

# Use of Private Vehicles for Company Business Policy

## **Compass Disability Services**

Unit 11-12 Belvedere Trading Estate  
Taunton TA1 1BH

October 2009

Date for Review: September 2012

### **Introduction**

Research by the Health and Safety Executive shows that 20 people are killed and 250 people are seriously injured each week in traffic accidents involving someone driving for business reasons.

As an employer, Compass Disability Services has a duty of care under the Corporate Manslaughter and Corporate Homicide Act 2007 to ensure that any employee who drives on company business does so safely, courteously and in accordance with the law.

### **Definitions**

For the purpose of this policy the term:

- “driver(s)” will mean any employee(s) driving on company business.
- “driving” or “drives” will refer to driving whilst on company business.

### **Who does this policy relate to?**

Every employee or volunteer who drives on company business falls under the current law. Any person who uses their own or any other vehicle for a company journey, regardless of how trivial must abide by this policy. This includes making journeys to:

- Visit clients or professionals in the fulfilment of their duties.
- Deliver or collect goods relating to the organisation.
- Attend meetings, training events or exhibitions on behalf of the organisation.

The policy does not cover ordinary commuting journeys.

**All employees will be asked to sign a statement that they have read, understood and will abide by the instructions laid down in this policy.**

### **Managing the Risk**

The Management of Health and Safety at Work Regulations 1999 require every employer to carry out an assessment of the risks to the health and safety of their employees, or themselves, whilst they are at work, and to other people who may be affected by their work activities. This includes any driving activity on the road. Compass Disability Services places the same importance on the management of health and safety whilst employees are on the road as

Date updated: 03/03/2011

By whom: Paula Ingrey

Version number: 2

Location: Z:\Compass Files\Strategic & Governance - Gov\Policies REVIEWED\Use of Private Vehicles for Company Business Policy\Use of private vehicles for company business policy.doc

for those in a workplace. Compass Disability Services manages risk through the implementation of rigorous checks on drivers as detailed below.

## **The Highway Code**

All drivers are required to operate according to the requirements of the current Highway Code and any amendments made hereafter. Particular consideration should be given to vehicle maintenance, safety and security. The online version is available from [www.direct.gov.uk/en/TravelAndTransport/Highwaycode](http://www.direct.gov.uk/en/TravelAndTransport/Highwaycode).

## **Driving Licences**

All drivers must hold a full current driving licence that permits them to drive in the UK in the appropriate category. All Drivers will be requested to submit their driving licence (paper and photocard) to the Operations Manager on an annual basis as part of Annual Driving Suitability Check. All drivers must inform the Operations Manager immediately in the event of any changes to their licence.

Any driver found to have 9 current points or more on their driving licence will be required to attend a disciplinary hearing with their Line Manager and the Operations Manager.

## **Insurance**

All drivers are required to have insurance that covers them for Class 1 business use. This should cover the insured driver to carry passengers; however it is the responsibility of the employee to verify this with their insurance company. All drivers must submit a copy of their insurance policy to the Operations Manager on an annual basis as part of the Annual Driving Suitability Check.

Where driving is an integral part of the driver's role, Compass Disability Services will not be liable for any increase in premiums for the inclusion of business use on the insurance policy.

## **Road Tax**

Every vehicle registered in the United Kingdom (UK) must be taxed if used or kept on a public road. Employees will need to submit documentation to show that their road tax is in date as part of an Annual Driving Suitability Check.

## **Condition of vehicles**

All drivers are expected to ensure that their vehicles are roadworthy and suitable for the expected duties of the driver. As part of an Annual Driving Suitability Check all drivers must submit a valid MOT certificate or proof of compliance with the car manufacturer's recommendation in relation to

Date updated: 03/03/2011	By whom: Paula Ingrey	Version number: 2
Location: Z:\Compass Files\Strategic & Governance - Gov\Policies REVIEWED\Use of Private Vehicles for Company Business Policy\Use of private vehicles for company business policy.doc		

servicing prior to an MOT being compulsory to the Operations Manager when requested.

## **Hours spent driving**

Drivers are expected to maintain an audit trail of the hours spent driving plus hours spent at appointments or in the office between, before or after driving. All drivers are expected to maintain their Microsoft Office Calendars, in the agreed format, as accurately as possible to reflect this.

## **Fitness to drive**

Drivers must ensure that they are fit to drive. Drivers should assess their fitness bearing in mind fatigue, alcohol, drugs, eyesight and stress. Drivers should not drive if they feel that they are not fit do so but should inform their Line Manager or, if they are unavailable, another senior member of staff immediately. Line Managers are not expected to be experts in detecting levels of fitness but should look for warning signs and raise any concerns with the relevant driver if it is considered necessary.

As part of an Annual Driving Suitability Check, drivers will be required to sign an annual declaration to say that they have undergone an eyesight test and that they do not have a need for corrective measures or are taking the appropriate action to ensure that they are fit to drive. Details of how to claim for the cost of an eyesight test can be found in the staff handbook.

## **Monitoring**

The Operations Manager will complete an Annual Driving Suitability Check form with each driver that will be held on the driver's personnel record for up to 5 years. Any driver who changes their car in between checks should inform the Operations Manager immediately and will need to resubmit all of the above documentation to demonstrate that they are adequately covered for the new vehicle and it is suitable to drive.

## **Use of mobile phones whilst driving**

It is an offence to cause or permit a driver to use a hand-held phone while driving. The use of hands-free devices while driving does not contravene the specific ban on hand-held phones; however motorists who cause a fatal accident as a result of being avoidably distracted at the wheel now face a prison sentence. Therefore in the interest of the law and the health and safety of Compass Disability Services employees and other road users, the use of any mobile phone device whilst driving is strictly prohibited. Any employee found to be using a hand-held or hands-free mobile phone whilst driving will be in breach of this policy and will face disciplinary action.

Employees who need to receive or make a phone call whilst on a journey should either wait until they have reached their destination or should find a

Date updated: 03/03/2011	By whom: Paula Ingrey	Version number: 2
Location: Z:\Compass Files\Strategic & Governance - Gov\Policies REVIEWED\Use of Private Vehicles for Company Business Policy\Use of private vehicles for company business policy.doc		

safe place to stop and switch off their engine before using a mobile phone device.

## **Policy Revision**

This policy will be reviewed every three years and amended as necessary, or earlier in accordance with any forthcoming legislation. All employees should pass suggestions or recommendations for the revision of any aspect of this policy through normal channels to the Chief Executive.

Other information:      Health and Safety Policy  
                                 The Staff Handbook  
                                 The Corporate Manslaughter and Corporate Homicide  
                                 Act 2007

Date updated: 03/03/2011	By whom: Paula Ingrey	Version number: 2
Location: Z:\Compass Files\Strategic & Governance - Gov\Policies REVIEWED\Use of Private Vehicles for Company Business Policy\Use of private vehicles for company business policy.doc		