

The Church of St. Patrick Drumbeg

Driving on Business Policy

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1. INTRODUCTION

The Health and Safety Executive estimates that up to a third of all road traffic accidents involve somebody who is at work at the time. Every week more than 20 people are killed and 250 seriously injured in 'at work' road accidents. This figure excludes accidents that occur whilst commuting to/from work.

This policy is non-contractual but seeks to set out how Church of St. Patrick aims to manage the issue of driving on business.

2. SCOPE OF THIS POLICY

This policy applies to all employees and workers who drive on business, whether in a vehicle owned or leased by Church of St. Patrick or in their own vehicles. It includes those whose business travel is infrequent and those who use their own vehicles or hired vehicles to travel to/from parishioners, training courses, seminars or work-related functions of any kind.

3. AIMS OF THIS POLICY

We aim to ensure that those who drive on business do so safely, and that any risks are identified and reduced as far as is reasonably practicable.

In order to do this, we will:

- Ensure that all drivers hold a current driving licence.
- Ensure that those who claim expenses for driving their own vehicle to confirm that their vehicle is taxed and MOT'd (where appropriate) and insured for business use.
- Regularly review our accident reporting procedures and ensure that any accidents whilst driving on business, including in private or hired vehicles, are promptly reported to us

4. LEGAL CONSIDERATIONS

The following pieces of legislation apply to this policy:

- The Health and Safety at Work etc Act 1974
- The Road Traffic Act 1991
- The Working Time Regulations 1998
- The Management of Health and Safety at Work Regulations 1999
- The Road Transport (Working Time) Regulations 2005
- The Corporate Manslaughter and Homicide Act 2007
- The Drug Driving (Specified Limits) (England and Wales) Regulations 2014.the Smoke-free (Private Vehicles) Regulations 2015.

5. DEFINITIONS

For the purposes of this policy the following definitions apply:

- A “company vehicle” is any car or van that is provided by Church of St. Patrick.
- “Driving on business” includes any journeys made by an employee or worker driving either a company vehicle or their own personal vehicle and covers all journeys other than those between home and their normal place of work (but including journeys to/from home and the first/last client/customer visit each day for those who are mobile workers or who are home-based).

6. RESPONSIBILITIES

Managers are expected to support this policy fully and to ensure that all practical measures are taken and appropriate resources in the form of equipment, personnel and time are made available in respect of enhancing safety whilst driving at work.

Managers and supervisors/team leaders must:

- Bring this policy to the attention of all those who report to them and who are permitted to drive on business and ensure that it is adhered to
- Ensure that anyone who drives on business is insured to do so.
- Drivers are expected to make themselves familiar with this policy, to ensure that they practice safe methods of driving at all times, and to inform the Rector immediately of any driving offences, health conditions that may affect their ability to drive safely and/or any concerns about their ability to make a particular journey safely for any reason.

7. REGISTER OF AUTHORISED DRIVERS

All employees and volunteers who drive and/or give lifts to others whilst on church business or church activities, whether in a vehicle that is owned or leased by the Church of St. Patrick or a private or hire vehicle, must hold a full, valid driving licence and must complete and sign and return a copy of our Driver Safety Checklist to the **Rector** or **Youth Worker**, with a copy of their full driving licence. Drivers of private vehicles must also ensure that their insurance covers them for **business use** and should provide a copy of their policy (and its subsequent renewals). This is a pre-condition to claiming business mileage or other driving-related expenses and is the responsibility of employees.

A Driver Safety Check List Form is shown at **Annex A** to this policy.

Licences will be rechecked periodically (see below).

8. DRIVING STANDARDS

Drivers must drive with due care and attention, respecting all local and national traffic regulations and speed limits. They are required to take note of the condition of the vehicle, its loading, the weather and road conditions etc, and take all sensible steps to ensure the safety of the vehicle, its passengers and other road users at all times.

All drivers are reminded of the necessity to carry out regular checks on vehicles, including tyre condition, lights, lubricant levels, level of screenwash and any other check required for the safe operation of the vehicle whilst it is on the road.

