



THE 7 COMMITMENTS FOR ROAD SAFETY AT WORK

Partners:



VISION ZERO
RISKS ACCIDENTS DEATHS



LE GOUVERNEMENT DU GRAND-DUCHÉ DE LUXEMBOURG
Ministère de la Mobilité et des Travaux publics



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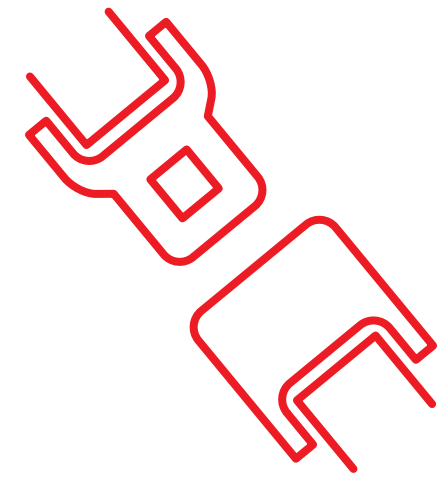


**VISION
ZERO** RISKS
ACCIDENTS
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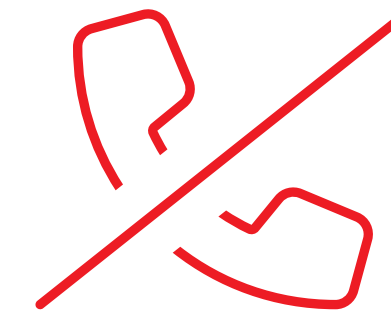
The 7 commitments



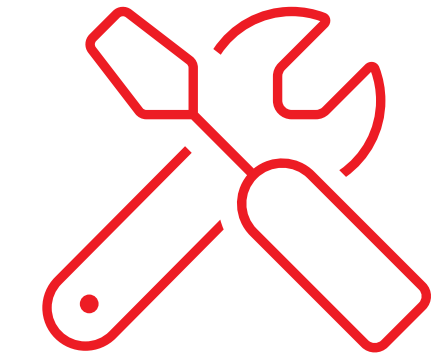
1. We require the use of seatbelts and compliance with speed limits.



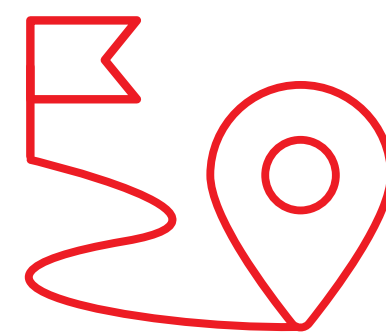
2. We prescribe sober driving on the road - no harmful substances.



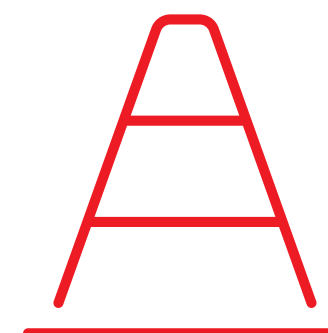
3. We limit communication while driving.



4. We encourage our employees to keep their vehicles in good working order and provide this service for company vehicles.



5. We organise our travel and include breaks for resting.



6. We promote defensive driving and provide road safety awareness and training.



7. We encourage our employees who use soft mobility devices to be properly equipped.



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The campaign



Work-related road traffic accidents (commuting accidents and accidents during travel for work) are one of the leading causes of occupational mortality. In Luxembourg, between 2019 and 2023, 24 commuting accidents had a fatal outcome.

Road risk affects many professionals who are required to travel as part of their work. It is unique in that it occurs on public roads and not on company premises, which can make this occupational risk harder to tackle for employers. This guide aims to provide employers and those in charge of road safety with practical tips for implementing road risk prevention measures within the company. The objective is to contribute to improving road safety for all. Taken as a whole, these measures ultimately help to protect employees' lives and health and to reduce the direct and indirect costs of these accidents (vehicle damage, incapacity to work, loss of earnings, increased contribution fees).

This guide covers company vehicle management, business travel organisation and driving behaviour patterns, among other topics, such as staff training in responsible and defensive driving and new modes of transport, such as electric scooters.

As a company, you can implement preventive measures to reduce this occupational risk by signing up to 7 strong commitments. So do engage with your employees on this matter by using the campaign poster which you can customise with your company's logo.



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Download the poster kit
visionzero.lu/campagne-securite-routiere-au-travail/kit-affiches.zip

Association d'assurance accident (AAA)



The Accident Insurance Association (Association d'assurance accident - AAA) is a public institution in charge of the prevention of and compensation for work-related accidents, commuting accidents and occupational illnesses. Its mission is clearly to assist companies in managing occupational road risk. For many years, AAA has organised campaigns to raise its stakeholders' awareness to the risks of road traffic. AAA has also signed the European Road Safety Charter.

VISION ZERO, the national strategy for the prevention of work-related accidents, commuting accidents and occupational illnesses, was launched by AAA, UEL and INDR. Initially, VISION ZERO was inspired by road safety concepts. In Europe, the concept of "zero accident" gained momentum in the 1990s, which saw the emergence of political strategies for road safety.

As part of VISION ZERO, several campaigns have taken place. The 2017 campaign "Testimonials of a commuting accident/workplace accident" can be cited as an example. This was a large-scale campaign aimed at both the general public and companies to prevent work-related accidents and commuting accidents. VISION ZERO's aim is to encourage companies to implement a culture of prevention in occupational health and safety. Companies can act their commitment by signing up to VISION ZERO.

In 2012, the campaign "TRAJET, sécurisons-le!" (Let's make our journeys safer!) was launched by the initiators and partners of VISION ZERO. This campaign included 12 chapters which covered road safety topics for both companies and employees.

In addition to campaigns, AAA provides brochures on occupational health and safety. With regard to road safety, the brochures "Le vrac sur camion benne" (Bulk on tipper trucks) and "Matériel d'arrimage" (Lashing material) help targeted companies to best implement specific requirements of the Highway Code.



Union des Entreprises Luxembourgeoises (UEL)



The corporate culture that stems from any comprehensive risk prevention strategy is a key factor in economic competitiveness. It helps increase productivity, maintain or even win markets and, above all, keep employees healthy. It is implemented and supported by the head of company head who raises awareness among employees and stakeholders and encourages them to take part in the corporate strategy.

UEL and INDR, together with AAA, launched the national strategy VISION ZERO in 2016, with the aim of achieving a continuous and sustainable reduction in the number and severity of work-related accidents, commuting accidents and occupational illnesses. While the overall trend of work-related accidents has been downward, this cannot be said for the proportion of commuting accidents and accidents during travel for work, which has increased during the same period. In fact, one in 5 accidents are attributed to a road traffic collision. Depending on annual records, one in two fatal work-related accidents are due to road accidents.

Based on such findings, a vast information and awareness campaign was launched in 2004 and again in 2012 by UEL together with partners committed to preventing road traffic accidents. The campaigns targeted companies with the aim of reducing the number of accidents on the way to and from work and during work-related travel. The success of such campaigns depends not only on the cooperation of companies, but also of that of employees, who are the first to be affected by this issue. This cooperation of both parties is needed to develop a better awareness of the risks associated with driving. These earlier campaigns were held under the slogan “TRAJET, sécurisons-le!” [Let’s make our journeys safer!] and are in line with the sustainable development policy pursued by the employers’ organisations, as reflected in the adoption of a charter by UEL on 30 October 2003. UEL and INDR are also signatories to the European Road Safety Charter and concluded a partnership with the Ministry of Sustainable Development and Infrastructures to prevent work-related road accidents.

Communication materials [advertisements, visuals, videos and key messages] are essential for passing on messages to companies and raising employers’ and employees’ awareness.

As the employers’ umbrella organisation, UEL brings together the two professional chambers and employers’ federations. It shares VISION ZERO campaigns with its members who are the Chamber of Commerce, the Chamber of Skilled Crafts, ABBL, ACA, Fédération des Artisans, FEDIL, Horesca and Luxembourg Confederation. These exchanges allow sector-specific dissemination in members’ online and offline media [websites, social media, newsletters and periodicals]. INDR and UEL also disseminate campaigns through their own communication channels.

Further, the OHS Forum, which is organised alternately as a large-scale convention with exhibits and as a conference, is the main annual national event dedicated to occupational health and safety, targeting company heads and designated employees.

Centre de Formation pour Conducteurs (CFC)



Since 1996, the Driver Training Centre (Centre de Formation pour Conducteurs - CFC) has raised awareness among drivers of all ages about potential dangers in road traffic. CFC operates at two sites in the Grand Duchy of Luxembourg. Training courses for cars, motorcycles, vans and minibuses are mainly held in Colmar-Berg, while professional drivers and motorcyclists are mainly trained in Sanem. In addition to **new drivers** and **professional drivers**, CFC also welcomes drivers who wish to take **further training** to develop a more responsible and defensive driving behaviour.

Here is an overview of the CFC training courses:

- **Compulsory training for car and motorcycle drivers**
A one-day safe driving training course became compulsory on 1 July 1995 for all new drivers in categories A2 and B residing in Luxembourg.
- **Training for professional drivers (in accordance with European Directive 2003/59)**
Professional drivers who require a driving licence in category C (heavy goods vehicles) or D (buses/coaches) must undergo initial and continuous training.
- **Points- based licence**
Drivers can take voluntary courses to recover 3 points, but must take compulsory courses to recover their driving licence after losing all 12 points.
- **Training for schools**
The “Kuck & Klick” programme aims to raise awareness of 6-7-year-olds (cycle 2.1) to the dangers of road traffic as pedestrians and as passengers, so that they can learn essential behaviour patterns. The MSR (Mobilité et Sécurité sur la Route, Mobility and Safety on the Road) events are designed to raise awareness among future learner drivers, i.e. 16-17-year-olds, about safe driving and mobility before the driving licence age.
- **Voluntary training and training for groups and companies**
These include training courses on safe driving, transporting people in wheelchairs, optimising the range of electric vehicles, load securing rules, using the tachograph, as well as specific training courses for vans and minibuses.



Sécurité Routière a.s.b.l.



La Sécurité Routière a.s.b.l. aims to promote and encourage initiatives that increase the protection of road users and residents and prevent road traffic accidents. This broad social objective is achieved through road safety education for children (school competitions, puppet shows, etc.) as well as through information and awareness campaigns for all road users. La Sécurité Routière also lobbies the government as well as economic and social stakeholders.

La Sécurité Routière runs awareness campaigns for the general public. It publishes the “Code de la Route populaire” (popularised Highway Code), which is used in driver training and counts as a reference work. It is involved in several government working groups to promote road safety and is a key point of contact for local authorities. It both produces educational content and provides reflective safety accessories and holds prevention conferences within companies. It also rents out a kit (breathalyser) and alcohol simulation goggles to inform companies and organisations about the effects of alcohol consumption..

La Sécurité Routière actively champions the fundamentals of “Vision Zero” in road safety:

- People make mistakes and break rules
- People are vulnerable
- No single road death or serious injury is acceptable
- Road safety is a shared responsibility
- Action must be approached systemically

Contact: info@securite-routiere.lu Tel.: (+352) 31 97 86 -1



Ministère de la Mobilité et des Travaux publics - MMTP



The Ministry of Mobility and Public Works (Ministère de la Mobilité et des Travaux publics - MMTP) is a key actor in road safety in the Grand Duchy of Luxembourg. Road safety obviously also comprises the risks to which employees are exposed when travelling during their professional activity.

The most important tool used by the MMTP is the Highway Code. It enables all road users to coexist safely on the public road network. Most of the Highway Code includes obligations and prohibitions relating to road traffic, but it also sets the rules governing training of professional drivers of heavy goods vehicles and buses/coaches. So, any driver using vehicles requiring a category C or D driving licence to transport goods or passengers on public roads in Luxembourg must undergo professional training (initial or continuous). In Luxembourg, such training is organised by the Driver Training Centre (Centre de Formation pour Conducteurs - CFC).

As for the transport of dangerous goods under the agreement on the international transport of dangerous goods by road, drivers must undergo specific training authorising them to carry out such transport. These training courses are organised by the House of Training on a regular basis.





However, the MMTP's main tasks are quite varied:

Drafting legislation and regulations

The MMTP drafts laws and regulations aimed at improving road safety. These include measures such as speed limits, traffic rules and safety standards for vehicles.

Policy framework

The ministry relies on a national road safety strategy, which includes the objectives of Vision Zero, to reduce the number of road accidents and their consequences. To implement road safety measures, it works closely with all relevant stakeholders.

Data analysis

The ministry analyses road accident data collected by STATEC and based on information provided by the Luxembourg police and judicial authorities. This information is used to detect accident trends and causes and also to feed road safety policies and measures.

Road safety action plan

The MMTP regularly draws up a National Road Safety Plan. Its aim is to sustainably promote road safety, identify any challenges and take action to meet these challenges. The measures are both preventive and punitive and target all road users, road infrastructure and vehicles.

Prevention and awareness

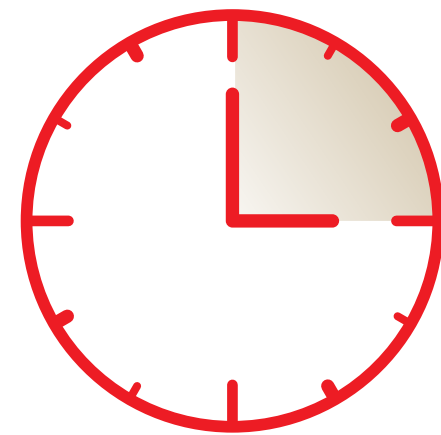
Every year, the MMTP designs road safety prevention and awareness campaigns to encourage the general public to adopt responsible behaviour on the road with, for example, a focus on drink-driving or distractions while driving.

Infrastructure

With the support of the National Roads Administration, the ministry ensures the maintenance and ongoing improvement of the national road network. Well designed and well maintained infrastructure is essential to ensure road users' safety.

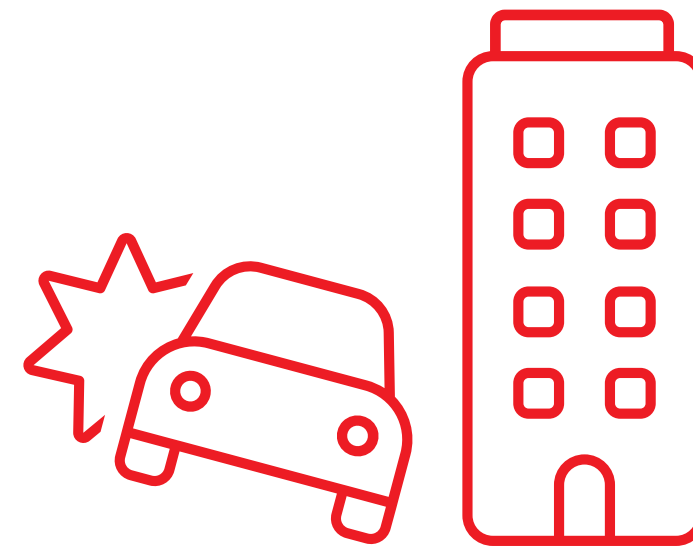
In short, the MMTP is committed to creating a safer road environment for everyone by means of a robust regulatory framework, appropriate infrastructure and increased awareness of road risks.

Key figures



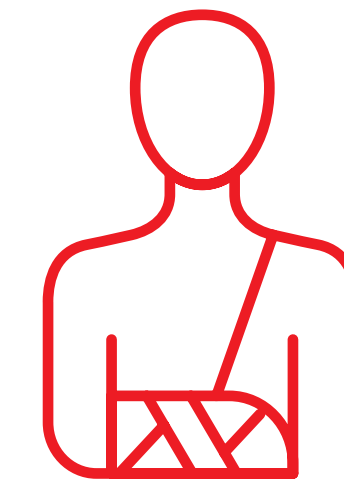
3 hours

In Luxembourg, a work-related traffic accident occurs, on average, every 3 hours!



3x higher

In some companies, particularly in the tertiary sector, the number of commuting accidents is 3 times higher than the number of accidents at work.



> 3 days

Nearly half the casualties of commuting accidents suffer partial inability to work for more than 3 days.

Definitions, compensation and the bonus-malus system of AAA



According to article 93 of the Social Security Code, a **commuting accident** occurs on the way to and from work:

- Between the main residence, a secondary residence of a permanent nature or any other location the insured person usually travels to for family reasons and the workplace.
- Between the workplace and the restaurant, canteen or, in general, the location where the insured person usually takes their meals.

This route is not necessarily the most direct one when the detour is due to regular carsharing or to drop off or pick up a child, who belongs to the insured person's household, with a third party or an institution (e.g. nursery, care centre).

The commuting accident is not covered if the insured person caused the accident or contributed to it through gross negligence (e.g. using a mobile phone while driving, consuming alcohol, illegal drugs or certain medications, failure to undergo a roadworthiness test, lack of insurance or valid driving licence, non-regulatory tyres, failure to comply with the Highway Code, etc.).

Neither is the commuting accident covered if the journey is interrupted or diverted for reasons motivated by personal interests, which are unrelated to essential necessities of daily life or to the insured activity.

According to article 92 of the Social Security Code, an accident during travel for work occurs during travel in the course of insured professional activity. An accident during travel for work is considered a work-related accident because it occurs in the course of work..

For further information, please refer to the section
“Accident at work /on the way to work” on the AAA website:
www.aaa.lu/fr/accidents-maladie-pro

Definitions, compensation and the bonus-malus system of AAA



According to article 99 of the Social Security Code, even in the absence of injury, the insured person is entitled to compensation for damage caused to the motor vehicle which was used at the time of the accident on a public road. Compensation is limited as follows:

- A deductible set at 2/3 of the minimum wage (salaire social minimum - SSM), i.e. €1,758.53 at index 944.43 and SSM index 279.30,
- A maximum set at 5 times the minimum wage in the case of a commuting accident, or
- A maximum set at 7 times the minimum wage in the case of an accident during travel for work.

Compensation for damage to the motor vehicle is provided if a claim has been submitted. It is determined on the basis of an assessment made by a certified motor vehicle expert. In the absence of an expert opinion, AAA determines the value of the vehicle before the accident happened by referring to the value of a similar vehicle on the second-hand market and to a computer database which is used by professionals.

The right to compensation from AAA is cancelled if the damage can be compensated otherwise, for example by way of “property damage” insurance contract (casco) concluded with a private insurance company, or if the accident was caused by a third party.

In the event of repairs, compensation will only be transferred to the insured party upon presentation of an invoice paid by a legally established professional.

