



POLICY/PROCEDURE INFORMATION (Policy no HR00010)	
Subject	Driving for Nottinghamshire Hospice Using your own vehicle policy <i>(This policy is non-contractual and is subject to periodic review and will be amended according to service development needs).</i>
Applicable to	All staff and volunteers of Nottinghamshire Hospice who are required to drive for work purposes using their own vehicle.
Target Audience	Others such as agents, consultants and other representatives of Nottinghamshire Hospice may be required to comply with the policy as a condition of appointment.
Date issued	Sept 2019
Next review date	Sept 2022
Lead responsible for Policy	Director of People Services
Policy reviewed by	Health and Safety Group - Jun 2019
Notified to (when)	Strategy and Corporate Governance Group - Aug 2019
Authorised by (when)	Board of Trustees – Sept 2019
CQC Standard if applicable	N/A
Links to other Hospice Policies	Minibus Policy Travel Expenses Policy Disciplinary Policy & Procedure Sickness & Absence Policy Capability Policy & Procedure
Links to external policies	Health and Safety at Work Act 1974
Summary	This policy summarises an employee's responsibilities in relation to driving their own vehicle for business use.
This policy replaces	

VERSION CONTROL		
Status	Date	Reviewed date
Original policy written by Angela Fallon, Head of HR and ratified by Finance and Audit Sub Group	Feb 2017	Feb 2020
Policy reviewed by Freeths	Nov 2017	
Policy authorised by Donna Roberts, HR Manager	Nov 2017	Nov 2019
Updated control sheet and published on Policy Doc App	Dec 2018	
Policy reviewed by Donna Roberts, HR Manager	May 2019	
Policy notified to Health and Safety Group	June 2019	
Policy notified to SCG	Aug 2019	
Policy notified to Board of Trustees	Sept 2019	Sept 2022
Updated control sheet and published on Policy Doc App	Sept 2019	
Updated staff and volunteer throughout policy	June 2020	

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1. Introduction

The Health and Safety at Work Act 1974 requires employers to take appropriate steps to ensure the health and safety of their employees and others who may be affected by their activities when at work. This includes when an employee drives in the employee's own vehicle for work purposes. As an employee of Nottinghamshire Hospice, part of your role may include driving a vehicle during your working hours. This policy sets out your responsibilities to enable you to drive for business purposes and steps to keep you safe.

2. Driving your own vehicle for business use

If your role requires you to be able to drive in order to carry out your duties but does not require you to drive a company vehicle (e.g. Hospice at Home employees) you must hold a valid driving licence. If you are disqualified from driving you must inform your line manager immediately as we will need to follow processes in line with the capability / disciplinary policy and procedure.

When driving on Nottinghamshire Hospice business in a vehicle not supplied or hired on behalf of Nottinghamshire Hospice, you are required to have insurance for Business Use. Standard personal vehicle insurance usually provides cover for domestic use alone and not for use on business purposes. You should check with your insurer before using your vehicle on Nottinghamshire Hospice business that you have adequate Business Use cover.

Failure to have business use cover if you use your car for work may result in your insurance failing to provide cover, should you have reason to claim while at work e.g. road traffic accident.

Nottinghamshire Hospice will require evidence of appropriate insurance cover on commencement of employment and annually thereafter. The Human resources or volunteer services department will liaise with you and a copy will be kept on your personnel file.

You are responsible for ensuring that your vehicle is legal, safe and fit for purpose.

Under no circumstances should you transport a patient or family member of a patient in your own vehicle. If there is an emergency situation you will need to call the emergency services.

3. Responsibilities while driving for work

The following are prohibited while driving on Nottinghamshire Hospice business:-

- Smoking
- Speeding
- Driving whilst under the influence of drugs or alcohol
- Making or receiving phone calls or texting on a mobile phone. The only exception is if your life is in danger and you need to contact the emergency services on 999 and to stop would exacerbate the situation. You may make and receive calls on a mobile phone when you have stopped the vehicle and are parked in a safe place.
- Driving without due consideration for the Highway Code, including driving in restricted areas such as bus lanes
- Parking anywhere other than designated parking areas
- Reckless/dangerous driving

- Using a vehicle without prior permission for personal use
- Engaging in any form of “Road Rage”. Conviction of a “Road Rage” related offence whilst undertaking Hospice business (whether in a Nottinghamshire Hospice vehicle or a private vehicle) may be liable to dismissal.
- Driving if you have impaired vision and you are unable to read a number plate at a safe distance from the vehicle in front.

4. Driving Licence

Whilst driving for Nottinghamshire Hospice you must hold a valid driving licence with less than 12 penalty points. If you are within the first two years of passing your driving test you must hold a valid driving licence with less than 6 penalty points.

Nottinghamshire Hospice is entitled to inspect your driving licence at any time using the Government on-line checking service. Depending on your role and driving requirements, Nottinghamshire Hospice will inspect your driving licence on an annual basis. If you fail to produce a valid licence within a reasonable time scale this may result in disciplinary action.

If you receive penalty points on your licence in the interim of an inspection of your licence you must notify your line manager without any undue delay. Failure to do so may result in disciplinary action.

If you receive penalty points on your licence when driving for business, disciplinary action may be taken.

5. Motoring Offences

Nottinghamshire Hospice does not condone motoring offences. Under no circumstances will Nottinghamshire Hospice pay any fines or prosecutions following motoring offences that you commit whilst driving for Nottinghamshire Hospice. If you receive a fine or prosecution you are responsible for making the full payment.

If you commit motoring offences on a regular basis whilst driving for Nottinghamshire Hospice, this may result in disciplinary action.

6. Mileage Expenses

In order for you to claim mileage expenses whilst driving your own vehicle as part of your role within Nottinghamshire Hospice, you must have Business Use coverage within your insurance policy and a copy of an up to date insurance policy in your personnel file. If you fail to do this you may not receive your mileage expenses and may be subject to disciplinary action.

7. Unfit for Driving

If you are informed that you are unable to drive your own vehicle due to medical advice, you must inform your line manager immediately and cease to drive your own vehicle whilst on Nottinghamshire Hospice business. Your line manager and the Human resources or

volunteer services department will liaise with all relevant parties to gain an understanding of the circumstances surrounding you being unfit to drive. We will support you the best way that we can by using the Sickness Absence policy and procedure / Capability procedure, writing to your GP and making a referral to Occupational Health. In circumstances where driving is an integral part of your role one possible outcome may be to terminate your contract of employment. This would be in line with medical advice and the requirements of your role.

8. Be prepared and stay safe

Ensuring that your own vehicle is serviced regularly (in line with the manufacturer's recommendations) will help to avoid breakdowns and accidents caused by vehicle faults. Make sure that before setting off you de-mist/de-ice your windscreen. It is dangerous and illegal if visibility is impeded. In snow and ice conditions, plan your route to use as many major roads as possible as these roads are most likely to be cleared and gritted. Also ensure that your mobile phone is always fully charged before setting off on a journey. To ensure safety for both yourself and those around you and to keep your vehicle running smoothly, remember FLOWER:

Fuel – Play safe and stay topped up.

Lights – Regularly check main beams, indicators, fog lights, sidelights and brake lights.

Oil – Over-filling or under-filling the oil risks engine damage.

Water – Keep the screen wash reservoir full and use plenty of washer fluid in winter, BEFORE it freezes up.

Electrics – Check battery, wiper blades, electric windows, horn and heater fan. Defects will only worsen if neglected.

Rubber – The safety implications of under-inflated tyres include the increased risk of suffering a blow out at high speed due to excessive heat building up in the tyre. The legal limit for minimum tread depth on your tyres is 1.6 millimetres, across the central $\frac{3}{4}$ of the tread around the complete circumference of the tyre. Worn tyres reduce the effectiveness of braking, steering and acceleration, particularly in the wet. Worn tyres are not only dangerous, they are illegal – you could face a fine of up to £2,500 plus 3 penalty points per tyre.

Items to keep in your car:

- A wind-up torch, hi-visibility vest, blanket to keep warm, some food and (hot) drink, spare screen wash, de-icer, ice scraper, shovel, mobile phone charger, map, A-Z Nottinghamshire, first aid kit, a warning triangle, some jump leads, wellington boots, warm clothes.
- You are also required to act on any additional information given to you by management with regards to keeping you safe whilst driving.

9. What to do if you break down

- Move your vehicle off the road if you can, but watch out for soft verges that could make it tricky to get going again.
- Put your hazard lights on: if it's dark or foggy, keep your sidelights on too.
- Leave the passenger door unlocked so you can quickly get in the vehicle if you feel unsafe.
- It's usually safer to wait well away from your vehicle and moving traffic, behind a suitable barrier if you can. Only return to your vehicle if you feel threatened.
- If you get out, take care and use the doors facing away from passing traffic. The same applies to any passengers with you.
- Wear a hi-vis vest if you have one.
- If you have one, and it's safe to do so, put a warning triangle at least 45m (50 yards) behind your vehicle.
- Don't stand between your vehicle and oncoming traffic.
- If you need help, call your breakdown provider.
- If there is nowhere safe outside the vehicle for you and any passengers to wait, and there is a strong chance your vehicle could be struck, then call the police straight away with your location. If you have to remain in the vehicle keep your seatbelt on.

10. What to do if you have an accident

10.1 Stop as soon as you can

Always stop at the scene if you think your accident has caused:

- Injury to people or pets
- Damage to other vehicles
- Damage to roadside fixtures such as lampposts, fences and walls

10.2 When to call 999

- If anyone needs urgent medical attention – ask for an ambulance
- If the road is blocked or damaged – ask for the police
- If someone leaves the scene without leaving their details – ask for the police

10.3 Exchange Details

All drivers involved should swap names, addresses, telephone numbers, vehicle registration numbers and insurance company details and policy numbers.

10.4 Get witness details

Take down the names, addresses and vehicle registration of any witnesses who saw the incident.

10.5 Make a sketch or take a photo

Draw or photograph the scene and remember to include as many details as you can. Note the road names, vehicle locations and any skid mark directions and collision points. Be careful of busy roads when you are making sketches or taking photos of the scene.

10.6 Make a note of any additional details

Try to recall any extra information if you can – for example, if a driver was using a mobile phone.

10.7 Complete a Nottinghamshire Hospice Incident Form

You will need to request an Incident Form from your manager and complete this without any undue delay.

10.8 Get advice if you need to make a claim

Talk to your insurance company.

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