The wearing of seatbelts by drivers and all vehicle occupants is compulsory and it is the responsibility of the driver to enforce this. Delivery drivers and their passengers should note that they are legally required to wear seat belts for all journeys of more than 50m.

The driver is also responsible for ensuring the maximum safety of the vehicle and contents when it is parked. He/she must ensure that the vehicle is locked and secure, the alarm is switched on and the parking brake is fully applied.

9. MINIMISING STRESS AND FATIGUE

Drivers should not put pressure on themselves to undertake a journey that may cause undue fatigue. Guidance will be issued to all sales staff and those employed as drivers on how to avoid falling asleep while driving, route planning and rest breaks. Guidance will also be provided on the importance of ergonomics, as the lack of correct comfort and position whilst driving can lead to poor posture, tiredness, irritability and lack of concentration. The correct footwear will be stressed as an important part of driving ergonomics.

Drivers should try not to drive when they would normally sleep (for most people this will be early morning or late at night). They should take regular breaks (a minimum break of 15 minutes is recommended after every two hours of driving) and should stop to eat and drink, rather than eating whilst they drive. If feeling tired, they should stop in a safe place and rest for at least 15 minutes, and have a drink containing caffeine if necessary. Loud music and letting air into the car are not effective ways for counteracting signs of fatigue.

Those who only drive rarely on business are required to use their common sense and ensure that they take a break in their journey if necessary. Such employees are also expected to avoid driving long journeys if alternative transport is available. Note that all travelling time (except for that between home and work for those with a regular place of work) is regarded as working time under the Working Time Regulations 1998. For mobile workers and workers whose contracts specify their home address as their base location, travelling to/from home to their first/last client/customer visit of the day is working time.

Drivers must comply with all legal requirements which regulate maximum permitted driving hours.

10. JOURNEY PLANNING

Our managers will encourage the proper planning of journeys to avoid known problem areas and minimise driver stress. Predicted weather conditions should be taken into account and planned journey times should be realistic. Managers should ensure that production and/or delivery targets are readily achievable by safe driving. Speeding, even when under pressure to meet delivery deadlines, will not be condoned and any employee who we believe to be guilty of driving unlawfully or without courtesy to other road users will be subject to disciplinary action.

Drivers should ensure that routes are well planned in advance wherever possible, especially if travelling alone, after dark or in adverse weather conditions and that they have suitable means for contacting us in case of emergency.

11. PERSONAL SAFETY

Drivers should be alert for potentially dangerous or competitive situations and avoid them. If such a situation is encountered, they are advised to stay calm and not to react to provocation.

Drivers should use well-lit and frequently used car parking areas. All valuables should be removed from view and, on return to the vehicles; the driver should check the vehicle for signs of tampering before getting in.

Vehicles should be locked when left unattended or in slow-moving traffic and should be regularly filled with fuel. Drivers should be aware of other drivers signalling faults about the vehicle. Before commencing a journey it is a good idea to check that brake lights are functioning.

Drivers should consider keeping useful items in their car such as a torch, a personal alarm, a map, a coat or blanket, a box of tissues, useful telephone numbers, a charged mobile phone (or car charger) an ice-scraper and a de-mister sponge or cloth.

12. BREAKDOWN GUIDANCE

Drivers should try to prevent breakdowns by regularly and appropriately maintaining their vehicles and by carefully planning their journey. Cars should be serviced in accordance with manufacturer instructions. Drivers of private vehicles should consider taking out membership of a recovery service. All drivers should ensure that they leave appropriate contact and location details with the Rector.

In the event of a breakdown at night, hazard warning lights and sidelights should be used to warn other road users of the obstruction in the road. Lifts should not be accepted from strangers. While waiting for the breakdown services to arrive drivers should stay close to the vehicle but well back from the road. If an unknown vehicle draws up, the driver should get into the vehicle and lock it. For breakdowns on the motorway, drivers should try to park on the hard shoulder to avoid obstructing the lanes.

