

Occupational Road Risk Assessment Form	Date of Assessment:	
	Service Reference:	

This assessment form is intended to help managers undertake a simple road risk assessment for those driving on behalf of the Council. Those driving fleet/pool vehicles can only do so after a formal assessment arranged with the Traffic and Transport Division.

That said, this form applies equally to those driving fleet/pool vehicles and those driving their own vehicles. It can be used for single journeys, for example a one off to London, unusual journeys carrying equipment, or it can be used for multiple journeys of a similar type, for example regular driving from office buildings within and around NLC area. Select the appropriate answer within the assessment and record the scores from your ticked box into the score column. Add all scores up for each of the three sections to give a total. This will then complete the assessment summary below.

Assessment Summary

Name: _____ **Service:** _____
Section: _____ **Date Assessment:** _____
Scope of Assessment: _____

	Factor Score Total	Trigger Score	Mitigation required? (Y/N)
Score for driver assessment		25	
Score for vehicle assessment		24	
Score for journey assessment		20	
Total assessment score		65	

Where the trigger score is exceeded for a section then action needs to be taken to reduce the risk in that area. In any event all reasonably practicable actions need to be taken to reduce the risk from occupational driving.

The box below should be used to give a brief description of the type of driving to which this assessment relates, for example “day to day driving around NLC area, undertaking training and other staff development tasks”, or “journey to Aberdeen City Council to attend meeting”.

Driver Factors

Question	Answer			Score
Age of driver	17-24 <input type="checkbox"/> (5)	65+ <input type="checkbox"/> (3)	25-65 <input type="checkbox"/> (1)	
Driving Experience	Less than 3 yrs <input type="checkbox"/> (5)	3-9yrs <input type="checkbox"/> (3)	10+yrs <input type="checkbox"/> (1)	
Competent Assessment	Driving test <input type="checkbox"/> (5)	Council approved assessment <input type="checkbox"/> (3)	Licence/Advanced driving <input type="checkbox"/> (1)	
Associated skills for driving safely	None <input type="checkbox"/> (5)	Can undertake basic safety checks <input type="checkbox"/> (3)	Specific training <input type="checkbox"/> (1)	
Health/fitness to drive	Conditions restricting movement/poor health <input type="checkbox"/> (5)	Good Health <input type="checkbox"/> (3)	Pass regular DVLA or similar screenings to include eyesight checks <input type="checkbox"/> (1)	
Stress & fatigue	Reported stress related conditions <input type="checkbox"/> (5)	Managed stress related conditions <input type="checkbox"/> (3)	Low stress/regular sleep pattern <input type="checkbox"/> (1)	
Accident History	2+ accidents in 3yrs <input type="checkbox"/> (5)	1 accident in 3yrs <input type="checkbox"/> (3)	None in the last 3yrs <input type="checkbox"/> (1)	
Infringements	7 -11 points <input type="checkbox"/> (5)	6 points or less <input type="checkbox"/> (3)	No points on licence <input type="checkbox"/> (1)	
Purpose of journey	Driving to and from meetings <input type="checkbox"/> (5)	Timetabled driving <input type="checkbox"/> (3)	General delivery/meeting <input type="checkbox"/> (1)	

Factor Score Total:

Notes for assessor

Competent Assessment – Are drivers properly trained for the vehicle they are using e.g. cars, lorries, buses.

Associated skills for driving safely – Do drivers need to know how to carry out routine checks such as those on lights, tyres and wheel fixings.

Health/fitness to drive – Are drivers sufficiently fit and healthy to drive safely and not put themselves or others at risk?

Infringements – The possession of a driving licence does not infer competence in all driving activities; give consideration to type of driving offence and the likelihood of occurrence.

