**1. Introduction**

Up to 1 in 3 road crashes involves a vehicle being driven for work. Every week around 200 road deaths or serious injuries involve someone driving for work. Many of these deaths and injuries could have been prevented. Total-Cleaning.Com is committed to reducing the risk of work related road traffic crashes and collisions. The following policy sets out our commitment and provides guidance for office and site-based staff to enable them to comply with the policy and related legislation.

**2. Definitions**

For the purposes of this policy the following definitions apply:

Driving at Work Refers to any work carried out on Total-Cleaning.Com’s business that involves the employee driving a vehicle and covers all journeys other than to and from their normal place of work.

Total-Cleaning.Com Vehicle - Any vehicle owned, leased or hired by the company.

Private Vehicle - Any vehicle used by a person driving on Total-Cleaning.Com’s business which is not owned, leased or hired by the company.

**3. Application**

The following policy and guidance applies to all staff that drive on Total-Cleaning.Com’s business, who may be either:

* Employees who are required to drive vehicles as an integral part of their work (e.g. contract management, or commercial staff), or;
* Employees who use their own vehicles or hired vehicle on a casual basis to carry out some element of their role (e.g. staff to attend training courses or other business-related promotional events).

This policy will also apply to factory operatives if they are asked to drive on Total Cleaning business.

**4. Policy**

It is the policy of the Total Cleaning to operate vehicles in a safe, efficient and effective manner and to minimise risks to employees and others affected by our operations.

Directors are responsible for ensuring that:

* Company rules are published for driving at work activities and communicated to all members of staff;
* there is a mechanism in place to ensure that staff are qualified to drive company owned or leased vehicles;
* there is a system in place to ensure that any vehicle is maintained in a roadworthy condition and complies with legal requirements.

Staff are responsible for ensuring that they:

* hold the appropriate driving licence entitlement;
* are medically fit to drive;
* do not use a hand-held mobile phone to make or receive calls whilst driving on Total Cleaning business;
* comply with the legislation with regard to the wearing of seatbelts whilst driving and make every effort to enforce the wearing of seatbelts for adult passengers in their vehicles;
* are satisfied that prior to any journey on Total Cleaning business that the vehicle they are driving is fit for its purpose and roadworthy;
* inform the person in charge of the vehicle if they become aware of any faults;
* where appropriate, are adequately insured to use their private vehicle for Total Cleaning business;
* report any accidents or incidents whilst driving on Total-Cleaning.Com’s business;
* Comply with any local business rules and risk assessment requirements for driving at work activities.

**5. Guidance**

**5.1 Risk assessment**

Risk assessments for any work-related driving activity should follow the same principles as those for any other work activity as outlined in the Total-Cleaning.Com’s Risk Assessment guidance

For journey’s or driving activities that present additional risks a more detailed assessment should be completed and recorded. Examples of where this would be appropriate include:

* non-routine longer distance journey’s;
* trips that include driving overseas;
* driving that is expected to take place in severe weather conditions;
* journeys that involve lone working in remote or potentially dangerous areas;
* trips that involve driving types of vehicles that are not normally driven or where the driver may be inexperienced or have a poor accident record.

**5.2 Local rules**

Company / client rules should outline the arrangements to ensure that persons who undertake any work-related driving are appropriately qualified, effectively trained, adequately insured and are fit to drive.

All persons who drive Total Cleaning owned or leased vehicles as part of their employment must present their driving licence for inspection on recruitment and on an annual basis thereafter. Every department must have a mechanism for compliance with this requirement as failure to notify Total Cleaning ’s insurers of a relevant fact e.g. a motoring conviction, may mean that an insurance claim will not be met.

**5.3 Use of own vehicles**

The law states that it is the responsibility of the driver to ensure that any vehicle driven on the public highway is safe and fit for use. In the case of employees who use their own private vehicle for work business it is their responsibility to ensure that the vehicle has a valid MoT certificate (where applicable) and is properly maintained and roadworthy.

Standard car insurance is for ‘social, domestic and pleasure’ purposes only, which permits travel to and from your normal place of work but does not cover the use of the vehicle whilst at work. Members of staff that use their own car in connection with work whether only very occasionally or more frequently must ensure that they have ‘business use’ cover on their personal policy.

**5.4 Medical conditions affecting the ability to drive**

Drivers of Total-Cleaning.Com vehicles must declare to their line manager immediately if they are suffering from any medical condition that would legally prevent them from driving on the public highway or if they have any reason to believe they have any other condition that might adversely affect their ability to drive safely. The line manager is responsible for taking action by relieving the person from driving duties as appropriate and contacting the Total Cleaning Office, HR Advisors and/or the Occupational Health Service (who are able to assess the individual concerned and advise line manager regarding the appropriate course of action).

**5.5 Convictions or disqualification**

Where employees are required to drive Total-Cleaning.Com owned, leased or hired vehicles, or their own vehicle as an essential part of their duties, they must inform their line manager of any convictions (including penalty points) or periods of disqualification immediately. If managers are notified that an individual has been disqualified from driving due to a motoring offence they must relieve the person of all driving duties with immediate effect and seek advice from their HR Advisors on the most appropriate course of action.

For any other motoring offence such as points on a licence for speeding, it is the responsibility of the member of staff to update their driver’s declaration form through their department system.

**5.6 Vehicle checks**

The driver has primary responsibility for the operation of any vehicle and must be satisfied that the vehicle is fit for its purpose and roadworthy. Compliance with this requirement can be sensibly achieved by office management taking responsibility for the majority of periodic maintenance checks of the vehicles. Checks should include monitoring of fluid levels (oil, coolant and screen wash) and tyre pressures. It is recommended that these checks and associated maintenance are recorded on a weekly basis (the frequency of checks must be risk based depending on the frequency and type of use). It would then be the driver’s responsibility to ensure that the record of weekly checks was up to date and then to undertake their own driver basic safety checks and adjustments.

**5.7 Service vehicle maintenance**

Vehicle inspections and maintenance should only be conducted by a competent person. The manufacturers’ recommended service intervals and warranties should be adhered to which will ensure so far as reasonably practicable the on-going safety of the vehicle. The maintenance schedule must also include the annual MoT test. A maintenance log must be kept up to date for each company-owned vehicle containing all information relating to that vehicle. It is recommended that service records are kept for at least 3 years.

**5.8 Accidents and incidents**

Where employees who are driving on Total-Cleaning.Com’s business are involved in road traffic accidents or incidents which result in damage to vehicles, loss or damage to property or persons they must reported for insurance purposes and as an accident/near miss.

This applies to accidents in a company owned or leased vehicle as well as in an individual’s private vehicle.

Approved By: Euan Oattes Date: 01.08.2022

Signed: Euan D. Oattes Revision: 01.08.2023