13. DRIVING WITH COURTESY AND CARE

Whilst on business, all drivers are representatives of Church of St. Patrick and as such their behaviour reflects on our image and reputation. Drivers are expected to be courteous and abide by the Highway Code and other road traffic laws in place (especially speed restrictions).

14. MOBILE PHONES

It is a strict rule, that hand-held mobile phones must not be used to make or receive calls or text messages whilst driving or temporarily stationary in busy traffic (even if the traffic is not moving). Nor must mobile phones be used whilst driving to access any sort of data (eg via the Internet), nor to send or receive text messages or other images.

Drivers should ensure that they do not answer mobile phone calls whilst driving and that voicemail messages are attended to during motoring rest breaks. In addition, other employees are advised not to contact colleagues on their mobile phones if they know they will be driving. A driver who needs to use a mobile phone should be properly parked with the engine switched off.

This rule applies to those with "hands-free" equipment.

Any drivers who are fined for using a mobile phone whilst driving will be required to pay such fines themselves and may face disciplinary action.

15. SMOKING

Smoking is not permitted in our vehicles, nor is the use of e-cigarettes permitted. All of our vehicles must have a "no smoking" sticker clearly displayed inside the vehicle.

For more guidance, see our smoking policy.

16. HEALTH CONDITIONS AND MEDICATION

Any physical or mental disability or illness or medical condition that could affect a driver's ability to drive safely must be reported immediately to the Rector.

Equally, an employee who is concerned that any prescribed drugs may affect his/her ability to drive safely (e.g. by making him/her drowsy or slowing his/her reactions) should always read the label on the medicine, be aware of any possible side effects and must report any concerns to the Rector prior to undertaking any driving on business. The Rector will decide whether the driver should be temporarily allocated other duties that do not involve driving. Such drivers should keep evidence of any legally prescribed medicines with them whilst driving, in case they are stopped by the police and tested for drugs or in case they are involved in an accident and a treating paramedic needs to know what medication the driver is taking.

Failure to comply with either of the above requirements will result in disciplinary action, which may include dismissal if the failure to report presents a serious risk to Church of St. Patrick.

17. DRIVING UNDER THE INFLUENCE OF ALCOHOL OR DRUGS

It is a strict rule that employees whose work involves driving should not consume alcohol during working hours, and should be aware that heavy drinking during the previous evening may affect their ability to drive safely and may leave them over the legal limit through to the next morning.

Whilst driving on business, drivers are expected at all times to keep well within the legal limits for the level of alcohol in the blood whilst driving, including the 'morning after' effects of intoxicating substances in the bloodstream. The drivers' breath alcohol level should not exceed 35ug/100ml; his/her blood alcohol level should not exceed 80 mg/100ml. (Note: if driving in Scotland, the limits are lower: breath alcohol level of 22ug/100ml and blood alcohol level of 50 mg/100ml). Research shows that reactions are impaired and driving ability is reduced even when alcohol levels are well below the legal limit.

Employees who drive in England and Wales should also note that it is an offence to drive, attempt to drive or be in charge of a motor vehicle on a road or other public place with more than the permitted amount of 16 controlled drugs in the driver's blood. Whilst the list of drugs includes illegal drugs (such as cocaine), drivers should note that it also includes drugs found in some medicines which are either legally prescribed or available over the counter. There is therefore a risk that drivers may inadvertently break the law when taking certain commonly used medicines, although they will have a defence if they have taken such drugs legitimately, following the advice of a healthcare professional, but not if they have ignored advice about the dosage or about the amount of time that should lapse between taking the drug and driving.

All drivers should therefore ensure that they declare to us any medication they are taking which contains any of the drugs listed below, and also to keep evidence of any legally prescribed medicines with them to speed up the investigation process should they be stopped.

