

POLICY TEMPLATE

Driving for Work-Related Purposes Policy



Introduction

Driving for work is an important part of many roles within [Company Name]. Employees may be required to drive a Company-owned, leased or hired vehicle, or may be authorised to use their own vehicle for work-related purposes.

Whether an employee uses a Company vehicle or their own vehicle, driving for work creates responsibilities for both the driver and the Company. These responsibilities relate to road safety, occupational health and safety, driving licence entitlement, insurance, vehicle roadworthiness and the safe planning of work-related journeys.

[Company Name] is committed to managing driving-for-work risks and promoting safe and responsible driving. Everyone authorised to drive on Company business is expected to take reasonable care of their own safety and that of passengers, colleagues, pedestrians and other road users.

This policy explains the standards employees must meet before driving for work, the information they are required to provide and report, and the procedures that apply to work-related journeys.

It should be read alongside any applicable Health and Safety Policy, Drugs and Alcohol Policy, Lone Working Policy, Accident and Incident Reporting Procedure, Expenses Policy and Disciplinary Policy.

Scope

This policy applies to anyone authorised by [Company Name] to drive as part of their work, including employees and, where relevant, workers, agency workers, contractors or other authorised individuals. Driving for work may involve a car, motorcycle, scooter, van, truck, minibus or another motorised road vehicle.

Certain employees may be classified as professional drivers or may operate specialist vehicles. Separate legal or regulatory requirements may apply to these roles, including requirements relating to Driver CPC, drivers' hours, tachographs, operator licensing or specialist vehicle categories. This policy does not replace those requirements.

Driving for work does not normally include an employee's ordinary commute between their home and usual place of work. Different considerations may apply where an employee travels directly from home to a temporary workplace, customer, patient, project or another location as part of their duties.

Policy

Employees must not drive for work unless they have been authorised to do so by [Company Name].

Anyone driving for work must hold a current and appropriate driving licence that covers the vehicle they are required to operate. They must be appropriately insured, medically and physically fit to drive, and use a vehicle that is legally compliant, roadworthy and suitable for the journey.

Employees using their own or another privately owned vehicle must have the owner's permission to use the vehicle and must ensure that their motor insurance provides appropriate cover for the work-related journeys undertaken.

All employees driving for work must comply with applicable road traffic legislation and the rules of the road. They must drive safely, responsibly and with appropriate consideration for other road users.

The Company will take reasonable steps to manage work-related driving risks. This may include checking driving licence and insurance information, monitoring expiry dates, assessing driving risks, providing appropriate information or training, maintaining Company vehicles and reviewing accidents, incidents and near misses.

Managers must also consider driving safety when organising work. Employees should not be placed under unreasonable pressure to complete journeys, appointments or deliveries in a way that encourages speeding, inadequate rest or unsafe driving.

The detailed requirements that apply to anyone authorised to drive for work are set out in Appendix 1: Driving for Work, Procedures and Requirements.

Appendix 1: Driving for Work, Procedures and Requirements

1. Driving licence

You must hold a current driving licence that is valid in the jurisdiction in which you are driving and which entitles you to drive the type of vehicle required for your work.

The Company may require a copy of your licence and may verify your current driving entitlement through an appropriate official checking service where this is lawful and relevant.

The Company may record information including your licence number, country of issue, licence categories, expiry date, relevant restrictions and verification date. The Company may verify your current driving entitlement through an appropriate official checking service, with your permission where required and in accordance with applicable data protection requirements. Further checks may be required following a role change, relevant road incident, notification of a change to your licence or before documentation expires.

You must co-operate with reasonable licence checks required by the Company.

