

**Vehicle Use at Work Policy**

**[Date of Issue]**

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| Policy Lead: | [Policy Lead] |
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**The contact number for the office is ….**

# Introduction

[Company Name] values its staff members and has a legal and moral duty to safeguard their welfare. It is the policy of [Company Name] to have clear, concise and sensible guidelines to enable staff members to use either their own or company vehicles in a socially responsible manner.

**[Delete or bespoke to your preference]** [Company Name] may provide company vehicles for staff to use on company business. Personal vehicles are permitted to be used for company business. Authorised staff members must provide [Company Name] a copy of their driver’s license and proof of insurance. As a representative of [Company Name], staff members are expected to obey the local United Kingdom driving laws, rules, and regulations.

All motor vehicle accidents are to be reported to [Company Name], regardless of whether there is damage.

# Policy Statement

Driving is the most dangerous work activity that most people do. The aim of this policy will be to put in place procedures to safeguard [Company Name]’s, management, staff, clients and everyone related to [Company Name] and any car/driving procedures that are related to work purposes. [Company Name] expect safe driving. Everyone who drives for work to ensure that their vehicle is legal, safe, and fit for purpose. All managers should lead by example and follow the organisations policy concerning the use and maintenance of their own vehicles.

# Scope

This policy applies to all staff members who either drive their own car or are responsible and drive a company car for work purposes. The Registered Manager will be responsible for this policy and ensuring staff are fully consulted about the organisations policy. The Health and Safety Executive (HSE) Guidelines state that “Health and Safety law applies to all work activities and the risks should be managed within a health and safety system”.

# Procedures

**Carpooling**

**[Bespoke as necessary]**

1. Before carpooling, staff members should check with their insurance provider to see if car sharing insurance or temporary car insurance is needed. This type of insurance can be added to existing car insurance. It can be for an hour, or up to 30 days.
2. [Company Name] will not provide business insurance coverage when staff members driving their personal car. Company Name will provide insurance coverage when staff members are driving their personal car to conduct business on behalf of [Company Name].
3. If driving a(n) [Company Name] vehicle, staff members should verify if a standard car insurance policy allows them to drive the [Company Name] vehicle or other cars with third party coverage. If not, they will need to acquire additional coverage to drive [Company Name] vehicle or source another car.
4. [Company Name] [will/will not] provide insurance coverage when staff members drive the [Company Name] vehicles for business purposes. Staff members are asked to contact their car insurance carrier to discuss if additional coverage is needed.
5. Whether staff members drive their own personal car or the [Company Name] vehicle, the insurance carrier and the staff member should decide whether to add the staff member as an additional driver, obtain a temporary car insurance policy, purchase car sharing insurance policy from somewhere or something else.

**Safe Driving**

Staff members at [Company Name] must:

* Ensure the vehicle is Taxed, has a valid MOT, valid insurance for business use and is serviced according to the manufacturer’s recommendations.
* Be able to show documentary proof on the above.
* Have safety features such as a driver’s airbag, seatbelts for all passengers and head restraints.
* Always check the fuel, tires, fluid levels and other necessary inspection visually, before making a trip.
* Not carry hazardous materials.
* Not use the vehicle for conditions for which it is not designed i.e. off road.
* Turn off mobile phones or turn to silent or vibrate mode before departure.
* Not text, engage in a phone conversation using a handheld phone, or check emails while driving for [Company Name] business purposes.

**Smoking, Controlled Substance, and Alcohol Use**

Smoking of cigarettes, pipes, or cigars in the company vehicles is prohibited. Smoking is only permitted in designated areas and in accordance with the local law.

[Company Name] prohibits the use of controlled substance and alcohol while at work. Prescription drugs not being used for prescribed purposes or in a prescribed manner are considered in the policy to be “controlled substances”. The phrase “while at work” means anytime that the staff member is on [Company Name] property, including driving or riding as a passenger in a company vehicle or any other time the staff member is performing work on behalf of the [Company Name] using their personal car.

**Personal Car**

If a staff member should damage another car while parking their personal car before starting work or leaving from work or while not conducting business on behalf of [Company Name], they should immediately report the incident, along with the license numbers of both vehicles and any other pertinent information that they may have, to [Company Name]. [Company Name] cannot be and is not responsible for any loss, theft, or damage to your vehicle or any of its contents.

If a vehicle is deemed or suspected to be unsafe or illegal condition it must not be used for work purposes until all necessary repairs have been completed.

