**Driving for Work & Grey Fleet – Toolbox Talk**

Driving for work is any driving activity that you carry out for your employer. It could be an obvious work journey like driving to meet a client but it could be something less obvious like driving home passed the post box to post the office mail.

Examples of driving for work activity include:

* Driving to a corporate social event
* Driving from your home office to one of your employers’ offices for a meeting
* Driving to a train station to catch a train for a work meeting
* Driving to the supermarket to pick up sandwiches for a work lunch

We’re all so used to driving that we can take it for granted. However, driving is the most high risk activity many of us will undertake for our employer. Even when you’re driving your own vehicle for work purposes, you are still deemed to be at work whilst you are behind the wheel.

As you’re at work your employer has a duty to look after your safety, even if you’re in your own vehicle. There are key items you need to have in place if you’re going to use your own vehicle for work journeys.

**Essential Steps**

The following documents need to be provided for your line manager to review:

* Your personal car insurance policy with evidence that it includes business cover
* Evidence of road tax being paid
* Your MOT certificate if you’re vehicle needs on
* Evidence that you keep your vehicle roadworthy and serviced in line with the vehicle manufacturers recommendations

Your line manager will also need to decide on whether your vehicle is suitable for the work journey you wish to take. For example, there may be a particular load that you want to carry and having an unsuitable vehicle will only introduce additional risk.

There are three further steps that you will have to take in order to drive your vehicle for work purposes are:

* Signing a mandate form that gives permission for your driving licence to be checked against the DVLA database. This will tell us if you have points on your licence and whether you still hold a valid licence.
* Sign a declaration that you have no health issues that could have a negative impact on your ability to drive safety. This could include issues around sleeping and fatigue. We don’t need to know all the details but there are many medical conditions that need to be bought to the attention of DVLA as they affect driving competence. You must tell us if any of these conditions apply to you.
* Sign a declaration that you’ve had an eyesight test at an optician in the last two years. We may also ask you to complete a simple Highway Code eyesight check on an annual basis.

**For Discussion**

1. Were you aware that all those different examples of journeys were all driving at work activities?
2. Do you use your own vehicle for work journeys?
3. Do you have business use on your personal car insurance policy?

**Questions**

1. What sort of health issue would you need to declare because it could impact your ability to drive safety?
2. What type of additional cover will you need to have on your personal vehicle insurance policy?
3. What three issues do you need to demonstrate are in place with relation to your vehicle?

***If you are unsure about any of your answers to these questions, please speak with your line manager in the first instance.***

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| Meeting Conducted By | Date | Comments |
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**Attendees**

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