



**Somerset**  
Council

# **HS14 Driving Your Personal Vehicle for Work Policy**

<b>Organisation</b>	Somerset Council
<b>Title</b>	Driving Your Personal Vehicle for Work Policy
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<b>Owner</b>	The Health and Safety Service
<b>Protective Marking</b>	Official – Unclassified
<b>Primary legislation</b>	<a href="#"><u>Management of Health and Safety Regulations 1999</u></a>

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## Policy on a page

Somerset Council will comply with its legal duty to prevent or adequately control the risks to its employees and others, as it is committed to reducing the risks that its employees and volunteers face and create when driving for work. This policy explains what managers and employees need to do to achieve this.

In order to comply with the above, this policy provides the Council's rules that must be followed, the standards to be maintained, and signposts to further guidance. It also highlights the risks to users, clients and the Council and the potential consequences of breaching this policy.

This document will be available to: **All Elected Members, Somerset Council Staff, and Volunteers.**

## Key Messages

- This policy and associated guidance apply to all employees, volunteers, and elected members who drive their personal vehicles for work in connection with the council.
- This policy does not apply to employees, volunteers, and elected members who are using their personal vehicles for commuting purposes to the driver's normal place of work.
- A driver's normal place of work is defined as one location where the employee will spend most of their time. In cases where multiple locations may be considered the normal place of work, one should be agreed with the relevant manager, with all other journeys subject to SC driving for work procedures.
- The purpose of the policy is to establish arrangements to reduce the risks of this work activity, by ensuring that employees, volunteers, and elected members who drive for work in their own vehicles are suitably qualified, insured, fit to drive and act to reduce the potential hazards.

## Terms of Reference

**Driving / Riding** -The term 'driving' has been used to refer to the act of controlling a motor vehicle which may include 'riding' a powered two-wheeler (i.e. motorcycle). It refers generally to cars, but may also include vans, this list is not exhaustive.

**Employee** - Inclusive of Members; Volunteers; Agency and all staff.

**Manager** – In the case of elected members, assigned Democratic Services Officers will fulfil this function.

**This "policy on a page" is a summary of the detailed policy and guidance documents, please ensure you read, understand, and comply with the arrangements stated.**

# Responsibilities

Driving for work relates to the management of the risks which employees, during their work.

It includes:

- Driving or riding between SC establishments for work purposes.
- Traveling to and from a place of work where mileage is payable by the Council (except for re-location expenses).

A driver's normal place of work is defined as one location where the employee will spend most of their time. In cases where multiple locations may be considered the normal place of work, one should be agreed with the relevant manager, with all other journeys subject to SC's driving for work procedures.

## Somerset Council will:

- Assess the risks involved in their employees' whilst driving for work and put in place reasonably practicable measures to manage those risks. This is not limited to the public highway, and includes for instance private developments, public open space, and car parks etc.
- Encourage the amount of driving for work purposes to be reduced as far as is practicable.
- Provide a suitable incident reporting and investigation procedure.
- Recognise that it owes the same duty of care to staff who drive their own or personally leased vehicles used for work activities as they do to employees who drive Council-owned or hired vehicles.
- Drivers that have been assessed as high risk should as a minimum receive training (as specified in form F14 (schools) or Driver risk assessment app (corporate))
- Ensure that its employees comply with the legal prohibition on using a hand-held telephone whilst driving, and it will not allow the use of hands-free mobile phones and Bluetooth technology for making and receiving telephone calls.
- Implement procedures to assess, avoid, reduce, and manage the risks involved in driving on the organisation's business, including considering information on when employees' standards of driving fall below that expected.
- Monitor and regulate driver hours and mileages.
- Provide drivers with a driver factsheet to explain all necessary information, supported by making further training available.

## Directors and Delegated Senior Managers will:

- Ensure that managers fulfil their responsibilities.
- Ensure that managers do not encourage employees to make or receive calls when driving.