For further information, please refer to the section
“Compensation” on the AAA website:
www.aaa.lu/fr/prestations-cotisations/indemnisations

Definitions, compensation and the bonus-malus system of AAA



The bonus-malus system was introduced in 2019 and aims to encourage accident insurance contributors to invest more in occupational risk prevention.

The basic contribution rate for each contributor can be reduced or increased via a customised multiplication factor, known as the bonus-malus factor.

Neither commuting accidents nor occupational illnesses are taken into account when determining the **bonus-malus factor**.

However, accidents occurring during assignments, which are considered work-related accidents, are included in the calculation of the bonus-malus factor.



For further information, please refer to the section “Bonus-malus” on the AAA website:

www.aaa.lu/bonusmalus

Employers' and employees' obligations



The **employer** has a duty to ensure the health and safety of employees in all aspects of their work in accordance with article 312-1 of the Labour Code. The risk of an accident while on duty is an occupational hazard and the employer is required to take all necessary preventive measures to control this risk. The general principles of prevention set out in the Labour Code are fully applicable. The employer may be held liable if a failure to take preventive measures causes a road accident.

An **employee** who drives a vehicle is considered to be any driver on a public road. The Highway Code stipulates that they are criminally liable for any offences they commit while driving a vehicle. It is therefore the employee's obligation to comply with the rules of the Highway Code as they may be held criminally liable in the event of a breach of the Highway Code or if they cause an accident resulting in injury.

Commuting accidents must also be reported to the Accident Insurance Association [AAA]. Unlike accidents that occur during assignments, commuting accidents are not covered by the Labour Code, but are only defined in the Social Security Code, as there is no subordination relationship during the journey between home and work. Preventing the risk of commuting accidents is therefore not a legal obligation for employers, but it is in the interest of their employees, and therefore of the company, to help control this risk.

Since the end of 2024, AAA has offered the option of **reporting workplace/commuting accidents** and school/extracurricular accidents **electronically** via the **business space** of the **MyGuichet.lu** platform. Whilst reporting on paper remains an option, the new online reporting system is designed to meet digital accessibility requirements.

Both paper-based and electronic reporting of a work-related/commuting accident need to be completed by the employer.

To report an accident electronically, you must first create a professional account or business eSpace on MyGuichet.lu. Practical information and video tutorials on how to set up your professional account are available at the following address:
www.guichet.lu/en/entreprises/support/aide/myguichet/espace-pro

Quick checklist for companies



The road safety measures to be taken by companies vary depending on whether employees are exposed to the risk of accident only while commuting or whether the company requires employees to travel for work. Similarly, if a company has company cars and/or vehicles made available to employees, additional obligations apply.

Here is a quick checklist that provides an overview of actions to be taken. The 7 commitments give more detailed information on these topics.

If employees are exposed to the risk of accident only when travelling in private vehicles, the company may undertake to

- Raise employee awareness of occupational road risk
- Record employees' commutes between home and work
- Set up a mobility plan that includes public transport
- Facilitate soft mobility and promote its safety

Employees, for their part, must comply with the Highway Code by

- Adopting defensive driving practices and observing speed limits
- Leaving on time to avoid stress and delays
- Focusing on the road and avoiding distractions
- Being fit to drive when setting off
- Fastening their seatbelts



Managing the risk of **commuting accidents** and also the risk of traffic accidents **during travel for work?**

Quick checklist for companies



If employees are exposed to the risk of accident while on duty, the company should

- Include road risk in the company's risk analysis (Labour Code art. L.312-2);
- Record all business travel (to determine the level of risk exposure).

Depending on the outcome of the risk analysis

- Raise employee awareness of occupational road risk;
- Set up internal rules and regulations for assignments;
- Set up a communication protocol;
- Provide sufficient and appropriate training;
- Set up an action plan.

If the company has service and/or company vehicles made available to employees, it should further

- Ensure that vehicles are in good working order (in particular, carry out maintenance, servicing, roadworthiness test and check the condition of tyres; this also includes providing load securing equipment and PPE where necessary);
- Ensure that the vehicles' documents are in order (insurance certificates, tax discs, certificates of conformity, registration, roadworthiness, etc.);
- Keep a logbook, especially for shared company vehicles;
- Implement internal regulations that define the rules for assigning and borrowing vehicles.

To carry out these tasks, companies are recommended to appoint a “fleet manager” to manage the company's vehicle fleet.



01

SEATBELTS AND SPEED LIMITS

Zero tolerance

- 1.1 | The seatbelt
- 1.2 | Children as passengers
- 1.3 | Your position at the wheel
- 1.4 | Stopping distance versus speed
- 1.5 | Drive to weather conditions (rain, snow, ice, wind and fog)



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The seatbelt



Wearing your seatbelt is compulsory and non-negotiable, even for short distances.

It should be a reflex: don't start the car until all seatbelts are fastened!

Seatbelt use is compulsory for all occupants, both children and adults, whether in a front seat or in the rear.

In the event of a collision at 50 km/h, the force of the impact is equivalent to a fall from the 3rd floor! Wearing a seatbelt can therefore save lives.

Penalties

Drivers or passengers who do not use seatbelts are liable to be fined €145 and have 2 points removed from their driving licence.

The seatbelt must be well adjusted and fit the body properly.

Please note that pregnant women are not exempt from using a seatbelt (unless subject to medical contraindication). The horizontal strap of the belt should be placed under the rounded belly, against the pelvis. The diagonal strap should pass over the stomach and down the middle of the chest.

3-point seatbelt

1. The seatbelt

must pass over the shoulder and not at the base of the neck

2. The headrest

should almost be at the same height as the top of the head

3. The seatbelt

should lie across the bones of the pelvis, not on the stomach

Bad example:



Good example:



The seatbelt



Did you know?

- Airbags offer additional protection only in the event of a violent impact, but in no way can they replace using a seatbelt. They are only effective in combination with seatbelts worn according to the law.
- Seatbelts are particularly effective at low and medium speeds. Beyond a certain force of impact, the human body is completely unable to resist the shock.
- Rear-seat passengers who do not use seatbelts are a danger for the driver and the front-seat passenger. In the event of a collision, they turn into powerful projectiles, with dangerous consequences not only for themselves, but also for the driver and front-seat passenger.
- In buses and coaches, the use of seatbelts is compulsory in all seats that are fitted with one.

A few tips:

For your own safety and that of your passengers:

- Only start off when all seatbelts are properly fastened.
- Get used to wearing a seatbelt on every trip, no matter how short (indeed, many accidents occur less than 10 minutes away from home on well known roads).
- If you use a van, a hired car or a minibus, make sur that seatbelts are fitted.
- Do not transport more people than the number of seatbelts available.



Children as passengers



As defined by art. 93 of the Social Security Code, the journey may not be the most direct one. The insured person may need to make a detour to drop off or collect a child, who lives in their household, from a third party to whom they entrust the child to be able to pursue their professional activity. This includes the journey to the nursery, school or care centre.

Children under the age of 3 must always be seated in an approved special child seat, except on line buses and coaches that are not fitted with seatbelts. The approved seat must be installed in accordance with the manufacturer's instructions. It must be adapted to the weight of the child being transported and provide adequate body support as soon as the vehicle is in motion.

Penalties

Any driver carrying a minor shorter than 150 cm in height in an illegal manner risks a fine of €145 and the withdrawal of 2 points from their driving licence.

- In exceptional cases, children aged between 3 and 17, who have not yet reached a height of 150 cm or a weight of 36 kg, must sit in the rear seats and wear only the horizontal strap of the seatbelt (the diagonal strap is passed behind the back).
- Other exceptions are if, exceptionally and for a short distance, there are not enough restraint systems available,
- If there is not enough room on the rear seats to fit 3 restraint systems to carry a third child,
- If in taxis, there is no special restraint system.



Children as passengers



For child safety, it is compulsory to use a seat suitable for their age, size and weight.

Age/size/weight	Both front and rear of the vehicle
Less than 3 years old	Special restraint device (CRD)
3 to 17 years old and shorter than 150 cm	Special restraint device (CRD)
3 to 17 years old and taller than 150 cm	Seatbelt
From age 18	Seatbelt

Note that a seat with the child’s back to the road is not allowed on the front passenger seat fitted with an airbag unless the airbag is disconnected.

“Child restraint devices” (CRDs) include car seats, shells and booster seats. They are intended for safely transporting babies and children in vehicles and must be type-approved in accordance with (ECE) regulation no. 44 or with the new (ECE) regulation no.129 (i-Size).

Lifespan and use of old seats

Some manufacturers indicate a lifespan in their user manual, as the materials used become less resistant over time.

Before using an old seat, make sure that it has not been damaged and that it has all the necessary parts, particularly for fixing.

Examples of product approvals

Child’s weight range when using the seat secured by the Isofix system

Country of seat approval (E₁) Germany

Approval number

Control standard used: version 3 of regulation R129



Children as passengers



How to properly secure a child in their car seat

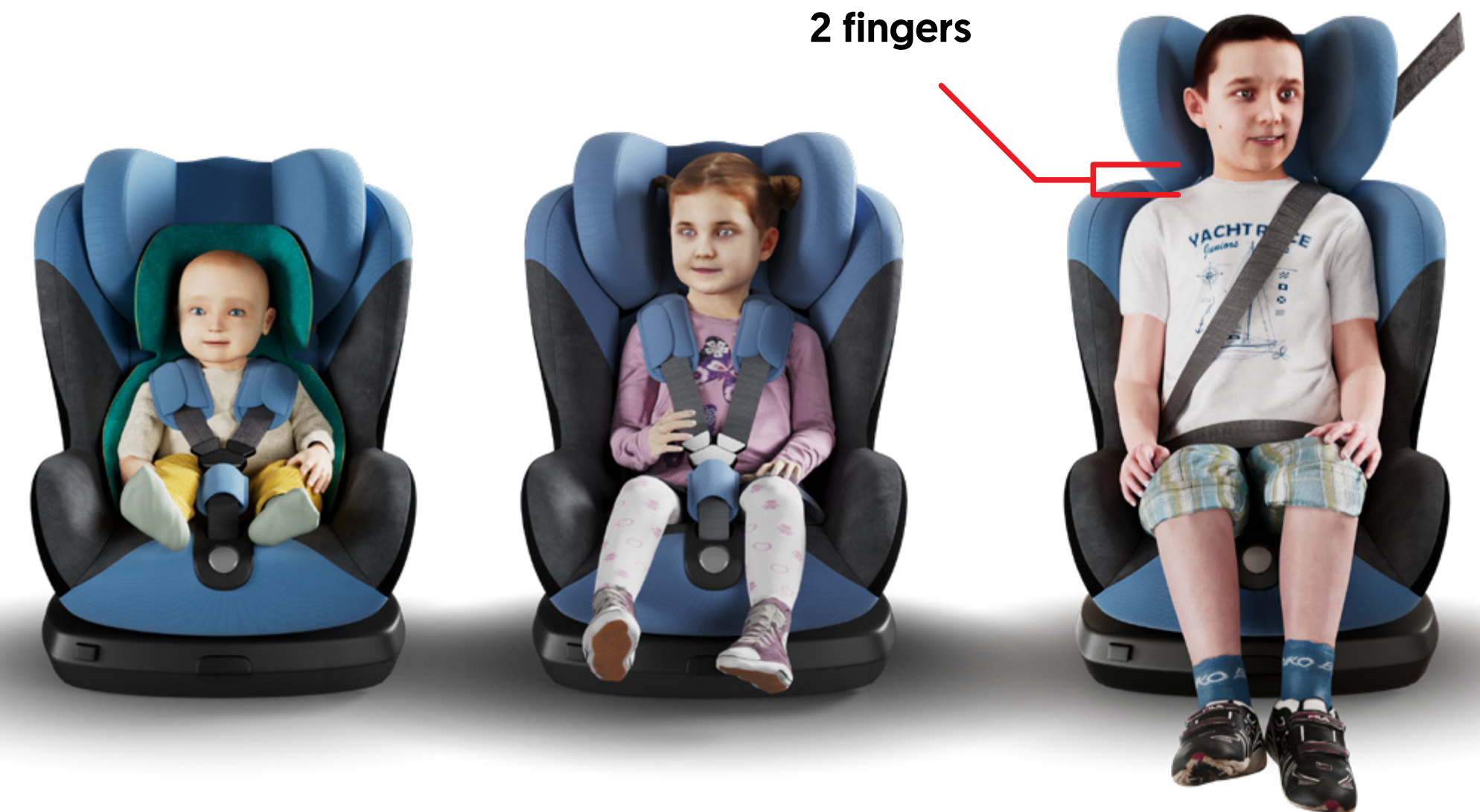
Firstly, follow the manufacturer's instructions for installing the child restraint device, whether it is secured using the vehicle's seatbelt or an ISOFIX system. The "back to the road" principle is the position to adopt from birth and for as long as possible. Regulations also require children to be seated facing backwards until they reach a weight of 9 kg. For new models approved under regulation R129 (i-Size), children must be older than 15 months.

Next, the seat itself must be adjusted correctly. This is particularly important for so-called "evolving" seats. For example, car seats approved for group 1/2/3 are designed to accommodate children weighing between 9 kg and 36 kg, i.e. children aged approximately 9 months to 10 years. Adjusting the height of the headrest, the height of the shoulder straps and sometimes the width of the backrest are just a few examples. It is clear that the "basic adjustment" of the seat must be adapted very regularly as the child grows.

Leave approximately **two fingers' width** between the child's shoulder and the bottom of the headrest, as shown in the image above.

To fasten the harness correctly, you need to remove the child's coat or any bulky clothing on a daily basis.

Please note that if you can fit three fingers between the shoulder and the harness, there may be a risk of ejection. This may also be the case if the straps are twisted, which is why it is important to **check that the straps lie flat on the child**, as shown in the image at the bottom right.



wrong



correct



Your position at the steering wheel



To ensure your safety and comfort, sit correctly at the steering wheel. An incorrect position can cause serious injury in the event of a collision. Adjust and check the following elements in turn, especially if the same vehicle is used by other people:

0. Remove your jacket and empty your pockets. Thick clothing reduces the effectiveness of the seatbelt, which must be properly adjusted and fit snugly against the body, as previously indicated (see page 20).
1. Ensure the seat is positioned at the correct distance. Your elbows should be bent at a right angle to make manoeuvring easier. When the clutch pedal is fully depressed, your left leg should be slightly bent.
2. Adjust the seat back angle to almost a right angle. Your back and shoulders should be touching the seat.
3. Adjust the steering wheel to the correct height and depth so that you can use it properly. Hold it with both hands in the 9 o'clock and 3 o'clock positions.
4. Adjust the headrest at the same height as your head, which should rest comfortably against the headrest.
5. Adjust the interior and exterior mirrors so that you can see the traffic behind and on both sides of the vehicle.



Stopping distance versus speed



One in three fatal road accidents are caused by excessive or inappropriate speed.

To stay in control of your vehicle, adapt your speed to suit traffic conditions, the weather, the load of your car, the state of your tyres, etc.

The best way to avoid a collision is to always keep a safe distance from the vehicle in front of you. This will allow you to brake in time in the event of a dangerous situation.

Stopping distance

The stopping distance of a vehicle is the distance travelled during the driver's reaction time, plus the braking distance.



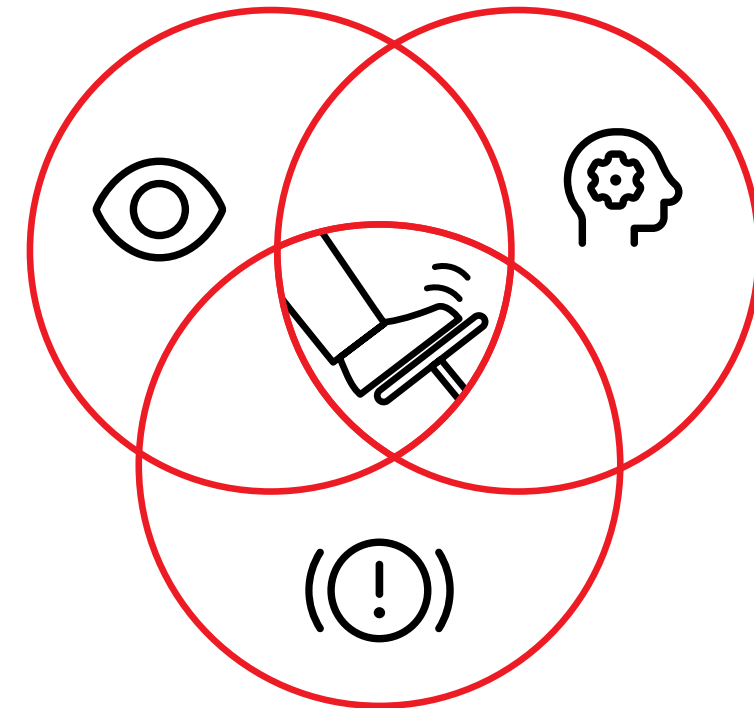
Stopping distance versus speed



The time lag between perceiving information and starting to brake is called **reaction time**. It is estimated to be 1 second.

What happens during this second:

- The driver's eye receives the information
- The information is transmitted to the brain
- The brain analyses the information and decides to act
- This command is transmitted to the muscles



To calculate the approximate reaction distance, with a reaction time of 1 second, the following approximate formula can be applied:

$$[\text{speed} \div 10] \times 3$$

Applied to a speed of 50 km/h, for example, this formula generates a reaction distance of 15 metres.

$$[50 \text{ km/h} \div 10] \times 3 = 15 \text{ metres}$$

Reaction time exceeds 1 second if the driver is tired, under the influence of alcohol, distracted, etc.

During the reaction time, the vehicle continues at the same speed and travels a distance called the **reaction distance**.

The **reaction distance** depends on:

- Speed;
- Driver's condition.

The reaction distance may be shortened if the driver is ready to brake in any potentially dangerous situation.



Stopping distance versus speed



Braking distance

The reaction distance is added to the braking distance, i.e. the distance travelled between the moment when braking starts and the moment when the vehicle comes to a standstill.

The braking distance increases proportionally to the square of speed.

If speed is doubled, the braking distance is multiplied by four.

The braking distance depends on:

- Speed;
- Weather conditions (rain, snow, ice, etc.);
- The condition of the road surface (quality of the surface);
- The configuration of the premises (uphill, downhill, etc.);
- The condition of the tyres and brakes;
- To a lesser extent, the weight of the vehicle and its load;
- The condition of the tyres and brakes.

