

**Driving for  
work policy**



**Simon  
Turner**

Engagement Manager  
Driving for Better Business



Construction  
Logistics and  
Community Safety



Driving for  
**Better Business**



**Simon Turner**  
*Engagement Manager*

## How to create a 'good practice' Driving for Work policy

- 1 Why you need a policy
- 2 How to create a good policy
- 3 How to keep it up to date



# Where can risk occur?

1. Your drivers
2. Fitness to drive
3. Vehicle roadworthiness
4. Arriving for work
5. Loading the vehicle
6. Work instructions
7. On the journey
8. At the customer
9. In an emergency





Managing risk well  
starts with your  
driving for work **policy**

# Key policy sections

Policy statement

Driver Management

Vehicle Management

Journey Management

Grey Fleet Management

Why the policy exists – risk/statistics

That driver safety is paramount

Leadership statement

It applies to everyone

What happens for non-compliance



# Key policy sections

Policy statement

Driver Management

Vehicle Management

Journey Management

Grey Fleet Management



Driver impairment

Medical Conditions



Competency



Licence Checks



Tiredness

Collision History



# Key policy sections

Policy statement

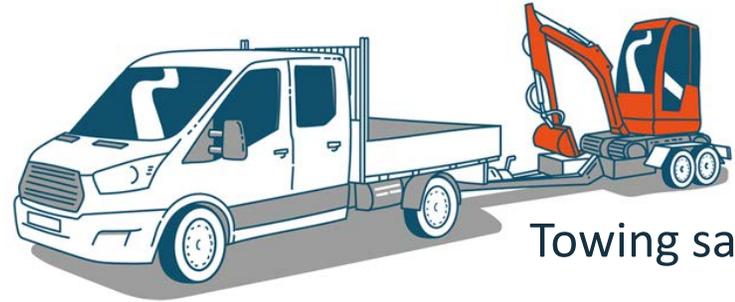
Driver Management

Vehicle Management

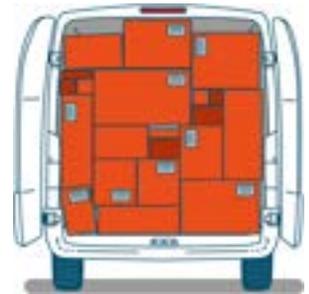
Journey Management

Grey Fleet Management

Pre-use safety checks & Defect management



Towing safely



Safe loading and load security

# Key policy sections

Policy statement

Driver Management

Vehicle Management

Journey Management

Grey Fleet Management



Speeding



Rest breaks



Journey planning



In an emergency



Mobile phone use

# Key policy sections

Policy statement

Driver Management

Vehicle Management

Journey Management

Grey Fleet Management

Licence checks

Business journey insurance

Vehicle suitability

Vehicle maintenance

Vehicle checks



Demo



Driving for  
Better Business

# Policy Builder

## POLICY STATEMENT

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## DRIVER MANAGEMENT

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Your Organisation:  
**Driving for Better Business**

**My Dashboard**

**Driving for Work Policy**

My Policy Progress

My Briefcase

Gap Analysis

Benchmarking

Resources

More Resources

# Welcome Simon

Name: Simon Turner

Role: Campaign Manager

Organisation: Driving for Better Business

[Edit my profile information](#)

### Your fleet summary:

- 10 Drivers
- 2 Vans & LCVs
- 1 Powered Two-wheelers
- 3 Cars
- 1 Trucks & HGVs
- 1 PCVs

Your organisation: Driving for Better Business

You are the designated Road Risk Champion for your organisation

[Incorrect information? Get in touch](#)

We've designed the Driving for Better Business programme to help you make long-term sustainable improvements in risk management that will lead to reductions in collisions, the ability to control operational costs, and confidence that you're meeting your legal requirements.

The first step is to ensure you have a 'good practice' Driving for Work policy.

From this portal, you can access the Driving for Work Policy Builder and monitor your progress.

