

POLICY / PROCEDURE TITLE		DATE OF APPROVAL
Driving for Work Policy		October 2024
APPROVED BY	VERSION NO.	VALID UNTIL
Executive Board	2	October 2027

OWNER	Assistant Director Health, Safety and Environment		
GROUP EXECUTIVE LEAD	Chief Executive Officer		
DOCUMENT TYPE	Policy <input checked="" type="checkbox"/> Group Procedure <input type="checkbox"/> Local Procedure <input type="checkbox"/>		
PURPOSE	The purpose of this policy is to provide appropriate controls, instructions, and guidelines to ensure that NCG complies with its statutory duties to manage risks associated with Driving for Work. The principles of this policy apply to all work situations where driving is involved.		
APPLICABLE TO	All NCG employees, as well as agency workers, contractors, service users, and/or any other parties who have occasion to drive on business for NCG, to all vehicles whether they are solely owned, NCG provided or hire/leased vehicles. Journeys between home and work are private journeys outside of the scope of this policy.		
EQUALITY ANALYSIS COMPLETED [POLICIES ONLY]	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
	(If EA not applicable, please explain)		
KEY THINGS TO KNOW ABOUT THIS POLICY	<ol style="list-style-type: none"> 1. This applies to NCG owned and leased vehicles, hire vehicles and personal vehicles used for business purposes. 2. Referred to throughout the policy are standards and guidance aligned and reflective of the road traffic act and the highway code 		
EXPECTED OUTCOME	Readers are expected to understand the organisational position on driving for work, know their responsibilities in relation to the policy and comply with the terms of the policy.		

MISCELLANEOUS	
LINKED DOCUMENTS	<ul style="list-style-type: none"> • NCG Health, Safety and Wellbeing Policy • NCG Smoke Free Environment Policy • NCG Expenses Policy • NCG Disciplinary Policy • NCG Alcohol and Substance Misuse Policy

KEYWORDS

- Driving
- Work
- License

Equality Impact Assessment

EQUALITY IMPACT ASSESSMENT			
	Yes	No	Explanatory Note if required
EIA 1 - Does the proposed policy/procedure align with the intention of the NCG Mission and EDIB Intent Statement in Section 2?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The answer to this must be YES
EIA 2 - Does the proposed policy/procedure in any way impact unfairly on any protected characteristics below?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Age	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The answer to this must be NO
Disability / Difficulty	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The answer to this must be NO
Gender Reassignment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The answer to this must be NO
Marriage and Civil Partnership	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The answer to this must be NO
Race	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The answer to this must be NO
Religion or Belief	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The answer to this must be NO
Sex	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The answer to this must be NO
Sexual Orientation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The answer to this must be NO
EIA3 - Does the proposed policy/processes contain any language/terms/references/ phrasing that could cause offence to any specific groups of people or individuals?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The answer to this must be NO
EIA4 - Does the policy/process discriminate or victimise any groups or individuals?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The answer to this must be NO
EIA 5 - Does this policy/process positively discriminate against any group of people, or individuals?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The answer to this must be NO
EIA 5 - Does this policy/process include any positive action to support underrepresented groups of people, or individuals?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The answer to this could be yes or no as positive action is lawful. However, an explanation must be provided for clarity.
EIA 6 - How do you know that the above is correct?	Consultation was undertaken with professional peers, Policy Review Council and Executive Board.		

1. GENERAL POLICY STATEMENT

This policy sets out the requirements to drive for NCG and is to meet legal obligations regarding the driving of vehicles on company business.

NCG has a legal duty under the Health & Safety at Work Act 1974 and associated legislation to ensure as far as reasonably practicable, the health and safety of all employees (while at work) students and visitors. NCG and its employees also have a duty to ensure that all others are not put at risk by their work-related activities.

Within areas of NCG, driving for work is an essential part of our business, therefore the care of our employees is of paramount importance. Employees shall ensure that they comply with all driving and vehicle legislations to keep themselves and others safe.

Whilst driving for work purposes, employees must comply with road traffic legislation, be conscious of road safety and demonstrate safe driving and other good road safety habits. If any of the following actions will be viewed as serious breaches of conduct and may subject to NCG's disciplinary procedure. They are as follows:

- Any actions that may lead to the suspension of a driving licence.
- Failing to stop after a crash.
- Reckless or dangerous driving causing death or injury.
- Driving while disqualified or not correctly licenced.
- Drinking or being under the influence of drugs or alcohol whilst driving.

2. SCOPE

This policy applies to all driving for and on behalf of NCG. Business driving is defined as including the following journeys:

2.1 Driving to and from premises other than your permanent (contracted) place of work for the purpose of NCG business.

2.2 Driving between NCG sites for the purpose of carriage or undertaking work at the destination site.

2.3 Travelling to and from any other location in connection with NCG business (attending meetings, conferences, training courses, away days etc.)

2.4 Any Journey in which a claim for travel expenses is made as mileage or for fuel.

2.5 Any Journey for the purposes of work where a claim may not be made but is for the purposes of business.

3. DEFINITIONS

Word/Phrase	Definition
Business Use	A vehicle used for work/business purposes.
Company vehicle Drivers	NCG employee provided with a vehicle for the purpose of at work journeys. An 'at work journey' is defined as any journey for business that is not to and from a normal place of work and Home.
Grey Fleet/Own vehicle user	Drivers that use their own vehicle for work purposes with business insurance coverage and reclaim mileage expenses.
Handheld Device	A piece of computing equipment that can be used in the hand, such as a smartphone or tablet computer.
Hazard	Something that has the potential to cause harm, e.g., driving a vehicle which is not roadworthy.
Minibus	Motor vehicle which has been constructed or adapted to carry 8 or more, limited to 16 passengers excluding the driver.
Risk Assessment	A systematic process of evaluating the potential risks that may be involved in a projected activity or undertaking.

3.1 Legislation

The following legislation applies to this Policy.

Legislation	Key requirement
Health and Safety at Work etc. Act 1974	Employers have a “duty of care” for the safety of employees at work, regardless of the type or size of the business. There is also a duty of care to others who may be affected by their business activities, which, in the case of driving, means all other road users.
Management of Health and Safety at Work Regulations 1999	Employers are required to carry out risk assessments, decide to implement necessary measures, appoint competent people, and arrange for appropriate information and training.
The Workplace (Health, Safety and Welfare) Regulations 1992	These regulations cover a wide range of basic health, safety and welfare issues including traffic routes for vehicles within the workplace.
Road Traffic Acts supported by the Highway Code	The Highway Code applies to all road users and includes information on signs and markings, road users, the law and driving penalties. It is an offence for an organisation to set driver schedules which may cause them to break speed limits and / or have payment reward schemes which in any way give them incentives to do so.
Corporate Manslaughter and Corporate Homicide Act 2007	The act introduces important new options for certain serious senior management failures which result in a fatality. Prosecutions will be of the corporate body, not individuals, but the ability to prosecute directors or other individuals under health and safety law or the general criminal law, in appropriate cases, will be unaffected. The corporate body itself and individuals can also still be prosecuted for separate health and safety offences.

4. DATA COMPLIANCE

NCG is required to retain information regarding our drivers for purposes connected with the on-going authorisation to drive vehicles, either through the course of employment or for specified reasons - this data is in line with the principles of the GDPR Act 2018.

The information held, will be for management and administrative use only. NCG may, from time to time, need to disclose information held about the authorised driver to relevant third parties e.g., DVLA, DVSA, police, company insurers, licence check providers.

5. ROLES AND RESPONSIBILITIES

5.1. Chief Executive Officer

Shall ensure that effective direction is given regarding health: safety and wellbeing issues and those arrangements are delegated to ensure that safety budgets reflect the health and safety requirements and anticipated needs.