The controlled drugs (and the limits, in microgrammes per litre of blood) are as follows: Benzoyllecgonine (50); Clonazepam (50); Cocaine (10); Delta-9-Tetrahydrocannabinol (2); Diazepam (550); Flunitrazepam (300); Ketamine (20); Lorazepam (100); Lysergic Acid Diethylamide (1); Methadone (500); Methylamphetamine (10); Methylenedioxymethamphetamine (10); 6-Monoacetylmorphine (5); Morphine (80); Oxazepam (300); Temazepam (1000).

The consumption of alcohol and/or use of illegal substances is strictly forbidden either just prior to, or whilst driving a company vehicle (or a personal or hire vehicle on business) and will be regarded as gross misconduct, and will normally result in summary dismissal. Driving whilst under the influence of illegal drugs or other intoxicating chemicals will also be classed as gross misconduct.

Any misuse of prescribed drugs whilst driving a company vehicle (or a personal or hire vehicle on business), which has any potential adverse effect on the employee's fitness to drive will also render the employee liable to disciplinary action.

We reserve the right to request anyone who drives on business to undertake a drugs/alcohol test at any time. Refusal to agree to this may be breach of contract (if there is a relevant clause in the contract of employment), and in any event may be taken into account in any subsequent disciplinary hearing.

18. PARKING ON OUR PREMISES

Vehicles parked on our premises are parked at the owner's risk. We accept no responsibility for any damage caused to vehicles parked on our premises, however caused. There must be no discharging of tanks on the premises.

Drivers must drive and park carefully with respect for their fellow drivers. If there are insufficient spaces in our car park, and they block someone in or may be restricting access in any way etc, they are required to notify reception of their registration number, location and contact details so that we can contact them quickly if there is a requirement to move their vehicle.

19. ACCIDENT REPORTING

Drivers are required to report all accidents and 'near misses' including any accidents or 'near misses' in their own vehicles or in a hire vehicle whilst driving on business.

20. LICENCE CHECKS AND DRIVING OFFENCES

We will undertake periodic checks of all drivers' licences from time to time. In addition, we may contact the DVLA or use an independent verification or advisory service to check an employee's driving status or to take advice if we are concerned about the risk of driving with any health condition.

Drivers are required to immediately notify us of any speeding or other offences which may result in points on their licence. 'Points swapping' (getting colleagues or other family members to accept points from those who are closer to a driving ban) is illegal and lying about who was driving is seen as 'perverting the course of justice' and could lead to a prison sentence. Insurers view 'points swapping' as fraud and this could invalidate a policy in serious cases. 'Points swapping' is considered to be gross misconduct and may result in dismissal.

21. REIMBURSEMENT OF EXPENSES

Business mileage will be reimbursed. The journey from a driver's home to his/her usual place of work does not constitute business mileage.

22. FINES

Church of St. Patrick does not accept responsibility for any speeding or parking fines and requires that the driver should pay any such fines him/herself.

Where fines are levied directly against the business, the amount of the fine will be deducted from the employee's next wage/salary. In addition, employees driving vehicles which are owned or leased by us are also responsible for meeting the cost of the excess on any insurance claim relating to them up to the sum of £500.00 in the event of an accident caused by their careless driving or negligence. In such cases a full disciplinary investigation will take place before imposing such a penalty and the employee will be notified before any deductions are made from his/her pay.

23. HIRE CARS

It may on occasion be more efficient or necessary to hire a vehicle, for example when travelling long distances or abroad. Anyone requesting a hire vehicle is required to obtain prior authorisation from his/her line manager.

Vehicles hired must be reasonable and appropriate. Fully comprehensive insurance cover must be obtained for business use.

