|  |
| --- |
| **Code of Practice 3** |
| **Subject:** **Travelling on Trust Business****Distribution:** **All Offices****From:** **Health and Safety Board****Date:** **November 2018** |
| **All staff must:*** **Read and comply with the requirements in this document and;**
* **regularly check for updates to this document.**
* **Ensure that all staff reports, and relevant volunteers do likewise.**
 |

**Contents**

[Health and Safety Management System 3](#_Toc78384534)

[Terms 3](#_Toc78384535)

[Risk Management 3](#_Toc78384536)

[Staff Responsibilities 4](#_Toc78384537)

[Procedures 5](#_Toc78384538)

[General Advice 7](#_Toc78384539)

[Advice sheet 1: What to do if involved in road traffic collision or breakdown 10](#_Toc78384540)

[Advice sheet 2: GWT insurance details 11](#_Toc78384541)

[Advice sheet 3: Driver Checks/ Vehicle Logbook 12](#_Toc78384542)

[Advice sheet 4: MoT and service checks 13](#_Toc78384543)

[Advice sheet 5: Vehicle daily usage checks 14](#_Toc78384544)

[Advice sheet 6: Annual Driver Questionnaire 15](#_Toc78384545)

# Health and Safety Management System

Both employers and employees have responsibilities under the Health and Safety at Work Act 1974. Employers must ensure that the workplace and access to it are safe and that working practices and equipment in use conform to safety standards.

The Trust is required by this and other legislation to assess the risks arising from its work, and to identify and implement controls to reduce those risks as far as possible. Current health and safety legislation includes work related activities on the road.

# Terms

|  |  |
| --- | --- |
| **Volunteer** | The description volunteer in this Code of Practice refers to volunteers who are asked to use a vehicle (whether their own or owned by GWT) to regularly transport tools or equipment as part of a GWT activity such as an event or work party but excludes volunteers who are travelling in their own vehicle by their own volition to participate in volunteering.  |
| **Hazard** | Something with the potential to cause harm to people, including injuries and disease. |
| **Risk Level** | A measure of both the likelihood of harm resulting and its potential severity. |
| **Risk Assessment** | A careful examination of a workplace or activity to determine what reasonably foreseeable hazards exist and what reasonably practicable precautions (precautionary measures) are required in order to perform the activity safely. |
| **Precautionary measures** | Actions and controls that will reduce the risk level. |
| **Task Risk Assessments** | Assessment of the hazards and risks of an activity common across the organisation. NB: These can be used as guidance for the On the day Risk Assessment only. Task risk assessments must be updated at least every 3 years |
| **Site Risk Assessments** | Assessment of the hazards and risks of being in attendance at the location irrespective of the task being undertaken.NB: Site risk assessments must be updated at least every year. |

# Risk Management

#### Eliminating the risk - find an alternative to travelling

Before staff or volunteers begin to plan a journey, they should, as individuals, consider the options for eliminating that risk altogether. Before thinking about taking any journey for the Trust, staff or volunteers must consider if there are any alternatives to travelling, for example:

* Using another form of communication e.g. conference call, telephone, email

If there is no alternative to travelling then staff or volunteers are asked to consider alternatives to driving to reduce the environmental impacts, fuel consumption and wear and tear, for example:

* Public transport - train / bus
* Cycling
* Car sharing

#### Reducing the risk - travelling safely

Driving and cycling are hazardous activities. The aim of this Code of Practice is to outline ways of reducing the risks associated with them. This will help reduce the risks for staff and volunteers driving Trust vehicles, and/or driving or cycling their own vehicles or bicycles for Trust activity, and particularly help reduce the risks for inexperienced operators.

When driving or cycling for business, staff and volunteers should always consider whether they have the relevant level of experience and confidence to complete the activity. If they have any concerns or would like to receive training or support then they should not complete the activity, instead raising this concern with their line manager.

# Staff Responsibilities

All staff are responsible for complying with health and safety legislation and for ensuring that systems of work are safe.

#### Managers’ Responsibilities

If expected to drive for GWT, line managers are responsible for taking a copy of new starters’ photocard licence and sending along with ‘check code’ to Robinswood Hill reception. Check codes can be obtained via ‘gov.co.uk’ (<https://www.gov.uk/view-driving-licence>)

Reception will run the check code through the DVLA to check for any issues. The checking system can be found at ‘gov.co.uk’ (<https://www.gov.uk/check-driving-information>)

Control measures should be used to reduce identified risks. When assessing risk, line managers must make a conscious evaluation, balancing risk and cost. The following control measures should be used as appropriate and in this order.

