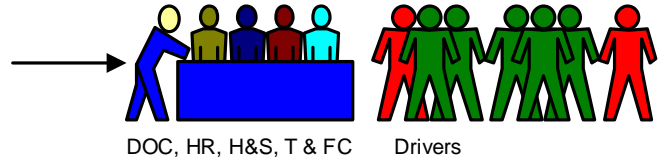


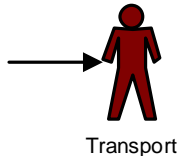
ONE

“Assign a Senior Manager with overall and specific responsibility for managing driving at work”

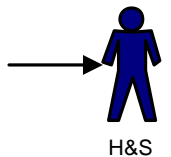
Big companies with a large workforce usually have a number of relevant managers, Human Resources, Health & Safety, Transport and the Financial Controller. We recommend You make one of these the DOC (Duty of Care) Manager. We have listed our order of choice and why.



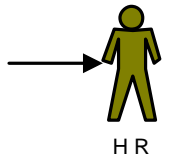
First choice is the Transport Manager as they deal with vehicles and drivers on a daily basis. They most likely have a CPC for either HGV or PSV. They are used the demands of an “O” (Operators) licence. Duty of Care for all the fleet should not be a problem.



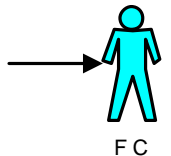
Second choice is the Health & Safety Manager as they deal with H&S and risk assessment of the work place and personnel on a daily basis. Duty of Care for all the fleet would only be an extension of this as long as they think of vehicles as mobile offices!



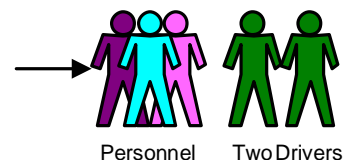
Third choice is the Human Resources Manager as they deal with personnel and some of them will be drivers so that’s half the problem sorted. Duty of Care, risk assessment of vehicles used on company business and the managing of driving at work policy could be part of the job but may then need some help!



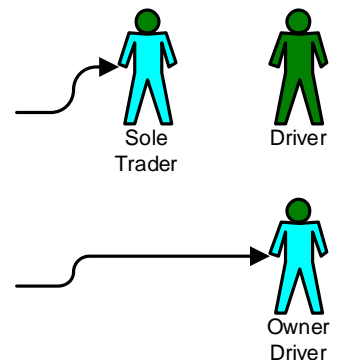
Fourth choice is not really of our choosing but eight out of ten companies we visit the person we see first is the financial controller. From Financial Director, company secretary, financial administrator or bursar, if one of the other three above are chosen they usually report to finance.



In fact the majority of small companies or organizations do not have any of the first three choices. They just have a financial controller of one sort or another be it Financial Director, company secretary, financial administrator or bursar. The point we are trying to hammer home here is that what ever the type of business, big or small one person and one person only when chosen will have overall and specific responsibility for managing driving at work.



Even if like the last two choices you are a Sole Trader with one other driver or the owner driver you must take on that role of Duty of Care Manager.



Decision made, well done You are now the Vehicle Duty of Care Manager

