**Vehicles and Driving for Business needs Policy**

*The HSE estimate that "more than a quarter of all road traffic incidents may involve somebody who is driving as part of their work at the time".  (Driving at work Managing work-related road safety, HSE (2014)).*

SOS Care Services aims to minimise and control the risks involved in driving while on SOS Care Services’  business. Arrangements shall consider the wide range of drivers using road vehicles on  SOS Care Services  business, the risks and the associated control measures to reduce those risks to as low as is reasonably practical, for the safety of people we support, employees, and other road users.

**Procedure**

**General use & maintenance**

Drivers must follow the law and Highway Code at all times, and drive in a respectful, courteous manner.

Smoking or vaping by employees is not permitted at any time during their duty.

 It is the driver's responsibility to check the vehicle before use - including checking sufficient levels of fuel, oil, water etc, check all lights are working, and that there are no warning lights displayed on the dashboard.  If the driver has any concerns about the vehicle, they should stop and report to management or the on call immediately.

In case of a breakdown, the office, or if out of hours, the on call, should be notified.  If people we support are in the vehicle, alternative arrangements will be made to collect them in another vehicle.

All vehicles must carry a warning triangle and first aid kit.  Drivers must carry a mobile telephone with them for emergency use only.

**Parking**

Where parking facilities have been made available to you on our premises you must ensure that you observe all of our traffic requirements e.g. speed limits, etc.  To avoid congestion, all vehicles must be parked only in the designated parking areas.  You must park sensibly and

respectfully, to allow the optimum number of vehicles into the parking area.  No liability is accepted for damage to private vehicles; however it may be caused.

**Driving License**

If driving is a necessary, part of your role it is imperative that you maintain a valid driving license suitable for the vehicle you operate at all times during your employment. You are required upon request to produce your driving license to the management. We may also require you to provide

us with the ability to access your driving license details online. If at any time your license is endorsed, or you are disqualified from driving, we must be informed immediately. If you are required to drive as part of your job and we are unable to find alternative employment, your employment may be terminated.

**Car Insurance**

  If your position requires you to use your own car for business purposes, you must ensure that your car insurance provides adequate cover. Proof of adequate insurance, Driving License, Tax and an MOT Certificate must be produced for scrutiny by the Company, upon renewal and at any time when so requested.

**Accidents**

Should a road accident occur whilst on shift, the driver must stop at the scene (or the closest possible point where it is safe to do so).  The driver should check the well-being of anyone else travelling in the vehicle and call 999 if there are any injuries or entrapments.  They must note down the details of any 3rd party vehicle involved, including make, model, and registration number.  They must take the name, telephone number, and insurance details of the 3rd party driver, and give them their address and telephone number, and the insurance details if they have them.  If the other driver fails to stop, the police should be called.  Following the exchanging of details, and ensuring everyone's safety, SOS Care Services office should be informed of the accident (or the on call if out of hours).  If the vehicle is not safe to drive, recovery and alternative transport for passengers will be arranged.

**Unsatisfactory Conduct and Misconduct**

Employees are liable to disciplinary action if they are found to have acted in any of the following ways:

1. failure to report immediately any type of driving conviction, or any summons which may lead to the driver's conviction;
2. loss of driving license where driving on public roads forms an essential part of the duties of the post;

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| **Policy Title** | **Vehicles and Driving for Business Needs Policy** | **Date Implemented/Date of last review** | **22/01/2024**  **01/08/2024** |
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