* Discouraging non-vital journeys by promoting other communication methods e.g. conference call, telephone, email
* Discouraging non-vital journeys when travel conditions are bad
* Reducing travel time
* Reducing travel distances
* Realistic scheduling of meetings to allow for appropriate journey times plus a contingency
* Optimizing schedules to avoid repeat visits and unnecessary traveling

#### Staff and Volunteer Responsibilities

Before driving a GWT vehicle staff must:

* Hold the correct driving licence and insurance for the vehicle to be driven (see minibus section below).
* Disclose any medical conditions that may impact their ability to travel on business.
* Provide a copy of their driving licence to their line manager to pass to reception team at RWH.
* Provide a check code as a part of staff induction (and if there are any changes) acquired from the DVLA website, enabling driver categories and endorsements to be checked prior to being given authorization to drive a GWT vehicle.
* Work with their line manager and the reception at RWH to ensure that routine servicing is carried out at the correct time (services and MOTs will be separated by 6 months).
* Check that the vehicle being driven is roadworthy at the time the vehicle is driven.
* Inform their line manager of any problems with the vehicle, any faults must be logged with their line manager and the reception team at Robinswood Hill (RWH) immediately.
* Ensure that any MOT advisories are discussed with their line manager and the reception team member responsible for vehicles (currently the Conservation centre manager) at RWH immediately and agree actions with appropriate timescales to address these issues.
* Ensure that the vehicle is left in a clean and tidy state.
* Ensure that their line manager and the reception team at RWH is made aware of any changes to licence, including endorsements.

Before driving a GWT vehicle staff must not:

* Take a vehicle on the road, or continue to drive it, if they think it is mechanically unsound or does not comply with legal requirements.

Before driving a personal vehicle for business use:

* Provide a copy of their insurance documentation to the reception team at RWH demonstrating that they can use their personal vehicle for business use.
* Provide a copy of their driving licence to the reception team at RWH.
* Ensure the vehicle is regularly serviced, has a valid MOT and is taxed.
* Check that the vehicle being driven is roadworthy at the time the vehicle is driven.
* Ensure that their line manager and the reception team at RWH is made aware of any changes to licence, including endorsements.

# Procedures

#### Driver legal responsibilities

Before driving a GWT vehicle or private vehicle, staff and volunteers must check:

* Side and headlights (including full beam) are clean and working correctly.
* Direction indicators are clean and working.
* Windscreen wipers and washers are working.
* Tyres are inflated to the correct pressure and the tread patterns and depths meet current legal requirements.
* Horn is working.
* Number plates are visible and clean.

Drivers must:

* Abide by the Highway Code and road traffic laws.

See advice sheet 4 for an example ‘driver checks’ sheet.

#### GWT additional driver responsibilities

Before driving a GWT vehicle, staff and volunteers must check:

* Engine oil level is correct.
* Windscreen washer reservoir is full.
* They have sufficient fuel for the journey.
* There is an appropriate first aid kit in the vehicle.

#### Transporting passengers

Staff and volunteers must avoid taking single unknown passengers to an event or work party in a private vehicle (see safeguarding policy for more information). Staff or volunteers transporting passengers as a part of GWT business must ensure:

* Passengers travel in proper seats and use a seat belt.
* Passengers are not carried in the same compartment as tools and equipment.
* Passengers are not carried in the rear of pick-ups, Land Rovers etc, where no fixed seating is provided. This applies both on and off-road.

#### Transporting animals inside a vehicle

Staff or volunteers transporting animals as a part of GWT business must ensure:

* Dogs are restrained by use of a safety belt harness, dog crate or dog guard.
* Single animals such as sheep are never transported in the boot of a vehicle

#### Carrying loads

Staff and volunteers carrying loads in a vehicle as a part of GWT business must consult and comply with the relevant Task Risk Assessment. They must ensure:

* Items are secured appropriately using ratchet straps, bungee cords, etc.
* That the vehicle is not overloaded.
* Weight is distributed evenly by spreading and securing loads. Placing heavier items at the bottom and in the middle of the vehicle rather than at the sides results in a lower centre of gravity.
* Any item extending beyond the boundary of the vehicle must not pose a hazard to other road users or pedestrians and must abide by the following Department of Transport guidance (<https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/409165/Information_Sheet_Overhanging_loads.pdf>).
* Vehicles that have safety grilles between the load carrying compartment and the driver’s compartment are present and intact. NB: These stop tools or equipment from being thrown forward into the driving compartment.