**Recruitment, training and Appraisal**

Line managers must ensure that Staff who use their own vehicles for work purposes are aware that:

* The vehicle is taxed, has a valid MOT, and appropriate Business Insurance cover.
* The vehicle is maintained according to the manufacturers service schedule.
* The vehicle is only used in accordance with the insurance cover.
* Regular safety checks and pre-drive safety checks are conducted.

Staff also need to be aware of:

* Legal, financial, and consequences of using a faulty vehicle or being uninsured.
* This policy on work related vehicle use.
* When to report problems.
* That using their vehicle for [Company Name] purposes they must comply with the company’s rules and procedures.

Additionally [Company Name] has the right to operate spot checks to ensure that staff can provide documentation to ensure they are complying with the Vehicle use at work policy. Which includes:

* MOT certificate after their third birthday, vehicles must pass an MOT annually.
* Servicing – Vehicle serviced according to manufacturer’s recommendations Annually or 10,000. (Not essentially by the manufacturer).
* Insurance cover for business use-It is essential that anyone that uses their vehicle for business purposes (excluding commuting) has appropriate insurance cover.
* Vehicle must be Taxed.
* Registration documentation – Either the registered keeper or authorised to use the vehicle.

**Accidents**

In the event of an accident, do not leave the scene of the accident. Stop and take steps to prevent another crash. Immediately report the accident to the appropriate law enforcement authority, advising whether medical assistance is needed.

Upon arrival of law enforcement, cooperate with authorities. **Do not** sign any paper or make any statement as to who was at fault.

Staff members may need to provide their valid driving license, car registration, and proof of insurance. They may complete the required Accident Report, requesting a copy of such for [Company Name]. If not immediately available, they should obtain the name of the responding officer and the accident report number. This information will be needed for [Company Name] to obtain a copy of the officialAccident Report. If they are injured, they should have the police notify [Company Name].

In the event of an accident:

1. Having all the facts is essential when reporting a crash. The best time to collect these facts is at the scene after all necessary emergency actions have been taken.
2. Get the names, phone numbers and vehicle insurance information of anybody involved in the accident.
3. Give your own name, contact number and vehicle insurance to others involved in the accident.
4. Always carry complete personal identification, including name, addresses, and telephone numbers of your supervisor and someone who should be notified in the event of a serious injury. This will permit police to provide prompt notification, if necessary.
5. Immediately notify [Company Name] regarding the accident, identify all passengers, and determine whether medical assistance was needed.
6. If your vehicle is unable to operate, notify your vehicle insurance carrier and obtain direction from them on further action that may be needed. If your vehicle is able to operate, notify your insurance carrier after returning to the [Company Name] office.
7. The [Company Name] employee (driver) involved in a work-related vehicle accident will be directed to alcohol/drug-testing, at the employer’s expense, to ensure the driver was not impaired. Such testing should be done as soon as possible following the accident. If testingconcludes impairment on the part of the employee, [Company Name] will initiate the appropriate disciplinary action.
8. Complete a [Company Name] Incident Report on the accident, providing specific information, such as date, time, location, clients involved, purpose of transport(s), identification of the other party, and a detailed description of the accident.
9. If the [Company Name] employee (driver) receives a legal notice or summons to answer questions on the crash, promptly notify [Company Name], and deliver all legal processes, pleadings, and other papers to [Company Name].

# Monitoring

To ensure this policy remains both useful and current, regular auditing processes will take place.

# Related policies

* Disciplinary Policy
* Incident Management Policy

# Legislation and Guidance

**Guidance**

* Driving Laws-The Highway Code, Traffic Sign Legislation, and Insurance and Rules of the Road.
* [Driving for work: Own Vehicles (sheffield.ac.uk)](https://www.sheffield.ac.uk/polopoly_fs/1.255158%21/file/ownvehicle.pdf)
* [Driving for Work: Drink and Drugs (rospa.com)](https://www.rospa.com/rospaweb/docs/advice-services/road-safety/employers/work-own-vehicles.pdf)
* [Workplace transport safety HSG136 (hse.gov.uk)](https://www.hse.gov.uk/pubns/priced/hsg136.pdf)

# Summary of Review

|  |  |
| --- | --- |
| Version | 1 |
| Last amended | [Date of Issue] |
| Reason for Review |  |
| Were changes made? |  |
| Summary of changes |  |
| Target audience | Care staff, Managers |
| Next Review Date | [Date of Review] |