

Ref:	NR/L1/OHS/210
Issue:	1
Date:	4 <sup>th</sup> March 2017
Compliance date:	1 <sup>st</sup> July 2017

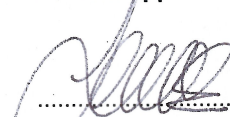
# Level 1

## Policy

### Management of occupational road risk

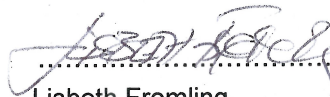
#### Approvals

Content approved by:



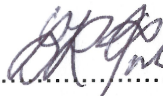
David Burgess,  
Technical Lead

Content approved by:



Lisbeth Fromling,  
Standard and Control Document Owner

Approved for publication by:



Brian Tomlinson,  
Steering Group Chair

Approved for publication by:



Mick McManus,  
Standards and Controls Management

This document is the property of Network Rail. It shall not be reproduced in whole or part nor disclosed to a third party without the written permission of Network Rail.  
© Copyright 2017 Network Rail.

Uncontrolled copy once printed from its electronic source.

Published and Issued by Network Rail, 2nd Floor, One Eversholt Street, London, NW1 2DN.



Ref:	NR/L1/OHS/210
Issue:	1
Date:	4 <sup>th</sup> March 2017
Compliance date:	1 <sup>st</sup> July 2017

## User information

This Network Rail standard contains colour-coding according to the following Red–Amber–Green classification.

### **Red requirements – no variations permitted**

- Red requirements are to be complied with and achieved at all times.
- Red requirements are presented in a red box.
- Red requirements are monitored for compliance.
- Non-compliances will be investigated and corrective actions enforced.

### **Amber requirements – variations permitted subject to approved risk analysis and mitigation**

- Amber requirements are to be complied with unless an approved variation is in place.
- Amber requirements are presented with an amber sidebar.
- Amber requirements are monitored for compliance.
- Variations can only be approved through the national variations process.
- Non-approved variations will be investigated and corrective actions enforced.

### **Green guidance – to be used unless alternative solutions are followed**

- Guidance should be followed unless an alternative solution produces a better result.
- Guidance is presented with a dotted green sidebar.
- Guidance is not monitored for compliance.
- Alternative solutions should be documented to demonstrate effective control.

Ref:	NR/L1/OHS/210
Issue:	1
Date:	4 <sup>th</sup> March 2017
Compliance date:	1 <sup>st</sup> July 2017

## Compliance

This Network Rail standard/control document is mandatory and shall be complied with by Network Rail Limited and its contractors if applicable from 1<sup>st</sup> July 2017.

Where it is considered not reasonably practicable<sup>1</sup> to comply with the requirements in this standard/control document, permission to comply with a specified alternative should be sought in accordance with the Network Rail standards and controls process, or with the Railway Group Standards Code if applicable.

If this standard/control document contains requirements that are designed to demonstrate compliance with legislation they shall be complied with irrespective of a project's GRIP stage. In all other circumstances, projects that have formally completed GRIP Stage 3 (Option Selection) may continue to comply with any relevant Network Rail standards/control documents that were current when GRIP Stage 3 was completed.

**NOTE 1:** Legislation includes Technical Specifications for Interoperability (TSIs).

**NOTE 2:** The relationship of this standard/control document with legislation and/or external standards is described in the purpose of this standard.

## Disclaimer

In issuing this standard/control document for its stated purpose, Network Rail Limited makes no warranties, expressed or implied, that compliance with all or any standards/control documents it issues is sufficient on its own to provide safety or compliance with legislation. Users are reminded of their own duties under legislation.

Compliance with a Network Rail standard/control document does not, of itself, confer immunity from legal obligations.

Where Network Rail Limited has granted permission to copy extracts from Network Rail standards or control documents, Network Rail Limited accepts no responsibility for, nor any liability in connection with, the use of such extracts, or any claims arising there from.

This disclaimer applies to all forms of media in which extracts from Network Rail standards and control documents might be reproduced.

## Supply

Copies of standards/control documents are available electronically, within Network Rail's organisation. Hard copies of this document might be available to Network Rail people on request to the relevant controlled publication distributor. Other organisations can obtain copies of this standard/control document from an approved distributor.

---

<sup>1</sup> This can include gross proportionate project costs with the agreement of the Network Rail Assurance Panel (NRAP).

Ref:	<b>NR/L1/OHS/210</b>
Issue:	1
Date:	4 <sup>th</sup> March 2017
Compliance date:	1 <sup>st</sup> July 2017

## Issue record

Issue	Date	Comments
1	March 2017	First issue

## Reference documentation

NR/L2/ERG/003

*Drivers Handbook – Network Rail*  
*Fleet Category Strategy- Network Rail*  
*Management of fatigue: Control of working hours for staff undertaking safety critical work*  
*The Highway Code*  
*Managing Rail Staff Fatigue - Office of Rail and Road*  
*Drivers' hours and tachographs rules: goods vehicles (GV262)*

Ref:	<b>NR/L1/OHS/210</b>
Issue:	1
Date:	4 <sup>th</sup> March 2017
Compliance date:	1 <sup>st</sup> July 2017

## **Contents**

1 Purpose	6
2 Scope	6
3 Definitions	7
4 Principles	7
5 Safe Driver control measures	8
6 Safe Vehicle control measures	9
7 Safe Journey control measures	9
8 Responsibilities	10
8.1 Line Manager responsibilities	10
8.2 Driver responsibilities	11
8.3 Vehicle Contact responsibilities	12
9 Audit and Assurance	12

Ref:	NR/L1/OHS/210
Issue:	1
Date:	4 <sup>th</sup> March 2017
Compliance date:	1 <sup>st</sup> July 2017

## 1 Purpose

The implementation of this policy contributes to:

- a) achieving a high standard of safety and risk management for Network Rail's road vehicle fleet and authorised drivers;
- b) providing information to employees, contractors and suppliers on what actions are needed to reduce or remove road risk on business journeys;
- c) the avoidance of unnecessary journeys made by road; and
- d) Network Rail's goal of making sure that everyone gets home safely every day.

The implementation of this policy supports the following Network Rail Lifesaving Rules:

- a) always use equipment that is fit for its intended purpose;
- b) never use a hand-held or hands-free phone, or programme any other mobile device, while driving;
- c) never work or drive while under the influence of drugs or alcohol; and
- d) always obey the speed limit and wear a seat belt.

Network Rail encourages its employees to apply this policy when driving in their own time.

## 2 Scope

This policy covers:

- a) the responsibilities of Network Rail and its employees when driving, selecting, inspecting, maintaining or disposing of vehicles, including those using their private cars for business use;
- b) Network Rail's responsibilities when assessing driving competence and giving authority to drive, and of employees when assessing their own fitness to drive and planning, preparing for, making and ending any road journey.

The policy is applicable to all business journeys made in:

- a) Network Rail vehicles;
- b) short term hire vehicles; and
- c) privately owned vehicles.

A business journey is any journey other than the commute from an employee's home to their permanent place of work (see also clause 3, *Definitions*).

This policy is applicable to journeys on public highways, Network Rail land and premises and any other location.

Ref:	NR/L1/OHS/210
Issue:	1
Date:	4 <sup>th</sup> March 2017
Compliance date:	1 <sup>st</sup> July 2017

### 3 Definitions

Term	Definition
Business journey	Any journey undertaken for work purposes. Examples include journeys between signal boxes, and between an employee's home, training facility or temporary place of work. The commute between a person's home and their normal place of work is not a business journey.
Vehicle	Any road vehicle including any conversion, modification, livery, ancillary road-going equipment, road trailer and any other physical aspect of the vehicle.
Vehicle Tracking System (VTS)	A system installed in vehicles that records information about driving habits, such as the number of miles driven and speed.
Vehicle Contact	The person within the business who is the first point of contact for each vehicle e.g. Fleet Manager.
Drivers Handbook	This Network Rail handbook contains the basic guidance for the use of road vehicles on Network Rail business. It sets out all the rules, processes and regulations that all drivers must follow to play their part in minimising road risk.

### 4 Principles

Network Rail's principles for the management of occupational road risk are as follows:

- a) implementation of a company-wide system to facilitate the principles of Safe Driver;
- b) provision of a fleet of company vehicles which are selected, inspected, managed and maintained to deliver the principle of Safe Vehicle; and
- c) introduction of technological solutions to deliver the principle of Safe Journey.

Ref:	NR/L1/OHS/210
Issue:	1
Date:	4 <sup>th</sup> March 2017
Compliance date:	1 <sup>st</sup> July 2017

## 5 Safe Driver control measures

Network Rail shall:

- a) conduct driving licence checks for any authorised drivers, at least annually.

**NOTE 1:** *These checks can be conducted more frequently based upon the number of licence endorsements a driver has.*

- b) introduce a Vehicle Tracking System (VTS) in fleet vehicles to provide live in cab driving data to assist drivers;
- c) provide drivers with access to their driving data via a driver's portal;

**NOTE 2:** *This provides the opportunity for drivers to review and improve their driving style and behaviours.*

- d) enforce the hierarchy of preferred travel methods as detailed in the *Drivers Handbook*;
- e) provide guidance to those driving on behalf of Network Rail through the maintenance of the *Drivers Handbook* including driving behaviours and an awareness of the Network Rail Lifesaving Rules;
- f) assess driver risk profiles using a driver profiling tool and offer training to drivers and passengers;
- g) provide a method for reporting close calls;
- h) provide alternative means of transport or accommodation to avoid driver fatigue;
- i) provide support to anyone who raises safety concerns regarding driving;
- j) apply the principles of Fair Culture and HR processes to investigate and resolve concerns raised;
- k) review investigations of road traffic accidents and share lessons learnt and trends throughout Network Rail; and
- l) use anonymised VTS data to identify trends in driving performance and identify, trial and implement additional control measures where required.



Ref:	NR/L1/OHS/210
Issue:	1
Date:	4 <sup>th</sup> March 2017
Compliance date:	1 <sup>st</sup> July 2017

## 6 Safe Vehicle control measures

Road fleet management shall include:

- a) provision and maintenance of vehicles in accordance with legislation and the manufactures guidelines as a minimum;
- b) management of Network Rail's vehicle Operator's Licence (vehicles over 3.5 tonnes;
- c) provision and fitment of high visibility seatbelt sleeves in all Network Rail vehicles;
- d) provision of a method for reporting vehicle defects;
- e) fitment and use of VTS including the trend analysis of maintenance and vehicle data;
- f) removing the provision of motorcycles for business use and not allowing motorbikes to be used for business journeys;
- g) limiting large goods vehicles over 3.5tonnes to 56mph, in accordance with European legislation (*2002 EU amendment (2002/85/EC) extended 56mph speed limiter requirement to all goods vehicles over 3.5 tonnes*); and
- h) disposing of and replacing vehicles in accordance with the *Network Rail Road Fleet Category Strategy*, taking into account vehicle mileage, condition and vehicle age.

## 7 Safe Journey control measures

In order to improve understanding of road risk and identify controls to reduce risks associated with business journeys Network Rail shall:

- a) promote the use of technology, train travel and other alternatives to eliminate or mitigate the need for road journeys;
- b) provide and use alternative transport or hotel accommodation when required following night or extended periods of working;
- c) provide access point and point of interest data for use in VTS;
- d) implement and promote reverse parking at all Network Rail premises, car parks and wherever the driver deems it safe and possible to do so.

Ref:	NR/L1/OHS/210
Issue:	1
Date:	4 <sup>th</sup> March 2017
Compliance date:	1 <sup>st</sup> July 2017

## 8 Responsibilities

### 8.1 Line Manager responsibilities

Line managers shall:

- a) source alternative transportation or accommodation to allow drivers adequate rest where they are suffering from fatigue and are unfit to drive in accordance with industry guidance (*Managing Rail Staff Fatigue – Office of Rail and Road*);
- b) identify all direct reports that are required to drive for business journeys and complete the authority to drive process, as described in the *Drivers Handbook*;
- c) carry out vehicle licence checks with all direct reports that drive on behalf of Network Rail, at least annually;
- d) provide copies of the *Drivers Handbook* to all their direct reports required to drive on behalf of Network Rail;
- e) select vehicles that are appropriate, as per the driver's licence categories, experience, journey, conditions, and the task;

**NOTE:** This includes vehicle type, size, seating, weight constraints, ancillary equipment, towing and loading capability.

- f) request that all drivers reverse park Network Rail vehicles where drivers determine it is possible and safe to do so;
- g) conduct inspections to confirm that seatbelts are being worn and that VTS is being used correctly;
- h) monitor and manage driving hours in accordance with legislation (Drivers' hours and tachographs rules: goods vehicles (GV262));
- i) monitor and manage driver fatigue in accordance with the *NR/L2/ERG/003*; and
- j) confirm that all drivers are aware of their responsibilities as detailed in 8.2.

Ref:	NR/L1/OHS/210
Issue:	1
Date:	4 <sup>th</sup> March 2017
Compliance date:	1 <sup>st</sup> July 2017

## 8.2 Driver responsibilities

Those driving on Network Rail business shall:

- a) not drive if they feel unfit to do so e.g. due to sickness or fatigue. In addition drivers shall make themselves aware of the effects of medication on their ability to drive;
- b) not drive if they feel it is unsafe to do so due to adverse weather conditions
- c) comply with Network Rail's *Lifesaving Rules*;
- d) follow the requirements of the *Highway Code*;
- e) comply with Network Rail's *Drivers Handbook*;
- f) complete a driver declaration when advised by their line manager;
- g) notify their line manager if they fall below the authority to drive standard as detailed in the *Drivers Handbook*;
- h) complete daily inspections of the Network Rail vehicle being driven and report faults in accordance with the *Drivers Handbook*;
- i) maintain the safety and cleanliness of vehicles inside and out for all vehicle users and third parties;
- j) use the VTS system installed in Network Rail vehicles. Drivers shall not tamper with the VTS system;
- k) wear a seatbelt when travelling in any vehicle, on any road (public or private), and check that all passengers wear a seatbelt;
- l) never use a handheld or hands free phone, or programme and other mobile device, while driving;
- m) reverse park where they determine it is possible and safe to do so;
- n) not smoke in vehicles including E-cigarettes; and
- o) not use a motorcycle for business journeys.

Drivers shall notify Network Rail of the following once they are in a position of safety:

- a) if they are involved in a road accident or traffic offence;
- b) if they are stopped by an enforcement agency, Vehicle and Operator Services Agency (VOSA), Trading Standards or the Police; or
- c) if they have any safety concerns regarding their vehicle or driving.

Ref:	NR/L1/OHS/210
Issue:	1
Date:	4 <sup>th</sup> March 2017
Compliance date:	1 <sup>st</sup> July 2017

### 8.3 Vehicle Contact responsibilities

Vehicle contacts shall:

- a) order vehicles that are appropriate for the journeys, conditions and tasks they are required to undertake;
- b) respond to vehicle prohibitions immediately;
- c) make vehicles available for service, MOT, inspection, repair or recall in accordance with the manufacturer's requirements;
- d) confirm that vehicles are fitted with:
  - VTS;
  - no smoking signage;
  - seat belt stickers; and
  - high visibility seatbelt sleeves on all seatbelts.
- e) advise NSC Road Fleet if and when vehicle contact details change.

### 9 Audit and Assurance

Functional heads are responsible for assuring themselves that their function is compliant with this policy in accordance with NR/SP/ASR/036, *Network Rail's Assurance Framework*.

Compliance with this policy will also be addressed through Network Rail's audit programme.