- Access a driving for work policy template and checklist to make sure you've got everything covered
- Create a policy document that meets legal and compliance standards
- Get email alerts for any changes in guidance or legislation that could affect your policy
- Receive an annual reminder to review your policy, along with any changes that may be required since the last review

Reducing road risk isn't a quick fix and requires ongoing commitment. We'll help you with regular updates and resources, and you can also use our Gap Analysis and Benchmarking tools from within your portal.

## Your Policy Progress

You have completed 33% of the Driving for Work Policy tasks



[View my progress >](#)

## Your Briefcase

You have 2 resources saved in your briefcase

[View my briefcase >](#)

## Gap Analysis

You have answered 61/61 questions in your Gap Analysis

[My Gap Analysis >](#)

Your Organisation:  
Driving for Better Business

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## Driving for Work Policy

### Why do I need a Driving for Work Policy?

The law says all companies must have policies and procedures to minimise risk – and that includes the recognised risks around driving.

Your driving for work policy is how you demonstrate your commitment to doing this well.

### Your Driving for Work Policy

You have not created a Driving for Work Policy.

### Get Started

Choose an option below to get started.

#### Need a Driving for Work Policy?

You haven't got a driving for work policy and you want to use our [free driving for work policy template](#).

GET STARTED

#### Check your policy

You have a policy, but you'd like to check it covers all the relevant legal and compliance points – download our [best practice driving for work policy template](#).

DOWNLOAD TEMPLATE

#### I have a Driving for Work Policy

You have a policy – and you'd like our [regular updates to ensure it remains legally compliant](#), as well as a [reminder when it's due for review](#).

UPDATE POLICY REVIEW DATE

### Update your Driving for Work Policy review date

Use the form below to let us know the date your policy was last reviewed. We'll use this to remind you when your policy is next due to be reviewed.

How did you create your Driving for Work Policy?\*

- My Driving for Work Policy was created using this Driving for Better Business Policy Builder Tool
- My Driving for Work Policy was created elsewhere

Enter the date your policy was last reviewed \*

28/04/2024



SUBMIT

Your Organisation:  
**Driving for Better Business** >

- My Dashboard
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## My Driving for Work Policy Progress



### Policy Tasks

Task	Status	Date completed	Action
Register for your dashboard	✔ Completed	28/04/2024	
Understand your responsibilities	✔ Completed	28/04/2024	<a href="#">Download &gt;</a>
Watch the Driving for Work Policy videos			
• Introduction	✔ Completed	28/04/2024	<a href="#">Watch again &gt;</a>
• Why Do I Need a Policy	✘ Incomplete		<a href="#">Watch &gt;</a>
• What Should Be In a Policy	✘ Incomplete		<a href="#">Watch &gt;</a>
• Getting Driver Buy-In	✘ Incomplete		<a href="#">Watch &gt;</a>
• Review and Update	✘ Incomplete		<a href="#">Watch &gt;</a>
Update your Driving for Work Policy review date	✘ Incomplete		<a href="#">More info &gt;</a>
Policy Communication Checklist	✘ Incomplete		<a href="#">Download &gt;</a>

### Other Useful Resources

Complete Gap Analysis	✘ Not started	<a href="#">Start Gap Analysis &gt;</a>
Submit Benchmarking Data	✘ Not started	<a href="#">Benchmark your data &gt;</a>
Share the Driving for Work policy builder with your supply chain	✘ Incomplete	<a href="#">Share &gt;</a>
Leadership commitment statement	✘ Incomplete	<a href="#">Create statement &gt;</a>



Your Organisation:  
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## Driving for Work Policy Videos

### Watch the videos here



Introduction



Why Do I Need a Policy



What Should Be in a Policy



Getting Driver Buy-In



Review and Update

Driving for Work Policy Template

Save & View Policy

1 Creating your Policy

Welcome to our Driving for Work Policy builder. Use our Driving for Work Policy template below to create your own Driving for Work Policy.

The template uses our recommended text but is fully customisable – please be aware that we cannot guarantee any changes you make will be legal or compliant. Please check with your own advisors. You can also add your own custom sections if required.

