

Driving at Work Policy

Linked strategies	Live Happy
Version	3
Date approved by (State by whom and when)	05.07.2022 - SAM
Policy level	3
Agreed by Union (If applicable)	N/A
Date effective (Subject to staff consultation)	05.07.2022
Date of next review	05.07.2025
Policy Owner	HR & Payroll Manager



1 Policy Statement

- 1.1 Greatwell Homes is committed to providing a safe and secure working environment for all employees, workers and visitors in line with the Health and Safety at Work Act and will proactively seek to protect them in all work situations, including when driving for work purposes, as far as is reasonably possible.
- 1.2 Greatwell Homes will take a proactive approach to implementing and managing risk assessments and do all that is reasonably practicable to protect employees who may be required to use a road vehicle as part of their duties.
- 1.3 Work related driving may be an essential part of our business delivery, therefore the care of our employees is of paramount importance. Employees should ensure that they comply with all driving and vehicle laws to keep themselves and others safe.

2 Scope

- 2.1 This policy applies to all Greatwell Homes employees whose activities include an element of driving at work, including those that receive an essential car payment, those who are provided with a Greatwell Homes vehicle and also those that are required to use a vehicle for other purposes including travelling to events, training and/or other organisations.
- 2.2 For the purpose of this policy, a vehicle can be an employee's personal vehicle, a Greatwell Homes vehicle, and any hired or other vehicle used for organisation business.
- 2.3 This policy applies to all directly employed staff, permanent or temporary, and workers employed via agency and/or consultancy.

3 Definitions

- 3.1 **Driving at Work** – Driving at work includes any employee whose activities include an element of driving for work purposes, in either a company vehicle



or their own vehicle, with mileage reimbursement from Greatwell Homes through either expenses or the provision of a fuel card.

- 3.2 **Greatwell Homes Vehicle** – A vehicle that is the sole property of Greatwell Homes or is leased or hired by Greatwell Homes for business purposes and is wholly serviced, maintained, fuelled, insured, and taxed by the organisation.
- 3.3 **Essential Car User** – An Essential Car User is an employee for whom the use of a vehicle is an essential part of their role. An Essential Car User provides their personal vehicle for use on Association business. The vehicle is and remains the property of the employee, who must fund all associated costs for the upkeep and maintenance of the vehicle.
- 3.4 Driving at Work does not apply to employees commuting to and from work, unless the employee is travelling from their home to a location that is not their usual place of work, such as a training course, seminar or conference.
- 3.5 Driving at Work does apply to employees using a Greatwell Homes vehicle at any time, including commuting to and from home, in between jobs/visits and completing out of hours duties.
- 3.6 Under no circumstances, should a Greatwell Homes vehicle be used for personal use, at any time.

4 Policy Principles

- 4.1 If at any time Greatwell Homes believes there to be a breach of this Driving at Work policy, the disciplinary policy and procedure may be invoked, and a sanction applied up to and including dismissal.

4.2 Vehicle Insurance

- 4.2.1 Employees using their own vehicle for work duties must provide a valid copy of their insurance certificate annually detailing named drivers and confirming the level of cover for business use to the HR Team. Employees may check their details on the HR Hub to ensure their data on record is correct and up to date.



4.2.2 On an annual basis, when the policy is renewed, or if there is a change of vehicle or vehicle details, employees must ensure that they provide a copy of the new insurance certificate to the HR Team.

4.3 Vehicle Maintenance

4.3.1 Employees are responsible for any repairs or replacements, including general maintenance and servicing of their own vehicles.

4.3.2 Employees will be responsible for any wear and tear caused to their own vehicle due to driving at work on behalf of Greatwell Homes.

4.3.1 Employees are responsible for the day-to-day care and maintenance of their company vehicle.

4.4 Vehicle Tracking Apparatus

4.4.1 Greatwell Homes vehicles are fitted with vehicle tracking apparatus. The purpose for which vehicle tracking apparatus is used by Greatwell Homes is for:

- Prevention and detection of crime
- Staff safety and security
- Vehicle security
- Ensuring compliance with this policy

4.4.2 Journey related data is held on a secure website operated by the supplier which is password protected and can only be accessed by relevant managers and authorised members of staff.