5.2. College Principals

Shall ensure that effective direction is given with regards to health, safety, and wellbeing issues to employees they are responsible for and that those arrangements are delegated throughout the college. To ensure that budgets reflect the health and safety requirements and anticipated needs of the college.

5.3. Directors and Head of Services

Shall ensure that effective direction is given regarding health, safety, and wellbeing issues to employees they are responsible for and that those arrangements are delegated appropriately to managers. To ensure that budgets accurately reflect the health and safety requirements and anticipated needs of their operations.

5.4. Vehicle and Fleet Manager

Shall offer guidance and support to all employees and to advise on the suitability of methods employed with regards to the implementation of this policy.

Duties shall include:

- Monitoring ADT (see 4.5 below for detail) system for compliance and non-compliance in relation to those they are responsible for and following up on any outstanding training and documentation.
- Consultation on all fleet matters, including, but not limited to, purchasing, disposal, leasing and hiring of motor vehicles.
- Produce specific reports relating to fleet which should include, but not limited to, fleet movements, depreciation, compliance, and utilisation.
- Updating the Motor Insurance Database (MID) as and when required.
- Developing appropriate policy, standards and guidance relating to driving for work and operational fleet.
- Communication with Insurance Brokers and organising the appropriate insurance for drivers and vehicles in conjunction with the Procurement service.
- Monitoring and validation of strict vehicle maintenance and servicing schedules to ensure compliance.
- Monitoring Driver behaviour and supporting required action.
- Maintaining accurate and detailed records of vehicle inspections and services.
- Develop KPIs (Key Performance Indicators), undertake benchmarking and sharing in best practice to develop continuous improvement in the area.

5.5. Applied Driving Techniques (ADT)

Shall provide a managed service in line with the service level agreement. This includes but is not limited to:

- Completing driver licence checks.
- Completing insurance documentation checks to confirm the correct level of vehicle insurance is in place.
- Conducting periodic tax, and MOT checks for vehicles that are over 3 years old.

- Providing support, information, advice, and guidance relating to work related road safety.

5.6. People and Development

Shall provide routine reports in an agreed format to reflect employee starters and leavers to the Vehicle and Fleet Manager so that they may be added or removed from the ADT platform.

Support shall be provided to the relevant line manager as well as the Vehicle and Fleet Manager where there is a potential or actual breach of this policy or situation which may pose an unacceptable risk such as a licence issue, the status and/or condition of the owned vehicle, the ability of the driver and any other matters relating to driving.

5.7. Finance

Shall only proceed with processing of expenses claims relating to driving in accordance with NCG Travel and Expenses Policies on submission of ADT authority to drive within iTrent.

5.8. Legal and Contract & Procurement Professional Services

Legal and Contracts Service shall act as the NCG lead for the procurement, management, and review of motor vehicle insurance.

Legal and Contract Shall work together with the Vehicle and Fleet Manager in resolving accident and damage claims to NCG and or leased vehicles.

The Procurement Service shall support the Vehicle and Fleet Manager in procurement purchase, hire and lease agreements.

The Procurement Service shall liaise with the Vehicle and Fleet Manager in procurement activities relating to motor vehicles.

5.9. Line Managers

Are responsible for ensuring that this policy is implemented, for providing support and advice to their respective direct reports and monitoring implementation of this policy within their respective areas via ADT. They should understand the legal requirements to manage vehicle safety and road worthiness. They must ensure that:

