 

**SAFE DRIVING AND TRANSPORTANTION POLICY**

Written 03/04/2023

 Reviewed & updated 03/01/2025, 13/02/25

* 1. This policy applies to anyone who drives as part of their work, whether driving their own vehicle or one provided by the company. This policy aims to ensure safe transportation of young people and families and ensure that all staff adhere to a safe driving culture within the organisation.
	2. All Bee-Leaf Project staff are expected to adhere to the following statement when driving any vehicle for work purposes;

“While driving company or own vehicles for work purposes, employees must comply with traffic legislation, be conscious of road safety and demonstrate safe driving and other good road safety habits.”

* 1. The following actions in any vehicle being used for work purposes will be viewed as serious breaches of conduct and dismissal may be a consequence:
* Drinking or being under the influence of drugs while driving
* Driving while disqualified or not correctly licensed
* Reckless or dangerous driving causing death or injury
* Failing to stop after a collision
* Driving without the correct insurance cover
* Acquiring penalty points leading to suspension of licence
	1. Responsibilities as an employee
	2. Every driver of a company vehicle must:
* Make sure they hold a current driver licence for the category of vehicle they are driving and this licence is carried when driving a company vehicle
* Immediately notify their supervisor or manager if their driver licence has been suspended or cancelled, or has had limitations placed upon it
* Take time to familiarise themselves with the vehicle’s handbook
* Be responsible and accountable for their actions when operating a company vehicle or driving for the purposes of work
* Display the highest level of professional conduct when driving a company vehicle
* Regularly check the oil, tyre pressures, radiator and battery levels of company vehicles they regularly use
* Comply with the Highway Code
* Assess hazards while driving and anticipate ‘what if’ scenarios
* Drive within the legal speed limits, including driving to the conditions
* Wear a seat belt and make sure all occupants wear their seat belt at all times
* Only drive when fit to do so – never drive under the influence of alcohol or drugs, including prescription and over the counter medication if they cause drowsiness
* Avoid distraction when driving – if you need to, adjust or set sat-navs / car stereos / mirrors before setting off. If you need to re-adjust whilst driving pull over safely in order to do so
* Report any near-misses, crashes and scrapes, including those that do not result in injury, and follow the collision procedures outlined in this policy
* Report vehicle defects before the next vehicle use
* Never carry any hazardous substances without the prior approval of the line manager. Hazardous goods may only be carried in full compliance with relevant legislation In addition, it is required that all drivers:
* Take regular and adequate rest breaks, at least every two hours
* Stop when tired
* Plan their journeys, taking into account pre-journey work duties, the length of the trip and post-journey commitments
* Stay overnight if driving time and non-driving duties exceed 10 hours in one day
* Ensure they are aware of and keep themselves updated with any risk assessments related to car travel for any young people they support, and ensure that any incidents while travelling in a car is reported to management so the risk assessment can be updated
* Ensure that consent is given by the parent / carer of any young person who requires transportation by staff
	1. Drivers using their own car for work must;
* Adhere to the points laid out in section 1.5 of this policy
* Ensure the car is legally registered
* Ensure the car is fully insured, to include cover for Business Use.
* Ensure the car is road legal, road worthy and has a valid MOT
* To report any motoring convictions to a senior manager as they become aware of these
* To provide evidence of the above when requested
	1. The employer will;
* Take all steps to ensure company vehicles are as safe as possible and will not require employees to drive under conditions that are unsafe or likely to create an unsafe environment, physical distress or fatigue.
* Service the vehicles according to manufacturers’ recommendations
* Set up procedures where the company / employees check their vehicle’s oil, water, tyre pressures and general cleanliness on a monthly basis, then record the inspections on a pre-use check sheet
* Ensure risk assessments for general car travel are kept updated, and that there are individual risk assessments in place for any young people for whom there could be an increased risk in terms of travelling in cars.
* Implementing and monitoring any risk assessment actions
	1. What to do in the event of an incident in a company vehicle or personal vehicle being used for work purposes;
* Immediately stop your vehicle at the scene or as close to it as possible, making sure you are not obstructing traffic.
* Apply the handbrake and switch off the engine.
* Switch on the vehicle’s hazard warning lights. 3
* Ensure your own safety first, put on your hi-vis vest before exiting the vehicle.
* Ensure any passengers put their hi-vis vest on before getting out.
* If the vehicle is on fire – get out immediately if it is safe to do so.
* Help any injured people and call for assistance if needed.
* Try to obtain details of the other vehicle(s) and registration number(s), name(s) and address(es) of the other vehicle owner(s) and driver(s), name(s) and address(es) of any witness(es), name(s) of insurer(s)
* Give your name and address and company details. If you damage another vehicle that is unattended, leave a note on the vehicle with your contact details.
* Contact the police if there are any injuries, there is a disagreement over the cause of the crash or if you damage property other than your own
	1. Financial implications
	2. Bee-leaf Project are mindful that the addition of Business Use cover to employee’s insurance policies may incur an additional premium. Bee-Leaf Project has therefore agreed to contribute up to a maximum of £75 as a one off payment towards this cost for all new employees. Following this contribution being made, it is the responsibility of the employee to ensure this usage is included on their insurance policies on an ongoing basis.
	3. Employees who use their personal cars for work purposes will receive financial reimbursement for fuel used via either mileage reimbursement at a rate of 40 pence per mile or the use of a fuel card. The option that is made available to staff is at management discretion.
	4. Breach of this policy
	5. Any breaches of any factors outlined in this policy will be treated seriously and may be addressed via the company disciplinary procedures.