Car Use Policy

PACE has a responsibility to ensure that staff who drive in connection with PACE business maintain a high standard of driving, in a safe and legal vehicle, and, by doing so, reduce the risk of death, serious injury or prosecution to themselves and other road users. Staff have a responsibility for their own safety and that of other road users.

Staff who drive PACE vehicles or hire vehicles and who are involved in road traffic accidents or cause damage to vehicles are liable to receive warnings regarding driving care and standards and continued failure to improve driving standards could ultimately result in dismissal.

This policy applies to the use of PACE private vehicles when used for work purposes. It covers work-related driving and does not apply to commuting to and from the normal/usual place of work.

PACE will seek to ensure that:

- All statutory legislation relating to driving, use of vehicles and medical fitness to drive is complied with;
- The requirements of the Highway Code are complied with; and
- Best practice in relation to driving standards, journey planning, rest breaks and restrictions on the use of mobile communication devices is promoted.

Responsibilities

PACE is responsible for:

- Checking that drivers are entitled to drive the vehicle being used, covering: valid driving licence, fitness to drive, road tax, insurance for business use, and MOT (where applicable to private cars);
- Ensuring that vehicles owned or leased by us are suitable for the proposed use and roadworthy; and
- Bringing this policy to the attention of all staff who drive on PACE business.

- Staff/Drivers have a responsibility to co-operate and comply with this policy, and to take reasonable care of themselves and others. In particular, all persons who drive on PACE business must:
- If driving a privately-owned vehicle, ensure that they have valid insurance for business use, and that the vehicle has a valid tax disc, and MOT certificate where applicable;
- Ensure that they have a valid licence for the class of vehicle being driven;
- Observe the Highway Code and current driving legislation;
- Observe the law in relation to alcohol limits, drugs and medical fitness;
- Inform your manager if you are convicted of a driving-related offence or have a medical condition that makes you unfit to drive; and
- Inform your manager if you are involved in a driving or traffic related accident.

Drivers' licences

Only valid full UK Drivers' Licences will normally be accepted for work purposes. The licence must state your current name and address and photocards should have been issued within the last 10 years.

Upon request, normally once a year, each PACE approved driver must present their driving licence (not a photocopy) to their manager for inspection.

In the event that you are convicted of a drink driving offence, any PACE vehicle allocated to you will be immediately withdrawn.

Health & eyesight standard

Guidance should be sought if you have a medical condition/disability that may affect your ability to drive, or if you have restrictions placed on your driving by the DVLA.

You must meet the relevant eyesight requirements for the Driving Standards Agency national driving test for the appropriate category of vehicle.

Alternative work

If you receive a driving ban or are considered medically unfit for driving and your current role relies on you driving, consideration will be given to offering alternative work within PACE.

Your car

If you use your own vehicle for work purposes, you must ensure that it is roadworthy, is fit for purpose, has a valid road tax and a current MOT certificate where required, and is insured for business use. Managers may periodically ask you to produce documentary evidence of the above.

Seat belts

Seat belts are fitted to all cars and it is compulsory for front and rear occupants to wear them. Failure to wear seat belts increases the risk of injury under most circumstances and in the event of an accident can constitute contributory negligence. It is your duty to insist that any passengers use their seat belt correctly.

Parking

When parking near our offices, you should be mindful of other road users and ensure adequate security for the vehicle and its contents.

Carriage of passengers / goods

All goods being carried must be securely restrained in/on the vehicle. The vehicles must be suitable for the load being carried (e.g. number of passengers; weight; hazardous substances) and should not be overloaded. Equipment/loads which could cause injury to passengers in the event of sudden braking, collision, or other incident must not be carried in the passenger compartment.

Fatigue & journey planning

Statutory minimum breaks / rest periods must be taken. Driving at work counts towards the working time limits set out in the Working Time Regulations. Managers will take all reasonable steps to ensure that you are not required to work more than an average of 48 hours a week, including time spent driving for work (but excluding home-to-work travel).

Journeys should be planned to allow sufficient time; thus you must avoid any temptation to speed, and where appropriate to allow for adverse weather and traffic conditions. Adequate allowance will be made for overnight accommodation where journeys cannot be completed within the working day.

Accidents & incidents

Anyone driving for or on behalf of PACE must report all work-related accidents and incidents, including damage, to the COO within 24 hours of its occurrence.

If you are involved in a motoring accident:

- Immediately after the accident record the fullest possible information about the circumstances of the accident including full details of any other vehicles involved e.g. registration number, drivers name and if possible, their insurance company, together with the names, addresses and telephone numbers of any witnesses;
- If anyone is injured, the Police must be advised at once.

Fines / convictions

You are responsible for all fines relating to speeding, parking and road traffic act offences that you have committed. If prosecuted for a road traffic offence, you will be responsible for legal costs, except in exceptional circumstances.

Mobile phones

Hand-held mobile phones must not be used when driving, except to call 999 or 112 in a genuine emergency when it is unsafe or impractical to stop.

You can use hands-free phones and sat navs when driving. Note that if the police think you are distracted and not in control of your vehicle, you could still get stopped and penalised. If you need to be contacted, other staff should be aware that you are driving and not distract you too much or for too long.

Alcohol & drugs

You must not drive whilst under the effects of alcohol (above the legal limit) or legal/illegal drugs which may impair responses/reactions.

Fuel purchases

You will pay for fuel purchased for business use. Any business mileage can be claimed back via expenses on the appropriate form.