- All employees under their responsibility shall complete and provide the required licence and where applicable vehicle documentation required to enable ADT to complete all checks to ensure entitlement to drive is permitted.
- Action all adverse results from the Risk Map assessment as directed by the Fleet and Transport Manager with their employees.
- Vehicles that they have responsibility for (leased or owned) are maintained and in a road worthy condition. Where vehicles are found to be in an un-road worthy condition they must be taken out of service until such time when any issues have been resolved/repaired.
- Vehicles they are responsible for, that are NCG owned, leased or company vehicles under their control are managed, and maintained in a road worthy condition that complies with relevant statutory requirements (M.O.T etc.).
- Participate and maintain records; servicing, inspections, repairs, maintenance, and inspections in accordance NCG Standards.
- Any guidance published for driving at work activities which are brought to the attention of all relevant employees.
- Shall not purchase or sign up to any vehicle leasing agreements without reference to Procurement and the Fleet and Transport Manager.
- Inform the Vehicle & Fleet Manager of any roadworthy vehicle that needs to be added or removed from the Motor Insurance Database (MID).
- Ensure that any driver involved in an accident or incident has informed the Insurance company in accordance with their process.

5.10. All employees

- Shall inform their line manager immediately if for any reason their licence is no-longer valid and are not legally entitled to drive.
- Drivers should also apply to the DVLA for an updated driving licence as soon as possible if a change of name or address has occurred, failure to update your driving licence can result in prosecution and a fine of up to £1000.

- Ensure the vehicle has an insurance policy that includes business cover for the type of business and mileage they undertake. This is known as 'class one' business insurance.
- Ensure they hold a full valid driving licence (drive within the confines of their driving licence regarding transmission and class of vehicle).
- Adhere to all policies, procedures, and guidance in relation to driving for work (Inc. owned, leased, hired and grey fleet).
- Ensure that their vehicle is road legal (taxed & MOT'd).
- Report any road safety problems including accident, incidents, fixed penalty notices, summons, or convictions for any offence.
- Make all applicable documentation available for verification by ADT before any claim is paid out.
- Co-operate with any investigation procedures in the event of an accident or incident.
- Never drive defective vehicles and ensure they have been reported.
- Ensure they are physically fit to drive.
- Consider the use of other, more suitable methods of transport to support carbon emissions reductions and time spent driving and associated risks.
- Drivers must not exceed the seating capacity of the vehicle and ensure that all passengers are wearing a seatbelt, including any rear seat passengers.
- Inform the insurers claims department of any accident or incident.

6. RISK ASSESSMENT

All driving activities on company business are required to be risk assessed to identify hazards and risk control measures. Generic risk assessments and/or guidance will be given by the health and safety department to support line managers in addition to the information provided using ADT's online risk assessment.

6.1. Road Safety Risk Management

All employees, on induction and on an on-going basis, will participate in ADT's 'Riskmapp' program, which will include mandatory completion of an online Work-Related Road Risk Assessment. This Assessment will be repeated on an annual basis. If the employee is likely to carry out any business journeys, the company reserves the right to enrol the employee for further risk mitigation training if required (e.g., online e-learning).

7. RISK CONTROLS

The following points explain in detail what the procedure is covering and the controls that need to be in place for the procedure to be successful. These must be followed by all employees.

7.1. Vehicle, License, and Insurance Checks

All **drivers** are required to comply with the following twice yearly checks by NCG, which will determine:

- The status of the employee's FULL driving licence; provisional licence is not permitted.
- The status of the employee's MOT (Ministry of Transport) and VED on the vehicle being used for business driving (if personal vehicle driven for business).
- The status of the insurance cover on the vehicle being used for business driving (if personal vehicle) to ensure Class 1 Business cover is included.
- Where an employee has 7 or more points upon their license NCG will increase the frequency of licence checking to every 3 months together with looking at additional risk control and mitigation as in defined in section 6.1.

These checks will require those employees who have a full driving licence to provide, submit and upload documentation to ADT. Failure to complete this process may result in the non-payment of business mileage expenses pending completion.

