

Driving for Work Policy

1. Introduction

- 1.1. The Driving for Work Policy applies to all employees, or others, who may carry out any work on behalf of Sacriston Youth Project (“the Charity”) that involves the employee driving a vehicle and covers all journeys other than to and from their normal place of work to/from home.
- 1.2. The Charity has a statutory duty to ensure risks associated with such driving activities are assessed, minimised and controlled as far as reasonably practicable, in accordance with the general requirements of the Health and Safety at Work etc. Act 1974, and the specific requirements of the Management of Health and Safety at Work Regulations 1999 and Corporate Manslaughter and Homicide Act 2007.

2. Responsibilities

The Charity have the ultimate responsibility for ensuring risks are controlled as far as reasonably practicable and for the allocation of appropriate resources in respect of enhancing safety whilst driving on behalf of the Charity.

2.1. The Line Manager has the responsibility to:

- Review the employee’s certificate of motor insurance for their private motor vehicle on commencement of employment, and thereafter annually, to confirm it covers their appropriate business use. A photocopy of the certificate of motor insurance should be signed and dated by the Line Manager and retained on file.
- Review the employee’s driving licence on commencement of employment, and thereafter annually, to check its suitability and validity, any penalty points, endorsements or other motoring offences; and restrictions, in particular those concerning medical conditions. A photocopy of the driving licence should be signed and dated by the Line Manager and retained on the employee’s personnel file.
- Carry out an annual Driving for Work risk assessment
- Ensure any incidents reported to them will be investigated thoroughly and detailed documentation and records are maintained
- Arrange appropriate driver safety training sessions and regularly information regarding the importance of the Driving for Work Policy to all the Charity’s employees.

2.2. All employees who use their own motor vehicle must have:

- Appropriate and valid insurance which includes ‘business use’
- Valid road tax

- A full and valid driving licence
- An MOT certificate for the vehicle (if applicable)
- Regular maintenance checks to ensure the vehicle is safe and roadworthy at all times (see Appendix - Vehicle Checklist)

All employees will be required to confirm this information when submitting mileage expense claims. All information will be processed in accordance with our Data Protection Policy which adheres to the General Data Protection Regulation (GDPR).

2.3. The Charity will not be held responsible for any fines incurred relating to traffic offences such as:

- Speeding fines
- Parking fines
- Mobile phone fines

2.4. Employees should inform their Line Manager of any changes in circumstance such as motoring offence convictions, driving licence endorsements, penalty points, changes in insurer or vehicle used or use of any prescription medication or changes to health that affect their ability to drive.

3. Key Road Safety Issues

The road safety issues, and requirement below reflect some of the legal duties in this area and will enhance the safety of employees driving on behalf of the Charity, their passengers and other road users.

3.1. Use of Mobile Phones and In-Car Distractions

In accordance with UK driving laws, hand-held mobiles phones, whether provided by the Charity for work purposes or privately owned, must not be used whilst driving. It is also an offence to “cause or permit” a driver to use a hand-held mobile phone while driving. If a Charity employee contacts a colleague and suspects they are using a hand-held phone while driving the call must be terminated immediately.

The Charity recommends that any items such as mobile phones, portable music devices and satellite navigation units should only be used or adjusted after stopping in a safe place and after turning the engine off.

3.2. Speed Limits

Speed limits must be adhered to at all times, so sufficient time must be allocated for the journey. A speed limit is indeed that, a limit, and not a target. Appropriate speed must be used for the road type and weather conditions. It is the responsibility of the driver to know the speed limit for the road they are travelling on and the vehicle they are using.

3.3. Planning a Safe Journey

Journeys must be adequately planned and organised to ensure that the driver, and any passengers, are not put at risk. This would include:

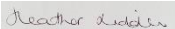
- Allowing sufficient time to complete the journey, taking into consideration traffic and weather.
- Planning the safest route and allowing adequate time to counter stress and tiredness.
- Drivers must ensure that passengers wear seat belts.
- Passengers have a right to feel safe. If they are concerned about their safety with a particular driver, they should inform their Line Manager.

3.4. Drugs and Alcohol

Whilst undertaking driving on behalf of the Charity, employees are expected to:

- Adhere at all times to the legal limits for the level of alcohol in the blood whilst driving.
- Avoid driving whilst under the influence of illegal drugs or other intoxicating chemicals including prescription or non-prescription medication which may cause drowsiness.

This policy has been approved & authorised by:

Name: Heather Liddle
Position: Trustee – Sacriston Youth Project
Date: April 2021
Signature: 

Date of Review	Reviewed By	Changes Made	Date of Next Review
April 2021	Jo Cameron - Trustee		April 2022

Appendix 1

Vehicle Safety Checklist	√
Tyres (including spare): <ul style="list-style-type: none">● are undamaged,● have the correct tread depth● have the correct pressure	
Oil levels are correct	
Coolant levels are correct	
Windscreen wash levels are correct	
Brakes are working	
Brake lights and indicators are clean and working	
Windscreen and windows are undamaged	
Washers and wipers are working	
Mirrors correctly positioned.	
Warning light is working	
All lights are working	
Horn is working	