



Workforce

Work-related Driving Policy

Aim

The Work-related Driving Policy aims to:

- Increase employee awareness of safety issues associated with work-related driving.
- Make sure that risk in relation to work-related driving is assessed and safe systems and appropriate training are put in place.
- Reduce the number of incidents and injuries to employees resulting from work-related driving.

Scope

This policy applies to all employees. It also applies to bank, secondees, agency, sessional workers, volunteers, contractors, and those on placement, such as trainees, students, or individuals undertaking work experience.

Reference to employees applies to all these groups unless otherwise stated.

This policy complies with current legislation and meets the aims of the [Public Sector Equality Duty](#) of the [Equality Act 2010](#).

Definitions

Work-related driving is defined as ‘any driving activities carried out by employees in the course of their work’. The commute to and from work is not considered to be ‘work-related’.

Roles and responsibilities

There is a range of standard expectations which underpin all policies. [Read more about standard roles and responsibilities](#). In addition, the following specific responsibilities apply to this policy.

Employer

The employer will:

- Make sure there are arrangements for identifying, evaluating and managing risk associated with work-related driving.
- Provide resources to implement this policy.

- Make sure that there is a process in place to report defects, incidents or concerns related to work vehicles.
- Make sure that there is a process to verify that drivers have valid and appropriate documentation.
- Make sure that there are arrangements in place to monitor incidents related to work-related driving and that the board regularly reviews the effectiveness of the policy.

Manager

Managers will:

- Make sure that all employees who drive for work are aware of the policy.
- Make sure that the process for verifying that drivers have valid and appropriate documentation is carried out.
- Make sure that risk assessments are carried out and regularly reviewed.
- Implement procedures and safe systems of work to reduce work-related driving incidents.
- Make sure that employees identified as being at risk receive appropriate information, instruction, and training.
- Make sure that appropriate support is provided to employees involved in any work-related driving incident.
- Manage the effectiveness of preventative measures through an effective system of reporting, investigating and recording incidents.

Employee

Employees will:

- Take reasonable care of themselves and other people whilst driving for work.
- Report any health issues that may impact on fitness to drive.
- Make sure their vehicle insurance covers 'Business Use' where it is used for business mileage.
- Make sure their vehicle is roadworthy where it is used for business mileage.
- Report all work-related driving incidents and risks.
- Report any hazards or any concerns about work-related driving.

- Report any changes that may impact the validity of their driving licence.
- Take part in training designed to meet the requirements of the policy.

Assessing risk

Suitable and sufficient risk assessments should ensure areas have effective control measures in place for work-related driving safety issues.

The risk assessment should:

- take account of both normal work and foreseeable issues
- be reviewed regularly, based on the level of risk
- be communicated with employees

[Download Combined risk assessment form.](#)

Managing risk

Risks should be reduced to the lowest level that is reasonably practicable. Issues to consider include:

- driver and licence checks
- driver behaviour and responsibilities
- roadworthiness of vehicles
- use of seatbelts
- substances that impact on driving ability
- use of mobile phones
- driver hours and rest
- driving conditions

Procedures must be in place that provide employees with specific guidance on managing work-related driving risks. This should include guidance on driver risk assessment and details of procedures to follow in the event of a work-related driving incident. All employees must be familiar with these local procedures.

Employee training

Managers should make sure employees are appropriately trained in line with their role and risk assessment. Employees will attend refresher training on a regular basis.

Managers should also make sure that identified risks are managed through training and support. This includes actions to prevent health problems.

Reporting and recording

Employees should report all incidents to their manager at the earliest opportunity. These should be reported on the appropriate system, including Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR). The manager should investigate all reports.

Monitoring and review

To monitor the implementation and effectiveness of this policy and associated local protocols, local statistics and incident reports should be reviewed regularly.

The review processes will include:

- Collecting and monitoring all reported incidents.
- Regular reporting of incident statistics and safety improvement measures to appropriate health and safety committees and partnership forums.
- Reporting to the board to highlight progress in reducing risk and incidents and making recommendations for the forthcoming year.

Related policies

The following policies are related to the Work-related Driving Policy:

- [Lone Working Policy](#)
- [Adverse Weather Policy](#)
- [Smoking and Vaping Policy](#)