

## Driving At Work Policy

### 1. Purpose and Scope

The purpose of this policy is to ensure that adequate controls are in place to protect both members of staff and the company from the risks of work-related driving and to provide a set of standards to which all parties may confidently operate. It applies to all members of staff who drive or ride a motorcycle at work and does not diminish in any way the individual's responsibility to act within the law, in all regards, when driving on the public highway.

This policy recognises that there are distinct categories of employees who drive as part of their work activities:

1.1 those who are required to drive vehicles owned or leased by the company as an essential part of their employment; and

1.2 those who use their own private vehicles to undertake some element of their role within their work activities.

### 2. Health and Safety

The Health and Safety at Work Act 1974 requires employers to ensure, as far as reasonably practicable, the health and safety of all employees and anyone who may be affected by their work. This includes taking steps to control the risks of driving at work. These requirements are in addition to duties employers and drivers have under road traffic law.

Health and safety law does not apply to commute unless the employee is travelling from their home to a location which is not their usual place of work.

### 3. Benefits from Managing Work-Related Road Safety

The benefits of managing work-related road safety and reducing accidents can be considerable and include:

- fewer days lost due to injury
- reduced risk of work-related ill health
- reduced stress and improved morale
- less need for investigation and paperwork
- less time lost due to work rescheduling
- fewer vehicles off the road for repair
- less chance of key employees being banned from driving, e.g. as a result of points on their licence

- promoting safe driving practices and good safety culture at work may also inadvertently impact private driving, which could reduce the chances of staff being involved in an accident outside of work

## **4. Policy**

### **4.1 Qualified to drive**

4.1.1 All staff who drive for business purposes must have a full and valid driving licence and are personally responsible for ensuring that they are qualified to drive the relevant type of vehicle within the UK.

4.1.2 All staff who drive company-owned or leased vehicles should present their driving licence for inspection by their manager, when taking up a company-owned or leased vehicle and thereafter on an annual basis, to ascertain their continued qualification to drive.

4.1.3 It is the responsibility of individual drivers to inform their managers immediately if for any reason they have their licence removed. Any employee that drives for the purposes of work must allow access to their DVLA driving records to assess their suitability to drive for work. This may include looking at current or spent license points, and The Write Time will then make a judgement on the license holder driving for the purposes of their job.

### **4.2 Insurance**

4.2.1 Any person driving in connection with the business of the company, at any time, albeit occasionally, must be adequately and appropriately insured and covered for "business use". This will be at the cost of the employee but is generally available as an insurance add-on at little or no extra cost to the policyholder. The Write Time will need to see documentation proving insurance covers for Business Use.

4.2.2 All staff who drive company-owned or leased vehicles, as an essential part of their employment, are automatically covered by the company's insurance policy.

4.2.3 All staff who use their vehicles for business purposes on an occasional basis should ensure that their personal insurance policy states "for business use". Staff should inform their insurer that they intend to use their private vehicle for "occasional business use" to avoid invalidating their insurance. This does not normally incur any additional expense but does ensure that the individual is adequately covered in the event of an accident or personal injury. Managers should be provided with a copy of a valid insurance certificate stating "for business use" on an annual basis, where travel claims are made.

### **4.3 Fit for Use**

4.3.1 Under road traffic legislation drivers are responsible for the roadworthiness of any vehicle, the load being carried and the wearing of seat belts by passengers, while travelling on the public highway.

4.3.2 Staff using their private vehicle for work-related purposes are responsible for ensuring that the vehicle is properly maintained in accordance with the manufacturer's recommendations and roadworthy and has a valid MOT certificate (where applicable).

4.3.3 Where staff drive company-owned or leased vehicles, appropriate servicing and maintenance arrangements will be established under the manufacturer's recommendations to ensure that the vehicle is fit for use and that a valid MOT certificate exists. Any vehicle defects should be reported by drivers to their manager as soon as they become apparent.

4.3.4 All staff are encouraged to undertake routine monthly safety checks using the vehicle safety check form (see Appendix 4).

#### **4.4 Private Vehicle Checks**

4.4.1 Managers will conduct periodic checks of documents of a sample of drivers who use their own private vehicle for work, including checks of the driving licence, MOT certificate, insurance policy and service schedule for the vehicle.

4.4.2 Managers will also conduct periodic visual checks of private vehicles used for work (e.g., when they are in the company's car park). If a vehicle looks to be in a dilapidated condition on the outside, this may be a sign of overall poor condition and maintenance. Consequently, the driver will be asked to show the documents referred to above.

