

HR & OD POLICIES

human resources and organisational development



Driving at Work

THE USE OF PRIVATELY OWNED / LEASED VEHICLES AT WORK

Procedure

1. INTRODUCTION

Traveling from home to usual work base is classed as a drivers commute and is not covered by this policy.

2. DRIVING WHILE AT WORK

This includes all driving activities whilst at work i.e. driving after arriving at your place of work between workplaces.

It is the responsibility of the vehicle owner and driver to ensure that the vehicle they drive is safe to drive.

Employees must not drive vehicles owned by clients or service users.(mobility vehicles etc.)

Every driver of a vehicle used for council business on the public road must have:

- A current valid driving licence
- MOT certificate (if the vehicle is over three years old)
- Road fund licence (Road Tax) if required for the vehicle
- A valid Insurance certificate

When an employee signs their mileage sheet, they are also declaring that they have:

- current motor vehicle driving licence,
- valid insurance
- ensure that their vehicle is road taxed and is properly maintained

Services are required to check driving licences and insurance annually as part of their occupational health and safety management procedures.

Insurance

Drivers who make journeys in connection with their work, as opposed to their regular commutes, need to be aware that this is classified as 'business use'.

Those who fall into this category need to insure their vehicles for business use. A failure to do so may result in insurance cover being invalidated. The insurance certificate should be endorsed to indicate that the vehicle is insured for business use.

Different classes of business car insurance

There are different classes of business car insurance cover, though the details can differ between insurers so you should always check the terms and conditions carefully. For example, if you commute to work in your car, make sure it is covered under the definition of social domestic and pleasure, or you will need to arrange additional cover.

You will probably need class 1 business use if you drive your car to multiple sites or offices, as well as your usual place of work. Most insurers also include a spouse on this type of policy, but would not insure the car for business use for any other named driver.

Unless drivers are absolutely certain that they will never use their vehicle for the purposes of work, then drivers are advised to take out business cover. Where there is any doubt, the insurance company should be contacted.

Further advice can be obtained from
insurance.aberdeenshire@aberdeenshire.gov.uk

Passengers – Own Vehicles

At those times when an employee owned or leased vehicle is being used for business purposes, the driver must ensure that the vehicle insurance policy will adequately cover all of the occupants.

Pre-journey checks

Before your journey certain checks should be made to ensure that your journey can be completed safely.

These checks should be appropriate to the driving activity.

Areas all drivers should think about before undertaking any journey are:

- Is the vehicle fit for purpose
- the load/passengers
- the length of journey
- weather and road conditions

Length of time travelling and breaks

If an employee is travelling long distances (courses, conferences etc.), services should consider the issue of overnight accommodation to reduce the fatigue of early morning starts as part of their risk assessments.

[\(see Aberdeenshire Council Travel and Subsistence Procedure\)](#)

It is important to stop driving and take time to eat, drink and rest before continuing with the day's activities. It is not solely at lunchtime that a break is important. According to the Highway Code no driver should drive for longer than two hours without taking a break of at least 15 minutes.

Please click the link for information on the [Use of mobile phones, two-way radios & satellite navigation](#)

Incident reporting

If road traffic accidents occur, however minor, while driving at work, it is important that the incidents are reported to the appropriate line manager. If vehicle occupants are injured, the details must be recorded using the Corporate Accident Reporting System

Note: work related road traffic accidents are currently not reportable to the Health and Safety Executive (HSE) under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).

Health

All drivers should be fit and healthy to drive safely and not put themselves or others at risk. It is the driver's responsibility to inform their line managers and the [DVLA](#) at the earliest opportunity if they have a medical condition which may reduce their ability to operate a vehicle safely. Failure to do so can have serious consequences including fines being issued by the DVLA.

Drivers may wish to consult with their GP or **Aberdeenshire Council's Occupational Health Nurse Adviser** within the Health and Safety Unit in cases of doubt.

Drivers may be referred to the occupational health provider for further assessment.

Smoking

Smoking is not permitted in any Aberdeenshire Council owned or leased vehicle or in any vehicle that is within an Aberdeenshire Council site.

Smoking is also not permitted in a privately owned vehicle, containing other Aberdeenshire Council employees whilst driving at work.

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Index of Documents

Procedure

Revision Date	Previous Revision Date	Summary of Changes
22-04-2010	-	Creation of all documents
08-08-2016	22-04-2010	Update to procedure
11/01/2018	08/08/2016	Review
01/10/2020	11/01/2018	Review and update