#### Driving a minibus

Minibuses fall under sub-category D1 for which separate practical and theory tests are required. Unless a staff member or volunteer has taken a specific D1 practical and theory test, they must not drive this minibus with or without passengers; even if it features as a part of a pre-1997 licence.

#### Towing trailers

Staff and volunteers must ensure that they hold the appropriate licence (e.g. B+E) before towing trailers or towed machinery on public roads and that this trailer license has been obtained through a specific trailer practical test with the DVLA. Any trailer allowances included on a standard driving license, that have been obtained without a specific trailer driving test being taken, are not sufficient to tow a trailer of any size, weight or type on GWT business without training whether as a staff member or volunteer.

All staff/ volunteers who tow trailers for the Trust that have this category on their licence must undergo trailer safety training with a GWT designated trailer trainer as soon as practicable. This must be at least a one-day course to train individuals to the standards required for the appropriate licence. Once the above training is complete, there is no requirement for a DVLA test for pre-1997 full licence holders.

A suitable contact for training (used by other Wildlife Trusts can be found at this website ([*https://www.driveandtow.co.uk*](https://www.driveandtow.co.uk)*.).*This is a Wildlife Trust tailored training course specific for the above requirements, and the trainer will run this in Gloucestershire. The use of any other training provider for this specific training must seek approval from a member of SMT.

Legal speed limits for trailer towing must be followed. The legal speed limits for towing are:

* Built-up areas = 30mph
* Single carriageways = 50 mph
* Dual carriageways = 60 mph
* Motorways = 60 mph

#### Using a private vehicle for Trust activities

Using a private vehicle for carrying out Trust activities can only occur when all alternatives to driving have been explored and when a GWT vehicle is unavailable.

Staff or volunteers using their own mode of transport for Trust activities must ensure that:

* If this is a private vehicle then it is taxed, has a current MOT, is insured for business use and is in a safe state of repair to complete the journey planned.
* If this is a private vehicle then a copy of the driving license is held by the reception team at RWH prior to the journey taking place.

####

#### Tiredness

Tiredness is one of the most common causes of road traffic collisions. Staff or volunteers should be aware of the working time and rest restrictions imposed by the Working Time Regulations and plan accordingly. Driving time is classed as 'worktime'.

Staff or volunteers driving as a part of GWT business must:

* Allow time for sufficient breaks from driving, especially on long journeys
* Take 15 minute breaks after every 2 hours driving
* Try to avoid long journeys early in the morning or late at night

The Working Time Regulations provide guidance for employers and employees on the length of the working day and rest periods. However, for more specific guidance on the maximum length of the working day where driving is involved this CoP references Drivers’ Hours GB domestic rules (https://www.gov.uk/drivers-hours/gb-domestic-rules). The maximum length of working day permitted for staff will be 11 hours for staff carrying out manual work that includes driving (either off road or on the public highway) and 16 hours for non-manual work for example attending a meeting at an alternative venue to include the return journey, the journey from home to work and any breaks during the day.

After 5 hours 30 minutes of driving staff or volunteers must take a break of at least 30 minutes for rest and refreshment. Or, within any period of 8 hours 30 minutes, they must take at least 45 minutes in breaks. They must also have a break of at least 30 minutes at the end of this period, unless it’s the end of the working day.

Any variation to the 11 hour day must be covered by a Risk Assessment and a member of the Senior Management Team must be consulted before the length of the working day is extended. There can be no extension to the 16 hour day limit.

These guidelines relate to mobile workers driving either goods vehicles or passenger carrying vehicles and as such offer a sound guidance to be applied to driving on business for GWT.

#### Alcohol and medication

* Staff or volunteers whose work involves driving must not consume alcohol while on GWT business. Drinking heavily the night before work can affect ability to drive safely the next day and may leave staff or volunteers over the legal drink drive limit.
* Staff that are convicted of a drink driving offence, while driving for work, will be subject to GWT’s disciplinary procedure.
* Various medications can affect an individual’s perception and ability to drive safely. Such drugs carry a written warning on the packaging or within the instructions, which must be adhered to. If a member of staff or a volunteer is required to take medication that carries a warning about impaired driving ability, they should inform their line manager before driving as a part of GWT business.

