and Driving Standard.

Line Managers are responsible for making sure that individuals receive appropriate training and have access to refresher training on a regular basis.

Advice and guidance on basic and specialist driver training is available from the Service's EPDD.

## **14.0 Driving Abroad**

If a Service vehicle, hire, pool or lease car is to be taken outside the United Kingdom, please contact the Fleet Department for authorisation. Please allow four weeks prior to travel to obtain authorisation.

For further details regarding maintenance, damage and repairs to vehicles whilst in use abroad, please contact the Fleet Department. Please also be aware that in certain countries, emission zones are in place, and specific permits will be required to allow unrestricted travel through these zones.

## **15.0 Monitoring & Review**

This policy will be reviewed every three years or sooner if there are any relevant changes to legislation or best practice. The policy review schedule overseen by the Policy Review Group will be updated to capture the review date.

The Service's Health Safety and Wellbeing Group and Regional Health and Safety Committees will monitor and review this policy, in partnership, with Trade Unions / Professional Organisations and safety representatives as outlined in the aforementioned Responsibilities section.

The monitoring and review processes will include:

- Reports of all driving at work reported accidents and or incidents.
- Ensuring that line management review and, where applicable, investigate significant driving at work related incidents and accidents that caused harm to individuals.
- Managers will also monitor the implementation of any action plans as a result.
- All person(s) related incidents and accidents are monitored by the Regional Health and Safety Committees.
- Those incidents related to driving at work, which are not deemed to have been managed appropriately, will be subject to further investigation as directed by these Committees.

Periodic audits will be carried out by the Health and Safety Department to provide assurances that the policy, and its appendices, are being applied suitably and sufficiently to satisfy our legislative obligations.

## **16.0 Implementation**

The policy will be implemented and communicated to managers and staff within the Service via the Chief Executive Weekly Bulletin. Emails will also be sent to senior managers asking them to bring the existence of the policy to the attention of their staff when any changes are made. The policy will be published on @SAS (the Service internet portal).

