

Driving at Work

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Aimed at employees who, as part of their role, are required to drive either their own or a company vehicle on company business - with a potential for company fine, prosecution or even a charge of Corporate Manslaughter.

Employers should ensure employees are medically fit, licensed and competent to drive the class of vehicle being used. Self-declarations should be used to confirm fitness and competence, and observance with the Highway Code. Relevant records should be kept. The company has the right to request access to an employee's DVLA on-line driving record.

Vehicle inspections and maintenance should be carried out and records kept. Additionally, pre-user checks should also take place eg as recommended on the DVLA website. If an employee is using their own vehicle, it must be maintained in a roadworthy condition, with current MOT certificate, road tax and insurance to cover business use.

Summary of requirements

- A record of driver fitness and competence
- Driver declaration form
- Company vehicle record, eg MOT, road tax
- A vehicle usage log
- Vehicle maintenance and service history
- Company vehicle safety inspections
- Risk assessment and safe working practices specifically for driver duties