

Purpose

The organisations' Functional Standard – Personal Safety – Driving (the Standard) requires that every staff member who drives any vehicle (light vehicle, heavy vehicle, motorcycles, mobile plant, forklift, off the road vehicles) in the conduct of the organisations' activities will be trained and qualified to operate that class of vehicle and, in the case of professional drivers, assessed. Further, it is a requirement that professional drivers must be medically assessed with a minimum follow up every three years to assure that they have the functional capacity to operate a vehicle safely.

Scope

The following requirements apply to all professional drivers and staff members who drive any vehicle (light vehicles, heavy vehicles, motorcycles, fork lift trucks, off the road vehicles, including all rental vehicles) in the conduct of the organisations' activities.

Context

The objective of this assessment is to ensure that individuals who drive on behalf of the organisation are able to do so without risk to themselves and others. This guidance was developed for global use following review of the national driving fitness guidance in Europe, South Africa, Australia, US and New Zealand. In most countries this guidance will either be similar to national guidance or will provide guidance where none exists. It is not expected in any jurisdiction that this guidance will replace any requirement of national regulation, if the standards in that jurisdiction are higher. Where they are lower, this standard is to complement the national standard.

This document is in two parts. Part one - **minimum fitness capability screening for drivers** - is the minimum requirement for all professional drivers and staff members who drive for business purposes. Part two is recommended in addition to the part one screening – **aspirational health standards for drivers**.

Any competent individual (i.e. not a medical or health practitioner) can deliver the **minimum fitness capability screening for drivers** to assess the basic minimum capability required to safely operate a vehicle. Any manager (who can see and hear) should be able to deliver this screening assessment. If they have any doubt that a potential driver has not passed the screening assessment that individual should be referred to an appropriate registered health professional for a full assessment of the issue raised.

The aspirational health standard should always be performed by a registered health professional. It does not replace any requirement of national regulation. In countries where fitness standards are required by law these should be used and any extra requirement in this guidance used additionally. In other countries this standard should be used to indicate to the registered health professional the areas to be assessed and considered before an indication of driver fitness can be made.

The assessments should be completed at the recommended intervals, which at minimum is every three years, for all professional drivers and staff who drive for business purposes to help to ensure that individuals who drive on behalf of the organisation are able to do so without risk to themselves and others. The assessment should always be completed with a view to adaptation of the work in order that an individual is not needlessly excluded from work. In cases of difficulty advice should always be sought from a qualified competent occupational health professional. In all cases it is expected that this capability and health standards will be implemented with due consideration to all national disability discrimination legislation.

PART ONE Required - Minimum fitness capability screening for drivers

Worldwide, all professional drivers and staff who drive for business purposes who are driving any vehicle on behalf of the organisation or any subsidiary organisation must comply with:

- All relevant local legislation, and additionally;
- The minimum fitness capability screening requirements.

The minimum fitness capability screening is designed to be delivered by any competent individual (not a medical or health practitioner) to assess the basic minimum capability required to safely operate a vehicle. Any manager (who can see and hear) should be able to deliver this screening assessment. If they have any doubt that a potential driver has not passed the screening assessment that individual should be referred to an appropriate registered health professional for a full assessment of the issue raised.

Eye sight/Vision

- Able to correctly read / interpret the enclosed chart at 3M
- Able to correctly judge distance / depth (able to see that one vehicle is in front / behind another and at what approximate distance).
- Able to see 60 degrees from either side of nose (visual field).

Physical Mobility

- Must be able to physically fully control and operate the vehicle safely (i.e.: able to move neck, back, arms, hands and legs), with disability aid if necessary.

Hearing

- Must be able to hear warning sounds and spoken instructions (with disability aid if necessary).

Level of Understanding

- Must be able to understand all instructions and risks associated with their duties and safe driving

Vision Testing Instructions

- Print off the chart in the Appendix on to an A4 or letter sheet of paper.
- This chart is suitable for use by speakers of any language; it is not necessary to understand the Latin alphabet.
- Hold the chart in good light 3 metres away from the subject and get the subject to indicate the direction that the tines of the E are pointing. 100% accuracy is the pass mark.
- The chart can be used regardless of which way up it is, don't worry if you think you have used it facing sideways or upside down, it makes no difference to the test result. In fact, it is better to vary it so that people cannot pass on the correct answers.

PART TWO Recommended - Aspirational health standards for drivers

The aspirational health standard should always be performed by a registered health professional. It does not replace any requirement of national regulation. In countries where fitness standards are required by law these should be used. In other countries this standard should be used to indicate to the registered health professional the areas to be assessed and considered before an indication of driver fitness can be made. It is recognised that for many of the organisations' operations meeting the minimum health standards for drivers is a challenge, however the following standards for drivers health are those to which all parts of the company should aspire and should plan to achieve within an appropriate time frame. The objective of this assessment is to ensure that individuals who drive on behalf of the organisation are able to do so without risk to themselves and others. The assessment should always be completed with a view to adaptation of the work in order that an individual is not needlessly excluded from work. In cases of difficulty advice should always be sought from a qualified competent occupational health professional.

All drivers should undergo an annual health assessment performed by a registered medical or nursing practitioner, the assessment should include:

1. Assessment of visual acuity, depth perception and visual fields.
2. Assessment of their risk factors for sleep apnoea.
3. Assessment of mobility problems.
4. Assessment of cardiovascular risk (blood pressure, pulse, heart conditions etc).
5. Assessment of neurological conditions e.g.: multiple sclerosis, Parkinson's disease, stroke, epilepsy etc.
6. Assessment of endocrine problems e.g.: thyroid conditions, diabetes etc.
7. Assessment of medication (both prescribed and over the counter), alcohol and illegal drug use.
8. Assessment of any progressive condition that may interfere with safe driving, e.g. AIDS (not HIV infection status but symptomatic AIDS), carcinomatosis (especially with those tumours that commonly metastasise to brain).
9. Assessment of any possible psychiatric problems (psychosis, dementia, depression, anxiety neurosis etc.)
10. Assessment of any other condition that may interfere permanently or temporarily with the individual being able to control the vehicle e.g.: pregnancy or gross obesity.

This assessment should be carried out by a registered medical or nursing practitioner and the results held confidentially by the relevant occupational health service.

APPENDIX

An eye chart for use in vision testing is attached at the end of this document.

EYE CHART

M E 3 W

E W M E 3

3 M W M E M

W 3 E M W 3 W

M W E W M 3 E E