#### **4.5 Fit for Purpose**

4.5.1 Vehicles may be used for a variety of purposes, so it is important to ensure that the type of vehicle used is fit for its purpose. If the work tasks only (or mainly) involve carrying goods, appropriate goods vehicles must be used. If combined loads of passengers and goods are normally carried, then the type of vehicles used should enable goods to be secured properly and passengers should each have a seat and seat belt. Unsecured loads in cars can greatly increase the severity of injuries to the occupants in collisions.

4.5.2 It is the responsibility of managers to ensure that private vehicles used for work purposes comply with the 'fit for purpose' rule.

#### **4.6 Fitness to Drive**

4.6.1 All staff must ensure that they are medically fit to drive on the public highway, always. Staff must also declare to their manager if they are suffering from any medical condition which might adversely affect their ability to drive safely or if they are required to take medication that might affect their judgement. No member of staff should drive at any time, while under the influence of alcohol or drugs.

4.6.2 The safety of any driver is affected by eyesight defects and all drivers have a legal duty to satisfy the eyesight requirements in the Highway Code.

#### **4.7 Use of Mobile Phones**

4.7.1 It is illegal to use a hand-held mobile phone while driving. It can also be illegal to use a hands-free phone while driving. Depending upon the individual circumstances, drivers could be charged with 'failing to have proper control of their vehicle'. In more serious cases, the use of any type of mobile phone could result in prosecution for careless or dangerous driving. For this reason, staff driving for work must never make or

receive calls on a mobile phone, whether hand-held or hands-free, while driving. Persistent failure to do so will be regarded as a disciplinary matter.

4.7.2 It is also an offence to “cause or permit” a driver to use a hand-held mobile phone while driving. Therefore, managers should avoid making contact via mobile phone with members of staff, when they are known to be driving.

## **4.8 Safe Journey Planning**

4.8.1 Where staff are required to undertake work-related driving, it is expected that the schedule of driving, work activities and periods of rest are mutually agreed upon and determined so as not to place an undue burden upon the person concerned. As a working rule, no driver should drive continuously for more than two hours without at least a 15-minute break.

4.8.2 Managers should ensure that journey scheduling allows sufficient time for drivers to take account of reasonably foreseeable weather and traffic conditions and to comply with speed limits. Schedules should seek to reduce night driving and avoid times of day when falling asleep at the wheel is more likely, such as:

- on long journeys on monotonous roads, such as motorways
- after having less sleep than normal
- if taking medicines that cause drowsiness
- on journeys home after night shifts

4.8.3 Where staff have to travel a long distance to a work location at the beginning of the day or the journey is likely to take more than two hours, managers should consider asking staff to travel the night before and stay overnight. Similarly, at the end of a work period at a remote location, managers should make provision for staff to stay overnight so that they do not have to drive a long-distance home when tired.

## **4.9 Accident Reporting**

4.9.1 Any member of staff involved in a road traffic accident or incident while driving a company-owned or leased vehicle which results in damage to the vehicle, loss or damage to property or injury to persons must report the incident immediately to their manager who will record details of the circumstances. (See Appendix 1). A hard copy of Appendix 1 must be taken out on all business-related driving outings.

4.9.2 Any member of staff involved in a road traffic accident or incident while driving their own private vehicle for work-related purposes should deal with any claims which arise from this directly with their own insurer. They should also report the incident immediately to their manager who will record details of the circumstances. (See Appendix 1). A hard copy of Appendix 1 must be taken out on all business-related driving outings.

#### **4.10 Disqualification**

4.10.1 Any member of staff required to drive a vehicle as an essential part of their duties must inform their manager immediately of any disqualification, which prevents them from driving legally on the public highway.

4.10.2 Any member of staff who has been disqualified from driving will be relieved of all driving duties immediately and their manager, in consultation with the individual, will try to identify suitable work alternatives to enable the individual to carry-out their duties in the short term. If no alternatives are available, the individual may be suspended to allow the most appropriate course of action to be decided. All staff driving for business-related matters must complete a copy of Appendix 2, which will be stored in their confidential file.

#### **5. Implementation and Review**

5.1 Management must ensure that all staff understand that the company expects everyone who drives for work to ensure that their vehicle is legal, safe and fit for purpose. All managers should lead by personal example and follow this policy concerning the use and maintenance of their vehicles.

5.2 The company will periodically review this policy to ensure that it is being adhered to.

#### **Appendix 1**

##### **Incident Recording Form**

If you have an incident:

1. **Stop.**
2. Remain calm.
3. Call the emergency services, if anyone is injured or if vehicles or property are seriously damaged. If the police attend the scene, note the reporting officer's name, identity number and station.
4. Use this incident form to record information about the accident, to exchange details with third parties and to take the names and addresses of witnesses and police officers.

5. Third parties are obliged to give you their name, the vehicle registration number and insurance details under section 170 of the Road Traffic Act 1988.
6. If a camera is available, photograph the scene from different angles. Take pictures of the vehicles involved and of the damage to your own and third-party vehicles/property.
7. Contact your line manager or the insurance company, as soon as it is practical to do so.