4.4.3 Vehicle users are advised that data generated by the vehicle tracking apparatus, may be used to investigate driving related incidents, complaints and motoring offences which may include taking disciplinary action against individuals, where appropriate.

4.5 Accidents & Incidents



- 4.5.1 All accidents and/or incidents when driving for work related purposes must be responded to and reported as per the Driving at Work Procedure without delay.
- 4.5.2 Any failure to comply with this reporting procedure could result in disciplinary action up to and including dismissal.
- 4.5.3 Mileage claims should be made on a monthly basis in line with Greatwell Homes Expenses Policy

4.6 Liabilities

- 4.6.1 Where there is a breach of this policy or the Driving at Work Procedure which leads to the theft or damage of any company property or vehicle or any other property or vehicle, the employee may, at the discretion of the organisation be liable for any associated estimate or actual costs or insurance excesses.
- 4.6.2 The company reserves the right to deduct any such costs from the employee's salary payment.
- 4.6.3 All fines and costs associated with parking or infringement of the Road Traffic Act will be the responsibility of the employee, irrespective of whether those costs were incurred in the course of their duties for Greatwell Homes or not. These costs will be deducted directly from the employee's salary payment. Fines in respect of personal vehicles used on company business will be sent to the registered keeper's address.

5 Implications for Customers

- 5.1 There are no related implications for customers linked to this policy.

6 Performance Management

- 6.1 We report on any breaches of this policy to the Head of Employee Engagement and Communications. Some may be reported on H and S scorecard or employee scorecard.



7 Responsibility and Decision Making

7.1 The table below illustrates the structure for responsibility and decision making in relation to this policy:

Person Responsible	Scope
Head of Corporate Services	<ul style="list-style-type: none">• Overall responsibility for ensuring that all activities are undertaken, and all performance measurements are met
HR & Payroll Manager	<ul style="list-style-type: none">• Ensure that all employees for whom they are responsible are aware of the Driving at Work Policy, Procedure and associated safe working practices and have signed to confirm that they have read and understood the document,• Update regular risk assessments of driving at work activities and that the associated risks are identified, evaluated and controls introduced to mitigate those risks,• Where employees are required to drive Greatwell Homes' vehicles at work, ensure they have received appropriate training regarding this policy,• Ensure that those employees required to drive the Greatwell Homes' vehicles at work have completed any relevant documentation required for their vehicle,• Ensure that employees have completed a mileage record sheet



	<p>when driving at work for Greatwell Homes.</p> <ul style="list-style-type: none"> • Responsible for ensuring that work-related road incidents are reported, monitored, and reviewed in accordance with the Accident Reporting and Investigation Safety Procedures.
Employees	<ul style="list-style-type: none"> • Responsible for familiarising themselves and for adhering to this policy and the Driving at Work Procedure, • Ensure that the HR Team has received the relevant documentation referred to in this policy, • Work with managers to ensure that regular risk assessments of driving at work activities are carried out and adhere to any health and safety provisions set out in the risk assessments. • Responsible for completing vehicle inspection records prior to driving a Greatwell Homes vehicle.
Human Resources Team	<ul style="list-style-type: none"> • Ensure that all the relevant checks are completed on documentation referred to in this policy, • Ensure that all new employees or employees which are transferred to a role that required driving at work or the use of a company vehicle is issued with a copy of this policy and that the relevant checks are completed. • Work with managers and supervisors to ensure they have the required skills



	and knowledge to execute the clauses of this policy.
Health and Safety Manager	<ul style="list-style-type: none"> • Ensure that relevant risk assessments are completed satisfactorily, • Ensure that all managers, supervisors and driving at work employees are trained in safe working practices relating to driving at work, and • Ensure that managers and supervisors have the required skills and knowledge to execute the health and safety related clauses of this policy.

8 Review

- 8.1 This Policy will be reviewed every three years or in line with changes in legislation, whichever is the sooner, updates or recommendations for changes will be presented to EMT.

Associated Policies	Associated Procedures
Disciplinary Policy	Disciplinary procedure
Expenses Policy	Driving at Work procedure
Data Retention Policy	