Key: (5) – 5 points

(3) – 3 points

(1) – 1 Point

Journey Factors

Question	Answer			Score
Distance to be covered each day	Greater than 251 miles <input type="checkbox"/> (5)	61 – 250 miles <input type="checkbox"/> (3)	Less than 60 miles <input type="checkbox"/> (1)	
Time allocated for journey	Required time only <input type="checkbox"/> (5)	Required time plus 15 min <input type="checkbox"/> (3)	Required time plus 30 min <input type="checkbox"/> (1)	
Allowance for breaks	Required time only <input type="checkbox"/> (5)	Required time plus 15 min <input type="checkbox"/> (3)	Required time plus 30 min <input type="checkbox"/> (1)	
Average traffic density experienced	Rush hour driving <input type="checkbox"/> (5)	Country/rural roads <input type="checkbox"/> (3)	Urban roads <input type="checkbox"/> (1)	
General pedestrian density experienced	Town/city centres <input type="checkbox"/> (5)	Urban roads/ring roads/schools <input type="checkbox"/> (3)	Village populations (low) <input type="checkbox"/> (1)	
Quantify general night driving exposure	Between 12-6am <input type="checkbox"/> (5)	Between 7pm and midnight <input type="checkbox"/> (3)	No driving after/before 7pm/7am <input type="checkbox"/> (1)	
General weather conditions in which driving continues	Snow/ice/fog <input type="checkbox"/> (5)	Heavy rain/mist/moderate winds <input type="checkbox"/> (3)	Rain <input type="checkbox"/> (1)	
Arrangements for driving	Solo long distance (201+) <input type="checkbox"/> (5)	Solo <input type="checkbox"/> (3)	Shared driving <input type="checkbox"/> (1)	
Knowledge of accident black spots	Unaware of existence <input type="checkbox"/> (5)	Aware of spots being used <input type="checkbox"/> (3)	Avoidance of known areas <input type="checkbox"/> (1)	

Factor Score Total:

Notes for assessor

Main Road type – Driving on busy roads with several lanes and increased speed limits becomes a higher risk as accidents can occur more often.

Time allocated for journey – If there is limited time for arrival then this can encourage speeding so the driver will not be late. Leaving in plenty of time will ensure a safer drive.

Average traffic density – Extra care is needed when roads are busy as there is significant risk when there is an increase of traffic for accidents to occur.

General weather conditions – Roads may be slippery and icy therefore consideration to speed should be taken.

Knowledge of accident black spots – Being aware of accidents will allow you to know when to be more cautious on the roads. A Committee report highlights the accident black-spots within the NLC area.

Vehicle Factors

Question	Answer			Score
Age of vehicle	7+yrs <input type="checkbox"/> (5)	3-7 yrs <input type="checkbox"/> (3)	Less than 3yrs <input type="checkbox"/> (1)	
Performance of vehicle	Higher than 2.5 litres <input type="checkbox"/> (5)	1.9-2.5 litres <input type="checkbox"/> (3)	Up to 1.8 litres (4x4) <input type="checkbox"/> (1)	
Safety protection systems	No recognised protection scheme <input type="checkbox"/> (5)	Primary protection only <input type="checkbox"/> (3)	Primary and secondary protection <input type="checkbox"/> (1)	
Driving distractions in vehicle	Mobile phones and other integrated equipment <input type="checkbox"/> (5)	Screen based equipment <input type="checkbox"/> (3)	No non standard equipment <input type="checkbox"/> (1)	
Familiarity with vehicle	Use of different vehicle for the first time in 1 month <input type="checkbox"/> (5)	Use of different vehicle for 2 months <input type="checkbox"/> (3)	Use of same model over three months <input type="checkbox"/> (1)	
Loads to be carried	Office & other equipment <input type="checkbox"/> (5)	Items of office equipment (10kg+) <input type="checkbox"/> (3)	Paperwork <input type="checkbox"/> (1)	

Factor Score Total:

Notes for assessor

Performance of vehicle – This is the engine size of the vehicle, the bigger the engine the power it will have therefore there is more risk of speeding, high speed collisions cause greater injury.

Safety protection systems – Primary safety features: High level brake light, anti-lock mechanism, traction control system, headway information systems. Secondary safety features: Air bags, side impact bags, automatic fire extinguishers systems, automatic fuel systems cut off system, body space safety partitions, and luggage goods retention systems.

Loads to be carried – Are you transporting heavy loads? This can be anything from machinery to a box of office paper; therefore extra care is needed when driving as the load may move, it may become a projectile in the event of a road accident – thus the correct type of vehicle and storage location is essential.