Note that good emergency braking depends on the driver.

When using a vehicle equipped with ABS (anti-lock braking system), which became mandatory for all new vehicles in 2003, the driver should quickly remove their right foot from the accelerator and press the brake pedal as hard as possible while firmly holding the steering wheel.

It is essential not to release the brake pedal if you feel vibrations caused by the ABS system. In case the vehicle has a manual gearbox, you must also disengage the clutch at the same time as braking.

To calculate the approximate braking distance on a dry road, with good tyres and a vehicle in perfect condition, the following simplified formula can be applied:

$$[\text{speed} \div 10]^2 \div 2$$

Examples:

Speed	Braking distance (m)
30 km/h	4.5 m
50 km/h	12.5 m
70 km/h	24.5 m
90 km/h	40.5 m
100 km/h	50 m
130 km/h	84.5 m



Stopping distance versus speed

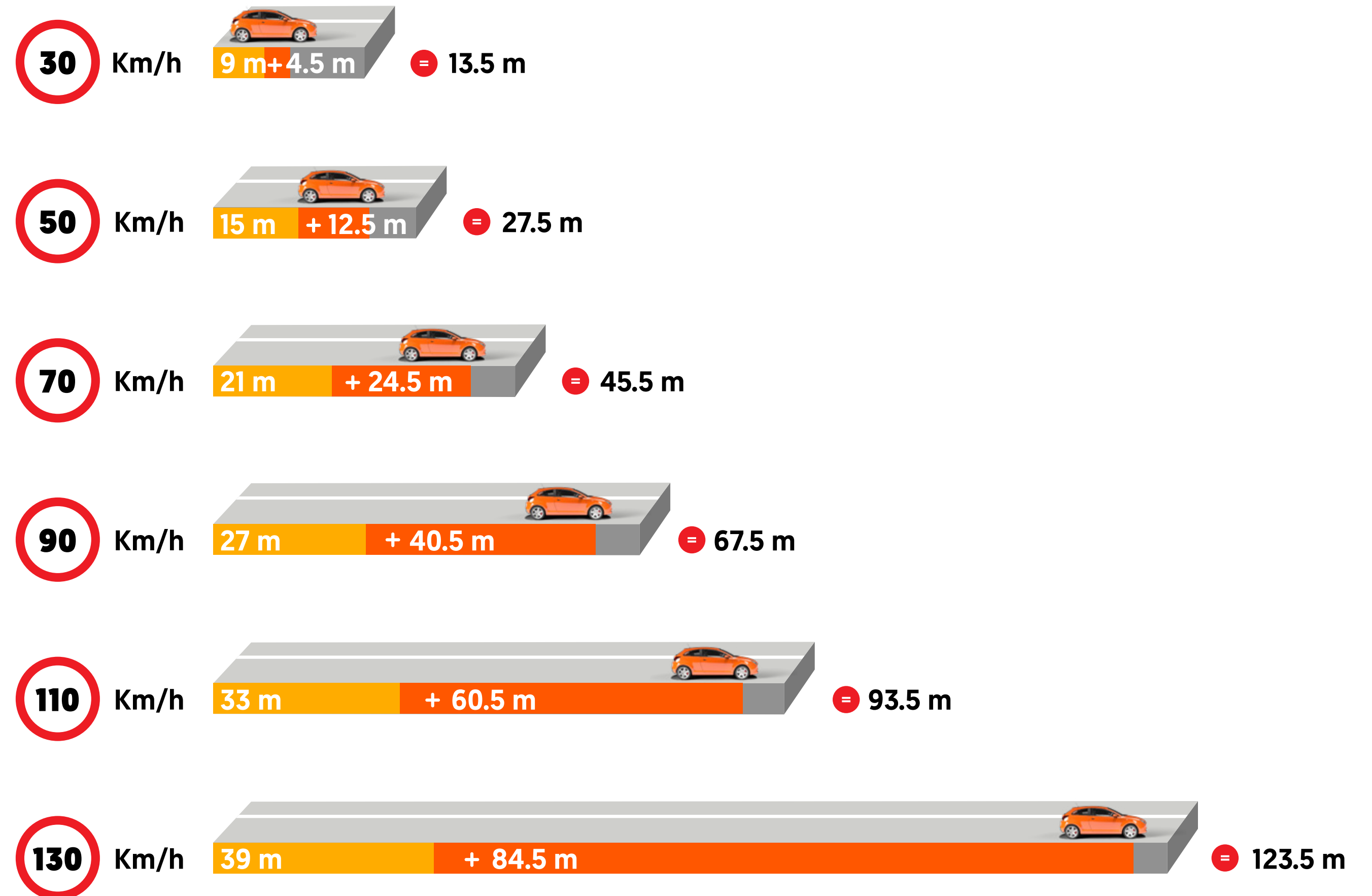


Stopping distance = reaction distance + braking distance

Did you know that the faster you drive,

- **the narrower your field of vision.**
At 130 km/h, the field of vision is reduced to just 30°, which is referred to as “tunnel vision”.
- **the longer the stopping distance.**
The driver’s reaction time is incompressible (1 to 2 seconds on average) and the braking distance increases.
- **the more tired you get.**
Processing a large amount of information in a short period of time and constantly adapting your vision causes significant stress, which leads to tiredness and loss of vigilance.
- **the more serious the accident.**
At 100 km/h against a fixed obstacle, the force of the impact is equivalent to a fall of 40 metres. At this speed and with a seatbelt, the internal organs (brain, heart, etc.) continue to move forward due to inertia and violently strike the internal walls of the body. This is referred to as clean death, as no injuries are visible from the outside.
- **the more fuel you consume.**
Driving at a 120 km/h instead of 110 km/h on the motorway increases your fuel consumption by 1 litre per 100 km.

Reaction distance + Braking distance = Stopping distance



Stopping distance versus speed



A few tips:

- Always drive to road conditions (surface, weather, etc.).
- On motorways, maintain a constant speed.
- Speed limits are a maximum not to be exceeded, they are not average traffic speeds.
- The Highway Code stipulates that outside built-up areas, a safety distance between vehicles which corresponds to an interval of at least 2 seconds must be maintained. This distance increases with speed.
- Make sure you always keep a safe distance from the vehicle in front of you.
- Use new technologies. Some devices, such as speed limiters, can stop you from accidentally driving too fast or exceeding a set speed (e.g. 120 km/h). The use of such technology can help drivers adapt to different speed limits on a single journey.
- Maintain your vehicle: tyres and brake pads should be checked regularly.



Drive to weather conditions

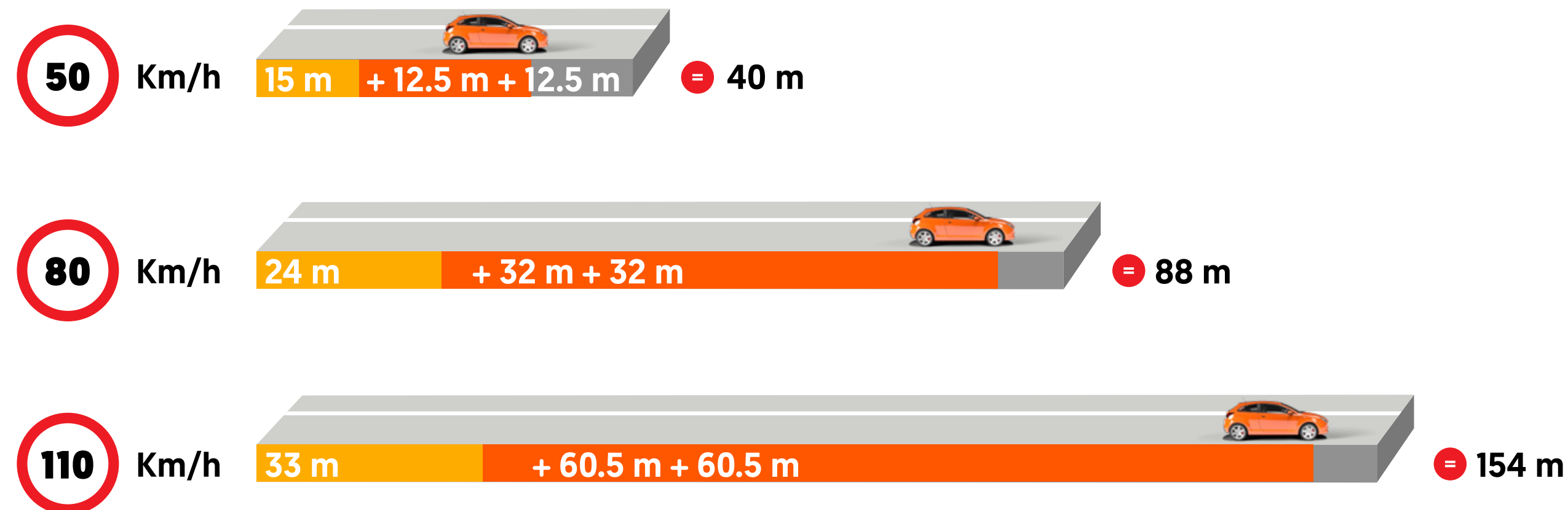


Your driving style must always be adapted to the weather conditions. This means that in case of rain, fog, strong wind, snow or ice, you must **slow down and increase your safety distance** from the vehicle in front of you.

In addition, in case of bad weather, authorised speed limits are reduced.

In Luxembourg, the maximum speed limit on motorways is reduced from 130 km/h on dry roads to 110 km/h in wet weather. So slow down!

On a wet road, braking distances can double.



Rain

Rain reduces tyre grip on the road surface:

- Braking distance increases.
- Vehicles have less road holding in bends.
- The wheels may skid if you start off too quickly.

Some tips in case of rain or wet roads:

- Slow down to reduce braking distance and prevent aquaplaning.
- Increase the safety distance between your vehicle and the one in front of you.
- Switch on your dipped-beam headlights.
- Always keep your windscreen wipers in good condition.

Drive to weather conditions



In case of snow or ice

- Clear snow or ice from windows, mirrors, lights and number plates.
- Also remove snow from the roof and bonnet of the vehicle.
- Switch on your headlines.
- Adjust your speed to the reduced road grip and increase your safety distance.
- Avoid sudden acceleration and braking.

In case of fog

- You must be able to stop your vehicle within the limits of the existing visibility zone, hence the need to adjust your speed to reduced visibility. Do not exceed 50 km/h if visibility is less than 50 m.
- If the vehicle is equipped with fog lights, use them and remember to turn them off as soon as the fog lifts.
- If you are following a car, keep a considerably increased safety distance, especially if you cannot see beyond that vehicle.
- In case of dense fog, driving requires greater attention. Visual and cognitive tiredness quickly sets in. It is advisable to take more frequent breaks.
- Do not overtake in fog as it conceals obstacles and makes it very hard to judge distances.

In case of wind

- To limit the effects of wind, slow down and firmly hold the steering wheel (some vehicles such as vans are light and have a low wind resistance, so be careful!).
- When overtaking a two-wheeled vehicle, leave extra space to the side to prevent any sudden changes in direction that the rider may take due to gusts of wind.



Drive to weather conditions



Automatic headlight activation

Most drivers use an automatic headlight system. However, depending on weather conditions, automatic headlight activation may not work properly.

Therefore, in foggy conditions, fog lights must be switched on manually. Most automatic lighting systems do not yet offer automatic activation.

Similarly, at dawn or in case of rain or snowfall during the day, the lights may not be activated by the automatic system, which may pose a safety risk.

Use of fog lights

Front fog lights should only be switched on in fog or similar conditions with poor visibility, such as heavy rain.

The same applies to rear fog lights, which must be switched on when visibility is less than 50 metres, in order to signal to other traffic users that your vehicle is on the road.

Do not forget to switch off these lights as soon as the fog clears. Rear fog lights must also be switched off when another vehicle is following closely behind you.

	Position lights	Dipped-beam headlights	Main headlights	Front fog lights	Rear fog lights
When parked with poor visibility	✓				
In lit built-up areas		✓			
In unlit built-up areas		✓	or ✓		
On a lit road [outside built-up areas]		✓			
On an unlit road		✓	or ✓		
Rain		✓		✓*	✓
Snow		✓		✓*	✓
Fog		✓		✓	✓

* In heavy rain or snowfall





02

DRIVING CONDITION

Sober driving

- 2.1 | Alcohol
- 2.2 | Legal and illegal drugs
- 2.3 | The employer's role in dealing with alcohol, legal and illegal drugs



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Alcohol



The risks associated with alcohol consumption at work are occupational risks in their own right. Occupational health and safety obligations for employers and employees therefore also apply in this area. A third of fatal traffic accidents are alcohol-related, so action must be taken!

The Highway Code provides for severe penalties:

For a blood alcohol level (‰ = grams of alcohol per litre of blood) of	
greater than or equal to 0.5 ‰ and below 0.8 ‰	serious offence, fine of €145 issued by the police and removal of 2 points from the driving licence
greater than or equal to 0.8 ‰ and below 1.2 ‰	serious offence, court record, fine of up to €500 and removal of 4 points from the driving licence
greater than or equal to 1.2 ‰	criminal offence, court record, fine of €500 to €10,000, immediate withdrawal of the driving licence as well as removal of 6 points, prison sentence of 8 days to 3 years



Note that, in some cases, the legal blood alcohol limit is 0.2 ‰. This applies specifically to driving licence applicants, drivers under the age of 18, drivers on probation, accompanying drivers during accompanied driving and professional drivers.

The owner, keeper or caretaker of a vehicle, who has allowed a person to drive while intoxicated, is liable to the same sanctions as the driver. Therefore, if the employer is the owner of the vehicle, they are potentially liable to the same sanctions.



Legal and illegal drugs



The use of certain drugs poses a danger to driving, as their effects directly impact the driver's behaviour and reflexes and can last for more than 24 hours..

Consuming these substances can impair the abilities needed for safe driving, particularly due to their therapeutic effect or other undesirable effects such as:

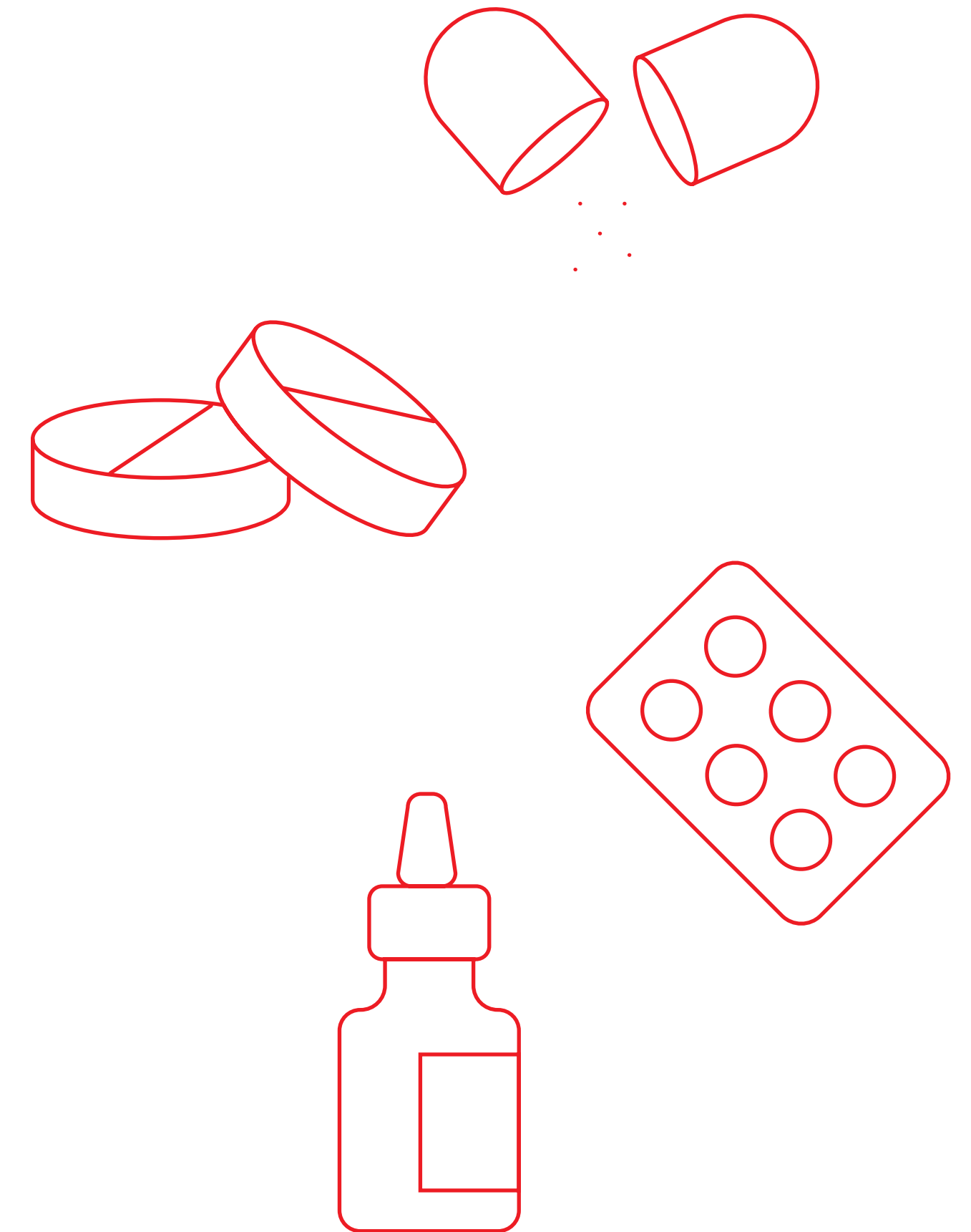
- Sedative effect (reduced alertness, decreased reflexes);
- Behavioural disorders (loss of sense of danger, aggressiveness);
- Perceptual disorders (vision and hearing impairment);
- Coordination disorders (tremors, involuntary movements);
- Awareness disorders (loss of consciousness, hallucinations).

The effect of medicines on driving may be influenced by other factors, such as individual sensitivity, fatigue or the consumption of other substances.

Medications that present a risk or affect alertness include sleeping pills, tranquillisers, stimulants, antihistamines (allergy treatment) and certain painkillers.

The influence of certain medicines on driving

Safe driving requires all perceptual, motor, cognitive and sensory functions.



Legal and illegal drugs



Each medication comes with a leaflet containing important information, including potential side effects and precautions to be taken. Check the leaflet for any warnings about driving.

Medications packaged in France signal the risk as well as the level of risk by a pictogram on the outer packaging.

Note that if your medication has been packaged in another country, it may pose a risk to driving without it being mentioned on its outer packaging. The risk associated with driving is specified in all cases:

- In the summary of product characteristics (SPC), under the heading “effects on the ability to drive vehicles or use machinery”.
- In the information leaflet, under the heading “drivers and machine operators”, where it is subject to a special warning.

Discuss safe driving with your medical doctor or pharmacist. Also mention any non-prescriptive medicines you may be taking.

The influence of illegal drugs on driving

Driving under the influence of illegal drugs is a **criminal offence**. Although the use of cannabis is allowed under certain circumstances, it can affect your ability to drive a vehicle or operate machinery.

For this reason, a THC level of 1ng/ml in the blood is an offence according to the Luxembourg Highway Code. Depending on the amount and frequency of cannabis consumption, the body may take more than 24 hours to eliminate THC from the bloodstream after the last dose, before returning to a blood THC level below 1 ng/ml.



Be careful

Do not drive prior to reading the information leaflet.



Be very careful

Do not drive without consulting a healthcare professional.



Caution, danger: do not drive

To resume driving, seek medical advice.



The employer's role in dealing with alcohol, legal and illegal drugs



When it comes to business travel, i.e. travel undertaken as part of the insured person's professional activity, the employer is obliged to require their employees to drive soberly and without harmful substances. When it comes to journeys between the workplace and home, it is also in the employer's interest to raise employees' awareness to this issue.

As a reminder, a commuting accident is not covered by AAA if the insured person caused the accident or contributed to it through gross negligence.

In addition, damage caused by a driver who has consumed illegal drugs, narcotics, hallucinogenic substances and/or alcohol above the legal limit is not covered by insurers' general terms and conditions.

Some tips regarding alcohol, legal and illegal drugs:

To prevent the risk:

- Raise **awareness** among all employees about the risks of alcohol, illegal drugs and certain medications, for example through posters or by organising an internal or external information workshop (health and safety service).
- Include a **prohibition clause** in the employment contract.
- Establish and disseminate **internal regulations** (specifying, among other things, the attitude that employees should adopt with regard to psychotropic substances).
- **Train supervisory staff** in managing this risk.

To manage a risky situation:

- **The employer must act** as soon as an employee's behaviour gives the impression that they are clearly unable to perform their work safely for themselves or others. The employee must then be removed from the workplace in accordance with a predefined internal procedure.
- For employees sent home, a **safe journey home** must be arranged.
- Anyone under the influence of alcohol and/or legal or illegal drugs at the workplace **must remain under supervision** at all times to prevent any discomfort.



03

COMMUNICATING WHILE DRIVING

The bare minimum

- 3.1 | Need for communicating
- 3.2 | Example of a communication protocol
- 3.3 | Embedded navigation devices



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Need for communicating



Using a mobile phone while driving is a major challenge in accident prevention. Telephoning while driving triples the risk of an accident. Texting, using apps or social media even multiplies the risk by 23, as the driver takes their eyes off the road for several seconds. Phone use accounts for 10% of road traffic accidents causing injury.

Penalties

Road users who do not comply with the Highway Code risk

A fine of €74

In case the driver does not comply with the prohibition on using devices that impair traffic noise perception (such as headphones and other earphones, wired or wireless. However, the use of a single earpiece is allowed.)

A fine of €250 and the withdrawal of 4 points from the driving licence

- If the telephone equipment is not securely fixed in the vehicle or embedded in the protective helmet.
- If the vehicle is in motion, i.e. not parked nor in a parking area, the driver holds or operates a mobile electronic device with a screen (mobile phone, smartphone, tablet, etc.).
- If the vehicle is in motion, i.e. not parked nor in a parking area, the driver uses the permitted functions of a mobile electronic device with a screen other than by the vehicle's integrated hands-free system.
- If the vehicle is in motion, i.e. not parked nor in a parking area, the driver uses the driving or navigation assistance functions of a mobile electronic device with a screen that is not fixed in a holder specifically designed for that purpose.

For more information, please check the campaign "Kuckt op d'Strooss" which gives information on mobile phone use while driving

www.transports.public.lu/en/plus/campagnes/2024/kuckt-op-d-strooss

and the FAQ: Keep your eyes on the road.

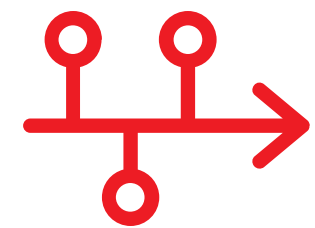
www.transports.public.lu/en/plus/faq/handy-um-steier

Need for communicating



A company's need for communicating while its employees are travelling on its behalf is not necessarily immediate. All communication can and indeed should wait while the employee is driving. There are, however, some tips on how to combine concentrated driving and meeting the company's need for communicating.

Here are some examples:



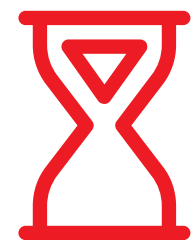
Organisation

Organise the tasks before setting off to reduce the need for communication.



Focus

Let your voicemail answer for you so you don't miss a call. Activate the "car mode" or "driving mode" functions on your mobile phone or tablet.



Planning

Schedule breaks to check your messages and make any necessary callbacks.



Safety

Listen to messages when you have stopped in a suitable place (car park, parking space, rest area, etc). On the motorway, stop at designated areas and never on the hard shoulder. Even if you witness an accident, use your mobile phone only when you have stopped and are in a safe place.

Need for communicating



Nowadays almost every employee has a mobile phone. It is a great communication tool that can also be used for work-related communication.

Employers must henceforth provide answers to the following questions:

- Are employees provided with business mobile phones?
- Are company vehicles equipped with integrated communication devices?
- Is there a real need for the company to communicate with employees during their assignments or for employees to communicate with the company?
- Does the need for employees to be called while travelling to and from the company have to be contemplated?
[E.g. a call before arriving at the office, while employees are still on their way, to clarify some details of a meeting scheduled for the start of the day.]

If the answer to any of these questions is "yes", then the employer has communication needs and should, in consultation with their employees, establish rules for managing mobile communication devices as well as draft a protocol for communicating safely.

The **communication protocol** should set out certain rules for using mobile phones in accordance with the Highway Code.

Example of a communication protocol



Article L. 312-1 of the Labour Code requires employers to ensure the health and safety of employees in all aspects of their working activity.

The head of company must therefore take all necessary preventive measures to make sure employees travel safely for work. They may be held liable, particularly if, at the time of an accident, the employee was on the phone with the company.

As the driver of the vehicle, the **employee** is subject to compliance with the Highway Code and is **criminally liable**.

For this reason

The employer is committed to:

- Regularly raising **awareness** among employees about the dangers of using mobile phones while driving.
- **Clearly displaying the ban on communicating while driving**, whether for professional or private use.
- **Requiring employees to use** the “car mode” or “driving mode” functions on **their mobile phones** to protect themselves from the dangers of using a phone while driving.
- **Requiring the use of mobile phones exclusively when safely parked in a suitable location** [car park, rest area].

Company employees are committed to:

- **Taking part in the employer’s awareness campaign** on the dangers of phoning while driving.
- **Using “car mode” or “driving mode” on their mobile phones** to protect themselves from the danger of using a phone while driving.
- **Scheduling professional and private calls** and check their messages **only when safely parked in a suitable location** [car park, rest area].

In the event of either party failing to comply with one or more of the commitments set out in the communication protocol, a **dialogue and exchange process** will be initiated.

Embedded navigation devices



The sat-nav (satellite navigation) or GPS (Global Positioning System) is only a driver assistance system. You are always responsible for the decisions you make.

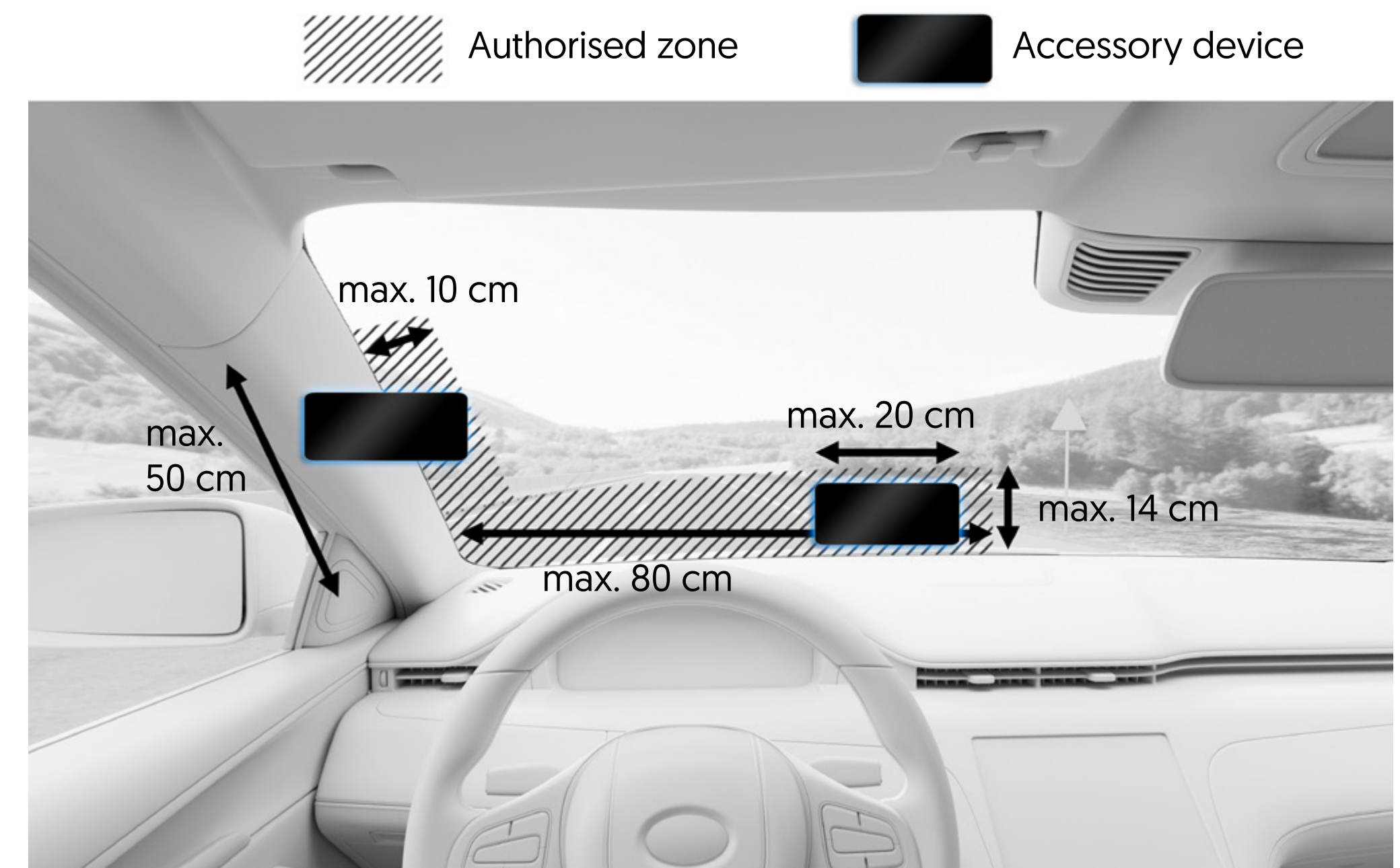
In the same way as a phone, the sat-nav can be very useful and assist you while driving. It can even help you avoid stressful situations, provided that you carefully follow a few basic rules.

What the law says

A navigation system (sat-nav, mobile phone or tablet) that is not integrated into the vehicle can restrict the driver's field of vision. It must therefore not exceed 20 cm. It must be securely fixed to the dashboard, to the pillar on the windscreen either on the driver's side or on the inside of the windscreen, so that no part of the device protrudes beyond the permitted area, as shown in the image below. Distances are measured parallel to the windscreen. In case of an inclined windscreen, the distance of 14 cm is measured vertically from the dashboard.

A few tips:

- Always programme your sat-nav before setting off.
- If you need to change your route or find an address, do not double park or stop at red traffic lights, but stop at a suitable location (car park, parking space, rest area, etc.). On the motorway, stop at designated areas and never on emergency lanes or stops.
- Turn down the radio volume so you can hear all the instructions given by the sat-nav.





4

COMPANY AND PRIVATE VEHICLE

Good technical condition

- 4.1 | Purchasing suitable vehicles
- 4.2 | Securing, PPE and other equipment
- 4.3 | Company vehicle, shared or individual
- 4.4 | Maintenance, servicing, roadworthiness inspection and tyres
- 4.5 | Vehicle paperwork and logbook
- 4.6 | Internal regulations governing the use of company vehicles



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Purchasing suitable vehicles



Company cars, official cars and service cars, these are terms used to describe company vehicles that are registered in the name of a legal entity (usually the company). In Luxembourg, they account for some 25% of all vehicles on the road. To these must be added light commercial vehicles, such as vans, dump trucks or flatbed vans, as well as lorries and buses, to name but a few.

The vehicle which is used to transport teams, loads and equipment or to travel to meetings, is part of work equipment for the company. As with all work equipment, the vehicle must be suitable for its intended use and meet a number of requirements, including safety requirements.

Here are some criteria for purchasing a company vehicle:

- The size of the vehicle and its load capacity to ensure it is suitable for its intended use
- The number of seats;
- The type of fuel and engine (electric, hybrid, diesel, petrol, LPG/manual or automatic transmission);
- The expected maintenance costs and resale value;
- The vehicle's unladen weight and payload
(the maximum authorised weight also determines the category of driving licence required to drive the vehicle);
- The access height and headroom of the vehicle
(to facilitate loading and unloading and to allow standing room if necessary);
- The rear opening system (tailgate or doors);
- Suitable interior fittings.



Purchasing suitable vehicles



Besides basic equipment, such as seatbelts, ABS and airbags, which are fitted to virtually all vehicles, additional equipment is available to improve safety and working conditions, as listed in following examples.

For safety:

- Intelligent speed adaptation;
- Reversing radar and other manoeuvring assistance;
- Overload warning light;
- Tyre pressure monitoring systems;
- Lane departure warning systems and automatic braking;
- Technologies to reduce potential blind spots;
- Warning devices to prevent collisions with pedestrians and cyclists;
- Load restraint systems (e.g. partition between the load compartment and the passenger compartment, lashing points, etc.).

For working conditions and comfort:

- Navigation assistance;
- Automatic gearbox;
- Adjustable seats and steering wheel;
- Air conditioning and heated seats.



Securing

When loading any vehicle, it is essential to ensure that loads are properly distributed and secured.

This requirement of the Highway Code applies to all vehicles. Take, for example, a laptop weighing 3 kg:

In a head-on collision at 50 km/h, the impact force of a 3-kg laptop will be equivalent to 80 kg!

So make sure you remove all items from the interior of your car and store them in the boot.

For heavier and bulkier loads, measures must be taken to secure, lock or lash down the load properly. This is essential not only to maintain integrity of the load, but also to guarantee the safety of the driver and other road users.

AAA has produced several **publications** on this subject, including a lashing calculation ruler and **brochures entitled “Matériel d’arrimage”** (Lashing equipment) and **“Le vrac sur camion benne”** (Bulk on tipper trucks).



PPE and other equipment



The Luxembourg Highway Code stipulates that users of motorcycles, mopeds or similar vehicles must wear approved protective helmets. The use of protective gear, such as trousers, boots, jackets, gloves, etc., although not mandatory, is strongly recommended.

For certain types of vehicles, the company needs to provide employees with personal protective equipment (PPE). This is particularly the case for work involving travel by **bicycle** or other **mechanically propelled two-wheeled vehicles**. The risk assessment will determine the need to provide protective helmets, in accordance with the provisions of the amended regulation of 4 November 1994 on minimum safety and health requirements for workers' use of personal protective equipment at work (règlement grand-ducal modifié du 4 novembre 1994 concernant les prescriptions minimales de sécurité et de santé pour l'utilisation par les travailleurs au travail d'équipements de protection individuelle). The use of PPE to visually signal workers' presence will also be analysed.

PPE must also be taken into account for activities related to loading, unloading and securing. The risk assessment will determine, for example, whether gloves and/or protective footwear must be worn during these activities.

Other safety equipment is mandatory in all vehicles travelling in the Grand Duchy of Luxembourg:

- Warning triangle (mandatory);
- Safety vests (mandatory);
- First aid kit (depends on risk analysis);
- Icescraper, brush and other scrapers (the driver must have good visibility on the road);
- Fire extinguisher (on a case-by-case basis, in order to comply with the obligations of the Labour Code art. L. 312-4 and, where applicable, with the agreement on international transportation of dangerous goods by road).

Note that other equipment may be required when driving abroad.

In Germany, for example, a first aid kit is mandatory.

If your vehicle breaks down on a traffic lane, immediately turn on your hazard lights. Then, all passengers must put on a safety vest before exiting the vehicle to move to a safe place. Place the warning triangle at a distance of at least 30 metres from the broken-down vehicle. On the motorway, the warning triangle is not compulsory if the hazard warning lights are on, it is preferable to quickly reach a safe spot behind the safety barrier.



Company vehicle, shared or individual



Let's give a brief definition to understand the difference between a company car and a service car:

A **company car** is a vehicle that can be used for both business and private purposes.

A **service vehicle** is strictly reserved for business use.

Company vehicles are generally assigned to individual employees. They are often leased vehicles, which the employee will keep until the lease contract expires. A company car can be used to travel to and from work, carry out professional assignments and move privately.

When it comes to safety, it is important to identify who is responsible for the vehicle's insurance costs, roadworthiness inspection, maintenance, etc., and above all, who is liable to have the vehicle serviced, maintained and inspected within given deadlines. In practice, the company will usually cover the costs but it is the beneficiary employee who is responsible for having the necessary maintenance and inspections carried out to keep the vehicle in good working order.

Unlike company cars, **service vehicles** are exclusively reserved for business purposes. The vehicle may be assigned to a single employee or to a shared fleet. A service vehicle is generally parked in the company car park outside working hours but may be used for journeys between home and work with the employer's consent. It must not be used for private purposes.

When it comes to safety, the employer is responsible for the technical condition of the vehicle and must cover the costs. Employers are free to put in place appropriate arrangements to meet this obligation. For example, they may entrust vehicle maintenance to certain employees or to a "fleet manager". In this case, it is advisable to put down in writing the precise tasks incumbent to employees with regard to vehicle maintenance.



