

DRIVING AT WORK PRESENTATION

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Presentation Aims:

To raise the subject of who and when company employees and management are driving for work purposes.

It is easy to just jump into your own car and drive from one site to the other but there may be consequences when doing this, including prosecution, company fine and even Corporate Manslaughter.

Any person who is required to drive a vehicle for their work must have had some level of check and control to ensure:

- **Who is competent to drive Company vehicles?**
- **Use of personal vehicles for work purposes.**
- **If drivers are qualified to drive the specific vehicle required for work.**
- **Record Keeping – for audit purposes.**
- **Personal Declaration Forms – for health declaration.**
- **Vehicle Usage Log.**
- **Vehicle Inspection Records. – Including Pre-user Checks.**

- **Any person who's main job is driving others – (Chauffeur).**
- **A complete set of Risk Assessments and Safe Working practices are to be written specifically for Drivers Duties.**

To do this the manager needs to satisfy Him/Herself that:

- 1. The driving licence is current. – (Record expiry date).**
- 2. Record any endorsements on the licence. If there is no evidence, then the driver is to sign that he / she has no endorsements.**
- 3. Record the Categories that the driver is licenced to drive.**
- 4. That the persons' own Insurance Policy covers them to use their own vehicle for work. States - “for business use”.**
- 5. Present the Declaration Form – to the driver and record that he has signed it.**

If person driving their own vehicle for work purposes, manager needs to make sure that:

- **Insurance policy covers use for work purposes. States “for business use”.**
- **Vehicle is roadworthy, having an in-date MOT and Current Road Tax.**
- **Driving Licence is current and for the required category of vehicle.**
- **Individual’s health is such that they are safe physically & visually to drive.**
- **Driver will adhere to all traffic signs, the Highway Code and speed limitations.**

To assist with this the person may need to provide their manager with a DVLA Code to enable the manager to view their DVLA Driving Licence on line. The website is; <https://www.gov.uk/check-driving-information>

Record Keeping

The Records of all Drivers & all Vehicle details are to be kept in a central place for auditing. Including:

- **A Record of Driver Competency.**
- **Driver Declaration Form.**
- **The Vehicle Usage Log.**
- **Records of each Company Vehicle Details i.e. Vehicle Log; MOT details; Road Tax Details & maintenance/repair details.**
- **Vehicle Recovery Service Details.**
- **Company Vehicle Safety Inspections. - Weekly vehicle safety inspections.**

Only competent vehicle persons are to carry out these safety checks.

Chauffeurs

The Chauffeur's main work requirement is to drive other people for the company and as such must fulfil the above criteria to enable him to carry out his duties. Because of the Chauffeur's driving needs there are other items that he needs to conform to:

- **The Chauffeur must undergo an Occupational Health check upon taking up the role and every 5 years up to the age of 60 years.**
- **After attaining the age of 60 years, the chauffeur is to undergo an Occupational Health check every 2 years.**
- **A complete set of Risk Assessments and Safe Working practices are to be written specifically for the Chauffeur's Duties. (These are to be used by any person who undertakes chauffeuring duties in his absence).**

Record Documents & Vehicle logs

QUESTIONS?

If you would like to see an example of the documentation that you any want to keep, please contact me via Email – c.j.tuck@aston.ac.uk