

Driving for Work

If you drive as part of your job role, you are an occupational driver.

What is an occupational driver?

An employee needs to meet one or more of the following Occupational Driver criteria:

- Claims business mileage, or
- Uses a LCC pool/company vehicle, or
- Uses their own or a hire vehicle for work business*

*Work business - include driving to/from work meetings/ appointments / LCC sites/buildings. It **does NOT** include commuting to/from work.

If I have staff who are occupational drivers, what do I have to do?

- Carry out and recording of risk assessments that include (where relevant) transport, travel and vehicle use.
- Implementing suitable measures to minimize risk – can the course or meeting be done through MS Teams?
- Ensuring that employees who are classified as "occupational drivers" upload their driver documentation (Licence/Insurance/ MOT if applicable etc.) to BWO (if you have access) or create your own process, keeping copies locally of the documents – the insurance and MOT must be provided annually.
- For those that carrying out regular driving for work, ensuring that they have completed some Driver Safety Training every 3 years or as recommend.
- Non LCC employees driving on LCC business must be notified of this policy and confirmation obtained that their employers have verified their own road risk and checked driving documents. This evidence must be obtained before authority is given to drive on LCC business.
- To ensure driving alone has been considered as part of the operational risk assessment.
- Ensure there is a checking in and out procedure to ensure staff arrive at destinations safely.

Key Messages

Sleep-related accidents are more likely to result in a fatality or serious injury.

Peak times for accidents are in the early hours and after lunch.

Men under 30 have the highest risk of falling asleep at the wheel.

Plan your journey to include a 15-minute break every 2 hours of driving.