Maintenance, servicing, roadworthiness inspection and tyres



Vehicles must be maintained to prevent breakdowns and ensure their safety. Vehicle maintenance can predictably be divided into three main categories: routine maintenance, periodic maintenance and roadworthiness inspection.

Routine maintenance refers to frequent, minor maintenance tasks such as adding windscreen washer fluid or keeping the vehicle clean.

Periodic maintenance is carried out by a professional according to the maintenance schedule provided by the manufacturer. The vehicle's maintenance log usually indicates the frequency (e.g. yearly) and/or mileage (e.g. every 20,000 km) due for maintenance.

Roadworthiness inspection (MOT) is carried out by an approved roadworthiness inspection body for the vehicles concerned. During the inspection, the body checks that the vehicle is in good condition and does not compromise road safety when in use.

Besides scheduled maintenance and inspections, additional repairs must be considered in the event of a breakdown or vehicle failure.



Maintenance, servicing, roadworthiness inspection and tyres



Routine vehicle maintenance includes minor checks and repairs that must be carried out frequently, for example:

- Check tyre wear and pressure.
[Most petrol stations are equipped with “AIR” terminals where you can check the pressure of your tyres and inflate them.]
- Monitor the levels of engine oil, power steering fluid, coolant and windscreen washer fluid. In most cases, vehicles are equipped with warning lights that indicate when levels are low.
- Check and replace windscreen wiper blades.
- Make sure that the vehicle is clean. Cleanliness is not just a matter of comfort. A vehicle with clean headlights, windows and windscreen, both inside and outside, ensure good visibility, which is essential for safety. Both number plates (front and rear) must also be clean to ensure that they are clearly legible at all times.

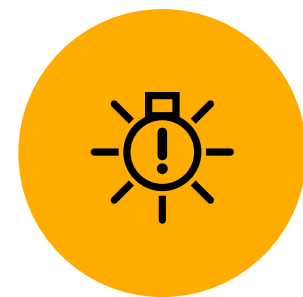
In most cases, vehicles are equipped with warning lights to signal problems.

If an orange light comes on, consult the car manual for instructions and safety precautions.

If a red light comes on, stop immediately and call for roadside assistance.



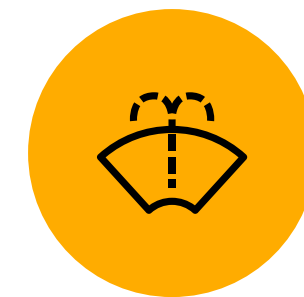
Fuel reserve reached



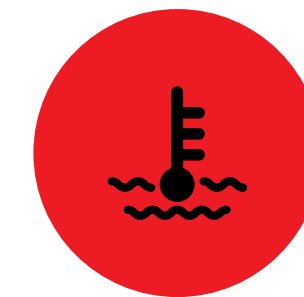
Faulty bulb



Engine oil level too low



Windscreen washer fluid too low



Engine overheating (coolant)



Brake problem



Maintenance, servicing, roadworthiness inspection and tyres



Periodic maintenance, also known as vehicle servicing, must be carried out by a professional in accordance with the manufacturer's maintenance schedule. Most importantly, the maintenance schedule must be followed, which requires good organisation. A regularly maintained vehicle is less likely to break down and stands a better chance to pass a roadworthiness test (MOT), thus avoiding additional inspections.

All motor vehicles, trailers and articulated lorries subject to registration and driven in Luxembourg must pass periodic **roadworthiness inspections**, which are carried out by approved roadworthiness inspection bodies in Luxembourg.

The deadlines for roadworthiness inspections of motor vehicles (including driving school vehicles with a maximum authorised weight not exceeding 3,500 kg), **motorcycles** and **trailers** (maximum authorised weight between 750 kg and 3,500 kg) are as follows:

- **First periodic inspection: 4 years after the vehicle was first put on the road;**
- **Second periodic inspection: 6 years after the vehicle was first put on the road;**
- And **every year** thereafter.

The following are subject to **annual** roadworthiness inspections:

- Heavy goods vehicles and trailers weighing more than 3,500 kg
- Vans
- Vehicles intended for the transport of persons, with no more than 9 seats including the driver's seat, registered as taxis, rental cars or ambulances

Some categories of vehicles registered in Luxembourg are not subject to periodic roadworthiness inspections, but to travel on public roads, they must have a valid conformity sticker issued by the Société Nationale de Circulation Automobile - SNCA (National Society for Automotive Traffic).

In addition to periodic roadworthiness inspections, inspections are also mandatory e.g. for vehicles that have undergone modifications which alter their technical characteristics, major repairs following an accident, a transformation or repair of the chassis, or upon special notice.



Maintenance, servicing, roadworthiness inspection and tyres



Following papers must be presented at a roadworthiness inspection (MOT):

- Proof of a valid insurance
- The registration certificate (only part 1, which is grey, is required as a document to be kept in the vehicle)
- A valid tax disc
- The certificate of conformity (for vehicles first registered on or after 1 February 2016)
- The previous roadworthiness certificate (if available)

The roadworthiness inspection body is entitled to **refuse to conduct the inspection** if the required **vehicle documents fail to be presented**.

If the inspected vehicle fails for one or more non-compliances with the Luxembourg Highway Code, the owner is required to carry out repairs or bring the vehicle into compliance. In that case, an inspection certificate is issued that is valid for **4 weeks**. The vehicle owner will be required to remedy the deficiencies and submit the vehicle to a follow-up roadworthiness inspection test within 4 weeks.

During this four-week period, this certificate will cover the vehicle in Luxembourg for travel:

- Between the inspection centre and the location where the vehicle will be immobilised, repaired, brought into compliance or destroyed
- Between the inspection centre and the vehicle owner's or holder's registered office or residence
- Between the vehicle owner's or holder's registered office or residence and the location where the vehicle will be immobilised, repaired, brought into compliance or destroyed

After the defects are repaired or the non-compliance is corrected, a new roadworthiness inspection certificate is issued by the approved body.

The **roadworthiness inspection certificate** will be issued to the person who brought the vehicle for inspection, provided that no major problems are detected.

There is a procedure on www.Guichet.lu for submitting a vehicle to the periodic roadworthiness inspection.



Maintenance, servicing, roadworthiness inspection and tyres



Tyres

Tyres are the contact point between the vehicle and the road: they transmit speeding up, slowing down and changing directions. Since the contact surface with the ground is very small, the quality of the tyre is crucial for road holding and therefore for safety.

There are three main types of tyres: summer, winter and all-season. There are also more specialised tyres such as “run-flat” tyres, special tyres for 4x4s and studded tyres.

All tyres fitted to a car or van must be of the same type and have the same structure, either radial or diagonal. Tyres fitted to twin wheels must also have the same external diameter. However, the Highway Code accepts that tyres may be of different brands.

The **minimum depth** of the main grooves across the entire width of the tread of a tyre must be at least 1.6 mm, except for mopeds and towed vehicles, for which a depth of at least 1.0 mm is required.

Penalties

Drivers who use one or more tyres on a road vehicle that do not have sufficient tread depth risk a fine of €145 and the loss of 2 points on their driving licence.



Maintenance, servicing, roadworthiness inspection and tyres



Winter tyres are a safety asset as soon as the temperature drops below 7 °C. Thanks to their low-temperature rubber compound and strongly grooved tread pattern, these tyres perform better on ice and snow.

In the Grand Duchy of Luxembourg, driving a motor vehicle in winter conditions is only allowed with winter tyres that comply with regulations and are fitted on all wheels of the vehicle. Winter conditions are defined as black ice, packed snow, slush, ice or frost on public roads. Winter tyres must bear the letters “M.S.”, “M+S”, “M&S” or the “alpine symbol” .

This provision applies to all drivers, regardless of the country in which the vehicle is registered, and therefore to vehicles in transit and to cross-border employees. For heavy goods vehicles, buses and coaches, it is sufficient to fit winter tyres on the driving axles. The same applies to motorhomes with a maximum authorised weight exceeding 3,500 kg.

Note: when travelling abroad, remember to check regulations in force. In some regions, only tyres bearing the alpine symbol may be authorised as winter tyres. This symbol, also known as 3PMSF (Three Peak Mountain Snow Flake), identifies genuine winter tyres and is not usually found on all-season tyres.

Penalties

Drivers who drive a motor vehicle on public roads without the required tyres risk a fine of €74 and having their vehicle immobilised on the spot.

Tyres with the deepest tread must always be **fitted** to the rear axle, regardless of the vehicle’s drive type (front-wheel, rear-wheel or four-wheel drive). Some tyres have a mandatory direction of rotation. When changing tyres, make sure these are mounted correctly.

Even though the law requires a minimum tread depth of 1.6 mm, it is not recommended to use winter tyres with a tread depth of less than 4 mm or summer tyres with a tread depth of less than 3 mm. Below this limit, the tyre loses its effectiveness. A new winter tyre usually has a tread depth of 8 mm.



Maintenance, servicing, roadworthiness inspection and tyres



The **age of the tyre** can be determined by the DOT code on its sidewall. In the example below, the reference “0825” gives the date of manufacturing, i.e. the 8th week of 2025. This piece of information is important because the tyre rubber hardens with time, which affects the tyre’s grip on the road. Tyres that are more than 6 years old should therefore never be used.

The quality of a tyre deteriorates even when it is not used. Monitoring the state of a tyre is therefore key to ensure its optimum lifespan. If it has a tear or a bulge on its sidewall, it must be replaced immediately.

Run flat: term used to describe tyres that can continue driving after a puncture.

Name of manufacturer



Tyre width in mm.

The height-to-width ratio of the tyre as a percentage. Here, the height of the sidewall corresponds to 55% of 205 mm.

Tyre type: R means radial tyre.

Rim diameter in inches [1 inch = 25.4 mm].

Maximum speed rating of the tyre. For example, V means 240 km/h.

Marked M+S (mud+snow).

Load capacity index per tyre, e.g. 91 = 615 kg.

ECE mark for European standard.

The “alpine symbol” indicates that the tyre is suitable for winter use.

Tubeless = without inner tube [Tube type = with an inner tube].




Manufacturing date.



Maintenance, servicing, roadworthiness inspection and tyres



Tyre pressure should be checked regularly when the tyres are cold [at least once a month and before long journeys]. Follow the recommendations of the vehicle manufacturer. After each pressure check, ensure that the valve caps are in good condition and place them back properly. Don't forget to also check the pressure of the spare wheel.

								
	1 bar kg/cm ²	psi	1 bar kg/cm ²	psi	1 bar kg/cm ²	psi	1 bar kg/cm ²	psi
205/55 R16 91 V	2,0	29	2,3	33	2,4	35	2,7	39
225/45 R17 91 V	2,0	29	2,3	33	2,4	35	2,7	39
225/40 R18 91 W	2,3	33	2,6	38	2,6	38	2,9	42

1 bar = 100 kPA

Example of a tyre pressure inflation table



Normal pressure

Pressure too low

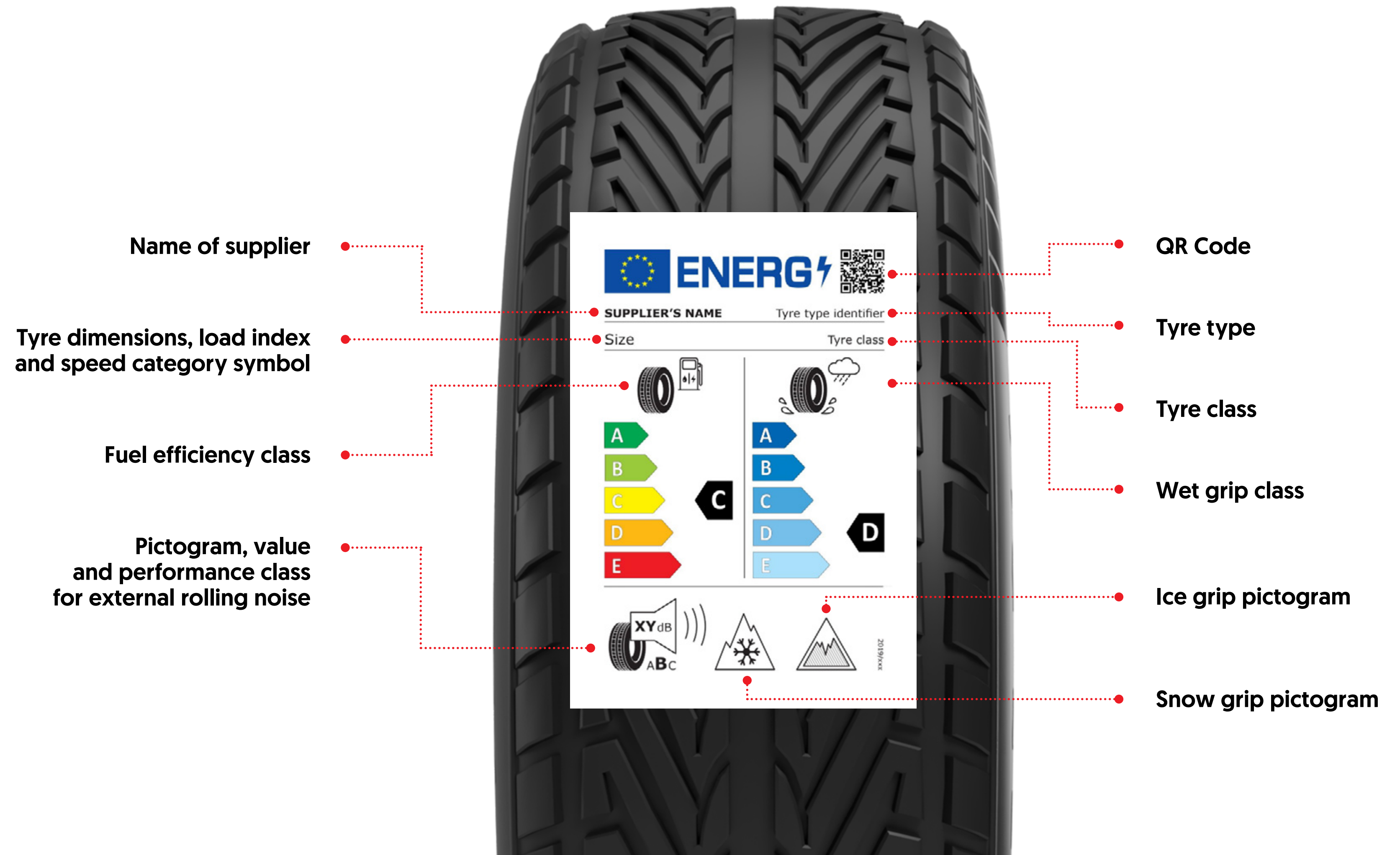
Pressure too high

Maintenance, servicing, roadworthiness inspection and tyres



European Regulation (EU) 2020/740 of 1 May 2021 establishes a framework for the provision of harmonised information on tyre parameters through labelling, to enable end users to make an informed choice when purchasing tyres. Its aim is to increase safety, health protection and the economic and environmental efficiency of road transport.

This labelling introduces, for example, some changes to the wet grip classes and additions such as pictograms, which indicate whether the tyre is intended for use in snowy and/or icy conditions. It is meant to help the end user to identify and purchase tyres specifically designed for winter conditions.



Vehicle paperwork and logbook



Managing vehicle paperwork and other relevant documents is a task in its own right that falls to the company.

The papers that must always be kept on board the vehicle include:

- The driver's licence for the suitable category;
- The certificate of conformity (for vehicles registered for the first time after 01.02.2016);
- The registration certificate (only part 1, which is grey, is required);
- The valid insurance certificate (third-party liability insurance);
- The tax disc;
- The roadworthiness certificate;
- An accident report form (strongly recommended).

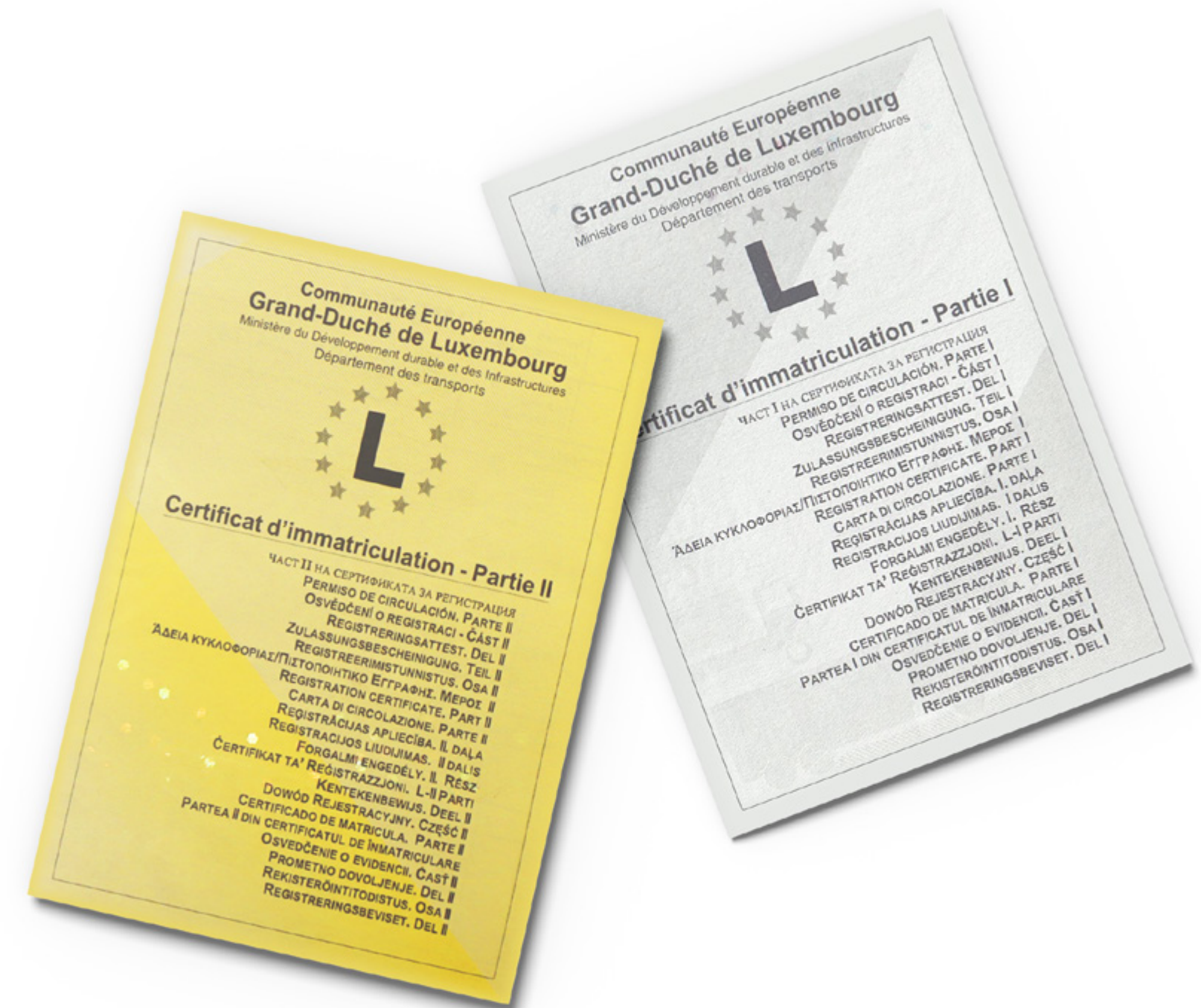
In addition to the papers to be kept in the vehicle, some documents must be kept at the company's premises, These include:

- A copy of the driving licences of all persons who drive company vehicles;
- Maintenance logs and/or other papers related to vehicle maintenance;
- The registration certificate (part 2, yellow);
- A copy of the insurance certificate (RC Auto).