## Standard and control document briefing note

<b>Ref:</b> <i>NRL1/OHS/210</i>		<b>Issue:</b> <i>1</i>
<b>Title:</b> <i>Management of Occupational Road Risk Policy</i>		
<b>Publication date:</b> <i>4<sup>th</sup> March 2017</i>		<b>Compliance Date:</b> <i>1<sup>st</sup> July 2017</i>
<b>Standard/Control Document Owner:</b> <i>Chief Health, Safety and Quality Officer</i>		
<b>Non-compliance rep (Approver of TRACKER applications):</b> <i>Ian Blanchard, Health &amp; Safety Management System Specialist</i>		
<b>Technical lead/contact for briefings:</b> <i>Stephanie Muffett, Safety Improvement Specialist</i>		<b>Tel:</b> <i>07711 600755</i>
<b>Purpose:</b> The implementation of this policy contributes to: <ul style="list-style-type: none"> <li>a) achieving a high standard of safety and risk management for Network Rail's road vehicle fleet and authorised drivers;</li> <li>b) providing information to employees, contractors and suppliers on what actions are needed to reduce or remove road risk on business journeys;</li> <li>c) the avoidance of unnecessary journeys made by road; and</li> <li>d) Network Rail's goal of making sure that everyone gets home safely every day.</li> </ul> The implementation of this policy supports the following Network Rail Lifesaving Rules: <ul style="list-style-type: none"> <li>a) always use equipment that is fit for its intended purpose;</li> <li>b) never use a hand-held or hands-free phone, or programme any other mobile device, while driving;</li> <li>c) never work or drive while under the influence of drugs or alcohol; and</li> <li>d) always obey the speed limit and wear a seat belt.</li> </ul> Network Rail encourages its employees to apply this policy when driving in their own time.		<b>Scope:</b> This policy covers: <ul style="list-style-type: none"> <li>a) the responsibilities of Network Rail and its employees when driving, selecting, inspecting, maintaining or disposing of vehicles, including those using their private cars for business use;</li> <li>b) Network Rail's responsibilities when assessing driving competence and giving authority to drive, and of employees when assessing their own fitness to drive and planning, preparing for, making and ending any road journey.</li> </ul> The policy is applicable to all business journeys made in: <ul style="list-style-type: none"> <li>a) Network Rail vehicles;</li> <li>b) short term hire vehicles; and</li> <li>c) privately owned vehicles.</li> </ul> A business journey is any journey other than the commute from an employee's home to their permanent place of work (see also clause 3, <i>Definitions</i> ).  This policy is applicable to journeys on public highways, Network Rail land and premises and any other location.

### **What's new/ what's changed:**

This new policy has been created as there is a lack of guidance or policy within Network Rail which documents Network Rail's approach to road risk.

Driving has been highlighted as a significant business risk following a number of road traffic accidents resulting in serious injury and the loss of life.

This policy provides guidance for Network Rail to manage its road risk across the business.

The policy outlines a defined approach to managing road risk for Network Rail which will set a benchmark standard for contract staff, contracting companies and the supply chain.

<b><u>Section/clause</u></b>	<b><u>New</u></b>	<b><u>Summary of content</u></b>
5. Safe driver control measures	New	This section summarises the control measures implemented to reduce the risk to employees that are required to drive on business journeys.
6. Safe vehicle control measures	New	This section summarises the control measures implemented to increase the safety of Network Rail fleet vehicles.
7. Safe journey control measures	New	This section summarises the control measures implemented to reduce the risks associated with road journeys.
8.1. Line manager responsibilities	New	This section outlines the specific responsibilities of line managers to their direct reports that are required to undertake business journeys.
8.2 Driver responsibilities	New	This section outlines the specific responsibilities of Network Rail staff that drive on business journeys
8.3. Vehicle contact responsibilities	New	This section outlines the specific responsibilities for the Network Rail Vehicle Contacts.

**Reasons for change:**

The intention of the MORR Policy is to provide a documented means of managing road risk which is currently lacking in Network Rail standards.

The policy documents a defined approach to managing road risk for Network Rail. It provides guidance on managing key risks associated with driving within one document which eliminates the need to create a number of individual policy documents.

Its implementation will lead to a reduction in road traffic incidents and improved driver behaviours.

By improving driver behaviours Network Rail will see a reduction in road traffic accidents leading to the improved safety of staff and other road users, and a reduction in the costs associated with road traffic accidents.

**Affected documents: NONE**

*Reference*

*Impact*

NR/L1/OHS/210

First issue

**Briefing requirements:**

*Technical briefings are given to those who have specific responsibilities within this standard/control document.*

*Awareness briefings are given to those who might be affected by the content but have no specific responsibilities within the standard/control document.*

*Details of the briefing arrangements are included in the associated briefing programme.*

<b>Briefing</b> <i>(A-Awareness/ T-Technical)</i>	<b>Post</b>	<b>Function</b>	<b>Responsible for cascade briefing? Y/N</b>
Technical	Heads of Route Safety Health & Environment/Heads of Safety & Sustainable Development	Routes Infrastructure Projects National Supply Chain	Y
Technical	National Supply Chain Fleet Team	National Supply Chain	Y
Technical	Authorised drivers	All	N
Technical	Vehicle contacts / Fleet Managers	Routes Infrastructure Projects National Supply Chain	Y
Awareness	Health and Safety Business Partners	Safety, Technical, Engineering	N
Awareness	Line managers	All	Y

**NOTE:** Contractors are responsible for arranging and undertaking their own Technical and Awareness Briefings in accordance with their own processes and procedures.