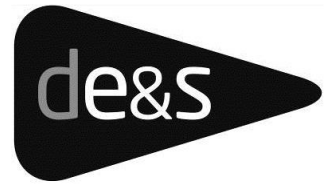




Ministry
of Defence

DE&S SAFETY AND ENVIRONMENT BULLETIN (SEB)

Serial Number: SEB/010



Keeping our Safety and Environmental Practitioners informed

Guidance for DE&S on the Responsibilities for Managing Driver Behaviour in White Fleet Vehicles

When it takes effect:	April 2016
Valid for:	Until rescinded
Point of contact:	Liz Dodgson DES TECH QSEP-Safety HS Policy ELM 1b, MOD Abbey Wood #4128 Tel: 030 679 82510

Description developed

- On the 21st April 2016, DE&S published QS&EP Group Policy Memo 01/2016 to define the process for addressing inappropriate and dangerous driver behaviour. This Policy applies to all DE&S Users of White Fleet Vehicles in accordance with procedures detailed in 2013DIN04-63.
- Addressees are reminded of their responsibility to undertake duty driving carefully and note that telemetric data recorded as part of Project Phoenix will be scrutinised and notification of infringements forwarded to the appropriate line management area for corrective action.
- In turn DE&S Line Managers are expected to exercise their duty of care and manage staff behaviour and to implement the three stage remedial process in accordance with Departmental policy where evidence indicates otherwise.
- A copy of OSEP Policy Memo 01/2016 is attached.

Actions to be taken

- For information and action as necessary.

Issued under the Authority of
Andy Bostock
DES TECH-QSEP SEP DepHd



Head QS&EP Group Policy Memorandum



01/2016 - Guidance for DE&S on the Responsibilities for Managing Driver Behaviour in White Fleet Vehicles

Date 21st April 2016

Who should read it: All DE&S personnel, both military and civilian, of particular relevance to those with line management responsibilities and users of White Fleet Vehicles.

Contact point: DES Corporate OHSE Focal Point – Liz Dodgson – 030679 82510

Effective date: April 2016

Review date: April 2017

References:

- A. 2013DIN04-63 TLB Responsibilities for Managing Driver Behaviour ([2013DIN04-63](#))
- B. JSP 800, Volume 2 Management and Operation of Road Transport ([JSP 800 Vol 5](#))
- C. Phoenix Standard Operating Procedures ([Phoenix SOP](#))

Authority

1. This QS&EP Group Policy Memorandum (GPM) is published under the authority of Head Quality, Safety and Environmental Protection (Hd QS&EP) who is authorised to act on behalf of the Chief Executive Officer (CEO).

Aim

2. To remind all staff of their obligation to drive safely and appropriately while undertaking DE&S business related travel and define the requirement for all Team Leaders and Heads of Establishments to ensure that processes are in place to safeguard that vehicles are being driven safely and in accordance with Departmental policy. In particular, this GPM addresses managing driving behaviour while using White Fleet Vehicles.

Background

3. As part of Project Phoenix, most leased (continuous use) vehicles have been fitted with telemetrics. Whilst, primarily, intended to generate data used to manage and optimise the fleet, the telemetric system also provides a means to monitor poor driving behaviour, including speeding or erratic manoeuvres. This data is referred to as Trimble data and enables DE&S to produce reports by vehicle number, driver and journey, thus enabling managers at all levels to take action to meet the MOD's legal obligations and duty of care for the health, safety and welfare of employees using MOD White Fleet vehicles.

4. The Movement and Transport Safety Regulator (MTSR) released a DIN in May 13 (Ref A) which provided advice to TLBs on the considered best practice use of telemetric data to manage inappropriate driver behaviour. In particular, the DIN directed that:

- TLB HQs must make their personnel who drive on duty aware of their responsibilities under the Highway Code and compliance with the law.
- TLB HQs must take action to rectify the behaviour of drivers found to be placing themselves and/or others at risk by their driving, in particular where there is evidence of repeated risk taking. Paragraph 11 of the DIN defines the activities considered to be inappropriate driving.
- Action must include efforts to improve driver behaviour through education as the first step. Punitive action should only be introduced when an individual continues to drive dangerously, and should be used primarily to prevent accidents.
- The overarching policy for the management and use of MOD vehicles is contained at References B and C. Users of MOD White Fleet vehicles are required to comply with these documents and any locally published instructions/standing orders issued to drivers.

Responsibilities

5. In the first Instance it is responsibility of all staff to drive safely, however, where this obligation is not adhered to DE&S are implementing procedures to scrutinise telemetric data and notification of infringements will be forwarded to the appropriate Line Management area. In turn, all DE&S Team Leaders and Heads of Establishment are required to ensure that processes are in place to confirm that vehicles are being driven in accordance with Departmental policy.

6. DE&S will operate a three phase approach for those who are identified as driving inappropriately. This is defined as exceeding the speed limit by 20%, unjustified manoeuvring, excessive acceleration/deceleration and suspected persistent risk taking. These behaviours are deemed in breach of Departmental policy. All such instances are initially communicated to DE&S Authorised Demanding Officers (ADOs) who are notified on a weekly basis when instances occur within their particular area of responsibility. They will in turn contact the line manager of the individual identified as the driver who will be expected to take the following action:

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- a. **Stage 1 – Consultative and Co-operation.** The driver is to be advised by their Line Manager that a telemetric report indicates alleged inappropriate or unsafe driving. The circumstances are to be discussed and the driver informed that unsafe driving is unacceptable and they must amend their driving behaviour to be safe and within legal limits.
- b. **Stage 2 – Pro-active Development.** The Line Manager shall interview the driver to discuss why further or similar alleged unsafe actions are being repeated. Drivers should be advised of the standard of driving to be achieved. In addition for professional drivers, the Line Manager should consider whether further training is appropriate such as a driving assessment with a qualified instructor/examiner, continuation training or attending a behavioural driving/speed awareness course.
- c. **Stage 3 - Accident Prevention.** In order to reduce the likelihood of an accident, the Line Manager is to take preventative action and consideration should be given as to whether the individual is fit for driving duties on a temporary or longer term basis.

7. Telematic data, including details of infringements and action taken against offenders will form part of a management report, collated at corporate level and presented to DE&S Senior Management.

Further Information

8. If you require further information DE&S staff should contact DE&S QSEP Saf-HS Policy – Liz Dodgson or DE&S Infra Transport Manager – Nick Thomas

John Allan
Head of Quality, Safety and Environmental Protection