For professional drivers and those working in the road transport sector, additional papers may be required.

Here are some examples:

- Documents related to the transport of goods and special transport;
- Customs documents for import/export;
- Documents and evidence for driving and breaks for resting;
- Specific training documents for professionals (Code 95 and ADR agreement on the international carriage of dangerous goods by road).



Vehicle paperwork and logbook



If company vehicles are used by several employees, tracking journeys is essential. In the event of an offence, e.g. detected by an automatic speed camera, the driver needs as to be identified. This obligation rests with the owner, keeper or holder of the registration certificate for the given road vehicle.

If the vehicle is registered in the name of a legal entity (company, civil company, association), the legal representative of that entity is financially liable. When notified by post that they are liable for a fine, employers have a time span to contest that they are the offender and report the employee who was driving the vehicle at the time the offence was committed.

Penalties

Failure to comply with this obligation of reporting is punishable by a fine between €1,000 and €10,000.

It is therefore necessary to implement a logbook, which must be kept up to date by employees who drive company vehicles. Here is an example:

Logbook and travel tracking								
Make:		Model:		Registration number:				
Mileage at start of period:		Km		on 1 January:				
Mileage at the end of period:		Km		on 31 December:				
Driver's name	Date and time	Mileage (in km)		Mileage travelled (in km)	Journey		Purpose of trip	Route
		at departure	at arrival		professional	private		
				Summen:				

Note: implementing a logbook is also required by the Luxembourg Inland Revenue (Administration des contributions directes - ACD) if a company car is made available free of charge or at a reduced cost for the employee's private use.

Internal regulations governing the use of company vehicles



When drawing up or amending internal rules on the use of vehicles, the employer has the obligation to involve the staff delegation, in case there is one within the company. In the same way as the communication protocol, the rules on the use of vehicles may be included as a chapter in the company's internal regulations.

In companies with fewer than 150 employees, the employer must inform and consult with the body representing the staff so that they can give their opinion on the drafting or amendment of the internal regulations relating to the use of vehicles.

In companies with more than 150 employees, the setting up or modification of internal regulations relating to the use of vehicles must be agreed between the employer and staff representatives.

Here are some examples of conditions that should be covered in the internal regulations governing the use of company vehicles.

1. Conditions prior to the allocation of vehicles

- Before vehicles are assigned, it must be verified that the employee is capable of driving the relevant category of vehicle (valid driving licence).
- In the event of total loss of points or suspension of the driving licence, even when this occurs while driving a personal vehicle, the employee must inform the employer as soon as possible. The same applies for health problems (dizziness, epilepsy, etc.) or in case the employee is taking medication that prohibits driving.

2. Conditions for assigning vehicles

- This mainly involves identifying those employees who are authorised to drive the various vehicles as well as organising the management of vehicle keys.
- It must also be determined whether use is strictly limited to professional purposes or extends to private use, and the conditions for such use must be specified.



Internal regulations governing the use of company vehicles



3. Vehicle documents

Each vehicle is equipped with a folder located in the glove compartment containing:

- The certificate of conformity (for vehicles registered for the first time after 01.02.2016);
- The registration certificate (only part 1, which is grey, is required);
- The valid insurance certificate;
- The tax disc;
- The roadworthiness certificate;
- An accident report form (European accident report).

Optional:

- The logbook for travel tracking (it can also remain at the company's premises);
- A fuel card and/or car-wash card.

Each user of a company vehicle must make sure that all documents are available. In case of loss, the user must immediately notify their manager (fleet manager).

4. Terms and conditions of use

The terms and conditions for borrowing a company vehicle include, for example, provisions relating to:

- Vehicle reservation;
- Picking up and returning the vehicle;
- Checking the vehicle before setting off and when a fault is reported;
- Using the logbook;
- Routine maintenance carried out by the driver;
- Instructions for charging batteries and/or refuelling.



Internal regulations governing the use of company vehicles



5. Compliance with the Highway Code and health and safety rules

Example:

- The provisions of the Highway Code fully apply to employees who use company vehicles. The driver is personally liable for traffic offences committed while driving a company vehicle. They are therefore responsible for paying any fines, including parking fines, and sanctions imposed on them.
- Smoking is prohibited in company vehicles.
- The employee must return the vehicle in a clean and hygienic condition, both inside and outside. [Here, it may be useful to specify whether the employee is allowed to eat and/or drink in the vehicle, and whether a car-wash card or another option is provided by the employer.]

6. Insurance claim

- In the event of an accident involving a company vehicle and multiple parties, the employee must fill in an accident report form. Should the employee be unable to do so, they should call the police [113] for assistance. Should the employee disagree with any of the points made by the other party, they must specify this in the “Comments” section of the accident report form.
- Any employee who suffers an accident at work or while travelling to or from work must immediately notify their employer.





05

TRAVEL FOR BUSINESS

Organisation and compliance with breaks for resting

- 5.1 | Measuring accident statistics
- 5.2 | Recording commuting and work-related travel
- 5.3 | Setting up a mobility plan that includes public transport
- 5.4 | Carsharing
- 5.5 | Tiredness and the effect of stress on driving



**VISION
ZERO** RISKS
ACCIDENTS
DEATHS



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et des Travaux publics

Measuring accident statistics



Before setting up a road safety action and prevention plan, road risk within the company must clearly be identified. For this, the company needs to measure accident statistics, record journeys and analyse how they are organised.

Accident analysis involves recording all accidents that occur during travel for work and when commuting. It is important to specify whether these road accidents resulted in personal injury or only material damage. This analysis aims at collecting data that is often scattered across departments within the company and at comparing them over time.

Here is an example of a table that can be used for starting such analysis:

	Year n-2	Year n-1	Year n
Number of workplace/commuting accidents reports submitted to AAA			
Number of commuting accidents			
Number of work-related traffic accidents			
Total number of days lost due to work-related traffic accidents			

To complete accident analysis, risk factors associated with driving situations need to be identified. Investigating the causes of accidents will help complete the road accident prevention plan. Such data collection will include, for example:

- The number of people and vehicles involved.
- The location of the accident.
- The manoeuvre that caused the accident.
- The weather conditions.
- The state of the vehicle.

Recording commuting and work-related accidents



In a first step, vehicles used for business trips must be recorded and their mileage estimated. The average annual mileage per employee, which results from this analysis, is an indicator of employees' degree of exposure to occupational road traffic risk.

Position	Type of vehicle *	Average annual mileage per vehicle of the same type *	Average annual mileage per employee in this position
Technician (operates multiple sites)	station wagon	40,000 km/year	4,000 km/year
Site manager	construction van	15,000 km/year	15,000 km/year
Worker (passenger in the site manager's van)	-	-	15,000 km/year
Sales representative (1 car for 2 sales representatives)	city car	20,000 km/year	10,000 km/year

* This information is usually recorded in the vehicle logbook, as shown in chapter 4.5.

To record commuting, which also includes trips for lunch breaks, the company should ask employees, e.g. via a form, how they travel to and from work. The form can be detailed and include questions regarding travel times and schedules as well as specific means of transport used. It can then e.g. be used to measure employees' interest in carsharing.

Employee	Postcode/place of residence (home address)	Distance between home and work	Usual means of transport
XY	Bertrange	10 km	By car exclusively
XX	Luxembourg	4 km	By bus no. [...] and by bike once a week
YY	Pétange	30 km	By car from home to [...] station, then by train
ZZ	Diekirch	40 km	By car three times a week and twice by bus

Setting up a mobility plan that includes public transport



Analysis of accident statistics and recording travel patterns help set up a coherent mobility plan which aims at reducing and optimising travel while making it safer.

So what measures can be taken to reduce occupational risk associated with travel?

1. Avoid travel → eliminate risk (teleworking, videoconferencing)
2. Reduce travel → reduce exposure to risk (travel organisation and route planning)
3. Use safer means of transport → minimise risk (public transport)

When managing occupational traffic risk, avoiding journeys obviously eliminates that risk, whereas reducing the number of kilometres travelled through better organisation reduces exposure to that risk.

When comparing the safety of various means of land transport with the number of fatalities per 1 billion kilometres travelled, buses are approximately 15 times safer and trains are up to 100 times safer than cars. This simple fact shows how public transport can substantially contribute to increasing travel safety.



15 times safer



100 times safer

To develop a corporate mobility plan, please visit
www.mconcept.lu

Carsharing



Carsharing offers clear advantages in terms of road safety in addition to its obvious economic, environmental and social benefits.

First and foremost, carsharing reduces the number of cars on the roads and helps reduce traffic density. It contributes to a smoother, less stressful traffic flow due to less risk-taking and potentially fewer road accidents.

With drowsiness and tiredness increasing the risk of accidents eightfold, carsharing can be an effective way to reduce the risk of falling asleep at the wheel. Driving can be shared among passengers or the wheel can be entrusted to the most rested person. Studies show that most people find that having company in the car helps them stay fully alert.

Carsharing also means transporting passengers safely. Drivers take fewer risks on average when they have passengers than when they travel alone. In risk psychology, the fear of being judged by colleagues encourages drivers to adopt a smooth driving style, compliant with the Highway Code. The liberties that drivers sometimes take when driving alone are greatly reduced when they travel with passengers.

Ultimately, it seems logical that two persons sitting in the front would be more alert to dangerous and unexpected events, such as a person unexpectedly crossing the road or a car braking suddenly. A passenger's warning can save valuable milliseconds of reaction time in such situations.

So do choose a reliable and responsible carsharer!



The sign above indicates a lane recommended for carsharers. Carsharing drivers are not required to use this lane. The number corresponds to the minimum number of occupants required for a vehicle to be considered doing carsharing. In this specific case, the vehicle must travel with at least 2 persons.

Tiredness and the effects of stress on driving



Tiredness

Tiredness is the cause of one in three accidents on motorways, it must therefore be taken seriously.

According to international statistics, between 20% and 30% of work-related traffic accidents are caused by drowsiness. Lack of sleep, circadian rhythm disorders linked to night work, and daytime sleepiness associated with sleep apnoea syndrome are among the main causes of tiredness. Tiredness is a major cause of accidents, especially on long, monotonous journeys that do not require the driver's sustained attention.

A few tips:

- Make sure you sleep well (no noise, no lights, well-ventilated room).
- Take a light meal and drink plenty of water before you set off.
- Ensure that ventilation is good and temperature comfortable inside the car (it should not be too hot or too cold).
- Take active breaks regularly, at least every 2 hours (walk around, stretch).
- At the slightest sign of drowsiness, find a safe place to rest.

Stress

What is stress?

According to the World Health Organization (WHO), “stress is a state of worry or mental tension caused by a difficult situation. Stress is a natural human response that prompts us to address challenges and threats in our lives. Everyone experiences stress to some degree. The way we respond to stress, however, makes a big difference to our overall well-being.”

Can stress at work have a negative effect on driving?

While it is hard to establish a clear cause-and-effect relationship between stressors and road accidents, it is undeniable that excessive stress while driving increases the risk of incidents or accidents because it directly affects the driver's behaviour and ability to process information.

Tiredness and the effects of stress on driving



What are the specific stress-generating factors associated with driving a vehicle?

Stress-generating factors are among others:

- Traffic conditions (density, rush hours, jams, roadworks, unclear traffic regulations, etc.).
- Weather conditions (aquaplaning, black ice, light and visibility conditions, extreme temperatures, wind and draughts).
- State and quality of the vehicle (seat adjustment, ergonomics of pedals and instruments, interior and exterior lighting, air conditioning).
- Noise pollution (engines, road surface, tyres, etc.).
- Distractions (music and conversations while driving, telephoning while driving, use of sat-nav).

By reorganising work, **following measures** can help reduce the risk of stress while driving:

- Good travel planning and optimised route allocation.
- Organising an intermediary between the customer and the driver (such as a dispatch service or a hotline). This can help overcome some difficulties related to delivery times or appointments.
- Preparing journeys while taking into account traffic density, weather conditions and route choice.
- Avoid distractions while driving (such as telephoning, engaging in complex and stressful conversations, etc.).



06

AWARENESS AND TRAINING

Ongoing

- 6.1 | Driving licence
- 6.2 | Defensive driving
- 6.3 | Training (eco-driving, safe driving, continued vocational training)
- 6.4 | Specific instructions for vehicles used
- 6.5 | Transport of dangerous goods



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Driving licence



In the Grand Duchy of Luxembourg, all drivers of motor vehicles must hold a valid driving licence for the vehicle category they are using. The Highway Code defines 15 categories for driving licences.

The points-based driving licence applies to all drivers travelling on the roads of the Grand Duchy. Some offences may concern the driver, whether professional or not, but also the owner or keeper of the vehicle.

All driving licences are initially issued with 12 points. Depending on the type of offence, the number of points removed varies from 2 to 6. It is, however, not possible to lose all points in one go. A maximum number of 6 points can be removed and this can go up to 8 if at least one of the offences committed is a criminal offence.

Examples of offences and points lost when driving a vehicle which requires a driving licence:

Description	Points
The owner/keeper of a vehicle or holder of a vehicle registration certificate drives or tolerates a motor vehicle or trailer without civil liability being covered.	4
The owner/keeper of a vehicle or holder of a vehicle registration certificate drives or tolerates a motor vehicle or trailer that is not lawfully registered or covered by a valid roadworthiness certificate.	2

A		AM
		A1
		A2
		A
B		B
		BE
C		C
		C1
		CE
		C1E
D		D
		D1
		DE
		D1E
F		F

Driving licence



What happens when you lose points?

The initial 12 points are reinstated after 3 years if no offence causing a loss of points is committed during this period. It is also possible to recover 3 points by attending a one-day training course at the Driver Training Centre (CFC) in Colmar-Berg.

Any withdrawal or restitution of points is communicated to the offender by the transport secretary.

If all 12 points are lost, the right to drive is suspended. The suspension is effective for a period of 12 months. Before the licence can be reinstated, a six-day training course must be completed at the Driver Training Centre. The aim of this course is to raise participants' awareness of the dangers of road traffic and strengthen their sense of responsibility as drivers.

For a driver who loses all 12 points for the second time within 3 years of the end of a first suspension, the suspension period is doubled to 24 months.

Unlike a judicial driving ban or an administrative licence withdrawal, the suspension of the right to drive under the points-based licence system does not allow for the effects of the measure to be adjusted, for example to consider professional needs.

Beware of immediate withdrawal of your driving licence:

Your driving licence will be immediately withdrawn by the police for a maximum period of 8 days, excluding Saturdays, Sundays and public holidays, in the event of:

- **Drunk driving** (blood alcohol level of at least 1.2‰);
- **Refusal** to submit to testing for legal or illegal drugs use;
- **Exceeding speed limits** by more than 50% of the maximum authorised speed, on condition that the limit is exceeded by at least 40 km/h.

In addition, a judge hearing one or more cases involving traffic offences on any public road or criminal offences or crimes committed in conjunction with such offences may impose a longer driving ban. This **driving ban** may range from 8 days to one year for minor offences and from 3 months to 15 years for criminal offences or crimes.

Defensive driving



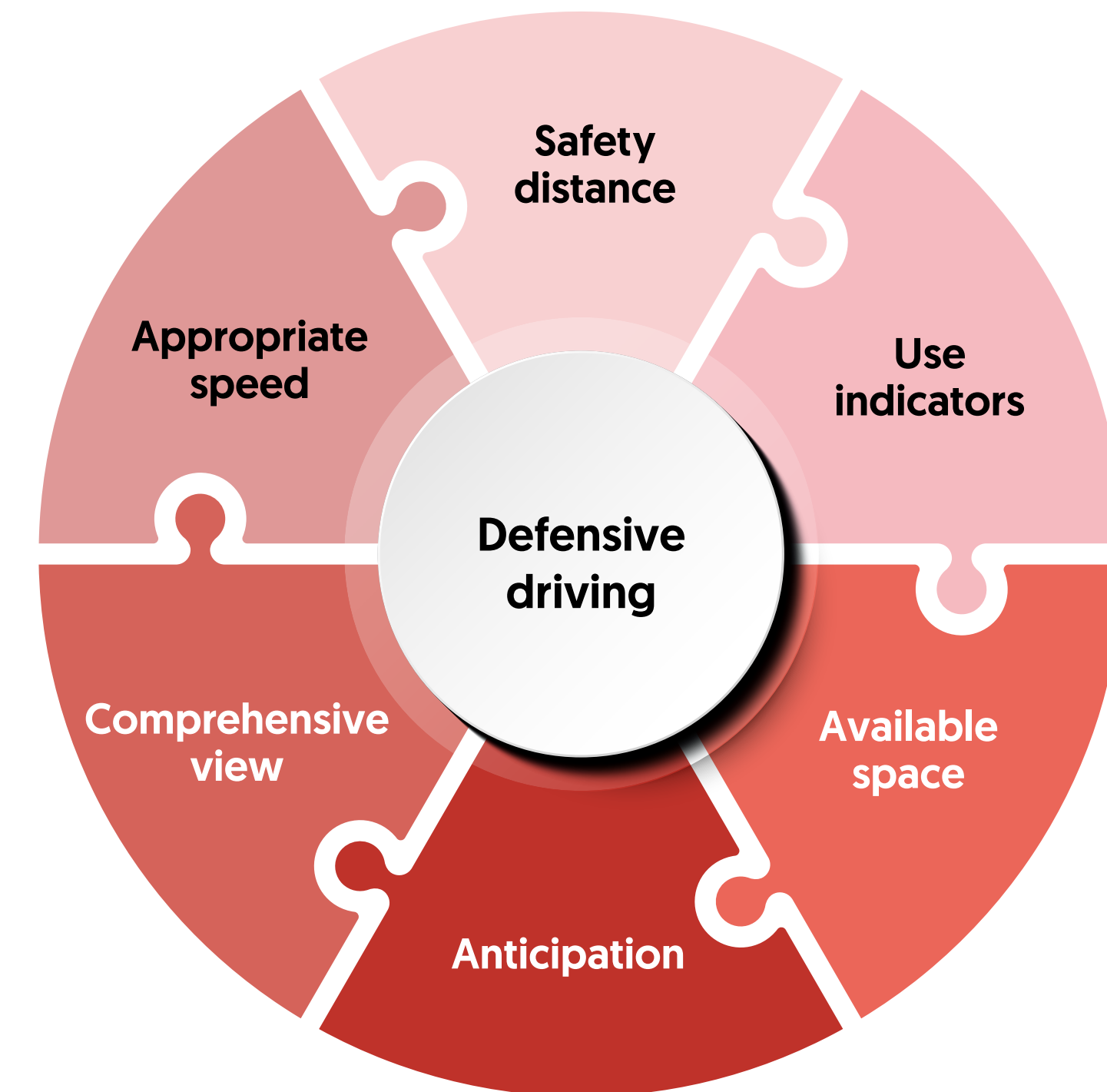
Defensive driving is a driving style that focuses on sustained attention and, above all, on **anticipation**.