In some sections of the policy you will see placeholder text marked by square brackets. When you save your policy, these placeholders will automatically be replaced with the information you provide – for example [organisation-name] will be replaced by the text you input into the 'Organisation Name' field.

Organisation Logo \*

No file chosen

Organisation Name \*

Your organisation name will automatically be inserted at relevant points in the policy document.

Policy Owner \*

Please provide the first and last name of the policy owner

Job Title \*

Please enter the job title of the policy owner

Date Policy Created or Reviewed \*

Please provide the date that this policy was last reviewed

28/04/2024

Current Policy Version \*

Please enter the current policy version

## Policy Statement Section

This is our recommended text. We cannot guarantee any changes you make will be legal or compliant. Please check with your own advisors. If you make text changes, you will need to save those using the green 'save' button on the right of your screen.

1 Policy Statement

Paragraph **B** *I*        

The Health and Safety Executive has recognised that driving for work is one of the most dangerous things many workers will do. It is estimated that up to a third of all road traffic incidents involve someone who is 'driving for work' at the time. This may account for around 12 fatalities and 150 serious injuries every week. Each year in Great Britain there are over 35,000 injury collisions that involve someone who was driving for work at the time.

[organisation-name] is committed to managing their road risk and delivering its legal and moral obligations regarding employees driving for work to ensure they get home safe and well at the end of each day. Driving for work refers to on behalf of [organisation-name] that involves an employee driving a vehicle and covers all journeys other than to and from the employee's normal place of work.

Many vehicles used for work journeys are supplied by the employer, but there are also vehicles used for work that are owned, leased, or hired by individual members of staff. These are called "grey fleet" vehicles and drivers. [organisation-name] owes the same duty of care under health and safety law to grey fleet drivers as they do to employees who drive company owned, leased, or hired vehicles.

[organisation-name] requires any employees who drive for work to comply with safe driving guidance and always follow the Highway Code. There is no requirement or expectation that an employee, regardless of their position, will break any road traffic law while driving on work journeys. There is no business activity that justifies placing an employee or others at risk of a road collision.

All employees who drive for work on behalf of [organisation-name] have a legal duty, under the Health and Safety at Work Act 1974, to comply with this driving for work policy while doing so.

## The Driver Section

Using the WYSIWYG editor, you cannot guarantee any changes you make will be legal or compliant. Please check with your own advisors. If you make text changes, you will need to save those using the green 'save' button on the right of your screen.

### 1 Driving Licence Checks

Paragraph **B** *I* [List Icons] [Quote Icon] [Link Icon] [Table Icon]

The Road Traffic Act 1988 states that as well as it being an offence for a driver to drive without a valid licence, it is also an offence for a person or organisation to permit a driver to drive without a valid licence. All employees who are engaged in work-related driving must:

- be holders of a full current driving licence, valid in the UK, for the category of vehicle which they are driving (including automatic or manual).
- notify their line manager immediately if their licence has expired, been suspended, revoked, or cancelled, or has had any limitation placed upon it.
- notify their employer immediately of any driving endorsements or prosecutions, including any that are accrued while driving a private vehicle, as this could affect any relevant insurance policies in place.
- notify the DVLA immediately of any changes to their name or address.
- allow their licence to be checked on a regular basis.

[organisation-name] will carry out checks of driving licences for all employers who are required to drive on company business. Employees are required to provide details to facilitate the checking of their driving licence against the DVLA database.

Save & View Policy

Save & View Policy

### 2 Fitness To Drive

Paragraph **B** *I* [List Icons] [Quote Icon] [Link Icon] [Table Icon]

A person's fitness to drive can be affected by a medical condition, by temporary illness and by the environment in which they work, drive and live. Health impairments – including stress, sleep disturbance, migraine, flu, severe colds, hay fever – can lead to unsafe driving. Sometimes, the treatment for these conditions can also impair driving. Employees must ensure they are fit to drive before embarking on any work journey.

