

Driving at work policy



Headline

A robust 'driving at work' policy is fundamental protection for your business in the case that something 'goes wrong' out on the road, resulting in your business facing prosecution in a Court of Law. Being able to demonstrate via a well-maintained audit trail that you have a clear and relevant policy which is effectively implemented and regularly shared with relevant staff is essential. That policy will also provide the cornerstone of any driver risk management and driver development programme you implement.

IAM RoadSmart can provide your business with a standardised 'driving at work' policy document, which has been developed to fit the requirements of the majority of business and fleet operations within the UK. This document can however be tailored if necessary and we would work with you ensuring the final document is a perfect fit to your business operation.

Once your business decides to introduce a policy (or new policy), the key is ensuring it is effectively distributed to staff, that they sign to confirm they have received it – but more importantly, that they have read and understood it. We can provide advice on how to implement this effectively. We also offer online tools for ensuring staff review the policy regularly (e.g. every two years should be sufficient) and are questioned on key aspects of the policy content.

Policy Contents

Our standard policy wording is simple and straightforward, avoiding misunderstandings or ambiguity. It is intended to engage the driver and be simple to read. The contents page is hyper-linked to each section for ease of use when viewing in PDF rather than hardcopy.

The document is 13 pages long, including the attractive front page and the coversheet, which requires a signature from the person responsible for the policy, plus the name of the person responsible for day-to-day enforcement, plus a date for review.

The following section gives an overview of contents, listing the section titles and a summary of what that section includes.

Introduction:

- An overview of what the policy covers and who is covered within the policy and who is covered by it

Company commitments:

- An outline of the Company's key commitments to staff, the general public, environment and company property
- An outline of how the Company intends to fulfil on these commitments (e.g. through improving road safety records, through driver/vehicle/journey/task management, through staff training, through reporting on incidents, etc.)
- A more detailed outline of activities the Company will undertake to achieve the above (e.g. regular Driving Licence checks via DVLA, recording data on private vehicles and related documents, not putting employees under pressure, risk assessing individual drivers, providing training, etc.)

Driver commitments:

- A basic list of essential driver requirements (e.g. providing details to enable Driving Licence checking and private vehicle records to be maintained, always wear a seatbelt, not drive whilst under the influence, complete risk assessment and training as required, regularly review Highway Code, etc.)

Regards vehicle owned, leased or hired by the Company:

- An outline of vehicles and who is entitled to drive them
- Legal responsibilities of the driver in relation to passengers and goods
- Reporting of incidents involving the Police
- Responsibilities regarding personal possessions held in the vehicle and parking of the vehicle

Driver checks:

- An outline of requirements upon the driver to maintain their vehicle to a high standard
- An outline of what a daily check should entail, at minimum
- Reporting of damage
- Vehicle cleanliness
- Vehicle licences, tests and insurance requirements

In the event of an accident:

- A detailed list of what a driver should do in the event of an accident, including advice on what details they should provide to and take from the third party (where applicable), who they need to inform, how to safely but effectively record other useful information, etc.)

Basic road safety advice:

- A non-exhaustive list of risks involved in the use of motor vehicles, providing relevant common sense advice (e.g. regards illness, medication, drink and drugs, eyesight, speed limits, hitchhikers, no hand held mobile phone use, etc.)

Expenses and Tax:

- How to record and claim business mileage expenses and where to get assistance and/or authorisation for claiming

Implementation of the Policy:

- Who has overall responsibility for upholding the policy and the driver's responsibility
- How the policy will be made available to current employees and to new starters

Non-Compliance:

- How concerns regards safety should be escalated
- How non-compliance with policy and safe driving-related programmes will be dealt with in relation to the Company's disciplinary policy, including actions which could result in dismissal.

Monitoring the Policy:

- How the policy will be monitored to ensure it is being effectively implemented

Reviewing the Policy:

- When and how the policy will be reviewed and updated (e.g. changes in legislation, changes in business process or structure, etc.)

Policy Amendments:

- How amendments will be shared and who has ultimate responsibility for this

Please speak to your Business Manager or Account Manager to discuss tailored solutions or to purchase our standard policies and handbooks.

For further details and to find out how IAM RoadSmart can assist you and your fleet, contact us:

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