



DRIVING AT WORK POLICY

SCCU LIMITED

VERSION 4.0

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Version Control

VERSION	REVIEWER NAME	DATE	NEXT REVIEW	COMMENTS
2.0	Liam Morrissey	August 2021	01/08/2022	Update to previous.
3.0	Liam Morrissey	August 2022	03/07/2023	
4.0	Liam Morrissey & Cheryl Wiley	04/08/2023	August 2024	

Introduction

1. The purpose of this policy is to clarify:
 - Guidelines regarding the use of private vehicles for business journeys
 - Obligations and responsibilities under the policy for both the employer and the employee/staff, including health and safety

Scope

2. All SCCU drivers are bound by the terms of this policy and staff should therefore familiarise themselves with its contents.
3. Questions regarding this policy should be directed to line managers.

Policy Terms

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

Vehicle Suitability

6. 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 tax.
 - Fully insured for business use.
7. Staff are expected to comply with our checks on private vehicles and therefore when requested, and at least annually, should provide us with a copy of their MOT certificate (for vehicles over 3 years old) and a copy of their motor insurance certificate providing cover for business use.
8. The vehicles routine maintenance should be up to date, in line with the manufacturer's recommendations.
9. Specifically, staff 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, free of chips and cracks, 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 visible and easy to read
- Cars are clean and presentable

Driving Licence Checks

10. All staff members who drive on business will be required to undergo annual driving licence checks to ensure they possess a full and valid driving licence for the category of vehicle they are required to drive on business.
11. Additionally, SCCU may carry out periodic, random checks on driving licences without prior notice. This will involve staff members complying with obtaining access from the DVLA for us to access their supplementary driving records online.
12. Staff members must advise SCCU immediately if they lose their licence or are disqualified from driving either temporarily or permanently either on medical advice or through conviction.
13. Failure to notify the company of a loss of licence is regarded as a serious disciplinary offence.
14. If a staff member loses their licence and it is deemed that their job cannot be carried out effectively without it, SCCU reserves the right to terminate their employment or service contract.

Driving Offences and Fines

15. 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.
16. Payment of any automated motoring offence fines including speeding, parking and bus lane enforcement as well as on the spot fines is the responsibility of the staff member and as such must be paid immediately.
17. Should SCCU incur admin charges from leasing companies regarding the administration of such charges, we reserve the right to pass such charges on to the staff member by way of a deduction from salary.

Health and Safety Guidelines

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

Smoking in Vehicles

20. Regulations relating to smoking in company vehicles came into force on 1 July 2007 and the position is that smoking is prohibited in all work environments.
21. Therefore, SCCU forbids smoking in company owned or leased vehicles and recommends that employees do NOT smoke in their private vehicles whilst driving on business.
22. When carrying passengers in a private vehicle whilst driving on business, this will constitute a work environment and staff are therefore forbidden from smoking at such times.
23. For the avoidance of doubt, we include vape products and e-cigarettes within this policy.

Driver's Health

24. Staff members must not use company vehicles or drive any vehicles for work unless they are in a fit condition to drive, and their eyesight meets the DVLA's required standards.
25. 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 is available from the DVLA at <https://www.gov.uk/driving-medical-conditions>.
26. Failure to notify us promptly regarding such health matters may be dealt with under the disciplinary procedure.

Mobile Phone Use

27. It is a criminal offence to use a handheld mobile phone or similar electronic device whilst driving, or even whilst sat in a car with the engine running.
28. Failure to comply with the law can result in significant fines and points on your driving licence and the worst cases could lead to imprisonment.
29. SCCU insists that staff do NOT use a mobile phone whilst driving on business, even if a hands-free device is fitted as 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.
30. SCCU, therefore, recommends diverting mobile phones to voicemail whilst driving and reading and responding to voicemail messages at the end of a journey, or during rest stops.
31. Staff should also be aware that should they be involved in an accident whilst using a hands-free device, they may still be prosecuted for not having proper control of a vehicle.
32. 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.
33. Employees and workers who become aware that their colleague is driving should end the call as soon as possible, arranging to call at a later time.
34. Any breach of the law regarding mobile phone use will be treated as a serious disciplinary offence.

