**Grey Fleet Driver Register**

This form can be used to make a record of employees within your organisation and their authorisation to drive their own vehicle on behalf of your organisation. The form can be kept at location level for a larger organisation and used by a manager to ensure that only authorised employees drive their won vehicle for work purposes.

All employees should receive the Driving at Work Toolbox Talk, or at least have the content from the talk included in their induction training programme. This will ensure that employees are aware of the requirements around using their won vehicle to make a journey on behalf of your organisation.

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| Employee Name | Location and Department | Essential car user | Occasional car user | Authorised to drive | Next authorisation check due |
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Register compiled by:

Position:

Review date: