



ADVICE FOR FLEET MANAGERS: ESSENTIAL CHECKS TO MANAGE

If you employ people who drive for work, you need to know they are in good health, meet the legal requirements to be safe on the roads and make sure that the vehicles they drive are in safe working order.

PUWER (Provision and Use of Work Equipment Regulations 1998) requires that vehicles are suitable and safe for their intended use, that they're regularly inspected and maintained and that employees are properly trained in their use – this includes company vehicles which are owned, leased or hired as well as an employee's own vehicle if used for work purposes.

Regular inspections of both the vehicle and the driver is an essential part of any risk management policy and will help you make sure that your staff are fit to drive and that their vehicles are in a good, safe working order.



Vehicle Checks

1. Ensure vehicles are regularly inspected, serviced and maintained to manufacturers' standards
2. Ensure drivers know how to carry out routine safety checks and what to do in the event of a crash or breakdown
3. Make sure you have robust policies for vehicle inspection and maintenance.
4. Hold records of a minimum of 15 months worth of checks

The introduction of a systematic maintenance and vehicle safety inspection programme such as **TakeAIMs** allows fleet managers to ensure vehicles are safe and well maintained. It also reduces unscheduled costs and eliminates expensive repairs and downtime.

Using **TakeAIM** provides fleet managers with a digitally time stamped vehicle safety inspections which are automatically uploaded into their own personal dashboard. This data can be used as evidence of an active and up-to-date maintenance programme and enable companies to monitor vehicles and the time taken to resolve faults, keep track of who is responsible and even keep a record of replacement parts ordered.



Employee Checks

Some physical health conditions could affect the safety of the driver and other road users / pedestrians. Driver mental health and wellbeing is also extremely important for safety.

Professional drivers are at high-risk of developing a number of health conditions, which with regular checks can be highlighted, managed and maintained to maximise the safety of all.

1. Check driver eyesight every two years (minimum)
2. Carry out routine tests for drug and alcohol use
3. Regularly check employees hold a valid licence for the vehicle they are using and remind drivers they must not drive if taking medications that affect their driving ability.
4. Remind drivers of the dangers of driving when tired / stressed
5. Talk openly about mental health and include it in your health and safety policies.

Using **TakeAIM** as a human resources health record enables management to monitor employee health issues and keep track of concerns, resolutions and appointments.



Why Carry Out Regular Driver and Vehicle Checks?

Vehicles can unfortunately be deadly weapons and have throughout the years taken millions of lives. All organisations therefore have a legal responsibility to ensure everyone who drives on their behalf is safe and legal to do so. Completing regular inspections on both your drivers and the vehicles is not just sensible but also a legal requirement.

If an employee dies in a work-related road-traffic accident and you have failed to carry out your duty of care as an employer, you could face criminal prosecutions against yourself under the Corporate Manslaughter Act 2008.