#### Mobile phone use

Any reference to mobile telephones includes two-way communication radios (whether hand-held or not) CB (citizens band) radio sets, etc. It is an offence to use a mobile phone whilst driving. The following rules apply to all drivers with mobile phones or radios, including those with hands-free kits.

Staff or volunteers must:

* Not use the phone or radio while driving
* Stop in a safe place before making or receiving a call, and switch off the engine
* Not stop on the motorway hard shoulder to make or receive calls except in circumstances where personal safety is at risk
* Use a motorway telephone system in case of breakdown whenever possible unless this would increase the risk to personal safety.

#### Speed limits

Should a driver acquire a speeding ticket in a GWT vehicle it is the driver’s responsibility to pay the fine, or take the driving course offered by the police. Speeding in GWT vehicles may be subject to disciplinary action.

# General Advice

#### Driving safely on GWT business

Driving for work purposes is a significant part of many staff and volunteers working days. It is a high-risk activity and can be hazardous. This advice describes ways in which all drivers can reduce the variety of risks, which are associated with driving.

Drivers must abide by the Highway Code and all road traffic laws, drive safely within an individuals’ capabilities, limitations and those of the vehicle. Staff and volunteers on GWT business are also considered as ambassadors, so driving behavior in a branded vehicle can affect the image of GWT. Drivers are therefore expected to be courteous at all times on the roads, and to other users; failure to do so may lead to disciplinary action and possible dismissal.

#### Journey planning and preparation

Staff or volunteers driving as a part of GWT business should:

* Allow plenty of time for a journey
* Organise travel so that excessive hours are not spent in the car. Allow time for breaks from driving, especially if a journey is long and if there is only one driver
* Consider the different route options which might exist, and which ones might be considered a safer route
* Consider how to optimise a journey schedule to avoid repeat or unnecessary driving
* Check out maps and take directions and contact numbers for the destination
* Find out if anyone else needs to go to the same destination. There may be possibilities for car sharing
* Plan driving for the main part of the day, rather than the end of the day or at night

#### Driving style

Collisions involving experienced drivers have little to do with technique but much to do with attitude, behaviour and risk perception. Regardless of an individuals’ self-assessed competence, there is always room for improvement.

Staff or volunteers driving as a part of GWT business should:

* Always drive with caution, and within personal capability
* Avoid taking risks
* Look well ahead. Observation and attention to detail are the essence of safe driving.
* Be aware of blind spots and peripheral vision
* See and be seen. Make eye contact, avoid driving in blind spots. In conditions of poor visibility use the appropriate lights.
* Be alert all the time to help spot problems faster and gain more time to react and take steps to reduce the severity or entirely avoid a collision.
* Keep a safe distance from the vehicle in front.
* Observe the speed limits and road traffic laws. The lower the speed the more time there is to react
* Take extra care when parking.
* Be aware that if you are driving a Trust vehicle then it may be larger or heavier than your regular personal vehicle and these factors need considering when manoeuvring and braking.
* Be aware of differing weather conditions and your ability to brake or control the vehicle, particularly in heavy rain or snow.

#### Road rage

Road rage is a common problem on UK roads. Staff should be alert for potentially dangerous or competitive situations and avoid them.

Staff or volunteers encountering road rage when driving on GWT business, should:

* Avoid eye contact with an aggressive driver
* Stay calm – do not react to provocation
* Stay in the car, lock doors and close windows
* Inform the police, line manager and GWT reception about the incident on return to the workplace.

#### Driving with the environment in mind

GWT must look at alternatives to using the car on roads (other forms of transport or complete alternatives to travel), GWT should also try to reduce the impact on the environment through better driving. This advice outlines ways in which staff or volunteers can drive in ways which help the environment.