Safe Driving

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

36. 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 drivers 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

Extensive Travel and Tiredness

37. SCCU appreciates that extensive travel may be required from time to time, however staff and line managers are encouraged to seek alternatives to business travel where possible such as video or telephone conferencing.

38. When business travel is required, staff should plan journeys to manage travelling time and use overnight accommodation when necessary.

39. Where extensive travel is necessary, employees are encouraged to take regular breaks; Section 91 of the Highway Code recommends drivers take 15-minute breaks after every 2 hours of driving.

40. If at any time a driver feels tired, they should find a safe place to stop and rest until they feel fit to continue their journey.

41. Staff members should not commence a journey if they are not fit to do so due to fatigue, a medication that may adversely affect their ability to drive safely, or illness.

42. If unable to drive for business for any reason, staff should notify their line manager.

Driving Under the Influence of Drink or Drugs

43. Driving under the influence of alcohol is a criminal offence that can result in a driving ban or even a prison sentence.
44. 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. It is SCCU's policy that workers do not drink any alcohol at all if they are needing to drive.
45. 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. Staff should be mindful of their alcohol consumption when needing to drive for business the next day, and take suitable measures to ensure that they will not be under the influence at that time.
46. Driving whilst under the influence of drugs, both illegal substances and prescribed medication is also illegal.
47. In the case of prescription drugs, drivers must ensure that they can drive whilst taking the medication, as well as ensuring that they do not exceed the recommended dosage.
48. 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.
49. Employees who feel that their driving maybe impaired by medication, even whether this is not contra-indicated, must notify SCCU immediately.
50. If a staff member receives a driving ban they must inform SCCU immediately.
51. A failure to notify us could be considered gross misconduct under the disciplinary policy.
52. Being convicted of serious motor offences and/or illegal drug use may also lead to termination of employment if it impacts on the individual's ability to perform their role within SCCU as per our Staff Code of Conduct.

Vehicle Breakdowns

53. If staff are travelling in their own vehicle, we recommend that they ensure that they have adequate roadside assistance.
54. Any company vehicle will have roadside assistance included in the lease.

55. 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.
56. If staff have broken down on the roadside, they should activate the hazard warning lights on the vehicle and keep them on until the vehicle is repaired or removed.
57. A warning triangle should also be used where appropriate.
58. The driver should contact the appropriate breakdown provider immediately to seek assistance and then contact their line manager and if appropriate the business contacts they were visiting to inform them of the delay.
59. Staff should exit the vehicle and stand on the pavement or embankment away from the road and vehicle.
60. If this is not possible - sit in the front of the vehicle on the side nearest to the pavement or embankment with your seat belt on until it is safe to exit.
61. If broken down 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.
62. Drivers 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.
63. Always ensure that the car is equipped with warm and preferably waterproof clothing in case there is a wait for assistance.
64. If possible, carry a torch, spare fuses and a mobile phone.

Eco-Driving

65. SCCU aims to minimise the effect of business mileage on the environment by encouraging the use of fuel-efficient cars and those with low CO2 and tailpipe emissions where possible.
66. Driving a vehicle in a smooth and fuel-efficient manner is proven to significantly reduce both fuel consumption and vehicle emissions which has both cost and environmental benefits.
67. Staff should familiarise themselves with the benefits and methods of eco-driving to minimise the impact of their business and private travel on the environment.

68. 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 underinflated.
- Don't speed – observe speed limits. Travelling at 80mph uses 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.

What to do in the Event of an Accident

69. In the event of an accident 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 the 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 their line manager.
- Do not discuss who was at fault in the accident or admit any liability.

70. All accidents taking place in working time and/or on company business must be reported promptly to the company, regardless of the extent of damage to the vehicle.

71. This includes incidents where no third party has been involved.

72. At the time of an accident and afterwards, staff are expected to co-operate fully with the police, insurers and any other authority or body investigating the accident.

73. If staff receive a notice of intended prosecution from the police, they must notify SCCU immediately