

## Health & Safety

### Driving at Work Annual Declaration Form – Council Vehicle/Personal Driving at Work

The Health and Safety at Work etc. Act 1974 places specific duties on employers to ensure, as reasonably practicable, the health, safety and welfare of employees, as well as the health and safety of other persons who may be affected by their work activities.

Under the Management of Health and Safety at Work Regulations 1999 employers must assess significant risks to the health and safety of both employees and other persons who may be affected by their work activities, including a responsibility to ensure that staff and others are not put at risk by work-related driving activities.

Therefore, Harlow Council employees, including contractors, apprentices, casual staff and any individuals who use their own vehicles to carry out Harlow Council work duties, (grey fleet), or alternatively drive a Council fleet vehicle, must annually complete a Driving at Work Declaration form. This ensures that Harlow Council is complying with its Driving at Work Policy, by including all vehicle users.

You must declare to DVLA any changes to your physical, medical or mental condition, that may affect your driving capabilities, in addition you must advise your Line Manager and Human Resources, as soon as you are aware, of any medical condition that may affect or restrict your ability to drive a vehicle safely.

**False declarations will result in a formal investigation under the Council’s disciplinary procedure. Any circumstances affecting your ability to drive for work purposes, or eligibility to hold necessary driving documents must be reported to your Line Manager immediately who will review your driving at work status. Declarations are requested in writing and will be kept on your personal record.**

**I declare that I hold the following documentation, that I have read and understood the terms of this scheme and that I have met my declaration requirements:**

- Full driving licence
- MOT document (if applicable)
- Insurance certificate (NB This must be fully comprehensive and include Business & Commuting Use for all employees, both essential and casual users, who are required to travel on business, visiting other sites including attending training courses, on behalf of the Authority).
- I declare that I have informed the DVLA and my Line Manager of any medical conditions that may impede my ability to drive.
- Endorsements/Penalty Points (Unexpired)  None to declare

Please specify: .....

I understand the Council may independently check licence details and may require me to provide a licence check code to verify these with the DVLA.

- If anything changes that may affect my ability to carry out driving duties for work, I will immediately cease driving and advise my Line Manager and Human Resources.

**I agree the information in this declaration to be correct and understand that it will be reviewed annually, by my Line Manager, a copy placed on my personal file. Managers can also request employees to produce original driver documentation at any other time.**

#### Declaration to be completed by the employee

Name: (PRINT)		Employee Signature:	
Job Title:		Department:	
Extension Number:		Date:	

**Return form to Human Resources, Civic Centre, Water Gardens, Harlow, Essex, CM20 1WG**

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## **Health & Safety**

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#### **How we will use your information**

We will process your personal information under Article 6 (1)(c) and/or any special category personal information under Article 9(2)(b) of the General Data Protection Regulation 2016/679 (GDPR) in order to comply with our legal obligations under the Health and Safety at Work etc. Act 1974/ Management of Health and Safety at Work Regulations 1999. We will use the personal information you supply to attempt to ensure the health, safety and welfare of yourself, other employees and any other persons who may be affected by your work activities.

We may share your personal information where we have a legal obligation to do so, in order to protect your vital interests in 'life or limb' situations and/or for the purposes of occupational medicine (occupational health) with the relevant contracting health professional used by the Council. Your personal information may also be shared between our services and with other official organisations, such as the Police and other government bodies.

We will keep the personal information you have supplied in this form for six years from the date on which the completed form is received by Human Resources.

For more information on how we collect, use and protect personal information generally, please visit <http://www.harlow.gov.uk/privacy-notice>