## Managers will ensure that:

'a system,' suitable for their service, is implemented for reviewing the suitability and acceptability of staff to drive on Council business, which includes assessing the risks for all employees and volunteers who drive for work. This system must:

- As a minimum, comply with the requirements set out in form [HS F14](#). This must include visual confirmation that the driver has an in-date MOT (where required) and suitable business use motor insurance.
- Be reviewed to ensure that it is being conducted effectively and at least on an annual basis.
- Cover people driving their own vehicle on Council business.
- Ensure that all their employees, including new starters, who drive for work understand their responsibilities.
- Review any notifications of potential poor driving. This could include notification of intended prosecution, fixed penalty notices or court summons, Community Speed Watch advisory notes, or reports from members of the public, or other staff. In the event of a report concerning an employee's standard of driving, the manager will work with the employee to understand concerns raised; identify any trends; and consider additional support.
- Investigate any road collision involving a member of staff who was driving on work business, and ensure it is reported within the corporate reporting system. Incidents involving collisions and near misses should be recorded on the health and safety incident reporting system so they can be monitored. See the following policies, [Reporting of H&S Incidents HS03](#) and [Investigating H&S Incidents HS18](#). Managers will need to notify the Fleet Service as soon as possible by emailing [fleet@somerset.gov.uk](mailto:fleet@somerset.gov.uk). It is important to report to the Fleet Service so they can comply with their Operator Licence obligations.
- Ensure employees schedules are realistic, with consideration given to suitable travel time between appointments.
- Pass on information on weather alerts which may affect safety if travelling.
- Consider the driving records, including the points on the licence of prospective employees.

## Employees will:

- Hold a current full driving licence for the class of vehicle being driven, if required, present this to their manager for inspection on request if using their personal vehicle for Council business. This includes sending the relevant details to the Licence Bureau Continuum when asked by the Fleet Services (corporate only).
- Drive safely and appropriately while on Council business.
- Make full use of any appropriate system of work provided for them and inform their manager of any shortcoming they recognise in health and safety arrangements.
- Regularly review and comply with the Highway Code and SC Guidance about driving safely for work.
- Never use mobile phones while driving.
- Not drive at any time while their judgment and/or physical ability is impaired by tiredness, illness, the use of alcohol, drugs, medicine, or tiredness. See section in the Guidance 4.2.3.

- Not put themselves at undue personal risk, e.g. travelling at excess or inappropriate speed, fail to wear seatbelts, drive under the influence of alcohol, drugs/medication, (see HR's [Sickness Absence Management Policy](#)), drive carelessly or inconsiderately. If the weather badly deteriorates, recognising that it is acceptable to pause a journey and wait until the conditions improve.
- Report to their line manager (or relevant voluntary co-coordinator) all collisions while on Council business, by using the Council's incident reporting systems.
- Ensure the vehicle is not used inappropriately, (e.g. unsecured load carrying, or inappropriate hazardous off-road access).
- Ensure their vehicle is taxed, has a valid MOT, and covered by appropriate motor insurance for business use. The cover should reflect the amount and type of business mileage, they undertake (normally this would be Class I business insurance). A member of staff must provide their own vehicle's policy details to their manager for inspection on request.
- Ensure the vehicle is appropriately maintained and regularly checked before use and is serviced according to the manufacturer's recommendations.
- Ensure that their eyesight meets the standard for driving, by having their eyes assessed as appropriate and ensuring that any necessary corrective eyewear is worn. Drivers must be able to read (with glasses or contact lenses, if necessary) a number plate made after 1st September 2001 from 20 metres. For further information see [Driving eyesight rules \(Gov.uk\)](#). Also see the [HS 030 Eye Test Form](#).
- If you receive notification of intended prosecution, fixed penalty notice, or court summons, having been identified as committing a motoring offence, let your line manager/volunteer coordinator know, if these then result in points on your licence or a driving ban you must confirm this. Any offences/points gained whilst driving for work will be attributed to the driver and may result in SC identifying the need for you undertake driver training. The Fleet Service need to be notified immediately in order to notify the Traffic Commissioner of any driver that has incurred points, this includes in their own time. Somerset Fleet Service's email address is: [fleet@somerset.gov.uk](mailto:fleet@somerset.gov.uk).
- Refrain from driving immediately if they are disqualified. The Fleet Service need to be notified immediately to notify the Traffic Commissioner of any driver that has been disqualified, by contacting: [fleet@somerset.gov.uk](mailto:fleet@somerset.gov.uk).
- Co-operate with monitoring, reporting and investigation procedures.

