

## **Driving Policy for Company Vehicles (Non HGV)**

Last Reviewed: June 2026

### **Purpose of the policy**

This policy sets out:

- expects employees to conduct themselves, and keep themselves and others safe when driving on company business
- will meet its obligations under health and safety legislation

### **Scope of the policy**

This policy applies to all employees, including those who work part-time, or on fixed-term, or casual contracts.

This policy covers journeys made in company vehicles to:

- meet clients or other professionals
- collect or deliver items connected to the company and/or company business
- attend meetings, training, events or exhibitions on behalf of the organisation
- carry out investigations in the fulfilment of duties

This policy does not cover ordinary commuting journeys to and from employees' normal place of work. Also, it does not cover long distance driving that, for example, HGV drivers undertake as part of their role. This type of driving is covered by the Drivers Handbook, which can be found on the Intranet or a copy supplied by your Manager.

### **Roles and responsibilities**

At Tudor Griffiths Group:

- senior managers have overall responsibility for this policy
- line managers are responsible for familiarising themselves with the contents of this policy and for applying it consistently
- employees are responsible for following this policy
- this policy will be reviewed once a year

### **Driving Licences**

All employees must:

- hold a valid driving licence in the appropriate category related to the vehicle they drive
- produce the original version of their driving licence if requested by the company
- inform the company if there is a change to their licence which means they cannot drive. For example, if they are temporarily banned

The Tudor Griffiths Group will carry out periodic checks on employees' driving licences.

### **Fitness to drive**

All employees must be fit to drive. This means they must:

- meet the required standards of vision for driving - if glasses or contact lenses are needed to drive safely, they must be worn - employees who drive regularly for work are expected to get regular eye tests
- not be too tired or stressed to drive
- not be under the influence of alcohol and illegal drugs

If employees feel that they are not fit to drive, they must inform their line manager immediately and not begin, or carry on, their journey.

Line managers must:

- look for warning signs that employees are not fit to drive
- raise concerns with drivers if they think they are not fit to drive
- prevent employees from starting a journey if they have good reason to believe they are not fit to drive

## Code of Conduct

The Tudor Griffiths Group expects that employees:

- keep to the speed limit
- obey the Highway Code and any instructions from authorities, such as the police
- do not drive recklessly
- ensure that the vehicle is in a road worthy condition
- do not drive under the influence of alcohol or illegal drugs
- do not smoke in a company vehicle
- wear a seatbelt at all times
- do not use a mobile phone when driving
- only drive when:
  - they are fit to do so
  - they are licenced to do so
  - the vehicle is safe
  - road conditions are safe
- take regular breaks when driving long distances
- ensure that passengers wear a seat belt.
- do not pick up hitchhikers
- report any accidents

## Use of Mobile Phones

Employees are expressly prohibited from using a hand-held mobile device when driving to answer calls or emails, text, use apps or search the internet.

Employees may answer calls from their phone if the device is in hands-free mode, but only if it is safe to do so.

## Accidents

If an employee is involved in a road traffic accident they must:

- remain at the scene of the incident
- alert appropriate authorities, such as the police or ambulance service

- obey authorities at all times
- exchange details with other drivers involved - this includes:
  - o names and contact details
  - o vehicle registration
  - o insurance details
- note the location of where the accident happened i.e. road name, village name etc.
- note how the accident happened, there must be sufficient detail to be able to fill in the incident form correctly and accurately
- take pictures of the scene and the damage to support what has happened and the notes taken.
- If there were witnesses, take a note of their details so that they can be contacted if needed.
- report the incident to their line manager as soon as is practicable.
- complete the appropriate incident form as accurately as possible. (Remember that this is a legal document which may be relied on in future.)

### Non-compliance of this policy

If employees do not comply with this policy, disciplinary action may be taken in line with the company disciplinary policy.



Signed  
(on behalf of the Company)

Date      June 2026