During journeys by car the driver is responsible for the following:

- Inspecting the hire vehicle thoroughly before and after use and reporting any damage to the hire company (it may be sensible to take photos of any dents/scratches on receipt of the vehicle).
- Planning the journey in advance to allow sufficient time, especially in an unfamiliar location or when travelling abroad and driving on a different side of the road.
- Ensuring that he/she has his/her driving licence at all times during the journey.
- Taking the satellite navigation appliance.
- Not smoking in the hire vehicle, nor allowing others to do so.
- Not driving if taking medication that may affect the ability to drive safely, or when feeling unwell.
- Avoiding the use of mobile phones and not using a hand held mobile phone whilst driving.
- Taking regular breaks during long journeys (every 2 hours).
- Not consuming any alcohol prior or during the journey.
- Ensuring that the recommended speed limit is not exceeded (we will not pay for any speeding fines incurred, and these are the sole responsibility of the driver).
- Not parking illegally or without paying the stipulated parking fee (any parking fines incurred will not be paid by the Church of St. Patrick and are the sole responsibility of the driver).
- Ensuring that the required insurance documents are carried at all times.
- If the agreement requires this, ensuring that the vehicle is fully refuelled before returning it to the hire company.

The hire charges (including insurance) and the cost of fuel used for business purposes will be reimbursed on production of receipts. Parking costs will also be reimbursed.

24. ALTERNATIVE MEANS OF TRANSPORT

We will encourage the use of alternative means of transport where practical, including public transport, air or rail travel.

In order to reduce travel to external meetings, video and tele-conferencing will be used as an alternative means of communication.

25. COMMUNICATION AND ENFORCEMENT OF THIS POLICY

All those who drive on business will be given a copy of this policy and may be reminded of it from time to time through memos, emails, consultation groups, seminars, training and appraisals.

26. BREACH OF THIS POLICY

We will treat offences under the policy as a disciplinary or capability issue to be dealt with under our disciplinary procedure. Where warnings have been issued for minor infringements and an employee fails to improve and puts our vehicles, him/herself or members of the public at risk, this may lead to dismissal. Driving without a valid licence, in breach of our insurance terms, or whilst under the influence of drugs or alcohol will be regarded as gross misconduct and will normally result in summary dismissal (ie without notice or pay in lieu of notice).

27. RELATED POLICIES AND DOCUMENTS

We also have the following related policies and documents: Mileage Claim Form; Mobile Phone Policy and Smoking Policy. These are held in the **Rectors Office**.

28. IMPLEMENTATION, MONITORING AND REVIEW OF THIS POLICY

This policy will take effect from **13 June 2017**.

The **Rector** and **Health and Safety Officer** has overall responsibility for implementing and monitoring this policy, which will be reviewed on a regular basis following its implementation (**at least annually**) and additionally whenever there are relevant changes in legislation or to our working practices.

Employees will be consulted about any proposed changes, and adequate notice given of these.

Any queries or comments about this policy should be addressed to the **Rector** or **Health and Safety Officer**.

29. POLICY REVIEW DATES

9th February 2018			

**The Church of St. Patrick Drumbeg
Driving on Business Policy**

Driver Safety Check List

[Register of Authorised Drivers – Extract from Driving on Business Policy - Paragraph 7.](#)

All employees and volunteers who drive and/or give lifts to others whilst on church business or church activities, whether in a vehicle that is owned or leased by the Church of St. Patrick or a private or hire vehicle, must hold a full, valid driving licence and must complete and sign and return a copy of our Driver Safety Checklist to the **Rector** or **Youth Worker**, with a copy of their full driving licence. Drivers of private vehicles must also ensure that their insurance covers them for **business use** and should provide a copy of their policy (and its subsequent renewals). This is a pre-condition to claiming business mileage or other driving-related expenses and is the responsibility of employees.

Name: _____

Item	Tick to confirm Item Held	Tick to confirm Item Attached
Full Valid Driving Licence Held?	<input type="checkbox"/>	<input type="checkbox"/>
Vehicle Insurance Held?	<input type="checkbox"/>	<input type="checkbox"/>
Vehicle Insurance Covers Business Use?	<input type="checkbox"/>	<input type="checkbox"/>
Copy of Driving Licence Attached?	<input type="checkbox"/>	<input type="checkbox"/>
Copy of Certificate of Insurance Attached?	<input type="checkbox"/>	<input type="checkbox"/>

I confirm that the vehicle to be used is in a roadworthy condition and that the information given above is correct.

Signed: _____ Name: _____
PLEASE PRINT