



## Driving on Organisation Business Policy

### Certification

Employees and volunteers who drive on organisation business are required to submit up to date copies of their driving licence to the Manager on an annual basis or on demand, and when there is a change to the details of the licence, such as penalty points. Employees and volunteers who are charged or convicted of driving offences, or have their licence endorsed, must report this to the Manager within 24 hours.

Where an employee or volunteer is using his/her own vehicle to transport others on company business, in addition to the above, they are required to declare that their car insurance policy is valid and covers them for voluntary work, that their car is taxed and has a valid MOT certificate.

### Driving

You may be requested to drive on the organisation's business using your own car. Where this occurs it is your responsibility to ensure that you have a current valid driving licence and that you are properly insured for business use and your vehicle is roadworthy and properly taxed. If this is not the case, you must advise the Manager at the time the request is made. On no account must you drive at Age Concern Petersfield & District's request at any time if you do not have a valid licence.

Please note that the organisation will not be responsible for meeting any parking or speeding or other motoring offences employees or volunteers incur in the course of driving on organisation business, while using their own car or while driving the Age Concern Petersfield & District's minibus. These must be paid immediately by the employee or volunteer. If an employee fails to pay a parking or speeding fine, the organisation may deduct the cost of paying this fine from the employee's salary.

In circumstances where an employee is disqualified from driving, and a significant proportion or all of his/her duties require him/her to hold a valid driving licence, Age Concern Petersfield & District reserves the right to terminate that employee's employment. The organisation is under no obligation to find alternative work for that employee within Age Concern Petersfield & District.

## Driving while using mobile phones and driving while eating and drinking

Individuals driving on organisation business on no account must make or receive calls and texts on a hand-held mobile phone while driving. This also applies to calls and texts on hands-free kits if it will result in the individual not being in proper control of a vehicle. This applies both to organisation provided or personal mobile phones.

Similarly, individuals are not permitted to eat or drink while driving. Age Concern Petersfield & District will, under no circumstances, be responsible for any fines or other legal sanctions imposed on individuals if they are involved in an accident or other situation as a result of disregarding this.

## Driving whilst under the influence of alcohol or drugs

An employee or volunteer driving on organisation business whilst under the influence of alcohol or drugs (prescribed or otherwise) and where the alcohol or drug use has any potential effect on the employee's fitness to drive, will result in the employee being liable to disciplinary action and will normally result in summary dismissal.

## Accidental Damage

Individuals incurring accidental damage while driving their own car on company business will be liable to cover costs themselves by claiming on their insurance. Individuals incurring accidental damage while driving the Age Concern minibus are not liable for costs.

## Review

This policy will be reviewed every three years.

<b>Issue</b>	<b>Date approved by Board of Age Concern Petersfield</b>	<b>Review date</b>
1	13.9.18	13.9.21
2	5.9.24	5.9.24