



Workforce

**Work-related Driving Policy: guide
for employees**

This guide will help you to understand how the Work-related Driving Policy is applied.

The following guide forms part of the standard for workforce policies. These policies apply to all eligible staff within NHS Scotland, regardless of the board they are employed by. The guide covers:

What is the purpose of the Work-related Driving Policy?	3
Who is covered by this policy?	3
Employee responsibilities	3
Assessing risks.....	3
Your health and fitness to drive	4
Risk assessments	4
Your vehicle and documents	4
Managing risk.....	4
Control measures and safe systems of work	4
Employee training	5
Reporting and recording	6
Useful links.....	6

What is the purpose of the Work-related Driving Policy?

This policy aims to:

- Raise your awareness of the safety issues around work-related driving.
- Assess and manage all driving-related risks through safe procedures and training.
- Reduce injuries and incidents from work-related driving.

Who is covered by this policy?

This policy applies to everyone working within NHS Scotland. That includes all employees, plus bank, agency, and sessional workers, volunteers, contractors, and anyone on placement, such as students or trainees.

Employee responsibilities

When you drive for work, you have a personal responsibility to be safe. You must:

- Drive safely, taking care of yourself, your passengers, and other road users.
- Follow the procedures for safe driving set out by your manager.
- Report any health issues that could affect your fitness to drive.
- Check your insurance—If using your own car, ensure your policy covers 'Business Use'.
- Keep your vehicle roadworthy with a valid MOT, tax, and regular servicing.
- Report all incidents, accidents, and risks to your manager.
- Report any changes that affect your driving licence, like penalty points.
- Take part in training designed to meet the requirements of the policy.

Assessing risks

Your manager is responsible for carrying out a risk assessment for your work-related driving, but you have a vital role to play.

Your health and fitness to drive

If you are required to drive or transport items as part of your role, you should make sure you have the appropriate qualifications. This may include the Driver Certificate of Professional Competence, if relevant to your role.

Your manager is responsible for identifying and assessing risks and you will be required to engage appropriately. You must tell your manager about any health conditions, injuries, or medications that could affect your driving. This includes both temporary and permanent conditions like visual deterioration sleep apnoea, and seizures. A full list of notifiable conditions is available on the [GOV.UK website](#).

Risk assessments

As the employee, you should engage appropriately with your manager to make sure the risk assessment is carried out effectively. Your manager should make sure risk assessments are reviewed regularly. The frequency will be based on the level of risk, and the results will be communicated to you.

[Download Combined risk assessment form](#).

Your vehicle and documents

Before any journey, you are responsible for carrying out basic safety checks on your vehicle. You must also inform your manager of any changes to your licence, insurance, or MOT.

Managing risk

If a risk assessment finds any potential dangers, your manager must reduce these risks to the lowest possible level. They will assess your specific situation to determine the best course of action. You're expected to work with your manager to help put these safety measures in place.

Control measures and safe systems of work

Your manager will assess the effectiveness of the existing control measures and determine if they require review.

Issues that will be considered include:

- security lighting in parking areas
- using monitoring systems, including vehicle trackers, where available
- communication systems for sharing information on risk as appropriate
- correct usage of seatbelts and safety systems
- correct usage of mobile phones

A risk assessment may show that it is not possible for the work to be done safely. In this situation, your manager must make sure other arrangements are put in place.

Arrangements for managing risk should include:

- Annual checks of driving licence, and where appropriate, business use insurance certificates and valid MOT where applicable.
- Guidance for those undertaking work-related driving on appropriate rest breaks. [Find out more about the rules for drivers' hours in the UK.](#)
- The procedures to be followed in the event of an issue or emergency. All employees must be familiar with these local protocols.

If you use your personal vehicle for work-related purposes, you are responsible for making sure it is roadworthy. If you have any doubt about your vehicle's roadworthiness, you must not drive it for work. It should not be used on any public road or NHS Scotland site until the problem has been fixed. [Check your vehicle is safe to drive.](#)

Employee training

When risks are identified, this should be managed through training and support. As an employee, you must complete all training required for your role and risk assessment, including regular refreshers.

Training is there to help you manage risks and stay safe. It's also your responsibility to look after your own health while driving, for example by using your seatbelt and adjusting your seat for good posture.

Guidance on looking after your health while driving can be found on [driving and riding safely for work.](#)

Reporting and recording

You must report all incidents to your manager as soon as possible. These should be reported on the appropriate system, including Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR). Your manager will then investigate and follow up as needed.

Useful links

- [The Highway Code](#)
- [HSE—Driving and riding safely for work](#)
- [Check your vehicle is safe to drive \(GOV.UK\)](#)