Defensive driving means protecting oneself from driving errors that may arise on the road. This involves not only anticipating mistakes that other road users make, but also your own, as nobody is perfect or infallible.

The basic principles of defensive driving are fairly simple and can be summarised as follows. First, driving at an **appropriate speed** and maintaining an **adapted safety distance** will allow for more time to react to the unexpected. In the event of a collision, lower speeds also reduce the force of impact and therefore the risk of injury.

Next, you need to have a **comprehensive view of road traffic**. This means looking far ahead and using your mirrors to keep track of other road users at all times. It also means planning your route ahead. For example, refrain from overtaking within 500 metres of a motorway exit or always check traffic in your rear-view mirror before taking a right turn to avoid cutting off a cyclist.

Then, **use your indicators** in advance to signal your intentions to change lanes or merge into traffic. To **manage the available space**, other road users' intentions must also be anticipated. When e.g. driving in the right-hand lane on the motorway, allow another vehicle to merge by moving into the left-hand lane if it does not cause any disruption to traffic. As drivers are not alone on the road, good communication can help avoid certain dangerous situations. The same applies to leaving enough space for cyclists or else anticipating to enable an emergency vehicle to move by pulling over to the side (emergency lane).



Defensive driving – emergency lane



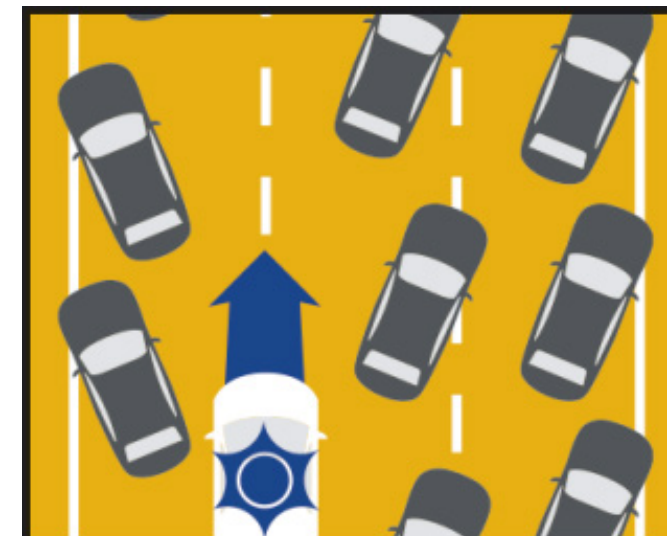
The principles of defensive driving with regard to anticipation and managing available space are also very useful when you need to give way for emergency vehicles. You should maintain a sufficient distance from the vehicle in front of you so that you are able to manoeuvre when needed. At the first sign of traffic slowing down:

- Leave an emergency corridor as shown in the diagrams below;
- Slow down and position your vehicle parallel to the direction of traffic so that the rear of your vehicle does not obstruct the emergency lane;
- Keep the emergency corridor clear until traffic flows smoothly again.

Emergency lanes are mandatory in Luxembourg and other countries (Austria, Belgium, Germany and Switzerland). They are intended for emergency vehicles with their sirens or flashing lights on. They help emergency vehicles reach accident sites faster and must be designed as follows:



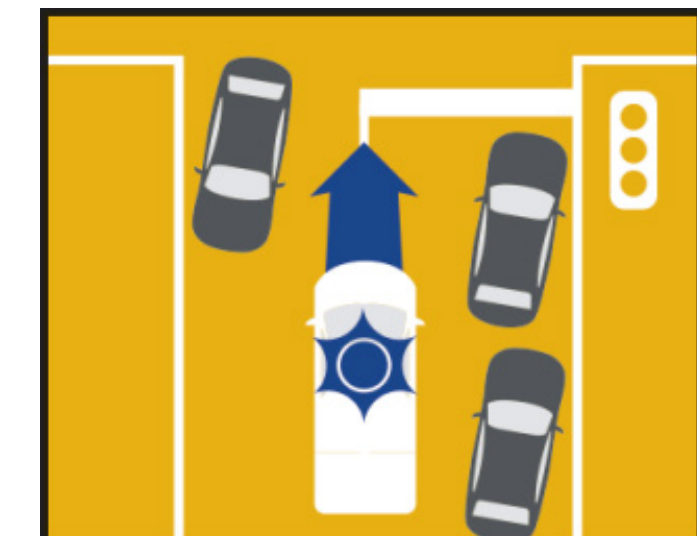
On two-lane roads and motorways
in the same direction



On three-lane roads and motorways
in the same direction



In built-up areas, on a road with one lane
in each direction



At traffic lights

Training (eco-driving, safe driving, continued vocational training)



In addition to the driving licence, drivers may or should attend various training courses to enhance safety when driving. Some of these courses are compulsory while others are voluntary. For example, professional drivers of certain categories of vehicles are required to undergo additional training on a regular basis. This requirement may also apply to certain professions, such as occasional drivers of minibuses on behalf of social and educational organisations.

Compulsory training

New holders of category B (car) or A2 (motorcycle) driving licences are required to complete a one-day driving safety training course. This requirement has been applied to residents in Luxembourg since 1 July 1995 (art. 83 of the Highway Code).

Vocational training

In accordance with Directive (UE) 2022/2561 of the European Parliament and of the Council of 14 December 2022 on the initial qualification and periodic training of drivers of certain road vehicles for the carriage of goods or passengers, professional drivers in categories C, C1, CE (lorries) and D, D1, DE (buses) are required to undergo initial and continued training.

Voluntary training

With individual mobility reaching its limits, traffic density and stress increasing, road safety has become a key issue. Voluntary driver training shows car drivers and motorcyclists how to adapt their speed and behaviour to various conditions as well as how to adopt a driving style that is defensive and responsible. Some training courses also focus on economical driving, which is key to companies eager to cut energy costs.

Group and business training

The Driver Training Centre (CDC) offers safe driving courses to companies based in Luxembourg.

For your training courses:

- Driver Training Centre: www.cfc.lu
- National training website: www.lifelong-learning.lu

Specific instructions for vehicles used



Driving a vehicle you are not familiar with can hold surprises, whether or not you are an experienced driver.

A driver must know how their vehicle works to be able to control it in all circumstances, hence the importance of vehicle-specific training. This task may be assigned to the company's fleet manager and consists of making the employee familiar with the company vehicle(s) they may be required to drive. The aim is to focus on essential safety features, such as how the headlights and windscreen wipers work, proper use of driver assistance systems (cruise control, lane departure warning system, parking assistance, etc.) as well as connected systems (navigation and multimedia) so as to make the vehicle easy to use.



Learning how to use these systems in a vehicle you are unfamiliar with takes time. You may, however, not have this time, for example, when you have to drive through a tunnel. This is why it is important for you to know how to turn on the headlights of the company vehicle before you set off.

Transport of dangerous goods



Dangerous goods can be transported by various modes of transport, which include road, rail, inland waterways, sea and air. Regulations governing this type of transport aim to minimise risks in addition to other safety standards.

Each mode of transport is governed by its own regulations, which define packaging, documentation, loading, unloading, handling and storage of dangerous goods. The main international agreements and regulations include ADR¹ (road transport), ADN² (inland waterway transport), RID³ (rail transport), IMDG⁴ (maritime transport) and IATA/ICAO⁵ guidelines (air transport). These regulations are harmonised by the United Nations Organization, which provides criteria for hazard classification and model regulations to ensure global consistency. Directive 2008/68/EC of the European Union also requires member states to apply ADR, RID and ADN. These regulations are part of accident prevention measures and complete existing legal requirements.

What are dangerous goods?

Dangerous goods cover a wide range of substances that pose a risk to health, safety, property or the environment. They are classified according to their specific characteristics, such as flammability, toxicity or radioactivity.

What is a dangerous goods classification?

Dangerous goods are classified into different categories including explosives, gases, flammable liquids, flammable solids, toxic substances, infectious substances, radioactive materials and others. To minimise associated risks, each class requires specific safety measures.

¹ADR (Agreement concerning the International Carriage of Dangerous Goods by Road)

²ADN (Agreement concerning the International Carriage of Dangerous Goods by Inland Waterways)

³RID (Regulations concerning International Carriage of Dangerous Goods by Rail)

⁴IMDG (International Maritime Dangerous Goods Code)

⁵IATA (International Air Transport Association)/ICAO (International Civil Aviation Organization) guidelines for the international air transport of dangerous goods

Transport of dangerous goods



Who is affected?

All companies whose activities include the shipment or transport of dangerous goods by land, or related operations such as packaging, loading, filling or unloading, must appoint one or more safety advisors, who report to the head of company.

Certain exceptions apply, however, for:

- Companies that carry out transport exclusively on behalf or under their responsibility of the armed forces.
- Companies that transport dangerous goods in quantities below ADR/RID/ADN thresholds.
- Companies that only occasionally transport dangerous goods in quantities not exceeding a certain threshold set by national law at 50 tonnes per year [except for class 7].

What is the role of the safety advisor for transport of dangerous goods?

Safety advisors operate under the responsibility of the head of company and are responsible for helping to prevent risks to persons, property or the environment. In accordance with chapter 1.8.3 of ADR, ADN and RID, their main tasks are as follows:

- Ensure compliance with regulations governing the transport of dangerous goods.
- Advise the company on operations involving transport of dangerous goods.
- Prepare an annual report for the company's management or a public authority on the company's activities relating to transport of dangerous goods.
- When an accident occurs causing damage to persons, property or the environment during transport or loading or unloading operations, each safety advisor of each of the companies involved will draw up an accident report and send it to the head of company.

Note that drivers must also undergo specific training which authorises them to carry out this transport in accordance with ADR.

Transport of dangerous goods



Does the safety advisor have to be an employee of the company?

The answer is no.

In accordance with current regulations, the safety advisor does not have to be an employee of the company. Certain conditions must, however, be met. If the safety advisor is a third party, they or the company employing them must hold a Luxembourg residence permit. This is a fundamental requirement.

In all cases, the safety advisor must be formally appointed by the head of company.

Do the regulatory provisions always apply to all transport of dangerous goods?

The answer depends on several factors.

There is a whole range of partial or total exemptions relating to transport of dangerous goods. These exemptions depend on the type of dangerous goods, the quantity transported, the mode of transport used and many other factors.

In certain specific cases, for example, you may be exempt from certain regulatory obligations. These exemptions are, however, not universal and must be applied with discretion.

To ensure the safety of all actors involved in the transport of dangerous goods, it is essential to peruse the applicable regulations and apply them properly in each specific situation..



For further information or if you have any questions, please contact adr@tr.etat.lu



07

SOFT MOBILITY

Suitable equipment

- 7.1 | Soft mobility devices/vehicles
- 7.2 | Safety equipment
- 7.3 | Traffic rules and safety measures
- 7.4 | Safe use of soft mobility devices/vehicles



**VISION
ZERO** RISKS
ACCIDENTS
DEATHS



LE GOUVERNEMENT
DU GRAND-DUCHÉ DE LUXEMBOURG
Ministère de la Mobilité
et des Travaux publics

The different types of soft mobility devices/vehicles



A proper distinction needs to be made between the various types of devices/vehicles that are used for soft mobility as they call for specific rules of conduct and determine specific lanes they are allowed to use. There is a wide range of soft mobility devices/vehicles which are classified as either **pedestrians** or **cycle vehicles**. Vehicles requiring a driving licence are not considered soft mobility vehicles.

Note that wheelchair users (motorised or not) are always considered pedestrians.

Personal transport devices are considered pedestrians.
 These are devices without electric motors or children's toys with a maximum speed of less than 6 km/h.

Micro-electric vehicles are classified as cycles.
 They have a maximum design speed of 25 km/h and are designed to carry one person.

Bicycle

Bicycle
 powered solely by muscle power.

Pedal-assisted cycle or electric cycle
 Auxiliary propulsion < 1000 W or exclusively electric propulsion < 500 W
 maximum design speed < 25 km/h

If speed > 25 km/h: moped with AM licence.

Two-wheeled or three-wheeled moped with exclusively electric propulsion > 500 W or engine capacity < 50 cm³ maximum speed between 25 and 45 km/h



Safety equipment



The means of transport used must be in good working condition and fitted with the necessary safety equipment.

Micro-electric vehicles, electric cycles and pedal-assisted cycles are considered bicycles.

Mandatory equipment for a bicycle in Luxembourg:

1. A bell.
2. Two brakes.
3. A white or yellow front light.
4. At least two reflectors per wheel.
5. Reflector on the pedals or reflective strips.
6. A red reflector.
7. A permanent red light at the rear.

On mountain bikes, the front light can be replaced by a white reflector, front and rear lights are optional provided that users only ride during the day and in decent weather conditions.



For further information on active mobility, please visit
www.transports.public.lu/en/se-deplacer/mobilite-active

Safety equipment



Mandatory equipment for micro-electric vehicles:



Safety equipment



Although not mandatory, the use of a helmet is strongly recommended when travelling as it reduces the risk of head trauma and brain injury in the event of a fall or collision.

Helmets suitable for cycling, using scooters and roller skates must comply with standard EN 1078.

How to choose the right size helmet:

- Measure your head circumference 2.5 cm above your eyebrows with a measuring tape;
- The head circumference corresponds to the **size of the helmet** [usually between 47 and 62 cm];
- Should sizes be indicated as **XS to XL**, check the product description as it usually provides a size chart for conversion;
- Nowadays, most helmets are equipped with an **adjustment wheel** to fit the helmet size to your head circumference.

In any case, try the helmet on. Fasten the chin strap and shake your head vigorously.

If the helmet stays in place, it is the right size.

In accidents involving users of soft mobility devices/vehicles, the body parts most often affected are the arms, legs, face and head.

Protective gloves, elbow and knee pads are additional protections that can usefully complete your safety equipment.

How to wear a bike helmet?

1. Place the helmet straight onto your head



There are helmets with visors to protect the eyes and that are compatible if you are wearing glasses

2. The straps should form a Y shape under your ears



3. Turn the rear adjustment wheel to set the size



4. The helmet must not move when you shake your head

Traffic rules and safety measures



If you travel by soft mobility, it is important to follow the Highway Code as it summarises the rules of the road for users considered **pedestrians** or **cyclists**. Users of soft mobility devices/vehicles are road users in their own right, just like drivers and riders of two-wheeled vehicles. Look out for other road users and take care by adopting a respectful and preventive behaviour. This will increase safety in public spaces. Public spaces include roads, pavements and hard shoulders, as well as specific types of areas and lanes reserved for various categories of road users, such as cyclestreets, pedestrian zones and pathways for pedestrians and cyclists.



Residential zone

- Access is permitted for all vehicles as long as they respect the 20 km/h speed limit.
- Parking of motor vehicles is prohibited, except in specially designated areas or parking spaces.
- Children under the age of 13 are allowed to play in the street.
- Pedestrians may use the entire width of the street.
- Drivers must not endanger or obstruct pedestrians and must be able to stop their vehicle if necessary.

Difference



Zone de rencontre (coexistence zone)

The rules that apply to residential zones apply here too, except that children under the age of 13 are not allowed to play in the street.



Pedestrian zone

- Vehicle access is restricted by means of communal regulations and parking is prohibited.
- The speed limit is 20 km/h.
- Children under the age of 13 are allowed to play in the street.
- Pedestrians may use the entire width of the street.
- Cyclists, however, are not allowed on these streets unless otherwise indicated.



Cyclestreet

- The speed limit is 30 km/h.
- Cyclists may use the entire width of the traffic lane.
- In one-way streets, cyclists may use the entire width of the lane.
- Pedestrians must walk on the pavement.
- Drivers of motor vehicles must use the shortest possible distance without overtaking another vehicle or endangering or obstructing cyclists, and must be able to stop if necessary.
- Parking of motor vehicles is prohibited, except in specially designated areas or parking spaces.

Traffic rules and safety measures



Where should pedestrians walk?

- Pedestrians should walk on the pavement. If there is only one pavement on one side of the road, pedestrians must use it.

- On mandatory pathways for pedestrians/cyclists.



- On pathways recommended for pedestrians/cyclists.



- On the entire street in pedestrian zones, residential zones and coexistence zones.



If there is no pavement, pathway or zone for pedestrians, they must use the hard shoulder. If, however, the hard shoulder is not useable, pedestrians are allowed to walk on the road. Should this be the case, a pedestrian who travels alone must walk on the **left-hand side of the road**. A group of pedestrians or a pedestrian pushing a bicycle by hand, however, must always walk on the **right-hand side of the road**.

Traffic rules and safety measures



Where should cyclists and users of similar vehicles ride?

- Cyclists should generally ride on the right-hand side of the road.

- On cyclestreets, mandatory cycle lanes or tracks, pathways designated for pedestrians or pedestrians/cyclists.