As an employee who drives on Company business, you must comply with the following driving licence requirements:

- You must hold a valid and full driving licence appropriate to the type of vehicle you drive.
- You must inform your line manager if your licence is endorsed, suspended, or revoked. Your line manager will then inform payroll and the Vehicle and Fleet Manager to ensure you are removed from the 'Driving for Work Permit' scheme. To drive an NCG vehicle whilst banned would invalidate insurance cover and would be considered an act of gross misconduct and could result in dismissal.
- It is your responsibility to notify the DVLA and NCG if you have any medical condition that affects your driving ability.
- We may require a medical certificate from your GP to confirm that you are fit to drive at any time.

7.2. Driver Safety Handbook

Identifies basic requirements for all employees to undertake both prior to and whilst driving.

For the latest version of the Driver Safety Handbook, please visit [NCG Fleet - Home \(sharepoint.com\)](#). The handbook covers:

- Safe Driver.
- Safe Vehicle.
- Safe Journey.

7.3. Driver Training

Subject to the Risk Assessment results and employees general driving risk profile, the Company may enrol an employee for further driver safety training, which will be delivered to drivers as outlined below:

Employees may be asked to attend in-vehicle, online or Classroom training, attendance is compulsory and will be determined by several factors including:

- Risk Assessment Results.
- Collision record.

- Driving Convictions.
- Specific Job requirement.

7.4. Safe Driving

Driving is a hazardous activity, and all journeys must be planned with safety in mind, allowing sufficient time to enable employees to travel at safe speeds, to comply with speed limits and allow time for rest breaks to avoid fatigue.

It is the responsibility of the employee to ensure that they obey speed limits and must not drive faster than road or driving conditions allow. The driver is responsible for the payment of speeding fines.

It is the responsibility of the employee to ensure that they do not drive whilst dangerously tired and they do not drive an excess number of hours.

It is recommended that journeys should be planned to allow breaks every 2 hours and when driving to a location to carry out work, drivers should seek to find alternative methods of transport if the total journey is likely to exceed 400 miles in one day. The Expenses Policy can be found on the NCG intranet pages.

It is the responsibility of the employee to ensure that they are physically and mentally fit to drive before doing so. Any permanent or temporary impairment that affects ability to drive should be reported to the employee's Line Manager and to the Human Resources Department.

7.5. Drugs and Alcohol

It is the responsibility of the employee to ensure that they do not consume alcohol or illegal drugs/legal highs before or during driving for work. Employees must be aware of the consequences of drinking and driving and be aware that consumption "the night before" can have residual effects. Drivers can be breathalysed after a road traffic accident as a matter of routine.

Medical opinion may need to be sought to determine fitness to drive if staff are taking certain prescribed medication. Driving for work should be mentioned to the GP so they can recommend alternatives.

7.6. Smoking

Smoking by anyone is not permitted in NCG owned, hired or private vehicles whilst on NCG business journeys.

7.7. Maintenance Checks and Suitability

Drivers should ensure, as far as is reasonably practicable, that the vehicle is maintained in a legal and roadworthy state, regardless of ownership of the vehicle. For drivers of minibuses there is a vehicle check list which must be completed before it is driven.

In addition, staff should conduct pre-drive checks to ensure that tyres are properly inflated and undamaged, lights and indicators are working, there is no visible damage to the vehicle body or windows, the washers and wipers are working, and the mirrors are correctly positioned. Drivers should check their brakes are working and that all occupants are using their seat belts, their head-restraints are adjusted correctly, and any loads are securely restrained before setting off.

Daily checks should be carried out on:

- Wipers / washer jets / washer fluid.
- Lights, indicators, and horn.
- Mirrors are correctly positioned.
- Body work so there are no signs of vehicle damage.
- Brakes are working.
- Lights and indicators are clean and working.
- Windscreen and windows are not damaged.
- Fuel - Ensure that the vehicle has enough fuel to complete the journey or enough to reach a filling station.
- Seatbelts – should be free from frays and cuts.
- For Electric Vehicles (EV):
 - That the vehicle has sufficient charge
 - That the charging cable and coupling are free from wear and tear.