* By driving at slightly lower speeds, staff and volunteers can reduce a vehicle's fuel consumption, save money and help the environment.Cars travelling at or above 70mph can use up to 25% more fuel than those travelling at 50mph**.**
* Driving in the highest gear without labouring the engine is a more fuel-efficient way of driving. It is estimated that a vehicle travelling at a speed of 37mph in third gear uses 25% more fuel than when at the same speed in fifth gear.
* Applying light throttle and avoiding heavy braking, will reduce a vehicle's overall fuel use and at the same time reduce wear and tear on the vehicle. Research suggests that driving techniques can influence fuel efficiency by as much as 30%.
* Whenever it is safe to do so, switching off the engine, especially when stuck in traffic for more than a few minutes, can also increase fuel efficiency. Equally, leaving an engine running when first started can also waste fuel. Drivers should drive off as soon as possible after starting from cold but drive gently until the engine has reached its normal operating temperature.
* Switching off air conditioning (if available) will reduce fuel consumption and save money.
* Keep tyres pumped up to the correct level. Soft tyres waste fuel and wear out quicker. Research suggests that if tyres are just 5psi under the right pressure, drivers will use up to 3% more fuel. It is also worth checking tyre pressures once a week, particularly before setting off when the tyres are cold.
* Try not to fill to a full tank unless the journey requires as the extra weight will reduce fuel efficiency. Also, make sure the petrol cap fits tightly as fuel can easily evaporate if the cap is not correctly attached.

.

# Advice sheet 1: What to do if involved in road traffic collision or breakdown

1. Stop the car as soon as possible and turn off the engine – it's an offence not to stop
2. Switch the hazard lights on.
3. Check for any injuries to yourself or your passengers.
4. If it's a minor collision and there are no injuries, make a note of it just in case the other people later try to claim for an injury.
5. Check any hazards before getting out of the car, such as fast passing traffic.
6. Call the police and an ambulance immediately if anyone is hurt or if the road is blocked.
7. Try to remain as calm as possible – it’s normal to be shaken after an collision, take a few deep breaths and try to take stock of the situation the best you can.
8. Don't apologise or admit responsibility for the collision.

#### Call the police if:

* The other driver or drivers leave the scene without giving details.
* If the other driver may have no insurance or is suspected to be under the influence of drink or drugs.
* If the other driver may have caused the collision deliberately.
* Tell the police about the collision within 24 hours

#### Exchange motoring details

* Share name and address with everyone involved if the collision caused damage or injury
* Swap insurance information and details with the other driver(s); as outlined on the template sheets of Advice Sheet 3 (overleaf).
* Take down details of any other passengers and witnesses to the collision.
* Try to find out if the other driver is the registered owner of the vehicle, if they are not, find out who the owner is and get that information too (for instance it might be a company car).
* If a lorry registered in another country is involved, get the numbers on both the lorry and its trailer, sometimes they are different. It’s also a good idea to get the name of the company if it’s painted on the lorry.

#### What to record at the scene of the collision?

* The make, model, colour, and number plate of the vehicles involved in the collision or take pictures of them.
* The time, date, and location of the crash.
* The driving conditions, including the weather, lighting, and road quality (such as road markings, whether it is wet or muddy, repair of the road surface).
* What sort of damage was caused to the vehicles and where – e.g., nearside front wing and door (nearside is the left side of your car, offside is the driver’s side).
* Any injuries to drivers, passengers, or pedestrians.
* The names and contact details of any witnesses.
* Use a phone camera if available to take pictures of the scene, the positions of the cars involved, and damage to the cars.

If no one else is involved in the collision, for example damage caused to private property or a parked car, details should be left at the scene – for instance a note where the owner can see it.

|  |
| --- |
| Advice sheet 2: GWT insurance details |
| **GWT Insurance details to provide to other party/ parties:** |
| **Insurer:** | **QBE insurance group** | **Policy Number:** | **Y117254FLT0118A** |
| **Tel. no. (for other party)** | **0808 100 8181** |
|  |
| **Phone number for insurance company for GWT to report collision or register a claim:** |
| **Insurer:** | **QBE insurance group** | **Policy Number:** | **Y117254FLT0118A** |
| **Tel. no. (for GWT)** | **0808 100 8181** |
|  |
| **GWT Breakdown details:** |
| **Breakdown provider** | **ETA** | **Policy Number:** | **10181163** |
| **Tel. no.** | **08000 737 283 or 0333 0000 999** |
|  |
| **GWT address:** | **GWT telephone number** |
| **Gloucestershire Wildlife Trust****Conservation Centre****Robinswood Hill Country Park** **Reservoir Road****Gloucester****GL4 6SX** | **01452 383333** |

# Advice sheet 3: Driver Checks/ Vehicle Logbook

This logbook is for GWT Road Vehicles (except tractors and trailers- see relevant CoP)

#### Main Driver

For GWT road vehicles one person is nominated as the main driver.