### 3 Eyesight

Paragraph **B** *I* [List Icons] [Quote Icon] [Link Icon] [Table Icon]

Employees driving for work are required to meet the minimum eyesight standards which involve being able to read an unfamiliar number plate from a distance of 20 metres (about 5 car lengths). Failure will result in the employee being stopped from driving on company business until they can demonstrate they meet the required minimum standard.

## The Vehicle Section

This is our recommended text. We cannot guarantee any changes you make will be legal or compliant. Please check with your own advisors. If you make text changes, you will need to save those using the green 'save' button on the right of your screen.

### 1 Vehicle Roadworthiness

Paragraph **B** *I* [List] [List] [Quote] [List] [List] [List] [Link] [List] [List] [List]

A roadworthy vehicle is one that is safe to drive with all its safety-critical and other important elements in good condition and working order.

Drivers should conduct a walk around check of their vehicle to ensure there are no safety defects. A helpful aide is to remember the acronym POWDER: - Petrol (fuel) - Oil - Water - Damage - Electrics - Rubber. When checking tyres, ensure they are the correct pressure, do not have any cuts, bulges or other damage such as nails or screws, and that they have sufficient tread depth. The legal minimum tread depth for cars, vans and other LCVs is 1.6mm across 75% (three quarters) of the width of the tyre. Tyres should be replaced BEFORE they are at the legal limit.

Check the windscreen for any damage. Many chips can be repaired however, for damage larger than 10mm directly in front of the driver, the law usually requires the windscreen to be replaced.

Any defects and/or damage should be reported immediately. If safety-critical defects are found then the vehicle must not be used until those faults or defects have been rectified. Non-safety-critical defects should be rectified at the earliest possible opportunity.

Driving a vehicle with major defects is a serious offence and can result in harsh penalties. The penalties a driver may receive for driving a defective vehicle will range depending on the type and severity of the offence. Any such penalties are the responsibility of the driver. If the vehicle's condition causes the driver to have a collision, they could face additional charges and penalties.

Save & View Policy

Save & View Policy

### 2 Safe Loads

Paragraph **B** *I* [List] [List] [Quote] [List] [List] [List] [Link] [List] [List] [List]

Insecure loads pose a significant risk to other road users and incidents involving insecure loads can easily result in loss of life or life-changing injuries. The Driver & Vehicle Standards Agency (DVSA) and the police have powers to issue fines to any driver in charge of a vehicle that is overloaded or if the load is insecure.

The load on a vehicle is not just restricted to goods being carried. The load is anything being carried on and in the vehicle including tools, equipment, machinery, load restraint equipment, signage, raw materials, samples, and baggage. All can be classified as being part of the load being carried and must be safely and securely fixed to and/or in the vehicle.

Employees required to drive for work purposes will attend and comply with any training provided around safe and secure loads. They will check and ensure that 'their load' is within load limits and securely fastened before commencing a journey, and then again during a journey when any part of the load has been moved or removed. They should report any incident and near miss to their manager, that involves the safety and security of their load.

### 3 Vehicle Cleanliness

Paragraph **B** *I* [List] [List] [Quote] [List] [List] [List] [Link] [List] [List] [List]

It is the responsibility of the driver of the vehicle to maintain the vehicle being driven for work in a high standard of cleanliness both internally and externally. The dashboard must be kept free of loose items including including paperwork, food, litter and/or tools and equipment. The rear of the vehicle must be kept free of debris and maintained in a clean, organised, and presentable state.

## The Journey Section

This is our recommended text. We cannot guarantee any changes you make will be legal or compliant. Please check with your own advisors. If you make text changes, you will need to save those using the green 'save' button on the right of your screen.

### 1 Journey Planning

Paragraph **B** *I* [List] [List] [Quote] [List] [List] [List] [Link] [List] [List] [List]

Any journey should be reviewed, and a decision made as to whether the journey by road is necessary, whether it can be made by rail or air travel, or replaced with remote communications.