Weekly checks should be carried out on:

- Tyre condition. Tyres is undamaged, have enough tread depth and are at the correct pressure (including spares).
- Oil and Fluid Levels – Engine oil, brake fluid and power steering fluids should be checked and meet the minimum for short journeys, remember to check the oil level when the engine is cold and on level ground.
- Water- Radiator and screen-wash should be topped up should they be required.

Vehicles may be used for a variety of purposes, and so it is important to ensure that the type of vehicle used is fit for its purpose.

NCG owned and leased vehicles will be issued with daily vehicle inspection records that drivers will be required to complete. These are specific to the make and model of vehicle.

7.8. Handheld and Hands-Free Devices

No hand-held devices are to be used at all unless a vehicle is stationary with the engine switched off. If the vehicle has the engine switched on and or is in motion, all hand-held devices should be switched off.

Whilst hands-free kits and built-in phone communications are widely available within vehicles; NCG strongly discourage the use of use mobile phones whilst in control of a vehicle for work purposes. Be aware that if the police think you are distracted and not in control of your vehicle; you, the driver could be stopped and penalised.

Drivers should be aware that it can still be considered illegal to use a hands-free phone whilst driving. Police examine phone records as part of their accident investigation procedures, depending upon the individual circumstances, drivers could be prosecuted for 'failing to have proper control of their vehicle'. Hands free phones require the driver to concentrate on two complex tasks at the same time and tempt drivers to take their eyes of the road and onto the screen.

All line managers must encourage their staff to take breaks from driving to receive messages and make calls as necessary and if appropriate.

7.9. Satellite Navigation / Laptop Computers / Tablets

Satellite navigation systems while especially useful can be a distraction for the driver.

All destinations should be entered while the vehicle is stationary and in a safe place to avoid distraction while driving.

Satellite navigation devices should be positioned so not to impair the driver's vision. For many drivers the ideal position would be the bottom right-hand side of the windscreen, you need to keep the cables in mind to ensure they do not get tangled.

All other computer devices including laptops and tablets shall not be used whilst being in control of a vehicle.

Like the use of in-car phone communications, if the police think you are distracted and not in control of your vehicle; you, the driver could still be stopped and penalised.

7.10. Vehicle Road Worthiness

All vehicles used in the course of work must be fit for purpose and properly maintained. Drivers using their own vehicles are responsible for ensuring that their vehicles are always legally roadworthy. Drivers must have a relevant MOT certificate for cars over three years old and shall be insured for business.

7.11. Fixed Penalties

Fixed penalties are entirely the responsibility of the driver concerned and should be paid promptly. Drivers are regarded as the registered owner in respect of all offences or charges under the Road Traffic Acts and other relevant legislation when driving their own, leased or hired vehicles.

7.12. Seatbelts and Passengers

Seatbelts must be always worn whilst the engine is running. This applies to both front and back seat passengers as well as the driver. Drivers are responsible for ensuring all passengers fasten their seat belts. Passengers must behave responsibly and not put the safety of the vehicle and passengers at risk.

7.13. Fuel and Business Mileage

NCG reimburses fuel for business use. Business use is classified as journeys which qualify under HMRC rules as necessary business travel. [Expenses and benefits: business travel mileage for employees' own vehicles: Rules for tax - GOV.UK \(www.gov.uk\)](#). Please refer also to the NCG expenses policy.

Employees can claim for mileage costs only if their journey fulfils the definition of business travel.

Different rates of mileage will apply depending on the circumstances and the number of miles travelled.

Calculating Mileage

Claimants should use a recognised source for calculating their mileage claim using a route planner from postcode to postcode;

[Route Planner | Directions, traffic and maps | AA \(theaa.com\)](#)

[Route Planner | Maps, directions & route finder for UK & Europe | RAC](#)

The start and end postcodes should be provided on the expense claim form to enable the mileage claim to be validated.

