

DRIVING AT WORK

Updated 1st July 2011
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STANDARD OPERATING PROCEDURE

SUMMARY

ELCAP has a responsibility to ensure that staff and service users are kept safe whilst travelling by car. Vehicle maintenance legislation requires ELCAP and staff to ensure the roadworthiness and safe operation of vehicles.

Not all posts require staff to use their car for work purposes. Some service users have their own vehicles and it is part of a support workers job description to drive the service user's vehicle. Where a service user has no vehicle, support workers should assist the service user to use public transport to increase the person's skills and independence. Where support workers use their own car to transport service users, support workers must ensure their car is safe, insured and the use of the car is consistent with the support plan for the service user.

ELCAP operate a system whereby if staff are required to use their own car for work purposes, then they will be reimbursed an allowance for mileage and wear and tear costs.

As a vehicle user, staff have a responsibility not only for their own safety but also for the safety of others that may be affected by their actions whilst driving in the course of their duties. ELCAP expect staff to uphold the highest standards of driving and safety when using their car for work purposes.

PROCEDURES

Vehicle Users

Vehicle users are staff who use their cars for work purposes. This would be for business journeys which may include supporting individuals with transport. Business journeys with individuals should only be made by car when other forms of transport cannot be used as alternatives. Where service users own their cars, staff will be expected to drive the car when required.

Maintenance

[a] Staff cars:

Staff are responsible for keeping their vehicles in good repair and maintained in roadworthy condition. This means your car is maintained according to the

manufacturer's service schedule and has a valid MOT. This includes checking all lubricant reservoirs, coolant and anti-freeze levels, tyre pressures and treads, all brakes and lights and all glass, lenses and reflectors.

[b] Service Users' Cars:

Staff should ensure that service users' cars are in good repair and road worthy according to the manufacturer's service schedule. Any concerns about the safety or maintenance of the cars should be reported to the line manager. Part of the annual service review will include checking that the service user has valid insurance & MOT for their vehicle if an ELCAP manager is an appointee.

Vehicle insurance

The owner of the car is responsible for the car insurance.

Service users or their appointee with a motability vehicle or their own vehicle are responsible for holding vehicle insurance for all drivers. Support workers should check that they are covered by this insurance before driving and refer any problems to their line manager.




Staff who use their own cars to transport service users or other colleagues must ensure their cars for business purposes. Please be aware that staff will be held personally liable for an accident if they do not have car insurance for business purposes.

Accidents whilst at Work

In the event of an accident during working hours involving the vehicle, staff are required to notify their line manager as soon as possible after the accident and complete an incident form.

Motoring Offences

The driver of the vehicle must drive within the law including:

-  Ensuring that a valid road fund licence is displayed
-  Ensuring that traffic signs and statutory speed limits are observed
-  Ensuring that the vehicle is sensibly parked and not in breach of any regulations

If fines are imposed these are the responsibility of the driver. ELCAP will not accept responsibility for the payment of any penalty which may be imposed on the car user. Staff are required to notify their line manager in writing of any charges or convictions of motoring offences.

Hand Held Devices

The use of mobile phones or any other equipment, including hands free, which may cause distraction whilst driving, is prohibited. Mobile phones should be switched off before starting any journey and voicemail messages picked up after parking the

vehicle. This complies with legislation to drive “with due care and attention” and follows advice from motoring organisations.

Alcohol and Controlled Drugs

Staff must not drive a vehicle whilst in an unfit state due to the influence of alcohol or illegal drugs. Drivers taking prescribed medication should check with their doctor whether it is safe to do so.

Mileage Allowances

Staff claiming mileage allowance will be reimbursed at 45pence per mile.

To claim for any ELCAP journey, a travel claim form should be completed (monthly) showing the purpose of the journey, destination and business mileage. This will require authorisation by the line manager. Staff will be re-imbursed for their mileage allowance via the monthly payroll. Examples of an ELCAP journey, travel to staff training sessions, travel to meetings and journeys between service user homes. Staff may not claim mileage between home and their place of work.

The cost of any journey in a staff car should be agreed in advance with a service user and match with their money plan and support plan. The service user will then re-imburse the member of staff directly for the mileage allowance.

Mileage allowances will be reviewed annually in line with Inland Revenue rates.

Staff & ELCAP responsibilities

Staff will be asked to evidence that they are safe to drive by producing a copy of their driving licence including any endorsements before starting their employment.

Thereafter, ELCAP will carry out spot checks such that all staff will have their driving licences checked every 3 years.

For the avoidance of doubt, staff should be aware that they will be held personally responsible for an accident if they drive without valid MOT, valid road tax or valid car insurance for business purposes. Staff will be reminded of their responsibilities to maintain their car in a roadworthy condition as this needs to be signed on every expenses claim form.

Any endorsements on licences between regular checks should be notified immediately to the line manager and photocopied by the manager. The manager will forward the copy documentation to the HR Manager for filing in the staff member’s personnel file.

Motability Vehicles

If you support a service user with a motability vehicle, please read the Motability Handbook in Appendix 1.