

Note – this is a template policy for members to adapt to suit their business. It is for the use of NTF members only.

This front page does not form part of the policy.

Driving Licences

The policy refers to the employee needing to hold a valid UK driving licence.

A foreign driving licence where the person is now a resident in the UK allows the holder to drive a small vehicle in the UK for a period of 12 months. After that to continue driving, the person must have obtained a UK driving licence by passing both the theory and practical driving tests within the 12 months.

The right to drive in the UK can be checked here:

<https://www.gov.uk/driving-nongb-licence>

Your insurers may have specific requirements that a UK driving licence is held.

The policy provides for you to check the status of a driver's licence. An individual can check or obtain a share code for their driving licence at <https://www.gov.uk/view-driving-licence> and you can use the share code information provided by the person to check their licence at: <https://www.gov.uk/check-driving-information>

We have also drafted a letter which you may wish to issue to employees in conjunction with the policy.

CAR DRIVING POLICY

INSERT BUSINESS NAME

PURPOSE AND SCOPE

This policy sets out the standards and responsibilities for employees who drive company vehicles or use their own vehicles for work-related purposes. It aims to ensure safety, legal compliance, and the proper use of vehicles.

This policy applies to all employees who drive on company business, whether using company-owned, leased, or personal vehicles.

STATUS

This policy is non-contractual and can be amended at any time.

LEGAL COMPLIANCE

- You must hold a valid UK driving licence appropriate for the vehicle you are driving.
- You must comply with all UK road traffic laws and the Highway Code.
- The use of mobile phones or other hand held devices while driving is strictly prohibited unless using a hands-free system.
- Driving under the influence of alcohol or drugs is strictly prohibited and you must not drive whilst taking medicines prescribed or otherwise which may cause drowsiness and hinder your ability to drive safely

RESPONSIBILITIES OF EMPLOYEES

- You must make regular checks on the vehicle's roadworthiness (tyres, lights, brakes, fluids, etc.).
- If using your own vehicle it must have a current MOT if required, be roadworthy, taxed, and insured for business use where applicable
- If driving a vehicle provided by the company you must report any vehicle defects or maintenance needs immediately.
- You must :
 - take regular breaks during long journeys to prevent fatigue.
 - must drive with respect and care at all times

- Report any driving-related incidents, fines or penalties to management immediately
- In the event of you being convicted of any offence which results in any penalty points being endorsed on your Licence, whether or not the offence is committed in a company vehicle, whilst on or off duty, you are required to notify the Company of that conviction immediately.
- If you understand that it is likely that you will be charged with any motoring offence, you are required to notify the Company.

RESPONSIBILITIES OF EMPLOYER

- We will ensure company vehicles are maintained, and meet legal safety requirements.
- We will conduct periodic driving licence checks of any employees driving for us in the course of their work and insurance checks for privately owned vehicles.
- We will only call you when you are driving when absolutely necessary and we will not expect you to answer immediately and will leave a message for you to call us back when safe and legal to do so. Where usage dictates and the need for contact must be maintained we will provide and install suitable and legal hand free equipment in order to comply with legislation.

INSURANCE AND CLAIMS

- Employees using personal vehicles for business must provide evidence of valid insurance covering business use.
- Where it is a company owned vehicle, we will provide a copy of the insurance policy to be kept in the glove compartment of the vehicle.
- Any accidents, however insignificant they may seem, or incidents must be reported immediately to the relevant manager.

PENALTIES AND DISCIPLINARY ACTION

- Any breach of this policy may result in disciplinary action, up to and including termination of employment.
- Serious offences, such as driving under the influence, will be considered as potential gross misconduct and may result in dismissal without notice.
- The use or provision of a company vehicle may be withdrawn at any time if we consider you are involved in an unacceptable or unreasonable number of accidents, or if you are absent without an authorised reason for an extended period, or if there is a legal reason preventing you from driving.

ACCIDENTS

If you are involved in an accident, however small, make a note of the facts at the time or as soon as possible afterwards, including what others have said. Rough sketches and photographs can also be useful.

OTHER POLICIES

This policy should be read in conjunction with our following workplace policies and procedures:

- Substance Misuse at Work
- Health and Safety
- Disciplinary

REVIEWS AND UPDATES

This policy will be reviewed and updated as necessary to comply with legal and operational requirements.

CONTACT

For any queries regarding this policy, please contact [HR/Management contact details].

[date issued]

Example Letter to drivers of company owned cars or otherwise driving cars as part of their duties. You can amend this to suit your own requirements.

Date

Dear [employee]

This letter is to advise you of your obligations as a driver of a company owned car or otherwise when driving for us.

You are required to be fully aware of and abide by:

- the Highway Code
- the Car Driving Policy (a copy of which has been provided to you)
- any further instructions set out in this letter

If you are uncertain on any of these procedures, please speak to us before driving.

Before setting out on any journey, we ask you to carry out a visual inspection of the vehicle you will be driving to check it is safe, legal and in working order. This should include checking the lights, the windscreen washer fluid level and wipers. You must also check that the number plates are clean and not obscured.

You are also expected to regularly check the oil and water levels plus tyre pressures.

Any item which you observe to be unsafe, illegal, missing or in need of immediate attention, you should attend to promptly, either in person where appropriate, or by contacting your manager for guidance and/or action to be arranged.

It is your responsibility to ensure that mobile phone or other handheld device usage is restricted to hands free use whilst driving and used only in accordance with legal requirements. Any fines resulting from non-compliance with this law will be paid directly by you.

We require you to carry your driving licence when driving and to present this to anyone who reasonably requests to see them. Your authority to drive for us as part of your duties is dependent upon you being a holder of a current UK licence entitling you to drive that category of vehicle.

If you experience any other situation which may adversely affect your driving capability when you are driving or due to drive for us, you must immediately inform your line-manager for advice. You must not drive if you are unfit to do so.

Only persons authorised by us may drive a company vehicle. Prior written consent must be obtained from the company for driving by others, i.e. a spouse or partner.

Failure to comply with any of these instructions and/or a breach of the car driving policy may result in disciplinary action, which may lead to dismissal.

In the event that you have any questions on any of the issues raised in this document, or would like to discuss related issues, please contact your line-manager for assistance.

You are required to acknowledge receipt of this letter by signing your name below, which confirms that you have received, understood and will comply with this letter.

Yours sincerely

Company signature (Manager)

Date:

Signature of recipient

Date: