

SCCU Driving at work policy

1. Policy Objectives

The purpose of this policy is to clarify:

- Guidelines regarding use of private vehicles for business journeys
- Obligations and responsibilities under the policy for both the employer and the employee, including health and safety

All drivers are bound by the terms of this policy. You should therefore familiarise yourself with its contents. Questions regarding this policy should be directed to your line manager.

2. Terms

This policy is effective from 1st September 2017. The company will periodically review this Policy and reserves the right to alter it at any time.

This policy should be read in conjunction with the Driving on Business Handbook – Health and Safety and driving guidance.

3. Environmental Policy

SCCU aims to minimise the effect of business mileage on the environment through encouraging the use of fuel-efficient cars and those with low CO₂ and tailpipe emissions where possible. SCCU also expects employees to drive them in a fuel-efficient manner whilst driving on business and maintain company cars in line with the manufacturer's recommendations. This will both reduce vehicle emissions and running costs.

4. Driving for work

4.1. Vehicle Suitability

Any vehicle used on company business must be:

- Suitable for its intended use.
- Fully maintained (in line with the vehicle manufacturers recommendations), in a roadworthy condition and meet all legal requirements, such as a valid MOT (where applicable) and have valid road fund license.
- Fully insured for business use.

You are expected to comply with our checks on private vehicles and therefore when requested, and at least annually, you should provide us with a copy of your MOT certificate (for vehicles over 3 years old) and a copy of your motor insurance certificate providing cover for business use.

4.2. Driving licence checks

All employees who drive on business will be required to undergo annual driving licence checks to ensure the employee has a full and valid driving licence for the category of vehicle they are required to drive on business.

Additionally, SCCU may carry out periodic, random checks on driving licences without prior notice. This will involve you complying with obtaining access from the DVLA for us to access your supplementary driving records online.

Employees must advise the company immediately if they lose their licence or are disqualified from driving either temporarily or permanently either on medical advice or through conviction. Failure to notify the company of a loss of licence is regarded as a serious disciplinary offence. If you lose your licence and it is deemed that your job cannot be carried out effectively without it, the company reserves the right to terminate your employment.

4.3. Driving offences and fines

The driver of the vehicle must drive within the law including:

- Ensuring that traffic signs and statutory speed limits (including variable speed limits) are observed.
- Ensuring bus lane and clear zone regulations are observed.
- Ensuring that the vehicle is always sensibly parked and not in breach of any regulations.

Payment of any automated motoring offense fines including speeding, parking and bus lane enforcement as well as on the spot fines is the responsibility of the employee and as such must be paid immediately.

Should SCCU incur admin charges from leasing companies regarding the administration of such charges, we reserve the right to pass such charges on to employees by way of a deduction from salary.

5. Health & Safety Guidelines

As part of our overall health and safety policy, SCCU is committed to managing the risks that our employees face and create when driving for work. We ask all our employees to play their part. These guidelines apply to all employees who use a vehicle on company business.

5.1. Smoking in vehicles

Regulations relating to smoking in company vehicles came into force on 1 July 2007, the position is that smoking is prohibited in all work environments. Therefore, SCCU forbids smoking in company vehicles and recommends that employees do **NOT** smoke in their private vehicle whilst driving on business.

If you have passengers in a private vehicle whilst driving on business, this will constitute a work environment and you are therefore forbidden from smoking at such times.

For the avoidance of doubt we include vape products and e-cigarettes within this policy.

5.2. Driver's health

Employees must not use company vehicles or drive any vehicles for work unless they are in a fit condition to drive, and their eye sight meets the DVLA's required standards.

If any medical condition is known that may affect their ability to drive such as epilepsy or diabetes (type 1) they must inform both the company and DVLA immediately. Guidance on the medical conditions that require notification to DVLA are available from the DVLA at <http://www.dvla.gov.uk/medical/ataglance.aspx>.

Failure to notify us regarding such health matters may be dealt with under the disciplinary procedure.

5.3. General upkeep of vehicle

You should ensure that the vehicle you are using is in a mechanically roadworthy condition and that it has a current vehicle excise licence and MOT certificate (if over 3 years old). The vehicles routine maintenance should be up to date, in line with the manufacturer's recommendations. Specifically, you should ensure that:

- All exterior lights are clean and in working order
- Interior and exterior mirrors are in good condition
- The windscreen is in a good condition and the wash/wipe system is working properly
- All brakes are working properly
- All tyres are in good condition and above the minimum legal tread depth of 1.6mm
- The speedometer and horn are working properly
- Seatbelts are working properly
- Registration plates are clearly visible and easy to read

5.4. Mobile phone use

It is a criminal offence to use a hand held mobile phone or similar electronic device whilst driving, or even whilst sat in a car with the engine running. Failure to comply with the law can result in significant fines and points on your driving licence and in the worst cases could lead to imprisonment.

SCCU insists that employees do **NOT** use a mobile phone whilst driving on business, even if a hands-free device is fitted. Research has shown that involvement in a conversation on a telephone represents a major distraction to a driver. The company therefore recommend diverting your mobile phone to voicemail whilst driving and reading and responding to voicemail messages at the end of a journey, or during rest stops.

Whilst the use of a mobile phone fitted with a hands-free kit is legal; it is still a distraction and can therefore increase the risk of an accident. You should also be aware that should you be involved in an accident whilst using a hands-free device you can still be prosecuted for not having proper control of your vehicle.

The use of a mobile phone fitted with an earpiece is not a hands-free kit and should not therefore be used under any conditions.

Any breach of the law regarding mobile phone use will be treated as a serious disciplinary offence.

5.5. Safe driving

Drivers must exercise proper control of their vehicles at all times and conform to the relevant Road Traffic Acts and the Highway Code. In particular:

- Always drive in a manner that is courteous and considerate to other road users and pedestrians
- Always drive at a speed appropriate for the conditions, maximum speed limits are exactly that and you should drive slower in poor weather conditions and reduced visibility
- The wearing of seat belts by driver and passengers is compulsory at all times
- Maintain a safe braking distance behind those in front of you
- Consider other road users, especially cyclists and motorcyclists

5.6. Extensive travel and tiredness

The company appreciates that extensive travel may be required from time to time. Employees are however encouraged to seek alternatives to business travel where possible such as video or telephone conferencing. Employees should also plan journeys in advance to manage travelling time and use overnight accommodation when necessary.

Where extensive travel is necessary, employees are encouraged to take regular breaks. Section 91 of the Highway Code recommends drivers to take 15 minute breaks after every 2 hours of driving. These breaks can also be utilised to reply to mobile phone messages and make any phone calls.

If at any time you feel tired you should find a safe place to stop and rest until you feel fit to continue your journey.

Employees should not commence a journey if they are not fit to do so due to fatigue, medication that may adversely affect their ability to drive safely, or illness. If you are unable to drive for business please notify your line manager.

5.7. Driving under the influence of drink or drugs

Driving under the influence of alcohol is a criminal offence which can result in a driving ban or even a prison sentence. The current legal limit of alcohol in the blood is 80mg to 100 ml of blood, however any alcohol in the blood can adversely affect your ability to drive. If you are disqualified from driving where driving is a necessity of your job function, your employment may be terminated.

It is important to consider that alcohol remains in the blood for a significant time after consumption has taken place, and therefore significant consumption of alcohol in an evening can result in you being over the legal driving limit some time into the following day.

Driving whilst under the influence of drugs, both illegal substances and prescribed medication is also illegal. In the case of prescription drugs you must ensure that you are able to drive whilst taking the medication, as well as ensuring you do not exceed the recommended dosage. If in doubt you should consult the instructions supplied with the medication (they will often advise not to drive or operate heavy machinery) or consult your GP.

If you receive a driving ban for any of these offences you must inform SCCU immediately. A failure to notify us could be considered as gross misconduct under the disciplinary policy. If you are travelling in your own vehicle, we recommend that you ensure that you have adequate roadside assistance. Any company vehicle will have roadside assistance included in the lease.

5.8. Breakdowns

If you are travelling in your own vehicle, we recommend that you ensure that you have adequate roadside assistance. Any company vehicle will have roadside assistance included in the lease.

In the event of a breakdown always attempt to bring the vehicle to a halt in a safe place, away from fast moving traffic, preventing the vehicle from causing an obstruction or blocking other drivers' views of the road.

If you have broken down on the roadside you should activate the hazard warning lights on your vehicle as soon as you breakdown and keep them on until your vehicle is repaired or removed. You should also use a warning triangle where appropriate.

You should contact the appropriate breakdown provider immediately to seek assistance and then contact your line manager and if appropriate the business contact that you were visiting

Stay with your vehicle but where possible stand on the pavement or embankment away from the road and vehicle. If this is not feasible or in bad weather you should sit in the front of the vehicle on the side nearest to the pavement or embankment. If you breakdown on a motorway or a busy A-road, leave the vehicle via the left hand door and wait on the embankment or behind the barrier. Do **not** sit in your car.

You should not attempt to fix the vehicle where it is dangerous to do so, for example where the vehicle is partly blocking the road or a lane of a motorway or dual carriageway, or where the vehicle is on a bend or narrow section of road.

You should always ensure that you travel with warm and preferably waterproof clothing in case you have to wait some time for assistance. If possible you should also carry in your vehicle a torch, spare fuses and a mobile phone.

5.9. Eco-Driving

Driving a vehicle in a smooth and fuel efficient manner is proven to significantly reduce both fuel consumption and vehicle emissions. This has both cost and environmental benefits. Employees should familiarise themselves with the benefits and methods of eco driving to minimise the impact of their business and private travel on the environment. The following tips provide basic guidance as to eco driving, however the vehicle manufacturers' car handbook will contain advice on eco driving specific to the vehicle being driven.

- Drive smoothly – avoid harsh acceleration and braking (this can increase fuel consumption by 10%)
- Use the correct gear – using the wrong gear can increase fuel consumption by 25%
- Think ahead – look ahead and pre-empt traffic conditions such as changing traffic lights
- Ensure correct tyre pressures – each tyre can increase fuel consumption by 1% for every 2psi under inflated
- Don't speed – observe speed limits. Travelling at 80mph used considerably more fuel than travelling at 70 mph and it is illegal!
- Save fuel – switch off the engine when stationary in traffic jams
- Reduce drag – remove roof and cycle racks when not being used as they can increase fuel consumption by up to 50% at 50mph
- Plan journeys – avoid the unnecessary mileage of getting lost

5.10. What to do in the event of an accident

In the event of an accident the employee or the driver of the vehicle must:

- Stop the vehicle in a safe position
- If anyone is injured, call an ambulance and the police
- Provide name and address and confirm that the vehicle is covered by own business insurance. Provide policy details if known.
- Obtain name, address, registration number and insurance policy details of any other driver involved. If they do not have their insurance policy details to hand ask the name of their insurer or, failing this, their broker or company name if a company vehicle.
- Note names and addresses of any independent witnesses.
- Make a note and rough diagram of what has happened. If you have a camera, take pictures of the scene.
- Report the accident to your line manager.
- Do not discuss who was at fault in the accident or admit any liability.

All accidents must be reported regardless of the extent of damage to the vehicle. This includes incidents where no third party has been involved. At the time of any accident and afterwards you are expected to co-operate fully with the, police, insurers and any other authority or body investigating the accident.

If you receive a notice of intended prosecution from the police, you must notify SCCU immediately