Where road journeys are required, driving during the higher-risk periods of 02:00-06:00 and 14:00-16:00 should be minimised or avoided altogether. Journey routes should be planned to use the highest quality roads, such as motorways and dual carriageways where possible.

No employee should be required to drive continuously for more than 2 hours without at least a 15-minute break. Breaks and break locations should be planned in advance. Where employees are planned to travel a long distance to a work location at the beginning or end of the day, or if travel time risks making the working day unreasonably long, employees can discuss with their manager the requirement to arrange overnight accommodation to avoid driving tired.

Save & View Policy

Save & View Policy

### 2 Safe Driving

Paragraph **B** *I* [List] [List] [Quote] [List] [List] [List] [Link] [List] [List] [List]

One of the most significant risks drivers face, and create, is driving at inappropriate speeds. This includes both exceeding the speed limit and driving within the limit but still too fast for the road and weather conditions.

Employees who drive for work should know the speed limits for the type of vehicle they are driving and road they are travelling on and understand the importance of staying within speed limits. Van drivers should remember that the applicable speed limit for a van is often lower than that of a car.

No employee driving for work should never drive faster than road conditions safely allow and should always obey speed limits. Employees driving for work are expected to always drive safely, responsibly, and legally. The minimum penalty for speeding is a £100 fine and 3 penalty points added to a driving licence.

### 3 Safe Speeds

Paragraph **B** *I* [List] [List] [Quote] [List] [List] [List] [Link] [List] [List] [List]

One of the most significant risks drivers face, and create, is driving at inappropriate speeds. This includes both exceeding the speed limit and driving within the limit but still too fast for the road and weather conditions.

Employees who drive for work should know the speed limits for the type of vehicle they are driving and road they are travelling on and understand the importance of staying within speed limits. Van drivers should remember that the applicable speed limit for a van is often lower than that of a car.

## 5 Driver Distraction

### Driver Distraction - Choose your Wording

Please select whether your organisation operates a zero-tolerance approach to driver distraction, or whether you allow for drivers to make calls on hands-free devices.

- Wording Option 1 - Zero Tolerance Approach  
 Wording Option 2 - Handsfree Calls Allowed

Paragraph **B** *I* [List Icons] [Link Icon] [Table Icon]

[organisation-name] operates a zero-tolerance approach to driver distraction.

The use of a handheld mobile device in any vehicle whilst driving is illegal and employees face prosecution if caught doing so. Police can issue a fixed penalty notice (£200 fine and 6 penalty points) or summons the driver to court where they are likely to receive a more stringent penalty on conviction. Please note that any such penalty could affect your employment. No employee is required to take or make calls while driving. Switch your phone off or put it in silent mode and place it out of reach. If you need to make a call, even if only to advise of a travel delay, find a safe place to stop and switch off the engine first. Initiating or participating in conference calls of any kind, texting or emailing when driving is not permitted under any circumstances. Adjusting a sat nav or other such system should be done while stationary with the engine switched off.

Eating or drinking while driving is not permitted. Drivers should take refreshments during normal rest breaks or while the vehicle is stationary with the engine switched off. Note: It is illegal to stop on the hard shoulder of a motorway to make or take a call.

Distraction can also be caused by other technology such as sat nav systems. Always programme your sat nav while parked and never try to do this while driving.

### Optional Wording

- Applicable to ALL EMPLOYEES within the organisation is a further rule that no employee may talk to another person, such as a client or supplier, if that person is known to be driving. Advise the driver of this rule and arrange to resume the call when they are not driving.

## 6 Driving in Adverse Weather

Paragraph **B** *I* [List Icons] [Link Icon] [Table Icon]

Weather can be unpredictable and can change quickly. When it does, the risk of a serious collision occurring substantially increases. Driving in adverse weather conditions can be extremely dangerous and can affect a drivers' awareness and concentration as well as their ability to drive safely.

Before commencing any journey, employees who are required to drive for work should always consider the weather conditions and potential for changes and deterioration in weather. They should adjust their driving style to the weather and road conditions at the time. Fuel levels should be checked at the start of a journey to ensure there is sufficient to complete the journey, and employees should have access to a fully charged mobile electronic device to provide updates to their managers if they need to postpone journeys or change routes when the police and travel organisations advise against road travel due to weather conditions.

If poor weather is expected, the necessity for the journey should be considered. Employees who still need to drive should ensure they have appropriate clothing to stay warm and dry, plus food and water in case of travel delays.

Employees driving for work should also have with them an up-to-date list of breakdown and emergency contact numbers.

## 7 Passengers

Save & View Policy

Save & View Policy

## 10 Breakdowns, Punctures And Glass Repair

### Enter details of your emergency contacts?

Enter emergency contact details for breakdowns, punctures & glass repair services - enter an external provider if you have one, or an office contact if that's more appropriate. Enter them here and we'll add them to your policy in place of the square brackets you see below (for example, [breakdown-company] will become whatever you write in the box).

Yes

Breakdown & Recovery Company Name \*

Breakdown & Recovery Company Number \*

Mobile Tyre Service Company Name \*

Mobile Tyre Service Company Number \*

Glass Replacement Service Company \*

Glass Replacement Service Number \*

Paragraph **B** *I*        

If your company-supplied vehicle breaks down, call [breakdown-company].

If your company-supplied vehicle suffers a puncture, call [mobile-tyre-company]. If you are on a motorway, you must not attempt to change the wheel or tyre yourself.

If your company-supplied vehicle suffers a broken windshield or window, call [glass-replacement-company].

Save & View Policy

Save & View Policy

## 11 Damage Or Theft While Parked

Paragraph **B** *I*        

If your vehicle is damaged or stolen while unattended, call your manager for further instructions.

Paragraph **B** *I* [List Bulleted] [List Numbered] [Quote] [Text Color] [Text Background Color] [Link] [Table] [Table of Contents]

All work-related road incidents and near misses (including damage-only ones and ones involving privately owned vehicles when they are used for work) should be reported as soon as it is safe to do so. Prompt and accurate reporting and recording of work-related road incidents, and near misses help to keep employees safe and reduce the likelihood of similar incidents occurring again.

Incidents involving a company-supplied vehicle must be reported to the Manager or the organisation's appointed accident management agent immediately where possible or, at the latest, within 24 hours.

An incident is an event that resulted in personal injury to an employee or another person, or resulted in property or vehicle damage, or a dangerous occurrence. This could include a motoring offence, a crash or collision involving a vehicle being driven for work, or a vehicle breakdown. A near miss is a dangerous occurrence that had the potential to result in personal injury to a staff member or another person, or to result in property damage.

Save &amp; View Policy

Save &amp; View Policy

#### The Journey Section - Add Your Own Wording

##### Additional Content Section

If you would like to add additional content with your own wording to The Journey section of your policy, please click the green button on the right hand side.

Add Additional Content To The Journey Section

## Grey Fleet Drivers

This is our recommended text. We cannot guarantee any changes you make will be legal or compliant. Please check with your own advisors. If you make text changes, you will need to save those using the green 'save' button on the right of your screen.

### 1 Main Content

Paragraph **B** *I* [List Bulleted] [List Numbered] [Quote] [Text Color] [Text Background Color] [Link] [Table] [Table of Contents]

Please note that if you use your own car for work, the organisation's legal duty of care to ensure the safety of the driver, the vehicle and journey remain the same. Grey fleet drivers should make themselves aware of all the company policies relevant to driving for work and ensure they always comply with them.

Grey fleet drivers must ensure:

- They are fit to drive.
- They hold a valid driving licence for the vehicle being driven, and provide permission for the employer to check this licence directly with DVLA.
- The vehicle is appropriate for the journey and use, taxed, MOT'd and serviced in line with manufacturer recommendations.
- They hold appropriate and valid insurance cover for business use.
- They can produce documentary proof of the above, on request.
- The vehicle is regularly checked to ensure its roadworthiness and a walk around safety check is conducted prior to starting any long work journey.
- They will notify their Manager if they are unable to use a vehicle which meets the minimum safety standards required.
- They will notify their Manager of any Notice of Intended Prosecutions and collisions they are involved in whilst driving, especially whilst on a journey for work purposes.
- They co-operate with company rules and policies when using their own vehicle for work.

