

Driving policy – Personal Vehicles

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 personal 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:

- 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 annually, or sooner where required, to ensure it remains compliant with legislation and reflects current organisational practices.

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.

MOT, tax and Insurance

All employees must:

- have adequate insurance that covers business use of the vehicle they are driving
- ensure their vehicle is taxed and has a valid MOT
- produce insurance, tax and MOT information if requested by the company

The Tudor Griffiths Group may carry out periodic checks on employees' insurance, tax and MOT information.

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
- do not drive under the influence of alcohol or illegal drugs
- 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 the vehicle has correct insurance and tax, and has a valid MOT
- 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:
 - names and contact details
 - vehicle registration
 - 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

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

Date

June 2026

(on behalf of the Company)