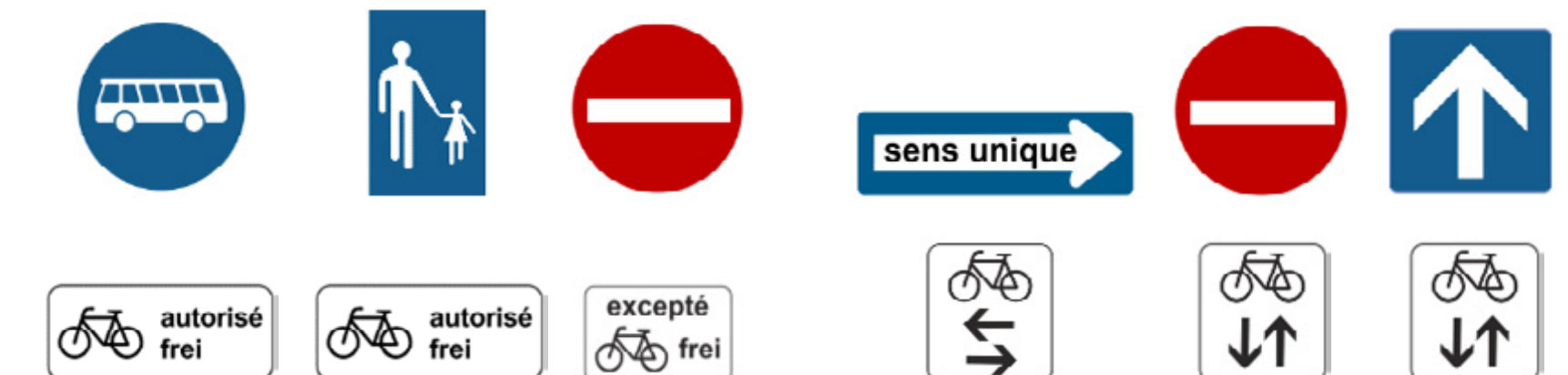
- On pathways recommended for pedestrians/cyclists.



- Across the entire width of the street, in residential zones or coexistence zones (but not in pedestrian zones).



- Some additional signs may allow cyclists access or authorise them to ride in both directions.



When you are pushing your bicycle by hand, you are considered a pedestrian.

Traffic rules and safety measures

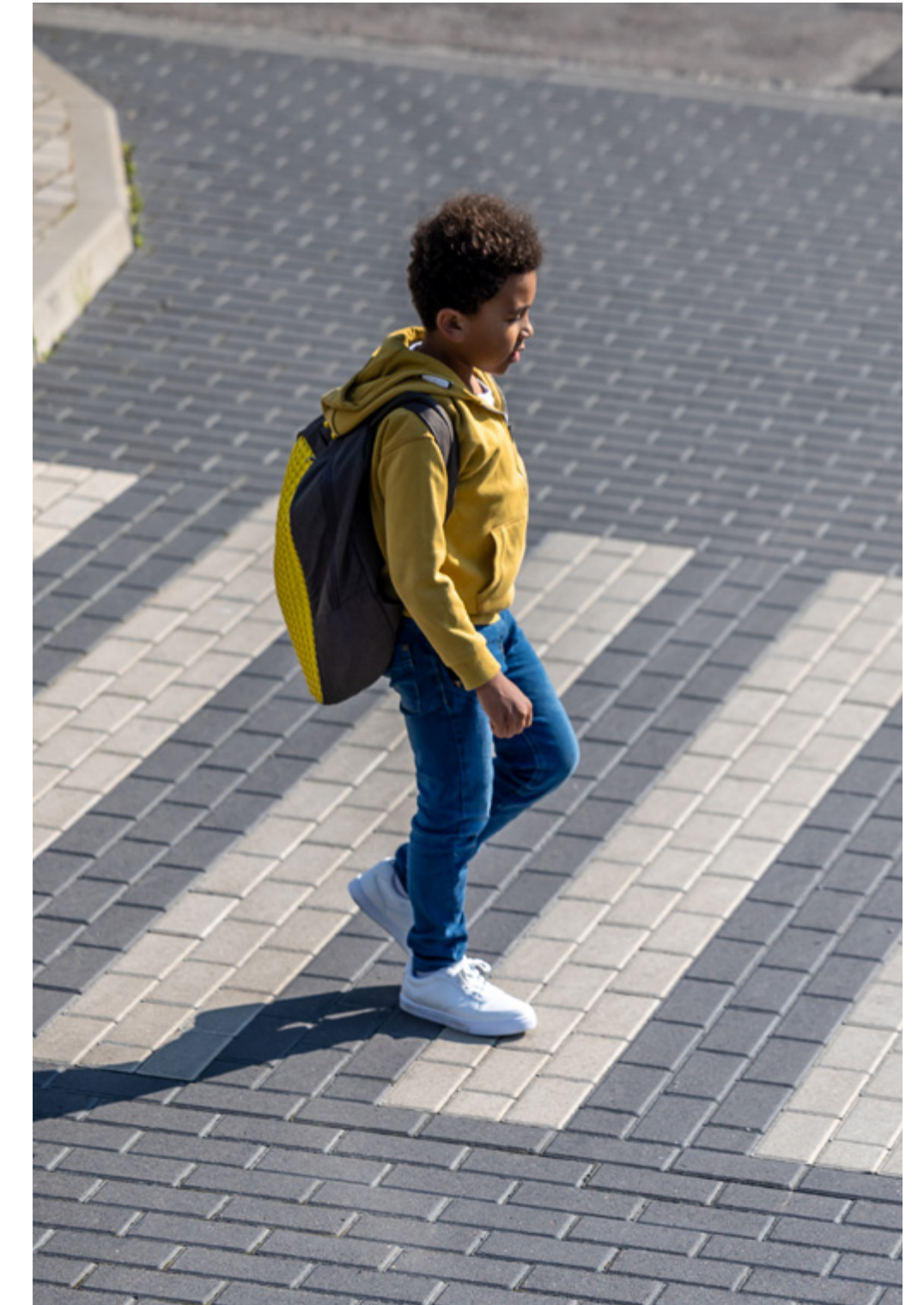


Drivers, watch out for vulnerable road users!

Two-wheeled riders and pedestrians are vulnerable road users as, in the event of a collision, they are physically less protected than drivers of four-wheeled motor vehicles, whose interior is a protective space. The difference in weight (more than a tonne for a car compared to less than a hundred kilos for a cyclist) also works against the safety of two-wheelers and pedestrians in the event of a collision.

Adjusting speed is crucial because a pedestrian has a 95% chance of surviving in a collision with a vehicle driving at 30 km/h. This chance is down to 53% at a 50 km/h speed and to only 20% at a 60 km/h speed. Pedestrians are therefore the most vulnerable road users.

- Among them, the elderly and users with reduced mobility are most at risk as they tend to move and react more slowly and are often more hesitant. Slow down
- and stop if they are about to cross the road. Show some understanding and give them time to cross the road at their own pace.
- Children are unable to judge a vehicle's distance and speed correctly. They are naturally spontaneous and unpredictable. Anticipate the unexpected if children are near the road. Slow down, be ready to brake and stop if necessary.
- Be particularly cautious near schools, nurseries, playgrounds, etc.



Traffic rules and safety measures



Drivers, watch out for vulnerable road users!

When approaching a pedestrian crossing or a pedestrian and cycle crossing, you should:

- Be ready to brake;
- Avoid overtaking;
- Avoid changing lanes.



These signs tell drivers that there is an upcoming stretch of road where pedestrians and cyclists cross the road or where pedestrians and cyclists come out onto the road. You therefore need to be particularly cautious at these locations.



This sign indicates that you are approaching a section of public road that is often used by children.

→ When you approach this signal, slow down, be extremely cautious and be ready to brake.



At pedestrian crossings or pedestrian and cycle crossings, you should:

- Give way to pedestrians or cyclists when they are crossing the road;
- Give way to pedestrians or cyclists when they indicate their intention to cross;
- If you allow a pedestrian or cyclist to cross, check that they are not endangered by other vehicles.



Parking is prohibited within 5 metres before or after a pedestrian crossing or a pedestrian and cycle crossing.

Drivers should also avoid driving too close to the kerb to make sure they don't injure pedestrians with the right-hand wing mirror.

Traffic rules and safety measures



Drivers, watch out for vulnerable road users!

When overtaking a cyclist or moped rider, you should:

- Check their riding style
- Check traffic using your mirrors
- Switch on the left indicator in good time and **keep a side distance of at least 1.5 metres.**

If it is not possible to overtake, there is no point in tailgating. You should then keep a sufficient safety distance.



When turning right at an intersection, you must give way to the cyclists on your right who are continuing their ride straight ahead. Also remember to watch out for pedestrians who may have right of way.

Traffic rules and safety measures



A **blind spot** is an area that the driver cannot see or sees with great difficulty while driving. Due to the size and height of vehicles, these blind spots, or hidden areas, are particularly important around buses and trucks.

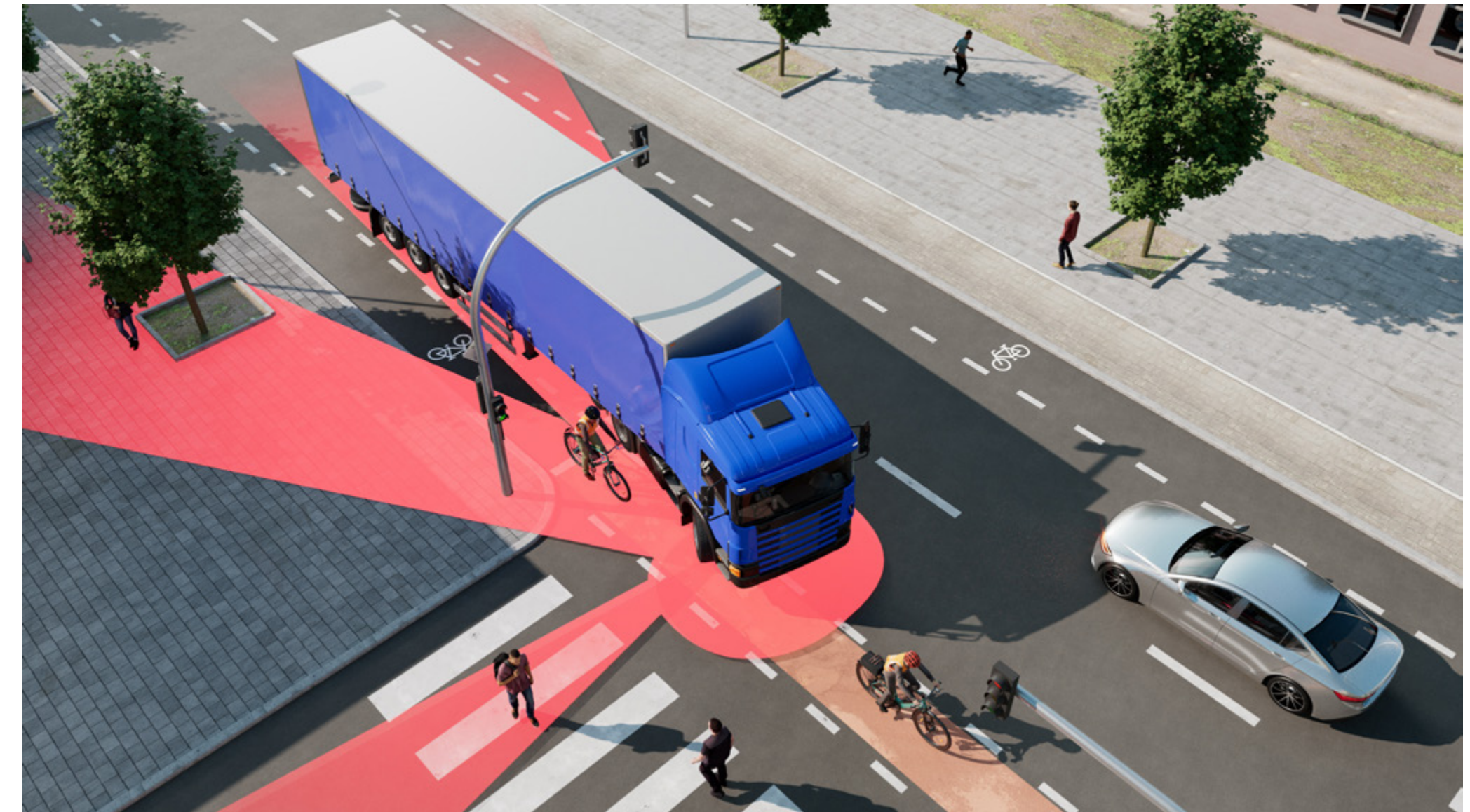
Blind spots account for nearly 3% of all road fatalities and **mainly affect cyclists and pedestrians**.

Some tips for cyclists or pedestrians when close to a heavy goods vehicle (HGV):

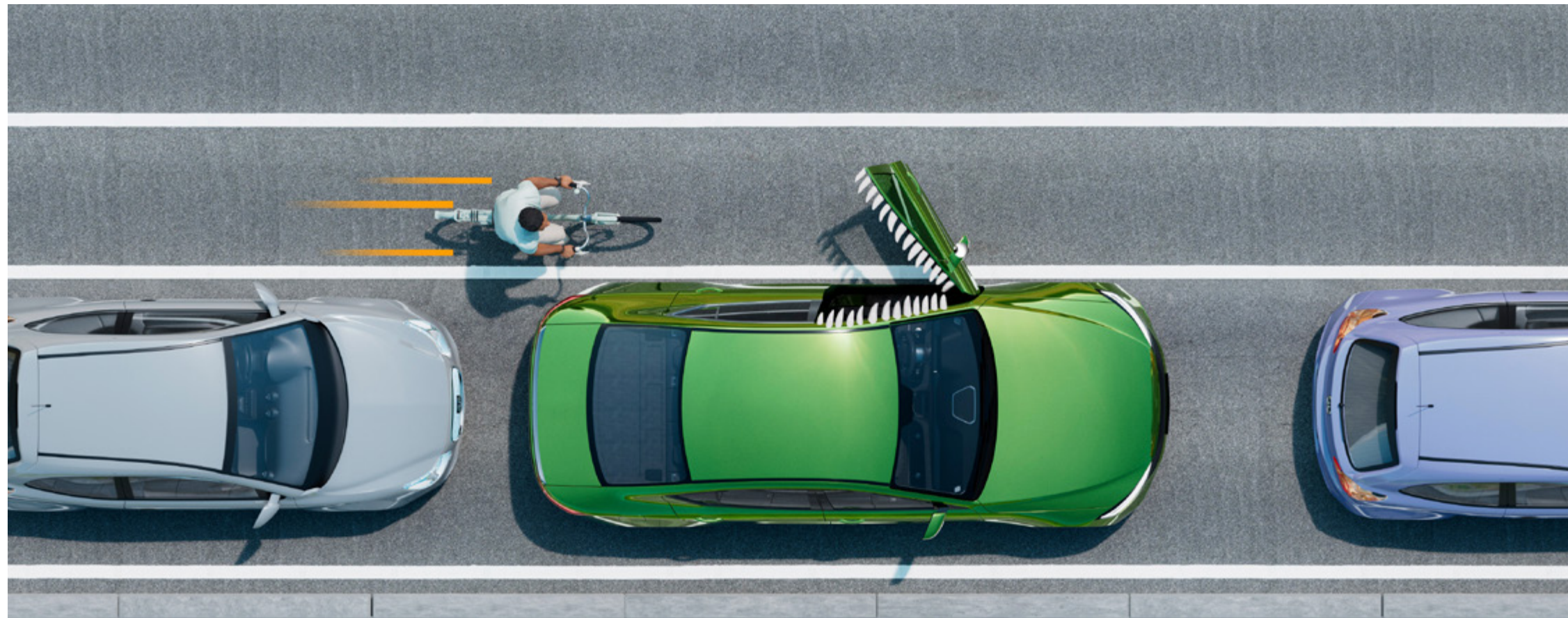
- Be aware of blind spots and try to avoid getting caught up in them.
- If possible, make eye contact with the driver.
- Never stop directly under the mirrors of the truck, but rather behind.
- Keep a sufficiently safe distance between the truck and yourself.
- Don't overtake when the truck is manoeuvring or when you approach a crossroads.

Some tips for HGV drivers:

- Before setting off, always check in the rear-view mirror as well as in the wide-angle mirror.
- Before turning or changing lanes, signal your intention for at least three indicator cycles.
- As you approach a crossroads, carefully check what might be in your way before manoeuvring.
- When stopped at an intersection, regularly monitor the surroundings of your vehicle.



Traffic rules and safety measures



When the vehicle is stopped, make sure you do not endanger a potential two-wheeler before you open the car door. Open the door of your vehicle with your right hand rather than with your left. This will allow you to check over your left shoulder if any cyclists may appear in your blind spot. You should also look into the rear-view mirror to check if there are any cyclists speeding at a certain distance from your vehicle.

The door should also be opened with the right hand by passengers sitting in the front passenger seat or in the rear of the vehicle.



Traffic rules and safety measures



Safety measures at night and in poor visibility conditions

Between nightfall and sunrise, as well as during daytime when visibility is poor due to bad weather conditions, you should wear a safety vest when you are walking on the road outside built-up areas.

The use of a safety vest or any other reflective accessory is also recommended within built-up areas. Enhance your level of safety by making sure you are “visible” to drivers.

The visibility of pedestrians is a good topic for an awareness campaign, for example in the autumn, when clocks switch from summer to winter time. A simple email or memo with a few useful tips for employees is an effective way of raising awareness among staff..



For further information, see the awareness campaign “Be visible” on www.securite-routiere.lu/campagnes

Facilitate soft mobility and promote its safety



To facilitate and promote safe use of soft mobility devices and vehicles, more particularly bicycles, companies should offer a parking space where bicycles can be locked up. The locking device must be strong, securely fixed to the ground and allow the frame and, if possible, the front wheel of the bicycle to be locked. Racks that only protect the wheels should therefore be replaced by taller ones that secure the bike frame.

Micro-electric vehicles, which are generally not easy to secure, should be allowed to be parked inside the workplace where possible. It goes without saying that a sheltered and lit parking space is a real bonus in terms of safety and comfort, especially when it rains.

Changing rooms with lockers for storing cycling gear (helmets, clothing, bags) and showers available for staff who cycle to work also contribute to occupational well-being.

The appointment of a mobility officer, whose task is to develop a company-wide mobility plan that includes soft mobility, is a sign that encourages soft mobility use. Depending on the mobility plan and the share of soft mobility in business travel, the company could organise training in cycling skills for those concerned

Should the company provide its employees with bicycles or micro-electric vehicles, it is its responsibility, as with company vehicles, to ensure that they are in good working order and equipped with all mandatory safety equipment.



To develop a corporate mobility plan, visit www.mconcept.lu