2. Your responsibility to report changes

If you are authorised to drive for work, you must inform [\[Manager / HR\]](#) promptly about anything that could affect your legal entitlement, insurance, vehicle status, fitness or ability to drive safely for work. You must not wait until the Company's next scheduled check. This includes notifying the Company if:

- Your driving licence expires, is suspended, revoked or you are disqualified from driving.
- You receive penalty points, an endorsement, driving conviction or another relevant restriction.
- The categories of vehicle you are entitled to drive change.
- Your insurance expires, is cancelled, restricted or no longer provides appropriate business-use cover.
- Your insurer imposes conditions that could affect your ability to drive for work.
- Your MOT, NCT, CVRT or equivalent roadworthiness certification expires or becomes invalid.
- Your vehicle develops a serious defect, becomes unroadworthy, is written off or is no longer available to you.
- You change the vehicle you use for work.

- You develop a health condition, eyesight problem, medical restriction or other change in your health that could affect your ability or legal fitness to drive safely.
- Medication you are taking may impair your ability to drive safely.
- You are involved in a relevant road collision, incident or near miss.
- You are subject to Police or other enforcement action that could affect your ability to drive for work.

If you are uncertain whether a change is relevant, you should report it to [\[Manager / HR\]](#) so that the appropriate next steps can be considered.

You must not knowingly continue driving for work if you are no longer appropriately licensed, insured, authorised, medically fit or using a safe and legally compliant vehicle.

3. Licence categories and driver competency

You may only drive vehicles covered by your current licence entitlement and for which you have been authorised by the Company. A valid driving licence does not automatically authorise you to operate every vehicle used by the organisation.

Where appropriate, the Company may require additional training, vehicle familiarisation or a driving assessment before authorising you to operate a particular vehicle.

Employees operating professional or specialist vehicles must also meet any separate qualifications, competency or regulatory requirements applying to their role.

4. Insurance

You must have appropriate motor insurance for any vehicle you use for work.

If you use your own vehicle, you are responsible for confirming with your insurer that the policy covers the type of work-related journeys you undertake. You should not assume that ordinary private motor insurance automatically includes business use.

The Company may require evidence of your insurance provider, policy details, insurance expiry date and confirmation that appropriate business-use cover is in place. Where employees are insured under a Company policy, they must comply with the conditions of that policy and provide any information reasonably required by the Company or insurer.

You must immediately notify the Company if your insurance is cancelled, expires, is restricted or otherwise changes in a way that could affect work-related driving.

5. Grey fleet and privately owned vehicles

A privately owned or privately leased vehicle used for Company business may form part of the organisation's grey fleet. If you use your own vehicle for work, you are responsible for keeping it legally compliant, properly insured and roadworthy.

The vehicle must have a valid MOT, NCT, CVRT or equivalent certification where required, be appropriately taxed and be maintained in accordance with applicable legal and manufacturer requirements.

The Company may require evidence of these records and may ask you to complete a periodic driver or grey fleet declaration confirming that the information provided remains current.

If the vehicle is owned by somebody else, you must have the owner's permission to use it for work and must have appropriate insurance to do so.

6. Company vehicles

Company-owned, leased or hired vehicles may only be driven by people authorised by [\[Company Name\]](#). You must not permit another person to drive a Company vehicle unless they have been expressly authorised.

Drivers are expected to take reasonable care of Company vehicles, complete any required vehicle checks and report damage or defects promptly.

Company vehicles must only be used for purposes permitted by the Company's vehicle arrangements. Where a separate Company Car or Fleet Policy applies, its requirements will operate alongside this policy.

7. Tax and regulatory requirements

Where applicable, you must ensure that any privately owned vehicle used for work meets current road tax and other relevant regulatory requirements.

Company vehicles will be managed in accordance with the Company's fleet arrangements.

Employees must co-operate with requests for relevant documentation where the Company needs to verify compliance.

8. Vehicle safety and roadworthiness

Before driving for work, you must take reasonable steps to satisfy yourself that the vehicle is safe and suitable for the journey. This includes paying appropriate attention to tyres, lights, mirrors, windscreen, wipers, brakes, warning lights, seat belts and any obvious vehicle damage.

