

**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.**

1. 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
* Valid Insurance to cover the vehicle they are driving

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 advised to confirm that the appropriate insurance is in place annually as part of their 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 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](mailto:insurance.aberdeenshire@aberdeenshire.gov.uk)

**Carrying of passengers in vehicles at work.**

**Privately owned vehicles**

Where a person is at work and is driving a vehicle for work purposes, they should ensure that any passengers that they are carrying are ‘authorised’ to be in the vehicle and therefore covered by their own vehicle insurance.

It should be noted that, in the case of privately owned vehicles, this only applies once the person is ‘at work’ and not travelling to the initial place of work e.g.  a council employee who drops their child off at childcare using their own vehicle on the way to their workplace.

Employees who have to carry passengers in their own vehicles for work purposes must have business cover included in their insurance to ensure that the passenger will be covered by the insurance should an incident occur.

An example of work purpose or business use might be where a social worker has to transport a client to a venue for a meeting; a family support worker has to transport children for contact, or an employee is transporting a colleague to a meeting at a different location from their normal workplace.

In regard of the ‘business’ insurance, any passenger who has a legitimate ‘work related’ reason for being in the vehicle, would be covered by the insurance.

**Council owned or operated vehicles**

Council owned or operated vehicles i.e., pool cars, are insured for work use only and should not be used for personal journeys or to carry passengers for any purpose other than work related activities.

Many council owned vehicles are plant vehicles and are unsuitable for general use. But there are many council owned and operated vehicles to which employees have access out with normal working hours.

If an incident was to occur and it was discovered that the vehicle was being used for personal use, the driver and any passengers would not be covered.

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 Policy)

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 our 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

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| --- | --- | --- |
| **Revision Date** | **Previous Revision Date** | **Summary of Changes** |
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| 08-08-2016 | 22-04-2010 | Update to procedure |
| 01/10/2020 | 08/08/2016 | Update to procedure |

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