

1. About This Procedure

- 1.1 This procedure details the Bath & North East Somerset Councils, Waste Services approach to the periodic checks and the assessment of driver capabilities

2. Requirement

- 2.1 Every driver is required to receive periodic driving assessments as detailed in section 3.1
- 2.2 Driving Licences and entitlements are to be checked every 4 months.
- 2.3 Each driver is required to take a Visual Acuity tests every two years.

3. Assessment Frequencies

- 3.1 Driving assessments should be carried out in accordance with the following frequency.

New Staff

- Pre-employment Assessment by trained Waste Operations Personnel or B&NES Driving Assessor
- Assessment by B&NES Driving Assessor on commencement of work
- 6 week Assessment by trained Waste Operations Personnel
- 12 week Assessment by B&NES Driving Assessor

Novice Drivers – Applies to Waste Collections Only

- Assessment by B&NES Driving assessor on passing test
- 6 week Assessment by trained Waste Operations Personnel
- 12 week Assessment by B&NES Driving Assessor

Waste Disposal Operations will not use drivers with less than 2 years LGV driving experience.

Regular Drivers

- Annual assessment carried out by the B&NES Driving Assessor or the trained Waste Operations personnel

Drivers involved in two or more blameworthy vehicle accidents in a six month period

- Assessment by B&NES Driving Assessor followed by a recommendation for a further set of assessments or training as deemed necessary by the Driving Assessor in addition to the standard regime.

- 3.2 Records of all assessments are held on the Waste Operations Training database.

4. Driving Licences

- 4.1 All driving licences will be visually inspected on a 4 monthly cycle in March, July, and November. Both the card licence and paper counterpart should be checked to ensure that the holder still holds a valid licence with the required entitlement.
- 4.2 Records of such checks are maintained on the 'Driver Licence Records' tab of the 'Record of Daily Defects' spreadsheet.
- 4.3 If a driver fails to submit their driving licence for checking, it must be assumed that they do not hold a valid licence or have accrued endorsement points and as such should be suspended from driving.

5. Visual Acuity Test

- 5.1 Each driver will take a Visual Acuity examination every two years. This will be arranged with the Authority's designated Occupational Health service provider.
- 5.2 Records of such checks are maintained on the 'Driver Licence Records' tab of the 'Record of Daily Defects' spreadsheet

6. Responsibilities

- 6.1 It is the responsibility of the Team Manager Waste & Fleet Operations and the Waste Operations Manager to ensure that the checks detailed above are carried out for every occupational driver within their team.