Paragraph **B** *I* [List Bulleted] [List Numbered] [Quote] [Align Left] [Align Center] [Align Right] [Link] [Table] [Table of Contents]

All work-related road incidents and near misses (including damage-only ones and ones involving privately owned vehicles when they are used for work) should be reported as soon as it is safe to do so. Prompt and accurate reporting and recording of work-related road incidents, and near misses help to keep employees safe and reduce the likelihood of similar incidents occurring again.

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An incident is an event that resulted in personal injury to an employee or another person, or resulted in property or vehicle damage, or a dangerous occurrence. This could include a motoring offence, a crash or collision involving a vehicle being driven for work, or a vehicle breakdown. A near miss is a dangerous occurrence that had the potential to result in personal injury to a staff member or another person, or to result in property damage.

Save &amp; View Policy

Save &amp; View Policy

#### The Journey Section - Add Your Own Wording

##### Additional Content Section

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Add Additional Content To The Journey Section

## Grey Fleet Drivers

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Grey fleet drivers must ensure:

- They are fit to drive.
- They hold a valid driving licence for the vehicle being driven, and provide permission for the employer to check this licence directly with DVLA.
- The vehicle is appropriate for the journey and use, taxed, MOT'd and serviced in line with manufacturer recommendations.
- They hold appropriate and valid insurance cover for business use.
- They can produce documentary proof of the above, on request.
- The vehicle is regularly checked to ensure its roadworthiness and a walk around safety check is conducted prior to starting any long work journey.
- They will notify their Manager if they are unable to use a vehicle which meets the minimum safety standards required.
- They will notify their Manager of any Notice of Intended Prosecutions and collisions they are involved in whilst driving, especially whilst on a journey for work purposes.
- They co-operate with company rules and policies when using their own vehicle for work.

Policy Options:

[DOWNLOAD POLICY AS PDF](#)

[EDIT YOUR POLICY](#)

[BACK TO YOUR DASHBOARD](#)

## ABC Supplies

### Driving For Work Policy



Owner: Stella Parker

Title: Fleet Safety Manager

Date: 28/04/2024

Version: 1

#### Policy Statement

The Health and Safety Executive has recognised that driving for work is one of the most dangerous things many workers will do. It is estimated that up to a third of all road traffic incidents involve someone who is 'driving for work' at the time. This may account for around 12 fatalities and 150 serious injuries every week. Each year in Great Britain there are over 35,000 injury collisions that involve someone who was driving for work at the time.

ABC Supplies is committed to managing their road risk and delivering its legal and moral obligations regarding employees driving for work to ensure they get home safe and well at the end of each day. Driving for work refers to any work carried out on behalf of ABC Supplies that involves an employee driving a vehicle and covers all journeys other than to and from the employee's normal place of work.

Many vehicles used for work journeys are supplied by the employer, but there are also vehicles used for work that are owned, leased, or hired by individual members of staff. These are called "grey fleet" vehicles and drivers. ABC Supplies owes the same duty of care under health and safety law to grey fleet drivers as they do to employees who drive company owned, leased, or hired vehicles.

ABC Supplies requires any employees who drive for work to comply with safe driving guidance and always follow the Highway Code. There is no requirement or expectation that an employee, regardless of their position, will break any road traffic law while driving on work journeys. There is no business activity that justifies placing an employee or others at risk of a road collision.

All employees who drive for work on behalf of ABC Supplies have a legal duty, under the Health and Safety at Work Act 1974, to comply with this driving for work policy while doing so.

#### Non Compliance

Employees who drive for work will be responsible and accountable for their own actions when driving for the purposes of work. Should ABC Supplies receive information that an employee may have breached this policy, an internal investigation will be carried out which may lead to disciplinary action being taken, including the possibility of termination of employment.