You must give sufficient explanation to prove that the journey is correctly classified as a business journey e.g. who you went to see and why. Giving “meeting” as a reason for the journey does not provide sufficient evidence to HMRC that the journey can be classified as business travel, you should include the purpose and person being met wherever possible.

Where clocked mileage is used, claimants should provide a reasonable explanation where this differs significantly from that recorded on the relevant website route planner. The expense submission within iTrent includes a requirement to state the cumulative mileage claimed, which enables the employee to keep a record of their business mileage claimed each tax year from 6 April to the following 5 April and ensures that mileage is claimed at the correct rate.

Employees should always aim to take the most cost-effective form of travel and should consider whether it might be cheaper to travel by train rather than driving, or if driving utilise a hire vehicle rather than claim private mileage.

In order to comply with HMRC tax rules employees can only claim for journeys where all of following criteria are met:

- To perform their NCG duties the employee is obliged to make a journey other than their normal commuting journey. This means you are not able to claim for travel costs incurred in your normal daily commute.
- The journey has to be substantially different compared to the employee's normal commuting journey. An increase of the length of the journey by more than 10 miles in the same direction would qualify as being substantially different.
- They incur more cost than normal; the employee will only be reimbursed for the additional costs incurred due to the change in journey. Please note, rules state it is possible for an employee to have more than one permanent workplace at the same time. For example, if an employee on a regular basis works 2 days a week in one office and 3 days a week in another it is likely both workplaces will be considered by HMRC as the employee's permanent workplace. Any reimbursed cost in relation to travel to any of the two sites would therefore be a taxable benefit.

7.14. Hire Vehicles

All hire vehicles must be arranged and approved. Upon delivery the employee should review the hire form with the hire company to agree any damage recorded and this shall be repeated on return of the vehicle to the hire company. Please note that any hire vehicle is for work purposes only and you are not permitted to use the vehicle for any personal use.

Employees are required to make sure that they are familiar with the vehicle before driving it on the road. It is advisable to know but not limited to:

- How to switch all the lights on and off.
- How the front and rear windscreen wipers are controlled.
- How the indicators and hazard lights are operated.
- Where the bonnet and petrol cap release levers are and the fuel type.
- Ensure that you the driver have asked all appropriate questions regarding the vehicle and its safe operation before the car is accepted for use.

7.15. Minibus drivers

A higher level of competence is required to drive a minibus, as:

- The vehicle is larger/heavier (requires greater stopping distances).
- More passengers are taken leading to increased stress on the driver e.g., extra responsibility, noise, and distraction.
- Minibuses tend to be used for long distances and on an infrequent basis.
- The legal requirement regarding qualifications is that drivers who obtained their full driving licence before the 1 January 1997 may drive a minibus in the UK. Those who have obtained their licence on or after the 1 January 1997 are only licensed to drive a vehicle with up to 8 seats.
- To drive a minibus, any member of staff who is required to drive a minibus as part of their job must undertake appropriate training regardless of when they attained their full driving licence.
- Training is deemed to be appropriate if the training outlines the skills required to drive a minibus safely and candidates are assessed for competency, NCG recognises that MIDAS training meets this requirement.

7.16. Emergencies

Primarily, it is advised that grey fleet drivers have break down cover in place as part of their insurance.

Personal safety and that of any passengers are the first priorities in an emergency. Always remove yourself and any passengers to a place of safety following a breakdown or an emergency.

In the case of the vehicle catching fire:

- Stop immediately and turn off the engine.
- Leave the gear stick in neutral.
- Engage fuel cut-off switch (if fitted).
- Vacate the vehicle, ensuring that all passengers have got safely out. Where safe to do so, close all vehicle doors and move away from the vehicle.

- Do not tackle the fire.
- Call the emergency services.
- If you are carrying a hazardous load, inform the emergency services of this fact.

