



**Scottish
Ambulance
Service**

Working in Partnership with Universities



HS 039C Safe Journey

Version 1

Should be read in conjunction with HS 039 Management of Occupational Road Risk Policy, HS 039A Safe Driver & Driving Standards and HS 039B Safe Vehicle Standard

Date 11-03-2025

DOCUMENT CONTROL SHEET:

Key Information:

Title:	HS 039C Safe Journey
Date Published/Issued:	26/03/2025
Date Effective From:	11/03/2025
Version/Issue Number:	1
Document Type:	Guidance
Document status:	Approved
Author:	[REDACTED]
Owner:	Health and Safety
Approver:	Staff Governance Committee
Contact:	[REDACTED]
File Location:	@SAS

Revision History:

Version:	Date:	Summary of Changes:	Name:	Changes Marked:
1	Sept 2024	Initial Issue	[REDACTED]	
2				
3				
4				

Approvals: This document requires the following signed approvals.

Name:	Date:	Version:
Health Safety and Wellbeing Group	23/01/2025	1
Policy Review Group	28/01/2025	1
National Partnership Forum	06/02/2025	1
Staff Governance Committee	11/03/2025	1

Distribution: This document has been distributed to

Name:	Date of Issue:	Version:
Senior Management Team	26/03/2025	1
All Staff via @SAS	26/03/2025	1

Linked Documentation:

Document Title:
HS 039 Management of Occupational Road Risk Policy, HS 039A Safe Driver & Driving Standards and HS 039B Safe Vehicle Standard
Equality and Diversity Impact Assessment:

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1.0 Purpose

This document should be read in conjunction with the HS 039 Management of Occupational Road Risk Policy and associated documents. It will be made available on the Scottish Ambulance Service Intranet @SAS and should be read by any member of staff who drives on work-related activities.

Staff members should use this document to ensure compliance with Service policies and guidance.

This document should be issued by all line managers to any member of staff who drives on work related activities.

Staff members should use this document as an aide memoir when planning long or unfamiliar journeys.

All staff should consider using route planning internet tools to assess any journey that is unfamiliar to enable the planning or rest breaks and the overall journey.

If planning indicates that you will not be able to reach your destination in time, phone ahead or reschedule the meeting, do not hurry because you are or are going to be late.

2.0 Risks of Work-Related Driving

The number of people who need to drive as part of their work is increasing; the risks to these individuals will depend on the nature of situation. Such risks will include but are not limited to:

- Driving in poor weather conditions
- Driving for long periods
- Undertaking long journeys
- The vulnerability of travelling alone
- Driving in unfamiliar or isolated rural areas
- Driving in high-risk locations
- Isolated parking facilities
- Vehicle breakdowns
- Driving unfamiliar vehicles
- Driving at night
- Driver error
- Responding to emergencies under blue light conditions
- Driving following attendance at operational incidents
- Driver fatigue
- Driving under the influence of alcohol or illegal drugs
- Driving with health conditions that affect driving
- Driving whilst using medications which can impair driving ability
- Individual's level of competence and confidence
- Individual's attitude towards risk taking
- Use of in vehicle technology
- Use of radio systems
- Use of mobile telephones / pagers

2.1 Assessing Risk

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.

2.2 Generic Risk Assessment

The Service have produced several generic risk assessments to aid managers and individuals in their management of road risk; [REDACTED]

2.3 Journey Risk Assessment & Planning

All drivers are advised to carry out risk assessments before beginning any long-distance journey(s). This will include assessing the condition of the vehicle, weather conditions and route and their own fitness to drive.

Individuals should be encouraged to use this checklist to plan journeys. There is no requirement to formally complete the documentation, it is an aide memoir.

All individuals should consider using internet route planners to assess any journey that is unfamiliar to enable the planning or rest breaks and the overall journey.

If planning indicates that you will not be able to reach your destination in time, phone ahead or reschedule the meeting, do not hurry because you are or are going to be late.

If your route is new to you, you should ensure that you have a sat nav device or scaled map to use.

If you do not have any of these to hand you should print your route off from a route planner.

2.4 Exceptional Journey Checklist

You must consider the following points before beginning any exceptional journey. It may be beneficial to make a record for long (more than 2½ hours) and unfamiliar routes. If the assessment indicates a significant degree of risk the driver's manager must be consulted before the journey is undertaken.

1. Is the vehicle fit for the purpose of the journey, including: Distance to be travelled? Load carrying? Passengers? The road conditions? Are you familiar with the vehicle? If not allow time to become familiar prior to commencing the journey.
2. Have pre-journey safety checks been carried out on: Tyres? Lights? Windscreens and windows? Washers and wipers? Mirrors? Oil, coolant and battery levels. Signs of damage?
3. Is the vehicle one with which the driver is familiar, particularly in relation to: Seating position? Mirror settings? Position of major and minor controls?
4. Does the vehicle have: ABS (an anti-lock braking system) or other desirable safety features (for example, driver and load partitions)? On-board emergency equipment such as a first-aid kit or fire Extinguisher?
5. Does the driver have the appropriate, valid licence for the vehicle being driven?
6. Is the driver fit to drive?
7. Is the driver in the right frame of mind?
8. Has the driver received any driver training needed?
9. Does the driver know what to do in the case of an emergency?

3.0 Adverse Weather

Adverse weather can result in poor driving conditions.

Individuals are expected to make themselves aware of any adverse weather conditions that may impact their journey and allow additional time as part of their plans. Individuals should feel confident in deciding not to travel if driving conditions are considered hazardous.

In the event of a SAS, Partner Agency or other media source notification / alert of adverse weather, a decision should be made by the respective Management Teams as soon as practicable as to whether driving at work takes place or not - taking into consideration the necessity of any journey and the impact on service delivery and or clinical need - in conjunction with the Service's National Risk and Resilience Department (NRRD) Winter Plan.

Any decision must be based on using risk assessment principles and processes and the findings communicated effectively to all individuals.

Local procedures should be developed that link directly to business continuity / resilience plans, which must include arrangements for vehicle type, availability and suitability for the respective weather conditions.

Any decision to drive when not at the work base must be made by the Line Manager in conjunction with the individual.