#### Policy Monitoring



ABC Supplies

## Driving For Work Policy

Owner: Stella Parker

Date: 28/04/2024

Title: Fleet Safety Manager

Version: 1

### Policy Statement

The Health and Safety Executive has recognised that driving for work is one of the most dangerous things many workers will do. It is estimated that up to a third of all road traffic incidents involve someone who is 'driving for work' at the time. This may account for around 12 fatalities and 150 serious injuries every week. Each year in Great Britain there are over 35,000 injury collisions that involve someone who was driving for work at the time.

ABC Supplies is committed to managing their road risk and delivering its legal and moral obligations regarding employees driving for work to ensure they get home safe and well at the end of each day. Driving for work refers to any work carried out on behalf of ABC Supplies that involves an employee driving a vehicle and covers all journeys other than to and from the employee's normal place of work.

Many vehicles used for work journeys are supplied by the employer, but there are also vehicles used for work that are owned, leased, or hired by individual members of staff. These are called 'grey fleet' vehicles and drivers. ABC Supplies covers the same duty of care under health and safety law to grey fleet drivers as they do to employees who drive company owned, leased, or hired vehicles.

ABC Supplies requires any employees who drive for work to comply with safe driving guidance and always follow the Highway Code. There is no requirement or expectation that an employee, regardless of their position, will break any road traffic law while driving on work journeys. There is no business activity that justifies placing an employee or others at risk of a road collision.

All employees who drive for work on behalf of ABC Supplies have a legal duty, under the Health and Safety at Work Act 1974 to comply with this driving for work policy while doing so.

### Non Compliance

Employees who drive for work will be responsible and accountable for their own actions when driving for the purposes of work. Should ABC Supplies receive information that an employee may have breached this policy, an internal investigation will be carried out which may lead to disciplinary action being taken, including the possibility of termination of employment.

### Policy Monitoring

This policy was last reviewed on 28/04/2024 by Stella Parker, Fleet Safety Manager.

ABC Supplies reserves the right to amend policy requirements relating to employees who drive and vehicles which are being used for work purposes.

This policy will be formally reviewed and updated by on at least an annual basis, or sooner if deemed appropriate, or by reasonable request.

to drive without a valid licence, it is also an offence for a employee who are engaged in work-related driving must of vehicle which they are driving (including automatic

pendent, revoked, or cancelled, or has had any

ions, including any that are accrued while driving a

ered to drive on company business. Employees are e DVLA database.

nd by the environment in which they work, are colds, hay fever – can lead to unsafe must ensure they are fit to drive before

ive being able to read an unfamiliar loyee being stopped from driving on

tion, or a change in their health and r with Notifiable Conditions which

ppropriate speeds. This includes both exceeding the speed r conditions.

if vehicle they are driving and road they are travelling on and id remember that the applicable speed limit for a van is

s safely allow and should always obey speed limits. and legally. The minimum penalty for speeding is a £100

ate speeds. This includes both exceeding the speed ions.

e they are driving and road they are travelling on and mber that the applicable speed limit for a van is

allow and should always obey speed limits. ally. The minimum penalty for speeding is a £100

The minimum penalty if caught not wearing a

duces the chance of serious injury or death se who were wearing a seat belt and remain g for work in any vehicle, whether company-use by all occupants.

ary Seat Belt Wearing should be obtained riven to present to the police if stopped

secution if caught doing so. Police can e they are likely to receive a more No employee is required to take or quired to make a call, even if only cputing in conference calls of any v or other such system should be

st breaks or while the vehicle is to make or take a call.

at nav while parked and never

ether person, such as a client s call when they are not driving



**GUILTY!**

**Double fatality**

**FINE: £450,000**

**COSTS: £300,000**

**TOTAL: £750,000**

# Updating your policy

- Guidance and legislation can change so you need to review your policy regularly and update it where necessary
- Examples: Removal of B+E towing test  
Mobile phones – scope and penalties  
Hierarchy of users
- Updates from:



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