### To be Retained by Company Driver

#### Incident Details

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Location: \_\_\_\_\_

\_\_\_\_\_

Speed limit: \_\_\_\_\_

Road conditions: \_\_\_\_\_

#### Police Details

Police attended: Y/ N Time: \_\_\_\_\_

Officer's name: \_\_\_\_\_

Phone: \_\_\_\_\_

Reporting officer's station: \_\_\_\_\_

#### Other Vehicle/Property Damage (Use additional cards if required)

Vehicle type: \_\_\_\_\_

Make/Model: \_\_\_\_\_

Driver name: \_\_\_\_\_

Registration number: \_\_\_\_\_

Address: \_\_\_\_\_



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### **Incident Sketch**

Make a sketch of the incident scene below. Show the directions of the vehicles involved and note their approximate speeds. Indicate road markings, skid marks, hazards and the witnesses' locations.



**To be completed and to be given to the third party involved** (Use additional incident cards if more than one third party is involved)

**Driver Details**

Driver's name (YOU): \_\_\_\_\_

Telephone number (YOURS): \_\_\_\_\_

Home address (YOURS): \_\_\_\_\_

Vehicle registration number (YOURS): \_\_\_\_\_

Vehicle make (YOURS): \_\_\_\_\_

Owner's name (YOUR COMPANY, IF COMPANY CAR):

\_\_\_\_\_

Owner's address: \_\_\_\_\_

Insurance Company: (YOURS OR COMPANY)

\_\_\_\_\_

Policy number: (YOURS OR COMPANY)

\_\_\_\_\_

**Incident Details**

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Incident location

\_\_\_\_\_

\_\_\_\_\_

Description of damage to other vehicles/property: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature (YOURS): \_\_\_\_\_

## **Appendix 2**

### **Pre-Employment**

#### **Checklist**

#### **To be completed by the applicant**

Applicant's name: \_\_\_\_\_

Driver Number: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone number: \_\_\_\_\_ Date of birth: \_\_\_\_\_

I hold the following driving licence(s):

Type (Car/LGV/PCV)	Licence/Permit No.	Issued by	Expiry date

In the past 5 years I have been involved in the following motor vehicle accidents and/or have committed the following traffic violation(s):

Date	Accident / Traffic Violation	Location	Penalty


I do/do not have a DVLA notifiable medical condition. (circle as appropriate)

Permission is granted to THE WRITE TIME to refer to the appropriate Licensing Authority and/or to my previous employer(s).

Date: \_\_\_\_\_ Applicant's signature: \_\_\_\_\_

### Appendix 3

#### Pre-Employment Check List

To be completed by the interviewer with a tick/cross key:

I have examined the applicant's medical history and driving licence(s) as listed above and confirm that:

The applicant does not have a DVLA notifiable medical condition.	
All licences are in the name of the applicant.	
All licences are valid for the country in which the applicant is resident.	
All licences are valid for the group(s) stated.	
A copy has been made and is attached.	

Each licence has the following restrictions: \_\_\_\_\_

Total number of penalty points currently in force: \_\_\_\_\_

I have examined the applicant's own car and confirm that:

Log Book is registered to the applicant	
Has valid Business Insurance	
Has a valid MOT certificate	
Has valid Road Tax	
A copy has been made and is attached.	

Date: \_\_\_\_\_ Interviewer's signature: \_\_\_\_\_

## Appendix 4

### Monthly Vehicle Checklist (checks to be conducted before the use of the vehicle)

Vehicle registration no: \_\_\_\_\_

Odometer reading: \_\_\_\_\_

Vehicle make/type: \_\_\_\_\_

Operator: \_\_\_\_\_ Date: \_\_\_\_\_

#### External vehicle condition

Item	√ satisfactory/available X = defective/missing N/A = not applicable	Comment
Condition of vehicle bodywork, windscreen, windows, lights		
Condition of windscreen wiper blades		
Cleanness of windscreen, windows, mirrors, lights, number plate		
Security of load, trailer, roof rack		
Condition of tyres, tyre pressure, tyre wear		
Availability of spare wheel & jack		
<b>Fluids</b>		
Engine oil level		
Coolant level		
Windscreen wash level		
Brake/clutch fluid		
Power steering fluid		

Condition of battery		
Oil or waste leaks		
<b>Vehicle interior and equipment</b>		
Condition & function of seat belts		
Head restraint adjustment		
Mirror adjustment		
Tax disc		
First aid kit		
Fire extinguisher		
Torch		
Warning triangle		

**Function checks before starting the journey** All the items above have been checked and any defects and omissions reported.

Driver's signature: \_\_\_\_\_