Any equipment, luggage, supplies or other load carried in the vehicle must be secured appropriately.

A valid MOT, NCT, CVRT or equivalent certificate does not guarantee that a vehicle remains roadworthy between inspections.

Employees using motorcycles, scooters or other powered two-wheelers for work must use legally required helmets and any protective clothing or safety equipment required by law, Company policy or the relevant risk assessment. Riders must also be appropriately trained and competent to operate the vehicle safely.

If you become aware of a defect that could make a vehicle unsafe or illegal to drive, you must not continue to use that vehicle for work and must report the problem promptly.

9. Journey planning and working arrangements

Work-related driving risk includes the journey itself, not only the vehicle and driver. Before undertaking a journey, employees and managers should consider factors such as the distance involved, expected journey time, road and weather conditions, working hours, availability of rest breaks and whether the journey can be completed safely.

Employees must not speed, drive unsafely or ignore appropriate rest requirements in order to meet work targets, appointment times or schedules.

If severe weather, fatigue, vehicle problems or another unexpected situation makes a journey unsafe, you should stop where it is safe to do so and contact your manager.

10. Fatigue and fitness to drive

You are responsible for ensuring that you are fit to drive before starting and throughout a work-related journey. You must not drive where fatigue, illness, eyesight problems, medication, alcohol, drugs or another factor makes it unsafe or unlawful for you to do so.

Employees should take appropriate rest breaks and must comply with any statutory drivers' hours or working time requirements applying to their role. If you become too tired to continue driving safely, you should stop somewhere safe and inform your manager where this affects the work being carried out.

Managers must take reasonable account of fatigue when planning shifts, routes, appointments and long-distance journeys.

11. Alcohol, drugs and medication

Driving for work while under the influence of alcohol or illegal drugs is prohibited.

You must also consider whether prescription or over-the-counter medication could affect your concentration, reactions or ability to drive safely. Where medication carries a warning relating to driving, you should follow the relevant medical or pharmaceutical advice.

If you are unsure whether a medical condition or medication could affect your ability to drive, you should obtain appropriate advice and inform [Manager / HR] where it affects your work.

12. Mobile phones and driver distraction

It is an offence to use a handheld mobile phone while driving where prohibited by applicable road traffic law.

A handheld mobile phone may only be used while driving where the law expressly permits it, such as calling 999 or 112 in a genuine emergency where it would be unsafe or impractical to stop. A mobile phone may otherwise only be used through an appropriate hands-free system where this is lawful in the jurisdiction in which you are driving and permitted under Company policy.

Even where hands-free use is lawful, it can distract a driver. Calls should therefore be kept to the shortest possible time and limited to essential communications. Wherever reasonably possible, you should allow calls to go unanswered and stop in a safe and legal place before making or returning a call.

You must not read or send text messages, emails, instant messages or use work applications while driving. Navigation devices should be set before starting the journey and should not be manually adjusted while the vehicle is moving where doing so would create a distraction.

13. Seat belts and passengers

Drivers and passengers must use seat belts and appropriate restraints as required by law.

Where children, patients, service users or other passengers are transported as part of the employee's duties, all relevant safety procedures and legal requirements must be followed.

Employees must not carry more passengers than the vehicle is legally and safely designed to accommodate.

14. Accidents, incidents and near misses

Any collision, significant road incident or near miss arising during a work-related journey must be reported to the Company as soon as reasonably practicable.

Where an accident occurs, you should stop safely, provide appropriate assistance, contact emergency services where required and exchange any legally required personal, vehicle and insurance information. You should obtain relevant information about the incident where it is safe to do so and follow the Company's Accident and Incident Reporting Procedure.

Do not admit liability on behalf of the Company.

Theft of a Company vehicle, or theft of Company property from a vehicle, must also be reported promptly.

The Company may investigate work-related road incidents and near misses to identify whether vehicle condition, working arrangements, driver training, fatigue or other factors require further action.

