

Driving at work procedure

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1 Introductions

- 1.1 It is the aim of settle to ensure that all vehicles that are used during our business whether owned by settle or employee's own vehicles are used in compliance with road traffic legislation.
- 1.2 The following procedure outlines the standards and conduct expected by all drivers, the requirements for maintenance of vehicles and the procedures to be followed in conducting risk assessments, reporting incidences and ongoing monitoring.
- 1.3 It is recommended that employees who drive a motor vehicle during settle business should familiarise themselves with the Driving at Work policy and procedures, as breaches of these could lead to a disciplinary action.

DRIVING AT WORK PROCEDURE

2.0 Driver Requirements

- 2.1 The following applies to all settle employees who operate ANY vehicle in the conduct of settle business.
- 2.2 settle will undertake an annual licence check for all employees in receipt of essential car user allowance, cash alternative car allowance and for all settle fleet drivers to ensure that a valid driving licence appropriate to the vehicle being used is held by the employee using their own vehicle for settle business.
- 2.3 settle has appointed Licence Bureau a driving licence verification organisation to undertake the annual licence checks and initial licence checks for new employees who receive Essential Car user allowance, Car Alternative Cash Allowance (CACA) or drive a company fleet vehicle.
- 2.4 All employees who use their own vehicles for settle business and claim casual car mileage payments will be asked to sign and confirm they hold a current MOT certificate and valid insurance cover for business when claiming their mileage expenses. settle reserves the right to ask for proof of documentation at any time.

- 2.5 Drivers must be appropriately licensed, trained, and medically fit to operate the vehicle. It is the responsibility of the driver to make their line manager aware of any change in circumstances that will affect their ability to drive.
- 2.6 Drivers must be appropriately rested and alert and must stop driving if tired or fatigued.
- 2.7 Drivers must not be under the influence of alcohol or drugs, or any other substance or medication that could impair their ability to drive.
- 2.8 Vehicles where seat belts are fitted as original equipment must be worn by all occupants always.
- 2.9 Drivers should not eat, drink or read documentation whilst the vehicle is in motion.
- 2.10 Drivers must comply with the Highway Code eyesight test,
- 2.11 If a driver is taken ill whilst driving on settle business the line manager must be contacted to make alternative arrangements.
- 2.12 Drivers of vehicles owned by settle will be required to complete the driver questionnaire, as required by settle insurers.
- 2.13 The driver of the vehicle is responsible for the safety of others who may be affected by their actions. Under no circumstances should any driver break the law to save time. It could result in serious injury or the death if the driver, a colleague, a pedestrian or another road user.
- 2.14 Failure to comply with road traffic legislation may result in prosecution and fines for which the driver will be personally responsible as the person in charge of the vehicle. Any driver who knowingly disregards traffic law may also be disciplined in accordance with settle disciplinary procedures.

- 2.15 Speed limits play an important part in road safety and therefore must be strictly adhered to always.
- 2.16 All complaints received by third parties will be investigated and the outcome recorded.
- 2.17 Tachographs are installed in all vehicles over 3.5 tonnes and these should be used for all journeys. Data from digital tacho cards should be downloaded to settle Auto Services at weekly intervals. Analogue tachograph discs should be handed to the Service Administrator at weekly intervals.
- 2.18 Drivers who fall within the scope of the Working Time Directive for Drivers and Crew of Heavy Goods Vehicles 4th April 2005 must complete weekly timesheets recording their working hours. (currently drivers and crew of vehicles over 3.5 tonne)

3.0 **Mobile phones use whilst driving**

- 3.1 Mobile phones are provided to some employees for business purposes where there is a need for communication. **It is illegal to use hand-held mobile phones whilst driving. It is prohibited whilst stationary at traffic lights and in traffic hold ups.**
- 3.2 Professionally fitted hands-free kits with phone cradles and Bluetooth headsets are permitted, if approved by your line manager; however, there could be a risk of prosecution for careless or dangerous driving when using hands free, if it can be shown than the driver was distracted and not in proper control of the vehicle.
- 3.3 Employees should only use hands free mobile when it is necessary to do so, and conversations should be kept to the minimum. If you receive an incoming call whilst driving, you must carefully assess the risk involved before answering.
- 3.4 Employees are under no obligation to receive telephone calls whilst driving and encouraged to switch off mobile phones or to use voice mail whilst driving. Employees should stop in a suitable place in accordance with the Highway Code to retrieve any messages or to make outgoing calls.

4.0 Vehicle Requirements

- 4.1 The following applies to all vehicles, settle owned vehicles and any vehicle used for business use.
- 4.2 The vehicle is for purpose, and has been maintained in safe working order, with seatbelts installed and functional.
- 4.3 The number of passengers does not exceed manufacturer's specification for the vehicle.
- 4.4 Loads are secure and do not exceed manufacturer's specifications or legal limits for the vehicle.
- 4.5 Drivers are responsible for keeping the vehicle clean inside and out and must carry out pre-use checks on the vehicle: -
 - tyre pressures
 - oil
 - lights
 - tyres
 - brakes
 - windscreen wash
 - head restraints.
- 4.6 Vehicles three years old and over must have a valid MOT certificate.

5.0 settle Vehicle Requirements

- 5.1 The following applies to settle owned vehicles;
- 5.2 The vehicle is not used for private or unauthorised journeys and the driver does not carry or permit others to carry any unauthorised person. The only permitted private use is in respect or travel to and from work unless authorised by the appropriate manager.

- 5.3 The vehicle is not used to carry private materials without authorisation from the appropriate manager.
- 5.4 All drivers of settle vehicles must report defects and damage as they occur. A vehicle check should be completed and recorded at least weekly (daily for vehicles over 3.5 tonne). Weekly checks will become daily with the introduction of hand held mobile working devices. Under no circumstances will settle vehicles be operated if not roadworthy.
- 5.5 settle operates a no smoking policy within the workplace. The workplace includes settle owned vehicles and therefore drivers and passengers must refrain from smoking within settle vehicles.
- 5.6 All fleet drivers will complete a driving induction and be issued with a 'Driver Pack'.

6.0 Journey Requirements

- 6.1 Drivers should familiarise themselves with the route prior to commencing their journey.
- 6.2 Drivers should ensure adequate time is allowed to reach journey destination and under no circumstances should the speed limit be exceeded.
- 6.3 In some situations, it may be beneficial to use trains and public transport when attending meetings, seminars or conferences instead of cars.
- 6.4 Where possible, multi occupancy in one vehicle instead of each employee using their vehicle.
- 6.5 Drivers should always drive in accordance with the prevailing weather conditions.

6.6 Settle vehicles have no special rights or exemptions from the law in respect on verges or footways.

6.7 Drivers should only park vehicles in designated areas and ensure compliance with any restrictions in force.

6.8 When settle vehicles are authorised to be taken home they must be left in such a way that they do not cause a nuisance to neighbours.

7.0 Regulatory Standard that relates to this document

7.1 N/A

8.0 Related Strategies and Policies

8.1 N/A

9.0 Monitoring and Review arrangements

9.1 This policy will be reviewed every two years.

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14.0

Text