

DRIVING POLICY

1. General Statement

It is our policy to take all reasonable steps to manage the health and safety of those staff who drive on company business. This is to comply with our legal duties as an employer and to demonstrate that we have taken all reasonable steps to introduce safe systems of work. It is for this reason that our policy not only sets out our procedures on work-related driving, but details what we expect from our employees; both in terms of complying with relevant legislation and our own standards. These cover a variety of areas including the documentation that we need to see from own-car drivers, as well as basic guidelines on driver health.

2. Legal position

We have a duty under the **Health and Safety at Work Act 1974** (HSWA) to take steps, as far as is reasonably practicable, to ensure the health, safety and welfare of those who need to drive as part of their job. In order to comply with these duties, we will take steps to set up safe systems of work in order to control and manage any risks, which cannot be eliminated. These will be identified by the carrying out of a suitable and sufficient risk assessment as required by the **Management of Health and Safety at Work Regulations 1999** (as amended). Where applicable, this policy is also based on relevant provisions of the **Road Traffic Act 1988**.

3. Procedures

In order to comply with our legal duties, we have introduced a set of procedures. These are to be followed by staff at all times and are as follows:

- If an employee uses their own vehicle, they will be required to:
 - maintain it in a roadworthy condition
 - Ensure that their own insurance cover extends to use in course of employment/business purposes
- Before embarking on a long journey, employees should always carry out basic checks, e.g. to check oil, water levels and tyre pressure.
- Staff should follow any advice given on route-planning. They should also ensure that sufficient breaks are built-in to prevent fatigue and allow for any bad weather or traffic congestion etc.
- Hand-held mobile phones should never be used whilst driving and calls should only be made or taken when it's safe to do so.
- Staff should always drive within speed limits and according to the prevailing weather conditions.
- Before driving, staff should familiarise themselves with any procedure to follow as stipulated by the provider of their own breakdown/roadside assistance cover (if any).

4. Documentation

In order for us to comply with our legal duties, we will require those using their own vehicles to produce basic documentation. Where this is necessary your Supervisor should take responsibility for checking the following on an annual basis:

- The employee's driving licence.
- If the car is more than three years old, the current MOT certificate.
- Insurance documents.

5. Employee duties

Section 7 of the HSWA also places a responsibility on employees to assist us in complying with our legal duties. They are also required to be mindful of their own health and safety and that of others who may be affected by their activities. To this end, employees are expected to follow the procedures laid down in this policy and to:

- Keep their insurance up-to-date if using their own vehicle.
- Make available copies of the above documents annually when requested to do so.
- Inform your Supervisor of any changes in circumstances, e.g. penalty points or new vehicle.
- To have regular eye tests and to ensure that any necessary glasses for driving are worn.
- To read any updates that we may periodically issue on road safety matters.

6. Ill-health and driving.

Employees are responsible for ensuring that they are physically fit to drive. Should this change, their Supervisor must be informed as soon as possible. Drivers should also remember that some prescription drugs can cause drowsiness and affect their ability to drive safely. In the event that medication is necessary, employees should check with their GP or pharmacist before driving. As research suggests that a journey time of more than four hours could carry a risk of Deep Vein Thrombosis (DVT), those who drive regularly for long distances should advise us of any family history of DVT, or if they have ever experienced problems with blood clotting. Where this is the case, we will refer them to their GP in order to ensure that they are able to drive safely and without risk to their health and safety.

7. Declaration.

I confirm that my car remains fit for its purpose, is roadworthy and properly insured and has a current MOT certificate (where required). I understand that any work-related motoring expenses will only be re-imbursed to me on condition that I fully comply with the terms of this policy at all times.

.....signed (Employee)

.....signed (Supervisor)