If your vehicle breaks down:

- Pull safely off the road – if on a motorway or dual carriageway then, if practicable, leave at the next exit. If this is not possible then pull onto the hard shoulder, near to an emergency phone where possible and then get to a position of safety behind a barrier. Do not remain in the vehicle.
- If stopped in a lane or carriage way, get to a position of safety away from the vehicle as soon as possible.
- Do not vacate the vehicle into traffic, where possible exit the vehicle into safety such as the hard shoulder.
- Switch on the vehicle's hazard warning lights. If it is dark, then ensure the main headlights are on.
- Keep away from the carriageway.
- Phone for assistance. Hired vehicle users can call the emergency contact number with the hired vehicle or use the emergency telephone if you are on a motorway.
- If you consider yourself to be at risk, then return to the vehicle and lock all doors. If by yourself, sit in the passenger seat if it is safe to do so.

7.17. Eyesight

Drivers are required to be able to read in good daylight, with glasses or contact lenses, a stationary number plate from 20.5 metres or a contemporary style number plate (September 2001) from 20 metres. It is recommended that you get your eyes checked every two years.

7.18. Accidents / Incidents

All employees shall report road traffic incidents and accidents as soon as is practicable, but within 24 hours to their line manager who will complete an incident form and forward on to the Health and Safety Department.

Immediate action to take in the event of an accident / incident:

- Where possible pull safely off the road.
- Make the accident scene as safe as possible for you and any passengers.
- Call the emergency services if required.
- Any accidents resulting in injuries; the police must be called.
- Used hazard warning lights and other safety devices.
- Do not move injured passengers unless they are in immediate danger of further injury from other vehicles or hazards e.g., chemicals or fire.
- Ensure a responsible person remains at the scene if children or vulnerable persons are present.
- Remain at the scene until emergency services have details required (if applicable) or details have been exchanged with others involved in the accident.
- Arrange for vehicle recovery if able to.

7.19. Driver's Health

Under no circumstance should employees drive for work when their ability to drive in a safe manner is affected. No employee should drive at work when they are under the influence of alcohol or drugs if they could impair their ability to do so. This includes prescription or over the counter medication.

Employees are reminded of the requirement to inform the DVLA of any condition or illness that might impact upon their ability to maintain a driving licence (either directly or via their own GP) Please visit www.gov.uk/driving-eyesight-rules if you have any changes in your eyesight.

8. MONITORING AND REVIEW

The Vehicle and Fleet Manager and Assistant Director of Health Safety and Environment will periodically review the performance of the supplier Applied Driving Techniques and associated systems for delivery of training, risk profile of drivers and other proactive measures to ensure the business is undertaking its duties to ensure business driving is conducted safely as far as reasonably practicable.

9. STATEMENT ON IMPLEMENTATION

Upon approval, this policy will be uploaded to the policy portal and communicated to staff via The Business Round-Up. The policy will also be communicated through specific, relevant training – including local inductions.

Relevant information is also published on the Health and Safety intranet site and Handbook as appropriate. All staff enrolled on the NCG Driving for work programme will receive communication from our external suppliers regarding driving licence updates and any additional training that may be required.

10. STATEMENT ON EQUALITY AND DIVERSITY

NCG is committed to providing equality of opportunity. Further details of our aims and objectives are outlined in our [Equality Diversity Inclusion and Belonging Strategy](#).

This policy has been assessed to identify any potential for adverse or positive impact on specific groups of people protected by the Equality Act 2010 and does not discriminate either directly or indirectly. In applying this policy, we have considered eliminating unlawful discrimination, promoting equality of opportunity and promoting good relations between people from diverse groups.

11. STATEMENT ON CONSULTATION

This policy has been reviewed in consultation with professional peers, Policy Review Council and the Executive Board.

VERSION CONTROL				
Version No.	Documentation Section/Page No.	Description of Change and Rationale	Author/Reviewer	Date Revised
1	New Policy	N/A	Assistant Director Health, Safety and Environment	June 2022
2	Scheduled Review	Minor changes including transfer to new template	Assistant Director Health, Safety and Environment	June 2024