

Ark[®]
People
Housing
Care

Use of Vehicles at Work

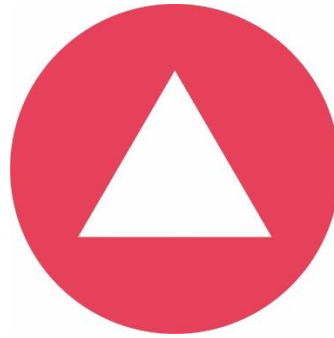
Policy Reference:	HS22		
Effective date:	March 2024	Review date:	March 2027
Approved by P&PRG	Nov 2023	Approved by BoM:	March 2024
Owner:	Brian Gunn	Job Title:	H&S Manager
To be issued to:	Board of Management Ark Management All Staff Ark Policy Review Group Ark Working Group		
Method of Delivery:	Email Policy LearnPro Policy Briefing Sheet		

Version Control

Date	Owner	Version	Reason for Change
Mar 2021	Brian Gunn	V5.0	Cyclical review
Mar 2024	Brian Gunn	V6.0	Cyclical review

Summary of Changes

Section	Change
Whole Policy 2021	New format
Whole Policy 2024	Update and review



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1.0 Ark`s Values

Ark`s values are true to the core purpose of the organisation and the services we deliver. They determine our behaviours towards one another and what we should expect in our relationships with one another. Working within the following values will guide and help us deliver our vision and mission of Ark being an organisation where everyone is equal:

Trust

We have confidence in our people to deliver excellent services and trust in them to do so. We will develop trusting and honest relationships and our customers will feel assured that they can rely on us to deliver.

Respect

We treat everyone fairly and we listen. We are respectful of each person with whom we come into contact and expect our people to respond professionally and treat others as they would wish to be treated.

Understanding

We will operate with empathy and compassion and approach each situation with an open mind. We will question and challenge to ensure we achieve the right outcomes for customers and our people.

Equality

We believe everyone is equal and expect our people to create positive experiences where everyone feels valued and included.

Integrity

We will do the right thing and take responsibility for our actions. We will work together to uphold the highest standards of behaviour and practice.

2.0 Purpose

The purpose of this policy and accompanying procedure is to provide regulatory / organisational information and guidance to Ark managers and staff that use their own vehicles, supported peoples vehicles and hired vehicles for work related purposes only.

3.0 Policy Statement

This policy and accompanying procedure describes how Ark recognises, as an employer, it has a duty under the Health and Safety at Work etc Act 1974 to ensure, so far as is reasonable practicable, the health, safety and welfare of its employees, supported people and third parties with regard to the use of vehicles for work activities.

Breaches of this Policy and Procedure will be viewed seriously and will be dealt with in accordance with Ark's Disciplinary Policy and Procedures. Non-compliance breaches of UK Road Traffic Acts may also lead to prosecution.

4.0 Scope

This policy applies to all employees of Ark, relief employees, agency staff, students, volunteers and the Board of Management.

5.0 Legal / Regulatory Framework

5.1 Health and Safety at Work Act 1974

The Act imposes a general duty on employers to ensure the health, safety and welfare at work of their employees.

5.2 Management of Health and Safety at Work Regulations 1999

These Regulations place a general duty on employers to assess risks which may occur in connection with their work and to provide measures to eliminate or reduce the effects of that risk to staff and others.

5.3 The Road Traffic Act 1988

The Road Traffic Act contains requirements for the use and condition of vehicles. All drivers and vehicles on Ark business will comply with these requirements which include having business insurance, valid road tax, having a valid driver's licence, vehicle roadworthiness, being fitted with seatbelts, driving requirements e.g. following speed restrictions, parking -etc. It also covers the use of 'restraints' in vehicles e.g. child seats, booster seats and other types of restraints for adults and wheelchairs.

Local Authorities also have specific requirements relating to parking restrictions.

It is the responsibility of the driver to ensure that all traffic regulations are followed.

Ark will not recompense any driver for parking or speeding fines.

6.0 Responsibilities

6.1 Board of Management

Ark's Board of Management is responsible for consideration and approval of this policy, and for ensuring that its decisions are taken in accordance with relevant legislation, regulatory expectations, training and guidance.

6.2 Executive Team

Ark's Executive Team is responsible for ensuring that this policy is reviewed in accordance with Ark's schedule for review of policies, or sooner if required. The Executive Team is responsible for ensuring that its decisions, and that the decision of officers, are taken in accordance with relevant legislation, regulatory expectations, training and guidance.

6.3 Senior Leadership Team

Ark's Senior Leadership Team is responsible for review of the policy, and for ensuring that its decisions, and that the decision of officers, are taken in accordance with relevant legislation, regulatory expectations, training and guidance.

6.4 Managers

Ark Managers will be responsible for the effective implementation of this policy and associated procedure within their area of responsibility. They must also ensure that each member of their staff, through induction, and team meetings, is made aware of this policy and procedure.

6.5 All Staff

Ark employees are required to familiarise themselves with this policy and procedure.

Ark will provide suitable, sufficient information and instruction to staff who are identified as having to use a vehicle for work purposes.

6.6 Third Parties

Third parties such as contractors and families need to be aware of Ark staff limitations when using a vehicle at work.

7.0 Use of Vehicles at Work

Ark staff must comply with this policy, procedure and any workplace instruction that is developed to keep them safe at work.

Ark also expect staff to promote safe vehicle use for themselves and people we support by complying with the road traffic act, reporting any road traffic prosecutions to an Ark manager, reporting vehicle defects and reporting any vehicle related incidents promptly to an Ark Manager.

8.0 Related Policies & Procedures

This policy should be read alongside Ark's:

HS01 Health and Safety Policy and Procedure

CS02 Good Life Planning Policy and Procedure

9.0 Equality Impact Assessment (EIA)

An Equality Impact Assessment has not been completed in relation to the development of this policy.

10.0 Data Protection Impact Assessment (DPIA)

Data protection implications have been identified in relation to the development of this policy, and consequently a DPIA has been completed.

11.0 Stakeholder Consultation

- Ark Board of Management.
- Ark Executive Team.
- Ark Senior Leadership Team.
- Ark Policy Working Group.
- Ark Staff.

12.0 Monitoring and Review

12.1 Monitoring

Ark's Executive and Senior Leadership Teams will monitor implementation of this policy on an ongoing basis, ensuring that relevant decisions within Ark are taken in line with the obligations and expectations set out in this policy.

12.2 Review

This policy will be reviewed within 3 years from the date of approval by our Board of Management, in accordance with Ark's policy review framework.