15. Breakdowns and emergencies

If a vehicle breaks down during a work-related journey, you should prioritise your own safety and that of passengers and other road users. Move to a safe location where possible, follow applicable road safety guidance and contact the appropriate breakdown or emergency service.

You should also notify your manager if the breakdown affects your ability to complete the planned work or journey. You must not attempt repairs for which you are not competent or authorised.

16. Lone working

Employees who drive alone or travel to isolated locations should also follow the Company's Lone Working Policy or relevant safety procedure.

Where required, this may include agreed check-in arrangements, communication procedures, emergency contacts and escalation arrangements if an employee cannot be contacted.

You should tell your manager where a change in circumstances creates a concern about completing a planned journey safely.

17. Fines, tolls and driving offences

Employees are normally responsible for fines, penalties or endorsements resulting from their own driving conduct, including speeding and parking offences.

Responsibility for legitimate business expenses such as tolls or congestion charges will be dealt with under the Company's relevant travel or expenses arrangements.

If the Company incurs a cost directly as a result of an employee's conduct, it may seek reimbursement where permitted by applicable law and the employee's contractual terms.

Any deduction from pay will only be made where there is an appropriate legal and contractual basis for doing so.

18. Driver training and assessment

The Company may require a driver to undertake training, assessment or vehicle familiarisation where this is considered appropriate.

This may apply, for example, where an employee begins driving for work, changes the type of vehicle they operate, drives significant mileage, has been involved in a relevant incident or where another training need has been identified.

Employees must co-operate with reasonable training or competency requirements connected with their work-related driving duties.

19. Driving records and periodic checks

The Company may retain relevant driving compliance information, including licence details, expiry dates, licence categories, insurance information, verification records, vehicle documentation, training information and incident records.

Employees may be required periodically to confirm that the information held by the Company remains accurate.

Driving-related personal information will be accessed only by people who require it for legitimate business, compliance, safety, insurance or legal purposes and will be handled in accordance with the Company's data protection arrangements and Employee Privacy Notice.

20. Breaches of this policy

Unsafe or unlawful driving for work may result in the Company's authorisation to drive being suspended or withdrawn.

Depending on the circumstances, conduct that may be treated as a breach of this policy includes driving without the appropriate licence or insurance, failing to report a relevant change in driving status, driving while disqualified, knowingly driving an unsafe vehicle, dangerous or reckless driving, driving while impaired by alcohol or drugs, prohibited mobile phone use or deliberately providing inaccurate compliance information.

Serious or repeated breaches may be dealt with under the Company's disciplinary procedure and could result in disciplinary action up to and including dismissal.

The Company may temporarily suspend an employee's driving duties while a safety, licence, insurance or other relevant concern is reviewed.

Any employment or disciplinary consequences will be considered separately and dealt with through the appropriate Company procedure.

21. Policy review

[Company Name] will review this policy at least annually and sooner where there is a significant change in legislation or official guidance, a material change in work-related driving activities, a serious road incident, or where a driving-for-work risk assessment identifies a need for review.

Template Disclaimer

This template is provided for general guidance only and should not be treated as legal, employment, insurance, health and safety or regulatory advice.

The template must be reviewed and adapted to reflect your organisation, workforce, vehicles, risk assessments, insurance arrangements and the jurisdictions in which you operate.

Driving-for-work requirements can vary depending on the employee's role, vehicle type, type of journey, industry and jurisdiction. Separate requirements may also apply to professional drivers, passenger transport, heavy goods vehicles and other regulated activities.

Employers should review current guidance from the relevant health and safety, road safety, licensing, insurance and employment authorities and obtain professional advice where required before implementing this policy.

The policy should also be reviewed alongside the organisation's contracts of employment, Employee Privacy Notice, Health and Safety Policy, disciplinary procedures and any Company vehicle, fleet, lone-working or travel policies.