The main driver must:

1. Ensure MOT and Service advisories are entered into this log book and discussed with line manager.
2. Ensure that the Vehicle Checks are completed regularly, and any damage / defects are recorded
3. Ensure that the details of each journey are recorded

The purpose of this log book is to support all drivers by ensuring the vehicle is maintained in proper condition. The Trust will check that this log book is being kept up to date. Inland Revenue or Health and Safety inspectors may also check this log book.

If claiming mileage for using personal vehicle on Trust business staff are expected to ensure that the vehicle is fit to drive including MOT, Tax and Insurance which covers business use.

Before driving a GWT vehicle, staff and volunteers must check:

* Side and headlights (including full beam) are clean and working correctly
* Direction indicators are clean and working
* Windscreen wipers and washers are working
* Tyres are inflated to the correct pressure and the tread patterns and depths meet current legal requirements
* Horn is working
* Number plates are visible and clean
* Engine oil level is correct
* There is sufficient fuel for the journey
* There is an appropriate first aid kit in the vehicle

|  |
| --- |
| Advice sheet 4: MoT and service checks |
| Mot or Service: |  | Date: |  | Mileage: |  |
| Garage (contact details) |
|  |
| Details of any advisories: |
|  |
| Details of any actions: |
|  |
| Next MOT due: |  | Next service due: |  |

# Advice sheet 5: Vehicle daily usage checks

|  |  |  |
| --- | --- | --- |
| Month |  |  |
| Date | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| Driver initials |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Lights |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| All lights/ indicators/ spare bulbs |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Wipers/ washers |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Tyre tread depth |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Horn and clean mirrors |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Number plates |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Engine oil/ other fluids |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Fuel |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| First Aid Kit |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Red Triangle |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Spare wheel/ Jack/ wheel nut spanner |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Windscreen scraper |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |
| Date | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 |
| Driver initials |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Lights |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| All lights/ indicators/ spare bulbs |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Wipers/ washers |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Tyre tread depth |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Horn and clean mirrors |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Number plates |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Engine oil/ other fluids |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Fuel |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| First Aid Kit |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Red Triangle |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Spare wheel/ Jack/ wheel nut spanner |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Windscreen scraper |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

# Advice sheet 6: Annual Driver Questionnaire

|  |  |  |  |
| --- | --- | --- | --- |
| **Driver Name:** |  | **Approx. Annual Mileage: (Business Use)**  |  |
| **Section 1: All drivers to complete** |
| Have you been involved in any motor accidents or made any claims for loss or damage (other than windscreen claims) in the last 5 years?  | Yes | No |
| Have you ever had any motor vehicle insurance declined, cancelled, or refused?  | Yes | No |
| Have you been convicted of any driving offences (including fixed penalty notices) in the last 5 years? Or do you have any prosecutions pending? | Yes | No |
| Have you been disqualified from driving at any point in the last 11 years?  | Yes | No |
| Do you suffer from any medical condition or disabilities that are notifiable to the DVLA? | Yes | No |
| Are you taking any medication that may impair your ability to drive? | Yes | No |
| If you have answered YES to any of the questions 1-6, please provide full details below:  |
| **Section 2: Non-company car drivers to complete** |
| Does your motor insurance policy extend to include cover for business use? | Yes | No |
| If your vehicle is more than 3 years old, does it have a valid MOT certificate? | Yes | No |
| Is your vehicle serviced in line with the manufacturer’s recommendations?  | Yes | No |
| Does your vehicle have valid vehicle tax in place? | Yes | No |
| If you have answered NO to any of the questions 7-10, please provide full details below:  |
| We also need to confirm certain details from your driving licence for which we need a ‘Licence check code’ from the DVLA. Please visit <https://www.gov.uk/view-driving-licence> to generate this code, via the ‘Share your licence information’ tab. Please print a copy of the licence information and submit it along with this form to the *HR/Finance/H&S Department.* If you do not have access to a printer, please provide the following details instead:  |
| **Licence check code:**  |  | **Last 8 digits of your driving licence:** |  |
| I hereby declare that the above statements are true and that there are no other material facts that need to be disclosed. Furthermore, I agree to advise the company immediately of any changes in the above particulars. |
| **Driver Signature:** |  | **Date:**  |  |