## If a volunteer

- Inform their motor insurance company that they intend to undertake voluntary work and (if applicable) will use their vehicle to carry passengers or to perform other duties; ask what level of cover is suitable; and arrange for the motor insurance policy to have that level of cover. Also, if applicable confirm that they will receive a mileage allowance for these journeys to cover the running costs of their vehicle and note the reporting requirements for volunteers to notify their manager of intended prosecution, fixed penalty notice or court summons.

Note drivers are required to provide information upon request to their employer about their driving licence (Section 172 of the Road Traffic Act).

## The Fleet Service will:

- For corporate drivers, manage the digital driving licence checking service, where driver details should be sent in to be added to the system. Licences will be checked every 6 months as a minimum, for drivers with 6 or more points these are checked every 3 months.
- Process and forward details of reported road traffic accidents to the Traffic Commissioner.
- Process and forward details of disqualified drivers or drivers with incurred licence points to the Traffic Commissioner.
- Provide advanced driver training when appropriate.

## The Health and Safety Service will:

- Maintain and communicate this policy.
- Offer advice on the requirements of this policy and associated guidance.
- Audit compliance with this policy.
- Review this policy at intervals not exceeding 3 years.
- Issue automatic reminders when the annual Driver risk assessment review is due (corporate only).
- Provide reports to managers, for example giving details of when their direct reports have completed the Driver risk assessment (corporate only).

## Governance Arrangements

### Policy Compliance

If any employee is found to have breached this policy, they may be subject to Somerset Council's [disciplinary procedure](#).

### Policy Governance

The following table identifies who within Somerset Council is Accountable, Responsible, Informed or Consulted with regards to this policy. The following definitions apply:

- **Responsible** – the person(s) responsible for developing and publishing the policy.
- **Accountable** – the person who has ultimate accountability and authority for the policy.
- **Consulted** – the person(s) or groups to be consulted prior to final policy implementation.
- **Informed** – the person(s) or groups to be informed after policy implementation.

<b>Responsible</b>	Health and Safety Service
<b>Accountable</b>	Chief Executive
<b>Consulted</b>	Health, Safety and Wellbeing Steering Group (HSWSG)
<b>Informed</b>	All members, employees, contractors (on request), volunteers & 3rd parties (on request)

## Review and Revision

This policy will be reviewed as it is deemed appropriate, for instance when there is a change in statutory requirements and/or HSE guidance is revised, but no less frequently than every 36 months. Policy review will be undertaken by rolling programme established by the Health and Safety Service and agreed by the Health, Safety, and Wellbeing Steering Group.

## Version History

Revision Date	Author	Version	Description of Revision
April 2016	Graham Holmes	V03	Final revision V04
April 2017	Graham Holmes	V04	Amending child car seat V05
February 2018	Graham Homes	V05	General update
March 2019	Steve Dorrall	V06	Driver training update
October 2020	Graham Holmes, Nick Cowling, Richard White, Martin Shattock & Daniel Thomas	V07	The whole document including links
February 2021	Graham Holmes	V08	Change to medication paragraph
July 2021	Graham Holmes	V08	Change to medication paragraph including link to HR policy
April 2024	Pam Price	V09	Scheduled Review Self-declaration of documentation removed, addition of Driver risk assessment app (corporate), removal of mobile phone authorisation.



## Document Notification

Approval	Name	Date
Corporate H&S Advisor	Daniel Thomas	
Executive Director of Strategy Workforce & Localities and chair of HSWG	Alyn Jones	
HR Committee	Committee	