

Driving For Work

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If you drive as part of your job role, you are an occupational driver. This driving may take place daily, weekly or even once or twice a year to attend meetings or training courses.

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 risk areas

The Vehicle

How safe and road worthy is your car? does it have a valid MOT, how often do you service it, what regular checks do you do i.e. tyres, wiper blades, brakes?



The Driver



Do you have the correct licence for the vehicle you are driving? Those who passed their driving test post 1997 will have different categories to those who passed before this year.

What experience does the driver have? Do you find driving enjoying, stressful, worrying or do you get angry? All these factors play a major role in how safe you are on the road.

Time behind the Wheel

The time you spend driving and the type of driving you do will also have an impact on the levels of risk you face, and the controls needed to increase your safety.

General driver, vehicle and road safety trip and guidance

Information on making your journeys as safe and stress free as possible i.e. break down cover, additional driver training and the rules around using **mobile phones** or other devices whilst driving i.e. making and receiving calls, using sat-nav apps, streaming music, etc.



Key Messages

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

You may wish to implement vehicle pre use checks – templates for these can be found here:

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.

Staff driving a minibus or using a personal car to transport pupils

If you have a minibus or hire in the use of a minibus where one of your staff members are driving it although a minibus may technically just be a van with extra seats, the law doesn't see them that way and therefore different requirements and rules apply.

You **MUST** have a D1 category on your driving license, a D1 category licence allows you to drive a minibus with 9 to 16 passenger seats and a weight between 3.5t and 7.5t. However, anyone who passed their driving test after 1st January 1997 was **NOT** automatically granted the D1 category on their licence and an additional test is required to be passed. Most people who passed their driving test before that date will have it automatically granted (some individual restrictions may apply due to medical conditions or other reasons). Please check the back of your licence to see which category of vehicle you're allowed to drive.

As the driver of any vehicle on the public highway, you are responsible for ensuring its 'Roadworthy' each time you use it i.e. tyres, lights, mirrors, etc. However, when using a minibus these checks need to be recorded to prove that you have completed them.

To assist you with doing this a new minibus and personal vehicle checklist has now been launched, it goes through the basic checks that need to be completed before every journey relating to the safety of the vehicle but also other important safety and legal aspects i.e. MOT, Insurance and road tax status. Each completed form is stored centrally and can be accessed via a hyperlink by the person who completed it.

The MS Forms can be found here: [Mini Bus Checklist - Lincolnshire County Council – Fill in form](#)

If you wish to complete a hard copy of this form, these are available on the H&S for Professionals Pages - [Health and Safety for Schools – Professional resources](#)

Contacts

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