**Procedure**

In order for an employee to drive their own car on Company business, the following conditions must be met:

The employee must have the following valid documents, which must be presented to their line manager, and otherwise available for inspection subject to a reasonable period of notice:

* Full driving licence, valid in the UK for the type of vehicle used
* Full-Service History or MOT certificate (where applicable)
* Vehicle registration document
* The employee must own and be the registered keeper of; or lease, the car which they intend to use on Company business
* The car must be covered by a comprehensive policy of insurance, extended to specifically include full cover for business use
* The car must be available for the employee to use to undertake business mileage as required
* The vehicle must not be a commercial vehicle, motorcycle or van
* The employee must inform the business immediately in the event that s/he is no longer in possession of a valid driving licence
* The employee must inform the business immediately if placed on any medication which may impair the safe driving of the vehicle. This information will be held in confidence in accordance with our data protection policy
* All accidents or incidents occurring when driving on Company business must be reported as soon as is safely practicable to the employees line manager
* The employee must be able to prove, at any time on demand by the Company, that a comprehensive insurance policy, with extension to cover business use, is in place. A copy of the certificate of insurance should be placed on the employee’s file. If the policy is cancelled or suspended at any time, the employee must report this to their line manager with the reason and must not use the vehicle for business travel

**Mobile telephones and driving**

It is a criminal offence to drive (or have another person drive) a motor car while using a “handheld” mobile telephone.

For the purposes of the legislation, “driving” will include sitting in a stationary car with the engine running and a “handheld” mobile telephone will include any “hands free” mobile telephone if it is held at any point during the call. Using a “hands free” mobile telephone while it is in its holder will not be an offence.

With the exception of Bluetooth or similar devices, in-ear devices are also illegal and cannot be used at any time while driving.

Passengers in cars are not prohibited from using hand held mobile telephones; however, they must not hold it for the driver to use in a moving car.

**Handheld mobile telephones**

Employees must:

* never use a handheld phone while driving;
* keep the phone switched off while driving; and
* only use the phone once the car has been parked in a safe place and the engine has been switched off.

**Hands-free mobile telephones**

Even a hands-free phone can cause distraction and it should not be used for making calls while driving. Employees who wish to make a call while driving should only use the telephone once the car has been parked in a safe place and the engine has been switched off.

It is also preferable not to use a hands-free telephone for taking calls if at all possible. In circumstances where employees must take a call they should say they are driving and end the call quickly.

Where a hands-free telephone is used to take a call while driving the telephone must remain in its holder at all times and must not be “held” at any point during a call.

**General**

Employees should:

* use voicemail or call divert so that messages can be left while driving;
* use breaks from driving to take calls – this also reduces tiredness;
* never stop on hard shoulders except in an emergency; and
* never require any other employee to breach the terms of this policy.

Breach of any of the terms of this policy may result in disciplinary action up to and including summary dismissal.

**Driving on company business**

Employees are required to drive in a safe, lawful and efficient manner, in all weather and traffic conditions, and in compliance with the Highway Code.

Employees must not take a car onto the road if they know or suspect that it has a serious defect.

Employees are required to advise their line manager of any problems or delays which could affect the scheduling for that day. The safety and security of the car, passengers or loads is the responsibility of the driver.

**Driving guidelines and safety procedures**

Any damage to a Company car may render it unsafe and employees should not drive the vehicle in such circumstances. The security of the vehicle is the responsibility of the employee. Vehicles should be locked and alarmed when not in use.

When driving long distances, employees should take regular breaks to reduce tiredness. Any serious delays caused by traffic or roadworks should be reported to the employee’s line manager if business commitments are likely to be affected. If any passengers are carried in the vehicle, their safety is the ultimate responsibility of the employee.

Employees should exercise general safety guidance when driving their vehicles on Company business, in accordance with the Highway Code and best practice.

**Further Guidance**